

# Annual Report

For Fiscal Year July 1, 2012 to June 30, 2013



## The First Unitarian Society of Wilmington

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# First Unitarian Society of Wilmington, DE Annual Report 2012-2013

## First Unitarian Society of Wilmington, DE

### Annual Meeting Agenda May 19, 2013

- Call to Order Maggie Duffy
- Opening Words and Lighting of Chalice Rev. Dr. Joshua Snyder
- Acceptance of Agenda Maggie Duffy
- Acceptance of Minutes -2012 Annual Meeting Maggie Duffy
- President's Report Maggie Duffy
- Executive Team Report Rev. Dr. Joshua Snyder
- Nominations and Elections
  - o Nominating Committee Marilyn Hyte
  - o Board of Trustees Marilyn Hyte
- Treasurer's Report Steve Cohen
- Adoption of 2013-14 Operating Budget Steve Cohen
- Adoption of 2013-14 Capital Expense Budget Steve Cohen
- Benediction and Extinguishing the Chalice Rev. Michelle Collins
- Adjourn Maggie Duffy

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**Ministers:**      The Reverend Dr. Joshua Snyder                      Senior Minister  
                         The Reverend Michelle Collins                      Assistant Minister  
                         Reverend Dr. Robert M. Doss                      Minister Emeritus

**Staff:**              Marina VanRenssen                      Business Manager  
                         Scott Ward                      Honorary Minister of Music  
                         Catherine Williamson                      Director of Religious Education  
                         Brandi Chavis                      Congregational Administrator  
                         Terry Walls                      Building Supervisor  
                         Kanchalee Reeves                      Publications Assistant

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## Board of Trustees Report

### *Report from the Board President 2012-13*

A few weeks ago, I was asked by Scott Ward, our Honorary Minister of Music, to share a few words on what Unitarian Universalism meant to me. I spoke of the joy it brings in the spirit of life and love but most importantly of the freedom I have found to define what is meaningful to me. As my favorite bumper sticker states: All who wander are not lost.

Last year, the board heard from many members of the congregation to learn what our church meant to them. What were our priorities? Using the feedback we received through our Mission Possible project, the board approved new Values, Mission, and Ends for our church in August 2012. In our governance structure, the Ends are designed to incorporate our values and mission and define our reason for being. It is the Board's responsibility to assure organizational performance in meeting these goals – i.e. "how are we doing?"

With these new Ends, the Executive Team has revamped their processes for their reporting of performance. As of this writing, the Board has reviewed the initial Executive Team reports for End 1 and 2. These reports included detailed interpretations of the End statement, the proposed *methodology* to measure achievement, the estimated cost and the benchmarks for assessment. The board noted several improvements in this reporting process. For the first time, the board will receive data on the cost of achievement including staff costs, program costs, and volunteer hours. In addition, the proposed metrics include attendance in both worship services and adult/children's programming. The Executive Team's initial reports for Ends 3 and 4 have been provided for Board review at the May 2013 board meeting.

The Board has not yet received data for the current year in order to evaluate annual performance of the Executive Team against our new Ends. We agreed that it was necessary for the Board to first review the Executive Team's methodology for reporting against the new Ends, but we will quickly address this critical responsibility.

In addition to reviewing organizational performance based on our Ends, the Board is also responsible for monitoring Executive Team performance against the Executive Limitation policies created by the Board. Executive Limitations provide the boundaries of acceptable actions by the Executive Team, or, in policy governance speak – the "means") used to accomplish our Ends. We currently have 9 such policies, of which 5 are directly related to financial matters. The other policies are related to Treatment of Staff, Members, and Visitors, Communication and Support to the Board, and Emergency Executive Team Succession. Identified below are the highlights of our reviews to date.

An item within Executive Limitation #8 (Communication and Support to the Board) details the Executive Team's responsibility to provide a proposal to address a new or revised strategic plan one year before the expiration of any current strategic plan. It was discussed and agreed that this is a joint effort between the Executive Team and the Board. The Board  
May 19, 2013

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will create the planning committee and the committee will report to the Board. The Senior Minister is expected to be a member of this committee.

Executive Limitation #2 (Treatment of Staff) was amended to provide staff members the ability to grieve to the board if the executive team grievance process has been exhausted. Prior to this change, language in the limitation did not allow the grievance past the Executive Team reviews.

The Board has spent a great deal of time in communication with the Executive Team concerning regarding Executive Limitation #3 (Financial Budgeting). We approved the following changes to this policy-

- a) As part of the general budget cuts, we agreed to reduce funding for cost of governance (board expenses) to \$750. (The previous limit required .05% of budget, or )
- b) To reflect our commitment to our denomination, we added a new limitation to require 100% funding of dues paid to the Joseph Priestly District and the UUA. These dues are currently set at \$28.50 and \$58.00 per member respectively.
- c) A significant change was approved to amend how we calculate the 70% limitation regarding staffing costs. Previously, the wording of this policy stated that "salaries and benefit costs" were not to exceed 70% of annual budgeted income without the approval of the congregation. The new policy specifically defines total employee and personnel costs to be included in the 70% limit as: salary, housing, health insurance, life insurance, disability insurance, pension, employer FICA/SECA, professional expenses, overtime and custodial fees, and payroll services. The addition of professional expenses is new, and it gives the board a more complete picture of the full cost of maintaining our staff. Approval of the congregation is still required if the 70% limit is to be exceeded.

Although not a policy change, the board also asked the executive team to more conservatively project 2013-14 pledge income, based on the pledge drive results and projections of the treasurer.

All of our actions around Financial Budgeting reflect our deep concern regarding the financial challenges we face both now and in the future.

In an effort to communicate to the congregation our concerns related to these issues, the Board and Executive Team wrote to every member of the congregation and sponsored an information meeting on April 14 to present First Unitarian's current and future financial challenges. The congregation's response was heartening, with more than 60 attendees and a great discussion.

As a congregation, we need to find new ways to live within our means until we begin to see consistent new growth. Some of the challenging questions we face are:

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- How can we fulfill our mission with our current resources?
- How can we broaden our base of financial support?
- What staffing model best fits our needs?
- What other budget adjustments are appropriate in this situation?

Our membership numbers and pledge income have been dropping for many years. Our recent operating budgets have been overly reliant on the generosity of a shrinking number of generous donors and we realize this is not a sustainable pattern.

It was agreed by all that a greater priority is needed for membership growth and retention. The Board may consider amending our Ends to include this as a specific priority.

Board communication with the congregation needs to improve. This will be my personal priority in the coming year.

This is my final year as President of the Board. I have learned a great deal about myself having this experience and am grateful for what I have learned and for the great concern that every member of the board shows for this church.

Much of the joy I receive from Unitarian Universalism comes from the great writings of many of our current UU ministers. In closing, I'd like to share the following by Rev. John Gibb Millspaugh:

*May we recognize ourselves as a people worthy of all who have come before us, a people with the power to respond to the challenges of our era, a people who join hands within and beyond our congregations to work for a better future; may we be, in short, a people so bold.*

Sincerely,  
*Maggie Duffy*

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## *Official Notices of Nomination*

### **2013 Nominations to the First Unitarian Board of Trustees**

#### **Vote on New Board of Trustee Members:**

The Nominating Committee is honored to announce the four nominees to serve on the Board of Trustees. (We have a total of nine members on the Board of Trustees.) Returning in 2013 for a two-year term is Suzanne Perry. Remaining on the Board are Dave Harrell, Jeff Lott, Maggie Duffy, Pat McGee and Drew Hansen. Margaret Sheridan's and Richard Flanagan's terms end in May 2013.

