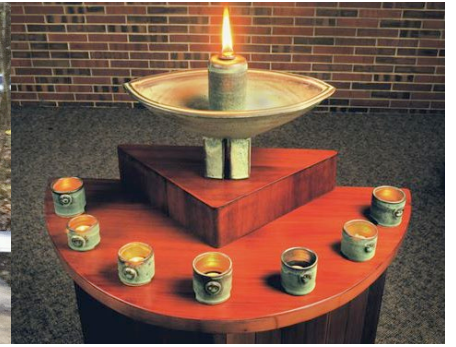
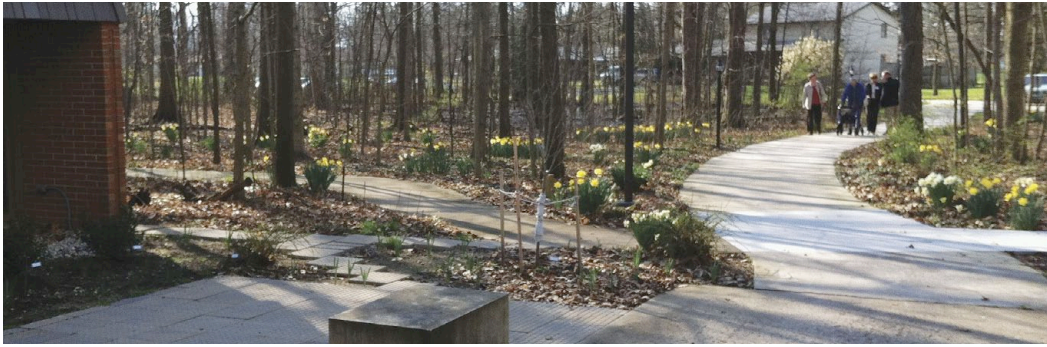




UNITARIAN UNIVERSALIST CHURCH OF MUNCIE, INDIANA

2012 Ministerial Search
Information Packet



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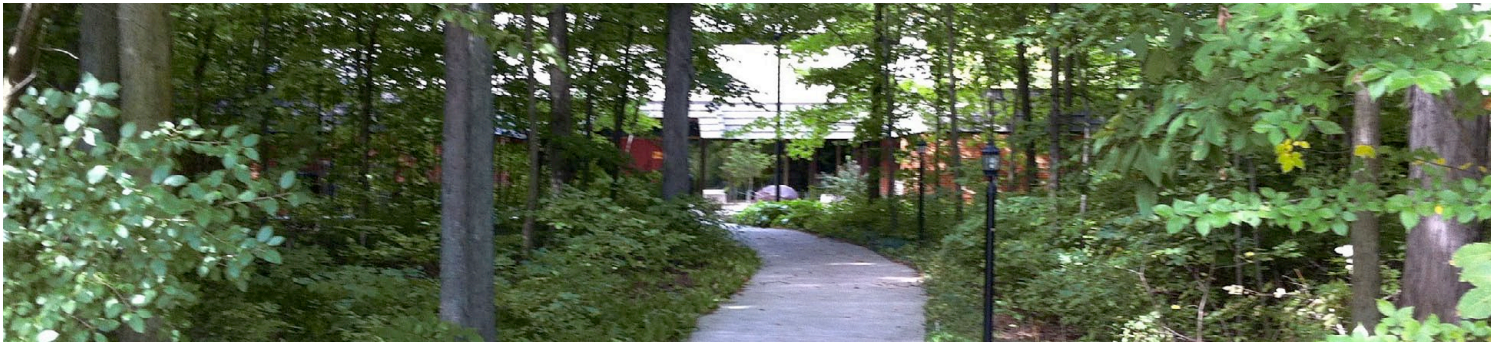
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A note about linked text

Throughout this document website addresses have been set up as hyperlinks. Clicking on them should load the intended website in your default web browser program. In the table of contents, clicking on linked text in headings will take you to the referred page.



Unitarian Universalist
Church of Muncie
**MINISTERIAL
SEARCH
COMMITTEE**

WELCOME!

The Ministerial Search Committee (MSC) of the Unitarian Universalist Church of Muncie (UUCM) wants to thank you for your interest in becoming a part of our community as our new settled minister. In the Congregational Record we provided a summary of our church and our community, and offered a few reasons why we think Muncie is a great place to live. We are pleased you have chosen to learn more about us and explore what we may be able to accomplish together.

The Unitarian Universalist Church of Muncie, Indiana, includes members who hold a variety of personal religious beliefs, but who share a common respect for reason, tolerance, and the individual's search for truth. We welcome all people without regard to age, gender, sexual orientation, disabilities or race.

Our Statement of Purpose

*The purpose of this church,
In which we unite,
Is to secure for all human beings
A communion and faith,
A tradition and heritage,
Of ever greater freedom, justice, love and mercy.
To this end do we voluntarily bind ourselves together.*

We hope the pages that follow will give you a better idea of the history, character and demographics of this congregation, the structure and activity of our church, and an overview of our community. It is our hope that you will use the multiple web site links we have included as a tool to continue your exploration.

We look forward to our conversation with you!

The UUCM Ministerial Search Committee:

*Bruce Craig, Chair
Laura Janney, Treasurer
Ginny Nilles, Secretary
Sue Errington, Arranger*

*Caroline Curlin, Reference Checker
Linda Hanson, Survey Coordinator
Gary Jeffers, Packet Editor*



Unitarian Universalist
Church of Muncie
**MINISTERIAL
SEARCH
COMMITTEE**



*The UUCM Ministerial Search Committee (left to right):
Bruce Craig, Chair; Caroline Curlin, Reference Checker; Linda Hanson,
Survey Coordinator; Sue Errington, Arranger; Gary Jeffers, Packet Editor;
Laura Janney, Treasurer; Ginny Nilles, Secretary*

Bruce Craig, Chair

Judy and I joined the church in 1983 when Drew Kennedy was our minister. We had no experience with Unitarian Universalism before we came to this church, but have learned that it is a perfect fit for us. Being an atheist, it is not easy finding a church that lets you belong. Since joining I have served as board president and secretary, been on various committees, and currently serve as chair for this committee and the SOS fund drive. This church and the people that make up its congregation are an important part of my life.

Caroline Curlin, Reference Checker

My husband and I joined the UU church 9 years ago to find liberal religious education for our 3 children. The church has since become a mainstay of our household, filling many needs that we didn't realize that we had. I have primarily been involved in the choir, but have also filled roles in RE, the visioning committee, and Bazaar publicity. I bring to the selection

committee my experience and perspective as a psychologist and small business owner, and parent of three teenaged daughters.

Sue Errington, Arranger

I have been a member of the Muncie UU church for almost 40 years. I joined because I liked the services and the people, and I wanted a liberal religious education experience for my daughters. My involvement in church life grew over the years starting with writing an outline of the church history, to bazaar co-chair, canvasser, member of the Board of Trustees and President of the Congregation. I'm a long time activist for women's rights, and have served in local and state political office. I currently serve in the Indiana House of Representatives, District 34. My husband Paul and I have two daughters and sons-in-law, and two grandchildren.

Linda Hanson, Survey Coordinator

In the early 70's my husband and I sought a church with a religious education program that would



Above: Our Interim Minister, Mary Moore shares A Story for All Ages.

Right: Jim Helton, UUCM Director of Music/Choir Director and the UUCM choir, an important part of our shared worship experience. Four of us on the MSC are also choir members.

model for our two children a free and responsible search for truth and meaning. With my children I learned about our heritage as I taught in RE. It took me 30 years to find this church, but working with others since in RE and choir, on various committees, the bazaar, and the SOS Campaign, and as congregational president, I have put down roots and deepened my commitment to this community. To MSC I bring experience in collaborative governance and building consensus, both in the English department at BSU and as Director of the Indiana Writing Project.

Laura Janney, Treasurer

I found the Unitarian Church of Muncie just 10 years ago. I was looking for a place where a 12 year old gay child would be accepted. The religious education program really gave my child a wide range of ideas and thoughts on spirituality. I have served on many committees since joining, but my favorite thing to do is to help the young families and young adults who come to the Body Life Dinners. I recently started a drop-in center for LGBTQ youth that meets twice a month. Outside of church, I have a wonderful husband of 19 years and a spoiled 4 year old granddaughter. I also work two jobs

and volunteer as a CASA (Court Appointed Special Advocates).

Gary Jeffers, Packet Editor

A relative newcomer to the UU, I became a member with my partner almost 4 years ago. As a gay couple, being part of a community that is welcoming and affirming has become profoundly important for us, and frankly not something we expected to find. In the last 4 years I have been involved in the choir and served on the Hospitality and Welcome Team committees. I bring to the Search Committee my professional expertise in marketing, graphic design, and print communication.

Ginny Nilles, Secretary

I have been part of the congregation for 10 years and served on the Board for six years including the position of president. When not in church, I am the Director of the Muncie Public Library and a community activist, devoting considerable time, energy and resources to help make Muncie a better place to live, work and play. Bessie, a loveable Saint Bernard, and an equally loveable cat named Traveler share my home, and all three of us love walking the streets of our neighborhood and talking to everyone we meet.



Unitarian Universalist
Church of Muncie
**MINISTERIAL
SEARCH
COMMITTEE**

PACKET REVIEW & SELECTION PROCEDURES

Our committee has developed the following procedures to guide us during the Review and Selection process.

Packet and Letters of Recommendation Review

We will spend the initial part of this process reviewing your packet information and your letters of recommendation. We will also establish a date for a phone interview with you.

Phone Interviews

Be prepared to set aside one hour for the interview. Following the phone interviews we will create a list of potential pre-candidates we feel best meet the needs of our congregation. We will call you either to ascertain you wish to continue the process with us or to thank you for your interest in serving our congregation.

Reference and Background Checks

With your permission, we will contact your references and will employ a background checking service to conduct background checks.

Pre-candidating Weekend

If you are one of our pre-candidates, you and your spouse/partner will be invited to Muncie for a pre-candidating weekend that will include an extensive interview, tour of the congregation's community and facilities, and a preaching engagement at a neutral pulpit site. Your expenses for the pre-candidating weekend will be covered by the UUMC.

Once the MSC reaches agreement on a single candidate, and if you are that candidate, we will call you to determine whether or not you are willing to be presented to the congregation as the committee's candidate.



WELCOMING LETTERS

We would like to take a moment to offer our appreciation to the following individuals who have graciously accepted our request to contribute a letter of welcome to this information packet

Eleanor Trawick, UUCM Board President

Rev. Mary Moore, UUCM Interim Minister

*Rev. Lisa Presley, District Executive,
Heartland District of the UUA*

*Rev. Mark Evans, Heartland Unitarian Universalist
Ministers Association*





Eleanor Trawick
President, Board of Trustees
Unitarian Universalist Church of Muncie
4800 West Bradford Road
Muncie, Indiana 47304

Nan Barber, Vice President
Bill Frederick, President-Elect
Jeff Hathaway, Treasurer
Mary Bradley, Secretary
Eleanor Johnson, Past President

November 23, 2012

Dear prospective candidate:

Greetings from the Unitarian Universalist Church of Muncie, Indiana! I am pleased that you have chosen to take a closer look at our church and at our open position for a settled minister. Our church, our congregation, and our city have dreams for the future at the same time that we understand how we are rooted in the past.

Our church in Muncie goes back more than 150 years. At one time the First Universalist Church was one of the prominent downtown churches and counted many leading citizens of Muncie among its members. Our members are still leaders in Muncie, actively involved both as individuals and as UUs in many educational, charitable, and political activities. The church is now on the geographic periphery of Muncie, but we try to be in the thick of community activities.

Many of the older members of our congregation are current or retired faculty and professional staff at Ball State University, or are professionals in other fields. The younger, growing segment of the congregation are parents (some single) of young children, college students or recent graduates, people who found our church on the internet; many of this group are less financially secure and look to the church to fill different needs from those of their older counterparts. It is a challenge for the church to continue to be the “beloved community” of the long-time members at the same time that we stretch to become a more diverse and inclusive congregation.

Muncie is different now even from the city that my partner and I moved to twenty years ago. It is smaller now—a little over 70,000 in population—and most of the auto-parts plants and industrial manufacture has shut down, taking out unskilled jobs. The part of Muncie’s economy that is growing is the regional hospital and its satellites, the university and the community college, inbound customer-service call centers, and big-box retail. We think that our church has a responsibility to serve this changing Muncie, and the region of East Central Indiana.

Our next settled minister—perhaps you!—will help us to use our traditions and our heritage to grow into an exciting and very different future. We are looking forward to welcoming this person to the Unitarian Universalist Church of Muncie.

Yours in UU fellowship,
Eleanor Trawick
President, Board of Trustees



Unitarian Universalist Church of Muncie

4800 West Bradford Drive ♦ Muncie, Indiana 47304
Reverend Mary Moore, Interim Minister ♦ Nadine Tringali, DRE
Reverend Julia Corbett-Hemeyer, Community Minister

October, 2012

Dear UU Minister Colleague,

It is with ENTHUSIASM that I recommend the settled ministry of this congregation to my colleagues!

There is the firm foundation of 153 years of ministry to this community, called to mind each Sunday as the bell from their previous 19th century building is rung at the start of the service. In the 1920's it sounded opposition to the KKK; in 2012 this bell in the lobby welcomes glbt teens who gather at the OUTreach drop in center held here every other Friday evening. I have never worked in a more beautiful meeting house – the sanctuary with its sweeping window wall looking out on the woods; the minister's office (with its own window wall and wooded view) in a suite with a restroom; the exquisite furnishings throughout the building, handcrafted by a member who is a skilled woodworker.

This congregation proudly has served as a teaching church for 3 intern ministers in the last decade. In 2009, it raised almost a quarter million dollars in pledges to a capital campaign for renovating the building and adding many improvements to support programming. There is a very agile governance structure with a Board of 6 members who definitely understand that they make policy and do not micromanage. It has been great to work with the strong music program and well-trained Pastoral Associates and Worship Associates.

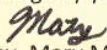
But it is UUCM staff members for whom I reserve my greatest praise. It has been such a delight to work with this seasoned group who are so professional, dedicated and caring. They look forward to welcoming a new settled minister on board. Our UU minister colleague, Rev. Julia Hemeyer, serves as Community Minister. With her excellent professional boundaries, I have treasured her collegial wisdom, friendship and support.

Some areas of congregational life which might be developed further with the new settled minister include doing some work on mission/vision, on stewardship and staff compensation (as UUCM embarks upon the FORTH program of the UUA in 2013) -- and continuing to add different styles of music and different formats and content for worship services.

I truly have enjoyed my time here in Muncie, with excellent trails for hiking and biking and a full schedule of concerts and plays at the 20,000 student university campus with its pioneering geothermal system. One can be in Indianapolis within an hour; Cincinnati and Columbus are only a couple of hours away. Taking a getaway weekend to Chicago, St. Louis or Cleveland is also very easy to do. It is with joy in my heart that I know that another UU minister colleague – perhaps you – will now have a chance to experience these things as well as to develop ties to a good congregation of hard-working, dedicated, caring people who stand ready to welcome their good new settled minister. Please do not hesitate to contact me to discuss any questions you might have.

Cell phone (865-660-0690) e-mail (memmoore@gmail.com)

Collegially yours,


Rev. Mary M. Moore, Interim Minister

uuchurch@hotmail.com ♦ ph. 765-288-9561



Heartland District of the UUA
5351 E Thompson Road #229
Indianapolis, IN 46237
248.514.5458 (cell)
de@heartlanduu.org (email)

Fall, 2012

Dear Colleagues,

I am so glad that you are considering coming to the Heartland!

The Heartland District was created in 2000 when the Ohio Valley and Michigan Districts decided to combine resources. After years of sharing a district staff and a UUA Trustee, we realized that we could be so much more if we dreamed big and became one larger program-style district rather than two struggling pastoral sized districts that operated (and struggled) independently. With that, the Heartland was born.

We have 56 certified member congregations located in Indiana, Kentucky, Michigan and Ohio. Since its inception, the Heartland Board adopted policy-based governance which empowers the District Executive to organize and carry out programming and assist congregations. The DE is ably assisted by a Faith Development Director, and various consultants and other volunteers. Together we provide congregations assistance with organization development, lay leadership training, conflict response, religious education and many other areas to help foster best practices. We value the congregations that pay their full fair share district dues, and honor them by offering many services for free or at a reduced cost. We also realize that this economy has hit the Heartland hard—congregations are being faced with difficult choices and we're looking at how to provide training and support in the most cost effective ways. Many of our trainings are now on-line trainings, or provided in cluster settings throughout the district. Each spring we hold our District Assembly full of workshops to bring great ideas to the delegates.

That said, the Heartland District is now moving to a regional-based staff sharing with Central MidWest and Prairie Star Districts in the MidAmerica region. This is a time of transition for us—dreaming and designing the best system that takes advantage of technological changes, the various specializations the staff have, and reducing duplication in order to live within our means. Our District Boards are also meeting to sort out the best form of governance for our region. What has been decided is that the delegates to our District Assemblies in 2013 will be asked to vote on the Boards recommendations to (a) create one MidAmerica Region, and (b) dissolve the three Districts. It is an exciting, bold time, as well as an important change to ready us for ministry in the 21st century. Stay tuned—we're unveiling new things every month.

There is an active UUMA Chapter, HUUMA, that meets all together two to three times a year, while clusters meet in-between the fall, winter and spring chapter meetings. There is also an active LREDA Chapter that meets regularly, again with cluster meetings in-between. We've found that although our geographic size can be a challenge, the combination of cluster meetings and district-wide meetings provides the support our religious professionals seek. We are seeking, though, to reduce the "silos" between religious professionals, and are hoping to work more and more with leadership teams in our congregations as a step into emerging best practices.

I hope that you will be in touch as you continue your search so that I can begin to get to know you and welcome you to the Heartland. Here we strive to make our Unitarian Universalist congregations ever stronger so that we can offer what the world so badly needs.

In faith,

Lisa Presley

Rev. Dr. Lisa Presley
District Executive



First Unitarian Universalist Congregation of Ann Arbor

Dear Colleague:

Personally, and on behalf of all the ministers of the Heartland Chapter of the Unitarian Universalist Minister's Association, I want to welcome you to the heart of the continent, and to the prospect of sharing collegial fellowship amongst us.

We are a vibrant group of congregations and ministers who seek to be faithful to a distinctive tradition shaped by the old Western Unitarian Conference and the Universalist ministers on the frontier!

HUUMA meets as a whole body two or three times a year, and our area clusters generally gather once a month. We are a close knit group, though our geographical region is large.

Please visit our web site for more information on the chapter: www.huuma.org/, and, please, call or email me if you have any questions concerning the nature of the UUMA here in the Heartland.

Ministerial search is an exciting time for both congregation and colleague. I wish you the best in your search, and that you find where you are being called and for what great tasks and challenges. If you come to the Heartland, I look forward to putting my hand in yours in fellowship and working with you to continue to enhance our dynamic living tradition in our region.

In Faith,

Rev. Mark Evens
President, Heartland Chapter, UUMA
Associate Minister, First UU Congregation of Ann Arbor



OUR CHURCH



A small group of progressive men and women organized the First Universalist Church of Muncie in 1859

Our Legacy: 153 Years of Progress

A brief history of this church was presented in the congregational record you reviewed prior to requesting more information, so we will only highlight a few key events in this section that emphasize our involvement with this community.

*For more information, please visit the church history section of our website at:
<http://www.uuchurchmuncie.org/web/our-church/a-brief-history-of-our-church.html>*

The first 100 years

The First Universalist Church of Muncie was built in 1859 and its members included many Muncie leaders after whom city streets are named: Adam Wolfe, Thomas Kirby, and Alfred Kilgore, to name a few. The natural gas boom brought the Ball family to Muncie, and the Ball Jars business they established. The Ball Corporation that evolved from that business is now a Fortune 500 company. Four of the five brothers and their wives associated themselves with the Universalist Church, and in 1899 encouraged Rev. Margaret Brennan to come to Muncie. Under her leadership the church was enhanced and membership grew to 400 people. Rev. Harry Adams Hershey served as minister of the church from 1919-1923 and established the first annual church budget. However, he is best remembered for his open opposition

to the Ku Klux Klan, then in its heyday in Indiana. He denounced the Klan from the pulpit and warned church school children of its dangers. In his written memoirs, he stated that he and only one other minister in Muncie, a Baptist, “came out openly and strongly against the Klan.”

The last 53 years

By the 1960s, the downtown church had badly deteriorated and the cost of repair plus inadequate parking forced us to look for a new location. The donation of land by Ralph Cross and a capital fund drive enabled us to build a new church on the northwest side of Muncie. Our church in the woods, as it is often called, was dedicated in 1967.

In the 45 years since the church was dedicated Muncie has grown, and we are

February 2009:
Rev. Peter Morales
spoke at UUCM.



currently surrounded by the city, with a Walmart Superstore to the north and homes on the other three sides. In the 153 years that this church has been in Muncie, we have had 40 different ministers, with 13 serving in the current location. During that time the church has progressed from a pastoral form of administration to a program form of governance.

We became a Welcoming Congregation in 2003, marking a growing awareness that not just individuals within the church but the church as an entity needed to stand visibly “on the side of love”. The 150th celebration in 2009, and the preparation for it, served to refocus the congregation on our mission, to be the change we want to see in the world. More recently two events mark the current perspective of the church. Our Social Justice committee transformed itself into an action group embracing all who would contribute time and/or funds to social action both within the church community and the larger community in which we reside. Most recently, members of the church have established OUTreach, a drop-in center for LBGQT youth, and their families, loved ones and allies.

Former Ministers

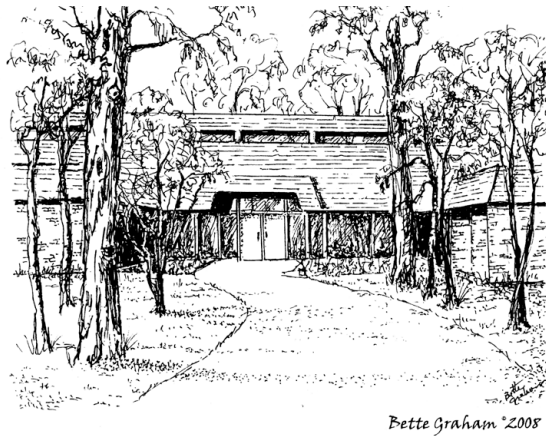
MINISTER	ARRIVED	DEPARTED
Mary Moore, Interim	2011	
Thomas Perchlik, settled	2000	2011
Angie Theisen, Interim	1998	2000
Bruce Lakin, settled	1991	1998
Shermie Shafer, interim	1990	1991
Dale Robison, settled	1987	1990
Clark Dewey Wells, interim	1986	1987
Drew Kennedy, settled	1979	1986
Phil Giles, settled	1974	1978
F Smith, interim	1974	1974
Michael O’Kelly, settled	1968	1974
R Hoaglend, interim	1968	1968
E Redman, settled	1966	1968
Kenneth Helms, settled	1962	1966
Russ Lockwood, settled	1954	1962
C.L. Arrington, interim	1953	1954
A. McDavitt, settled	1924	1953
H.A. Hersey	1920	1924
E.G. Mason	1912	1919
H.B. Taylor	1910	1910

MINISTER	ARRIVED	DEPARTED
G.I. Keirn	1904	1909
H. H. Peardon	1902	1902
Margaret A. Brennan	1897	1901
J.F. Carney	1893	1896
W.W. Gleason	1891	1892
T.S. Guthrie (2nd)	1884	1891
T.F. Able	1884	1984
Thad C. Cruley	1882	1884
W.C. Brooks (2nd)	1881	1881
J.A. Dobson	1878	1881
W.J. & L.D. Crosley	1877	1878
T.S. Guthrie	1874	1877
J.J. Austin	1873	1873
Marion Crosley	1869	1872
W.C. Brooks	1867	<i>(date not known)</i>
Wm. B. Linnell	1865	<i>(date not known)</i>
E. Cass	1863	<i>(date not known)</i>
Josiah Davis	1860	1862
Henry Gifford	1859	<i>(one Sunday a month)</i>
B. F. Foster	1859	<i>(date not known)</i>

1899-1966: The name of the church has changed several times since its founding. First Universalist Church, was changed to St. John's Universalist Church in 1913. After the merger of the Universalists and Unitarians in 1961, the church became the Unitarian Universalist Church of Muncie.



Right: a wood cut print by UUCM member Betty Graham depicts the main entrance of our current building. Betty's husband Fred Graham, now deceased, was the architect who designed the church.



Church Details

We urge you to visit the UUCM web site (<http://www.uuchurchmuncie.org/>) and click on the "Our Church" item on the main menu.

<http://www.uuchurchmuncie.org/web/our-church/a-brief-history-of-our-church.html>

It will allow you to review the church history again, and will give you the pictures to go along with the story. It will give you a better appreciation of the long and rich legacy on which this church is founded.

A history wall located in the sanctuary expands on what you will find on the website, and we hope that you get the opportunity to see it. You will also find information about

Below: our beautiful sanctuary today



the church staff, the board, Rev. Mary Moore (our interim minister), and Rev. Dr. Julia Corbett-Hemeyer (our community minister), along with a description and pictures of the Harshman Stained Glass panels (<http://www.uuchurchmuncie.org/web/our-church/harshman-stained-glass-panels.html>) from our old church downtown, and member testimonials.

Our Identity

Our membership has remained stable as new members join us to replace those that we have lost through death, new jobs or changing interests. Based on the results of the MSC survey we completed this year, the majority of the respondents have been members for 10 or more years (64.9%)

How long have you been associated with this congregation?

	Response Percent	Response Count
under 2 years	10.5%	12
2-5 years	14.0%	16
5-9 years	10.5%	12
10-19 years	21.1%	24
20-29 years	13.2%	15
30+ years	30.7%	35
answered question		114

A majority of the respondents were over 45 years of age (79.3%).

How old were you on your last birthday?

	Response Percent	Response Count
under 25	4.3%	5
25-34	7.8%	9
35-44	8.6%	10
45-54	16.4%	19
55-64	17.2%	20
65-79	37.9%	44
80+	7.8%	9
answered question		116

What is your current marital status?			
		Response Percent	Response Count
Divorced		9.5%	11
Domestic partnership/ Living w/ partner		6.0%	7
Married		62.1%	72
Separated		1.7%	2
Single		13.8%	16
Widowed		6.9%	8
answered question			116

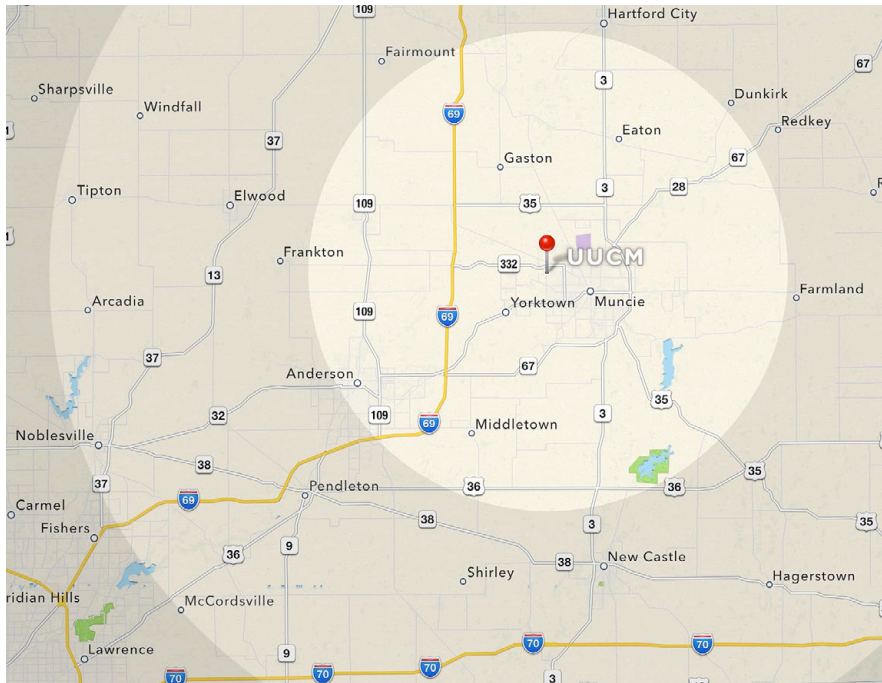
The respondents were also asked about their marital status and 62.1% answered “married.”

Although the majority of respondents identified as heterosexual (77.6%) others identified as transgender (1.7%), bisexual (2.6%), gay (4.3%), or lesbian (9.5%).

The survey also indicated that the congregation has a high educational background, with 88.8% having a bachelors or conservatory degree or higher.

The respondents who took this survey lived within 30 minutes of church (99.1%).

The inner circle below shows destinations within an approximate 30 minute drive from UUCM. The outer circle shows destinations about one hour from UUCM



It should be noted that the survey represents only those congregants who took the survey (54.1% of the congregation) and may not represent the entire congregation.

Our Character

The members of this congregation are very typical of UU’s in that they are complex, diverse, and opinionated. However, we are bound by a uniform vision, as explained later in the packet, and have a common love of food and companionship. Evidence of this can be seen in the events we enjoy.

The church bazaar that occurs in November is our largest fund raising event of the year, and the breakfast and lunch associated with it are definitely highlights of the day and good times to relax with friends. Another yearly event is the Pokagon Retreat, where we have the opportunity to spend a weekend in a rustic cabin in Pokagon State Park. It is held in October and is one of the most anticipated events of the year for many of our members. In addition to hiking, enjoying nature, or just hanging out with people



of like minds, the sharing of meals is an important aspect of the weekend. All the meals require participation by the retreat campers who prepare food, cook, serve, and clean the kitchen after the meal. Even the kids get involved.

Other food related opportunities are: the Harvest Feast, which celebrates Thanksgiving and other traditions; Dining for Dollars, a fund raising program; Dinner Discussion groups, a time for members to meet in small groups at member’s homes, eat and discuss important issues; and the weekly “Body Life” dinners that are held at church and are attracting younger people to the church. We even end the weekly choir rehearsal with food and light refreshments. We have a fully equipped kitchen and are not afraid to use it!

As individuals, the members of our congregation hold a variety of religious views and are bound together not by a single creed, but by a common respect for reason, tolerance, and the individual’s search for



Top right: items donated for a recent food drive

Right: Our Social Justice Task Force raises money selling Fair Trade coffee and chocolates.

truth. The church welcomes all people without regard to creed, age, gender, sexual orientation, or race. The congregation has strengths, but also weaknesses. We do not expect perfection in our minister but do expect him or her to help us be the best we can be.

Our Commitment

Since its inception in 1859, church members have been active in community affairs and social justice issues, and that tradition is evident today with the congregational members' involvement and/or financial support of the following organizations and activities.



- Social Justice Committee
- UUCM Social Justice task force on Feeding Our Hungry Neighbors
- OUTreach
<http://www.muncieoutreach.com/>
- A Better Way
www.abetterwaymuncie.org/
- MOM (Motivate Our Minds)
www.motivateourminds.org/
- Second Harvest Food Bank
<http://www.curehunger.org/>
- Christian Ministries Sleeping Room
- Friends Food Pantry
- Harvest Soup Kitchen
<http://www.facebook.com/pages/The-Harvest-Soup-Kitchen/158570294174621>
- League of Women Voters
www.munciedelaware.in.lwvnet.org/
- Rebuilding Together
www.rebuildingtogethertomuncie.org/
- Planned Parenthood of Indiana
Some are involved as volunteers, and one UUCM member is on the board.
<http://www.ppin.org>



- Roy C Buley Center (UUCM members on the board) <https://sites.google.com/site/roycbuleycenter/home>
- Ross Center, UUCM members on the board.
- Delaware County Senior Citizen's Center
- Muncie Action Plan
<http://muncieactionplan.org/>
Two UUCM members on the board.

