

**First Unitarian Church of Portland**  
Board of Trustees Meeting - June 6, 2019 - **final** Agenda  
Board Meeting – 7- 9 p.m. – **Church Office**

**Board Meeting**

6:00 Dinner  
6:25 Informal check-in  
6:40 Deepening

**Board Roles:**

Process Observer: ?  
Timekeeper: Randy  
Words: Alan

7:00 **Convene**

Opening Words - Alan  
Determine Quorum  
Process Observer Review  
Review Agenda  
Review & Approve previous meeting's minutes

7:10 Congregant Comment Period

**Updates**

7:20 ET Update

NOTE: Committee Updates - reports attached.

NOTE: Dates to calendar -

Board Retreat May 31 & June 1;

Teacher Recognition June 2

Flower Communion, move to 1 service June 9

End of year dessert social to appreciate Board members and recognize outgoing members - June 9 at 7:00 Tom's home

Mira's Ordination June 16, 6pm

Mary's Celebration June 23

Beaumont workshop Sept 7, 9am-3pm

Board Auction Item - Karaoke Sept 26 (**cost \$38 ea board member - to Evie**)

Forum dates next year - Sept 29, Febr 23, April 19

**Consent Agenda**

7:55 Approve Abigail Clauhs as affiliated community minister as articulated in covenant (attached)  
Approve slate of officers and committee heads for church year 2019/20

**Action Item -**

8:00 Discuss and vote on the Policy changes as proposed - on web page (if needed)

[www.firstunitarianportland.org/wp-content/uploads/2019/04/Board-Governing-Policies-2018-Final.pdf](http://www.firstunitarianportland.org/wp-content/uploads/2019/04/Board-Governing-Policies-2018-Final.pdf)

**Generative Discussion -**

8:15 Generative Discussion. Governance Comm led discussion of the Assessment of the Ministry  
Finalizing our Goals from the retreat

## Meeting Wrap-up

- 8:50 Communications Check and Process Observations  
Closing Words - Alan  
9:00 Adjourn

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### **Our Church Mission:**

The mission of First Unitarian Portland is to create a welcoming community of diverse individuals; to promote love, reason and freedom in religion; to foster lifelong spiritual growth; and to act for social justice.

### **Our Church Vision:**

First Unitarian Church is a beacon of hope for us and our community, a Spiritual center in the heart of the city that helps each of us to find our moral compass, calling and challenging us to build the beloved community with an ever deepening sense of spirit, diversity and inclusion.

### **Goals for First Unitarian Church**

Five Year Church Goals are created in collaboration with the congregation and Executive Team and adopted by the Board. They reflect the mission and vision of our church. Church goals are primarily carried out by the Executive Team and staff, collaborating with the Board.

Board 1-3 Year Goals are created by the Board and Executive Team at our yearly Retreat. Board goals may draw from the 5 Year Church goals, yet reflect work within the purview of the Board.

### **First Unitarian Church Five Year Goals**

At the Board meeting on May 6, 2016, the Board adopted five year goals for the church. From 2016-2021, First Unitarian Church of Portland will:

- Focus on collaborative governance, revising policies for clarity and brevity and creating linkages between the Congregation, the Board, and the Executive Team.
- Increase church funding through enhanced giving, including goal to reduce or retire the Buchan Building mortgage.
- Make a cultural transition from program-focused church to mission-driven church, with priority to building beloved community between generations.
- Develop a long-term plan for development and sustainability of church campus given changing dynamics of West End and downtown Portland.

### **Board Goals for 2018-19**

Recognize that adopted goals are 1-3 year goals. (Going forward, add a new goal when an old one is retired.)

1. Continued to work on issues of Power, Privilege and White Supremacy Culture by

- a. Educating ourselves on the issues.
- b. Examining the ways in which Power, Privilege and White Supremacy Culture affect our Church, including our Board work.
- c. Taking steps to improve our practices.
- d. Form a plan to educate congregation on white supremacy culture

2. Support ET to have an AFD and other income streams that meets the church's budgeted expenses by the 2020-2021 church year

3. Governance committee to review and possibly recommend changes to the bylaws as they relate to Ministerial Relations Committee, size of Board, and Nominating Committee.

4. Insure that current possibilities for development on the current campus receive thoughtful consideration and appropriate Board review.

5. Create a Senior Minister Transition Team to educate the Board, create a timeline, and an education plan



### **An Affiliated Minister Covenant**

This document is a Covenant dated \_\_\_ between The First Unitarian Church of Portland, Oregon; the Reverend Bill Sinkford, its Senior Minister; and Abigail Clauhs as an Affiliated Community Minister of the Church.

Abigail's community ministry will focus on her role as a professional Clinical Chaplain with Providence ElderPlace, providing spiritual care to participants in the ElderPlace program.

First Unitarian affirms Abigail's ministry. However neither First Unitarian nor Rev. Sinkford supervise Abigail. Affiliate Minister status is intended to ground the Affiliate Minister in UU congregational life, provide collegial and other support, and provide recognition of the Affiliated Minister within the larger UU ministry. The Senior Minister and the congregation also hope to benefit from the Affiliated Minister's gifts.

The Senior Minister has overall responsibility for ministerial leadership within the congregation. Abigail will refer all congregant requests for ministerial services to Reverend Sinkford, and will provide those services only with Reverend Sinkford's explicit approval. Any payments for such services will follow the First Unitarian practice of providing most services to members without fee. She will conduct her ministry in ways that support the vision and mission of the congregation, as articulated by Reverend Sinkford.

As a Unitarian Universalist minister, Abigail may conduct services at other churches, speak at public events and take public positions on issues of conscience provided that she does not represent herself as speaking on behalf of First Unitarian Church unless she has been specifically authorized to do so.

Abigail is welcome to participate in the life of First Unitarian, maintaining his/her identity as a minister at all times. Abigail is also welcome to offer and lead programs at First Unitarian, at the invitation of appropriate staff.

Abigail may be given use of church facilities on a case-by-case basis, at or below the current not-for-profit rates.

The Church will identify Abigail as an Affiliated Community Minister of the Church in annual reports to the UUA, to other regional bodies, and to the Ministerial Fellowship Committee. It will also include Abigail's name and relationship as an Affiliated Community Minister on its website and in other publications as appropriate.

Abigail will be eligible to be a ministerial delegate from the First Unitarian Church at the General Assembly, General and District meetings. Participation would not reduce the number of lay delegates apportioned to the congregation.

Either Abigail or Reverend Sinkford can request clearer delineation of responsibility, accountability, and channels of communication as responsibilities, roles, and relations are negotiated and, as needed, renegotiated.

Abigail and Reverend Sinkford will meet at least once each year to review this covenant. They will conduct their relationship with each other in accord with the Unitarian Universalist Ministers' Code of Professional Conduct.

This covenant shall continue until ended by the Affiliated Community Minister, the Senior Minister, or the Board of Trustees; or by mutual agreement.

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Rev. Bill Sinkford, Senior Minister Date

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Abigail Clauhs, Affiliated Community Minister Date

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For the First Unitarian Board of Trustees Date



**First Unitarian Church of Portland**  
Board of Trustees Meeting - May 2, 2019

Board members present: Barbara Morrison, Leila Wrathall, Evie Zaic, Randy Russell, Cindy Cumfer, Mindy Clark, Ryan Diebert, Theo Harper, Kathy Ludlow, Alan Comnes and Andy Parker

Assistant note taker: Dotti Chidester

Exec Team and staff present: Bill Sinkford, Kathryn Estey and Mira Mickiewicz; absent Tom Disrud

Parishioners Present: Brad Taylor

Our meeting convened around 7:00.

Opening Words – Leila, “Art of Blessing the Day”, by Marge Piercy; Maggid

Quorum determined (all board members present)

Process Observer Review: Ryan and Randy indicated they noted strengths in the area of making decisions in urgent situations and a willingness to engage in preliminary discussion. Noted excellent participation from all board members especially regarding the area of “fear of open conflict”. Want to note how well we avoided side issues and were able to address the real issues.

We lit the chalice and intoned an affirmation

Kathy reviewed the agenda and we proceeded with no changes. We reviewed and approved the minutes from our last meeting unanimously.

The only congregant present indicated he was here to observe.

## **Updates**

### **7:20 ET Update**

Kathryn provided an update on the flood damage to the building. She thanked all who have been able to adjust and be flexible. Saying the Buchan building will not be useable for now. Everything is drying out on 2<sup>nd</sup> and 3<sup>rd</sup> floor. We will not need to replace carpet on the second and third floor but will in the Buchan reception area, there will be drywall replacement in all areas. We engaged Kennedy Restoration for this work. Ballots were mailed out. An email regarding an error was sent out also. The auction starts this Sunday. Information and auction items will be on available in Fuller hall. Evie reported, we have over \$5,000.00 in sponsorships.

Bill noted will be having summer camp led by Mira. The registrations have been lighter than we hoped. Publicity is still going out and Mira will be making a personal appeal, to families. He noted we almost certainly will not find someone to employ for ½ time minister position. He noted they are developing plans to determine how to work the duties so that he and Tom can provide services. There is a desire to have a female presence in ministerial leadership. Noting there is a need for a female to help in counseling. Some of the guest ministers already planned are women. We hope to have

female guests and to work with folks who are currently in our congregation. We are in the process of a fairly significant reset in our music program with the choirs. He has had listening sessions with the choirs. People who wish are being invited to audition for choir. DeReau plans to rename all the choirs.

Evie made an appeal to board members to come to the board forum this Sunday.

NOTE: Committee Updates - reports attached.

NOTE: Dates to calendar -

Nom Com/Board get together - April 30, 5:45pm

Board Retreat May 31 & June 1;

Board PET Forum - May 5

Lay Minister Team dialogue - May 15 (Alan & Kathy attending)

End of year dessert social to appreciate Board members and recognize outgoing members - June 9 at 7:00 or 7:30

Beaumont workshop Sept 7, 9am-3pm

Board Auction Item - Karaoke Sept 26 (cost \$38 ea board member)

Forum dates next year - Sept 29, Febr 23, April 19

### **Consent Agenda**

7:55 Endorse, on behalf of the congregation of First Unitarian, to ordain Abigail Clauhs into the ministry. This passed unanimously

### **Action Item -**

8:00 Discuss and vote on the Policy changes as proposed - on web page [www.firstunitarianportland.org/wp-content/uploads/2019/04/Board-Governing-Policies-2018-Final.pdf](http://www.firstunitarianportland.org/wp-content/uploads/2019/04/Board-Governing-Policies-2018-Final.pdf)

4.11 & 4.9. There was lively discussion and debate on these changes. Motion to accept the policy as described with one change was not passed. Kathy noted would be willing to work with governance to make changes. A motion was made, that all of the standing committee chairs be part of the BOC. Motion carried on a vote of 7/3. The board unanimously accepted all of the other policy changes. Regarding policy 3.3.1, (The finance Committee suggested this be taken out of the policies being voted on. Indicating they want to work on the policy. They want to keep as written.) This was moved and accepted.