#### **Leslie Dickerson - Three-year term**

Leslie has been a member of First U for 20 years. She was the co-chair, with Connie Cluff, of the team that brought Welcoming Congregation certification to the church. She previously served on the board for six years as the church moved to policy governance. Leslie and Rose, dedicated their children Dillon and Samantha at First UU. They recently celebrated their love through a civil union service officiated by Reverend Michelle in the presence of this loving community.

#### **Doyle Dobbins - Three-year term**

Doyle and his wife, Beverley Baxter, have been members of First U since 1973. He has served on many committees and task forces, taught in the church school, and served one term on the Board. However, his number one interest has been supporting the Unitarian Universalist Service Committee (UUSC). He and Beverley have taken the lead in promoting UUSC programs, such as Guest-At-Your-Table and Justice Sunday, at First U for many years. He was a member of UUSC's Guatemala election monitoring delegation in 2007. Now retired, his vocation/profession for 38 years was in rehabilitation services. He and Beverley have three sons, three daughters-in-law, and six grandkids.

#### **Ostin M. Warren - Three-year term**

Ostin was born and raised in small town Montana. He began attending a Lutheran church at the age of ten and lost those religious beliefs while attending a good Lutheran college in Minnesota. Graduate doctoral programs in law and clinical psychology at Widener University brought Ostin to the Wilmington area in 2005. He currently practices psychology at a small group practice, works at a law firm, and owns a small business. Relatively new to First Unitarian, Ostin has contributed to the church community through the Choir, Connection Circles, and the Stewardship team.

#### **Suzanne M. Perry - Two-year term**

Suzanne has been a member of First Unitarian Church since 1980. She and her husband, Alan Perry, were married in our church by Rev. Brian Jessup in June 1987. Their two children, Christopher and Morgan, were welcomed into our community and named by Reverend Doss in 1989 and 1991. Both children attended CYRE. Suzanne has served as CYRE instructor and member of the Adult RE, personnel and auction committees. She has been a board member for the past three years. Before starting Be Remarkable! Coaching & Consulting, LLC, she worked for 30 years in various marketing, leadership and sales positions in both for profit and non-profit organizations.



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## **Vote on New Nominating Committee Members**

We have a total of six members on the Nominating Committee. Remaining on the Nominating Committee are Cindy Cohen, Barbara Lenahan and Steve Marek. Lynn Ingersoll's and Marilyn Hyte's terms end May 2013.

### **June Peterson: One-year term**

June and her husband Bill joined this church over 50 years ago, and their children attended the Sunday school. In 1995, she married Russell W. Peterson here. When Russell died in 2011, the service was conducted by Josh Snyder at the Riverfront. June has been a volunteer in many activities, including Art in the Afternoon, which supports local artists. June enjoys mentoring young adults and helping at Baylor Prison. She is dedicated to environmental and social justice causes. She and Russell created two trusts that benefit the Russell W. Peterson Urban Wildlife Refuge on the Riverfront. She had her own flower business for many years and is a professional fiber artist.

### **Richard Flanagan: Two-year term**

Richard and his wife, Nancy, began attending First U 20 years ago seeking a religious community that fit their values and beliefs, and in which they wanted to raise their twin children, Bailey and Davis, now 21. He has served on the Board for the past three years, taught CYRE classes and participated in community service and church events. Richard is a licensed psychologist, executive coach, author, and consultant whose practice focuses on helping people, companies, and organizations change and improve.

### **Chuck Miller - Two-year term**

Chuck joined the church in 1989. He met his wife, Ann, at First U in 1997 and they were married here in March 1999. He retired from teaching science in June 1999. As a Master Gardener, Chuck helped with the pruning of church shrubbery for several years. Recently he has attended African Bible Study groups, and this year joined a Connection Circle. For several years, when the UU Players were active, he participated in a number of theatrical productions. He also sang in the church choir for about 10 years.

## **Vote on Delegates to the 2013 General Assembly:**

Register now to attend the UUA General Assembly, June 19-23, in Louisville, KY, and represent First U Wilmington as a voting delegate. The delegates who represent our church at GA this year will be presented at the annual Congregational Meeting for election.

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## Executive Team Reports

### *Executive Team Introduction*

It has been a great year for First Unitarian Church! We have experienced so many wonderful moments together as a congregation. We have welcomed in new people, said good-bye to others. We have mourned death and celebrated life together. We have sung and worshiped together, fought for a more just world together, and nurtured the minds and spirits of our young people together. That is so much for us to be thankful.

One of the biggest changes this year was welcoming Rev. Michelle Collins as the new Assistant Minister of the church. We had the wonderful opportunity to ordain Michelle on September 30, and to bear witness to the beginning of her ministry. Rev. Michelle started Connection Circles which have grown into a very impressive small group ministry program. Rev. Michelle has also led our new member classes which have welcomed almost two dozen people into our church family.

Donna Gonzalez is the other new addition to the Executive Team. Many of you know Donna through her tireless work for social justice and environmental sustainability. As a lay member-at-large on the Executive Team, Donna has brought a great fresh perspective on the world of the church. Her contributions this year have been significant.

One of the big goals for the Executive Team was to work with the new Mission, Values, and Ends that the Board and the Congregation developed last year. We have created a format for interpreting these policies so that we can begin monitoring them in earnest next year. We developed two very critical tools in accomplishing this: 1. Marina has broken down the budget to match up with all four of the Ends as well as the operations of the church. 2. Rev. Michelle has worked closely with Unity Consulting to create a new congregational survey that measures spiritual maturity and Ends achievement.

It seems that the Joseph Priestley District loves First Unitarian Church! We played host to two major District events this past year. The Delmarva Cluster at Brandywine High School brought together UUs from all over the Delmarva Peninsula, and the District Annual Assembly was also held in Wilmington, and a large number of our membership attended. We have also had ministers from the Delmarva Cluster preaching in our pulpit both last summer and this upcoming summer.

Our program staff was particularly busy this year with a number of fantastic programs. We were blessed with two Big Music Sundays this year, thanks to Scott's hard work and the generosity of our Counterpoint supporters. Also this year we were able to grant our DRE Catherine Williamson a six month sabbatical for continuing education and

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study. Catherine will rejoin us in the summer, and we are also very interested in hearing about her new ideas and vision for our children and youth program.

Finally we on the Executive Team would like to thank all of the members and friends who have participated, in any capacity, in the life of First Unitarian Church. It is thanks to you that we are able to bring our mission and vision to life.

Here is to another successful year in 2013-2014!