Our Long Range Plan

The Long Range Plan grew out of the 125th Anniversary Celebration. The Anniversary Steering Committee discussed the Capital Fund Campaign opportunity offered by the celebration, but in the end decided that there wasn't enough time to do both adequately.

After the year of celebration, further discussion revealed the need for a Long Range Plan to provide focus for a Capital Fund Drive. Beginning in October of 2008, a broad-based committee of church members met monthly, inviting chairs from key committees to attend and suggest specific action steps for the goals related to their responsibilities. Committees devoted time to reviewing and making suggestions to drafts. In May 2009, a complete draft of the plan was posted on the church website and made available in hard copy to church members, with a question and answer session held after church at the end of the month. In October 2009 the congregation approved the document at the fall congregational meeting.

A copy of the Long Range Plan can be found on the UUCM web site at: <http://www.uuchurchmuncie.net/media-lib/pdf/gov/lrp2012.pdf>



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OUR EXPLORATION

What We Did

The UUCM Ministerial Search Committee conducted a series of cottage meetings to gather preliminary information about what our congregation wants in our next settled minister; we followed that with a survey to gather demographic data and further information about goals and visions for our future. We also invited Keith Kron to conduct a Beyond Categorical Thinking workshop with us to enable us to openly discuss how we as a congregation might deal with a candidate who does not fit what some congregational members see as the norm. The results appear in appendices.

Cottage Meetings

A total of 19 Cottage Meetings were held and included 143 individual participants. The meetings took place throughout February and March, 2012. Each Cottage Meeting was held either at the home of a congregational host or at the church, and involved 8-10 participants. The hosts provided refreshments. A convener, who explained the purpose of the meeting and presented 9 questions to the participants, conducted the meetings. Scribes then recorded responses to the questions. No names were assigned to the responses.

MSC Survey

The survey was available both online through Survey Monkey and in hard copy for three weeks during June. MSC set three tasks for the survey: to collect demographic data about the congregation, to gain a better perspective on how the congregation uses all of the opportunities for involvement that the church offers, and to determine what the congregation wants in our next settled minister. Survey questions were developed based on a UUA sample survey as well as a previous UUCM survey and were shaped by conversations at the Cottage Meetings in order to engage all respondents on issues that only some Cottage Meetings addressed.

119 people responded to the survey, 106 of them (89%) members and 13 (11%) friends of the church.

Beyond Categorical Thinking Workshop

On June 3, Keith Kron conducted our Sunday morning worship service and the three-hour BCT workshop following a light lunch. At least 43 congregational leaders, members, and friends participated, learning more about the ministerial search process, considering our hopes, expectations and concerns for a new minister, and exploring how thinking categorically about people sometimes interferes with choosing the best candidate.

A core group of committed members appears to have participated in all three MSC activities, but some of the newer members and parents with young families did not visibly participate.

What We Learned: Challenges and Opportunities

Change may be a significant challenge for this congregation, whether in size, governance, or diversity.

Growth is something that our members supported in the MSC survey. The stable character of our congregation provides one of our biggest challenges. Demographics reported in the survey reveal an enduring, stable congregation that's not very diverse socio-economically or by any number of categorical identities--race, ethnicity, sexual orientation, disability, age, etc.

How do we attract and keep new members so that we can grow in numbers and diversity, while keeping members who may feel uncomfortable as the character of our congregation changes? As we noted in our CR, we are a "Welcoming Congregation," and yet the Beyond Categorical Thinking (BCT) workshop revealed that not all of our members are as accepting as we thought. The BCT workshop did, however, have a



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high proportion of older members, who may not be as comfortable with change as some younger members of the church. Despite our having made the transition to program church governance, many members also still cling to a pastoral approach to membership, making it difficult at times for us to accept new members and the ideas they may bring to the table.

Social justice issues and the many members who are actively involved in addressing them in the Muncie community may provide the perspective we need to engage opportunities for growth, both in numbers and in diversity. Of those responding to the survey, 42% indicated they had participated in church affiliated social justice activities/community outreach in the last year (such as work at Second Harvest, the Harvest Soup Kitchen, the Christian Ministries sleeping room, Rebuilding Together), and 40% indicated they had participated in the Body Life dinners at church, a potluck dinner held each Tuesday evening that welcomes all, but

particularly attracts college students from the 4U group and young adults with some young offspring who at times are in need of some extra support. The church food pantry was established when Body Life began and is open Tuesday evenings.

The faith traditions important to survey respondents' religious development may also provide perspective to engage opportunities for growth.

Our Vision For The Future

The congregation of this church represents a group of highly independent individuals, who have varied ideas of how this church should grow and prosper, but are united in the priorities of the church. The statement given in the glowing coal section of the congregational record says it best; "It is the regard/friendship/compassion we hold for each other and for the community in which we live that identifies our common goal. The T-shirts that we wear with pride put it even more succinctly: 'Help heal our world.'" The strength of this church can be found in the core of active long-term members who are passionate and committed to this church and the community. Our continuing strength lies with the enthusiastic younger members of the congregation who will become the leaders of the church. This renewal process has occurred throughout the life of this church and is why it has remained stable through its 153 years of existence. Social justice issues and how to overcome them have always been part of this church, and if we had a collective vision, it would be that we could live in a world in which social justice issues no longer exist.

**In addition to Unitarian Universalism, what faith traditions are important in your religious development?
CHECK ALL THAT APPLY.**

		Response Percent	Response Count
Buddhism		30.1%	31
Hinduism		9.7%	10
Islam		3.9%	4
Judaism		10.7%	11
Neo-Paganism		13.6%	14
Theological Christianity		32.0%	33
Religious Humanism		37.9%	39
Taoism		8.7%	9
None of the above		30.1%	31
		Other	19
answered question			103



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OUR CHALICE

A Brief History of 4800 West Bradford Drive

By the 1960s, the downtown church was in need a major repairs and the cost of repair made relocating a better option. The donation of land by Ralph Cross gave us the location and a capital fund drive gave us the money to build a new church. The land was on the northwest side of Muncie and isolated from the rest of the city. When our present church at 4800 West Bradford Drive was dedicated in 1967 there was little around us. The move was necessary, but the members of the church hated to leave their long time home downtown. However, they were able to bring some of the building with them. The bells from the old church are now in the foyer and sanctuary of the church in the woods, and one of the bells is used to start the two stages of the Sunday services.

Other artifacts from the downtown church are the stained glass Harshman panels that symbolize various religions, located above the sanctuary windows.

Current Events

A lot has changed since the new church was built. It is now surrounded by the city and next year, the two lane road (Morrison, that borders the property on the west and connects to Bradford Drive) will be widened to three lanes. The county bought a tract of land from the church last year.

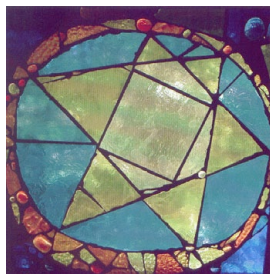
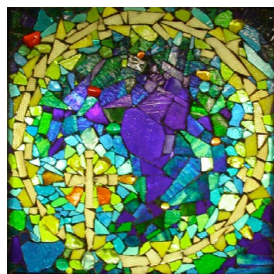
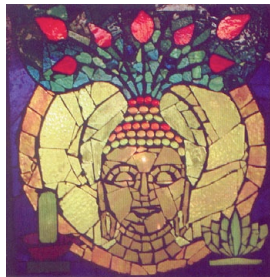
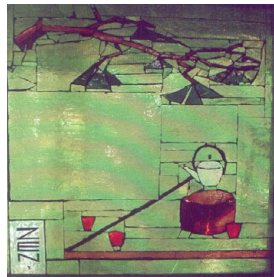
As with the old church downtown, the current building has shown signs of age, but this time around we have been proactive and made repairs as they are needed. The carpeting in the sanctuary and other select rooms was recently replaced and was paid for with a capital fund drive. The roof was the next big project and was tackled in two stages. The church has a flat roof that consists of 7 layers of rubber with tar between the layers, and that portion of the roof had to be replaced in 2001; the funds for it came from the "Raise Our Roof" fund drive. At the time the upper roof was replaced the decorative wood shingles around the edge of the roof were in good condition. By 2010 they also needed to be replaced as shown below.



At right: one of two bells saved from the old church building

Below: a few of the Harshman stained glass panels

Below right: a "before" photo of the recently replaced roof shingles





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Looking west (RE wing): It's difficult to tell these are not wood shingles!

At right: view of the woods from the minister's office

raccoon occupation is a running joke with many congregants but the raccoons did do a lot of damage to the church. They watched a few sermons from the upper windows of the church, and at one point one of the babies entered the sanctuary. Prior to the replacement of the old shingles we had a very active raccoon relocation program.

The money for replacing the shingles came from the current Save Our Sanctuary (SOS) fund drive that has also enabled us to upgrade the sound system, improve the drainage of the church, install air conditioning in the office suite, put in new lighting for the front walk, build a Welcoming Center, upgrade the men's and women's bathroom, and re-landscape the front entrance to name a few. Improved lighting for the sanctuary and enhanced storage for the office suite are currently being implemented.

The CR you reviewed gave the square footage of the building, but the schematic floor plan at the end of this section will give you a better idea of the functional space within the church. The multipurpose space, RE classrooms (except the nursery), bathrooms, walk through, boiler room and janitor's



closet are tiled, whereas the rest of the church is carpeted.

Our Woods

The land upon which this church was built is heavily wooded and does present some drainage issues with the seasonal rains so common in Indiana. However, the planners placed the building on the highest ground within the lot, which just happens to be in the center of the woods. Therefore, from the street we are not as visible as other churches in town but the views out any of our windows are magnificent regardless of the season.

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*Right: the sanctuary
looking north*



*Center left:
a lively conversation
in the foyer*

*Center right: UUCM
members sharing
their musical gifts*

*Below left: one of two
bells, and "The Sower,"
a stained glass panel,
both from our former
building downtown;
on the left are
photos of our former
ministers going back
more than 150 years.*



*Below right:
our kitchen may be
small, but we put it
to good use!*





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Right: looking north west, the sanctuary is flooded with light

Below: two new friends sign the membership book

Bottom left: A typical Sunday worship service

Bottom right: A very different scene as the sanctuary becomes a performance space.





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*Top: Looking east
from the Cross
Memorial Garden.*

*At right is the
exterior wall of the
minister's office*

*Lower left: Memorial
wall on the west side
of the sanctuary*

*At right: UUCM
members pitch in to
build a much needed
storage shed.*



The sanctuary is surrounded by sliding doors and windows, that let in the light but also frame the woods.

One of the major jobs the property maintenance committee faces each year is keeping nature from taking over. We use all church workdays to trim back the trees and bushes, while trying to preserve the “wildness” of our woods. The major tasks, such as mowing and snow removal, are taken care of by a professional service, but that still leaves a lot to do each year.

Two years ago church members pitched in to help build a large storage shed to house some of the equipment we need to maintain the grounds.





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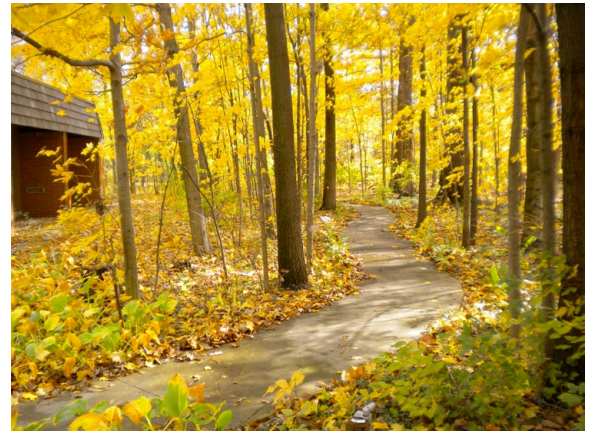
Right: RE playground area on the east side of our building

Lower right: A newly paved sidewalk connects the east parking area with the main entrance

Another church project that took advantage of church volunteers was the RE playground structure (above) and area that was built several years ago. The area around the playground equipment is covered with shredded rubber tires, and the grassy entrance to the equipment is just outside the RE classrooms and fenced off.

Parking

One of the reasons the church was relocated back in the 60's was parking. Or more precisely lack of adequate parking. On Bazaar days and holidays parking can still be a little tricky, but we now have around 250 parking spaces. Many of the older members of the church resisted any form of paving to protect the trees. However, logic finally won out with regard to paving the front, and half of the back parking lot. New parking space lines were painted recently so we were ready for influx of buyers for our annual bazaar in November. When the parking lot was redesigned, sidewalks were also put in at the back of the church, as well as through a small section of the woods to allow members to park out back, but still use the front entrance.



RE Entrance

The rear entrance to the church brings members directly into the RE wing of the church, and is commonly used by parents with kids and the Sunday morning adult RE members, who meet to discuss a variety of topics before Sunday services each week. The RE playground is also at the east entrance, and the RE classrooms look out into the grassy portion of the play area.



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OUR CHALICE



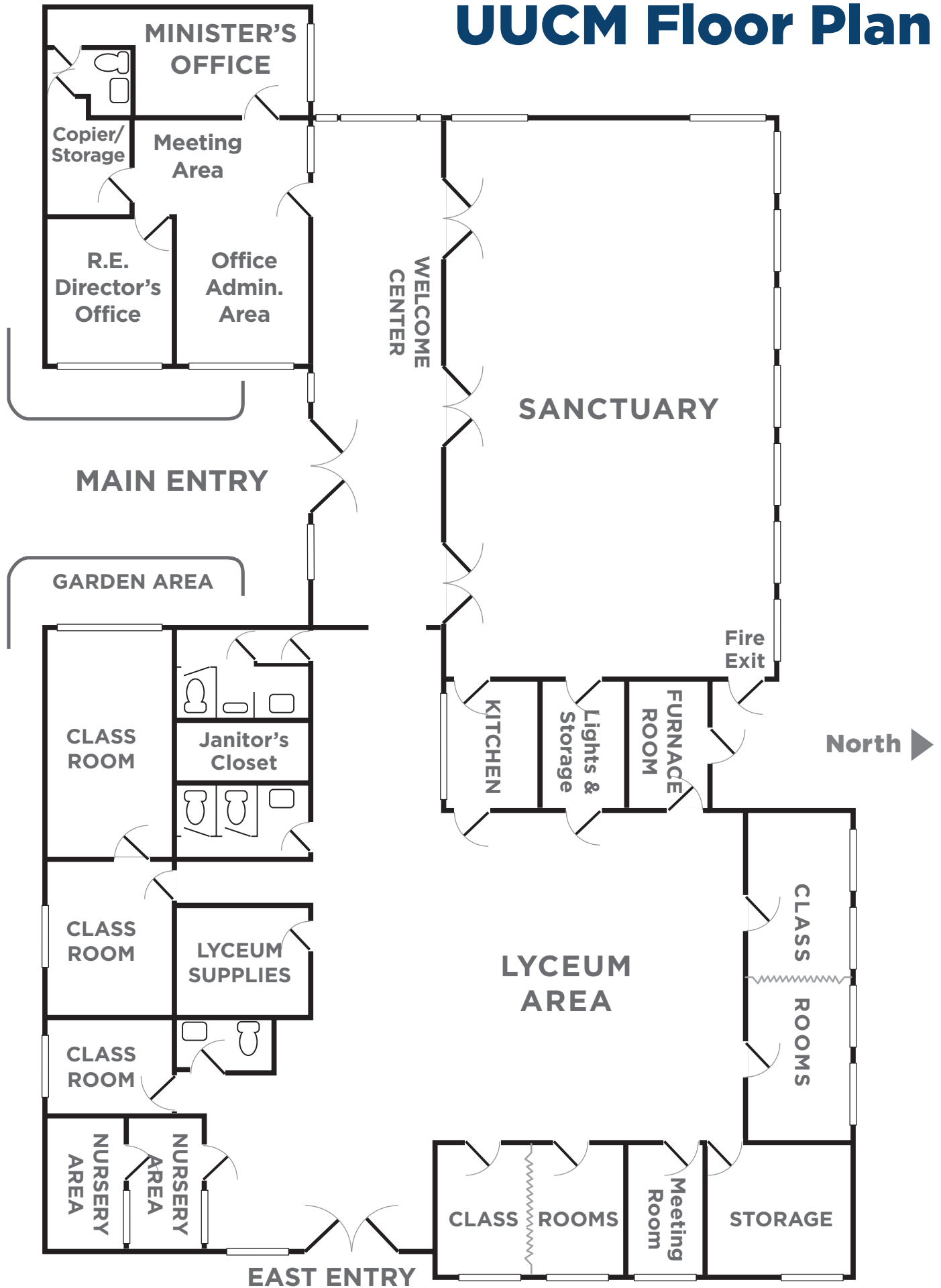
Above: The path from the Bradford Road parking area in early spring and the newly landscaped area outside our main entry.

Below: the main entry in autumn— just a few weeks ago!

The front entrance of the church was re-landscaped this summer and can be reached down a tree-lined sidewalk from the front parking lot. It is depicted in a wood carving print by Betty Graham, and is used on the

front cover of the church directory and stationary. Her husband Fred Graham, now deceased, was the architect who designed the church.

UUCM Floor Plan





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**Rev. Julia
Corbett-
Hemeyer,
Community
Minister**

*Julia became our
Affiliated Community
Minister in*

November, 2010. She is a part-time hospital chaplain, spiritual guide, ceremonial officiant, and author. Her work for UUCM currently averages about 5 hours per week. Julia serves, at her request, as an unpaid volunteer.

The duties of the position by its nature are evolving. Not in order of importance, they include:

I provide spiritual and pastoral care services including spiritual mentoring, to people in Muncie and the surrounding community, as well as consulting on and officiating for rites of passage for people outside our congregation, especially for those who desire an interfaith service or have no religious affiliation. I also lead a variety of workshops as well as maintain a professional web site (www.ManyPathsInterfaithMinistries.net).

I am a part-time chaplain at IU Health Ball Memorial Hospital in Muncie.

A significant aspect of my ministry includes writing. I write a monthly column for the Yorktown Press section of the Muncie StarPress, as well as weekly columns for the IU Health Ball Memorial Hospital intranet. I also write for our congregational newsletter, the Unigram. I am finishing up a book on spiritual healing for survivors of child sexual abuse, writing web-based content for a high school level world religions textbook, consulting on a politics and religion book, and will be revising my Religion in America college/university text for a 7th edition.

At the request of and with the approval of the Settled Minister, I am available within the congregation for preaching and liturgical needs, rites of passage, pastoral care, mentoring, providing training for Pastoral Associates and teaching occasional adult RE classes. I meet regularly with the Pastoral

Associates. I also represent our congregation at public events such as the Academy for Community Leadership, as requested and approved by the Settled Minister.

I contribute to the life of the larger UU community by my participation in the Indianapolis Clergy Cluster, for which I am convener and program scheduler, being on the membership committee for the Society for Community Ministry at the national level, and providing pulpit supply for other churches in the district.

I maintain accountability to the Settled Minister and attend staff meetings regularly. I report monthly to the Board and to the Program Council, and annually to the congregation via the annual report.

I engage in on-going continuing education for professional competency and collegiality within Unitarian Universalism and professional organizations.

Qualifications

- Ordained as an interfaith minister in 2004
- Associate member, UUMA
- Member, UU Society for Community Ministry
- Affiliate Member, Association of Professional Chaplains
- M.Div, Methodist Theological School in Ohio
- Ph.D., Vanderbilt University, theology major/world religion minor

What do you like most about this job?

I retired from full-time university teaching in 2004 in order to pursue a second career in ministry. So, broadly speaking, the thing I like most about my job is doing ministry. To get a little more specific, the aspects of that I enjoy the most are pastoral ministry in all its forms, preaching and leading worship, and writing.



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**Nadine Tringali,
Director of
Lifespan
Religious
Education**

Nadine has been directing our

children's programs since 2001. (30 hours/week)

Responsibilities/Duties:

- Works at the direction of the Minister and with the RE Committee to plan, prepare, direct and evaluate the religious education program for children and youth.
- Recruits and trains volunteers for the Children/Youth RE Program.
- Responsible for administrative functions for the Children/Youth RE Program including but not limited to reports, planning and record keeping.
- Supervises the Director of Youth Programming.
- Participates in the Heartland District Religious Education Professional Days/Conferences, General Assembly when possible, and the annual HD DRE retreat and cluster meetings.

Qualifications

Graduated with a Bachelor degree from Grand Valley College and a Masters degree from the University of Michigan. Experience on the Religious Education Committee (98-99, 99-00) and teaching in the RE program since 1990.

What do you like most about this job?

Working with the children and youth of our church, and all the wonderful volunteers in our RE Program. This past year, I have also enjoyed working with the minister on multigenerational services and being part of "Time for All Ages" in the service.



**Markie Oliver,
Director
of Youth
Programs**

Markie has been our youth advisor for more than ten years. The Senior

High Youth Group started in 1997-1998. For several years, Markie was a volunteer before this became a paid position. (15 hours/week)

Responsibilities/Duties:

- Responsible for planning and implementing programs for Middle School, Sr. High and College students.
- Responsible for Youth Group programming
- Campus Ministry programming

Qualifications

Markie brings a diverse and interfaith background to her position—

- A.A., Hocking Technical College (OH), Criminal Justice & Corrections major
- B.S.. Ashland University, Ashland, OH, Criminal Justice major
- M.A. in Historical Studies, Ashland Theological Seminary
- MA in Christian Education, Ashland Theological Seminary
- She is a Franciscan, in the Order of Ecumenical Franciscans

She served as a paramedic for 10 years and has taught religious studies at Ashland University, philosophy and religious studies at Ball State University, and philosophy at Ivy Tech.

What do you like most about this job?

"Working with the students and seeing their overall development. Providing them a safe place for growth and being in community with one another."



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**Christie Williams,
Office
Administrator
UU Church of
Muncie**

Christie has been working with us for

*14 years—since September of 1998.
(30 hours/week)*

Responsibilities/Duties:

The main areas of Christie's position are: Communication, Calendar & Building Use, Office Organization & Files, Record Keeping, Bookkeeping (partial)

Qualifications

Christie worked as manager of a clothing store for 5 years and managed her home as a stay-home mom for 7 years.

What do you like most about this job?

"Working with all the people of the congregation..."



**Jim Helton,
Director of
Music/Choir
Director**

Jim has served our church since 2003. He began as our Music Director

but when the Choir Director retired, Jim pursued the possibility of combining the two positions. We were and are delighted he wished to fill both positions as the Choir/Music Director. (UUCM hours: 25 hours/week)

Responsibilities/Duties:

- Communicate with the Minister, guest minister, choir and others to ensure information about services is conveyed in a timely/appropriate manner
- Coordinate with Minister and others involved in service preparation
- Provide music at Sunday worship which usually includes prelude, interlude,

offertory and hymns chosen by the Minister or Guest Speaker

- Arrange for guest musicians when unavailable or when desired/appropriate
- Select choir music, hold weekly choir rehearsals late August through mid-May and direct 6 performances (3 in Sept.–Dec. and 3 in Feb.–May)

Qualifications

An Associate Professor of Piano at Ball State University, Jim has experience and interest in classical, jazz and popular styles with formal vocal and keyboard training.

(<http://cms.bsu.edu/Academics/CollegesandDepartments/Music/Directory/PianoandOrganFaculty/HeltonJames.aspx>)

What do you like most about this job?

"The people and the congregational style of governance."

**Jim Hammons,
UUCM Webmaster**

Jim began working on the UUCM web site as volunteer in 2006, transitioning to a paid contract position in July 2012. (10 hours/week)

Responsibilities/Duties:

- Manage the technical aspects of running the web site and related software -- the hidden stuff "under the hood" that keeps the site running.
- Maintain and update content on the site
- Train other church employees and committee members to manage their own content.

What do you like most about this job?

"This work for the church as a natural extension of my day job as an IT manager at Ball State University Libraries. My greatest pleasure in doing my web site is knowing that it provides the first significant insight into our congregation for many visitors. I see it as a form of ministry!"



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R.E. PROGRAM: OUR CHILDREN



Our UU kids doing what they do best: learning, growing and enjoying life!

A Few Words About the Future

Nadine Tringali and Markie Oliver are assisted by an RE committee and volunteer teachers recruited from the congregation. The RE committee consists of a chair and a liaison from each of the classes, nursery, preschool, K–2nd grades, 3rd–5th grades, middle school, high school, as well as the coordinator of the summer program. The liaisons assist in planning and executing ideas and communicating with the teachers.

Curriculum is decided by the DRE with input from liaisons and teachers, and training is conducted each year prior to the beginning of the year. Depending on class size, teachers are typically assisted by at least one other volunteer. Curriculum Sundays are offered between September and May of each year.

In the summer, youth of all ages attend a variety of programs including art camp, an animal blessing, and game day. Interspersed throughout the year are Sundays in which all the youth participate

in social action projects, special events, and multigenerational activities. Social action projects include raising funds for Heifer International (www.heifer.org), selling homemade dog and cat treats for a local animal shelter and making valentines for the Caring Committee. Special events include Goofy Olympics and a Fall Festival, while multigenerational events involve the Winter Holiday play and celebration of Santa Lucia. For more detailed descriptions of these events, explore the RE prospectus at: <http://www.uuchurchmuncie.net/media-lib/pdf/pub/reprospectus201213.pdf>

Care is taken to choose developmentally appropriate and engaging curriculum. For example, the middle school class will use the Questing Year, which address “quests” of faith development and social action, while the K – 2nd grade will utilize Rainbow Children which explores multiculturalism and the injustice of prejudice.

Last year middle school youth earned money through bake sales, soup luncheons, and rent-a-kid projects to fund a trip to Boston



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where they learned about UU history. They stayed in a youth hostel, visited historic UU churches and local attractions, and took a tour of Boston. Their trip happened to overlap with the Boston Gay Pride parade, so the group spontaneously decided to join in for the entire parade! This year, we will be offering OWL for 7th – 10th graders as two members, Eleanor Johnson and Mary Bradley, recently completed training.

Top: UU kids performing in our yearly holiday pageant

Center: Learning the fine art of pizza making to raise money for the youth group's yearly "Boston Bound" adventure

Bottom: Participating in one of our cherished holiday traditions: Santa Lucia

The middle School Youth Group and High School youth group often meet separately, other times together. Popular events are tobogganing in winter, bowling, a fall corn maze, and campfires beside the church. Lately, the high school youth group has had few attendees, and we hope to improve our work in this area. However, we are quite proud of our new college group, 4U (ball state University Unitarian Universalist Union) which meets on Ball State's campus. Last year 4U presented personal stories for the Sunday service, which were very moving and heart-felt. We are hoping to continue this collaboration.



ADULT R.E.

Our Adult Religious Education Programs offer members a lifelong opportunity to explore the great questions. Ongoing Adult RE opportunities include our Sunday pre-service discussion groups, in which we grapple with pressing spiritual, intellectual and social issues on a weekly basis. Recent topics include education reform in Indiana led by Sue Errington, a church member who is a state representative, and the power of non-violence led by George Wolfe, a professor at Ball State.

In addition our minister leads special courses that meet over several weeks. Recent offerings have included Parts II and III of the UUA's Building Your Own Theology curriculum and an exploration of the Six Sources of Unitarian Universalism. These courses are an opportunity to connect and learn with fellow UUs and likeminded friends in deeper exploration of the core issues of our liberal faith.



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Q&A WITH THE MSC

If you choose to continue exploring with us the possibility of becoming our new settled minister, we will have questions for you in our more formal conversations which, we hope, will be helpful and represent well the best interests of our congregation. However, we are also individuals, and of course, members of the congregation. We each have our own areas of interest and concerns. Here then, to help you get to know us better, are some questions from each of us to consider.

Bruce Craig, Chair

Results of the MSC survey indicated that this is an older congregation that contains many members who are unwilling to change.

If you became our next settled Minister, how would you handle this situation?

Caroline Curlin, Reference Checker

Tell us about a formative experience in your education that caused you to question your assumptions about yourself or your role as a minister. How did you handle the challenge and what does that tell us about you?

Sue Errington, Arranger

What social justice/community work are you personally involved in, and are these interests something you would continue in Muncie?

Linda Hanson, Survey Coordinator

As our settled minister, you would be responsible for providing leadership while supporting and coordinating the work of others, from paid staff to lay leaders. How do you see such administrative leadership tasks in relation to other responsibilities of ministry?

Laura Janney, Treasurer

Muncie's economic structure has changed significantly in the last five years and our church has not caught up to this reality. With a board consistently creating budgets with a deficit, we become dependent on wealthier members of the congregation to fill the gap. We have less-than-wealthy members who have no idea the cost of running and maintaining the church, as if things happen by magic. How would you address a congregation that needs to become more realistic about money?

Gary Jeffers, Packet Editor

Attracting new visitors and increasing our membership numbers is a frequent topic of conversation for many of us. Our official membership is now 220, but our average Sunday attendance for 2012 has only been 138, and many of our regulars are "friends," not members. I gather most churches have a significant gap between their official membership numbers and their average Sunday attendance. I wonder if—in the short term at least, we should be reaching out to the 80-or-so members who are not attending rather than spending our energies on attracting new members. What are your thoughts about this? Do you have any recommendations?

Ginny Nilles, Secretary

My question is about motivation. What is the fire in your belly? What drives you and keeps you up at night? What is your passion?



Unitarian Universalist
Church of Muncie
**MINISTERIAL
SEARCH
COMMITTEE**

OUR COMMUNITY

Wikipedia does an excellent job outlining the demographics of Muncie and Delaware County, Indiana (http://en.wikipedia.org/wiki/Muncie,_Indiana). Links on that site to articles about Muncie are also available. What Wikipedia does not do so well is to talk about the quality of life and cultural opportunities in Muncie and Delaware County.



Above right: A view across White River in downtown Muncie; Muncie Central High School is in the near distance.

Ball State University brings nationally known speakers and productions to the community (<http://cms.bsu.edu/Web/Emens.aspx>) and offers a rich array of plays, musicals, recitals, and concerts by BSU music, theatre, and dance programs. Muncie Symphony Orchestra (www.munciesymphony.org) and numerous other musical groups organize and perform throughout the community including very formal and established groups like “America’s Hometown Band” or Masterworks Chorale, jazz groups, bell ringers, and more. For anyone who has a passion for music this is a great community alive with possibilities.

Below: At Minnetrista Culture Center, the dramatic courtyard sculpture, “Catalyst” and the E.B. Ball Center which provides low- and no-cost learning programs as a public service

including ministers! We are gaining ethnic businesses, restaurants and markets, although Indianapolis has us beat and is a great place to shop. We have rivers, streams, and a reservoir where many residents live or play and sometimes both (www.cardinalgreenways.org). In short, Delaware County, Indiana, provides a lot of opportunity to live well and deeply.



We also have options for people who are passionate about the theatre (www.munciecivic.org), photography and fine arts (www.cornerstonearts.org). We have active quilters and fabric artists, renowned local potters and knitters! In short, we have culture and hobbies in spades, and all are welcome!

There are also ample opportunities to heal the social fabric because there is great inequity.

We have book clubs and discussion groups, biking groups and opportunities to connect with others in almost any field,

Poverty is an issue in Muncie and the rest of the county. More than 30 percent of us live in poverty and lack opportunity. There is a movement to eliminate poverty and to ensure that every child is kindergarten-ready by 2020, especially at risk children. Although progressive work continues, we remain a community that shines most brightly upon white, middle class, straight people. There are segments of our population that will not tolerate talk about gays or lesbians easily or well.



So, there is work to be done! UUCM has a special fund, The 1859 Forum for Community Conversation (www.uuchurchmuncie.org/web/get-involved/1859-forum-for-community-conversation.html) the purpose of which is to raise conversations in the community on important topics to the community. There is a board, of which the UUCM minister is a member, that decides topics and develops venues, obtains speakers, and follow-up conversations. Most recently the 1859 Forum sponsored speakers that helped lead to the Muncie Action Plan (<http://muncieactionplan.org>).