### **Generative Discussion -**

8:15 Generative Discussion. Governance Comm led discussion of the Board Self-Evaluation Survey

Next meeting June 6. Randy, Acting Secretary. Theo passed around a sign-up sheet for Sunday morning greeters.

~ **Closed Work Session** ~

## **Meeting Wrap-up**

8:50 Communications Check and Process Observations Randy noted very little need to say anything as we did a good job.

Ryan noted we have done a good job. Expressed gratitude for the way we conducted ourselves.

Closing Words – Leila, “Art of Blessing the Day”; Kaddish

9:00 Adjourn

## **Communication Committee Minutes**

**May 14, 2019**

Approved April Minutes

May Moderator Letter - Kathy will draft. Items to include:

- Election results (to be certified at June BOT meeting)
- Comment on board forum - Brittany Packnett Ware Lecture & discussion)
- Summer schedule

Board Dialogues - Randy to update summary spreadsheet with results from young adult and lay minister dialogues. Kathy and Alan to attend lay minister dialogue.

Received letter from Leslie Pohl-Kosbau re policy for church treasures. Kathy will address.

Website tasks (Randy):

- Post moderator letter
- Post policy change document once approved

Adjourn

**First Unitarian Church  
Finance Committee Minutes  
May 28, 2019**

**Attending:**

Committee Members: Leila Wrathall, Kathy Ludlow, Evie Zaic

Board Members and Congregants: Linda Craig, Jo Ann Foor, Ed McClaran

Staff: Kathryn Estey

**Call to Order:** 5:10 pm

**Reading:** Jo Ann provided a reading.

**Date and Time for Next Regular Meeting:** September 24, 2019, 5:00 – 6:30; vote by mail may be used for selection of audit firm and disbursement of annual reserve funds during the summer and/or a meeting if needed.

**Meeting Schedule for Year: Starting September 4<sup>th</sup> Tuesday of the month from 5:00 – 6:30 pm, except for December.**

**Announcements and Reports:**

Leila reviewed Agenda.

**Motions/Approval:**

**M/S/C:** Approve April 23rd Minutes with two changes, Joann should be Jo Ann and delete “Internal” from Audit Committee.

**April 2019 Financial Review - Discussion**

| <b>April -19</b>        | <b>YTD</b>   | <b>Budget YTD</b> |
|-------------------------|--------------|-------------------|
| <b>Operating Income</b> | \$ 1,908,144 | \$ 2,163,398      |
| <b>Operating Costs</b>  | \$ 1,968,523 | \$ 1,939,102      |
| <b>Reserve Deposits</b> | \$ 40,003    | \$ 40,003         |
| <b>Investment</b>       | \$ 2,424     | --                |
| <b>Net Cash Effect</b>  | \$ (15,762)  | \$ 184,294        |

**Discussion:** Pledge payments were down in April, \$20,046 lower than March. Rental income is in pretty good shape, although a little below budget because of not having year around shelter. The Foundation’s annual contribution, \$55,000, was transferred in April. The net cash effect deficit is not as high as it otherwise would be. Unless pledge payments unexpectedly surge, the net cash effect deficit will likely increase. Kathryn will try to provide a report about actual amount and percentage of pledge payments received for CY2018 and the first half of CY2019.

There will probably be some changes to format of Financial Report next fiscal year to provide better explanation of special projects and reserve fund usage.



## Updates – Kathryn

**Annual Fund Drive:** After conducting the AFD the same way for a number of years, and the disappointing results of AFD2019, the ET is trying to determine what needs to be done differently. Rev. Sinkford is going to meet with a group of congregants about the AFD to discern what might be done to modify the way we do the AFD.

**Banking:** Advisory Committee met. Michael Wade who has banking knowledge, is doing research on choices, and other committee members have their assignments as well. They are trying to identify 3 or 4 banks to meet with in person. Tentatively trying to make selection by September. Kathryn is consulting UUA to see if they have any considerations to add. Also considering what may be needed if church block development is determined to be feasible. Those don't have to be linked however.

**Buchan Building Status:** Don't have update on Church Mutual. At this point think Buchan will be closed through end of June. No new flooring needed for 2<sup>nd</sup> or 3<sup>rd</sup> floors; getting bids on Buchan Reception flooring replacement. Want carpet with some concrete on one end. Since flooring replacement for Buchan Reception was on the to do list prior to the water damage, church plans on covering any costs in excess of insurance payment for flooring to get preferred flooring. Looking at nylon carpet, it is more recyclable than wool.

**Auction Update:** Evie reported that 311 people registered to bid, most ever. Took in \$52,027, 2<sup>nd</sup> highest amount. Having auction in Fuller Hall worked very well, hope to continue this in the future. Hats off to Evie and Sharon Dawson who co-facilitate the auction committee, and all of the other individuals who work on components of the auction. On June 30<sup>th</sup> auction committee members will be recognized from the pulpit. Evie also hopes to recognize the sextons who provide invaluable assistance during the auction.

**Review of Fiscal 2018-2019 Financial Statements:** M/S/C to recommend approval of Final Financial Statement for Fiscal 2018-2019 from the auditors at Pauly Rogers.

**Audit Committee:** See proposal below. This subcommittee is an advisory committee, not one that has any independent authority. Kathryn reported that the ET was okay with this proposal. Since neither she nor Zaida have an accounting background this could be helpful. Kathryn, Linda and Leila will meet to discuss membership.

M/S/C To create an Audit Subcommittee of the Finance Committee.

**Stewardship:** This is an initial discussion, anything that the committee recommends would have to be coordinated with ET since fundraising is within the ET's scope of authority. Kathryn related that the ET would be concerned if the Board were setting up a stewardship committee, but does definitely feel need for stewardship to be a focus. Ed reported on what his prior church in Reston VA did re: its stewardship committee. It was focused on fundraising, although some address both fundraising and getting a handle on how much volunteer time is provided by congregants. Kathryn related her observation that challenge prior stewardship committees at First Church had was lack of clear purpose. Need to focus on fundraising and directly related activities. Discussion that calling it Gratitude Committee with focus on fundraising might be better than calling it a Stewardship Committee. Finance will work on generating more ideas. Need a group that is visionary, looking at how do we keep the base growing, "futuring" thinking, during season between AFD end and beginning does committee engage in outreach. Ed mentioned that UUA has a generosity network that he is a member of. A new Director recently started and will be relooking at the network's role. It has concentrated on calling and thanking churches for their contributions.

During the summer a subgroup of Ed, Jo Ann, Evie and Leila will convene and research this further. Leila will convene the meeting.

Jo Ann read the closing reading.

Volunteer for next meeting: Will wait until later in summer to find a volunteer

Meeting adjourned at 6:10 pm.

Minutes submitted by Leila.

### **Proposal for Audit Committee for First Unitarian**

#### **Description**

An audit committee at First Unitarian is proposed as a subcommittee of the Finance Committee. It would have no independent authority; it would be advisory to the Finance Committee.

Its function would be to help with oversight for the church's financial statements and the church's relationship with its outside CPA firm. It would provide advice to the Finance Committee and staff on the following:

- a) In years when a new CPA firm is sought for auditing or reviewing the church's financial statements, preparation of RFP and review of responses from CPA firms who apply.
- b) Advise staff, as requested, on preparation of internal documents and financial statements to be submitted to the CPA firm.
- c) Review of adjustments proposed by the CPA firm to the internally prepared financial statements.
- d) Review of draft financial statements presented by the CPA firm after their review or audit.
- e) Review of management letter or letter on internal controls prepared by the CPA firm and advice to Finance Committee and staff about changes or resolutions.
- f) Recommendation to the Finance Committee for acceptance of financial statements and management letters prepared by the CPA firm.

#### **Purpose**

The purpose of this proposal is to establish a small committee of people in the church with professional qualifications as CPAs, CMAs or the equivalent to help the Finance Committee and the Board of Directors with oversight of financial reporting. The Finance Committee does not always have members with this kind of expertise, and the members of the church who do have this expertise may not have time or desire to serve as regular members of the Finance Committee. People with the needed expertise would be willing to serve on the subcommittee because it would provide valuable support to the church with a limited time commitment.

*Proposal by Linda Craig*

*May 10, 2019*

## Privilege Examination Team

Review of our May 15<sup>th</sup> forum on Pursuing Racial Justice with Love. A special thanks to Randy, Leila, Alan, Kathy and Barbara for joining the PET in our showing of Brittany Packnett's talk at last years WARE lecture. We had 35 people in attendance including board members. We received good feedback from attendees on the film. Someone sharing that all groups at the church should watch the video. We had people write a note to themselves on what they would do in the future to help themselves be a better advocate's for racial justice. We will mail them to the participants in a month. Kathryn will help with getting them out.

We then spoke to the future of our team. Here are the notes

### Board Inclusion Advisory Team

The Board Inclusion Advisory Team helps the Board (ourselves) to observe and critically examine the ways that white supremacy culture and other forms of oppressive behaviors (e.g. racism, patriarchy, heterosexism, ableism) show up in our work together. We support ourselves to develop and model more inclusive behaviors that allow each of us to show up authentically as we are, with love, to move us closer to our shared liberation.

To do this, we:

- Establish baseline learning and orientation for all Board members so that we have shared concepts, language and framework from which to engage in anti-racist and anti-oppressive behaviors
- Influence behaviors within the broader congregation by sharing and modeling that learning and behavior
- Annually update our process observation form, format and content, grounded in antidotes to white supremacy culture, and share our learning from process observation with others within and beyond our congregation
- Advocate within the Board Officers' Committee for space on Board agendas for mutual learning and generative conversations focused on anti-racist and anti-oppressive behaviors and strategies
- Create a space in which we might offer mutual challenge and support through check-ins and debriefs with focus on how we are together
- Review Intercultural Development Inventory results and recommend specific Board-level learning/exploration/generative conversation
- Act as a liaison between the Board and the Social Justice Director (and/or other staff) to coordinate Board leadership of anti-oppressive work within the congregation
- Our group felt with our training in the IDI Intercultural Dev Inventory this year, we would like to keep our group a separate team, helping the board navigate the process of better understanding of oppressive behaviors.
- We would work on redefining our goals for process observation for next year using the board's direction from the retreat.
- Theo has volunteered to lead our group and the returning members of the board: Cindy, Ryan, Mindy and Theo all would like to return to help the board in our process of better understanding white supremacy culture by staying on the team.