Respectfully Submitted by the Executive Team,

Rev. Dr. Joshua Snyder,

Rev. Michelle Collins,

Marina VanRenssen,

Donna González

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## *Executive Team Annual Report on Achievement of the Ends – “The Difference We Make”*

### **End #1**

**At First Unitarian Church of Wilmington, Delaware, people of all ages feel safe, accepted, and loved—and empowered to be our authentic selves.**

#### *Business as Usual:*

- Pastoral Care statistics. 9 CRs w/ regular visits; 33 meals to 10 people/families; 20 rides; 23 cards/notes sent; 3 memorial services
- Training sessions on listening skills & on grief
- Handled Pastoral Care needs over summer of 2012 with Rev. Josh Snyder
- Our main business was sending our annual donations to worthy local, community and denominational groups, as well as a \$1,000 pledge to this church. We will again sponsor Togs & Treasures in May.
- Prepared list of shut-ins for personal contact by Visiting Team members
- We held two Leadership Link trainings and will hold one more in the spring.
- Supply trained ushers for all “business as usual” worship services and special services at Christmas time. The ushers’ duties are listed in the attached documents. When we are functioning normally, most of these activities are transparent to our church attendees.

#### *Special projects:*

- Partnered with DE Hospice for open workshop on Grief 101
- Partnered with DE Hospice for open 6 wk Grief support group. Identified and contacted to invite specific people in congregation to grief workshop
- Reorganized food “closet” and took responsibility for maintaining food supply and publicizing its availability and needs.
- Chair met with CYRE and Connections leaders to seek ways to interact and provide PC to the younger families when needed.
- Offered rides to the Christmas Eve service and Financial Linkage Meeting

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- Identified representatives of Brown Bag groups to act as liaison with Pastoral Care.
- Designed and arranged for Request for Pastoral Care card for pew racks.
- This year our team members were all new to the team, so we worked on gradually establishing ourselves and continue to work on establishing goals and routines
- Provided new guidance with regard to visitors with children

### ***End #2***

**At First Unitarian Church of Wilmington, Delaware, people of all ages gain new perspectives and grow as informed, spiritual human beings.**

#### *Business as Usual:*

- Faithful Dialogues: This year marked the second year that Faithful Dialogues (and its predecessor, Deepening Our UU Faith) met from 9:30 – 10:15 each Sunday morning. We are grateful to our enthusiastic facilitators, both First UU members as well as community people representing their organization or social justice program. All of the topics were thought-provoking and meaningful: Attendance was often in the 8- 10 range of participants; however, on five separate occasions attendance exceeded 22 members and guests: ILYA Aging Out of Foster Care; A New Narrative for UUism; Inborn Moral Wiring; Fracking in the Del. River Basin; and Update on Climate Change.
- Sunday Adult Forum: An ongoing video series held from 9:30 – 10:15 Sunday mornings. The videos explore in-depth significant religious and historical topics presented by noted professors and others. Attendance at these series averages 8 – 12.
- The purpose of this team is to plan and carry out youth activities outside the normal Sunday morning programming. We held one planning meeting and 4 quarterly meetings to work on this planning effort. Activities included a fall camping retreat and a movie night/lock-in. We also met outside of Sunday morning to prepare for Youth Sunday which took place in March.
- The CYRE program includes Religious Exploration classes on Sunday mornings for preschoolers through 12th graders during the school year. We also coordinate staffing of a nursery for our youngest children. Each year we alternate offering one of two Unitarian Universalist Rites of Passage for our children, Age of Reason Classes for our 2nd and 3rd graders or Coming of Age Classes for our 8th and 9th graders. We also coordinate the recognition of our graduating seniors in a Bridging Ceremony at the end of the school year. Our Whole Lives (OWL), an age-appropriate sexuality education curriculum, is also offered on alternate years with the Kindergarten/1st grade curriculum being offered one year and classes for both the 5/6th graders and 8th/9th graders offered the next. Classroom connections parties and parenting groups are offered to connect families with like-aged children. With curriculum and coordination support from Catherine Williamson, our DRE,

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all of these programs are led by volunteers consisting of parents and other adult members of our congregation dedicated to helping to raise our children in our UU faith community.

### *Special projects:*

- Senior Minister Josh Snyder led a four-week evening discussion group on Thinking Theologically in winter 2013.
- Assistant Minister Michelle Collins led two four-week discussion groups: Ethics, held on four Sunday afternoons in fall/winter 2012, and Spiritual Practices for UUs, a series of four evening sessions spring 2013.
- Jeffrey Lott held a workshop entitled 'Spirituality for Lay Leaders: Serving with Grace,' at two separate meeting times: a Sunday afternoon and a weekday evening. A total of 14 members participated in one of these workshops and purchased the accompanying book.
- Our special fundraising and justice activity for the year was a December bake sale to raise funds for Emmanuel Dining Room. We then prepared and served the meal for EDR in January, and were able to provide the funds to pay for this meal from the bake sale.
- We continue to welcome new families to our church and our CYRE programming. We increased from six to seven teaching teams who work with children in the nursery through the high school youth group on Sunday mornings. Social Action projects continue to be included in Sunday morning programming with the highlight being the Jr Youth Group's Pancake breakfast, raffle, and sales of "green" soap to benefit Adopt a Pig, an organization dedicated to helping families in their struggle with cancer. Over \$550 was raised.
- Multiple CYRE Classes made a paper tree trunk and then sent personal messages on fall leaves, winter snowflakes, and (soon) new spring leaves to one of their classmates who has been unable to attend CYRE classes this year due to an illness. Age of Reason classes were held for 2nd and 3rd graders with a ceremony marking their Rite of Passage at the end of January. OWL classes were held for 5th and 6th graders.
- Classroom Connection Parties were held in three people's homes. Two parenting groups (an Early Elementary group and a Tween group) were held periodically throughout the school year.
- The Youth Group planned/led a worship service for the whole congregation and coordinated a luncheon/documentary about the plight of the Lakota Sioux. The CYRE Work Room was established, allowing volunteers with minimal training to help prep supplies needed for Sunday morning RE classes on their own time and schedule. This was desperately needed during the sabbatical but will benefit the program long-term. Instead of 2 people prepping supplies for the whole year (Catherine being one of them), at least 14 people helped at some point during the year.

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- Programming continued as normal during Catherine Williamson's sabbatical. This was possible due to the efforts of many volunteers who spent many more hours than they have in the past making sure everything was complete. The CYRE Team began planning for this sabbatical around 2 years prior. Starting in the fall, the CYRE Team coordinated taking on some of Catherine's responsibilities so that she could focus on the higher order tasks that only she was able to accomplish (curriculum planning, program scheduling, etc.). The burden during the sabbatical was shared by some very dedicated people whose goal was to make it appear as though it was business as usual. So far, we have been very successful, but are eagerly anticipating Catherine's return, both in terms of the staff support and the new energy and ideas she will bring from her sabbatical.

### ***End #3***

**At First Unitarian Church of Wilmington, Delaware, people of all ages act on our shared values and Unitarian Universalist identity to fight for a more just world.**

#### *Business as Usual:*

- First U members read *The New Jim Crow, Mass Incarceration in an Age of Color Blindness*, the UUA Common Read, and participated in discussions that were co-facilitated by Rev. Paula Maiorano of First U Wilmington and Rev. Dr. Lawrence Livingston of Mother African Union Church. With increased interest from our own and other congregations, Rev. Paula organized a second, larger discussion group that is currently reading the book and meeting at First U for discussion with facilitators. Graduates of the new group may join current action subcommittees or form new initiatives.
- Guest At Your Table, Justice Sunday, Support of the Coffee Project, Articles in Quest and E-News promoting UUSC programs around the world.
- Beginning as the Coalition for Climate Change Study and Action (C3SA), we continued to meet throughout the period - every other month (except July), starting in September - on the 2nd Tuesday from 7:00-9:00 PM. In addition to reports of activities from representatives of member congregations at each meeting, we had presentations during the year on heat health advisories, shale fracking for natural gas, climate change and sea level rise. Chad Tolman continued to issue his monthly Climate Change News blog, keeping readers up to date on energy and climate change science, policy and public opinion. (The UUA UN office gets an RSS feed.)
- INDEPENDENT LIVING FOR YOUNG ADULTS (ILYA) provides support for young adults when they age out of foster care at 18 years of age, working with social service agencies to fill existing gaps in service. In the last year, ILYA's on-going projects included: Supportive funds and furniture ILYA provided: (1) supportive grants to young adults (for emergency rent payments and security deposits); (2) IDA -- incentives to set up savings

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account for young adults who completed a financial literacy course; and (3) furniture for young adults' apartments.