Unitarian Universalist
Church of Muncie

MINISTERIAL SEARCH COMMITTEE

OUR COMMUNITY

Additional Links of Interest

Cardinal Greenway
<http://www.traillink.com/trail/cardinal-greenway---muncie-section.aspx>

Ball Memorial IU Health
<http://iuhealth.org/ball-memorial/>

Ball State University Theatre and Dance
<http://cms.bsu.edu/Academics/CollegesandDepartments/TheatreDance/ProdCalendar/BoxOffice.aspx>

Muncie Downtown/Art Walk
<http://www.munciedowntown.us/Arts/first-thursday.html>

Jack's Camera Shop
<http://jackscamera.com/>

Teamwork for Quality Living
<http://teamworkql.org/>

Muncie Community Schools
<http://www.muncie.k12.in.us/>

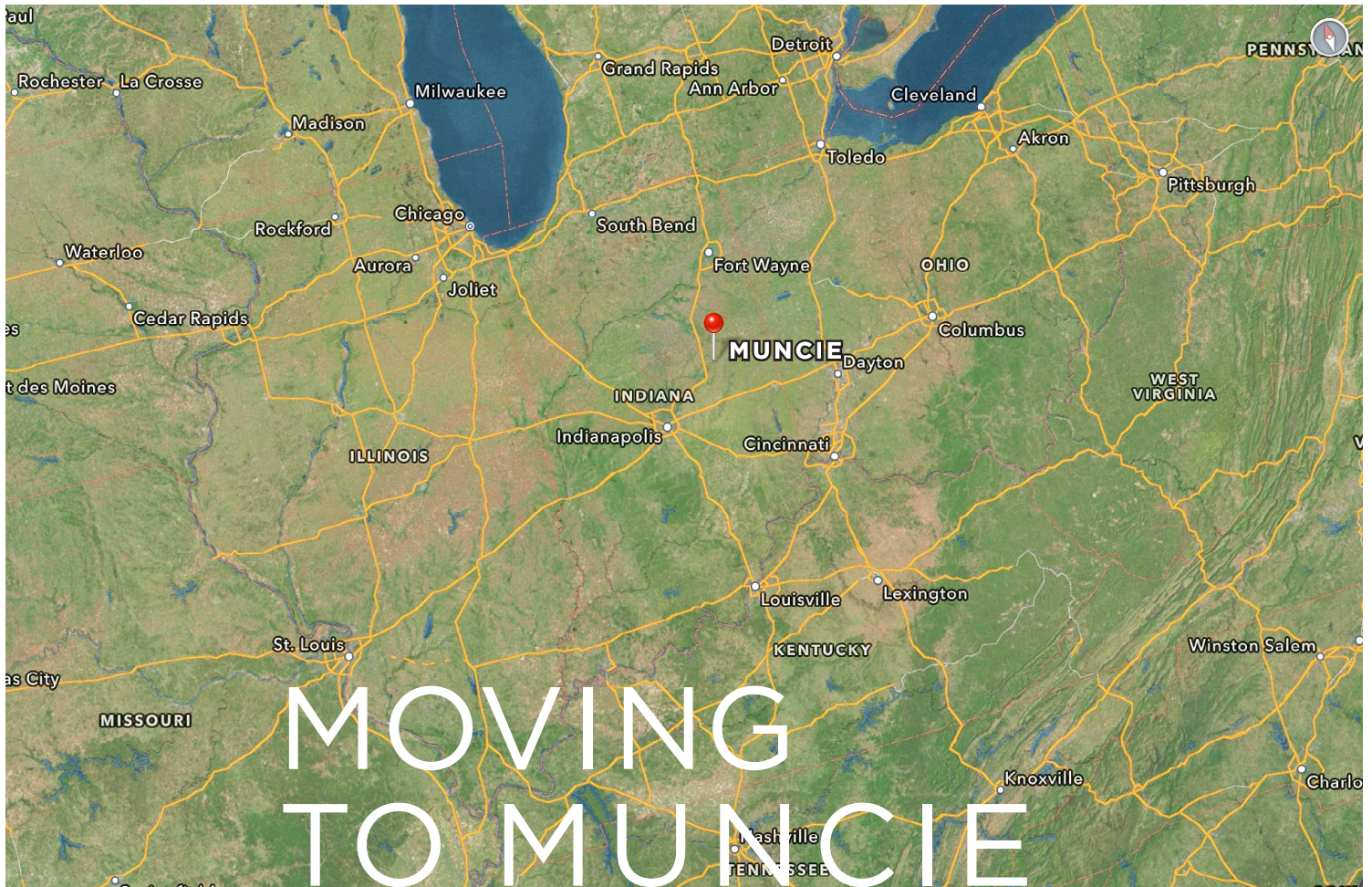
The City of Muncie
<http://cityofmuncie.com/>

Delaware County
<http://www.co.delaware.in.us/>

The Star Press
<http://www.thestarpress.com/>

*At right, top to bottom:
Minnetrista Culture
Center in early winter
Children's garden area
at Minnetrista
The cantilevered
walkway along White
River looking toward
downtown Muncie*





Muncie, with a population of 70,000, is the regional economic, educational, and cultural hub of east-central Indiana. It has been recognized by *Money Magazine* as one of the top five “Up and Coming Cites” under 250,000 people. (<http://www.muncie.com/Living-in-Muncie.aspx>)

Find out more about living in Muncie at the Chamber of Commerce, Ball State, and Muncie Visitors Bureau websites:

<http://www.muncie.com/Living-in-Muncie.aspx>

<http://cms.bsu.edu/about/visithethecampus/gettinghere/aboutmuncie.aspx>

<http://www.munciecvb.org>

If you wonder why the Muncie Visitors Bureau logo includes Garfield the Cat, it’s because Paws, Inc., the house that Garfield built, is the worldwide headquarters of the wisecracking comic strip cat and it’s located right here in Delaware County.

Get a snapshot of cost of living, housing, weather, amenities, and more at <http://www.areavibes.com/muncie-in/cost-of-living/>.

A variety of national real estate companies serve Muncie. Two church members who moved to new locations in the community within the last six months gave high marks to their real estate agents: Nancee Kinghorn, Coldwell Banker, <http://www.cblunsford.com/agents.php> and Rebecca Hannah, RE/MAX <http://www.mymunciehome.com>.

Muncie has a rich educational environment that includes Ball State University and Ivy Tech Community College, Muncie Community Schools, Burris Laboratory School, the Indiana Academy for Science, Math, & Humanities, and Hoosier Academy Charter School. Muncie is also home to a Montessori preschool. In addition, six other school corporations are located in Delaware County. Nine Muncie child care providers have attained the highest level rating by the state of Indiana (Paths to Quality Level 4). Cornerstone Center for the Arts offers classes for youth and adults in numerous areas of the arts.

Muncie is a district partner of Very Special Arts of Indiana to cultivate the creativity in children and adults with disabilities.



Top: Outside the Muncie Children's Museum, the whimsical sculpture, "Wait For Me"

Right: Shafer Tower, a new landmark on the campus of Ball State University, was dedicated in 2002.



The Hillcroft ABA Center offers behavioral treatment for children ages 3-12 with autism spectrum disorders.

The following links provide additional information about education and child care in Muncie and Delaware County.

Ball State University

<http://cms.bsu.edu>

One of Indiana's three flagship universities, Ball State University has been named one of the best in the Midwest by the Princeton Review for the past eight years. Ball State is Indiana's only state university with a School of Architecture. David Letterman, BSU's most famous graduate, endowed a telecommunications building with state-of-the-art facilities and programs. He also returns to campus each year for a

Conversation with David Letterman open to campus and community. His past guests include Twitter cofounder Bizz Stone, Rachel Maddow of MSNBC, and, in Nov. 2012, Oprah Winfrey.

Ball State's commitment to a green campus can be seen at the Going Geothermal link on the university home page. It provides an introduction to BSU's geothermal project, the nation's largest closed-loop district geothermal heating and cooling system which, when fully operational, will cut the university's carbon foot print nearly in half.

Ivy Tech Community College

Muncie is the main campus for the East Central Region campus of Ivy Tech Community College <http://www.ivytech.edu/eastcentral/> . Ivy Tech is the largest college in Indiana and the largest community college system of its kind in the nation. It is very affordable. Many of its students are the first in the family to attend college and many others are non-traditional students. It specializes in training students to meet the workforce needs of the business community. For students who decide to continue towards a four year degree, Ivy Tech credits are transferrable to Indiana's state universities.

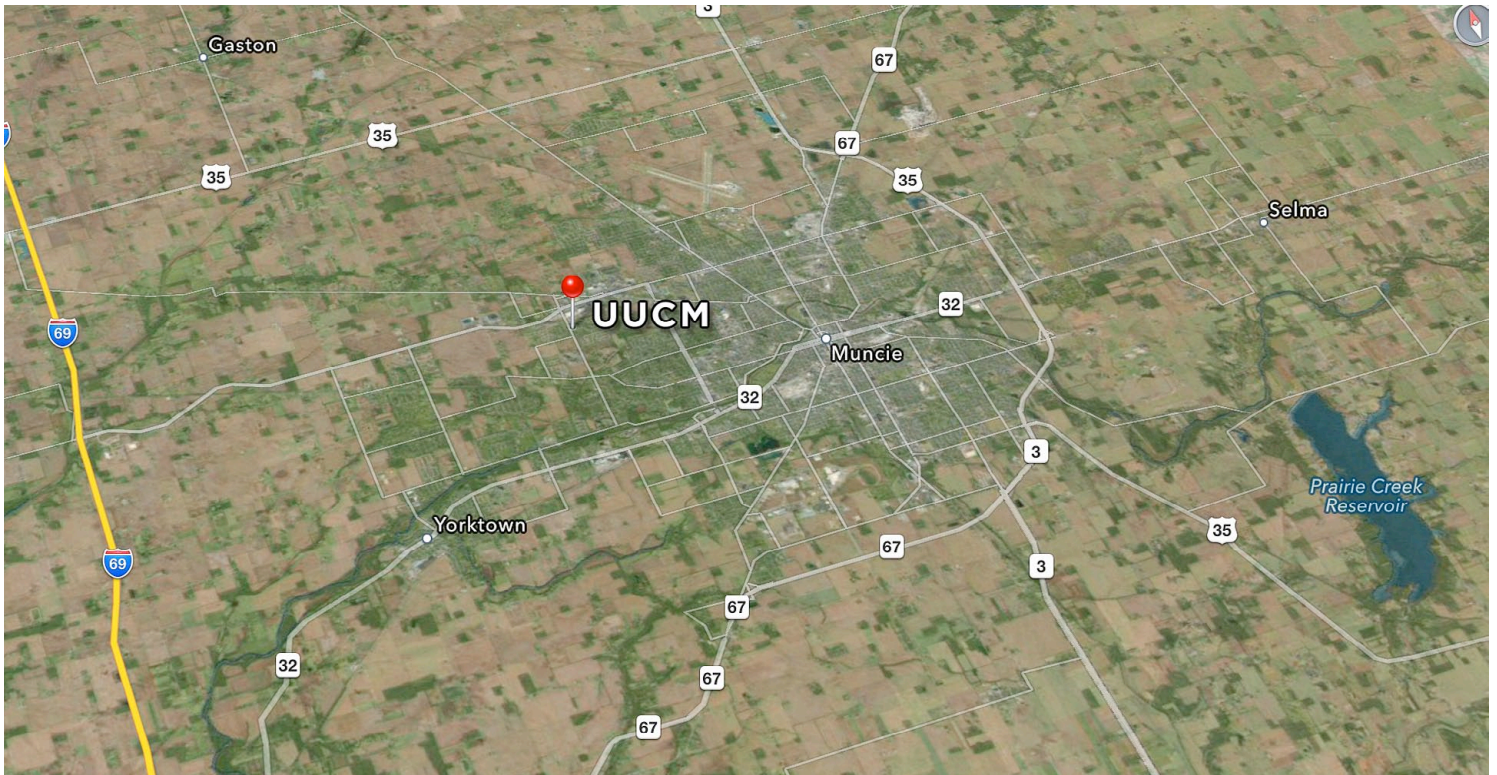
Muncie Public Schools

Public schools within the city limits of Muncie are: Muncie Community Schools: <http://www.muncie.k12.in.us>

Burriss Laboratory School: <http://cms.bsu.edu/Web/Burriss.aspx>

Indiana Academy for Science, Math, & Humanities: <http://www.bsu.edu/academy/>

Hoosier Academy Public Charter School: <http://www.k12.com/ha>



Another Muncie landmark at the corner of Kilgore and Tillotson Avenues, this fellow welcomes patrons of the Timbers Lounge, a Muncie tradition for 25 years.

Delaware County School Systems

Yorktown Community Schools, west of Muncie: <http://www.yorktown.k12.in.us>

Daleville Community Schools, also west of Muncie: <http://www.daleville.k12.in.us/education/district/district.php?sectionid=1>

Wes-Del Community Schools, north west of Muncie: <http://www.wes-del.k12.in.us/education/district/district.php?sectionid=1>

DelCom Schools, north east of Muncie: <http://www.delcomschools.org>

Liberty Perry School System to the east of Muncie: <http://www.selma.k12.in.us>

Cowan Community Schools, south of Muncie: <http://cowan.in.schoolwebpages.com/education/district/district.php?sectionid=1>

Child Care resources can be found at Delaware Opportunities, Child Care Resource and Referral: <http://www.delawareopportunities.org/content/child-care-resource-referral>

The site includes a free online search for child care.

The state Paths to Quality website is the state's only childcare rating system. Child care quality in Indiana is very uneven. This free site assists parents in their search for a child care setting that suits their needs.

<http://www.childcareindiana.org/childcareindiana/ptq.cfm>

Other Educational Resources

Cornerstone Center for the Arts: <http://www.cornerstonearts.org>

Very Special Arts in Indiana: <http://indianaarts.org/DCI/Organizations/Detail.asp?Belongs=Org&ID=3803&Site=CornerstoneArts>

Motivate Our Minds: <http://www.motivateourminds.org>

The Roy C. Buley Community Center: <https://sites.google.com/site/roycbuleycenter/home>

The Ross Community Center: <http://www.facebook.com/pages/Ross-Community-Center>

Delaware County Senior Citizens Center

Hillcroft ABA Clinic <http://www.hillcroft.org/programs/aba-clinic/>

Jay Julian, President and CEO of the Muncie-Delaware County Chamber of Commerce summarized best what Muncie has to offer you when he says: "...come to our area for its ideal location, friendly people, fascinating history and vibrant culture. Stay for our healthy economy, exceptional schools, colleges, and university, outstanding healthcare, low cost of living, entrepreneurial advantages and exceptional quality of life.



Unitarian Universalist
Church of Muncie
**MINISTERIAL
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OUR NEXT STEPS

Thank you for considering our religious community as a place to continue your journey.

We realize that choosing to become a candidate for our new settled minister is a major life decision. The stakes are high. However, we believe the rewards are equally exciting and hope we've given you the information you need to continue the conversation with us. We look forward to learning with you in this exploration.

Sincerely,

*The Unitarian Universalist Church of Muncie, Indiana
Ministerial Search Committee*

Bruce Craig

Bruce Craig, Chair

Caroline Curlin

Caroline Curlin, Reference Checker

Sue Errington

Sue Errington, Arranger

Linda K. Hanson

Linda Hanson, Survey Coordinator

Laura Janney

Laura Janney, Treasurer

Gary Jeffers

Gary Jeffers, Packet Editor

Ginny Nilles

Ginny Nilles, Secretary



APPENDICES



- A. Important UUCM Links
 - Church Governance Documents
 - Cottage Meetings Report
 - Current By-laws
 - Proposed By-laws Changes
 - Long Range Plan
 - Procedural Manual
 - RE Prospectus
 - UUCM Newsletter
- B. Annual Report 2011-2012
- C. Beyond Categorical Thinking
- D. General Fund Budget
- E. General Fund Operations
- F. Liturgical Calendar
- G. Ministerial Agreement Draft
- H. Orders of Service
- I. Personnel Policies
- J. Survey Results Summary

APPENDIX A:

Important UUCM Links

All of the referenced items below can be found on the UUCM website.

<http://www.uuchurchmuncie.org/web/>

Church Governance Documents

<http://www.uuchurchmuncie.net/web/get-involved/church-governance-documents.html>

Cottage Meetings Report

<http://www.uuchurchmuncie.net/media-lib/pdf/sos/cottage.pdf>

Current By-laws

<http://media-lib.uuchurchmuncie.net/pdf/gov/bylaws-2010.pdf>

Current By-laws (Proposed Changes)

<http://www.uuchurchmuncie.net/media-lib/pdf/gov/bylawsart3-8-13proposed2012.pdf>

<http://www.uuchurchmuncie.net/media-lib/pdf/gov/bylawsart11-12proposed2012.pdf>

Long Range Plan

<http://www.uuchurchmuncie.net/media-lib/pdf/gov/lrp2012.pdf>

Procedure Manual

<http://www.uuchurchmuncie.net/media-lib/pdf/gov/procedure-manual-2007.pdf>

R.E. Prospectus

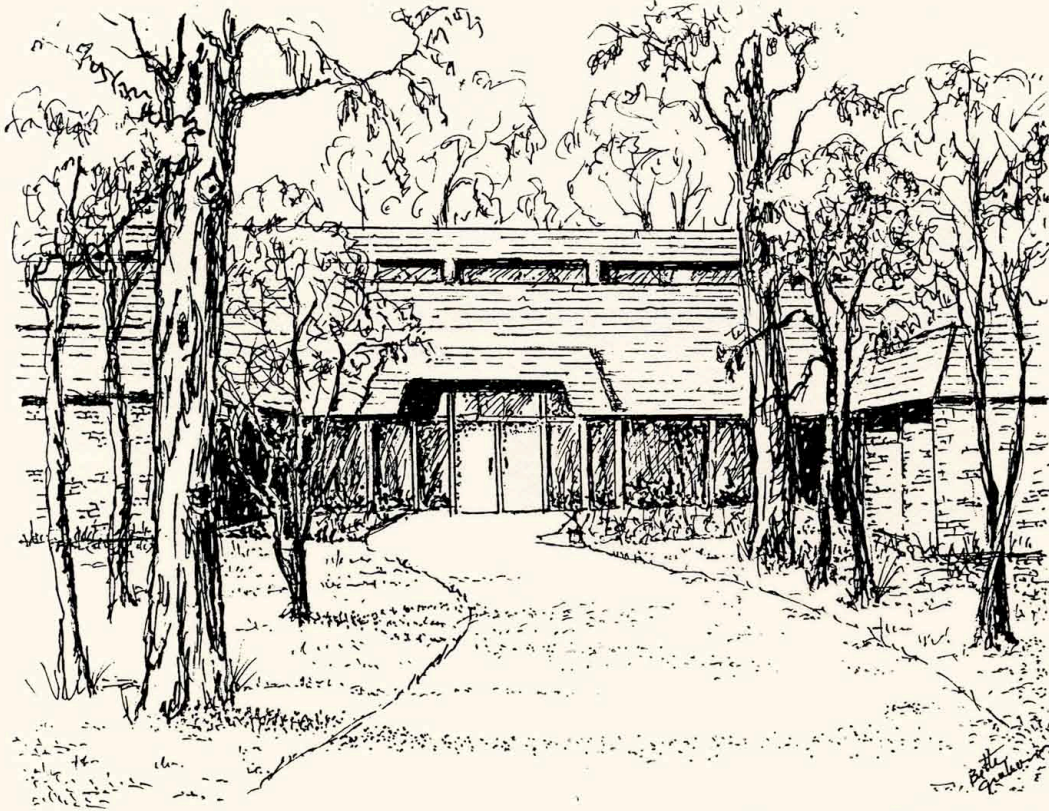
<http://www.uuchurchmuncie.net/media-lib/pdf/pub/reprospectus201213.pdf>

UUCM Newsletter, the *Unigram*

<http://www.uuchurchmuncie.org/web/unigram.html>

APPENDIX B
UUCM Annual Report
2011-2012

Annual Report



Bette Graham © 2008

2011 – 2012
Unitarian Universalist Church
Muncie, Indiana

Wheel of Life

May 2011 – May 2012

Births

Kevin Prakash Dangol

New Members

Rachael Alaniz

Audra Asplin

Mark Bryant

Merissa Bryant

Steve Chalk

Jonathan Cooksey

Chris Manning

Brianna (Bree) McIntosh

Bruce Peavler

Jason Shields

Cheryl Simpkins

Melinda Webb

Bonnie Willy

Deaths

Carroll Austin

Patricia Beilke

J. B. Black

Robert Gardiner

Olive Jackman

Patricia Tovatt

These members/friends of the congregation pledged financial support for the 2012-13 church year.

*Members/friends who identified themselves as pledging at 3% or higher of their adjusted gross income

It is a privilege to give.

Rachael Alaniz	Bette Graham	Michael and Laura O'Hara
Debbie and Dan Allen	*Connie Gregory	Elaine L. Orr
Annie Almquist	*Linda Gregory	Bruce Peavler and Audra Asplin
Barbara Alvarez and Cecil Bohanon	Sue and Robert Guillaud	Cindy Peters
Charles and Carroll Austin	Naim and Shalla Gupta	*Jean Redburn
*John and Nan Barber	Betty Pogue Hadley	Grace Reef
Mohammad and Nancy Behforouz	Lynn Hale	Elsa Reichle
Alice Bennett	James and Mary Hammons	Jan and Ron Richard
Mary Jane Black	*Holly and Brad Hanauer	Catherine Robb
Susan Bossung	*Linda Hanson	Steve Robert
Jim and Mary Bradley	Pam Harwood	Mary and Kirk Robey
Martin Burkle	Jeff Hathaway	Janet Roepke
*Mona and Ron Burton	Pat Helms	Hal and Judy Roepke
Joe and Kathy Bush	Julia Hemeyer	Judy and Howard Schroeder
Hal Caldwell	Barbara Hesselgrave	Steve Schuler and Tania Said
Meg Calkins and George Elvin	Diane Hill	Sharon Seager
David and Susan Calvin	Mridula Jarial	Peg Shaffer
Steve Chalk	Gary Jeffers and Jesse Cresslious	Amy Shaw
Nancy Chamberlain	*Eleanor Johnson and Michael Doyle	Usha Shivaswamy
*Carolyn and Phil Cooley	Jeanette and Charles Jones	Peggy Smiley
*Marian Cooley	*Marj Joyner	*Lynn and Bea Sousa
*Bob and Joan Countryman	Michael Kerrigan	Hubert Stewart
Lisa Cox	Sigrid Koehler	Paul Stout
Bruce and Judy Craig	Bob Korsgaard	Caroline and Michael Sullivan
Ted and Margaret Cunliffe	Lisa Kuriscak	*Eleanor Trawick and Markie Olivier
Caroline Curlin and Bryce Taylor	Cheryl and David LeBlanc	Cindy and Jeff Turner
Kristina Denton	Liz Lowe	Barbara Tweedy
Patsy Donn	Tom and Judy Lowe	*Carolyn and Robert Ulrich
*Jane Duckworth	Cynthia Marini	Jim and Marilyn Vincent
Betty Durman	Michael Mayfield and Nadine Tringali	*Lynn Vollmar
*Sue and Paul Errington	Wathena Mayfield	*Annemarie Voss and Bill Miller
J. Alyssa Farnsworth	Bree McIntosh	Sharon Ware
Diane and Gene Frankland	*Jane and Wayne Meyer	Melinda R. Webb
Bill and Katie Fredrick	Janet Moore	Ray White
Elsbeth Fritz	Curtis and Melanie Mortimore	Bonnie Willy
Julie and Robert Fritz	Linda and Bill Morton	Christie Williams
Pat and Gary Garofolo	*Brandon Mundell	James Wingate
Julia Gouveia	Ginny Nilles	

Interim Minister

Following my accepting the offer to serve as Interim Minister at UUCM, I got to know the dedicated, hard-working lay leadership, excellent staff and members and friends as I assisted them as they carried out the 5 tasks of the interim period.

First there was a month of the Board learning more about the compensation package for UU ministers and their seeking additional funds so that UUCM's benefits package would be a little closer to the usual level for UU ministers.

The Board appointed a Transition Team with whom I met at least once a month. I served as a resource to the Board as they appointed the 4 members of the Search Committee for a settled minister whom they were required to select and to the Board and Search Committee as they made the decision that this Interim Period at UUCM would be two years in length.

I have provided assistance to the congregation in the following ways as it addressed the 5 tasks of an interim period:

Claiming and honoring its past and engaging and acknowledging its griefs and conflicts

Through many conversations with people about UUCM's history and their participation in it, my taking a comprehensive tour of the community with one member (which focused upon some of UUCM's history,) I was able to encourage the congregation to lift up some aspects of its history. My getting congregation folks to speak about the history of some of UUCM's structures and customs has led to re-evaluation. One of my sermons lifted up some stories which members tell about the congregation and emphasized some alternative congregational stories and in another sermon I helped to highlight who was the minister at UUCM when congregants joined. I also strongly wanted the congregation to engage with History Wall Timeline Project which the Transition Team did put into action.

Recognizing its unique identity and its strengths, needs, and challenges

I have done work with several groups of UUCM people around UUCM's strategic plan and made requests that several new policies and procedures be written and approved, such as a Personnel Policy Manual, Guidelines for Pastoral Fund and Key Policy and Directory Use Policy. I also attended almost every meeting of the Program Council and met several times with its Chair to offer some insights and resources. Going to several meetings of the Social Justice Team and meeting individually with its chair were ways in which I helped to make contributions in this area of church life. One of my sermons also centered upon members getting involved with Social Justice projects in the community. I was present at all Board meetings except one which took place when I was out of town.

I encouraged the UUCM Administrator to move forward speedily with transition to software program for church management and with development and implementation of a Friday e-Mail Blast.

Having a clear understanding of the appropriate leadership roles of the minister, church staff, and lay leaders; and so the congregation successfully navigates the shifts in leadership that may accompany times of transition

My weekly meetings with the UUCM President and with the entire staff (and my even more frequent meetings with the competent Church Administrator) have been important as congregation carries out tasks of the interim period. I have also acted to clarify, support and enhance the role of the exceptional Community Minister at UUCM and to create good coordination between us in our work, especially in regard to pastoral care coverage. At the invitation of the Director of Youth Programs, I spent a very enjoyable Sunday evening attending a meeting of UUCM's college age group. Planning and carrying out some Multigenerational Worship Services with the creative, experienced, hard working UUCM Director of Religious Education, having many discussions together regarding the RE program at UUCM and attending some Heartland UU District events together have been highlights of this Interim Period for me. Conversations about the music when preparing for worship services were very professional, collaborative experiences, as I worked with the most-professional Director of Music. I also have had a slightly different relationship with Worship Associates from that of the previous minister. Examining how the personnel function has taken place at UUCM in the past and encouraging the Board to make a very clear definition of this for the future (including its setting up some task forces to help with this work) was a significant part of my assisting UUCM as it worked on this task of the interim period. I also served as a resource for the UUCM By-Laws revision group which addressed some of the aspects of this task such as designating the minister as head of staff.

Congregation making appropriate use of District, UUA, and other outside resources

I encouraged and supported Heartland District Compensation Consultant coming to the congregation and the Board and Transition Team having a goal-setting retreat with a facilitator from the Heartland District and made staff and lay leaders aware of resources from the District and the UUA regarding stewardship, personnel policy, by-laws, music, and religious education and youth programming. I attended 2 Heartland Unitarian Universalist Ministers Association Retreats, the monthly meetings of the Indianapolis UU Ministers Cluster, the annual meeting of the Heartland UU District, and the week-long Continuing Education Seminar for those in the UUA Accredited Interim Ministers Program.

Being in possession of a renewed vision and strong stewardship, prepared for new growth and new professional leadership, ready to embrace the future with anticipation and zest

Welcome Team and Stewardship Team were two groups with which I worked extensively, attending many of their meetings and providing resources and support to them as they carried on such endeavors as conducting a face to face annual budget drive, initiating a monthly Question Time and Tour for newcomers and revamping the Intro. to UUism sessions. Also, I gave encouragement to a UUCM person as he started an earth centered spirituality/pagan group at UUCM and to another congregant as she sought to begin a group for parents of young children and a knitting group. I attended most Body Life dinners and congregational weekend retreat at Pokagon State Park.

I have also carried out the normal tasks of ministry, preaching 3 or 4 times per month (working with Worship Associates and placing increased emphasis upon multigenerational services and use of audio and video materials) helping to lead 2 Intro. to UUism sessions, and providing pastoral care, including some home, nursing home and hospital visits, coordinating this with Community Minister, Pastoral Associates (with whom I met monthly) and Caring Committee. I led a UU communion service, a Christmas Eve service, Lessons and Carols service, and Maundy Thursday service and conducted 2 memorial services and dedicated 9 children. Most teaching I have done here has been re. organizational and leadership development and “best practices” in these areas.

I gave the invocation at a Muncie City Council meeting, attended a 9/11 interfaith service and an interfaith carry in dinner, arranged a trip to a synagogue to learn more about Sukkoth and encouraged the creation of an interfaith youth group and a drop in center for GLBT teens. I believe that UUCM has worked hard to carry out many of the tasks of this interim period this year and I look forward to assisting the congregation as it continues to work on these tasks in the coming year and hopefully votes to call to a great new settled minister!

Respectfully submitted,

Reverend Mary Moore, Interim Minister

Director of Religious Education

Religious Education Committee for Children & Youth

R.E. Committee members for the year 2011-2012 were Elsbeth Fritz, Chair (Two's & Three's liaison), Jane Meyer (Preschool liaison), Meg Calkins (K-2nd grade liaison), Susan Taylor (3rd-5th grade liaison), Velvet Miller (6th-9th grade liaison), Markie Oliver (9th-12th grade liaison), and Shonet Martin (Summer Art Camp liaison).

Religious Education Classrooms

Nursery (infant through one year of age)

The Nursery continued to provide our youngest children with a warm, caring atmosphere in which to be creative, to hear stories, to learn to play together, to just look around, or even to sleep. Our nursery volunteers and staff were Marge Cunliffe, Chelsea Turner, Avery Mayfield, Bethany Taylor, and Lilly Weidner.

Two's & Three's Class

Friendship Finder's explored our principles with age appropriate and engaging activities on 18 UU themes that empowered each child to feel comfortable and confident about coming to church. Our teachers were Elsbeth Fritz and Avery Mayfield.

Preschool Class

Rainbow Seeker's explored the gems of our UU faith. Activities, rituals and structure were age appropriate to the growing child. Our team teachers this year were Annie Almquist, Jesse Daniel, Holly Hanauer, and Jane Meyer. Our classroom aides were Mary Hammons and Kate Murray.

K – 2nd Grade

The curriculum we used this year, *Dr. Seuss and Unitarian Universalists*, provided wonderful resources and stories. The stories were fun and engaging and gave us a way to reflect, to talk about things that are part of our lives. Our team teachers were Meg Calkins, Alyssa Farnsworth, Tania Said Schuler, and Nikki Winkle. Our classroom aides were Steve Robert and John Taylor.

3rd – 5th Grade

Through this well-loved curriculum, we celebrated the *Holidays and Holy Days* of many different religions and cultural traditions. From these experiences we gained a deeper understanding of what is both unique and common to all people, while connecting ourselves to what is important on our journey as Unitarian Universalists. Our team teachers were Shonet Martin, Susan Taylor, and Merissa Shafer.

6th - 8th Grade

Using the curriculum, *Popcorn Theology*, our youth's interest in learning through the visual arts was channeled into specific learning opportunities that examined issues of theological and ethical importance to our world:

- how the choices we make affect our lives and the lives of others
- how concepts such as truth and meaning are related to perspective and point of view
- ways in which the right of conscience calls us to do what is right despite possible negative consequences
- ways in which our faith can help us understand our questions, seek answers, and deal with the trials of life
- learn about other faith traditions and their responses to important theological and ethical issues

We also prepared for our Boston Bound Heritage Trip in June 2012. Our team teachers were Mary Bradley, Kristina Denton, Carol Jenkins, Velvet Miller, and Andrea Wolfe.