Word brainstorm for new team name:

White supremacy abatement, racism abatement team, antioppression advisory team, liberation advisory team, diversity/inclusion team, FRED, inclusion, awareness, Liberation commitment action team. We agreed on Board Inclusion Advisory Team

## GOVERNANCE COMMITTEE MINUTES

Chair: Cindy Cumfer

DATE: May 13, 2019, 7:00-9:10 pm

COMMITTEE MEMBERS PRESENT: Cindy Cumfer, Chair; Mindy Clark, Ryan Deibert, Kathy Ludlow

VISITORS: None

Opening Words: Cindy

Next Month Words: Mindy

LAST MEETINGS' TO DO ITEMS: Present the Board Self-Evaluation to the Board, which was splendidly done by Mindy and Andy.

AGENDA ITEMS:

1. **Decision:** The Committee unanimously approved the minutes of the April 22, 2019 meeting.
2. **Board Policy Manual.** The Committee reviewed revisions to the Board Policy Manual prepared by Cindy in response to issues raised at the Board meeting. After much discussion, the Board decided to present these to the BOC for BOC input. Kathy indicated that the Board might also address this at its retreat.
3. **Assessment of the Ministry.** The Committee began discussion of this year's assessment of the ministry of the church. The Assessment this year, like the congregational survey, will be around the three elements of the church's mission statement: (1) community; (2) spiritual deepening; and (3) taking our values into the community. The Committee agreed to report on a fourth implicit mission element: the sustainability of the church as an institution. The report will look at last years' challenges and note this year's challenges as part of the "sustainability" discussion, where the church's progress toward its multi-year goals will also be discussed.

4. **Making Assessment Available to Congregants.** The Committee agreed to make the congregational survey without the comments available to congregants.

TO DO: Cindy will contact Comm Comm about the distribution of the survey.

The Committee agreed to set a special meeting Monday May 20, from 7-9 to finalize a report on the assessment to present to the ET as part of the process of coming up with a joint report for the Board meeting or retreat in June.

Closing Words: Ryan

Next Meeting: **Monday, May 20, 7-9 pm, Room A-301.**

### **GOVERNANCE COMMITTEE MINUTES**

Chair: Cindy Cumfer

DATE: May 20, 2019, 6:30-8:10 pm

COMMITTEE MEMBERS PRESENT: Cindy Cumfer, Chair; Mindy Clark, Ryan Deibert, Kathy Ludlow

VISITORS: None

AGENDA ITEMS:

The sole purpose of the meeting was to move the Evaluation of the Ministry to a more final stage. The Committee did this. Attached is a current version of the Evaluation, which Cindy will incorporate the changes into an Almost Final Assessment send to the Executive Team for final input by May 30. The Committee anticipated that the report will be ready for board discussion at the June board meeting and possible retreat.

Next Meeting: **Thursday, June 13, 7-9 pm, Room A-301.** If there is no business, Gov Comm may convene over dinner.

May 2019

To the Board of the First Unitarian Church of Portland:

Thank you for your commitment to our shared faith, embodied through your service on this Board! I write to you today as a fellow Unitarian Universalist, one who has been recently welcomed into ministerial fellowship by our Unitarian Universalist Association and who is seeking to be ordained by this Unitarian Universalist community, the First Unitarian Church of Portland.

A little about me—I am a Unitarian Universalist young adult who grew up in South Carolina, before moving to Boston to attend college at Boston University. It was also there that I became a member of the Unitarian Universalist congregation of Arlington Street Church and began to discern a call toward ministry. After graduating Boston University, I completed my M.Div. in Interfaith Chaplaincy at Claremont School of Theology in Southern California, where I was also an involved member of the First Unitarian Church of Los Angeles. I then came to Portland in the fall of 2017 to complete a year-long hospital chaplaincy residency at Providence Portland Medical Center, and now work professionally here in Portland as a palliative care chaplain in a community health program for low-income elders (the Providence ElderPlace program). I've also been—and continue to be—involved in interfaith and social justice activism and advocacy. Most recently, I met with the Unitarian Universalist Association's Ministerial Fellowship Committee at the end of March 2019, where I was approved for ordination with a Category I ("Qualified for Unitarian Universalist ministry with no contingencies").

I also began attending the First Unitarian Church of Portland when I moved to Portland in the fall of 2017, and became a member in the summer of 2018. I have deeply appreciated this thriving community, from worship to social justice work to the many ways our members live their faith. As someone who plans on staying in Portland long-term (I love my chaplaincy job, and my partner and I just purchased a home here in SE Portland), I look forward to getting to know this community even more deeply and becoming more involved. I also hope to become an affiliated community minister at First Unitarian after ordination, with the ministry that I do with the elderly and dying in my professional chaplain position (where I openly identify as a Unitarian Universalist) serving as an extension of the healing and loving message of Unitarian Universalism that we practice at First Unitarian.

With all of this being said, I humbly request that you consider me as a candidate for ordination by the congregation. Thank you for your time, your consideration, and for all you do.

Yours in faith,



Abigail Clauhs  
M.Divinity, Interfaith Chaplaincy

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Abigail and Reverend Sinkford will meet at least once each year to review this covenant. They will conduct their relationship with each other in accord with the Unitarian Universalist Ministers' Code of Professional Conduct.

This covenant shall continue until ended by the Affiliated Community Minister, the Senior Minister, or the Board of Trustees; or by mutual agreement.

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Rev. Bill Sinkford, Senior Minister

Date

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Abigail Clauhs, Affiliated Community Minister

Date

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For the First Unitarian Board of Trustees

Date



May 10, 2019

From: Executive Team

To: Board of Trustees

## **Annual Executive Team (ET) “Monitoring Report”**

This year’s annual ET report to the Board has been arranged to better connect the church mission and vision statements and the Church’s and Board’s goals.

First Unitarian Church’s Mission is (1) to create a welcoming community of diverse individuals, (2) to promote love, reason and freedom in religion, (3) to foster lifelong spiritual growth, and (4) to act for social justice,

We affirm the new focus on the broad components of the First Unitarian mission as a framework for the evaluation of our ministry. In this first year, we will need to work together to learn what data and analysis will be helpful. We also want to remain mindful that new data gathering requires resources, as does new analysis.

We also should not lose focus on the church’s 5-year goals, which include the financial health of the church and plans for our physical campus. Do those need some separate reporting structure? Should they be included specifically here?

The broad mission components are, at best, difficult to measure. The new directions for the Congregational Survey which ask congregants to report their experience in the church and as they take the church into their lives are clearly most important. These new questions will not offer trend data this year. We, the ET, can report what we have done, the programs/opportunities we have offered and the numbers (or estimates of numbers) of participants.

We are approaching this report as our first learning opportunity about what this new focus can mean and how we can make it effective for us all.

Shifting the due date for the ET Report from late summer, when ET resources are least committed, to late spring means we were preparing this report amidst all the end-of-year priorities, a full worship and programmatic calendar and high pastoral load. Time and attention has been hard to carve out. This time frame also means that fiscal year data is not available for most measures. We name these to alert the Board to the limitations of this report.

Responses to the survey questions on the mission reveal a religious community that feels well served:

How welcome do you feel at church? 96% Welcome-Very Welcome (Average 4.3 out of possible 5)

How well does the church promote love, reason and freedom in religion 97% Somewhat to Very Well (4.38 out of possible 5)

How well has the church fostered your spiritual growth? 91% Somewhat to Very well (3.84 out of possible 5)

How important is the church's support for social justice to you? 97% Somewhat to Very Important (4.47 out of possible 5)

Even in support for spiritual growth, the lowest rated of the four mission components, when asked what difference the church has made in the lives of respondents, 60% pointed specifically to spiritual growth. It is worth noting that even more congregants (80%) named "being part of a greater whole" as the area in which the church is making a difference in their lives. Being part of a community itself has real value in our isolated and isolating culture.

This overall positive evaluation by congregants is reflected in how they perceive the spirit/energy/health of the church this year: 91% Somewhat to Very Positive (3.81 out of 5).

It is appropriate to note the lack of representation of parents with children in our religious education programs among the respondents to the survey (13% of respondents). Like most "Protestant" congregations our members tend to be older, but the sample of congregants who took the survey (80% over the age of 55) missed many members in their middle and younger adult years.

Despite the limitations of the sample, the overall positive experience of the church this year matches the ET and staff experience. We have had a good year. Not a year without stresses, but a good year.

**Bill Sinkford, Tom Disrud and Kathryn Estey**

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**First Unitarian Church of Portland Mission**

The mission of First Unitarian Church is to create a welcoming community of diverse individuals; to promote love, reason and freedom in religion; to foster lifelong spiritual growth; and to act for social justice.

**Church Vision Statement**

First Unitarian Church is a beacon of hope for us and for our community, a spiritual center in the heart of our city that helps each of us to find our moral compass, calling and challenging us to build the beloved community with an ever deepening sense of spirit, diversity and inclusion.

## **First Unitarian's 5-year goals**

1. Focus on collaborative governance, revising policies for clarity and brevity and creating linkages between the Congregation, the Board, and the Executive Team.
2. Increase church funding through enhanced giving, including goal to reduce or retire the Buchan Building mortgage.
3. Make a cultural transition from program-focused church to mission-driven church, with priority on building beloved community between generations.
4. Develop a long-term plan for development and sustainability of church campus given changing dynamics of West End and downtown Portland

## **Overview of the year 2018-2019**

*Following are the letters from Bill Sinkford, Kathy Ludlow and Leila Wrathall that were included in April's Annual Ballot mailing, which have been updated for this Executive Team Report to the Board:*

### **Toward Our Mission: First Unitarian 2018-19**

First Unitarian's 2018-19 story is a narrative of accomplishment and movement toward mission. So much has happened!

In the fall we welcomed dozens of asylees released from Sheridan prison. The effort involved thousands of volunteer hours and was an embodied experience of working with our community partners toward the Beloved Community. More than 180 people attended the All Church Dialogue on Mass Incarceration in March.

Mira Mickiewicz, our Intern Minister, is building a sustainable "younger adult" ministry. Dozens of younger adults now regularly attend targeted events and worship experiences. Grey heads no longer so overwhelmingly dominate the sanctuary.

Under Rev. Tom Disrud's leadership, First Connections classes have been successfully launched, attracting 10-20 newer (and some longer-time) folks most weeks after 2nd service.

We have begun to explore the possibilities for development of our campus. We were not selected for the city's support program (the City chose three much smaller, more replicable projects); but we are moving toward presentation of alternatives to the Board of Trustees by next fall.

All of these movements address the 5-year goals adopted by the Board of Trustees, and they all move the ministry of First Unitarian toward a deeper embodiment of our mission.

Worship continues to nurture the spirit of the church and calls us to faithfulness in these troubled times. Seminary for a Day, led by Rev. Sofia Betancourt, asked us to imagine Unitarian Universalism as a liberating faith.

Cassandra Scheffman has moved effectively into leadership in Family Ministries. A review of curriculum is underway, as well as reflection on the role and best use of volunteers. We are executing more coordinated intergenerational worship in the sanctuary (the service that focused on Marian Anderson is an example). RE programming this summer will shift from Sunday programming to a “UU Camp” model that has been successful in other UU congregations.