- Caring gifts. ILYA, with help from First U members: (1) gave holiday gifts to young adults and their children; (2) sent care packages to students in postsecondary programs; (3) celebrated high school graduation with grads at a pizza party and gave them gifts of backpacks filled with useful items.

Denominational Growth Committee:

- Three members of the DGC attended Delmarva cluster meetings every six weeks
- A special committee on SCRIP (Sponsor church report implementation planning) met twice a month
- DGC meets every month
- Publicity for DGC and Cluster events

*Special projects:*

Two Grants for Growth plate offerings, completing the commitment to UUCSJS

- Chalice lighter Sunday, a new video was shown and 9 new members joined
- A brochure on the DGC with Janet Tillman's help was printed and distributed
- A Guide for Sponsor congregations (Supporting the growth of Unitarian Universalism) was completed
- Visits to UUCSJS and UUCD
- Meet with JPD growth committee representatives from CERG (Richard Speck and Mark Bernstein) to discuss how we could help with Regional growth and marketing the sponsor congregation
- A recently published article in InterConnections was contributed to by DGC members
- The Long Range Plan for DGC was completed and given to ET.
- Donna Curtis is now a member of the JPD Growth Committee
- Cluster work: The Cluster "revival" was held in a local high school and FUW members including Rev. Snyder were included in programming and other contributions to the event; a chalice lighter grant for website assistance was submitted (FUW will benefit



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from this grant); promotion of a DGC within cluster congregations was given along with providing the FUW DGC long range plan.

- A public forum “Revisiting Race in the Criminal Justice System” scheduled for November 10, 2013, to raise awareness of the problems of racial discrimination.
- Ban the Box to remove the checkbox for felony convictions on employment applications. (Employers may still access criminal records.)
- Eliminating the 5-year waiting period after probation has been completed and fines paid to restore voting rights for former prisoners convicted of a felony.
- Planning for “Freedom School,” a Children’s Defense Fund Program, which will be offered as a summer day camp at Mother African Union Church. The Freedom School will be a demonstration project with more Freedom Schools anticipated throughout the city of Wilmington in the summer of 2014.
- In Sept. of 2012, when Mike Rominger agreed to be co-Chair, we started alternating meetings between First U and St. Paul’s, with our first meeting at St. Paul’s in November. At that meeting our member congregations agreed to change our name from C3SA to the New Castle County Congregations (NC3) of the state-wide Delaware Interfaith Power and Light (DeIPL). At our March 2013 meeting, we reached a consensus on a set of recommendations – including the need to consider social justice - for how Delaware should adapt to sea level rise. These recommendations were submitted to DNREC Coastal Programs and the Delaware Sea Level Rise Advisory Committee by the March 14 end of the public comment period. This was the first time that we ever took a public policy position. One of our member congregations (Trinity Presbyterian) started having light suppers, movies and discussions of environmental issues, to which other congregations were invited. This idea worked well and we plan to try it at First U. One special thing we did this year was to award books on important environmental issues to two of our members who have made outstanding contributions over a period of time: Donna Gonzalez from First U and Jane Schaefer from the New Ark United Church of Christ.
- Advocacy and Awareness. Inspired by efforts like ILYA, Delaware launched a non-profit program THE DELAWARE YOUTH OPPORTUNITIES INITIATIVE: Ensuring successful transitions for youth who age out of foster care (DYOI). The initiative was introduced at a First U forum in November 2011 because of ILYA’s work to support young adults aging out of foster care.
- In ILYA’s November 2012 forum, DYOI presented an overview of the considerable work accomplished over the year. DYOI first youth advisor, now assistant to the Lt. Governor, Nicole Byers, also talked about how helpful ILYA had been over the years since she aged-out of foster care. ILYA also sponsored a well attended Faithful Dialogues at First UU at which two older former foster children who work with DYOI described the challenges they faced when aging-out with no support from a group such as ILYA.

# First Unitarian Society of Wilmington, DE

## Annual Report 2012-2013

- Testimony before the Joint Finance Committee -- An important DYOI accomplishment was introducing "Ready by 21" to the Delaware legislature. This program, funded in Governor Markell's 2014 budget, would extend services to foster care between the ages of 18 and 21. Two young adults who have been supported by ILYA and ILYA team member Lynn Ingersoll testified in favor of the program before the Joint Finance Committee in February. The Director of Delaware Family Services thanked ILYA and the church for our continued support for these young people.

### ***End #4***

**At First Unitarian Church of Wilmington, Delaware, people of all ages experience wonder, inspiration, fulfillment, and joy.**

#### *Business as Usual:*

- This year saw the implementation of a new liturgy in our worship service. Ancient and Modern readings were discontinued and instead one story is read. Offering now includes Stewardship reflection. We continue to sing three hymns with the second one now usually out of the teal hymnal just before the sermon.
- We continued to enjoy the sound of both the regular and concert choir which gave outstanding performances this year. The choir welcomed some new members into their ranks as well.
- Rev. Michelle lead the annual Day of the Dead service with a communal weaving that included the names and images of people who had passed away in the past year.
- For small music Sunday, we celebrated the life and music of Cat Stevens.
- The annual church Talent Show showcased a number of new acts and was a wonderful multigenerational fellowship event.

#### *Special projects:*

- With Peggy Rawheiser's leadership a survey was made of our kitchen's condition and needs for a refurbishing project to which the Women's Alliance will contribute some financial support. Cost is yet to be determined.

# First Unitarian Society of Wilmington, DE Annual Report 2012-2013

## ***Executive Team Annual Operational Report Summaries – “Stewardship of our Resources”***

### **Introduction**

The Executive Team is primarily responsible for the day-to-day management of our church resources, including financial, non-financial and human resources. We report to the Board on a regular schedule throughout the year, based on the controls placed on us by the Board in the form of Executive Limitations. This section of the Annual Report summarizes the Executive Team’s compliance to these controls.

### **Operations**

These are the general operations of the church that support the work of achieving the Mission and Ends of First Unitarian Church.