9th - 12th Grade

We explored peace & social justice issues and neighboring faiths as a way to discover who we are and what we believe. Our main facilitator was Markie Oliver. Guest teachers were Eleanor Trawick and Mary Bradley.

Sunday Morning Routine

All youth began each Sunday in the sanctuary with their parents. Following the hymn, *Spirit of Life*, the children were sung on their way to classes. Our youth are part of our congregational community, participating in our opening hymns, chalice lightings, readings, and joys and sorrows. This year, our interim minister, Rev. Mary Moore, invited me to assist in developing several Multigenerational Sundays, focusing on including our youth in the service. Beginning in the sanctuary each Sunday, allows our dedicated teaching staff time to be in community also. Due to RE classes starting at 11:15, classes end at noon to allow for a 45-minute class session.

Chapel

Classrooms hold chapel each Sunday. This is a special time together for quiet worship and ritual. Chapel is a time for lighting our chalice, continuing to learn about our UU Principles, sharing our week's adventures, hearing a story, and perhaps singing a song.

RE Summer Program

Our Summer Sundays began the first Sunday in July and ended the second Sunday in August. Shonet Martin and Amy Shaw led six Art Camp Sundays for the Preschool through 5th grade classroom: Print Making, Painting, Fantasy Animals, Paper Making, Weaving, and Garden Art. Markie Oliver and Velvet Miller led our Social Action MSHS Summer Sundays.

Youth Choir

To celebrate Earth Day, our Preschool through 5th grade youth performed *One Light, One Sun* by Raffi and *This Pretty Planet* by Tom Chapin with Ric Dwenger in the service on Sunday, April 22.

Social Action Projects

UNICEF– In October our youth raised \$77.11 for Unicef through their “Trick or Treat for Unicef” program.

Envelopes for the Giving Tree – In November the youth decorated envelopes for the Giving Tree donations.

Valentine Cards - In January the youth created Valentine Cards for the Caring Committee.

Care Packages – In January we collected items for care packages for RE graduates in the military, Zach and Jamie Hartley.

Animal Rescue Fund – In February all classrooms created homemade dog and cat treats to sell after the service as a fundraiser for the Animal Rescue Fund. The youth raised for \$48.25 for ARF.

Flower Sunday – In May the youth planted flowers for the church entrance.

Heifer International – In June we will raise funds through our annual bake sale.

Boston Bound June Heritage Trip

Every three to five years our 7th thru 9th grade youth travel to Boston to visit our Unitarian Universalist Heritage. This year our youth travelers span 6th to 9th grades. Our youth travelers are Lukas Bradford, Wil Dubree, Aeon Fisher, Hunter Miller, Tommy Miller, Coly Tabberson, Bethany Taylor, and Rachel Taylor. Our adult chaperones are Elsbeth Fritz, Velvet Miller, and Brandon Mundell. We funded this trip through fundraisers the youth held throughout the year, such as: our “Chocolate and More” Booth at our church bazaar in November, monthly Bake Sales, our Rent-a-Kid Program, Soup Luncheons, a Pizza Luncheon with Chef Kirk Robey, egg sales, book sales, and a hand knit throw by Julie Fritz for a Silent Auction held in May. Many thanks to everyone who supported our Boston Bound Trip!

Multigenerational Sundays, Special Events, Boston Bound Meetings

Game Day! – July 3

Summer Art Camp with Shonet Martin and Amy Shaw, July 10 through August 14

Teacher Orientation and Luncheon – August 17

RE Kick Off and Teacher Dedication – August 21

Boston Bound Meeting – August 21

Childcare Orientation – August 23

Multigenerational Service, Water Ceremony – August 28

Goofy Olympics! – September 4

RE Open House – September 11

Boston Bound Meeting – September 11

Pokagon Church Retreat – September 25 (Nursery and Preschool classes only)

RE Fire Drill – October 2

Boston Bound Meeting – October 2

RE Fall Festival and Halloween Parade – October 30

Bazaar, Boston Bound Youth Booth – November 5

Harvest Feast, youth readers – Saturday, November 19

Making Saffron Buns for Santa Lucia Ceremony with Else Reichle – December 10

Santa Lucia Ceremony – December 11

Rehearsals for the Winter Pageant – December 3, 10, 17
Multigenerational Service, RE Winter Pageant, *Spirit of the Christmas Tree*, by Joyce Poley – December 18
 Boston Bound Meeting – January 8
Multigenerational Service, Cookie & Milk Sunday - February 12
 Boston Bound Meeting – February 12
 Age of Reading Ceremony – March 11
 RE Fire Drill – March 18
 Boston Bound Meeting – April 1
 Easter Sunday – egg hunt for nursery thru 5th grade; treasure hunt for MSHS – April 8
 Earth Day Youth Sing w/Ric Dwenger – April 22
 Teacher Appreciation Luncheon – May 6
 Boston Bound Chaperone Meeting – May 8
 Child Dedication Ceremony – May 13
Multigenerational Service, Youth Sunday – May 13 (Teacher Recognition, Multi-media Presentation)
 Flower Sunday & All Birthdays Celebration! – May 20
 Game Day! – May 27
 Heifer International Sunday – June 3
 Boston Bound Heritage Trip – June 7-10
 Blessing the Animals Sunday – June 10
Multigenerational Service, Music Sunday & Honoring our Graduates – June 17
 Game Day! – June 24

Adult Religious Education

The 9:30 a.m. Sunday Morning Discussion Group continues to enrich our lives and provides a source of community for our members and friends.

Parents Group

- Beginning March 21, we formed an informal “Parents Group” (1st & 3rd Wednesday mornings from 9:30-11:30) to provide a time for conversation and friendship, and for sharing the joys and challenges of parenthood.
- In June, we will add “UU Book Nook” (Tuesday evenings from 6:45-7:45) to discuss The Five Love Languages of Children by Gary Chapman and Ross Campbell M.D. We will meet June 6, 13, 20, and 27.

Muncie Interfaith Youth Group

I am a resource and support person for this emerging group.

Association Involvement

I have been a member of the Heartland District Lifespan Religious Education Committee since July 2010. I attended the Minister and DRE Retreat in Angola, Indiana in October 2011; the DRE Southern Cluster meeting at UUI in Indianapolis, Indiana in the fall of 2011; the Heartland District Spring Conference in Lansing, Michigan in March 2012; and the May 2012 DRE Retreat in Selma, Indiana.

Many thanks to Deb and Dan Allen for donating two new benches for our RE playground; to Elsa Reichle for her help with Santa Lucia; to Bill & Katie Frederick for their generous support of our RE activities; to Ric Dwenger for working with our youth for the Winter Pageant, Earth Day, and Music Sunday; to Bryce Taylor, Ric Dwenger, and Bill Morton for their musical contribution of “Teach Your Children” for our Child Dedication Ceremony; and to Steve Robert for his musical contribution of “All God’s Critters” for our Animal Blessing Sunday and for sharing his love of music with our youth on Music Sunday.

The RE Committee members have been truly supportive and generous with their time and efforts. Our departing chair, Elsbeth Fritz, has been a strong and steadfast leader in the development of our RE Program and I cannot thank her enough for her dedication to our youth. I also wish to thank Rev. Mary Moore and Eleanor Johnson for their support and guidance in this transition year. Finally, many thanks to our parents and teachers for their dedication to our program.

Respectfully submitted,

Nadine Tringali, Director of Religious Education

Community Minister

The past 12 months have been good! Reverend Mary Moore's very active support and promotion of community ministry have enabled us to develop and expand the current role of community ministry within our Muncie UU congregation, and to envision what that role might look like in the future.

COMMUNITY MINISTRY

IUHealth Ball Memorial Hospital Part-Time Chaplain

I am the on call chaplain one weekend monthly, occasional weeknights and partial weekends, infrequently two weekends monthly.

I write "Spiritual Sightings," a weekly column for the hospital Intranet.

I plan and lead an interfaith chapel service monthly.

This academic year we had two Asian interns (one Korean, one Chinese) from Ball State. I met weekly with them to help them understand issues regarding differences in how religion is practiced here and in their home countries. Each also shadowed me for some of my on call time.

I presented a workshop on "Self-Care for Busy People" for the American Association of Critical Care Nurses annual regional meeting at IU Health Ball Memorial Hospital.

Other Pastoral Community Ministry

Spiritual mentoring as requested by community members

I lead a monthly meditation group.

Various pastoral counseling contacts with community people around a variety of issues—some of these are brief, others are longer and/or on-going

Several contacts with community people who were seeking information about our church, who we are and what we do

Chris Thompson-Kecia McBride wedding Nov 20—premarital discussions and planning, officiating for wedding ceremony

I met with the parents of Anneka Walker to plan her memorial service. She was born December 23rd and lived about 4 hours. The funeral/memorial service was January 14th.

Writing

I completed my book *Reclaiming Our Souls: A Woman's Guide to Healing the Spirit after Childhood Sexual Abuse* and after a final edit, will submit it for publication.

Feature columns for Many Paths Interfaith Ministries web site

I write a monthly column for the Yorktown Press section of the Muncie StarPress; my February column for the Yorktown Press reprised my "Standing on the Side of Love" column from February of last year, updating it along the lines of "we've made progress, but there is still a long way to go, so we remain called to stand on the side of love."

My poem "Mountain Man" was published in the April/May 2012 issue of *Branches*

Additional Community Ministry

I presented and was a panel member for the Academy of Community Leadership in Muncie for their September 29 session on the role of religion in the community. My segment dealt with the role of the UU community in the larger community.

I also spoke briefly on behalf of our congregation at the interfaith dinner held at the church in April.

MY MINISTRY WITHIN OUR CONGREGATION

My ministry within our congregation focuses primarily on two areas, pastoral care and preaching and worship.

Pastoral Care

I provide pastoral care coverage for those times when Rev. Mary is away.

I do hospital visitation and other pastoral calls as requested by our Interim Minister.

I provide spiritual mentoring as requested by congregational members or friends.

I also work with the Caring Committee and Pastoral Associates as requested.

Quite a bit of my pastoral care ministry is more diffuse. I'm often drawn into conversation with someone before or after service. These conversations, which can be quite brief, are also quite useful for people, affording them an opportunity to be heard and validated without the formality of a scheduled meeting. They're also helpful in keeping me up to date on what's happening in people's lives.

The same can be said for a variety of telephone conversations and e-mails—some brief, some longer, not involving face-to-face contact but important to the people involved in them nonetheless.

I am currently supporting one friend of the congregation through the death of her husband, and will officiate for his memorial service when the time comes.

I met regularly with a support group formed within the congregation to assist a woman who was having a rough time in her life.

Preaching and Worship

I led the candle ceremony for Pat Tovatt on Sunday, April 22nd.

I participated as a reader in our Lessons and Carols festival service December 14th.

I preached on July 10th and September 25th, 2011, and January 22nd and February 27th, 2012.

When I'm responsible for worship, it's my practice to develop the entire Order of Service so that it is as internally consistent as it can be. I often write original service material when I cannot find things that work well for me.

The sermon on shared ministry that Rev. Mary and I did for Community Ministry Sunday in February, 2012, was discovered on our web site by Scott Redman of the Tahoma congregation in Tacoma, Washington. ["Dear Reverend Corbett-Hemeyer --I'm preparing the lay-led services for this coming Sunday ("Association Sunday") at the Tahoma Unitarian Universalist Congregation in Tacoma, Washington. As we talk about the UUA and take up a collection to support training for religious professionals, I would like to share some thoughts about the relationship between members of our congregations and our professional ministers." I came across the web-publication of your January 31, 2010 sermon, "Our Shared Calling: The Whole Ministry of the Church." Thank you for posting this -- I appreciate your approach to and messages about

"shared ministry." Your sermon would be good fit for our service. Would you give your permission so we can read your sermon during our services on October 2? Thank you for considering this request -- and for the message of your sermon. Best, Scott Redman"] This is quite a nice thing for the Muncie church and pleased me greatly!

Other Ministry within Our Congregation

I provide columns for the Unigram regularly as requested.

I led a three-hour meditation workshop June 12th for those who had purchased places in it at the Service Auction; this seemed to go very well and I would do it again.

At the request of both Wayne Meyer (on behalf of the Social Justice Committee) and Rev. Mary Moore, I represented our congregation at a luncheon on November 30th sponsored by Hoosier Interfaith Power & Light.

I helped plan and participated in a congregational workshop on end of life issues with Rev. Mary Moore, Jim Helton, Laura Janney, and Lisa Cox.

MY MINISTRY WITHIN THE LARGER UU COMMUNITY

I prepared and preached for the worship service on September 18th at Heartland UU Church in Indianapolis, including designing service, working with their Worship Associate, preparing and delivering sermon.

I'm also a member of the Membership Committee for the national UUSCM (UU Society for Community Ministries).

I'm Convener/Program Coordinator for the Indianapolis UU Clergy Cluster, and led opening worship for the Cluster meeting June 8th.

I submitted a couple of things I'd written for services in Muncie for possible inclusion on the UUA Worship Web, but received no response from them, in spite of repeated assurances that they would get back with me.

In October, I participated in the ordination of our former Student Minister, Beth Lefever, to the UU ministry. I presented the offering words. I also represented the UUCM congregation, along with our Interim Minister, Mary Moore, and several members of our congregation.

CONTINUING EDUCATION, ACCOUNTABILITY AND PROFESSIONAL DEVELOPMENT

My application for UUMA Associate Membership was approved.

Rev. Moore and I have worked together to further develop and define the role of community ministry within UUCM.

I attend staff meetings regularly.

I've participated as I could in events concerning the interim process.

I also attend the Indianapolis UU Clergy Cluster meetings regularly.

I am active as both a "consumer" and provider of continuing education:

In June I attended the IU Health Ball Memorial Hospital Pastoral Care Department annual all-day retreat, for which I led an opening meditation. Topics for the three professional development sessions included comparative approaches of various faith traditions to chaplaincy, being care receivers as well as caregivers, and a session on updates to hospital policies and similar "nuts and bolts."

I also attended the Turner Conference on Faith and Medicine, an annual conference sponsored by the Pastoral Care Department at the hospital. This year's speaker was Richard Gunderman, MD, PhD, from IU. His two presentations were on "Spirituality and Health" and "Health, Life, and What Matters Most."

I completed all required house wide hospital competencies.

I attended the Schooler Institute on Preaching, sponsored by The Methodist Theological School in Ohio. Its focus was two lectures by Tex Sample based on his current work on a critique Reinhold Niebuhr's social theology.

I attended "Compassion Fatigue: Recapture Your Sense of Purpose, Hope, and Joy," an all-day workshop April 20th. A lot of the workshop focused on developing compassion fatigue prevention and care plans for ourselves as professionals. I thought a lot of the information would be valuable to others in our congregation as well, since several are care givers and others will be in the future. It also serves as continuing ed for the hospital. This could translate into a training for the Pastoral Associates as well and perhaps for volunteer chaplains at the hospital. I did a presentation on Buddhism for Derek Parker's Pizza and Theology group (6th graders through 17 year olds) at Grace Episcopal Church in November.

The meditation workshop and end of life workshop entries under Other Ministry within Our Congregation also speak to the ways in which I have provided continuing education within our congregation this year.

GOALS AND DREAMS FOR THE FUTURE

With *Reclaiming Our Souls* going into publication, this next year will be one of focusing on other aspects of my community ministry and my ministry within our congregation. It will be a time to reflect on how I see my ministry moving forward from this point.

I want to develop my role as a guest preacher throughout the region. One aspect of this is I plan to develop a couple of sermon/workshop packages that will include a morning sermon on a topic followed after lunch by an afternoon workshop on the same topic. Another dimension of this is simply re-contacting churches and fellowships in the region to remind them that I am available.

I'd also like to develop a couple of programs that might take place outside Sunday morning worship. One of these would be a workshop based on material in *Reclaiming Our Souls*.

I would like to expand my role in the larger UU world, focusing primarily on the Heartland District, although I don't have any concrete goals under this yet. I also plan to attend GA in Louisville in 2013.

In concluding the dialogue sermon Rev. Mary and I did for Community Ministry Sunday, I expressed my vision of what community ministry could mean for UUCM:

"Those of us who are here this morning already know that our church is a resource for us that runs both broad and deep. We are challenged and supported as we try to live our Principles. As we seek to embody justice, equity and compassion in human relationships, as we seek to grow spiritually and encourage others to do so, as we engage hearts and minds in a free and responsible search for truth and meaning, we're here for each other.

have a vision of our congregation becoming such a resource for the Muncie community at large. There is a growing cadre of Americans, even here in the conservative Midwest, whose religious and spiritual sensibilities do not fit well with more traditional religion and yet who want to develop and nurture their spiritual life and that of their families. They want ceremonies for important times in their lives. They seek out education and counsel. These are people who describe themselves as “spiritual but not religious,” or whose spirituality/religion does not include participation in organized religion. The work to which our Principles call us extends not only to those who are members and friends of this church, not only those who may or might one day decide to join us, but to all persons in this and surrounding communities. For me, this is why we need Community Ministry.”

This remains my vision for what the significance of community ministry can be for this congregation, and for Muncie and the surrounding area. One aspect of what we’re doing in the interim period concerns expanding the outreach of our congregation and growing our membership base. Community ministry can play a significant role in this important endeavor.

Respectfully submitted,

Reverend Julia Corbett-Hemeyer, Community Minister

Director of Music

The updated choir roster contains 53 names. Average attendance at rehearsals and performances is upwards of 35. New members are always welcome. It is not necessary that you read music, only that you enjoy singing. The choir observes an academic year calendar and rehearses on Tuesdays at 7:30 pm. Childcare is available if arrangements are made by Friday prior to rehearsals. We participate in one Sunday service per month, on average. In addition to these services, the choir participated in a Service of Lessons and Carols and the Christmas Eve candlelight service this past year.

The choir strives to do as wide a variety of repertoire as possible. This year historical styles spanned from the Renaissance to our century, in both classical and popular idioms, including numerous faith traditions and secular texts. For the first time this year, the choir participated in the biannual Service Auction, offering to sing a piece in the Sunday service chosen by the high bidder. This year's winner was Mary Robey, who chose madrigals. Many thanks to Mary for choosing/approving great pieces, and for donating them to our choir library.

The choir has benefited greatly from the services of Yu-ching Chin, pianist. Yu-ching has recently completed her Doctor of Arts in piano performance at Ball State. She will be with us through most of the summer, possibly longer, but it is likely that we will seek a new choir pianist by fall.

The music director provides music for regular Sunday services plus Harvest Feast, Lessons and Carols, and Christmas Eve. (The Intergenerational Holiday Program, Christmas Day and New Years Day were regular Sunday services in 2011-12.) Guest musicians include Bahar Annadurdyeva, Yu-ching Chin, Holly Hanauer, and Topher Ruggiero. Guest soloists: Marian Cooley, violin; Adrian Kothman, flute; Mary Kothman, violin; Mary Robey, soprano; George Wolfe, alto saxophone; and the Ball State University Saxophone Quartet.

Other non-service musical events include the Ball State School of Music Chamber Music Festival (CMF) concert, June 2, and Travelers Dream, April 22 (the latter outside my purview). The CMF concert also involved a fund raising reception. A similar concert will be held at our church this coming May 31.

Humidistat/climate control system continues to have a positive effect on the sanctuary piano. Tuning and regulation seem more stable. The piano is due for voicing and some other regular maintenance (beyond tuning). Continued thanks are due to those who raised and/or donated money to see this happen.

Goals

- For the choir, continued exploration of the limitless variety of choral repertoire, and further refinement of choral technique and precision.
- To continue with the trend of periodic guest musicians and soloists on Sunday mornings, not only to provide for music director absences, but to take advantage of the wealth of talent in and around our congregation. More importantly, it has always been obvious to me that a (mostly) classical piano-driven service, while enjoyed by many, is not

necessarily the type of musical offering that speaks to everyone. As music director, I hope to incorporate more diversity in our Sunday morning music.

- To continue to seek out opportunities to offer musical programming outside the regular Sunday Service, such as the Service of Lessons and Carols, the BSU Chamber Music Series, and non-classical presenters such as Tim Grimm, and Travelers Dream. Lack of adequate lighting still compromises more activities in this area, but I am excited that folks are working on this, and I believe we will see the fruits of their hard work soon.
- To gradually invest in the upright piano as budget permits. Its usefulness continues to diminish. (Please note comments on the sanctuary piano, above.)

I offer hearty thanks to Rev. Mary Moore, interim minister, for her advice and support; to members of the Sanctuary Choir, who truly make Tuesday evenings and Sunday performances a joy; to those individuals who donated money for purchase of music; and to our congregation for their warm, enthusiastic reception.

Respectfully submitted,

James Helton, Director of Music

Director of Youth Programs

During the past year our youth from the Middle school, Senior High and College group have gathered to discuss various topics, explored various spiritual paths, share their life with one another and to engage in fun activities.

Our youth were engaged in many different service activities this year. Some assisted with the last Sunday of the month sandwich making, were chalice lighters or worked in the Nursery. There were some who were assistants in Religious Education classes, served meals at the Sleeping Room and who worked at the 2nd Harvest Food Bank Warehouse.

This year we did our Christmas Gift program differently. On the Sat. in Dec. that we had our Holiday/Christmas play practice we had a free to you gift “shopping”. Youth and their parents were invited to “shop”. There were lots of items such as toys, books, games, cloths, stuff animals, home/kitchen wares, CDs, DVDs and many other items. Each person could take as much as they wanted for themselves or others (gifts for parents, friends, etc.). We had a party during this time with Christmas music, cookies and pizza. We decided to leave the multipurpose room set up for the Sunday service for folks to come thru and “shop” after the service. This weekend event was very successful.

Our Middle School and Sr. High youth enjoyed Ivanhoe’s in Aug., bowling several times during the year, Pokagon for winter activities in Jan. and several campfires. They will be part of the UU Youth team in June at the Relay for Life event. They will have several fundraisers this spring for the Relay.

Our College group known as 4U had a successful year with many students coming to our twice monthly meetings. We meet at Grace Village which is just off of BSU campus. We explored many topics related to different spiritual paths, had some stress breaks (activities/game) nights, and several guest speakers. One of our guest speakers a Franciscan brother came to share about his work on the streets of downtown Detroit. Br. Al Mascia, OFM, shared a dinner, breakfast and an evening of music and stories with several of our students.

Throughout the year Travis Drown and I continued our twice weekly gathering at the MT Cup, then at QL BBQ, and then back at The Cup with students and many others. We meet to discuss whatever is on our minds.

We have had another good year with the Tues. night “Body Life Dinners”. The dinner is an effort to support our college aged young people. Our dinners have become a great opportunity to get to know one another and to support each other. Out of the need to support each other came the creation of the Food Pantry. Several of our college students are assisting in maintaining the Pantry. Also one evening we had a cooking demonstration with Velvet Miller.

The Body Life Dinners do have a focus on our college and young adults but it is a dinner for anyone in the church to come and join us. There are young families, choir members and many others who bring a dish to share each week. Often there is a theme (just for fun) or on some

evenings we grill out with a cookout and campfire. Come nurture your soul and your body with good conversation, good people and good food.

Our year is not over we have activities and events planned for May and June which includes the Relay for Life and our annual Bridging Ceremony. And then of course we begin again in July.

I would like to say thank you to some folks who assisted along the way this year: Travis Drown, Eleanor Trawick, Velvet Miller, Brandon Mundell, Lisa Cox, Nadine Tringali, Laura Janney, Mary Bradley and the many folks who gave to our gift program and who support the Body Life Dinners.

Respectfully submitted,

Markie Oliver, Director of Youth Programs

Office Administrator

The office is open Monday through Friday, 9 am – 3 pm, September – May, and Monday – Thursday, 9 am – 3 pm, during the summer.

The major tasks of the Office Administrator include:

- Communication – phone, mail, email, newsletter, order of service
- Administration – maintain church files, calendar/building use
- Bookkeeping – check writing, data entry

This transitional year at UUCM has kept activity in the church office at a high level. With guidance from Interim Minister, Mary Moore, we are working to make improvements and updates to help make the interim period as smooth as possible.

Accomplishments during this last year include:

- eBlast – established an email list to be used for weekly announcements special notices
- Unigram – moved to in-house composition
- Database – purchased web-based system to track membership and financial information (set-up in progress).
- Key Policy – updated key-holder list and set-up procedure for short-term key use. Property Maintenance replaced locks and keys for entry doors.

I look forward to a productive and exciting year as the Ministerial Search process continues.

Respectfully submitted,

Christie Williams, Office Administrator

President

This year is a time of change in order to make way for a new minister in 2013. We said goodbye to our beloved minister of eleven years and welcomed our interim minister, The Reverend Mary Moore. She promised the Board a busy year and she has delivered. The Board hires an interim to be a consultant to the congregation during the time that we are looking for a new settled minister. As president, I have met regularly with the interim to review church governance procedures and learn new governance skills. The role of the Board in a year of transition has been to effectively utilize the interim period to update governance policies in the church. For the Board this has meant focusing on two of the five main tasks of the interim period:

- Clarifying the appropriate leadership roles of minister(s), church staff, and lay leaders and navigating the shifts in leadership that may accompany times of transition
- Making appropriate use of District, UUA, and other outside resources

In January, we met for a Leadership/Organizational Workshop. The day-long workshop was attended by the Transition Team as well as the Board of Trustees. There was a discussion on organizational process. We then brainstormed our concern and used the charter format to develop a task force for particular concerns.

The Charter is part of a transparent approach to determining the responsibilities of a delegated number of members who will assist the Board in the investigation of a very specific task that may improve the governance and ministry of our church.

The Charter is written with a clear purpose, described goals, limited boundaries, and a specific timeline. This has been tried and has worked very well in getting others in the congregation to have short term involvement in the life of the church. We have used it to personalize a template for the Staff Employee Policy Manual and review staffing jobs. It is only the beginning. We have much to look forward to in the coming transition year. The more members who step forward and get involved in this transition time, the better we will be ready for welcoming our new minister in the in 2013

As president, I have found that I have a renewed understanding of and appreciation for the Unitarian Universalist Church of Muncie, its members and friends, and the importance of our liberal tradition in the community and the larger society.

Thank you for giving me this opportunity to serve our church.

Respectfully submitted,

Eleanor Johnson, President

Vice President and Program Council

As Vice President, I am responsible for facilitating the work of the Program Council. This Council includes chairs of all standing church committees and meets monthly. I serve on the Board of Directors and attend monthly meetings of that group, serving as a liaison between the Board and Program Council.

I am responsible for submitting changes to the by-laws. After many meetings with Transition Team member, Mary Robey, we proposed extensive by-law changes for the purpose of separating governance from procedure. These proposals will be acted upon at the congregational meeting in May. These meetings will continue so that further changes may be proposed for action in the October congregational meeting. The Vice President is also responsible for overseeing updating of committee procedures. These procedure updates were submitted in March.

The purpose the Program Council is to formulate program activities which support the work of the church and the long range plan, to provide recommendations to the board which are critical to the function of the church, and to facilitate communication among committees for the purpose of collaboration and support.

Communication among the committees this year has been enhanced by submission of monthly reports by the committees, which are consolidated and distributed prior to the meeting by email. This has allowed more time at the meetings for discussions of developing leadership, ideas to build our program, budget issues and reorganization of some committees for more effective ways of accomplishing goals. The Program Council has examined ways in which the church programs can support changes and improvements during the transition period to ensure a strong future for the UUMC.

This group of leaders has worked tirelessly to support and encourage program development and church activities throughout the year.

Respectfully submitted,

Nan Barber, Vice President and Program Council Chair

**Unitarian Universalist Church of Muncie
Statement of General Fund Operations**

	10 Months ACTUAL	10 Months ACTUAL
	July 1, 2011 through Apr 30, 2012	July 1, 2010 through Apr 30, 2011
Income from operations:		
Pledges and gifts - General Fund	181,088	195,019
Fund raising and social activities	21,800	29,422
Investment income	3,970	3,473
Building use and miscellaneous income	1,045	1,143
Designated Offerings	5,833	7,263
Total	213,737	236,320
Disbursements for operations:		
Salaries and payroll taxes	138,924	141,980
Building operation	37,588	35,994
Church office expenses (excluding salaries)	11,903	9,982
Denominational affairs	15,231	14,336
Committee and miscellaneous expenses	7,243	8,998
Designated Offering	5,833	7,263
Total	216,723	218,553
Net income (loss) before other items	(2,986)	17,767
Other expenses (income):	(1,262)	651
Net operating income of the General Fund	(1,724)	17,116
Other disbursements:		
Transfer To Search Committee	(10,000)	
Principal payments on mortgage	(16,878)	(5,580)
Other Receipts		
Sabbatical Fund	7,667	
Land Sale	4,730	
Orval Williams & Others Fund	15,200	
Net Cash Flow - General Fund	(1,005)	11,536

**Unitarian Universalist Church Of Muncie
Statement of Asset and Liabilities**

	April 30 2012	June 30 2011
General Fund		
Cash		
Mutual Bank *	\$ 8,753	\$ 10,430
Brokerage Account	4,170	3,810
Total	12,923	14,239
Investments		
Ed and Virginia Ball Fund	51,693	49,844
Liabilities		
\$75,000 loan - 15 year term	-	16,878

Designated Funds

Cash		
Mutual Bank *		
SOS Fund	59,924	106,112
Other Designated Funds	15,223	27,259
Total	75,147	133,371
Investments		
Askren Fund Principal	10,139	9,410
Liabilities		
SOS Loan	-	55,425

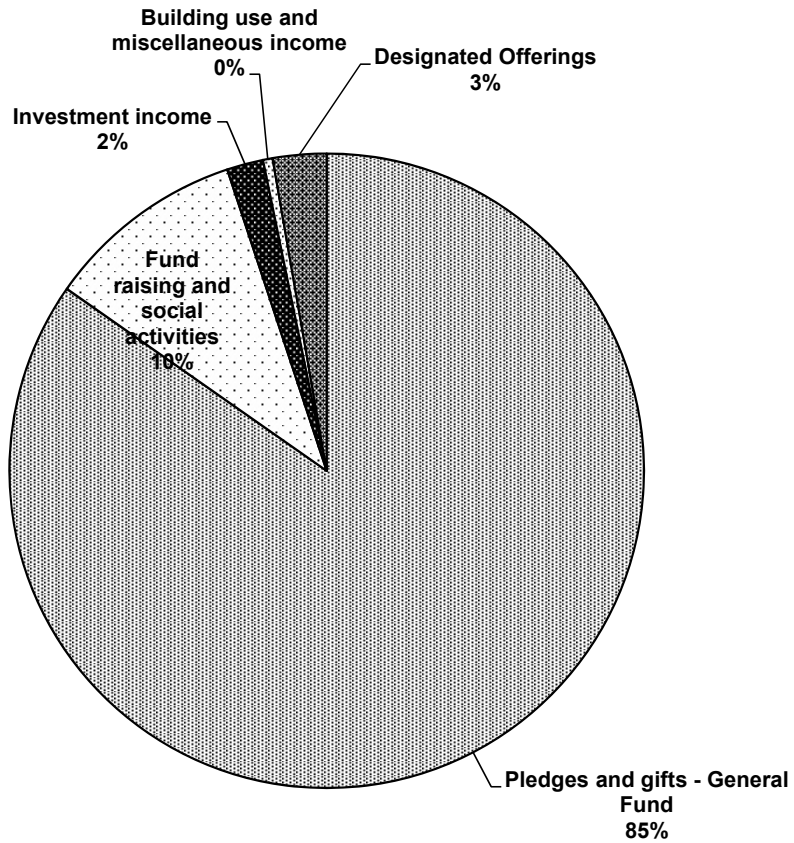
Endowment Funds:

	March 31 2012	June 30 2011
Templar Fund at Market Value	152,085	148,305
Crosley Fund at Market Value	81,309	79,828
1859 Fund **	59,848	61,170

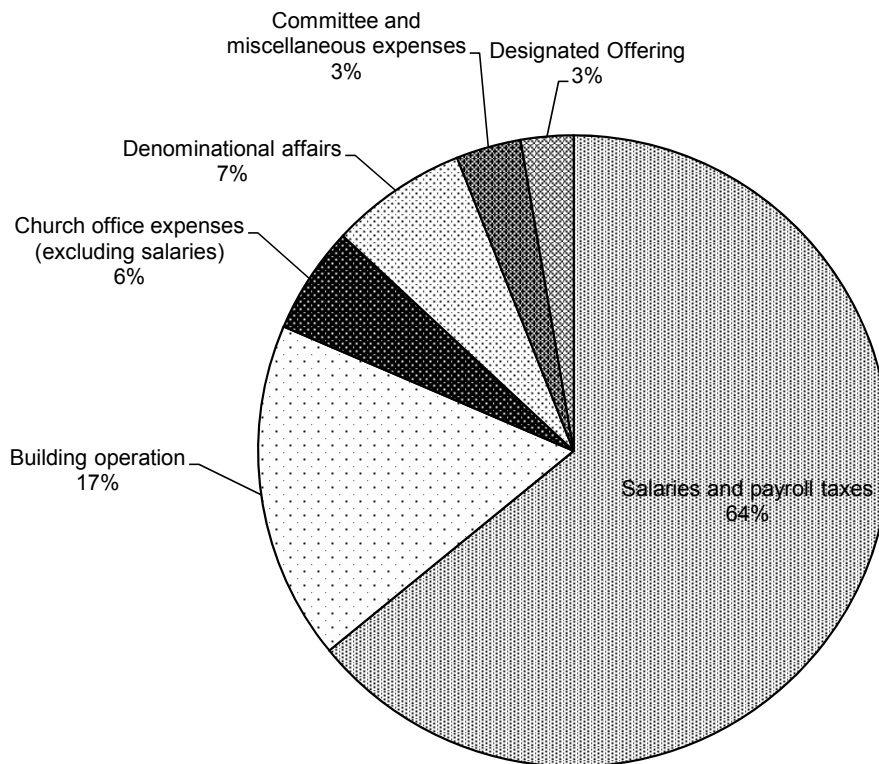
* We have a total of \$83,899.52 at Mutual Bank.
\$8,752.64 belongs to the General Fund, and \$75,147.88 belongs to designated funds.