Staff transitions continue. Mary Gear will complete her Acting Assistant Ministry with us in June. Sadly our search for a half time Assistant Minister has been unsuccessful. We will find a way to cover our needs, including support for Young Adult Ministry, but our ministers will be stretched next year. We will not have an Intern Minister next year, as qualified candidates did not apply. Heather Sparks took over as our new Rentals/Community Events Manager in January.

“In Sanctuary” attendance is somewhat softer than last year, and even our “virtual” attendance dropped slightly—though it still consistently represents about 15% of total attendance. Until we find a way to survey our on-line viewers, we’re unable to parse their composition (age? already members/friends? physical location? etc.?) There is now a group of more than 20 that gathers at Holladay Park Plaza to join us in worship on-line each week.

The working relationship between Board and Executive Team continues to be strongly collaborative. Regular Board Forums, Moderator letters and Sr. Minister Q&A’s provide transparency for interested congregants. The Board’s work on our policies and dismantling the culture of white supremacy continue.

We are a church on the move toward our mission.

It is our privilege to serve,

*Board Moderator Kathy Ludlow and Sr. Minister Rev. Bill Sinkford*

## **Budget Commentary**

The proposed budget for Fiscal 2020 is balanced as required. On-going rigorous spending controls, the continued blessing of the elimination of our mortgage, strong rental income and an increase in the First Unitarian Foundation contribution all contribute to our ability to balance the budget and support our mission. Use of reserve funds was still required to bring the budget into final balance.

Although our budget is balanced, it stretches to do more with resources that have not increased. The Annual Fund Drive (AFD) matched last year’s results, but it fell short of the 3% growth we had budgeted. This flat AFD limits the support we can offer to new initiatives and requires the continued use of reserves. Financial realities will restrict how rapidly we can move forward.

It’s a priority for us to understand this shortfall and what it implies for our future. Quoting from a special “Bill’s Blog” written earlier this year, while our “Average Pledge increased nicely (+ 7%), the Number of Pledges decreased by a similar amount (- 7%). ... we are at an 8-year low in the number of pledges received. This mirrors somewhat the reduced membership numbers we reported to the UUA in January” – 982 voting members, compared to 1,043 reported last year. To read the entire special blog, go here: [www.tinyurl.com/Bill-Special-Blog](http://www.tinyurl.com/Bill-Special-Blog).

Our proposed Fiscal 2019-2020 budget includes a 2.5% increase in the AFD, rather than the flat performance of this year, with a pledge shrinkage calculation which reflects our actual experience of the current year. A central question is whether we will recover from the disappointing results of this year’s drive or discover that a slight downward trend in number of pledge units is continuing.

Other budgetary items to note:

- The budget includes compensation for a half-time acting assistant minister. That position will likely go unfilled.
- We are in the middle of contract negotiations with our union.
- Our FY 2019-2020 proposed budget provides a much needed increase in administrative support in both Social Justice and Family Ministries.
- Increased congregational giving is needed in order to move away from the use of reserves and the tight spending constraints that have allowed “in the black” performance of recent years.
- Portland Homeless Family Solutions’ 13 Salmon Family Center left us after many years to move into their own newly purchased facility. Plans to find productive use for the vacated space are still in development.
- The complete FY19-20 budget with line-item detail can be found at [www.tinyurl.com/FY2020-Budget](http://www.tinyurl.com/FY2020-Budget).

*Church Treasurer Leila Wrathall and Sr. Minister Rev. Bill Sinkford*

## **Church and Board Goals**

### **Goals for First Unitarian Church**

5-Year Church Goals are created in collaboration with the congregation and Executive Team and adopted by the Board. They reflect the mission and vision of our church. Church goals are primarily carried out by the Executive Team and staff, collaborating with the Board.

Board 1-3 Year Goals are created by the Board and Executive Team at our yearly Retreat. Board goals may draw from the 5-Year Church Goals, yet reflect work within the purview of the Board.

### **First Unitarian Church Five-Year Goals**

At the Board meeting on May 6, 2016, the Board adopted five-year goals for the church, which they will focus on from 2016-2021.

- *Focus on collaborative governance, revising policies for clarity and brevity and creating linkages between the Congregation, the Board, and the Executive Team.*
  - Board was proactive in reaching out to groups throughout the church to let the groups know what the board has been working on and to see what questions come up.
  - Senior minister has continued quarterly Q and A sessions. Attendance has been lower than last year which we interpret as a good sign, that people don’t have as many questions or concerns about the state of the church.
- *Increase church funding through enhanced giving, including goal to reduce or retire the Buchan Building mortgage.*
  - Our Burn the Mortgage effort last year, in partnership with the church’s Foundation, successfully retired the Buchan Building mortgage.
  - Retiring the mortgage has made balancing both the FY18-19 and FY19-20 budgets feasible.
  - This year’s annual fund drive has basically been flat. Although our budget is balanced, it stretches to do more with resources that have not increased. The Annual Fund Drive (AFD) matched last year’s results, but it fell short of the 3% growth we had budgeted. For more analysis of this see “**Annual Fund Drive 2019**” on page 10 of this report.
- *Make a cultural transition from program-focused church to mission-driven church, with priority to building beloved community between generations.*
  - Program leader staff has continued to meet and deepened a sense of group “holding” the ministry of the church.
  - Successful transitions in children and youth ministry as well as in adult programming.

- Move for all ages in the church to use theme-based ministry. Next year we will be using “Soul Matters,” an all-age curricula resource.
  - More intergenerational worship opportunities including Easter Sunday services.
- *Develop a long-term plan for development and sustainability of church campus given changing dynamics of West End and downtown Portland.*
    - We applied for a city program for money to explore development of the church block for housing. We were not chosen, mostly because our site would not necessarily be one that could be replicated in other places.
    - The exploration of possible development continues under the leadership of a task group convened by Rev. Sinkford

## **Deepening Spirit**

How should we think about deepening our spiritual lives? How should we define spirit? Depth? Is spiritual depth possible to measure, especially in a faith community without a simply articulated creed to use as a standard? A community in which spiritual practice is optional? Would we ever recognize deepening levels of spiritual achievement? Who would certify the achievement?

We raise these questions not to avoid the challenges of gauging progress in this portion of our mission, but to highlight the challenge of even determining what it is that we need to assess.

This year saw the number of Wellspring groups grow to four. The Wellspring program is specifically designed for spiritual deepening.

Several of our new programs for Adult Faith Formation were extremely well attended: Queer Narratives and Exploration of Aging. Addressing specific identity concerns and life circumstances may be one face of deepening spirit.

The strength of response to our Younger Adult Ministry, with its Spiritual Circles, is also part of our effort in this area.

We would include much of our work to break down silos within the staff and among our programs. We have made, we believe, some progress in aligning spiritual growth in the church with our justice work. We are bringing the pastoral and the prophetic into greater contact and alignment. Witness the joint kick-off training for RE teachers with our Social Justice Council. This will be conducted for a second time this coming fall. Or the invitation to Dana Buhl to join the choir retreat next fall to provide opportunity for focused attention to the operation of privilege in our music program.

The increased opportunities and early success for intergenerational worship and programming also has a place here. The new young adult seats on the Social Justice Council are both practical vehicles to greater collaboration AND symbols of border crossing as our new norm.

We would also name the Board of Trustees deepening and persistent engagement with holding up ways the culture of white supremacy operates in our governance and structure.

## Our Work for Justice

“Deepening” would be the best description of First Unitarian’s justice work. The welcome of the asylum seekers from Sheridan Prison in the fall involved hundreds of congregants. The All Church Dialogue on Mass Incarceration filled the Buchan Reception Hall. Robust attendance at Seminary for a Day (Sofia Betancourt brought climate change and racial justice into a shared conversation) and the Sewell Lecture provided opportunities for deepening understanding and commitment. Hundreds of congregants made Soul Boxes which were delivered to Salem to encourage gun safety legislation. Three-hundred and fifty congregants have signed up for the new *Speaking of Justice* newsletter.

Numbers, however, are not the real story. It has become almost “standard” for our justice work to involve representatives of front line communities as primary voices and essential participants. Perhaps the best example is the way our Ministry for Earth now has primary relationship with front line communities through the Just Transition Alliance and the Portland Clean Energy Initiative.

The focus on dismantling the culture of white supremacy in our programming and from the pulpit continues. The most recent Board Forum – a generative discussion with congregants following a screening of the 2018 Ware Lecture by Brittany Packnett – is a current example.

A significant proportion of congregants (97%) continue to report that our engagement with social justice is important to them; 65% say that it is very important. However, the work on white supremacy pushes some congregants into uncomfortable territory. This will not build attendance or increase the number of pledge units; but that discomfort is also a sign of our success.

## Attendance Analysis

### *Is our Welcoming Community Becoming smaller?*

... commentary by Rev. Sinkford

Overall attendance is down by approximately 5 % vs. a year ago. This is consistent with the reduced number of pledge units we experienced this year (- 7%). Our question is not whether First Unitarian experienced a reduction in size, but why and, most importantly, is this a trend we can expect to continue.

Certainly one reason for the reduction is that we had fewer new members (42) than members that became inactive (120). That difference, if it translated directly into attendance and pledging, would be more than enough to explain the reductions in those two measures of health. The First Connections Program is an attempt to bolster our welcoming and membership efforts. So, too, the Younger Adult Ministry programs that have been so successful this year.

Why the high number of members becoming inactive? Our information is only partial. Individuals and families that become inactive are harder to reach and harder to get to respond. Of that 120, there were 9 deaths. Other individuals and families moved away from Portland. How many is uncertain. And some number were dissatisfied or unfulfilled by the church or began finding greater meaning in other involvements. We know, from those few who told us, that all of those reasons were present within that group of 120. It is the proportion of reasons that we do not know.

With regard to attendance, the Congregational Survey reports that congregants attend church just over 2.5 times/month. We cannot prove it, but believe that number has been declining. If that number were at 3 times/month, we would be reporting increases in attendance.

It is also worth noting, the registration in our children and youth religious education programs is holding steady. That is the group that is least well represented in our survey. That is also the part of our ministry that has been, historically, least well supported.



Also worth noting is that participation in our choirs, on average, has declined, with additional declines predicted. This is to be expected as part of the natural transition from Mark Slegers' long music leadership. In fact, we predicted reductions earlier. Conventional wisdom is that a healthy music program usually involves 10-12% of adult congregants. That would be in the 120-150 range for our size. In Mark's last year we had over 300 active singers/ringers. DeReau Farrar's forecast of 150 for next year puts us at the top end of the "sweet spot." You should note that that larger program led to the larger staff, and larger cost we are now supporting.

But reductions in choir size translate directly into reductions in attendance. Some of the individuals who leave the choirs also leave the church (said another way, some choir members were here only to sing), but regardless of how you characterize it, that reduces pledge units as well.