#### *Business as Usual:*

- Additions to Library collections: Cataloged and placed on shelves (to date, since report of 4-9-2012) – 28 new titles for adults and children, including special collections: Delaware Dialogues for Science, Ethics and Religion (D-DoSER): 1 title added from backlog. Marsha Sagar Memorial for children & youth: 4 new titles. Green Sanctuary: 8 new titles, including 2 DVDs.
- Ongoing maintenance of existing Library collections: Improved cataloging for titles already on shelves and adding to computer – 23 titles, including replacement of catalog cards, labels and book jackets as needed. Replaced lost or damaged books with another copy – 59 titles (10 damaged, 27 outdated, 2 excess, 7 missing, 13 not returned). Some duplicate or damaged titles are being held in reserve in library storage.
- Use of Library: About 72 books were borrowed since the previous annual report. The Library is a welcoming space and convenient resource for new and long-time members and friends. It is open on Sunday mornings for relaxing, browsing and checking out books. It is also a pleasant meeting space providing additional opportunity to see and borrow books. Titles of current interest are displayed, and periodicals and reference materials are available for use in the Library.
- Overdue notices have been handled by church office volunteers.
- Planned and implemented the biannual church auction to raise funds for the operating budget.

# First Unitarian Society of Wilmington, DE

## Annual Report 2012–2013

- The Team's regular activities are Investing, Monitoring and Reporting the Heritage Fund and Capital Campaign Building Fund portfolio.
- Planned and executed the annual drive to fund Church operations. At this point we expect to raise 5% less than last year in the face of continued economic uncertainty, generous givers dying & moving on, and member loss.
- We held several Grounds Cleanup days, with the help of anywhere from 6 to a dozen volunteers to spread pre-emergent, pull weeds, do general clean up, and prune bushes.
- Conducted the Annual Safety Audit.

### *Special projects:*

- Green spine labels are being added to titles in the Green Sanctuary Collection and catalog cards with a "Green Sanctuary" subject heading are being included.
- More emphasis is being given to culling unsuitable or outdated titles, disaccessioning and removing missing or unreturned titles from the catalog, and improving the catalog data for titles being retained.
- Periodical shelves now include a limited selection of current issues from personal subscriptions that may be of interest to library users but are not cataloged as library holdings: National Geographic, Nature Conservancy, Outdoor Delaware, and Preservation (National Trust for Historic Preservation).
- Work on sorting through the backlog of titles has resumed.
- We are in process of reviewing HR manual and plan to complete an update by end of June 2013.
- The transfer in February, 2012 of the Heritage Fund to the UUA Common Endowment Fund, UUA's Professional Financial Management Group. The CCBF Policy revisions made possible investing the funds in the Vanguard Wellington Fund.
- Focused publicity on individuals with photos and numerous testimonials in person and in print, recruited 17 Visiting Stewards who contacted over 90 families/individuals, and continued prompt & personalized thanking and acknowledging financial commitments.
- Renovations of 2 bathrooms were completed.
- We began helping the Alliance with kitchen renovations.
- We began a Sanctuary window replacement project.
- A new outside surveillance camera system was installed.

# First Unitarian Society of Wilmington, DE

## Annual Report 2012–2013

- Six volunteers painted the church office, Rev. Michelle's office and the hallway leading to the back

### *Executive Team 2012-2013 Annual Incidental Report*

- Thank You to staff and teams — All of the work discussed in these reports would not have been possible without the tremendous energy of our leaders and volunteers. These folks go above and beyond every day to make First Unitarian Church the kind of place we dream that it could be. Our gratitude toward each and every one is immeasurable. We apologize if we have inadvertently forgotten anyone.
- Staff: Rev. Dr. Joshua Snyder, Senior Minister; Rev. Michelle Collins, Assistant Minister; Scott Ward, Honorary Minister of Music; Catherine Williamson, Director of Religious Exploration; Marina VanRenssen, Business Manager; Kanchalee Reeve, Publications Assistant; Brandi Chavis, Congregational Administrator; Terry Walls, Building Supervisor; and Cornell Waters, Night Custodian.
- Executive Team: Rev. Dr. Joshua Snyder, Rev. Michelle Collins, Marina VanRenssen, Donna Gonzalez

- *Teams:*

Adult RE:	Barbara Lenahan (Chair), Dee Burdash, Jim Davis, Phil Dowd, Dee Burdash, Janet Tillman
Auction:	Nancy Pinson (chair), Cindy Cohen, Bill Hardam, Marilyn Hyte, Linda Sanders, Kathie Thomas
Audit:	Paul Pinson, Mark Fries, Steve Cohen
Book Corner:	Suzie Cornell, Debbe Krape, Beverly Bach, Sylvia Tarzanin
Booster Cards:	Suzanne Proud, Paul Pinson, Barbara Perry, Bill Hardham, Susan Soltys, Donna Gonzalez, Maggie Duffy, Elyse Reznick
Buildings and Grounds:	Randy Windle, Dee Burdash, Jim Weddell, Phil Krape, Donna Gonzalez, Marty Peres
Budget:	Bill Hardam
Coffee Equal Exchange:	Steven Marek, Abby Marek, Emma Marek
Connection Circle Steering Team	Paul Pinson, Barry and Barbara Marrs, Dee Burdash, Parry Norling, and Janet Tillman <b>Facilitators:</b> Paul Pinson, Barry Marrs, Chela

## First Unitarian Society of Wilmington, DE Annual Report 2012-2013

	Metzger, Joan and John Priest, Dale Megill, Cindy Cohen, Parry Norling, Hans Franke, Ruth Mette, Rev. Josh Snyder
Connections Team:	Becky Laster (chair), Holly Feldheim-Pust, Melissa Sugzdinis, Alice Leonard, Marianne Sullivan
CYRE:	Jen Hann-Deschaine (chair), Christine Glatt, Natalie Matthias, Suzanne Shahan, Laurie Apple Farnese, Debbi Zarek
Delaware Interfaith Power and Light	Chad Tolman (chair), Mike Rominger, Donna Gonzalez, Elizabeth Siftar
Denominational Growth:	Vivian Gray (chair), Noreen Bayly, Karel Toll, David Sheppard, Joan Priest, Pallatheri Subu Subramanian, Barbara Crowell, Donna Curtis, Nancy Pinson, Elizabeth Siftar, Marie Oakberg
Dismantling the New Jim Crow	Rev. Paula Maiorano (co-chair), Joan Priest (co-chair), Barbara Crowell, Marie Oakberg, Janet Tillman, Rev. Richard Speck, John Priest, Joyce Alexander, Maggie Duffy
Emmanuel Dining Room:	Cindy Cohen (chair), Renee Anderson, Dee Brereton, Sally Christian, Karen Austin, Suzie Cornell, J. Harry Feldman, Joan Flack, Sue Fuhrmann, Bella Gier, Pam Finkelman, Roy Finkelman, Will Einstein, Janet Jones, Henrietta McKelvey, Carol Okeson, Jerry Okeson, Barbara Perry, Nancy Pinson, Barbara Pratt, Suzanne Proud, Jean Raleigh, Karen Rege, Elyse Reznick, Bob Ullrich, Betty Weir, Midge Willard
Flowers:	Suzie Cornell, Marian Sargeant, Bella Gier, Kerri Shay
Green Sanctuary:	Elizabeth Siftar (chair) Donna González, Randy Windle, Renee Anderson, Suzie Cornell, Betty Wier
Greeters:	Burley Melton (chair), Helga Melton, Charlie Anderson, Renee Anderson, Dee Burdash, Cindy Cohen, Steve Cohen, Cinda Crane, Jim Davis, Judy Govatos, Jen Hann-Deschaine, George Huhn, Marilyn HYTE, Janet Jones, Barbara Lenahan, Kathryn Lloyd, Pat McGee, Phil Dowd, Mary Jo Metz, Lois Morris, Marie Oakberg, Barbara Perry, Suzanne Perry, June Peterson, Nancy Pinson, Paul Pinson, Dale Stratton, Jackie Watson, Maggie Duffy, Chela Metzger, Karin Suna, Cathy Cambridge, Penelope Husted, Craig Husted, Mary Pat Bowman, Bill Bowman, Erich Kuehn, Paul McGhee
House Pins:	Bev Bach, Noreen Bayly, Ann Tollman
ILYA:	Betty Wier (co-chair), Barbara Crowell, Lynn Ingersoll (co-chair), Marge Meyermann, Barbara Perry, J. Harry Feldman, Mike Soltys, Bob Wynn, Jenn