*The 1859 fund is in the church's care, but exists to support initiatives related to the fund's charter, and is not spent on church expenses.

Receipts 2011-12



Disbursements 2011-12



Report of SOS Funds

As Of April 30, 2012

Contributions **155,971**

Uses of Funds

Roof	62,810
Carpentry	1,000
Carpentry	1,348
Welcome Table	1,336
Dedicated Electrical Circuit	258
Drinking Fountain	870
Work On Soffits & Support Beams	1,010
Playground Wall Hydrant	745
Sidewalk Lighting	1,269
Pavers for Courtyard	1,874
Courtyard Landscaping	2467.13
Sign Board	413
Concrete Work	2,000
Drainage	8,000
Tables	1,120
Welcome Table, Literature Rack	2,149
Computer, Chairs, Safe	1418.94
Bulletin Boards	388
Phone System	948
Fees And Interest On Loan	4,624

Total Spent **96,047**

Funds On Hand **59,924**

\$205,995 was originally pledged towards SOS.

With \$155,971 paid so far, there are \$50,024 in pledges left to be paid.

Past President

As past president my activities included heading the Nominating Committee, being on the Personnel Advisory Committee (PAC), attending Program Council Meetings and Board Meetings, and generally being supportive of as many church activities as possible. During the summer we on the board worked to hire and welcome the Reverend Mary Moore as our Interim Minister. In the fall I was a co-chair of the Bazaar (thank you co-chair Mary Bradley and great booth chairs and workers and past chairs Michael Kerrigan and Melanie Sellers). It is an honor to serve this church community of loving and caring and interesting people.

Respectfully submitted,

Lynn Sousa, Past President

Adult Religious Education

The Adult Religious Education Committee for the 2011-12 year focused on developing programs for the pre-service morning discussion. For the year from July 2011 through June 2012, the committee, under the co-chairing of Ray White and Pat Helms, scheduled fifty-two programs that included a wide array of topics. Discussion leaders from both inside and outside the church led the discussions. The topics ranged from the seven UU principles to equality in marriage and the environment. For instance, Linda Gregory lead an energetic discussion of the UU principles in August 2011. The participants founds this month-long program stimulating and valuable, appreciating the opportunity to examine in detail the principles that provide the foundation of Universalist-Unitarian beliefs. Lowell Brummett lead more discussions (seven) than any other participant or church member. His topics included, among others, "The Jefferson Bible," "Sam Adams, American Radical," "Voltaire," "The Shroud of Turin," and "St. Patrick." John Taylor and Bea Sousa focused on the environment, with John tying his discussion to principle number seven, "respect for the interdependent web of all existence of which we are a part."

The Committee sought discussion leaders from the larger community and for the year included at least six persons, including Warren Vander Hill ("The Jewish Oral History Project"), John Moore, from Ft. Wayne, Indiana ("The Jesus Seminar"), Lois Rockhill ("Second Harvest Food Bank"), and ("Occupy Muncie Movement" that brought at least a half dozen movement participants).

The Committee discussed long-term goals and decided

- 1) Action Step b. iii (Create intergenerational discussion groups), Action Step c. iv (Implement evening study groups for adults), and Item h (Develop and expand small group ministries) are waiting for "the board and transition team to create a charter for a task force to create a process to develop ongoing small groups."
 - a) New and continuing small group ministries were pursued in 2011.
 - b) Small group ministries from the past year include book club, Build your own Theology meetings, and dinner discussion groups.
- 2) Item e (Use the internet to facilitate discussion or study groups) was not of interest to the Adult RE committee. 4U does have a presence on Facebook for young adults.
- 3) Action Step i. ii (Create a space designated for adult interaction) would be nice but the committee was told this was not likely to happen due to Action Step c. i that has separated children into more classrooms by making age groups smaller.

The Committee spent no money from its allocated budget, but did honor a request from R E Director, Nadine Tringali, for the Committee to fund the curriculum for the "Cakes for the Queen of Heaven" adult education program.

Lynn Hale, secretary of the Adult RE Committee, provides excellent service. The careful and detailed minutes guide the committee in its monthly planning sessions. Her work keeps the committee focused and insures an accurate record of every decision. The committee sincerely appreciates this dedicated service.

Committee members include: Co-chairs: Ray White and Pat Helms, Mary Bradley, Lynn Hale, Bill Miller, Paul Stout, George Wolfe. New committee members for the 2012-12 year include Alice Bennett, and Leslie Duvall

Respectfully submitted,

Ray White and Pat Helms, Co-chairs

Fellowship

Members: Susan Bossung, Susan Calvin, Alyssa Farnsworth, Shailla Gupta, Linda Hanson, Cindi Marini, Elsa Reichle, Karyn Reichle, Christie Williams, Holly Hanauer, chair.

Our first event was the third annual Ice Cream Social on Sunday, August 14. We served ice cream and assorted toppings, including Elsa's fantastic hot fudge sauce, to about 75 people. Childcare and games for kids were provided. Submitted expenses were \$39.17; donations were \$10.76.

The annual Harvest Feast was held on Saturday, November 19, with about 180 people in attendance. We wanted to make this event open to everyone, and asked people to consider donating more than their ticket cost in order to cover for other people. We have a very generous congregation; ticket sales/donations totaled \$1053.00. Our expenses were \$545.33 for turkey, beverages, paper products, etc. We served local, organic free-range turkey again this year, purchased from the Downtown Farm Stand and prepared for us by Elsa Reichle, Linda Hanson, Judy Lowe, Shari Flanders, and David Calvin. We're very grateful to these folks for working extra-hard on Harvest Feast day. As always, the congregation brought in a wonderful array of delicious dishes.

Our Holiday Decorating party took place on December 4. The property maintenance committee purchased and set up the tree and lights. Church members decorated the tree while committee members hung wreaths and other decorations. Shailla Gupta refurbished our large wreaths in preparation for the holiday season, and did a lovely job. Cider and cookies were provided by the committee. Expenses: \$70.69 for decorations.

We also organized refreshments for the Christmas Eve service. Punch was prepared by the committee and cookies and other finger-foods were brought in by the congregation. Our responsibilities also included preparing for candlelight throughout the sanctuary for the service. Expenses: \$36.03 for punch and paper products. The committee removed and stored all the decorations following the holidays in January.

We assisted the Stewardship committee with a dinner on March 17. Committee members helped with food preparation, table and chair set-up, decorations, serving and clean-up.

Our final event for the year is the Salad Lunch on May 20, following the annual meeting. Salads, breads and desserts will be prepared and served by the committee.

Most of these meals generate some leftovers, which are always happily accepted for Soup Lunches, Tuesday Body Life dinners, youth group events, the Harvest Soup Kitchen or Christian Ministries Sleeping Room.

These events always involve a lot of work by a lot of people. Thanks go to the committee members, who attend meetings, work out all the details, shop for food, cook, bake, set up and take down tables and chairs, and wash lots of dishes! And also to the congregation, who we can always count on to pitch in and help.

Respectfully submitted,

Holly Hanauer, chair

Hospitality

The Hospitality Committee and Membership Committee Teams consisted of U.U. members and friends assigned to assist with each Sunday morning worship service and the Coffee and Conversation Hours immediately following.

This year's deacons were Hal Roepke, Larry Lennis, Mary Robey, Suzanne Groshong, Dan Allen, Jessie Creselious, Gary Jeffers, Caroline Curlin and Peg Shaffer. Assistant deacons were Amy Shaw and Jessi Shaffer.

Committee members were Hubert Stewart, Marnee Cooley, Lisa Cox, Kirk Robey, Paul Stout, Marge Joyner, Al and Lori Foster, Lynn Hale, Melinda Webb, Pam Finn, Deb Allen, John Barber, Mike Sullivan, Cindy Peters, Gene Frankland, Bill Miller, Naim and Shailla Gupta, and Jean Redburn.

Thank you for volunteering to serve on this important committee.

Respectfully submitted,

Deb Allen
Peg Shaffer

Investment and Development

The Investment and Development Committee is responsible of overseeing the investments of the church. These investments include the Templar Fund, the Crosley Fund, and the Ed & Virginia Ball Fund. In addition, the church is custodian for the 1859 Fund. During 2012, no changes were made in how our money is invested.

As of March 31st, 2012, the allocations of the Crosley Fund and the Templar Fund were as follows.

Asset Class	Templar Fund	Crosley Fund
Cash & Equivalent	1.02	1.05
Fixed Income Securities	23.89	43.23
Equity Securities	75.09	55.71
Totals	100	100

The table below shows the results of our investments during fiscal year 2011/2012.

	Templar Fund	Crosley Fund	Ed & Virginia Ball Fund	Total
Balance July 1, 2011	\$148,305	\$79,828	\$49,844	
Balance March 31, 2012	\$152,085	\$81,309	\$51,693	
Gain	\$3,780	\$1,480	\$1,848	\$7,108

In addition, the 1859 Fund had a balance of \$59,848 at the end of March.

Respectfully Submitted,

Jeff Hathaway, Committee Chairperson

Property Maintenance

Committee Members: Bruce Craig (co-chair), Eleanor Trawick (co-chair), Judy Craig (secretary), Howard Schroeder, Jeff Hathaway, Cindy Peters, Ginny Niles, and, John Taylor

Committee Function: To maintain the church and its grounds

Annual Duties

- Conduct congregational workdays and committee workdays
- Christmas tree set up and removal for the holidays
- Sidewalk snow removal following light snows
- Weed RE playground and Cross Memorial (workdays)
- Clean off leaves from roof and around the church (workdays)
- Fill driveway pot holes with gravel as needed

Contract Duties: Examined each year

- Snow removal (parking and sidewalks)
- Mowing
- Boiler and AC maintenance contract
- Custodial evaluation each year
- Insect Control
- Security system
- Insurance

Projects

- Put rubber feet on chairs that are missing them
- Stained RE playground equipment and fence (will continue this summer)
- Stained new wood in sanctuary
- Removed dead trees around church
- Preparing a few arm chairs for the sanctuary

Reports

- Made recommendations to the SOS committee
- Monthly Program Council reports

Repairs

- Overhead lights changed in the sanctuary
- Replaced lights on Morrison Road UU sign
- Plumbing: dishwasher, sinks, and toilets
- Repaired and cleaned front and back door mechanisms
- Fixed door screens that were torn
- Repaired damage to RE playground equipment
- Replaced damaged or defective electrical outlets and switches

Respectfully submitted,

Bruce Craig, co-chair

Religious Education

Committee members: Nadine Tringali, Director of Religious Education; Markie Oliver, Director of Youth Programs; Elsbeth Fritz, Chair
Meg Calkins, Shonet Martin, Jane Meyer, Velvet Miller, Susan Taylor

*The religious education committee was formed to supervise and support the director of religious education, help with different projects and events that occur throughout the year and act as liaisons between the classes and the DRE.

*The religious education committee held teacher and nursery staff orientation at the beginning of the curriculum year.

*This year RE added a 2-3 year old class to help with the older children in the nursery who are not quite ready for the pre-school class. Attendance in all the classes varies from week to week with some Sundays being very high in numbers and others being quite low. The classes with the highest and most consistent numbers were the 3rd-5th grade and the middle school class.

*Curriculum: 2-3 year olds: Friendship Finders, Pre-K Rainbow Seekers, Kindergarten-2nd Dr. Seuss and Unitarian Universalists, 3rd-5th Holidays and Holy Days and Caring for our Planet Earth, Middle school Popcorn Theology and UU History and High School explored peace and social justice issues and neighboring faiths as a way to discover who they are and what they believe.

*The Religious Education Committee is always looking to recruit volunteers to help continue the excellent programs provided by the Religious Education program.

*This year our social action Sundays included pet treat making and selling to benefit Heifer International (the children vote on what animals to buy), valentine making to give to the caring committee. We also sent care packages to our young adult members who are in the armed services.

*Special events included but not limited to, open house, fall festival, Santa Lucia, intergenerational service in December (Spirit of the Christmas Tree), cookie communion, Easter celebration, egg hunt and scavenger hunt for older students, Earth Day Youth Choir Directed by Ric Dwenger, teacher appreciation luncheon, age of reading ceremony, child dedication, celebration Sunday, RE Sunday, game day, REC Sundays in the month of June and summer art camp July thru August.

*Intergenerational Service in December was the play Spirit of the Christmas Tree.

*All youth continue to start the services in the sanctuary with their families and stay through joys and sorrows, the singing of Sprit of Life and then the congregation sings Go Now In Peace to signal it is time to go to their Religious Education Classes.

*This is a Boston Bound year. There are 8 youth and 3 chaperones going on the trip this year. The youth have done a fantastic job fundraising and attending classes regularly to ensure a fun and educational trip to learn more about the UU heritage.

*The REC is working to add OWL (Our Whole Lives) to its curriculum. REC is waiting budget approval.

*We bring another great year to a close. All members of the religious education committee, especially DRE Nadine Tringali and Youth Director Markie Oliver continue to give countless hours to ensure the success of the religious education program of the UU Church of Muncie.

Respectfully Submitted,

Elsbeth Fritz, Chair

Social Justice

Committee Members: Lisa Dwenger, Bill Frederick, Kim Hurley, Wayne Meyer (Chair), Bea Sousa

Again this year much of the work of the Social Justice Committee (SJC) was accomplished through its Feeding Our Hungry Neighbors (FOHN) task force. Current members are Bea Sousa (Chair), Tania Said Schuler, Nikki Winkle, Jan Moore, Mark Bryant and Merissa Shafer. They continued promotion of, and recruitment of many volunteers for, projects of Second Harvest Food Bank of East Central Indiana: 1) helping distribute food at the tailgate giveaways on the second and fourth Thursday mornings of each month and 2) sorting and packaging food at the Second Harvest warehouse on the third Monday morning of each month. The record turnout took place on January 16, the M. L. King "Day of Service," when 53 volunteers, young and old, pitched in at the warehouse. On December 19, 2011, a warehouse workers appreciation lunch was held at the church.

The FOHN continued to hold quarterly food drives, to benefit food pantries in town, in conjunction with major meal events at the church. Then in April 2012, monthly food drives began in conjunction with the third Sunday soup lunches. Also, last June a meal was provided for an OPT (Overcoming Poverty Together) dinner, a project of Teamwork for Quality Living, and another will be provided in May 2012. Also, volunteers were recruited for the Crop Walk in Muncie last September and for the Feed My Sheep program held at Muncie Central High School on Thanksgiving.

This year a small group of dedicated volunteers, led again by Marnee Cooley, continued to make sandwich lunches every fourth Sunday for Monday delivery to the Harvest Soup Kitchen in Muncie.

With the leadership of Rev. Moore, the focus of the Sunday service last Oct.16, World Hunger Day, was on social justice efforts in our church. Her sermon, entitled *Will We Become the Peanut Butter Church?*, included cameo testimonials by SJC member Kim Hurley and FOHN member Mark Bryant as well as long-time activist Linda Gregory.

This year the SJC continued to hold its Fair Trade Marketplace every second Sunday morning. Coffee, chocolate, and other products from the UUSC-endorsed Equal Exchange distributor were offered. In November 2011, with the leadership of Kim Hurley, holiday gift baskets of these products were sold. These baskets and Equal Exchange products were offered at the SJC booth at the November bazaar. Also, this winter Cindy Meyer and sons Wil and Charlie became regular helpers at the Marketplace.

The SJC continued to publish its monthly newsletter this year, the UU VOICE, in print and on our web site. After the founding editor, Kim Hurley, stepped down, Bonnie Willy took on that job as of the April issue.

In the summer and fall of 2011, the SJC sold 90+ UUCM t-shirts to members and friends, featuring a new, colorful flaming chalice design. Jason Harlow was the chief digital designer, with assistance from Kristina Hensley. The Committee is considering when to take orders again

for T-shirts, along with long-sleeve T-shirts and sweatshirts. Also, this winter buttons of the same design were offered, arranged by Tania Said.

This spring the SJC lent its support to a proposed OUTreach drop-in center at the church, a program providing support and services for LGBT youth. The program is modeled, in part, on the OUTreach center of the UU Church in Ogden, Utah.

This spring responsibility for the congregation's program of monthly dedicated offerings was transferred from the Worship Associates to the SJC. Our goal now is to develop and publish a clear set of guidelines for nominating and selecting the organizations and causes which receive these offerings.

April 2012 saw the establishment of a new SJC Cool Potato Task Force. Following up on the generous offer from Jan and Ron Moore of the use of their large garden plots (including plowing, water, etc.), a small task force was identified - Wayne Meyer (chair), Holly Hanauer, Cindy Meyer, & Jason Harlow - to take prime responsibility for growing a few crops, mostly for donation to local food pantries. Occasional help from other volunteers is hoped for. Seeds have been planted.

Possible future projects and ambitions discussed this past year include increased support of the OUTreach drop-in center proposal, a new "green" task force (perhaps involving more involvement in the new Muncie chapter of Hoosier Interfaith Power and Light), further development of the "Our Faith in Action: Help Heal the World" section of the web site, and a series of video/discussions on various social justice topics.

A primary goal remains involving many members and friends of the congregation in the development and implementation of social justice efforts. We sincerely thank all those who have joined us thus far. We welcome more participation in opportunities and obligations to put our faith in action.

Respectfully submitted,

Wayne Meyer, Chair

Stewardship

The Stewardship Committee members for the year 2011-2012 were Mary Hammons, chair, Carolyn Cooley, Brad Hanauer, and Caroline Sullivan, with additional help from Marian Cooley of the Finance Committee

Mary Hammons has agreed to stay on as chair, and Carolyn Cooley, Caroline Sullivan and Brad Hanauer will return as well.

The theme for the year was “Setting the Table for Success”

An Early Bird Event was held on Sunday, February 19th, at the home of Michael and Caroline Sullivan, where the top donors from 2011-2012 were honored. The Stewardship Kick-off Dinner was on Saturday, March 17th with a St. Patrick’s Day décor, food and music.

The Stewardship Committee and the following congregational members were Visiting Stewards: Nan and John Barber, Bruce and Judy Craig, Jim Hammons, Jeff Hathaway, Eleanor Johnson, Wayne Meyer, Bill Miller and Annemarie Voss, Lynn and Bea Sousa, Michael Sullivan and Eleanor Trawick.

We have received 110 pledges for a total of \$221,367 as of Sunday, May 7th, 2012.

40 units increased their pledges, 40 units pledged the same amount as last year and 10 units had decreased their pledges

There are 20 new pledging units, up from 5 new pledging units last year.

From the pledge units from last year, one member is deceased, 2 members have resigned, 1 member and 1 friend will be moving from the area and another friend is inactive.

Pledge	Donor Units	
	2012-2013	2011-2012
\$10,000-10,999	2	1
\$9,000-9,999	0	1
\$8,000-8,999	1	1
\$7,000-7,999	4	3
\$6,000-6,999	4	3
\$5,000-5,999	3	2
\$4,000-4,999	5	3
\$3,000-3,999	7	10
\$2,000-2,999	10	13
\$1,000-1,999	27	22
\$500-999	26	19
\$300-499	7	9
\$50-299	14	6
Total	110	93

Respectfully submitted,

*Mary Hammons, chair
Carolyn Cooley, Brad Hanauer, Caroline Sullivan*

Welcome Team (Formerly Membership)

This year the Welcome Team took on tasks in rotation. Bea Sousa kept us on task and reminded us of meeting dates. Annemarie Voss was agenda chair. Eleanor Trawick and Caitlin DeWitt shouldered most of the responsibility for preparing newcomer packets, greeting newcomers and following up on first visits. Forty visitors filled out a yellow card. We are grateful for these ambassadors for our church, who took on this time-consuming task which could not be funded.

Once a month we offered a question and tour time for new visitors. Generally two or three of our committee members and Mary Moore, our interim minister, were present to give a short history of our denomination and our local church. Bea Sousa's written history was the basis for our guided tour of our church, showing the worship and social spaces, describing the activities and events, showing the history wall and the photo gallery in addition to the stained glass windows, banners, and bells. These events have been well attended.

Every three months we offer a more specific four-hour orientation session to persons interested in joining our church. The program includes a historical overview of our Universalist and Unitarian heritages, information about congregational independence and interdependence with the UUA, about church governance, programs, and community outreach. Representatives of religious education and stewardship speak about their areas. This year thirteen new members joined.

The committee has collaborated to create a new visitor welcome link for our website, which thanks to Jim Hammons is up and running.

The purchase of an electronic information board for the lobby has been approved by the S.O.S. committee. This board will feature a calendar of events and brief biographies of new members. The Welcome Team will be in charge of uploading this information.

Membership: Bea Sousa, Gary Jeffers, Debbie Allen, Caitlin DeWitt, Eleanor Trawick, Judy Lowe, Nancy Chamberlain, and Annemarie Voss. Gary Jeffers and Eleanor Trawick resigned from the committee because of their great obligations in other capacities. We thank Bea Sousa and Debbie Allen for their long-time service, Annemarie Voss will be chair in the coming year.

Respectfully submitted,

Annemarie Voss

Bazaar in the Woods

The 2011 Bazaar In The Woods was a surprising financial success in a tough economy. We are grateful to our fantastic community which came together to support our church. As chair, I am especially thankful to the wonderful help I had with Lynn Sousa and Laura Janney who were able to take over when I was called away at the last minute. They did the lions share of the work. Thank you to their spouses, Bea and Jeff for all their help also. From all reports, the day was exhausting and joyous for everyone involved. A Special thank you goes out to Brad Hanauer and his team who handled the finances and provided us with our financial data after the smoke cleared. Our publicity team of Katie Frederick and Elaine Orr did great work getting the word out ahead of time. Jim Hammons kept our website flowing with pictures of bazaar items which helped create a buzz. As always, Christie Williams worked tirelessly behind the scenes on a myriad of tasks that made this day work so well.

As always we had great food offered by Kirk Robey (breakfast) and Sherri Flanders (lunch) who both donated the food, their considerable talent, and all of the supplies. SAMA was a new booth this year that added to our unique artistry, selling gently used beautiful saris and children's clothes. Bryce Taylor kept us entertained with music acts lined up throughout the day.

Our auction this year was enhanced by a substantial donation by Richard Williams. Mike

Sullivan did a great job rousing excitement about the auction's offerings.

Each booth was worked by a group of volunteers, in the chart below I have listed chairs and co-chairs, but all who worked our bazaar deserve our gratitude and respect for the great effort they put into it.

Church Sponsored Booths	
Books / Michael Doyle	\$461.25
Breakfast/Lunch Kurt Robey / Shari Flanders	\$1,241.74
Christmas / Nancy Chamberlain	\$242.00
Collectibles / Bea Sousa & Carolyn Sullivan	\$644.25
Crafts / Alyssa Farnsworth	\$153.25
Encore / Annemarie Voss & Linda Hanson	\$1,764.25
Face Painting / Christie Williams	\$16.00
Flea / Laura Janney & Howard Schroeder	\$886.44
Food / Mary Robey	\$1,284.96
Jewelry / Diane Hill	\$646.01
Plants / Cheryl LeBlanc & Bonnie Willey	\$310.33
Quilt / Nan Barber	\$944.02
Silent Auction / Michael Sullivan	\$3,512.00
Rummage (After Bazaar) / Laura Janney	\$692.59

Other	\$100.00
Consignment Booths	
Jewelry/Quilted Jackets (Gregory)	\$1,066.00
Pottery (Peterson)	\$130.00
Wonderful Stuff (Fritz)	\$101.00
Woodcrafts (Calvin)	\$280.00
Jewelry (Garofolo)	\$121.00
Pottery (Morton)	\$180.50
Jewelry (Pat Kleeberg)	\$75.00
Tamarack (Cheryl LeBlanc)	\$105.00
Frederick	\$20.00
SAMA (S. Gupta)	\$155.00
Jewelry (Liz Lowe)	\$100.00
Total	\$15,232.59
Boston Bound (N. Tringali)	\$190.00

This bazaar is a collaborative effort that really speaks to the vibrant health and commitment to our church community and we hope that 2012 will prove to be as big of a success as 2011.

Respectfully submitted,

Mary Bradley

Kitchen

Members of the Kitchen Committee: Elsbeth Fritz & Jane Meyer (co-chairs since December), Judith Roepke (chair until December), Marj Joyner, Jean Rutherford, Carolyn Ulrich, and Annemarie Voss.

Kitchen Committee members are assigned months for laundering church kitchen linens. They meet quarterly to clean and reorganize the kitchen. They also clean out the refrigerator of any food or beverages that are not labeled with owner's name and date.

Reminders to everyone:

When you place something in the church refrigerator, be sure to label it with your name and date.

If any of you happen to take church linens home to launder, be sure to complete this work promptly and return the linens within the week. The Kitchen Committee no longer launders the white tablecloths. Whatever group has used them is responsible for their laundering and return.

Special accomplishments this year:

We acquired eight new white tablecloths, had both church ovens professionally cleaned, and painted white markings on the red range control knobs so that they are easier to read.

In December 2011, Judith decided to step down from the Kitchen Committee. We all need to thank her for her many years of work to make our kitchen functional and sanitary. The standards she set will continue to be our goal. The coffee ordering is now done by the Hospitality Committee who knows when coffee it needed. The Property Maintenance Committee takes care of kitchen equipment and continues to cover these expenses. The leadership of the Kitchen Committee changed in December. Jane Meyer and Elsbeth Fritz are co-chairs. Jane helps with communication and Elsbeth attends Program Council meetings.

Respectfully submitted,

Jane Meyer

MINISTERIAL SEARCH

Your Ministerial Search Committee (MSC) was formed through elections (3 members) and board appointments (4 members), and met for the first time in September in a joint meeting with the church board. At that meeting an August 1 search time line was selected and a two-year establish. A MSC retreat with the UUA Ministerial Settlement Representative (Rev Barbara Childs) occurred in October and gave the MSC members the opportunity to review the procedures and guidelines for the search process. The specific roles that the 7 MSC members would play in the search process were also established and we wrote our charge for the search. The committee roles and charge are given below.

COMMITTEE ROLES

Although the committee works as a team on all aspects of the search, each member has a specific role for the search process. A complete description of each role can be found on the church web site.

Bruce Craig, Chair.

Gary Jeffers, Packet Editor and Distributor.

Sue Errington, Arranger.

Caroline Curlin, Reference Checker..

Ginny Nilles, Secretary,

Linda Hanson, Survey coordinator..

Laura Janney, Treasurer.

SEARCH COMMITTEE CHARGE

The Search Committee is charged with the selection of a CANDIDATE for minister. The candidate will have the characteristics/abilities identified by the congregation that they feel will allow the congregation to flourish. Our job is to determine what the congregation wants in a minister and identify a candidate that fits the criteria set by the congregation. It is the congregation's job to select the minister.

To date the MSC has completed Cottage Meetings to collect preliminary information for the search process, and by the time this report is being read a congregational survey will be underway to add to what we have learned from the Cottage Meetings. In June the MSC will host a Beyond Categorical Thinking weekend, in which the MSC will meet with the UUA BCT representative, and along with the congregations attend a service and workshop dedicated to BCT. The service and workshop are designed to help us better understand what BCT represents, and why it is a concern.

Respectfully submitted,

Bruce Craig, MSC Chair

Save Our Sanctuary (SOS)

The Save Our Sanctuary (SOS) committee has had another busy year. We currently have 35 projects listed on the SOS update page on the church web site, with 22 of them representing Completed Projects. The ones completed this year range from re-landscaping the front entrance to installing new door locks. An additional 5 projects are underway and should be completed soon. That leaves 4 projects that are pending the final costs, and 4 that are still in the planning stages.

A description of each project and its status (complete, underway, in review, pending costs, or being planned) is available on the church web site. Just open the home page and click on “church programs, news and events” in the menu. Once the SOS update appears click on it and a pdf file of the projects will open. If you want a hard copy of the report see me after the congregational meeting.

There is still money left in the SOS fund so contact me if you have a project in mind.

Respectfully submitted,

Bruce Craig, SOS Chair

Transition Team

The Transition Team has been meeting with Mary Moore, our Interim Minister, on a regular basis to assist in working through five tasks identified as being important for the Interim Period and the Congregation:

- Claiming and honoring its past and engaging and honoring its grief's and conflicts
- Recognizing its unique identity and its strengths, needs, and challenges
- Clarifying the appropriate leadership roles of minister(s), church staff, and lay leaders and navigating the shifts in leadership that may accompany times of transition
- Making appropriate use of District, UUA, and other outside resources
- Proudly coming into possession of a renewed vision and strong stewardship, prepared for new growth and new professional leadership, ready to embrace the future with anticipation and zest.