You have all seen the numbers for Unitarian Universalism nationally, with a slow but steady decline in membership over the last 10 years. That decline is reported continuing by many ministers, but not all. There are stories of growth, sometimes significant growth in our religious world as well. I joke that the national decline began when I left office at the UUA. My point is that our faith resisted the decline in the rest of the mainstream religious world during my time in Boston, and that many individual congregations continue to do that. Decline is not inevitable. But we need to realize that in the religious world, stability let alone growth is going against the trends and requires an unusual effectiveness and devotion to mission.

Growth in numbers, growth in spirit, growth in witness most often require change. But change is uncomfortable. A cursory read of the open ended responses in the annual congregational survey reveals more than a few congregants uncomfortable with the focus we have provided on the culture of white supremacy. I am accused of preaching about nothing but race, nothing but politics...even though I know that is not true. Also a number of congregants complain about changes in our musical program. As changes in our religious education curriculum begin to be experienced, I can guarantee that there will be congregants who will be unhappy.

Beyond the question of whether our community is becoming smaller, questions of whether or how well we welcome "the stranger" remain. This is true for people of color and for queer and trans individuals, especially individuals with those identities whose personal presentation falls outside a rather narrow norm, at least that appears to be the case. We look forward to re-certifying as a Welcoming Congregation next year as an opportunity to focus on some of the issues involved here. We have begun revisiting our restrooms with a view toward making our physical plant more welcoming.

## Attendance: Homecoming through April

|                                                          | <u>2014-15</u> | <u>2015-16</u> | <u>2016-17</u> | <u>2017-18*</u> | <u>2018-19</u> | <u>%Diff. FY19<br/>vs FY18</u> |
|----------------------------------------------------------|----------------|----------------|----------------|-----------------|----------------|--------------------------------|
| 9:15 Service                                             | 12,337         | 11,631         | 11,072         | 10,481          | 10,322         | -1.5%                          |
| 11:15 Service                                            | 13,905         | 12,343         | 13,426         | 11,938          | 11,631         | -2.6%                          |
| Total in Sanctuary                                       | 26,242         | 23,974         | 24,498         | 22,419          | 21,953         | -2.1%                          |
| Livestream                                               | 1,532          | 4,328          | 4,352          | 3,821           | 3,627          | -5.1%                          |
| <b>Grand Total</b>                                       | <b>27,774</b>  | <b>28,302</b>  | <b>28,850</b>  | <b>26,240</b>   | <b>25,580</b>  | <b>-2.5%</b>                   |
| *Adjstmt for holiday weather/single Xmas Eve service.... |                |                |                | 650             |                |                                |
|                                                          |                |                |                | 26,890          | 25,580         | <b>-4.9%</b>                   |

## Annual Fund Drive 2019

- 2018 AFD Goal: \$1,506,750
- Pledges received as of 4-30-2019: 890 pledges, for a total of \$1,447,585 (96.07% of goal). Of pledges received, 165 were from “friends” ... i.e., non-member participants.
- Average pledges received between April 30 and Dec. 31 in the previous three years: \$12,100
- We estimate that we will be just shy of \$1,460,000 by year’s end.
- Our primary strategy this year was to increase the amount of the average pledge, especially at the lowest giving levels. The 7% increase in the average pledge indicates some success.

### Commentary on our 2019 AFD results from Rev. Sinkford (UPDATED):

Original Commentary ran as a special “Bill’s Blog” on February 12, 2019.

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### Campaign Performance Analysis 2019 AFD - Pledges as of 04/30/2019

| Campaign ID          | No. Donors | Avg/Donor  | Total Given    | Goal           | Over(Under)   | %Goal  |
|----------------------|------------|------------|----------------|----------------|---------------|--------|
| 2019 OperatingPledge | 890        | \$1,626.50 | \$1,447,584.84 | \$1,506,750.00 | (\$59,165.16) | 96.07% |

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### Campaign Performance Analysis 2018 AFD - Pledges as of 04/30/2018

| Campaign ID          | No. Donors | Avg/Donor  | Total Given    | Goal           | Over(Under)   | %Goal  |
|----------------------|------------|------------|----------------|----------------|---------------|--------|
| 2018 OperatingPledge | 950        | \$1,521.66 | \$1,445,579.10 | \$1,459,000.00 | (\$13,420.90) | 99.08% |

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Through April 30, total pledge dollars are virtually identical to last year at this time. We budgeted for a 3% increase. We anticipate an income shortfall in the \$50,000 range by fiscal year-end.

We are not yet prepared to discuss how we will deal with that shortfall, although that plan must come soon. We have continued our conservative spending approach, and have to date brought in \$90,521 of the reserves budgeted for the current fiscal year.

The first priority is for us to understand this shortfall and what it implies for our future.

The Average Pledge increased nicely (+ 7%), but the Number of Pledges decreased by a similar amount (- 7%). Those who pledge continue to increase their generosity. However, we are at an 8-year low in the number of pledges received. This mirrors somewhat reduced membership and attendance numbers we just reported to the UUA.

Was our AFD program less robust? The program replicated last year's effort. The leadership of our co-chairs was strong and credible, witness the increase in average pledge.

Did the Burn the Mortgage effort cause donors to reduce their Operating Pledge? No. In fact, operating pledges from BTM donors increased by 2% overall.

Are staff and program changes in Music, Adult Programs and Learning Community/Family Ministries leading to reduced giving? Our answer here is incomplete. Pledging by Learning Community households increased almost 8%. Among current members of our choirs, pledging also increased but more modestly (just over 1%). However, the number of participants in our choirs has decreased over 16% from its high in the 2016-17 FY. Those in our choirs continue to pledge as they have, but there are fewer of them. It is much more difficult for us to track changes among those served by our Adult Programs, but the number of those offerings were reduced this year as we reshape our efforts toward faith development.

It is also true that attendance has softened.

A couple of congregants indicated uncertainty about the impact of the new IRS rates as reason not to increase pledges.

To what extent is the widely heralded secularization of our city/nation and/or the malaise of our national politics having an impact? We are increasingly aware that typical worship attendance has become more sporadic (2-3 times a month, vs 3-4 times). Is that leading to a shallower financial commitment? The impact of these shifts are extremely difficult to measure.

What we know for certain is that we are experiencing more congregants who are becoming "inactive" than new congregants who are joining (120 pledge units moved to inactive in calendar 2018 vs 40 new pledges). Part of this is the result of deaths, 9 in 2018. We are an older congregation.

But more individuals and families are also telling us that they are moving away from Portland.

Could the sharply rising cost of living be reducing Portland's attractiveness overall? As more of our faithful members retire and live on fixed incomes the cost of living may well figure significantly in their giving, especially their capacity to increase.

What is true is that pledges from new and returning members last year did not make up for the number of individuals and families that became inactive. This dynamic reinforces the priority both to sustain our new commitments to young adult ministry and the new strategies for welcoming visitors/seekers being developed in Adult Faith Formation.

The "elephant in the room" question is whether this AFD result is a harbinger of things to come. Our analysis can rule out some causes, but there are almost certainly many elements that contribute to this financial result.

One year does not make a trend. And small numbers still make a difference. We would be celebrating if we had just 20 or 30 more pledges at our higher average pledge.

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## Annual Data – Index of Key Indicators

### New Member Annual Enrollment

|      | FY   | FY   | FY   | FY   | FY   | FY   | FY   |
|------|------|------|------|------|------|------|------|
| 2019 | 2018 | 2017 | 2016 | 2015 | 2014 | 2012 | 2011 |
| 42*  | 62   | 80   | 56   | 84   | 78   | 69   | 67   |

\*This figure represents 12 months, through April 2019. FY data will be updated in August.

### Pastoral Support:

Pastoral care is provided to congregants by all First Unitarian ministers and an active team of lay ministers. This year lay ministers have continued to offer one-on-one care to individuals. They have also been offering more support through facilitation of small groups including a grief group, parent support group, a group for parents with young adults who are struggling.

#### Lay Ministry Support to Congregants

|                         | FY2019 | FY2018   | FY2017 | FY2016 | FY2015 | FY2014 | FY2013 |
|-------------------------|--------|----------|--------|--------|--------|--------|--------|
| # of Congregants Served | *      | 233      | 113    | 158    | 96     | 78     | 86     |
| # of Meetings /Calls    | *      | ** 1,006 | 466    | 587    | 476    | 741    | 693    |

\*FY2019 data will be available after the close of the fiscal year.

\*\* In FY2018 the number of lay ministry contacts was up considerably. There are a number of reasons for this including a couple cases where the lay ministry spent significantly more time with congregants. The count also includes lay ministry work to get people rides to church and outreach through cards.

### Learning Community for Children and Youth

*Learning Community Registrations reported to the U.U.A. each February 1:*

|                                 | 2019       | 2018       | 2017       | 2016       | 2015       |
|---------------------------------|------------|------------|------------|------------|------------|
| <b>Total Children and Youth</b> | <b>389</b> | <b>376</b> | <b>398</b> | <b>392</b> | <b>422</b> |

## Adult Faith Formation

Registration numbers include classes, workshops, retreats, and special events such as Seminary For a Day and Sewell Lecture

|                     | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 2012-13 | 2011-12 |
|---------------------|---------|---------|---------|---------|---------|---------|---------|---------|
| Total Registrations | 802**   | 438*    | 947     | 1,108   | 1,027   | 998     | 1,001   | 1,315   |

\* Adult Programs was in transition in 2017-18. Mary Gear was acting director of the program, while Cassandra Scheffman continued as assistant director. We decreased the number of offerings, focusing more on mission- and community-oriented classes and events, eliminating fees on many. Record-keeping was also in transition as we began investigating new registration methods and discerning how Raisers Edge (our congregant database) fit into these plans.

\*\* Thanks to Kerry Heintze, Program Assistant for Adult Faith Formation, 2018-19 brought the advent of “Event Espresso,” a smoother on-line registration process fully integrated into our website. The handshake between Event Espresso and Raisers Edge is still being developed.

Our 2018-19 figures include only formal registrations. Because most of our classes and events are now listed as “Advanced registration appreciated. Drop-ins welcome” our reported number is somewhat lower than actual attendance. Drop-in attendees are often not recorded, especially if they choose not to sign in or to disclose contact info. Examples include: dementia presentation, spiritual direction workshop, Will Hornyak storytelling events (typically 80+,) etc. We are exploring a system that more accurately records total attendance, including non-registered drop-ins.

In addition to the attendance at classes, workshops, special events and retreats tabulated above, our younger adult monthly brunches average 25-35 in attendance; younger adult spiritual circles meeting twice a month average 10-15; and First Connections classes draw 10-20 participants.