## First Unitarian Society of Wilmington, DE Annual Report 2012-2013

	Bruhler
Investment:	Bill Flack, Lew Collat, Ed Ostrom, Dale Stratton
Leadership Development:	Edris Harrell, Elyse Reznick, Travis Laster, George Huhn
Library:	Judy Windle, Deborah Griffin, Sue Armstrong, Randy Windle, Elizabeth Siftar, Dee Burdash, Suzie Cornell, Bella Gier
Office Volunteers:	Dee Burdash, Rose Dickerson, Jim Curtis, Suzie Cornell, Noreen Bayly, Deb Griffin, Marilyn Hyte, Dale Stratton, Elyse Reznick, Peggy Rawheiser, Jean Kennedy, Mary Jo Metz, Barbara Marrs, Kathi Weiss, Rita McWhorter, Kristen Narcowich, Jacquee Lukawski, Bella Gier, Elise Berrocal
Pastoral Care:	<b>Visiting Team:</b> Dale Megill (chair), Dottie Ashcraft, Ann Tolman, Georgia Brerteon, Marge Meyermann, Lynn Ingersoll, Phillip Dowd, Marge Stitz, Jackie Feldman, Debra Griffin <b>Home Team:</b> Jackie Watson (chair), John Priest, Joan Flack, Judy Crozier
Personnel:	Florence Rice, Leslie Dickerson, Marilyn Hyte
Stewardship:	Bill Hardham, Sue Soltys, Joan Priest, Ostin Warren, Jim Curtis, Edris Harrell, Krystina Benedetti
Welcome Table:	Jan Blanchfield (chair), Loretta Knight, Barbara Marrs, Joan Priest, Sandy Shipman, Linda Sanders
Ushers:	Lew Collat, Mary Collat, J. Harry Feldman, Jackie Feldman, Bill Flack, Joan Flack, Judy Gavatos, Janet Hall, Deborah Haskell, Alan Knight, Barry Marrs, Chuck Miller, Helena Miller, Pat McGee, Martin Peres, Linda Sanders, Margaret Sheridan, David Weiss, Bob Wynn <b>Substitutes:</b> Bob Burtner, Dotty Burtner, Peggy Cairncross, Ed Cluff, Cindy Cohen, Steve Cohen, Suzanne Cornell, Jim Davis, Letty Diswood, Gin Ebnesajjad, Donna Gonzalez, Barbara Marrs, Nan Norling, Parry Norling, Karen Rege, Louise Roller, Elizabeth Siftar, Dale Stratton
UUSC:	Doyle Dobbins (chair), Beverley Baxter, Miriam Priest-Benedict, Carol Scott, Megan Scott-Spezak, Renee Anderson, Barbara Crowell
Women's Alliance:	Mary Collat, Peggy Rawheiser, Suzie Cornell, Jackie Watson, Marion Sargeant, Joan Flack, Franne Wetmore, Akiko Craven
Youth Adult:	Nancy Pinson (co-chair), Miranda Garrett (co-chair), Kathie Thomas, Cindy Cohen, Stephanie Ripsom, Kallen Dun, Eric Rouviere, Kerry Shay, Chris Garrett,

# First Unitarian Society of Wilmington, DE Annual Report 2012-2013

	Charlotte Grabau
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## *Membership Statistics*

### **2012 Membership**

Voting: 433 Associate: 40 Youth: 11 Total: 484

### **2013 Membership**

Voting: 420 Associate: 33 Youth: 11 Total: 464

New Members: 25

Terminated: 37

Administrative Transfer: 23

Resigned: 3

Moved: 5

Deceased: 6



# First Unitarian Society of Wilmington, DE Annual Report 2012-2013

## *Financial and Business Reports*

### **2012-2013 Treasurer's Report**

As of April 30 (ten months of the fiscal year), we have an operating gain of just over \$18,000 which is needed to see us through the last two months of the fiscal year when traditionally we receive less pledge income (since those giving annually have already done so). Although, the Spring 2012 Stewardship campaign including Grassroots campaign raised \$541,000, actual pledges thus far have run at a higher shrinkage rate than prior years. This has led to our Church having less income than expected. Even though the Executive Team has done a good job managing expenses, we run the risk of having a small year-end deficit resulting in our not being able to fully fund our Reserves as we had planned in the budget.

The good news is that income other than pledges including Rental income, Booster cards and Coffee sales are up this year. Our income sources are: 1) Pledge income =72%; 2) Rental income from the EEC - Child Care Center=14%; 3) Heritage (endowment) fund distributions =4%; 4) Non-Pledged donations including Plate Giving =3%; 5) Building rentals (other than the EEC) =2%; 6) Church Auction fundraiser (every other May) =2% (1% to each of two years); 7) Booster Cards & Coffee = 1%; 8) Special Collections = 1%

Going forward into the 2013-2014 Fiscal Year, our pledge income will be lower than this year even though almost 100 church families increased their pledge. The reason is that half of our pledge income comes from just 41 pledge units whose total pledges equal the amount of the other 227 pledge units. These pledge units who give the higher dollars have helped the Church to be able to provide the Staff and programs we all enjoy. The only downside is that when they decrease or eliminate their pledge this has a big impact on the overall pledge income. We have had members in this group pass away, move way, retire, leave the church or have a material change to their finances.

To reverse the trend of lower pledge income than the prior year, we need to materially increase the number of members of our Church as well as to encourage more members to give higher than our median pledge of \$1140 per year (half pledging at or higher and half pledging at or lower than the median).

On April 14, a special forum for Members was run by the Board to update the members on the downward trend on pledge income that is likely to continue and the impact this will have on our Church. Less income means lower salaries and benefits and/or staffing. The Board and Executive Team agreed that by early 2014, a Strategic Staffing plan will be completed and reviewed with the Congregation as part of the Strategic Plan. We need to determine our priorities as well as the staffing needed to support those priorities so that we can ensure that the Church Mission and Ends are still being accomplished even with less funding available. The charts from the Treasurer's presentation are available in the Member section of our website. Keep in mind that having \$700,000 in total income with

# **First Unitarian Society of Wilmington, DE**

## **Annual Report 2012-2013**

\$500,000 in pledges is still really good even though we have been used to higher amounts in the past.

Our Balance Sheet (attached) is in good shape and over the past two years, important steps have been taken to further strengthen and grow our financial assets.

Last year, the Investment team led by Bill Flack, took the initiative to move the Heritage (endowment) funds to the UUA Common Endowment Fund where are being professionally managed on a long-term basis. The current value of the Heritage Fund is just under \$656,000. We would like to get this amount to over \$1 million in order to be able to fund a larger percentage of our Operating Income from the interest on these funds. Please include the Heritage Fund in your estate planning. Cindy and I have done so.