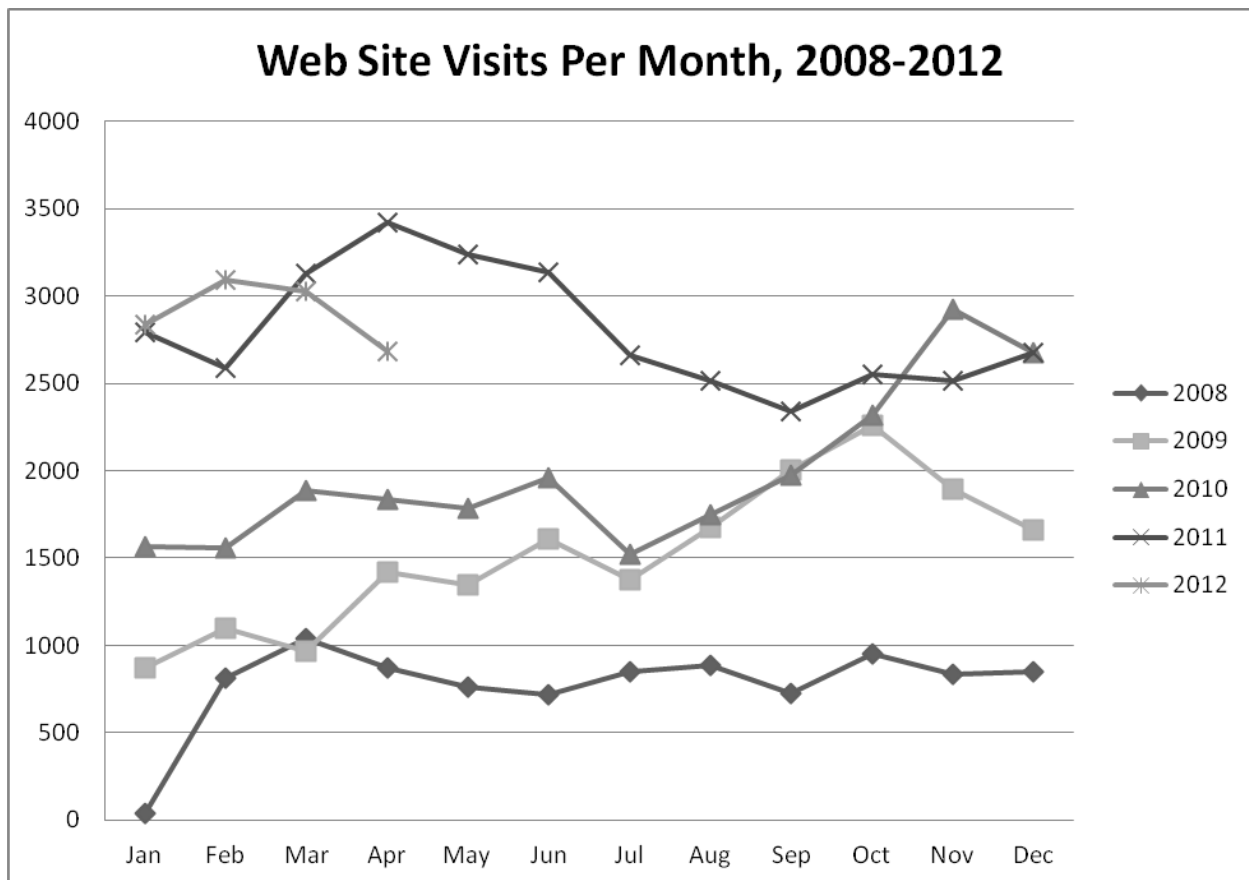
The Team has proposed a policy for use of keys to the church's outside doors and has hosted a History Wall project whose report is pending.

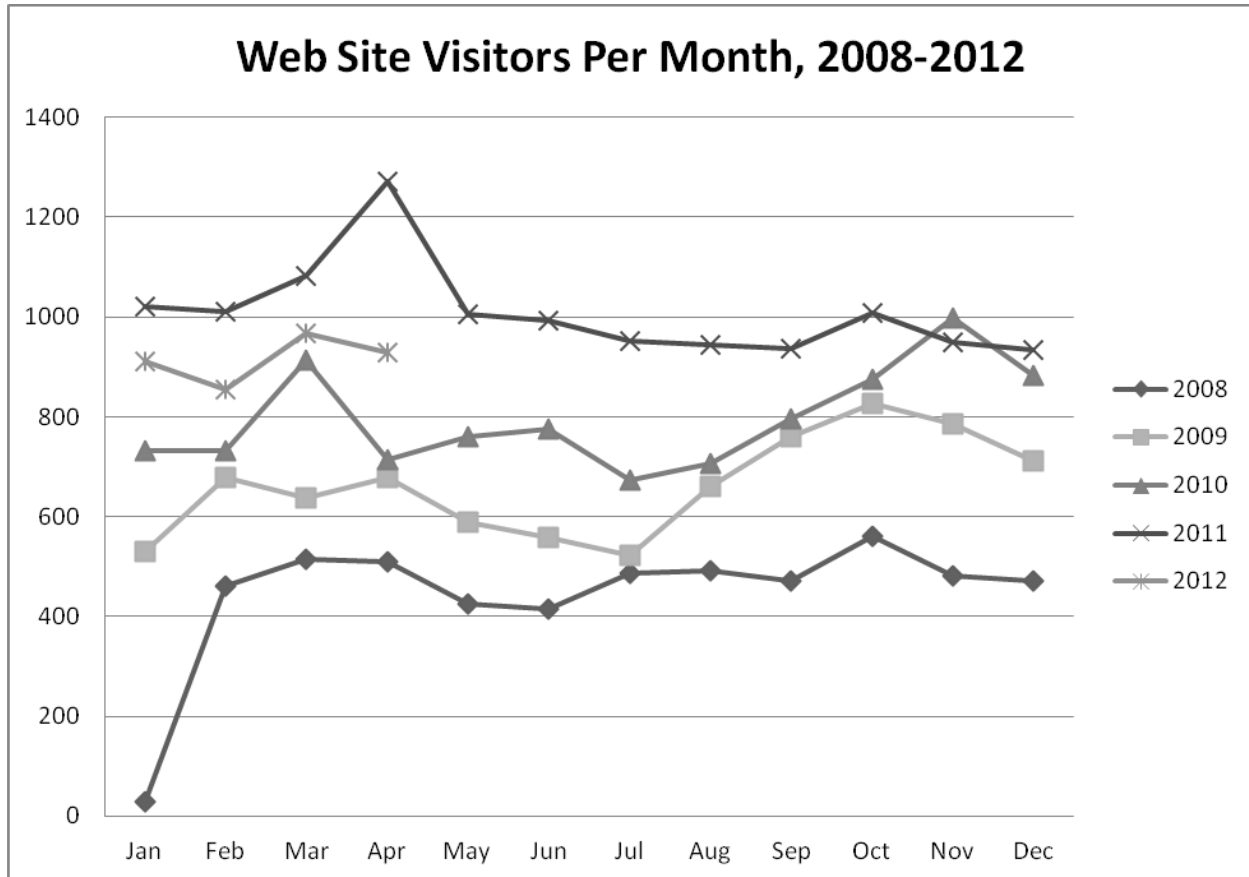
Members of the Transition Team are Brad Hanauer, Elsbeth Fritz, Diane Hill, Mary Johnson Robey, and Sharon Seager.

Unitarian Universalist Church of Muncie
Annual Reports

Web Site

In 2011-12 the church web site (www.uuchurchmuncie.org) was once again cited by visitors and established members as an entry point to the Congregation, mentioned by a number of new visitors as an important part of their learning about the church before deciding to visit. Usage continued to increase, throughout most of 2011, with average monthly visits up 41% over 2010. The rate of increase in visits has slowed in the first few months of 2012 (4%). The number of unique monthly visitors has actually decreased by 9% so far in 2012, suggesting that the audience has stabilized but is making more intensive usage of the site. The following charts show the growth trend in both visits and unique visitors since January 2008.





In the coming year, the site will be a focal point of information to be disseminated by the Ministerial Search Committee and other church groups involved in attracting and recruiting a new settled minister. As I've said since I began working on the web site in 2006, the primary audience of the web site is "people who don't come to our church yet." In 2012-13, one very important member of this audience is our next spiritual leader!

Submitted by Jim Hammons,
Website Administrator

Annual Calendar 2010-11

May 2011

1 Discussion; RE Cmte; PropMaint
Cmte; Fellowship Cmte; Worship &
RE Classes; Budget/Search
Discussion; Teacher Appreciation
Lunch; Marian Cooley Recital; Cakes
for the Queen of Heaven; MS/HS
Youth Bridging Ceremony; Meditation

2 Yoga

3 MS/HS Youth Activities & Body life
Dinner; Choir Rehearsal

4 Carpet Cleaning; Revival Hr; Worship
Assoc

5 1859 Forum

7 Holly Hanauer Event; SAMA; Brew
Pub @ Trawick/Oliver Home

8 Discussion; Choir Rehearsal; Worship
& RE Classes; Chalice Marketplace;
HS Youth Group Campfire;
Meditation

9 Yoga; Social Justice Cmte

10 MS/HS Youth Activities & Body Life
Dinner

11 Revival Hr; Program Council

12 Genova/Perchlik Event

13 Church Office Closed

14 Kitchen Cleaning; SAMA Event

15 Discussion; Marketing Cmte; Worship
& RE Classes; Congregational
Meeting & Lunch; Cakes for the
Queen of Heaven; Meditation

16 Guild Auditions; Yoga

17 MS/HS Youth Activities & Body Life
Dinner

18 Revival Hr; YMCA Pre-school
Graduation; Board of Trustees;
Membership Cmte

19 Foster/Adopt Support Group

20 Christina Whitlock Recital

21 Gentry/Pickel Commitment Ceremony

22 Discussion; Worship & RE Classes;
Adult RE Cmte; Caroline Sullivan
Recital; Meditation Group

23 Yoga

24 Muncie Action Plan Meeting

25 Revival Hr; Pastoral Assoc

28 Young Wedding

29 Discussion; ComServ: Sack Lunches;
Worship & RE Activities; Meditation
Group

30 Church Office Closed – Memorial Day

31 Liz Seidel Recital

June 2011

1 BSU Chamber Music rehearsals;
Revival Hr

2 BSU Chamber Music Concert

3 Begin summer office hours

5 Discussion; RE Cmte; PM Cmte;
Worship & RE Heifer Sun; Adv Trip
meeting; Meditation Grp

6 Yoga

7 Body Life dinner

8 Revival Hr; Program Council

11 Fritz private event

12 Discussion; Marketing Cmte; Worship
& RE Animal Blessing; Chalice
Marketplace; Orientation Session;
Search Process mtg; Service Auction
event; Meditation Grp

13 1859 Steering Cmte; Yoga; Social
Justice Cmte

14 Body Life Cookout

15 Revival Hr; Board; Membership Cmte

16 Foster/Adopt Support Group

18 Celebration for Thomas

19 Discussion; Worship & RE Music Sun;
3rd Sun Lunch; Congregational Mtg;
HS Youth Grp; Meditation grp

20 Yoga

21 Body Life dinner

22 Revival Hr; Pastoral Assoc

25 Deb/Dan Allen private event

26 Discussion; ComServ Sack Lunches;
Worship & RE Flower Sun; Adult RE
Cmte; Meditation Grp

27 Yoga

28 Body Life dinner

29 Revival Hr

July 2011

3 Discussion; PM Cmte; Worship & RE
Game Day; Meditation Grp

4 Office closed

5 Body Life dinner

6 Revival Hr; Worship Assoc

9 PM Workday

10 Discussion; Fellowship Cmte;
Worship & RE Art Camp; Chalice
Marketplace; HS Youth Grp;
Meditation Grp

11 Yoga

12 Body Life cookout

13 Revival Hr; Program Council

17 Discussion; Worship & RE Art Camp;
Meditation Grp
18 Yoga
19 Body Life dinner
20 Revival Hr; Board of Trustees
21 Foster/Adopt Support Grp
23 Private Event
24 Discussion; Worship & RE Art Camp;
Membership Cmte; Meditation Grp;
4U @ Grace Village
25 Yoga
26 Body Life dinner
27 Revival Hr
31 Discussion; ComServ: Sack Lunches;
Worship & RE Art Camp; Meditation

August 2011

1 Yoga
2 Body Life dinner
3 Revival Hr; Worship Assoc
4 Social Justice Cmte
7 Discussion; RE Cmte; Worship & RE
Art Camp; Meditation Grp
8 Yoga
9 Body Life dinner
10 Revival Hr; Program Council
14 Discussion; Worship & RE Art Camp;
Ice Cream Social; Chalice
Marketplace; Meditation Grp
15 Yoga
16 WIC Conference; Body Life dinner
17 Revival Hr; RE Teacher Orientation;
Board of Trustees
18 Rummage Sale set-up; Foster/Adopt
Support Grp
19 Rummage Sale
20 Rummage Sale
21 Discussion; Worship & RE Classes
Kick Off; 3rd Sun Lunch; Pastoral
Assoc; Gupta Private event; HS
Youth Grp; Meditation Grp
22 Fall office hours begin; Yoga
23 Body Life dinner; Childcare
Orientation
24 Revival Hr
25 Carroll Austin Memorial Service
27 SAMA Lunch prep; LWV event; Fritz
private event
28 Discussion; ComServ: Sack Lunches;
Worship & RE classes; SAMA "Thank
You" Lunch; HS Youth Grp;
Membership Cmte; Meditation Grp
29 Yoga
30 Body Life dinner
30 Revival Hr

September 2011

4 Discussion; Worship & RE Goofy
Olympics; Meditation Grp
5 Labor Day: office closed; Yoga
6 Body Life dinner; Choir rehearsal
7 Revival Hr; Worship Assoc
10 Kitchen cleaning; C. Cooley private
event
11 Discussion; PM Cmte; Worship & RE
classes; RE Open House; Chalice
Marketplace; Boston Bound mtg; HS
Youth Grp; Bazaar Chairs mtg;
Pastoral Assoc
12 Yoga; Social Justice cmte
13 Body Life dinner; Choir rehearsal
14 Revival Hr; Program Council
15 Foster/Adopt Support grp
17 Janney private event
18 Discussion; Worship & RE classes; 3rd
Sun Lunch; Question Time & Tour;
HS Youth Grp; SAMA event;
Meditation grp
19 Yoga
20 Body Life dinner; Choir rehearsal
21 Revival Hr; Board of Trustees
23 Fall Retreat @ Pokagon; SAMA event
24 Fall Retreat @ Pokagon
25 Fall Retreat @ Pokagon; Discussion;
ComServ: Sack Lunches; Worship &
RE (childcare only); Adult RE cmte;
Meditation grp
26 PM Workday; Yoga
27 Body Life dinner; Choir rehearsal
28 Revival Hr
29 BSU Conference; UUCM Book Grp

October 2011

2 Discussion; RE cmte; Worship & RE
classes; Boston Bound mtg;
Welcome Team mtg; HS Youth grp;
Meditation grp
3 Yoga
4 Body Life dinner; Choir rehearsal
5 Revival Hr; Worship Assoc
6 Transition Team mtg
9 Discussion; Fellowship cmte; Worship
& RE classes; Chalice Marketplace;
HS Youth grp; Bazaar mtg;
Meditation grp; 4U @ Grace Village
10 Yoga
11 Body Life dinner; Choir rehearsal
12 Revival Hr; Program Council
16 Discussion; PM cmte; Worship & RE
classes; 3rd Sun Lunch; Question
Time & Tour; Pastoral Assoc;
Meditation grp

17 Yoga
 18 Body Life dinner; Choir rehearsal
 19 Revival Hr; Board of Trustees
 20 Foster/Adopt Support
 22 Buley Center Board mtg; PM
 Workday
 23 Discussion; Worship & RE classes;
 Adult RE cmte; Congregational mtg;
 MS/HS Youth @ Corn Maze;
 Meditation grp
 24 Yoga
 25 Body Life dinner; Choir rehearsal
 26 Revival Hr
 30 Discussion; ComServ: Sack Lunches;
 Worship & RE Fall Festival; Bazaar
 set-up; Meditation grp
 31 Yoga

November 2011

1 Body Life dinner @ Oliver/Trawick
 home; Choir rehearsal
 2 Revival Hr; Worship Assoc; Bazaar
 set-up/drop-off
 3 Bazaar set-up/drop-off
 4 Bazaar set-up/drop-off
 5 Bazaar in the Woods; Private event;
 Circle in the Woods
 6 Discussion; Stewardship cmte;
 Fellowship cmte; Worship & RE
 classes; MS/HS Youth grps @
 bowling; Meditation grp
 7 Yoga
 8 Body Life dinner; Choir rehearsal
 9 Revival Hr; Program Council
 11 Rummage Sale set-up
 12 Post-Bazaar Rummage Sale
 13 Discussion; RE cmte; Worship & RE
 classes; Chalice Marketplace; HS
 Youth grp; UU Christian Communion;
 Gupta event; Meditation grp; 4U @
 Grace Village
 14 Yoga; Social Justice cmte
 15 Body Life dinner; Choir rehearsal
 16 Alpha Mu Gamma Harvest Feast;
 Revival Hr; Board of Trustees
 17 Foster/Adopt Support grp
 19 UUCM Harvest Feast
 20 Discussion; PM cmte; 3rd Sun Lunch;
 Question Time & Tour; Pastoral
 Assoc; HS Youth grp; Meditation grp;
 4U @ Grace Village
 21 Yoga
 22 Body Life dinner
 23 Revival Hr
 24 Thanksgiving: office closed
 25 office closed

27 Discussion; ComServ: Sack Lunches;
 Worship & RE Nursery only; HS
 Youth grp; Adult RE cmte; Meditation
 grp
 28 Yoga
 29 Body Life dinner; Choir rehearsal
 30 Revival Hr

December 2011

1 Transition Team
 2 SAMA event
 3 Private kitchen use; Holiday play
 practice; RE Holiday Party; Circle in
 the Woods
 4 Discussion; RE cmte; Stewardship
 cmte; Worship & RE classes; MS
 Youth grp; Welcome Team; Tree
 Trimming Party; HS Youth grp;
 Meditation grp
 5 Yoga
 6 Body Life dinner; Choir rehearsal
 7 Revival Hr; Program Council; Worship
 Assoc
 8 AAUW Meeting & Party
 9 BSU Holiday Party
 10 Play Practice; Saffron Bun baking
 11 Discussion; Worship & RE Activities;
 Chalice Marketplace; HS Youth grp;
 Meditation grp
 12 Yoga
 13 Body Life dinner; Choir rehearsal
 14 Revival Hr; Lessons & Carols
 15 Foster/Adopt Support grp
 16 Private event
 17 Play practice; Circle in the Woods
 18 Discussion; PM cmte; Holiday
 Pageant; Pastoral Assoc; HS Youth
 grp; Meditation grp
 19 Second Harvest Volunteer Lunch;
 Yoga
 20 Body Life dinner; Holiday Caroling
 with Sanctuary Choir
 21 Revival Hr; Board of Trustees
 22 Office closed through Jan 2, 2012
 24 Candlelight Service
 25 Discussion; Worship & RE Nursery
 only; Holiday Carry-in
 26 Yoga
 28 Revival Hr

January 2012

1 Discussion; Worship & RE Nursery
 only; Meditation grp
 2 Yoga
 3 Body Life dinner

4	Revival Hr; Worship Assoc	19	Discussion; PM cmte; Fellowship
8	Discussion; RE cmte; Stewardship cmte; Worship & RE classes; Chalice Marketplace; Boston Bound; HS Youth grp; Welcome Team; Meditation grp		cmte; Worship & RE Social Action; 3 rd Sun Lunch; Question Time & Tour; Pastoral Assoc; Boston Bake Sale; Stewardship Early Bird Event @ Sullivan home; MS/HS Youth grp @ bowling; Meditation grp
9	Yoga; Social Justice cmte		Yoga
10	Body Life dinner; Choir rehearsal	20	
11	Revival Hr; Program Council	21	Great Meals Nutrition class; Body Life dinner; Choir rehearsal
14	Circle in the Woods		Revival Hr
15	Discussion; PM cmte; Worship & RE classes; 3 rd Sun Lunch; Question Time & Tour; Pastoral Assoc; HS Youth grp; Membership Orientation; Meditation grp	22	Whitlock Piano Recital
		24	Private event; Circle in the Woods
16	MLK Day: office closed; Yoga	25	Discussion; ComServ: Sack Lunches; Stewardship cmte; Worship & RE classes; Boston Bound Pizza Lunch; Pet Treat Sale; HS Youth grp; Adult RE cmte; Cooley Recital; Meditation
17	Body Life dinner; Choir rehearsal	26	Yoga
18	Revival Hr; Board of Trustees		Body Life dinner; Choir rehearsal
19	Foster/Adopt support	27	Revival Hr
21	Board/Transition Team mtg	28	
22	Discussion; Nominating; Worship & RE classes; Adult RE cmte; HS Youth grp; Meditation grp	29	
23	Yoga		
24	Body Life dinner; Choir rehearsal		
25	Revival Hr		
28	MS/HS Youth grps: Tobogganing @ Pokagon; Membership Orientation; Amateur Night; Circle in the Woods		
29	Discussion; ComServ: Sack Lunches; Choir rehearsal; Worship & RE classes; Town Hall Q&A; Board of Trustees; Meditation grp		
30	Yoga		
31	Body Life dinner; Choir rehearsal		

March 2012

1	Transition Team
4	Discussion; RE cmte; Stewardship cmte; Choir rehearsal; Worship & RE classes; Boston Bake Sale; Interfaith Carry-in; LGBTQ Drop-in; Meditation Yoga
5	Yoga
6	Body Life dinner
7	Revival Hr; Worship Assoc; Negotiating cmte
10	Visiting Steward Training; Circle in the Woods
11	Discussion; Fellowship cmte; Worship & RE classes; Chalice Marketplace; Welcome Team; Meditation grp; 4U @ Grace Village
12	Yoga; Social Justice cmte
13	Body Life dinner; Choir rehearsal
14	Revival Hr; Program Council
16	Sudan Info mtg
17	Stewardship Dinner
18	Discussion; PM cmte; Worship & RE classes; 3 rd Sun Lunch (Boston); Boston Bake Sale; Question Time & Tour; Pastoral Assoc; Cottage Meeting; HS Youth grp; Meditation Yoga
19	Yoga
20	Body Life dinner; Choir rehearsal
21	Parents' Group; Revival Hr; Board of Trustees
22	Hoosier Interfaith Power & Light
23	Office closed; Bha'i event
24	Private event; Circle in the Woods

February 2012

1	Revival Hr; Worship Assoc
4	SAMA mtg
5	Discussion; RE cmte; Stewardship cmte; Nominating cmte; Worship & RE classes; Transition Team; Meditation grp
6	Yoga
7	Body Life dinner; Choir rehearsal
8	Revival Hr; Program Council
11	Private event; Circle in the Woods
12	Discussion; Choir rehearsal; Worship & RE classes; Chalice Marketplace; Boston Bound; Welcome Team; HS Youth grp; Meditation grp
13	Yoga; Social Justice cmte
14	Body Life dinner; Choir rehearsal
15	Revival Hr; Board of Trustees
16	Foster/Adopt Support
18	Cottage Meeting

25 Discussion; ComServ: Sack Lunches;
Worship & RE classes; Adult RE
cmte; MS Youth grp; HS Youth grp;
Meditation grp; 4U @ Grace Village

26 Office closed; Yoga

27 Body Life dinner; Choir rehearsal

28 Revival Hr; Book Group @ Voss home

29 LGBTQ Organizational Mtg

31 Private event

April 2012

1 Discussion; Stewardship cmte; RE
cmte; PAC; Worship & RE classes;
Boston Bake Sale; Boston Bound;
Town Hall Q&A; HS Youth grp;
Meditation grp

2 Yoga

3 Body Life dinner; Choir rehearsal

4 Parents' Group; Revival Hr; Worship
Assoc

5 Maundy Thursday Service & Dinner

8 Discussion; Choir rehearsal; Worship
& RE Easter Activities; Chalice
Marketplace; Town Hall Q&A;
Meditation grp; 4U @ Grace Village

9 Yoga; Social Justice cmte

10 Body Life dinner; choir rehearsal;
Finance cmte

11 Revival Hr; Board of Trustees;
Program Council

14 PM Workday; Circle in the Woods

15 Discussion; PM cmte; Welcome
Team; Worship & RE classes; 3rd Sun
Lunch (Boston); Town Hall Q&A;
MUUSA Info; Question Time & Tour;
End of Life Workshop; HS Youth grp;
Meditation grp

16 Yoga

17 Body Life dinner; Choir rehearsal

18 Parents' Group; Revival Hr; BSU
Women's Club; Board of Trustees

21 PM Workday; AWAKEN Fundraiser

22 Discussion; Worship & RE classes;
MS Youth grp; Adult RE cmte; Town
Hall Q&A; Cottage Meeting Report;
HS Youth grp; Meditation grp; 4U @
Grace Village

23 Yoga

24 Body Life dinner; Choir rehearsal

25 Revival Hr

27 Office closed; AAUW meeting prep

28 AAUW Annual Meeting; Brew Pub @
Trawick/Oliver home

29 Discussion; ComServ: Sack Lunches;
Worship & RE classes; Boston Bake
Sale; Town Hall Q&A; HS Youth grp;

Circle in the Woods: Beltane;
Meditation grp
Yoga

30

May 2012

1 Body Life dinner; Choir rehearsal

2 Parents' Group; Revival Hr; Worship
Assoc

5 SAMA Event

6 Discussion; Stewardship cmte;
Fellowship cmte; Worship & RE
classes; Boston Bake Sale; Teacher
Appreciation Lunch; Town Hall Q&A;
Dinner Discussion; MS/HS Youth grp
@ bowling; Meditation grp

7 Yoga

8 Primary Election Polling Location;
Body Life @ Janney home

9 Revival Hr; Program Council

10 Carpet cleaning

12 Private kitchen use

13 Discussion; Worship & RE activities;
Chalice Marketplace; Informal Chat;
Meditation grp

14 Yoga; Social Justice cmte

15 Body Life dinner

16 Parents' Group; Revival Hr; Board of
Trustees

20 Discussion; PM cmte; Welcome
Team; RE cmte; Worship & RE
classes; Congregational Meeting &
Lunch; Relay for Life Bake Sale;
Private event; HS Youth grp;
Meditation grp

21 Yoga

22 Body Life dinner

23 Revival Hr

24 Private event

25 Private event

27 Discussion; ComServ: Sack Lunches;
Worship & RE Game Day; Adult RE
cmte; Meditation grp

28 Memorial Day: office closed

29 Body Life dinner

30 BSU Chamber Music rehearsals;
Revival Hr

31 BSU Chamber Music Concert

Nominations 2012-13

Board

Eleanor Trawick (13), President
Nan Barber (13), Vice President
Mary Bradley (14), Secretary

Jeff Hathaway (13), Treasurer
Bill Frederick (13), President-Elect

Standing Committees

Adult Religious Education

Bill Miller, Co-Chair (14); Pat Helms, Co-Chair (14), Mary Bradley (14), Lowell Brummett (14), Lynn Hale (14), Judy Kreiger-Wand (13), Paul Stout (13), George Wolfe (13)

Social Justice

Wayne Meyer, chair (14), Steve Chalk (14), Connie Gregory (14), Bea Sousa (14), Bonnie Willy(14)

Fellowship

Holly Hanauer, Chair (14), Susan Bossung (14), Susan Calvin (14), Alyssa Farnsworth (13), Shailla Gupta (13), Linda Hanson (13), Cindi Marini (14), Elsa Reichle (13), Karyn Reichle (14), Christie Williams (13), Sherry Ware (14)

Finance

Brad Hanauer, Chair (13), Deb Allen (13), Mona Burton (13), Jane Duckworth (14), Linda Hanson (ex officio, Dining for Dollars)

Hospitality

No chair nomination. All members are for a one year commitment.

Susan Bossung, Marnee Cooley, Alyssa Farnsworth, Kirk Robey, Mary Johnson Robey, Hal Roepke, Jessi Shaffer, Peg Shaffer, Amy Shaw, Lynn Sousa, Hubert Steward, Melinda Webb, Kari Wilhems
Substitutes: Deb Allen, Nancy Chamberlain, Michael Kerrigan, Liz Lowe, Judy Lowe, Mike Sullivan, Melinda Webb

Property Maintenance

Judy Craig, Co-Chair (14); Cindy Peters, Co-Chair (14), Jeff Hathaway (14), Howard Schroeder (14), John Taylor (14)

Publicity (formerly Marketing)

No nominations

Religious Education

Velvet Miller, Chair (14), Meg Calkins (14), Elsbeth Fritz (14), Shonet Martin (13), Jane Meyer (13), Susan Taylor (14), Markie Oliver and Nadine Tringali ex officio as RE employees

Stewardship

Mary Hammons, Chair (14), Carolyn Cooley (13), Brad Hanauer (13), Caroline Sullivan (13)

Welcome Team (formerly Membership)

Annemarie Voss, Chair (14), Deb Allen (14), Nancy Chamberlain (13), Caitlin DeWitt (13), Judy Lowe (14)

Greeters: Kaitlyn Dickerson, Gene Frankland, Mary Hammons, Ginny Nilles, Elaine Orr, Jean Redburn, Lynn Vollmar

Special Committees

Development and Investment

Board is reviewing the role of this committee as a part of a more far-reaching process as developed by the UUA and as suggested by the Finance Committee.

Financial Review - Board is reviewing the role of this committee.

Ministerial Relations - No nominations during interim period.