**Music Program**

|                  | <b>2018-2019</b> | <b>2017-2018</b> | <b>2016-2017**</b> | <b>2015-2016</b> | <b>2014-2015</b> | <b>2013-2014</b> | <b>2012-2013</b> | <b>2011-2012</b> |
|------------------|------------------|------------------|--------------------|------------------|------------------|------------------|------------------|------------------|
| Chamber Choir    | 33               | 38               |                    | 49               | 46               | 43               | 40               | 38               |
| Unitarian Choir  | 52               | 60               |                    | 75               | 85               | 80               | 80               | 80               |
| Chalice Choir    | 65               | 63               |                    | 80               | 82               | 80               | 83               | 75               |
| UU Women's Choir | 38               | 27               |                    | 22               | 30               | 30               | 29               | 28               |
| Bell Choirs      | 24               | 57               |                    | 75               | 72               | 65               | 65               | 60               |
| <b>Totals</b>    | <b>212</b>       | <b>245</b>       |                    | <b>301</b>       | <b>315</b>       | <b>298</b>       | <b>297</b>       | <b>281</b>       |

\*\* Data not available in this transition year in which DeReau Farrar was in an acting director capacity. Numbers were comparable to previous year.

Both the Unitarian and Chamber choirs continue to lose singers, and a major reset of the adult vocal choirs is underway as this report is being written. DeReau estimates the total number of adult singers in the fall of 2019 to be about 150, versus the almost 190 singers at the beginning of the current church year.

Leadership in our bell choirs has also been in transition. The choirs have had three different directors (including Ellie Hodder who left for a full-time job) in three years. That program is now being rebuilt under the direction of Amanda DuPriest. In addition, under Dustin Hunley's directorship, our music program for children and youth has been strengthened.

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**For historical reference only, we include last year’s congregational survey results. The questions in that survey and in previous surveys were based on the eight mission elements.**

\* Survey results are on a five-point scale. With one exception congregant rankings on their experience of how we are doing on each mission element was up from last year. More than 300 congregants took this year’s survey compared to about 100 last year. It should be noted that with the discrepancy in sample size, numerical comparisons are far less reliable. We would also mention that the general “spirit” in the congregation was a lot more positive this year than last.

**1) 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.**

| 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|------|------|------|------|------|------|------|
| 3.88 | 3.68 | 3.98 | 3.92 | 4.11 | 4.18 | 3.93 |

**2) Is a congregation that nurtures the human spirit, in its rich diversity, and creates the Beloved Community in which each person is safe to grow and serve.**

| 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|------|------|------|------|------|------|------|
| 3.99 | 4.04 | 4.18 | 4.26 | 4.43 | 4.54 | 4.48 |

**3) Enhances the capacity of congregants, of all ages, to engage the world and transform it, grounded in UU values.**

| 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|------|------|------|------|------|------|------|
| 4.06 | 3.83 | 4.28 | 4.26 | 4.39 | 4.53 | 4.47 |



**4) Uses policy-based governance and decision-making processes that are transparent, clear and easily accessible, offering opportunities for the voices of congregants to be respectfully heard.**

| 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|------|------|------|------|------|------|------|
| 3.43 | 2.79 | 3.31 | 3.42 | 3.87 | 3.82 | 3.58 |

**5) Maintains the ongoing health of the church community by recruiting, developing, supporting, and providing a meaningful experience for a succession of new leaders.**

| 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|------|------|------|------|------|------|------|
| 3.60 | 3.27 | 3.71 | 3.64 | 3.92 | 3.82 | 3.58 |

**6) Is a sustainable church community in which congregants, Board, staff and ministers share stewardship of both our tangible and our human resources.**

| 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|------|------|------|------|------|------|------|
| 3.75 | 3.06 | 3.60 | 3.42 | 4.05 | 4.32 | 4.10 |

**7) The ministers and congregation develop and maintain relationships with other Unitarian Universalist congregations and institutions and the local interfaith community, providing leadership in the larger Unitarian Universalist movement.**

| 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|------|------|------|------|------|------|------|
| 3.76 | 3.63 | 3.88 | 3.81 | NA   | NA   | NA   |

**8) 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.**

| 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|------|------|------|------|------|------|------|
| 4.23 | 3.82 | 4.39 | 4.24 | 4.47 | 4.61 | 4.51 |

| <b>First Unitarian Church</b>                                                 |                                                             |                                                             |                                     |                                              |                                          |                                   |  |
|-------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------|----------------------------------------------|------------------------------------------|-----------------------------------|--|
| <b>Year-To-Date Operating Summary</b>                                         |                                                             |                                                             |                                     |                                              |                                          |                                   |  |
| <b>4/30/2019</b>                                                              |                                                             |                                                             |                                     |                                              |                                          |                                   |  |
|                                                                               | <b>ACTUAL<br/>OPERATIONS<br/>YEAR TO DATE<br/>4/30/2019</b> | <b>ACTUAL<br/>OPERATIONS<br/>YEAR TO DATE<br/>4/30/2018</b> | <b>ACTUAL<br/>VARIANCE<br/>2018</b> | <b>BUDGET<br/>YEAR TO DATE<br/>4/30/2019</b> | <b>BUDGET<br/>VARIANCE<br/>4/30/2019</b> | <b>ANNUAL<br/>BUDGET<br/>FY19</b> |  |
| <b>Church Operations</b>                                                      |                                                             |                                                             |                                     |                                              |                                          |                                   |  |
| <b>Operating Income</b>                                                       |                                                             |                                                             |                                     |                                              |                                          |                                   |  |
| Pledge Income                                                                 | 1,215,334                                                   | 1,248,635                                                   | (33,300)                            | 1,321,006                                    | (105,671)                                | 1,451,166                         |  |
| Contributions                                                                 | 89,291                                                      | 99,154                                                      | (9,863)                             | 102,175                                      | (12,884)                                 | 110,000                           |  |
| Program Income                                                                | 105,339                                                     | 140,414                                                     | (35,075)                            | 102,755                                      | 2,584                                    | 122,950                           |  |
| Rental Income                                                                 | 363,334                                                     | 358,101                                                     | 5,233                               | 384,962                                      | (21,629)                                 | 460,276                           |  |
| Other Income                                                                  | 42,579                                                      | 32,067                                                      | 10,511                              | 32,234                                       | 10,345                                   | 35,500                            |  |
| Transfer from Foundation                                                      | 55,000                                                      | -                                                           | 55,000                              | 55,000                                       | -                                        | 55,000                            |  |
| Transfer In***                                                                | 37,267                                                      | -                                                           | 37,267                              | 165,267                                      | (128,000)                                | 165,267                           |  |
| <b>Total Operating Income</b>                                                 | <b>1,908,144</b>                                            | <b>1,878,371</b>                                            | <b>29,773</b>                       | <b>2,163,398</b>                             | <b>(255,254)</b>                         | <b>2,400,159</b>                  |  |
| <b>Operating Costs</b>                                                        |                                                             |                                                             |                                     |                                              |                                          |                                   |  |
| Payroll Expenses                                                              | 1,335,436                                                   | 1,197,997                                                   | (137,440)                           | 1,335,258                                    | (178)                                    | 1,642,945                         |  |
| Reimbursible Expenses                                                         | 119,463                                                     | 14,164                                                      | (105,298)                           | -                                            | (119,463)                                |                                   |  |
| Occupancy Expense                                                             | 208,982                                                     | 230,521                                                     | 21,540                              | 241,674                                      | 32,693                                   | 287,250                           |  |
| Program Expense                                                               | 242,130                                                     | 243,919                                                     | 1,789                               | 287,103                                      | 44,973                                   | 303,485                           |  |
| Rental Expense                                                                | 15,771                                                      | 10,939                                                      | (4,832)                             | 15,683                                       | (88)                                     | 43,820                            |  |
| Administration Expense                                                        | 43,988                                                      | 51,322                                                      | 7,334                               | 57,133                                       | 13,145                                   | 66,906                            |  |
| Interest Expense                                                              | -                                                           | 46,074                                                      | 46,074                              | -                                            | -                                        |                                   |  |
| Other Expense                                                                 | 2,754                                                       | 53                                                          | (2,701)                             | 2,250                                        | (504)                                    | 7,750                             |  |
| <b>Total Operating Costs</b>                                                  | <b>1,968,523</b>                                            | <b>1,794,989</b>                                            | <b>(173,535)</b>                    | <b>1,939,102</b>                             | <b>(29,422)</b>                          | <b>2,352,156</b>                  |  |
| <b>Net Church Operations</b>                                                  | <b>(60,379)</b>                                             | <b>83,382</b>                                               | <b>(143,761)</b>                    | <b>224,296</b>                               | <b>(284,676)</b>                         | <b>48,003</b>                     |  |
| <b>Reserve Account Deposits</b>                                               |                                                             |                                                             |                                     |                                              |                                          |                                   |  |
| Annual Operating Reserve                                                      | 40,003                                                      | 36,781                                                      | (3,222)                             | 40,003                                       | -                                        |                                   |  |
| <b>Total Reserve Deposits</b>                                                 | <b>40,003</b>                                               | <b>36,781</b>                                               | <b>(3,222)</b>                      | <b>40,003</b>                                | <b>-</b>                                 | <b>48,003</b>                     |  |
| <b>Net Church Operations After Reserve Deposits</b>                           | <b>(100,382)</b>                                            | <b>46,601</b>                                               | <b>(146,983)</b>                    | <b>184,294</b>                               | <b>(284,676)</b>                         |                                   |  |
| <b>Investment Income</b>                                                      |                                                             |                                                             |                                     |                                              |                                          |                                   |  |
| Dividend & Interest Income                                                    | 653                                                         | 883                                                         | (230)                               | -                                            | 653                                      |                                   |  |
| Unrealized Stock Gain (Loss)                                                  | 1,771                                                       | (53)                                                        | 1,824                               | -                                            | 1,771                                    |                                   |  |
| <b>Net Investment Income (Loss)</b>                                           | <b>2,424</b>                                                | <b>830</b>                                                  | <b>1,593</b>                        | <b>-</b>                                     | <b>2,424</b>                             |                                   |  |
| <b>Operating Surplus (Deficit)</b>                                            | <b>(97,958)</b>                                             | <b>47,431</b>                                               | <b>(145,390)</b>                    | <b>184,294</b>                               | <b>(282,252)</b>                         |                                   |  |
| Funded fr Loan Reserve (1210-10)<br>(lighting project) ****                   | 53,254                                                      |                                                             |                                     |                                              |                                          |                                   |  |
| Funded fr Special Proj<br>(Sanctuary Renovation, etc)                         | 28,942                                                      |                                                             |                                     |                                              |                                          |                                   |  |
| <b>Special Projects Funded</b>                                                | <b>82,196</b>                                               | <b>14,164</b>                                               | <b>68,032</b>                       | <b>-</b>                                     | <b>82,196</b>                            |                                   |  |
| <b>Net Cash Effect</b>                                                        | <b>(15,762)</b>                                             | <b>61,595</b>                                               | <b>(77,358)</b>                     | <b>184,294</b>                               | <b>(200,056)</b>                         |                                   |  |
| **** Transfer In/Funding from Loan Reserve                                    |                                                             |                                                             |                                     |                                              |                                          |                                   |  |
| \$37,267 budgeted in FY19-20 , transfer from Loan Reserve Fund for projects;  |                                                             |                                                             |                                     |                                              |                                          |                                   |  |
| \$90,521 total expenses for the lighting project taken from Loan Reserve Fund |                                                             |                                                             |                                     |                                              |                                          |                                   |  |
| \$53,254 remainder of project expense not funded from operation               |                                                             |                                                             |                                     |                                              |                                          |                                   |  |