This year, the Investment team took the initiative to earn more money from our Capital Campaign Funds now that the time horizon for building a new Sanctuary is at least 10 years from now. The team with approval from the Finance Council, Executive Team and Board has invested 54% in two funds: 33% is invested in Vanguard Wellington Admiral and 21% invested in the UUA Common Endowment Fund (segregated from the Heritage Fund). The remaining 46% continues to be invested safely in laddered CDs until they mature.

Thanks go to the Investment team especially Bill Flack for their leadership in setting us up for long-term professional management of our major assets. Bill Flack has recently stepped down from his role on the Investment team and Barry Marrs has assumed the leadership role. Thanks, Bill Flack for your excellent work!

Even though we have not had an External Audit since 4Q2009, our Internal Audit team (Mark Fries and Paul Pinson) review the key financial accounts and transactions and report their findings to the Treasurer each month. No issues have been found. I am grateful to Mark and Paul for performing this important control function every month.

Our Reserves (Audit, Capital Improvements, EEC Rental Contingency, Search, Minister Sabbatical) as a whole are insufficiently funded. In total, we have \$88,000 down from \$117,000 two years ago. We plan to build the Reserves up over the next couple of years by not drawing on these Reserves in the coming year and only adding money to them.

The automated giving program from Vanco continues to be a success. Automatic withdrawal of funds from checking accounts or automatic charges to credit cards is a big productivity improvement for the Staff. It also smooths out our monthly cash flow. Please consider enrolling if you give on a weekly or monthly basis.

All of the above demonstrates strong stewardship of our assets and your financial contributions to the Church. Our money is being well-managed and being spent in accordance with the annual budget passed by the Congregation.

Respectfully Submitted,  
Steven R. Cohen, Treasurer

May 19, 2013

# First Unitarian Society of Wilmington, DE Annual Report 2012-2013

## Stewardship Campaign Report as of May 14, 2013 from Steven R. Cohen

We have received 243 pledges totaling **\$480,288** which is 86% of our pledge campaign dollar goal and 90% of our pledge unit goal of 270. Last year at this time, we had received 273 pledges totaling **\$522,832** which was 86% of our pledge campaign dollar goal and 99% of our pledge unit goal of 275.

There are 12 Dropped pledges totaling \$13,160 (1 deceased member, 11 pledge unit drops)

Compared to the Regular Campaign last year we have received:

11 New/Returned pledges =	\$ 10,384
97 increased pledges with increase total	\$ 35,596
98 pledges the same as last year =	\$ 0
37 pledges with decreases total =	(\$32,674)
12 Dropped pledges =	(\$13,160)
<b>Total</b>	<b>\$ 145</b>

Compared to the Total Campaign (including Grassroots) last year, we have received:

11 New/Returned pledges =	\$ 10,384
81 increased pledges with increase total	\$ 22,894
101 pledges the same as last year =	\$ 0
50 pledges with decreases total =	(\$41,778)
12 Dropped pledges =	(\$13,560)
<b>Total</b>	<b>(\$22,061)</b>

### Increased Pledges

Grouping	Number	\$ Change	Total \$		
100% (new)	11	\$ 10,384	\$ 10,384	LOWER:	20 as of 5/14/12 = \$12,345
10% or higher:	68	\$ 31,925	\$ 147,577	BETTER:	56 as of 5/14/12 = \$23,789
5% - 9%:	15	\$ 2,637	\$ 40,093	LOWER:	23 as of 5/14/12 = \$ 5,220
1% - 4%:	14	\$ 1,034	\$ 43,792	LOWER:	17 as of 5/14/12 = \$ 1,868

### Decreased Pledges

Grouping	Number	\$ Change	Total \$		
(1%) - (9%):	4	(\$ 1,080)	\$ 13,260	SAME:	7 as of 5/14/12 = (\$ 1,080)
(10%)-(20%):	5	(\$ 1,082)	\$ 6,224	BETTER:	12 as of 5/14/12 = (\$ 8,396)
(21%)-(75%):	27	(\$ 30,512)	\$ 29,895	LOWER:	19 as of 5/14/12 = (\$23,695)
(100%)	12	(\$ 13,160)	\$ 0	BETTER:	11 as of 5/14/12 = (\$20,300)

We have 32 pledge units from last year that have not yet pledged = \$38,980; (with Grassroots = \$39,680). Last year at this time, we only had 18 pledge units from last year that have not yet pledged = \$24,888

Our Increases and decreases are slightly better than at this time last year. However, there are two outstanding pledges = \$14,000 that are likely to decrease significantly this year possibly by as low as a combined \$2000). Usually we find that of the 32 remaining pledge units, some will drop and more will decrease than increase.

**My Forecast based on Pledge Fulfillment this year, pledges to date and history = \$500,000 (range of \$490,000 - \$510,000)**

# First Unitarian Society of Wilmington, DE Annual Report 2012-2013

## Balance Sheet, April 30, 2013

	Apr 30, 13
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1012 · PNC 4633- Operating Checking	72,035.66
1017 · PNC 2495 - Cap Camp Bldg Fund	37,046.69
1018 · Citizens - Church Group Funds	74,553.39
1026 · Capital Campaign Sun East CD's	
1026-00 · CC Sun East S1 shares	20.40
1026-08 · CC Sun East CD 151543 2/24/2017	239,692.56
<b>Total 1026 · Capital Campaign Sun East CD's</b>	<b>239,712.96</b>
1030 · Capital Campaign Del One CD's	
1030-00 · CC Del One Share account	432.94
1030-10 · CCDel One 60 mth CD 2/22/17 S49	119,302.94
<b>Total 1030 · Capital Campaign Del One CD's</b>	<b>119,735.88</b>
1035 · Capital Camp. Bryn Mawr Trust	
1035-02 · CC Bryn MawrTr Mon Mkt 6008895	60,897.79
<b>Total 1035 · Capital Camp. Bryn Mawr Trust</b>	<b>60,897.79</b>
1040 · Petty cash	50.00
<b>Total Checking/Savings</b>	<b>604,032.37</b>
<b>Other Current Assets</b>	
1310 · Janney Donations 2767-01-01	87,545.54
1316 · Heritage Fund @ UUCEF 611018	655,932.61
1317 · Capital Campaign at Vanguard	391,716.15
1318 · Capital Campaign at UUCEF 611055	252,525.52
1319 · Booster Cards - Inventory	25,095.00
<b>Total Other Current Assets</b>	<b>1,412,814.82</b>
<b>Total Current Assets</b>	<b>2,016,847.19</b>
<b>Other Assets</b>	
1960 · John Hancock chng QB 1959	17,371.89
<b>Total Other Assets</b>	<b>17,371.89</b>
<b>TOTAL ASSETS</b>	<b>2,034,219.08</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	
2100-01 · Fica Withheld	12.70
2100-02 · Medicare Withheld	4.39
2100-03 · Federal Withheld	21.50
2100-04 · State Withheld	1.84
2100-06 · Insurance Withheld	-918.12
<b>Total 2100 · Payroll Liabilities</b>	<b>-877.69</b>
2150 · Audit Reserve	2,000.00