Nominating

Eleanor Johnson, Chair, per Bylaws

Mary Johnson Robey, Board appointed (13)

Board appointed

Elected by Congregation

Elected by congregation

Personnel Advisory Committee

Per Bylaws: Bill Frederick, Elsbeth Fritz (appointed from RE Committee), Eleanor Johnson, Eleanor Trawick

Other Committees

Bazaar: Mary Bradley (co-chair), need co-chair

Caring: Julie Fritz (co-chair) Liz Lowe (co-chair), Kirk Robey, Mary Johnson Robey, Barbara Tweedy

Historian: Sharon Seager

Kitchen: Elsbeth Fritz (co-chair), Marj Joyner, Jane Meyer (co-chair), Jean Rutherford, Carolyn Ulrich, Annemarie Voss

Long Range Planning: Bea Sousa (coordinator)

Ministerial Search Committee: Bruce Craig (chair), Caroline Curlin, Sue Errington, Linda Hanson, Laura Janney, Gary Jeffers, Ginny Nilles

Pastoral Associates: Ric Dwenger, Jim Helton, Mary Johnson, Liz Lowe, Velvet Miller, Ray White

Sights & Sounds Team: Robert Guillaud, Jim Hammons, Keith Kothman, Bryce Taylor (chair)

Transition Team: Elsbeth Fritz, Brad Hanauer, Diane Hill, Mary Johnson Robey (chair), Sharon Seager

Worship Associates: Lisa Cox, Caitlin DeWitt, Lisa Kuriscak, Brandon Mundell, Michael O'Hara, Markie Oliver, Steve Schuler, Bea Sousa

Unitarian Universalist Church of Muncie
General Fund Budget 2011-2012

May 20, 2012

	Proposed Budget 2012-2013	Budget 2011-2012	Actual for 10 Months Ended April 30th
Income:			
Pledges and gifts:			
Pledges and Gifts	\$ 221,367	\$ 215,500	178,008
Loose offerings	4,000	4,000	3,080
Fund raising	24,000	24,000	21,428
Income from Templer Fund	3,000	3,000	2,835
Interest and dividends, etc.	900	900	1,135
Building use	1,500	1,500	945
Social activities and miscellaneous			473
Designated Offerings	10,000	10,000	
Total income	\$ 264,767	\$ 258,900	\$ 207,903

Unitarian Universalist Church of Muncie
General Fund Budget 2011-2012
 May 20, 2012

	Proposed Budget 2012-2013	Budget 2011-2012	Actual for 10 Months Ended April 30th
Expenses:			
Settled Minister			
Lump Sum Payment		5,000	5,000
Interim Minister			
Salary	48,900	49,500	34,500
Housing	16,000	10,000	12,000
Total Cash Compensation	<u>64,900</u>	<u>59,500</u>	<u>46,500</u>
Benefits			
FICA	-		
Pension	4,543	2,970	2,790
Insurance	7,000	1,160	6,243
Life Insurance		370	-
Total Interim Minister Except Expenses	<u>\$ 76,443</u>	<u>\$ 69,000</u>	<u>\$ 60,533</u>
Interim Minister's expense allowance	4,000	3,344	2,787
Relocate Interim Minister		5,000	4,015
Total Interim Minister	<u>\$ 80,443</u>	<u>\$ 77,344</u>	<u>\$ 67,335</u>
Religious education staff			
RE Director Salary	28,481	28,481	24,078
RE Director Pension	1,994	1,709	1,574
RE Director Expense Allowance	1,200	752	627
Total - RE Director	<u>\$ 31,675</u>	<u>\$ 30,942</u>	<u>\$ 26,278</u>
Youth Director	6,628	6,628	5,523
Total - RE Staff	<u>\$ 38,303</u>	<u>\$ 37,570</u>	<u>\$ 31,802</u>
Office Administrator			
Salary - Office Administrator	22,112	22,112	19,447
Pension - Office Administrator	1,548	1,327	1,264
Group insurance - Office Administrator	3,900	3,900	2,713
Total - Office Administrator	<u>\$ 27,559</u>	<u>\$ 27,338</u>	<u>\$ 23,423</u>
Salary - Choir Director	3,875	3,875	-
Salary - Music Director	5,579	7,579	9,545
Music Director Professional Expenses	2,000		
Guest musicians	300	300	40
Child care & nursery	3,000	3,000	2,032
Payroll taxes	5,330	5,342	4,747
Total salaries, payroll taxes, and expenses	<u>\$ 166,389</u>	<u>\$ 162,348</u>	<u>\$ 138,924</u>

Unitarian Universalist Church of Muncie
General Fund Budget 2011-2012
 May 20, 2012

	Proposed Budget 2012-2013	Budget 2011-2012	Actual for 10 Months Ended April 30th
Church office expenses:			
Church office expenses - general	1,500	1,200	1,441
Copy machine expenses	2,900	2,600	2,381
Office equipment and software	500	500	420
Postage	600	600	289
Unigram & bulletins	2,000	4,750	4,660
Internet costs	600	1,200	650
Telephone	1,700	1,300	1,232
Software		800	829
Web Services	2,700		
Total church office expenses	\$ 12,500	\$ 12,950	\$ 11,903
Denominational affairs	17,600	18,000	15,231
Designated Offerings Sent	10,000	10,000	
Committee and miscellaneous expenses:			
Publicity	800	1,500	95
Adult Religious Education	400	400	-
Caring Committee	100	100	(35)
Choir	1,100	1,100	189
Community Service			
Finance Committee & Stewardship	500	500	(27)
Kitchen Committee	200	200	64
Library	200	200	
Welcome Team	800	300	265
Miscellaneous expenses	500	500	204
Pokagon	300	300	
Sights & Sounds	200	200	
Social Justice	200	200	(412)
Religious Education Committee	5,300	4,000	3,533
Youth groups	2,100	1,200	846
Leadership Development	-	-	
Seventh Principle/Green Committee	-	-	
Worship Associates	2,700	2,700	2,521
Total committee and misc. expenses	\$ 15,400	\$ 13,400	\$ 7,243

Unitarian Universalist Church of Muncie
General Fund Budget 2011-2012
 May 20, 2012

	Proposed Budget 2012-2013	Budget 2011-2012	Actual for 10 Months Ended April 30th
Property and maintenance expenses:			
Custodians	16,535	15,735	13,670
Electricity	7,000	6,500	5,355
Equipment purchases	1,000	1,000	217
Fuel	7,000	6,000	4,767
Grounds	3,200	3,200	3,107
Insurance	4,500	5,000	3,713
Maintenance supplies & other	2,000	2,000	1,379
Pest control	523	600	380
Repairs & upkeep	3,000	-	3,354
Building Security	1,000	1,524	989
Heat & Cool Maintenance Contract	1,400	1,400	-
Water and sewage	800	1,000	657
Total property and maintenance	\$ 47,958	\$ 43,959	\$ 37,588
Expenses before interest and extraordinary expenses	\$ 269,847	\$ 260,657	\$ 210,889
Income (expense) before interest expense, extraordinary expenses, and fund transfers	\$ (5,080)	\$ (1,757)	\$ (2,986)
Interest payments from General Fund (income):			
Interest payments - Existing Loan		960	362.25
Deduct receipts from Crosley Trust	(1,750)	(960)	(1,624)
Interest payments from General Fund	\$ (1,750)	\$ -	\$ (1,262)
Net income (expenses) before fund transfers	\$ (3,330)	\$ (1,757)	\$ (1,723)
Other Income and Transfers			
Transfer from Ed and Virginia Ball Fund		6,020	
Transfer from Sabbatical Fund to General Fund		7,667	7,667
Proceeds from Sale of Land		4,730	4,730
Transfer from Orval Williams & Others Fund			15,200
Total	\$ -	\$ 18,417	\$ 27,597
Other Disbursements and Transfers			
Transfer to Search Committee	(2,000)	(10,000)	(10,000)
Principal payments on existing mortgage		(6,660)	(16,878)
Total	\$ (2,000)	\$ (16,660)	\$ (26,878)
Net receipts (disbursements)	\$ (5,330)	\$ (0)	\$ (1,004)
Recap:			
Total costs excluding special projects	\$ 268,097	\$ 253,997	
Pledging households (2012 - 112 households to date)	112	121	
Cost per household	\$ 2,394	\$ 2,099	

APPENDIX C

Request for a Beyond Categorical Thinking Visit

Request for a Beyond Categorical Thinking Visit

Please complete the below form and send it as an email attachment to kkron@uua.org.

*required to submit

Basic Information

*Required fields are marked with an asterisk

*Congregation: Muncie

*City: Muncie

*State/Province: Indiana

*Contact PersonL: Sue Errington

*E-Mail: errington@comcast.net

*Best Phone to Contact: 765-744-2084

Alternate Phone_: 765-282-3581

Address: 3200 W. Brook Dr.

State/Province: Muncie, IN

Zip/Postal Code: 47304

Preferred Dates for visit:

*1st Choice: April 29th

*2nd Choice: June 3rd

*3rd Choice: May 6th

If you wish for workshop to not follow the Sunday service, please indicate that below.

Other choices/Additional information:

Barbara Child and Mary Moore both suggested that we request Keith Kron to come and do our workshop.

Congregational Information

*Interim minister (if applicable): Mary Moore

Other ministers serving congregation at present (if applicable, also list length of settlement to date): __Julia Corbett-Hemeyer_(Community Minister)

*Previous minister(s) (if applicable): __See list below

*Length of settlement (list dates): __with list of previous ministers included below

*Hoping to have new minister begin (month/year): __8 / 2013

*Size of congregation: __221

Number of services: __1 Time(s): __10:45

Average worship service attendance (if more than one service, feel free to list estimates for each service): __132

The following information will be extremely valuable to the facilitators and will have benefit for the search committee and congregation. Some of this requested information might be available in the congregational survey and easy to find. In some cases it may not be, and you are free to estimate (preferred) or leave blank. Please note, if possible, where the information is from (survey, best estimate, other). If there are items you cannot answer, you may leave them blank.

Size of search committee: __7

Search committee make-up: Does the search committee include any people who identify as people of color; Latino/Latina/Hispanic; gay, lesbian, bisexual, transgender; people with a disability? Which one (s)?: __1, gay

How many people in your congregation identify as people of color and/or Latino/Latina/Hispanic? (These figures may be given in a lump sum or broken down by different identities. Please note if the figures are for adults or for adults, youth, and children): __1 couple from India, and a gentleman from Iran

How many people in the congregation identify as bisexual, gay, lesbian, and/or transgender? (These figures may be given in a lump sum or broken down by identity. Of particular use here if the figures are given in a lump sum is a notation of how many of these folks identify as transgender—transgender, transsexual, intersexual, cross-dressers, third gender.): __30 -40

How many people in the congregation live with disabilities?

__15 with physical and 30 with mental health issues

Are the above numbers from the congregational survey or an estimate?: __estimate

History of congregation

The following questions may affect the way the congregation thinks in terms of calling a minister in both positive and negative ways. Taking a moment to answer these questions may offer invaluable information to the training team.

Have any of your previous or current ministers (settled, interim, intern) identified as people of color; Latina/Latino/Hispanic; bisexual, gay, lesbian, transgender; and/or having some disability? Please list.

(E.G., Rev. John Doe intern, 1996–7 gay
Rev. Jane Deer interim, 1999–2000 Latina
Rev. Jed Stag settled, 1985–89 diabetic, used walker at times)

B. F. Foster	1859
Henry Gifford	1859 (one Sunday a month)
Josiah Davis	Nov 1860 – 1862
E. Cass	Nov 1863
Wm. B. Linnell	May 1865
W.C. Brooks	Oct 1867
Marion Crosley	Nov 1869 – Oct 1872
J.J. Austin	Mar–July 1873
T.S. Guthrie	Jan 1874 – June 1877
W.J. & L.D. Crosley	Nov 1877 – Mar 1878
J.A. Dobson	May 1878
W.C. Brooks (2 nd)	July 1881
Thad C. Cruley	Sept 1882 – Feb 1884
T.F. Able	Mar 1884
T.S. Guthrie (2 nd)	Sept 1884 – 1891
W.W. Gleason	Oct 1891 – Aug 1892
J.F. Carney	May 1893 – Aug 1896
Margaret A. Brennan	April 1897 – 1901
H. H. Peardon	1902
G.I. Keirn	1904 – 1909
H.B. Taylor	1910
E.G. Mason	1912 – 1919

H.A. Hersey	Feb 1920 - Mar 1924
A. W. McDavitt	Apr 1924- 1953
R. W. Lockwood	1954 -1962
K. N. Helms	1962-1965
E. H. Redman	1966-1968
R.S. Hoagland (interim)	1968
M.D. O'Kelly	1968-1974
F. P. Smith (interim)	1974
P.R. Giles	Sept 1974 - 1978
Drew Kennedy	1979 - 1986
Clarke D. Wells (interim)	1986 - 1987
Dale Robison	1987 - 1990
Shermie Schafer (interim)	1990 - 1991
Bruce Lakin	1991 - 1998
Angeline Theisen (interim)	Aug 1998 - 2000
Thomas Perchlik	2000 - 2011
Mary Moore (interim)	present

Every minister has been white. As far as we are aware-----everyone straight with no known disabilities.

Are you officially recognized as a Welcoming Congregation?: yes

Is there an active Interweave or b/g/l/t group in the congregation? no

What work around anti-racism has the congregation done?

Congregation has done nothing, but our last minister Thomas Perchlik worked actively with Muncie's African-American community. He participated in meetings, rallies, and marches that occurred during the fight to rename a major city street bordering a Black neighborhood that pitted white business owners against the African American community. He was a member of the Martin Luther King Dream Team that formed in the wake of the conflict. Although Caucasian, he was also active with the Collective Coalition Concerned Clergy, a group of African-American pastors. One of our members is the board president of a community center that serves the Black community. Some are or have been members of the local NAACP chapter.

Is there a group for people of color/Latina/Latino/Hispanic concerns? no

What work around disability issues has the congregation addressed?

Made restrooms accessible and we provide transportation to those in need.

What disability issues are currently being addressed?

transportation to church

What disability issues has the congregation said it needs to address but has not?

a sound amplification system for the hearing impaired

Is there a group(s) for disability issues/concerns? no

Is there other anti-oppression/multicultural work that the congregation is doing that is not covered in the above questions? individual members, but not as a congregation.

The Wider Community

These questions may give some important context to the facilitators who may know little about the wider community you serve.

Where do the majority of your members live?

(For example, they may all come from the suburbs to downtown or be primarily located between the town your congregation is in and a neighboring town or you may serve people in a 50-mile radius around your congregation.)

Muncie and Delaware County

What are the racial/ethnic communities that are in the area served/close to your congregation?

African American (9.4%), Hispanic (1.9%), Asian (1.4%) Ethnic minorities comprise 11% of Ball State's 18,000 on-campus student enrollment.

Over 620 international students attend Ball State University. There is a multicultural center and numerous student groups, including the Afghan Student Union, African Student Assn., Asian American Student Assn., Black Student Assn., Caribbean Student Assn., Chinese Students & Scholars, Indian Student Assn., Korean Student Assn., Latino Student Union, Saudi Students Club, Taiwanese Student Assn., and the Tajik Student Assn.

How does the congregation interact with these communities/groups?

South Asian Muncie Association (SAMA)—free use of the building for their events

How do issues of race and ethnicity surface in the wider community?

__usually simmers under the surface with occasional eruptions such as the hostilities surrounding the renaming of Broadway to Dr. Martin Luther King, Jr. Boulevard.

What activities and services in your community are there for bisexual, gay, lesbian, and transgender people/concerns?

__Spectrum and Call to Action on the Ball State Campus

Do you have people who are out in the congregation but not able to be out in the wider community? __Yes

How does the congregation interact with the local bisexual, gay, lesbian, and transgender community (ies)? __individual members but not the congregation

How accessible to people with disabilities is the wider community of which you are a part? __very-- new sidewalks, Muncie's bus system (MITS) has accessible buses and an accessible taxi, Life Stream's accessible vans serve county residents.

Has your wider community undertaken any work to make your community more accessible to people with disabilities that you are aware of?

__New sidewalks and ramps

Is there a disability rights group in your community?

__Disabled Students in Action is on the Ball State Campus. According to the BSU Disabled Student Development office around 600 students have self-identified as having a disability; approximately 75% are non-apparent disabilities.

How has the congregation engaged in this issue in the wider community?

__as individuals

Does the congregation have a relationship with another congregation that serves primarily people of color or b/g/l/t people?

__not as a congregation. Our former minister had a relationship as well as some individuals in the congregation.

In some congregations, issues of gender, age, and class would warrant some time as part of the BCT training. For example, one congregation that was several hundred years old had never had a female minister. Another example is calling a minister from a working class background in a congregation of primarily upper class congregants and there being strife over many issues. If there is a reason why you feel that part of the BCT time should be spent addressing one of these areas due to congregational history, please give a short history of why that should happen below.

__This question created a lot of talk about what we would accept and what we would have trouble with. Blue color being the focus of our talk. We have very few blue color workers in the congregation, although some members feel that they would be welcome

if they came. It was also stated, that once a minister was educated “he would not be working class anymore”

What else should we know about you that we haven't asked?

__As a congregation we do not appear to be active, but 75% of our members are involved in community and state organizations addressing civil rights, b/g/l/t rights, women's rights, and poverty. Looking back at church historical records, this has been the case for at least the past 70? years.

If we need clarification on any part of this form, should we direct questions to the contact person or to someone else (please list name and contact)?

Sue Errington

*E-Mail: errington@comcast.net

Phone: 765-744-2084

Address: 3200 W. Brook Dr. / Muncie IN 47304

APPENDIX D:

UUCM General Fund
Budget

**Unitarian Universalist Church of Muncie
General Fund Budget 2011-2012**

October 13, 2012

	<u>Budget 2010-2011</u>	<u>Budget 2011-2012</u>	<u>Budget 2012-2013</u>
Income:			
Pledges and gifts:			
Pledges	\$ 228,375	\$ 215,000	\$ 223,342
Gifts, less allow. For uncollected pledges	500	500	
Total pledges and gifts	<u>\$ 228,875</u>	<u>\$ 215,500</u>	<u>\$ 223,342</u>
Loose offerings	4,000	4,000	4,000
Fund raising	20,000	24,000	24,000
Income from Templar Fund	3,000	3,000	3,000
Interest and dividends, etc.	900	900	900
Building use	1,500	1,500	1,500
Social activities and miscellaneous	-		
Designated Offerings	10,000	10,000	10,000
Total income	<u>\$ 268,275</u>	<u>\$ 258,900</u>	<u>\$ 266,742</u>
Expenses:			
Settled Minister			
Salary	63,536	5,000	
Housing	15,000	-	
Pension	3,794	-	
Health Insurance	4,000	-	
Life Insurance	370		
Total for Thomas	<u>\$ 86,700</u>	<u>5,000</u>	
Interim Minister - 11 Months			
Salary		49,500	48,900
Housing		10,000	16,000
Pension		2,970	4,543
Health Insurance		1,160	7,000
Life Insurance		370	
Total for Interim		<u>64,000</u>	
Total - Minister Except Expenses	<u>\$ 86,700</u>	<u>\$ 69,000</u>	<u>\$ 76,443</u>
Minister's expense allowance	3,344	3,344	4,000
Relocate Interim Minister		5,000	
Total Minister Expenses	<u>\$ 90,044</u>	<u>\$ 77,344</u>	<u>\$ 80,443</u>
Religious education staff			
RE Director Salary	27,923	28,481	28,481
RE Director Pension	1,675	1,709	1,994
RE Director Expense Allowance	752	752	1,200
Total - RE Director	<u>\$ 30,350</u>	<u>\$ 30,942</u>	<u>\$ 31,675</u>
Youth Director	6,498	6,628	6,628
Total - RE Staff	<u>\$ 36,848</u>	<u>\$ 37,570</u>	<u>\$ 38,303</u>

Unitarian Universalist Church of Muncie
General Fund Budget 2011-2012

October 13, 2012

	Budget 2010-2011	Budget 2011-2012	Budget 2012-2013
Office Administrator			
Salary - Office Administrator	21,678	22,112	22,112
Pension - Office Administrator	1,301	1,327	1,548
Group insurance - Office Administrator	3,900	3,900	3,900
Total - Office Administrator	\$ 26,879	\$ 27,338	\$ 27,560
Membership Coordinator			
Salary - Choir Director	3,799	3,875	3875
Salary - Music Director	7,430	7,579	5579
Music Director Professional Expenses			2000
Payroll taxes	5,237	5,342	5330
Guest musicians	300	300	300
Child care & nursery	2,500	3,000	3000
Total salaries and payroll taxes	\$ 173,037	\$ 162,348	\$ 166,390
Church office expenses:			
Church office expenses - general	2,130	1,200	1,500
Copy machine expenses	1,600	2,600	2,900
Office equipment and software	500	500	500
Postage	500	600	600
Unigram & bulletins	4,000	4,750	2,000
Internet costs	1,000	1,200	600
Telephone	1,500	1,300	1,700
Software		800	
Web Services			2,700
Total church office expenses	\$ 11,230	\$ 12,950	\$ 12,500
Denominational affairs	15,000	18,000	17,600
Designated Offerings Sent	10,000	10,000	10,000
Committee and miscellaneous expenses:			
Marketing	1,000	1,500	800
Adult Religious Education	200	400	400
Caring Committee	100	100	100
Choir	670	1,100	1,100
Community Service	200		
Finance Committee & Stewardship	400	500	500
Kitchen Committee	200	200	200
Library	200	200	200
Membership Committee	300	300	800
Miscellaneous expenses	500	500	500
Pokagon		300	300
Sights & Sounds		200	200
Social Justice	-	200	200
Religious Education Committee	3,500	4,000	5,300
Youth groups	700	1,200	2,100
Leadership Development	-	-	
Seventh Principle/Green Committee	-	-	
Worship Associates	2,700	2,700	2,700

Unitarian Universalist Church of Muncie
General Fund Budget 2011-2012

October 13, 2012

	Budget 2010-2011	Budget 2011-2012	Budget 2012-2013
Total committee and misc. expenses	\$ 10,670	\$ 13,400	\$ 15,400
Property and maintenance expenses:			
Custodians	15,892	15,735	16,535
Electricity	6,000	6,500	7,000
Equipment purchases	500	1,000	1,000
Fuel	7,500	6,000	7,000
Grounds	3,200	3,200	3,200
Insurance	5,000	5,000	4,500
Maintenance supplies & other	2,000	2,000	2,000
Pest control	600	600	523
Repairs & upkeep	5,000	-	3,000
Sonitrol	1,524	1,524	1,000
Heat & Cool Maintenance Contract	1,400	1,400	1,400
Water and sewage	1,000	1,000	800
Total property and maintenance	\$ 49,616	\$ 43,959	\$ 47,958
Expenses before interest and extraordinary expenses	\$ 269,553	\$ 260,657	\$ 269,848
Income (expense) before interest expense, extraordinary expenses, and fund transfers	\$ (1,278)	\$ (1,757)	\$ (3,106)
Interest payments from General Fund (income):			
Interest payments - Existing Loan	1,150	960	
Deduct receipts from Crosley Trust	(1,300)	(960)	(1,750)
Interest payments from General Fund	\$ (150)	\$ -	\$ (1,750)
Net income (expenses) before fund transfers	\$ (1,128)	\$ (1,757)	\$ (1,356)
Transfer from Ed and Virginia Ball Fund	5,000	6,020	
Transfer from Sabbatical Fund to General Fund		7,667	
Proceeds from Sale of Land		4,730	
Capital Drive	2,000		
Transfer from Orval Williams (and others) Capital Fund for mortgage payments	10,000		
Transfer to Search Committee		(10,000)	(2,000)
Net income - after fund transfers, except Ed Ball gift	\$ 15,872	\$ 6,660	\$ (3,356)
Other disbursements:			
Furniture and fixtures			
Principal payments on existing mortgage	(6,600)	(6,660)	
Principal payments on new loan	(1,000)		
Interest payments - New Loan (out of capital drive	(11,000)		
Transfer to Search Committee			
Net receipts (disbursements)	\$ (2,728)	\$ (0)	\$ (3,356)
Recap:			
Total costs excluding special projects	\$ 262,803	\$ 253,997	\$ 268,098
Pledging households last year	124	121	122

Unitarian Universalist Church of Muncie
General Fund Budget 2011-2012
October 13, 2012

	Budget 2010-2011	Budget 2011-2012	Budget 2012-2013
Cost per household	\$ 2,119	\$ 2,099	\$ 2,198

APPENDIX E:

UUCM General Fund
Operations

Unitarian Universalist Church of Muncie
Statement of General Fund Operations
October 13, 2012

	2010-2011		2011-2012		2012-2013 3 Months	
	Budget	Actual	Budget	Actual	Budget	Actual
Income						
Building use	1,500	1,348	1,500	1,310	1,500	200
Fund raising & social activity	20,000	31,475	24,000	21,511	24,000	2,502
Investment income, Int & Div	3,900	3,740	3,900	4,118	3,900	518
Pledges & gifts	228,875	224,552	215,500	217,645	223,342	52,427
Loose Offerings	4,000	4,540	4,000	3,671	4,000	1,036
Miscellaneous income		70	0	508		
Total Income	258,275	265,724	248,900	248,763	256,742	56,683
Expense						
Salaries and payroll taxes	173,037	173,876	157,348	165,106	166,389	37,349
Search Committee & Relocation			15,000	14,015	2,000	
Office	11,230	12,250	12,950	13,696	12,500	3,295
Denominational affairs	15,000	17,710	18,000	17,459	17,600	4,400
Committee and misc. expenses	10,670	10,973	13,400	8,523	15,400	3,776
Property and Maintenance	49,616	43,142	43,959	45,599	47,958	13,342
Total Expense	259,553	257,951	260,657	264,398	261,847	62,162
Net Ordinary Income	-1,278	7,773	-11,757	-15,635	-5,105	-5,479
Other Income/Expense						
Other Income						
Land Sale			4,730	4,730		
Anticipated Use of Ball Fund			6,020			
Transfer In From Orvall Williams & Others Fund	5,000			15,200		
Transfer In of Unused Sabbatical Fund			7,667	7,667		
Anticipated Capital Drive	2,000					
Fund For Mortgage Payments	10,000					
All Other Income & Expenses, Net	150	520		1,575	1,750	295
Other Expense						
Principal Payment on 1998 Loan	-6,600	-6719	-6,660	-16,305		
Principal Payment on New Loan (SOS)	-1,000					
Interest Payments on New Loan (SOS)	-11,000					
Net Other Income	-1,450	-6,199	11,757	12,867	1,750	295
Net Income	-2,728	1,574	0	-2,768	-3,355	-5,184

APPENDIX F:

UUCM Liturgical Calendar

LITURGICAL CALENDAR OF THE UU CHURCH OF MUNCIE

The Church's fiscal year begins on July 1.

- July is the month of the year when members of the congregation, more than the Minister, give sermons as part of worship, beginning with a patriotic “American Documents” service.
- Ingathering marks the beginning of the school year and the end of Summer travels in mid August and includes a Water Ceremony.
- Rosh Hashanah and forgiveness are part of one Sunday in September.
- Solidarity Sunday, a day to recognize our involvement with all who affirm and promote the dignity of GLBT persons, usually happens in early October.
- Halloween is always marked by a children's costume parade.
- The first weekend in November is marked by three events: our grand Bazaar In the Woods, Day of the Dead (or All Souls Day) with special candles lit for remembrance, and the turning of our worship space so that the pulpit is centered on our west wall rather than on the North.
- November also includes a Divali Sunday, to mark our connections to the religious heritage of India.
- Harvest Feast is a special ritual meal (like the Passover Seder), followed by a great feast, which takes place on the Saturday night before Thanksgiving. Most of the congregation and many guests attend this event.
- Santa Lucia, as a UU image of the light of truth in young girls and all small children, is celebrated in an adaptation of the Swedish tradition on an early Sunday in December. This is one of our most popular services.
- The Solstice and Christmas Eve are celebrated together on the 24th.
- January begins with the Up in Smoke ritual, a Sunday service for burning ills and bad habits of the past calendar year.
- February begins with Heritage Sunday, a day to celebrate our history (we were founded Feb. 3 1859) and to honor our long-standing members. The Sunday before Valentines Day includes a “cookie communion” with milk and cookies served by and shared with the children of the church.
- February centers upon the Stewardship drive ending with a "Sermon on the Amount" Sunday.
- Mother's Day includes a Dedication Ceremony, pledging ourselves to the nurture of children, especially all babies new to the congregation. This is the day that worship turns back toward the North and the woods.
- Mid-May includes a Sunday honoring our Religious Education teachers, Committee and Staff.
- In May the Youth hold an evening Bridging Ceremony for all youth entering or leaving the Youth program.
- May ends with Memorial Day, a day to reflect on the cost of war and to honor those who served in war-time.
- June includes a Flower Communion Sunday, to celebrate our love of gardening, our principle of acceptance and encouragement to spiritual growth, and our connections to Eastern European Unitarians.

The Church's fiscal year ends June 30.

APPENDIX G:
UUCM Ministerial
Agreement (DRAFT)

Unitarian Universalist Church of Muncie
Ministerial Agreement with
The Rev. _____

PROLOGUE

The Unitarian Universalist Church of Muncie, IN, hereinafter the Congregation, and the Reverend _____, as Minister, hereinafter the Minister, jointly enter into this Letter of Agreement effective _____

1. THE SPIRIT OF THIS AGREEMENT

This Agreement represents the mutual intent and commitment of the Unitarian Universalist Church of Muncie and the Reverend _____. This Agreement is to set forth the responsibilities and obligations of the Minister to the Congregation and of the Congregation to the Minister as we seek to dwell together in peace, to seek the truth in love, and to serve one another and the larger community. It is recognized that no matter how carefully this Agreement is written and observed, the relationship between the Congregation and the Minister must be grounded in open communication, mutual trust, good faith, and open and fair process on both sides. The intent of this document is to provide a sense of the responsibilities and commitment of both parties, yet it is intended to be a flexible document.

2. EXPECTATIONS

2.1. Shared Leadership

2.1.1. The Minister and the Congregation share responsibility for the leadership and ministry of the Congregation. Achievement and maintenance of this collaborative relationship must likewise be shared. It is a relationship of discovery, of both self and other, in a context of mutuality.

2.1.2. The Congregation looks to its Minister for spiritual leadership and initiative, for assistance in setting and articulating its vision, and for professional and inspired performance and oversight of the Congregation's programs in collaboration with the Board of Trustees, Congregation's committees and staff.

2.2. Leadership Goals

Within the first year of ministry, the Minister, Board of Trustees, and Program Council, with the assistance of an outside facilitator, will engage in a leadership retreat for the purpose of arriving at specific understandings about the sharing of power and responsibility, goals for the coming year, and a plan for periodic review and renewal of the ministry of the congregation.

2.3. Pulpit and Worship Services

2.3.1. It is a basic premise of this Congregation that the pulpit is free and untrammelled. The Minister is expected to express his/her values, views, and commitments without fear or favor.

2.3.2. The Minister will be free of Sunday service responsibilities once per month.

2.3.3. The Minister will be responsible for all worship services, including seasonal celebrations and rites

of passage, such as weddings, child dedications, and funerals and memorial services except those for which the Worship Committee assumes responsibility.

2.4. Services to Persons

2.4.1. The Minister will serve members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the Congregation's own pastoral care program. The Minister will maintain awareness of her/his own limitations, and will refer members for professional counseling and other specialized services as appropriate.

2.4.2. The Minister will provide ceremonial services and rites of passage, such as weddings and unions, child dedications and christenings, funerals and memorial services, and counsel to members of the Congregation without fee, although honorariums are permitted. Such services may be provided to nonmembers at the Minister's discretion. When such services are provided to nonmembers, such fee or honorarium may be set by and is the property of the Minister.

2.5. Services to the Board and Committees

2.5.1. The Minister will be an *ex officio* member without vote of the Board of Trustees and the Program Council. The Minister will provide a monthly written report to the Board at its regular meeting, bringing to its attention specific concerns as they arise.

2.5.2. The Minister will be an *ex officio* member without vote of all committees and task forces except the Ministerial Search Committees. The Minister will confer at least annually with each committee on how best to assist it. Attendance by the Minister at most committee meetings is welcome but not expected.

2.6. Community Activities

The Minister is encouraged to act in the community beyond the Congregation on behalf of liberal religious values, and to inform the congregation of such action through periodic reports. When the Minister speaks in public, the Minister must clearly indicate that such speech is not on behalf of the Congregation unless the Congregation has otherwise authorized.

2.7. Relationship to Church Staff

2.7.1. In consultation with the Board of Trustees, the Minister may delegate day-to-day supervision of the performance of staff members to appropriate committees.

2.7.2. The Minister maintains records of staff leave, performs annual staff evaluations and recommends personnel actions to the Board of Trustees. The Board and Minister will jointly decide on hiring, discharging, and changing compensation of church staff.

2.8. Office Hours and Days Off

2.8.1. The Congregation realizes the importance of having access to the minister during the week. Therefore, the Minister will maintain regular and posted daytime or evening office hours at least three days per week with other times available by appointment.

2.8.2. The Minister will maintain one day per week free of all Congregation responsibilities and one additional day devoted to study and writing wherein the Minister shall be available only for emergencies.

2.8.3 The Congregation must also realize the importance of the unpredictable minister's time away from the office to attend to pastoral and professional responsibilities.

2.9. Transition Team

During the first six months of the Minister's tenure, the Ministerial Search Committee will act as a Transition Team.

2.10. Evaluation of the Minister

An assessment of the work of the Minister will be conducted every two to five years by the Board of Trustees as part of a periodic review and renewal of the leadership and ministry of the Congregation.

2.11. Minister's and Congregation's Conduct

The conduct of the Minister and the Congregation will be in accordance with the Code of Professional Practice and Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association.

3. COMPENSATION, PROFESSIONAL EXPENSES, AND BENEFITS

3.1. Salary plus Housing Allowance

3.1.1. The Congregation will provide to the Minister Salary & Housing of \$_____.

3.1.2. The Board will consider the Minister's request that a portion of Salary be designated Housing Allowance once the Minister has ascertained the likely domiciliary costs to be incurred.

3.1.3 Salary and Housing shall be payable once a month on the 15th day of each month, beginning on August 15th, 2013.

3.2. Other Benefits and Expenses

3.2.1. Retirement plan contribution made by due date to the Unitarian Universalist Organizations Retirement Plan and/or other appropriate pension plan, of at least 7 percent of total Salary and Housing.