| <b>First Unitarian Church</b>                       |                                 |                                                |                                          |                                             |                                     |                            |
|-----------------------------------------------------|---------------------------------|------------------------------------------------|------------------------------------------|---------------------------------------------|-------------------------------------|----------------------------|
| <b>Monthly Operating Summary</b>                    |                                 |                                                |                                          |                                             |                                     |                            |
| <b>4/30/2019</b>                                    |                                 |                                                |                                          |                                             |                                     |                            |
|                                                     |                                 | <b>ACTUAL<br/>OPERATIONS<br/>CURRENT MONTH</b> | <b>OPERATIONS<br/>PREVIOUS<br/>MONTH</b> | <b>OPERATIONS<br/>MO to MO<br/>VARIANCE</b> | <b>BUDGET<br/>CURRENT<br/>MONTH</b> | <b>BUDGET<br/>VARIANCE</b> |
| <b>Church Operations</b>                            |                                 |                                                |                                          |                                             |                                     |                            |
|                                                     | <b>Operating Income</b>         |                                                |                                          |                                             |                                     |                            |
|                                                     | Pledge Income                   | 90,820                                         | 110,866                                  | (20,046)                                    | 97,810                              | (6,990)                    |
|                                                     | Contributions                   | 5,679                                          | 5,475                                    | 204                                         | 6,438                               | (759)                      |
|                                                     | Program Income                  | 1,717                                          | 5,306                                    | (3,589)                                     | 7,045                               | (5,328)                    |
|                                                     | Rental Income                   | 37,728                                         | 34,105                                   | 3,623                                       | 38,356                              | (628)                      |
|                                                     | Other Income                    | 2,556                                          | 3,213                                    | (657)                                       | 2,578                               | (22)                       |
|                                                     | Transfer from Foundation        | 55,000                                         | -                                        | 55,000                                      | 55,000                              | -                          |
|                                                     | Transfer In                     | 37,267                                         | -                                        | 37,267                                      | 165,267                             | (128,000)                  |
|                                                     | <b>Total Operating Income</b>   | <b>230,768</b>                                 | <b>158,965</b>                           | <b>71,802</b>                               | <b>372,494</b>                      | <b>(141,727)</b>           |
|                                                     | <b>Operating Costs</b>          |                                                |                                          |                                             |                                     |                            |
|                                                     | Payroll Expenses                | 132,929                                        | 131,844                                  | (1,085)                                     | 133,668                             | 740                        |
|                                                     | Reimbursible Expenses           | -                                              | 3,467                                    | 3,467                                       | -                                   | -                          |
|                                                     | Occupancy Expense               | 21,374                                         | 22,157                                   | 783                                         | 23,509                              | 2,136                      |
|                                                     | Program Expense                 | 18,800                                         | 22,266                                   | 3,465                                       | 32,965                              | 14,165                     |
|                                                     | Rental Expense                  | 2,432                                          | 2,543                                    | 111                                         | 1,568                               | (864)                      |
|                                                     | Administration Expense          | 3,286                                          | 2,434                                    | (852)                                       | 4,818                               | 1,532                      |
|                                                     | Other Expense                   | -                                              | -                                        | -                                           | 225                                 | 225                        |
|                                                     | <b>Total Operating Costs</b>    | <b>178,820</b>                                 | <b>184,709</b>                           | <b>5,889</b>                                | <b>196,754</b>                      | <b>17,934</b>              |
| <b>Net Church Operations</b>                        |                                 | <b>51,947</b>                                  | <b>(25,744)</b>                          | <b>77,692</b>                               | <b>175,740</b>                      | <b>(123,793)</b>           |
|                                                     | <b>Reserve Account Deposits</b> |                                                |                                          |                                             |                                     |                            |
|                                                     | Annual Operating Reserve        | 4,000                                          | 4,000                                    | -                                           | 4,000                               | -                          |
|                                                     | <b>Total Reserve Deposits</b>   | <b>4,000</b>                                   | <b>4,000</b>                             | <b>-</b>                                    | <b>4,000</b>                        | <b>-</b>                   |
| <b>Net Church Operations After Reserve Deposits</b> |                                 | <b>47,947</b>                                  | <b>(29,745)</b>                          | <b>77,692</b>                               | <b>171,740</b>                      | <b>(123,793)</b>           |
|                                                     | <b>Investment Income</b>        |                                                |                                          |                                             |                                     |                            |
|                                                     | Dividend & Interest Income      | 20                                             | 455                                      | 435                                         | -                                   | 20                         |
|                                                     | Unrealized Stock Gain (Loss)    | -                                              | 1,158                                    | 1,158                                       | -                                   | -                          |
| <b>Net Investment Income (Loss)</b>                 |                                 | <b>20</b>                                      | <b>1,613</b>                             | <b>1,593</b>                                | <b>-</b>                            | <b>20</b>                  |
| <b>Operating Surplus (Deficit)</b>                  |                                 | <b>47,967</b>                                  | <b>(28,132)</b>                          | <b>76,099</b>                               | <b>171,740</b>                      | <b>(123,773)</b>           |
|                                                     | Special Projects Funded         | -                                              | 3,467                                    | (3,467)                                     | -                                   | -                          |
| <b>Net Cash Effect</b>                              |                                 | <b>47,967</b>                                  | <b>(24,665)</b>                          | <b>72,632</b>                               | <b>171,740</b>                      | <b>(123,773)</b>           |

|                                           |                        |                                |                          |                      |                     |
|-------------------------------------------|------------------------|--------------------------------|--------------------------|----------------------|---------------------|
| <b>First Unitarian Church</b>             |                        |                                |                          |                      |                     |
| <b>Dashboard Report</b>                   |                        |                                |                          |                      |                     |
| April 2019                                |                        |                                |                          |                      |                     |
| <b>CAMPAIGN MONTHLY TRACKING</b>          |                        |                                |                          |                      |                     |
| <b>Pledge Drive Statistics</b>            | <b>2019 Campaign</b>   | <b>2018 Campaign</b>           | <b>2017 Campaign</b>     | <b>2016 Campaign</b> |                     |
| <b>As Of</b>                              | <b>04/30/19</b>        | <b>4/33/2018</b>               | <b>04/30/17</b>          | <b>04/30/16</b>      |                     |
| <b>All Members--</b>                      |                        |                                |                          |                      |                     |
| Pledge Goal                               | 1,506,750              | 1,459,000                      | 1,545,000                | 1,500,000            |                     |
| Pledges Received                          | 1,457,535              | 1,445,579                      | 1,416,541                | 1,503,180            |                     |
|                                           |                        |                                |                          | -                    |                     |
| Percent of Goal                           | 96.73%                 | 99.08%                         | 91.69%                   | 100.21%              |                     |
| Pledging Households                       | 891                    | 950                            | 974                      | 960                  |                     |
| Average Pledge Received                   | 1,636                  | 1,522                          | 1,454                    | 1,566                |                     |
| Payments Received                         | 600,529                | 619,918                        | 58,058                   | 610,479              |                     |
| Total                                     |                        |                                |                          |                      |                     |
| Percent of Pledge                         | 41.2%                  | 42.9%                          | 4.1%                     | 40.6%                |                     |
| <b>Attendance</b>                         | <b>"Apr'19</b>         | <b>**Apr'18</b>                |                          | <b>***Apr'17</b>     | <b>"Apr'16</b>      |
| For the month (in sanctuary + livestream) | 3,376                  | 4,343                          | -22.27%                  | 4,514                | 2,924               |
| Total LiveStream (included above)         | 436                    | 696                            | -37.36%                  | 566                  | 272                 |
| Total for the Fiscal Year                 | 28,949                 | 30,398                         | -4.77%                   | 31,535               | 33,171              |
| Average per Sunday for month              | 844                    | 869                            | -2.83%                   | 903                  | 731                 |
| Average per Sunday YTD                    | 658                    | 707                            | -6.93%                   | 717                  | 771                 |
| <b>** = 5-Sunday month</b>                |                        |                                |                          |                      |                     |
| Christmas Eve                             | 1,609                  |                                |                          |                      |                     |
| <b>New Members</b>                        | <b>Jul '18 -Apr'19</b> |                                | <b>Jul '17 - Apr '18</b> |                      |                     |
| Enrolled                                  | 41                     | -29.31%                        | 58                       |                      |                     |
| Number of Pledges Received                | 27                     | -35.71%                        | 42                       |                      |                     |
| Total Amount of Pledges Received          | 36,763                 | 5.45%                          | 34,862                   |                      |                     |
| Average Pledge                            | 1,362                  | 64.04%                         | 830                      |                      |                     |
| <b>Plate Contributions</b>                | <b>FY18</b>            | <b>Recipient(s)</b>            |                          | <b>FY18</b>          | <b>Recipient(s)</b> |
| Jul                                       | 2,937                  | CAUSA                          |                          | Jan                  | 3,645               |
| Aug                                       | 2,817                  | One Oregon                     |                          | Feb                  | 3,451               |
| Sep                                       | 6,219                  | Innovation Law Lab/Respite Ctr |                          | Mar                  | 4,720               |
| Oct                                       | 4,308                  | OR Jusrice Res Ctr; UU-UNO     |                          | Apr                  | 3,339               |
| Nov                                       | 4,045                  | UUSC, UUA Disaster Relief      |                          | May                  |                     |
| Dec                                       | 13,000                 | FirstU Emergency Fund          |                          | Jun                  |                     |
|                                           |                        |                                |                          | Fiscal YTD           | 48,481              |