# First Unitarian Society of Wilmington, DE

## Annual Report 2012-2013

2156 · Auction income carry over	7,500.00
2159 · Minister Sabbatical Reserve	800.00
2160 · Search reserve	5,733.28
2167 · Rent EEC income loss reserve	6,500.00
<b>2200 · Group Funds</b>	
2201 · Alliance	
2201-04 · Alliance General	22,207.02
<b>Total 2201 · Alliance</b>	22,207.02
2214 · Book Corner	11,737.58
2222 · NC3 of DelPL	817.70
2225 · Counterpoint	-735.88
2230 · Emmanuel Dining Room	1,073.99
2236 · Green Sanctuary Team Funds	2,318.71
2240 · High School Youth Fund	2,930.95
2245 · House Pins	516.62
2250 · Library Fund not budget exp/inc	333.95
2252 · ILYA	
2252-01 · ILYA Holiday	3,635.62
2252-02 · ILYA rent	-520.00
2252-03 · ILYA - backpacks	1,101.65
2252-04 · ILYA support grant/rent	-4,964.84
2252-05 · ILYA Savings Fund donation	1,122.33
2252-06 · Dane Cox Benefit	40.00
2252 · ILYA - Other	10,459.75
<b>Total 2252 · ILYA</b>	10,874.51
2255 · O'Neill Book Fund	3,205.11
2270 · Scott-10 Fund	340.36
2273 · Social Justice	
2273-02 · Social Justice Reserve	1,519.61
2273 · Social Justice - Other	4.97
<b>Total 2273 · Social Justice</b>	1,524.58
2275 · Channing Fund	413.39
2280 · UUpbeats	3,930.50
<b>Total 2200 · Group Funds</b>	61,489.09
2291 · CRE Donations (not for operatin	922.95
2293 · OWL Training Reserve	-505.94
2294 · Coming of Age Pass Through	259.57
2300 · Minister's Discretionary Fund	8,755.54
2500 · Pre-paid pledges for next year	30,223.85
2600 · Connections Pass through	848.04
2601 · Small Group Ministry Reserve	200.00
2700 · Web site renovation reserve	3,000.00
2709 · carryover passthru QB 4475	1,267.32
<b>Total Other Current Liabilities</b>	128,116.01
<b>Total Current Liabilities</b>	128,116.01
<b>Long Term Liabilities</b>	
2155 · Reserves Fund	53,876.39
2165 · Capital Expenditure Reserve	17,085.08
2750 · Deposits - Security	3,531.50
2760 · Barnes Stain glass Cap Camp	69,072.18

# First Unitarian Society of Wilmington, DE Annual Report 2012-2013

2770 · Her & Desig gifts UUCEF	591,230.63
2770-01 · Heritage Endowment	<u>591,230.63</u>
Total 2770 · Her & Desig gifts UUCEF	<u>591,230.63</u>
Total Long Term Liabilities	<u>734,795.78</u>
Total Liabilities	862,911.79
Equity	
3001 · Opening Bal Equity	18,970.54
3010 · Unrestrict (retained earnings)	1,022,793.73
Net Income	<u>129,543.02</u>
Total Equity	<u>1,171,307.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,034,219.08</u></b>

## Profit & Loss, Budget vs. Actual, July 2012 – April 30, 2013

See Profit and Loss report online by clicking

<http://www.firstuuwilm.org/sections/members/documents/ProfitandLossApril2013.pdf>

# First Unitarian Society of Wilmington, DE Annual Report 2012-2013

## Non-financial Church Assets

Church Assets Categories not currently reported on balance sheet:

Real-estate related

Current site

Adjoining library property

Property improvements

Plantings

Playground

Benches

Lighting and signs

Buildings

Church building

Furniture

Pews

Chairs and tables

Furniture in Warner Room

Office furniture

Art work/antiques

Statues

Front door carvings

Stained glass, angel window

Hangings – quilts, banners, mobiles

Valuable old books, manuscripts, etc.

Church Archives

Candle holders, chalice, etc. used in services

Organ

Pianos

Hand instruments

Sheet music library

Recordings

Educational material

Church library books

Hymnals

Curricula and curricula supplies

Videos, slides, etc.

Fixtures

Drapes, blinds

Risers, platforms

Lighting

LED Sign

Office equipment

Copiers, duplicators, printers

Computers, monitors, and network equipment

Phone equipment

File cabinets

Educational/presentation equipment

Projectors and screens; audio/video players, speakers, and monitors; other electronics

Cameras, audio/video recorders, microphones etc.

Sound systems

Specialized lighting and controls (spots, Davis Dimmer)

Easels, chart pad holders

Kitchen equipment

Ranges, ovens, dishwasher

Coffeemakers

Refrigerators, microwaves

Pots, pans, cooking utensils

Dishes, cups, glasses, serving ware, silverware

Cleaning Supplies

Maintenance materials, spare parts

Paper, publishing supplies

Stationery

Yard equipment

Tractor, mowers, tools, hoses

Interior care equipment

Vacuums, polishers, etc.

Washer/dryer

Tools, workshop equipment

Miscellaneous

Items of value held for committees or groups

# First Unitarian Society of Wilmington, DE Annual Report 2012-2013

## Proposed 2013 - 2014 Operating Budget

- The 2012-2013 Budget will be in a separate document -

## Proposed 2013 - 2014 Capital Expense Budget

Capital Improvements	Project Owner	Amount	Status	Comments
<b>2011-2012</b>				
<i>New Boiler</i>	<i>Green Sanctuary energy Audit</i>	<i>71,777</i>	<i>done September 2011</i>	<i>paid by cap campaign funds that we repay from operating budget</i>
<i>payback capital campaign with reserve money</i>	<i>Green Sanctuary energy Audit</i>	<i>0</i>	<i>May not be needed FY 11-12</i>	<i>May be 2000 paid each year to 2020, may share payment with operating budget, fund fully from operating budget if possible, to cover cost of new boiler</i>
	<i>AV Team</i>	<i>200</i>	<i>done</i>	<i>sound system upgrades</i>
	<i>Building and Grounds Team</i>	<i>4268</i>	<i>done March 2012</i>	<i>improve our security system total cost 4268, original budget 9200.</i>
<i>new roof over Warner room, Kitchen and parish hall</i>		<i>23,025</i>	<i>done January 2012</i>	<i>approved by B of T fall 2011 when need for roof repair became urgent.</i>
<b>2012-2013</b>				
Candle closet	Staff	1700		candle closet ceiling
Sanctuary facelift	Staff	2500		Sanctuary refurbish estimate only, may vary depending on options chosen.
Computer upgrades	Staff	8,000	new server done Spring 2012 . Windows 7 upgrade to workstations will be done in July or August 2012	July 2012 office computer upgrade to windows 7 XP support expires in 2012 need new equipment and licenses, use professional service to do upgrade and Tech Soup non-profit computer resources for hardware and software. New server 1/2012 (became unstable before we planned to replace it) was paid from this number. Hardware purchased (4519) but labor not yet complete, estimated at \$2300.12,500 total, new server = 6800, workstation upgrades to windows 7 and possible hardware additions, add up to 4550-5500
payback capital campaign with reserve money	Green Sanctuary energy Audit	2000		paid each year to 2020, may share payment with operating budget, fund fully from operating budget if possible, to cover cost of new boiler