| First Unitarian Church of Portland |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|------------------------------------|-----------------------------------|-----------------------------|-------------------------|-----------------------------|---------------------------|----------------------|---------------------|------------------------|---------------------------|-------------------------|-----------------------------------|--------------------------------|----------------------|--------------------------------|----------------------------|-----------------------|
| Cash/Securities Balances           |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| April 30, 2019                     |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    |                                   | March 31, 2019              |                         | April 30, 2019              |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| Dept                               | Fund Name                         | General Ledger Fund Balance | Change from Prior Month | General Ledger Fund Balance | 1010 WF Business Checking | 1011 WF Money Market | 1020 UBS Investment | 1035-10 WF SUI Deposit | 1060 Federated & Franklin | 1012-10 Wells Fargo HYS | 1060-42 Chas Schwab (MJS Lecture) | 1014-10 Wells Fargo Tax Rebate | On Point Anniversary | 1015-10 Justice Begins At Home | 1017-50 Slegers Music Fund | Rental Income Reserve |
| 10                                 | Cash for Operation                | 148,706.79                  | 18,018.44               | 166,725.23                  |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Operating Fund</b>   | <b>148,706.79</b>           |                         | <b>166,725.23</b>           | <b>131,876.20</b>         | <b>34,849.03</b>     |                     |                        | -                         | -                       | -                                 |                                | -                    |                                |                            |                       |
| 3412                               | Annual Operating Reserve          | 40,264.79                   | 4,000.25                | 44,265.04                   |                           | 44,265.04            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3414                               | Major Donor Reserve Fund          | 64,000.00                   | -                       | 64,000.00                   |                           | 64,000.00            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3415                               | Sabbatical Reserve                | 1,000.00                    | -                       | 1,000.00                    |                           | 1,000.00             |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3423                               | Special Projects Reserve          | 5,080.59                    | (3,466.83)              | 1,613.76                    |                           | 1,613.76             |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3430                               | Major Repairs & Equipment Reserve | 189,934.63                  | -                       | 189,934.63                  |                           | 189,934.63           |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3413                               | Safety Reserve                    | 140,235.22                  | -                       | 140,235.22                  |                           | 140,235.22           |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 1012-10                            | Required Loan Reserve             | 21,338.05                   | 0.87                    | 21,338.92                   |                           |                      |                     |                        |                           | 21,338.92               | -                                 |                                | -                    |                                |                            |                       |
| 1015-10                            | Justice Begins at Home            | 14,298.68                   | 1.17                    | 14,299.85                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      | 14,299.85                      |                            |                       |
| 1018-51                            | Rental Income Reserve             | 60,017.41                   | -                       | 60,017.41                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            | 60,017.41             |
| 3424                               | Reserve Tax Rebate                | 42,617.12                   | 2.10                    | 42,619.22                   |                           |                      |                     |                        |                           |                         |                                   | 42,619.22                      |                      |                                |                            |                       |
| 1010-49                            | Program Designated                | 142,973.19                  | (1,055.49)              | 141,917.70                  | 141,917.70                |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Reserve Funds</b>    | <b>723,855.59</b>           | <b>(2,613.84)</b>       | <b>721,241.75</b>           | <b>141,917.70</b>         | <b>441,048.65</b>    | -                   | -                      | -                         | <b>21,338.92</b>        | -                                 | <b>42,619.22</b>               | -                    | <b>14,299.85</b>               |                            | <b>60,017.41</b>      |
| 30                                 | General Capital                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 34                                 | Buchan Bldg Capital               | 3,452.00                    | 8,540.00                | 11,992.00                   | 11,992.00                 |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Capital Funds</b>    | <b>3,452.00</b>             | <b>8,540.00</b>         | <b>11,992.00</b>            | <b>11,992.00</b>          | -                    | -                   | -                      | -                         | -                       | -                                 | -                              | -                    |                                |                            |                       |
| 1011-40                            | Commemoration                     | 18,440.89                   | -                       | 18,440.89                   |                           | 18,440.89            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 41                                 | Chesney-Deale (Intern Minister)   | 76,276.24                   | 13.70                   | 76,289.94                   |                           | 59,158.84            |                     |                        | 17,131.10                 |                         |                                   |                                |                      |                                |                            |                       |
| 42                                 | MJS Lecture Series                | 132,097.32                  | 569.33                  | 132,666.65                  |                           |                      |                     |                        |                           |                         | 132,666.65                        |                                |                      |                                |                            |                       |
| 43                                 | Hessler-Deale (Women in Ministry) | 24,369.96                   | 59.33                   | 24,429.29                   |                           | 14,414.95            |                     |                        | 10,014.34                 |                         |                                   |                                |                      |                                |                            |                       |
| 46                                 | Anniversary                       | 15,160.66                   | 0.62                    | 15,161.28                   |                           |                      |                     |                        |                           |                         |                                   |                                | 15,161.28            |                                |                            |                       |
| 50                                 | Slegers Fund for Music Ministry   | 32,606.44                   | 0.80                    | 32,607.24                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                | 32,607.24                  |                       |
| 1035-10                            | State Unemployment Insurance      | 22,335.53                   | 0.54                    | 22,336.07                   |                           |                      | 22,336.07           |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Restricted Funds</b> | <b>321,287.04</b>           | <b>644.32</b>           | <b>321,931.36</b>           | -                         | <b>92,014.68</b>     | -                   | <b>22,336.07</b>       | <b>27,145.44</b>          | -                       | <b>132,666.65</b>                 | -                              | <b>15,161.28</b>     | -                              | <b>32,607.24</b>           |                       |
|                                    | Total All Funds                   | 1,197,301.42                | 24,588.92               | 1,221,890.34                | 285,785.90                | 567,912.36           | -                   | 22,336.07              | 27,145.44                 | 21,338.92               | 132,666.65                        | 42,619.22                      | 15,161.28            | 14,299.85                      | 32,607.24                  | -                     |
|                                    | <b>Per Bank Rec.</b>              | <b>\$1,197,301.42</b>       | <b>24,588.92</b>        | <b>1,221,890.34</b>         | <b>285,785.90</b>         | <b>567,912.36</b>    | -                   | <b>22,336.07</b>       | <b>27,145.44</b>          | <b>21,338.92</b>        | <b>132,666.65</b>                 | <b>42,619.22</b>               | <b>15,161.28</b>     | <b>14,299.85</b>               | <b>32,607.24</b>           | <b>60,017.41</b>      |
|                                    | Petty Cash                        | 500.00                      |                         | 500.00                      |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    |                                   | 1,197,801.42                | \$24,588.92             | \$1,222,390.34              | -                         |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| <b>Lines of Credit</b>             |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |

| <b>First Unitarian Church</b>                   |                                       |                     |  |    |
|-------------------------------------------------|---------------------------------------|---------------------|--|----|
|                                                 | <b>Statement of Cash Flows</b>        |                     |  |    |
|                                                 | <b>For the Month Ending 4/30/2019</b> |                     |  |    |
| <b>Beginning Cash &amp; Equivalents Balance</b> |                                       | <b>1,197,801.42</b> |  |    |
| <b>Receipts</b>                                 |                                       |                     |  |    |
| Pledges & Contributions Received                |                                       | 96,499.13           |  |    |
| Events/Weddings/Memorials                       |                                       | 2,420.00            |  |    |
| Rents Received                                  |                                       | 35,308.13           |  |    |
| Program Receipts                                |                                       | 11,514.33           |  |    |
| Special Events                                  |                                       | 316.00              |  |    |
| Miscellaneous Receipts                          |                                       | 2,197.55            |  |    |
| Interest/Gain-Loss on Investments               |                                       | 3,360.19            |  |    |
| Increase/Decrease Accounts Receivable           |                                       | 1,135.00            |  |    |
| Reserve Transfers                               |                                       | 55,000.00           |  |    |
| Restricted Fund Receipts                        |                                       | 3,111.00            |  |    |
| Buchan Building Receipts                        |                                       | 12,992.00           |  |    |
| <b>Total Receipts</b>                           |                                       | <b>223,853.33</b>   |  |    |
| <b>Payments</b>                                 |                                       |                     |  |    |
| Payroll/Taxes/Benefits                          |                                       | (132,928.62)        |  |    |
| Operating Expenses                              |                                       | (39,327.57)         |  |    |
| Program Expenses                                |                                       | (21,269.73)         |  |    |
| Special Events                                  |                                       | (455.00)            |  |    |
| Increase/Decrease Prepaid Expenses              |                                       | 2,430.09            |  |    |
| Acquisition of Property & Equipment             |                                       | 380.00              |  |    |
| Increase/Decrease Accounts Payable              |                                       | (3,696.66)          |  |    |
| Miscellaneous Expenses                          |                                       | 55.08               |  |    |
| Charles Schwab Burn the Mortgage                |                                       | (4,452.00)          |  |    |
| <b>Total Payments</b>                           |                                       | <b>-199,264.41</b>  |  |    |
| <b>Net Cash In/(Out)</b>                        |                                       | <b>24,588.92</b>    |  |    |
| <b>Ending Cash &amp; Equivalents Balance</b>    |                                       | <b>1,222,390.34</b> |  |    |
|                                                 |                                       |                     |  | GL |

| <b>First Unitarian Church</b>                                                         |                                       |            |  |
|---------------------------------------------------------------------------------------|---------------------------------------|------------|--|
| <b>Notes to Financials -April 2019 (department transactions greater than \$2,000)</b> |                                       |            |  |
| <b>OPERATING INCOME</b>                                                               |                                       |            |  |
| Pledge income                                                                         | below budget YTD; includes non-pledge | (105,671)  |  |
|                                                                                       | above budget for the month            | (6,990)    |  |
| Program Income                                                                        |                                       |            |  |
| Adult Program                                                                         | retreats/classes                      | 3,245      |  |
| Rental Income                                                                         |                                       |            |  |
| Tenants                                                                               | includes catch-up payment from NWA    | 30,173     |  |
| Events                                                                                |                                       | 5,135      |  |
| Other Income                                                                          |                                       |            |  |
| Sexton reimbursement from renters' events                                             |                                       | 2,240      |  |
| <b>OPERATING COSTS</b>                                                                |                                       |            |  |
| Occupancy                                                                             |                                       |            |  |
| Contract services                                                                     |                                       | 5,439      |  |
| Custodial supplies                                                                    |                                       | 2,046      |  |
| Repairs & Maintenance                                                                 |                                       | 2,000      |  |
| Utilities                                                                             |                                       | 6,562      |  |
| Program Expenses                                                                      |                                       |            |  |
| Adult Programs                                                                        | retreats/classes                      | 3,277      |  |
| Music                                                                                 | guest musicians                       | 2,060      |  |
| <b>DASHBOARD</b>                                                                      |                                       |            |  |
| New members                                                                           |                                       | 5          |  |
| New pledges received                                                                  |                                       | 2          |  |
| <b>CASH/SECURITIES BALANCE</b>                                                        |                                       |            |  |
| Buchan Building Capital                                                               |                                       |            |  |
| (Burn the Mortgage)                                                                   | payments received in Mar              | 3,452.00   |  |
|                                                                                       | transferred to the Foundation         | (3,452.00) |  |
|                                                                                       | payments received in Apr              | 12,992.00  |  |
|                                                                                       | direct payment to Foundation          | (1,000.00) |  |
|                                                                                       | Balance as of 4/30/19                 | 11,992.00  |  |
| MJS Lecture Series                                                                    | Investment gain                       | 569        |  |
| Special Project                                                                       | See March expense                     | 3,467      |  |
| Fund 49 (Designated)                                                                  |                                       |            |  |
| YRUU                                                                                  | Youth Service                         | 4,004      |  |