3.2.3. Insurance premiums:

3.2.3.1. Comprehensive medical insurance: 80 percent of premium for the Minister.

3.2.3.2. Group disability insurance: 100 percent of premium (with premium taken as taxable income by Minister).

3.2.3.3. Group term life insurance for two times Salary plus Housing (with premium taken as taxable income by Minister).

3.2.4. Professional and out-of-pocket expenses. Reimbursable up to \$4,000, payable promptly on voucher by the Minister in accordance with an Accountable Reimbursement Plan developed jointly by the Minister, President, and Treasurer. Other expenses for reimbursement include, but are not limited to, travel, automobile mileage, lodging, meals, incidentals, conference registration, entertainment, pulpit gowns, books, periodicals, dues, office equipment such as computers, and other continuing education events. It shall be the practice of the Congregation to reimburse such expenses at the maximum rate allowed by the tax laws. Any items the purchase of which is reimbursed by the Plan shall be the property of the Minister.

3.3. Reallocation

The total cost to the congregation of salary and housing plus the additional benefits and professional expenses is \$_____. The Governing Board and the Minister may, upon mutual agreement, and before the beginning of a tax or employment year allocate funds among various categories to provide the minister with an optimum array of benefits. The congregation is strongly urged to require the minister to participate in pension, health, and long term disability income insurance plans.

3.4. Annual Review of Compensation

3.4.1. The Board of Trustees will be responsible for reviewing the Minister's compensation on an annual basis. The Board of Trustees will recommend adjustments in the Minister's Compensation, taking into consideration such factors as merit in the Minister's performance, increases in the cost of living, changes in the costs of benefits, and the financial means of the Congregation.

3.4.2. The Congregation shall consider such recommendations as a part of the normal budgeting process, and shall act upon them at the annual congregational meeting held for this purpose.

3.5. Annual Leave

3.5.1. The Minister will be relieved of all responsibilities and may be absent from the area for a total of eight (8) weeks per year.

3.5.2. Four (4) of these weeks will be taken as vacation. During vacation, should an emergency arise requiring the Minister's return, all costs of such return will be borne by the Congregation.

3.5.3. Four (4) of these weeks will be taken to enhance professional capacities and prepare for regular duties through special study or educational programs, or to provide leadership at conferences. During professional leave, should an emergency arise requiring the Minister's return, all costs of such return will be borne by the Minister.

3.5.4. Prior to taking leave, the Minister will identify the type of leave and the dates involved in his/her monthly written report to the Board.

3.6. Denominational Service and Continuing Education

With the specific approval of the Board of Trustees, the Minister may be relieved of all responsibilities and absent from the area for up to four Sundays annually, inclusive of General Assembly, for participation in UUMA chapter, Heartland District, and Unitarian Universalist Association functions and continuing education.

3.7. Sick, Medical, Disability, Birth/Adoption, and Family Leaves

3.7.1. Sick Leave: The Minister shall be credited with ten (10) sick days per calendar year each January 1, and with sick days on a prorated basis at the beginning of the initial partial year. Up to ten (10) days of accrued sick leave may be carried forward each year, but in no case may the balance exceed twenty (20) days. Sick leave may be used for the Minister's illness or for the illness of a member of the Minister's immediate family.

3.7.2. Extended Medical Leave: Should the Minister's illness, injury, or disabling condition continue after all accrued sick and vacation leave has been exhausted, the congregation shall place the Minister on "Extended Medical Leave." Extended Medical Leave shall not extend beyond the earlier of either the commencement of long-term disability benefits or ninety (90) days following the exhaustion of all sick and vacation leave. Vacation leave does not accrue during this period. During Extended Medical Leave, the congregation shall continue to pay all employee insurance premiums as otherwise provided by this Agreement, and no less than 75 percent of the Minister's Salary and Housing allowance. If the Minister recovers and is able to return to work full-time before the earlier of the 90-day period of Extended Medical Leave or the commencement of long term disability benefits, the congregation shall retroactively pay the Minister at 100 percent of Salary and Housing.

3.7.3. Health Insurance at the Conclusion of Extended Medical Leave: At the conclusion of Extended Medical Leave, whether by approval for long-term disability benefits or by reaching the 90-day-limit,

health insurance premiums will be discontinued and the Minister will be offered COBRA coverage if available.

3.7.4. Disability Leave: In the event the Minister is approved for long-term disability benefits, the congregation will deem the Minister actively at work and continue to pay the life insurance premium for an additional six (6) months of transitional disability leave in accordance with the premium waiver provisions of the Group Life Insurance contract. Unless otherwise agreed to by both the congregation and the minister, Salary and Housing shall not be paid during disability leave.

3.7.5. Parental Leave: In the case of the birth or adoption of a child, the Minister shall be granted six (6) weeks of paid and six (6) weeks of unpaid leave. Unpaid leave should be extended only after all paid leave has been used. During periods of unpaid leave, the congregation will continue paying premiums for health, life, and long term disability insurance.

3.7.6. Family Medical Leave: After serving for at least twelve (12) months, the Minister may take up to twelve (12) weeks of unpaid leave to care for a family member (child, spouse/partner, or parent) with a serious health condition. Unpaid leave should be extended only after all sick and vacation leave has been used. During periods of unpaid leave, the congregation will continue paying premiums for health, life, and long term disability insurance.

3.8. Sabbatical Leave

3.8.1. The Minister shall use sabbatical leave for study, education, writing, meditation, and other forms of professional and religious growth. Sabbatical leave accrues at the rate of one (1) month per year of service, with leave to be taken after five (5) but before seven (7) years of service. No more than six (6) months of sabbatical leave may be used within any twelve month period and sabbatical leave may not be used in conjunction with vacation. The proposal and dates of the sabbatical plan must be approved by the Board of Trustees at least one year in advance.

3.8.2. The Congregation will continue full Salary, Housing allowance, and benefits during sabbatical leave. Professional expenses may be adjusted.

3.8.3. Every fiscal year, the Congregation will consider sequestering funds for use in funding the Congregation's additional expenses during the Minister's sabbatical. This sabbatical fund is the property of the Congregation.

3.8.4. In the event of the Minister's resignation, termination, or retirement, unused sabbatical leave is not compensable.

3.8.5. The Minister agrees not to resign from full-time service to the Congregation for a minimum of one year following the end of each sabbatical leave.

3.8.6. The Congregation agrees to take no action on ministerial tenure during a sabbatical leave.

3.9. Relocation Expenses

The Congregation will reimburse the Minister for reasonable relocation expenses of the Minister and immediate family to the area up to a maximum of \$5000. Reasonable expenses include the services of a professional moving company, plus, automobile mileage, and transportation and temporary housing costs, but not meals. An estimate of the cost of the move shall be presented to the Treasurer in advance.

3.10. Intellectual Property

All notes, research, sermons, and other products of the Minister's work shall be the sole property of the Minister.

4. DISPUTE AND TERMINATION

4.1. The term of this agreement is indefinite. It will continue until the Minister provides the Congregation with at least ninety days' notice of intent to resign or retire, or until the Congregation provides the Minister with at least ninety days' notice of intent to dismiss, or until the long-term disability or death of the Minister.

4.2. Any dispute concerning the interpretation or performance of this Agreement or its validity or termination shall be solely and finally resolved by arbitration before, and under procedural rules established by, a tribunal consisting of one Unitarian Universalist minister appointed by the Minister, one Unitarian Universalist minister appointed by the Board of Trustees and a third person named by these two ministers. If the tribunal is unable to agree, the tribunal shall be augmented by an umpire appointed by the Unitarian Universalist Association Director of Ministry and Professional Leadership or his/her designee. Both parties to this Agreement agree that it is of the utmost importance that no dispute between Minister and the Congregation be heard by the civil courts and to that end the parties agree that the results of the above arbitration shall be binding. No secular court shall under any circumstances have jurisdiction to hear any dispute to which the arbitration provisions of this Paragraph shall apply.

4.3. In the absence of a specific provision in the Bylaws, a decision to dismiss the Minister shall be by a vote of two-thirds (2/3) of the members of the congregation present and eligible to vote at a meeting called for that purpose at which a quorum is present.

4.4. At termination, accrued vacation will be compensated in the financial equivalent. Accrued study leave is not compensable.

4.5. The Minister may be dismissed with less than ninety days' notice, and without the severance payments described in Section 4.1 of this Agreement, if the Minister

4.5.1. Is convicted of a felony.

4.5.2. Has his/her ministerial fellowship with the UUA terminated or suspended

4.5.3. Is found by the Board of Trustees to have engaged in physically or sexually abusive acts toward a member of the Congregation, a Congregation employee, or a child, or

4.5.4. Is found by the Board of Trustees to have grossly neglected his/her ministerial responsibilities under this agreement and/or to have engaged in activities that bring the Congregation and/or Unitarian Universalism into disrepute in the community.

5. AMENDMENT

5.1. The terms of this Agreement may be changed by mutual consent of the Minister and the Board of Trustees, except that increases in Total Cost of Ministry, and changes in sabbatical and termination provisions require the approval of a majority of the Congregation attending a congregational meeting where such changes have been presented with 30 days advance notice, as spelled out in the Bylaws.

5.2. This Agreement will be reviewed at least every three years.

5.3. This Agreement is subject to the laws of the State of Indiana and the Bylaws of the Congregation. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.

6. OFFER

This Agreement represents an official offer to the Reverend _____ when the calling of said Minister is approved by the Congregation and accepted by the Minister and shall become final upon the occurrence of all the following events:

- acceptance of this offer by the Minister
- calling of the minister by the Congregation
- acceptance by the Minister of the call.

Date Offer Approved: _____

For the Congregation: _____, President

Date Offer Accepted: _____

By: _____, Minister

Date Call Extended: _____

For the Congregation: _____, President

Date Call Accepted: _____

By: _____, Minister

cc: District Executive

cc: Ministerial Transitions Director

(Approved by UUCM Board of Trustees __/__/__)

COMPENSATION & BENEFITS AGREEMENT

GROSS SALARY (including FICA) \$ _____

HOUSING ALLOWANCE \$ _____

PENSION (7 % of Salary & Housing) \$ _____

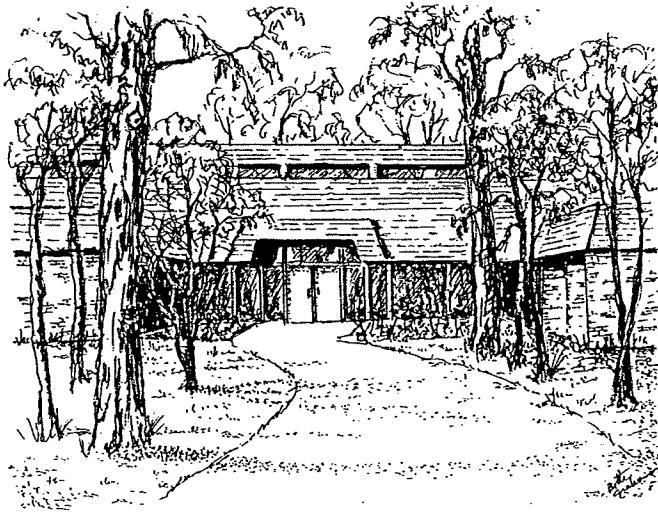
INSURANCE (Medical, Life, Disability, Dental)¹ \$ _____

PROFESSIONAL EXPENSES \$ _____

TOTAL COMPENSATION \$ _____

¹Approximate Breakdown – Medical \$, Disability - \$, Life - \$, Dental - \$

APPENDIX H: UUCM Orders of Service



1967-Present

Our 152nd Year

UNITARIAN UNIVERSALIST CHURCH OF MUNCIE

*Our congregation is welcoming to all people
including gay, lesbian, bisexual, and transgender persons.*

4800 W. Bradford Drive
Muncie, Indiana 47304-5303
765-288-9561

uuchurch@hotmail.com
www.uuchurchmuncie.org

The Reverend Thomas Perchlik
Minister

Beth Lefever
Student Minister

Nadine Tringali
Director of Religious Education

THE UNITARIAN UNIVERSALIST CHURCH OF MUNCIE

Order of Service

Reverend Thomas Perchlik, Minister

April 11, 2010

First Bell

Call to Worship

"Come Into the Circle"

Israel Zangwill

Prelude

The Night Horseman

Melody Bober
–Tommy Miller, piano

Words of Welcome

Second Bell

Chalice Lighting ~ unison

"Our Purpose"

adapted from our By-Laws

The purpose of this church,
In which we unite,
Is to secure for all human beings
A communion and faith,
A tradition and heritage
Of ever greater freedom,
justice, love and mercy.
To this end do we voluntarily
bind ourselves together.

Der Zweck dieser Kirche
in der wir uns vereinigen
ist es für alle Menschen
eine Gemeinschaft und einen Glauben,
eine Tradition und ein Erbe
immer größerer Freiheit, Gerechtigkeit,
Liebe und Barmherzigkeit zu versichern.
Zu diesem Ziel verbinden
wir uns freiwillig miteinander.

German Translation by Annemarie Voss

Opening Hymn

#357 *Bright Morning Stars*

Personal Joys and Sorrows

For sharing milestones and events of *personal significance*. Please, no announcements.

Sung Response

Spirit of Life

Spirit of Life, come unto me.
Sing in my heart all the stirrings of compassion.
Blow in the wind, rise in the sea;
Move in the hand, giving life the shape of justice.
Roots hold me close, wings set me free;
Spirit of Life, come to me, come to me.

Candle Ceremony for Yom Hashoah

Glorified and sanctified be God's great name throughout the world which He has created according to His will.
May he establish His kingdom in your lifetime and during your days, and within the life of the entire House of Israel, speedily and soon; and say, Amen.
May His great name be blessed forever and to all eternity.
Blessed and praised, glorified and exalted, extolled and honored, adored and lauded be the name of the Holy One,
Blessed be He, beyond all the blessings and hymns, praises and consolations that are never spoken in the world; and say, Amen.
May there be abundant peace from heaven, and life, for us and for all Israel; and say, Amen.
He who creates peace in His celestial heights, may He create peace for us and for all Israel; and say, Amen. Adapted from Mary Wellmeyer

Musical Interlude

Sicilienne

Maria Theresia von Paradis
—Marian Cooley, violin; Jim Helton, piano

Offertory

Theme from Schindler's List

John Williams

Sermon

"Never Again, Yet Again"

—Rev. Thomas Perchlik

Closing Hymn

#139 *Wonders Still the World Shall Witness*

Closing Words ~ responsive

"To Be of Use"

Marge Piercy

I want to be with people who submerge in the task,
Who go into the fields to harvest and work in a row and pass the bags along,
 Who stand in the line and haul in their places,
Who are not parlor generals and field deserters but move in a
common rhythm when the food must come in or the fire be put out.
 The work of the world is common as mud. Botched, it smears the hands,
 crumbles to dust.
But the thing worth doing well done has a shape that satisfies, clean
and evident.

Greek amphoras for wine or oil, Hopi vases that held corn, are put in
 museums but you know they were made to be used.
The pitcher cries for water to carry and a person for work that is real.



Conversation & Refreshment

We serve free trade coffee. Your contribution to the basket on the coffee table will help defray the extra expense. *Thank you.*

Church Related Announcements

The deadline for announcements for next week's Order of Service is noon Thursday. You may submit them by phone (288-9561) or email (uuchurch@hotmail.com). Announcements will be printed as space allows.

Today's Hospitality Team

- Deacons: Ginny Nilles & Mary Robey
- Hospitality: Marian Cooley & Lisa Stewart
- Worship Associate: Michael O'Hara
- Greeters: Patrick Beard, Marj Joyner & Mike Sullivan
- Sights & Sounds: Bryce Taylor

UPCOMING SERVICES

"A Real Happy Meal"

Rev. Thomas Perchlik

~ Sunday, April 18, 10:45 am ~

To eat well, to eat ethically, to eat healthy food, to eat food grown sustainably, to eat affordably, and yet enjoy a meal without angst, may seem impossible. Today, to celebrate the 40th anniversary of Earth Day, we will imagine eating a really happy meal, rather than the fast food variety.



"Green and Gold"

Rev. Thomas Perchlik

~ Sunday, April 25, 10:45 am ~

With special music from the SanctUUary Choir, today we will explore the ideas of envy and sympathetic joy. Do you feel jealous when someone else wins the lottery? Do you feel cheated when you see someone else has a better job, or house, or more money than you? Are you golden when others are happy, or is your life tinged with the green of envy?

ANNOUNCEMENTS

BREW PUB DINNER

A Dining for Dollars Event

Saturday, May 1, 6:30 - ??

Sign up today (in the back of the sanctuary) to reserve your spot at the annual Brew Pub Dinner, a fundraiser for the church hosted by Eleanor Trawick and Markie Oliver. The dinner features home-brewed beer--plus other beverages--and a three-course meal of hearty pub-style food. The company and conversation are awesome!

Cost: \$30 per person (or \$10-\$25 sliding scale for students and others who need a financial break).

Hungry for real Hoosier food?

The Harvest Soup Kitchen is holding a fundraiser, Friday night, April 23, 5-7, at Knights of Columbus. Homemade chicken and noodles on fabulous mashed potatoes.

No reservations needed: \$7

MAC UU Users Group (MUUUG)

Love your MAC but want to learn more? Looking for someone to answer your questions? Several MAC lovers of various expertise levels are forming a UU Mac User Group, already named MUUUG by Mike Kerrigan. Come at 7 pm, Monday, April 19 to the church for the organizing meeting. If you have a laptop, bring it and your power cord. A few extra multi-plug outlets will be useful as well. If you don't have a laptop, we happily share. Agenda items for the first meeting include setting a monthly meeting time and identifying what we want to learn.

RVSP to garyjeffers@mac.com and list your areas of concern. If you are interested and can't attend April 19, we can put you on the group email.

It's "Poem" Sunday in honor of national poetry month. Come hear local poets read their salutations to spring, including, Amy Genova. An open mike will follow the readings. Today, April 11, 2PM at Gallery 308, light refreshments provided.

As you spring clean, please consider donating some fiction paperback books to the Youth Book Cart. We are in need of an infusion of new reading material. Please leave books next to the cart in the lobby in either a bag or a box. Proceeds will help support our next Boston Bound trip.

It's Time for Spring Cleaning!

The church grounds and parking lot need some loving care, so please join the members of the property maintenance committee at 9-12 AM April 24th (Saturday) for a **CONGREGATIONAL WORKDAY!** We will be raking leaves, cleaning windows, and filling holes in the parking lot. Please bring rakes, shovels and wheelbarrows if you have them. Food and friendship will be provided. ~ Bruce Craig

CREDO

To help practice choosing right words and thinking through theological positions Rev. Thomas Perchlik is offering a Covenant Group on writing one's credo, or statement of belief. The group will meet for seven sessions beginning on April 8 and meeting every other Thursday after that. The first session is an optional introduction. The other six sessions require written statements in response to each of six major theological questions. To participate please contact Rev. Perchlik directly, leave a message at the Church office, or sign up on the sheet posted in the Sanctuary before April 18.

"The Corporate World We Live In"

Pre-Service Discussion Group ~ Red classroom

Sunday, April 4, 9:30 am

How does the corporate world affect every aspect of our lives and influence our choices? Who and what are we really supporting in our role as consumers? The recent UU article "A World That Is All About You," will form the basis of the discussion. Leader: Sam Harris

Cat Needs A Home

Barbara Tweedy owns a cat named Cookie, who is sweet, adorable and lovable and gentle. She cannot keep the cat, who is 5 years old and a tortoise shell/calico. Her front paws are de-clawed and she is "fixed". She has some quirks about her that Barbara would gladly share with whomever is interested. She would do really well if she were the only animal in the residence and she is scared of some loud noises. But, she is also adaptable – she adapted to Rosie very well. Please contact Barbara by e-mail or phone – they are both in the directory – if interested.

Soup Lunch

A free lunch is being offered after church every third Sunday. Volunteers are needed to help with this successful fellowship. To make this work we need four people to bring in a large pot of soup and a loaf of bread. We need someone to be in charge of the kids' table and drinks, and someone to set up and tear down tables.

This is a great way to share in the church community and visit with your UU family. There is a sign up sheet on the wall or you can contact Laura Janney ljmjanney@comcast.net.

CHURCH CALENDAR

~ APRIL ~

Sun	11	4:00 p.m.	Covenant Group 2
		7:00 p.m.	Muncie Meditation & Dharma – Blue classroom
Mon	12	8:00 p.m.	Ministerial Relations
Tue	13	7:30 p.m.	Choir Rehearsal – Sanctuary
Wed	14	5:30 p.m.	Revival Hour at Bella Avanti
		7:00 p.m.	Program Council
Sun	18	9:30 a.m.	Discussion Group – Red classroom
		9:30 a.m.	Finance Committee – Church office
		9:30 a.m.	RE Committee – Blue classroom
		10:45 a.m.	Worship Service & RE Activities
		Noon	Soup Lunch
		12:15 p.m.	Membership Committee – Blue classroom
		7:00 p.m.	Muncie Meditation & Dharma – Blue classroom

Birthdays & Anniversaries

Lynn Sousa	April 14
Margaret Cunliffe	April 17
Lilly Topo	April 17

If you would like an upcoming birthday or anniversary noted and it is not in the church database, leave a note in Christie's inbox.

Your coming to church is a service to someone else!

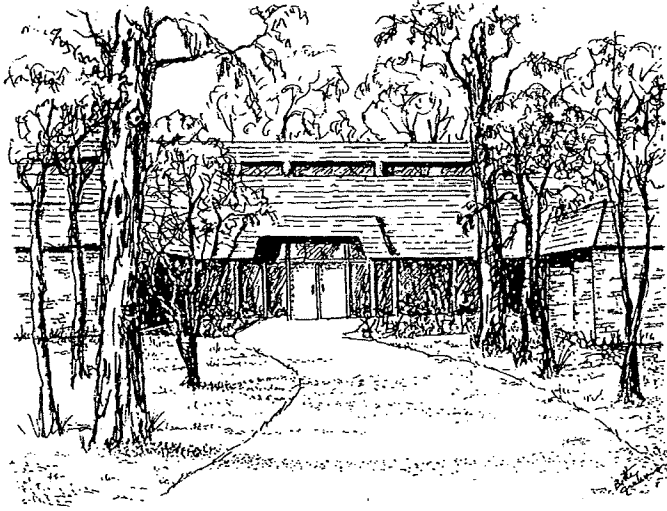
~ Attendance Sunday, April 4th ~

Sanctuary: 158 Visitors:

RE: 26 youth, 11 adults

Dedicated Offering: \$1343.25 for UUA/UUSC Haiti Relief Fund

Church Drawing by
Bette Graham, © 2008



1967-Present

Our 152nd Year

UNITARIAN UNIVERSALIST CHURCH OF MUNCIE

*Our congregation is welcoming to all people
including gay, lesbian, bisexual, and transgender persons.*

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www.uuchurchmuncie.org

The Reverend Thomas Perchlik
Minister

Nadine Tringali
Director of Religious Education

Julia Corbett-Hemeyer
Community Minister

THE UNITARIAN UNIVERSALIST CHURCH OF MUNCIE

Order of Service

Reverend Thomas Perchlik, Minister

October 24, 2010

First Bell

Gathering Hymn

#361 *Enter, Rejoice, and Come In*

Words of Welcome

Prelude

–Jim Helton, piano

Second Bell

Chalice Lighting ~ unison

“Blessed Is the Fire”

Eric Heller-Wagner

Opening Hymn

#311 *Let It Be a Dance*

Personal Joys and Sorrows

For sharing milestones and events of *personal significance*. Please, no announcements.

Sung Response

#123 *Spirit of Life*

Spirit of Life, come unto me.
Sing in my heart all the stirrings of compassion.
Blow in the wind, rise in the sea;
Move in the hand, giving life the shape of justice.
Roots hold me close, wings set me free;
Spirit of Life, come to me, come to me.

Singing the Children on Their Way

#413 *Go Now in Peace*

Meditation ~ Spoken and Silent

Musical Interlude

Readings ~ Ancient and Modern

Offertory

Dedicated to the UUA, please make a note on your check.

Sermon

“Ego-Less”

–Rev. Thomas Perchlik

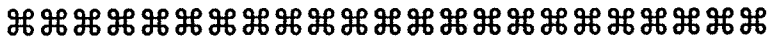
Closing Hymn

#318 *We Would Be One*

Closing Words

“This Great and Astonishing Dance”

Rev. Kathleen McTigue



Conversation & Refreshment

We serve *Fair Trade* coffee. Your contribution to the basket on the coffee table will help defray the extra expense. *Thank you.*

Church Related Announcements

The deadline for announcements for next week's Order of Service is noon Thursday. You may submit them by phone (288-9561) or email (uuchurch@hotmail.com). Announcements will be printed as space allows.

Today's Hospitality Team

Deacons: Jessie Creselious

Hospitality: Gary Jeffers, Al & Lori Foster, Lynn Hale

Worship Associate: Bea Sousa

Greeters: Naim & Shailla Gupta, Bill Miller

Sights & Sounds: Keith Kothman

UPCOMING SERVICES

"I've Got Good News!"

Rev. Paul Britner, Guest Minister

~ Sunday, October 31, 10:45 am ~

Rev. Paul Britner, a former Muncie student minister, returns to thank our church for its support during his preparation for ministry. In his message, Paul shares the good news of Unitarian Universalism and how we may carry our message more effectively to others.

⌘⌘⌘⌘⌘⌘⌘⌘

"Just Desserts"

Rev. Thomas Perchlik

~ Sunday, November 7, 10:45 am ~

On this day with our traditional ceremony honoring our beloved dead, including a rededication of our memorial gardens we will ask these questions: What is the reward for living well? What is the ultimate consequence of living poorly? At the end of our lives will we get our "just deserts," or desserts, or deserts? Does it make sense to speak of rewards in this life or in an afterlife?

ANNOUNCEMENTS

Indiana Public Radio Fall Pledge Drive ~ Wednesday, October 27

We're still looking for a few good UUs to work the IPR Fall Pledge Drive! Volunteers will answer phones, take pledge information, and help sort pledge cards. Shifts are available between 6:00 am and 7:00 pm that day - sign up on the list at the back of the sanctuary or contact Jim Hammons (jwhammons07@gmail.com or 281-9553).

"The BP Oil Spill and the Future: Questions that Need Answers"

Pre-Service Discussion Group ~ Red classroom

Sunday, October 31; 9:30 am

Are we expecting too much to think the BP Deepwater Horizon rig company officers are ethical? Do we yet know the disaster's long-term ecological impact upon the Gulf of Mexico? Why were all observers kept away from the rig, as well as the shores of the Gulf? What chemicals did the dispersers contain and were they more damaging than the oil itself? What regulations are being observed by the corporations that own thousands of wells already drilled in the Gulf? Pat Helms leads a discussion, focusing on these and other questions regarding the BP oil spill. Come and add your thoughts and questions regarding this environmental calamity.

CHURCH DIRECTORY

The rough draft of the 2010-1 church directory is available on the table in front of the church office. Please check your entry for accuracy. Make any changes directly on the rough draft. Forms are available for those who wish to be added to the directory. The deadline for corrections and additions is October 27^h. The new directory will be available October 31st.

The Jesus Seminar on the Road at Fort Wayne UU Church

The UU Church of Fort Wayne is hosting a Jesus Seminar on November 5th and 6th, 2010. The seminar is titled "Jesus of Nazareth: Savior, Lord, or Wisdom Teacher?" Leaders of the seminar are visiting Biblical scholars Charles Hedrick and Hal Taussig. The seminar explores the ancient and contemporary significance of Jesus as wisdom teacher.

Program:

Lecture: Friday evening, 7:30- 9 PM, *Jesus, the Peasant Sage*

Workshops: Saturday, 9:30 AM- 4 PM, *The quips of Jesus, Jesus' wisdom and the social upheaval, Parables, and The wisdom of Jesus for contemporary meanings.*

All events will be held at the UU Church of Fort Wayne, 5310 Old Mill Road, Fort Wayne. For information on registration and fees, see www.westarinstitute.org/Events/JSORs/fortwayne2010.html or call the church at 260-744-1867. Additional information is available from Paul Stout.

Bazaar in the Woods

Saturday, November 6 ~ 8 am - 2 pm

Melanie Sellers and Michael Kerrigan, Chairs

One of the things that sets our Bazaar in the Woods apart from the others is our wealth of artisans who bring their wares each year. You have to see and touch these works of art to truly appreciate them. Don't miss your chance to take some of these lovely items home and benefit the church at the same time!

In addition to their beautiful, glamorous and practical shawls and scarves, the generous **Gregory Sisters, Linda** and **Connie** will have a beaded necklaces with gemstone pendants and beaded bracelets.

Julie Fritz, (as a benefit for the **Indiana Midwifery Task Force**) will bring her delightful crafts, including **2010 Delaware County 4-H Fair Ribbon winners** shades of blues ribbon scarves, felted purses with glass closures, rib 'n' braid long scarves, and modular knit hat and scarves. Plus, some all time favorites such as wind chimes, modular knit purses and totes, shawl stalks and securers, sock monkeys—both traditional and rainbow—with or without mom tattoos, sock monkey hats, and cell phone carriers! These are just adorable! Julie will also be delighted to take prepaid special orders—your yarn or hers!

Liz Lowe, Pat Garofolo and **Pat Kleeberg** will each have their own hand-made jewelry here to spice up your own outfits or delight those on your shopping list.

Linda Morton's pottery apple bakers, frog vases and other pieces made with **Judy Craig** will be here again this year... time to add to your collection! You will also find **Siggy Koehler's** garlic jars and **Sharon Seager's** lovely lidded forms.

David Calvin has his wonderful woodcrafts – whimsical and practical.

John Peterson will bring pottery – always a delight!

Alyssa Farnsworth will again have everything crafty from homemade soap to tie dye!

New this year—**Cheryl LeBlanc** will bring greeting cards from her **Tamarack Studio**.

Also new this year—**Social Justice** will be selling a wide variety of fair trade coffee, drip or whole bean. Live our principles with fair trade coffee!

Bea Sousa, Chair.



Donations wanted!

Pick up a *What to Bring Chart* in the lobby today.

* The **Christmas Booth** could use gently used Christmas decorations, gifts you received and want to re-gift, and general Christmas cheer. **Mary Robey, Chair**

* **Encore! Booth** is looking for gently used upscale women's clothing, accessories, hats, purses and scarves. If you haven't worn it in a year, it's time to donate it to Encore! Please bring clothes pressed and on hangers.

Annemarie Voss & Linda Hanson, Chairs

* **Flea Market** wants items that sell like dishes, tools, clothes, blankets. Nothing broken, no old TVs or computers. **Jeff Janney & Howard Schroeder, Chairs.**

* **Jewelry** would like attractive, gently used costume jewelry. Please drop jewelry in basket by church office door. **Betty Durman & Diane Hill, Chairs.**

* **Bizarre Media and Books** would like used books (no old text books or magazines, please), DVDs, CDs, videocassettes, and vinyl records.

Michael Doyle, Chair.

* **Plants** would like donations of all varieties of houseplants.

* **Food Booth** wants your homemade fruit pies, yeast breads, candy, cookies and more! **Suzanne Groshong, Chair.**

Bring your appetites! Again this year there will be **breakfast** by Kirk Robey served from 8-10 am, and **lunch** served by Shari Flanders from 11 am-2 pm. Yum!

Live music will enhance your shopping and dining pleasure, provided by **Bryce Taylor, Ric Dwenger, Steve Robert, Mike Martin, & Bill Morton.**

With everyone's help, we will have a great time, and help the church remain fiscally strong!

CHURCH CALENDAR

~ OCTOBER ~

Sun	24	12:15 p.m.	Adult RE Committee – Indigo classroom
		12:15 p.m.	Orientation to the UU Journey – Minister's study
		3:00 p.m.	Class ~ <i>Understanding the Bible</i> – Blue classroom
		7:00 p.m.	Muncie Meditation & Dharma – Blue classroom
Mon	25	7:00 p.m.	MUUGS – Sanctuary
Tue	26	6:00 p.m.	Body Life Dinner – Fellowship Hall
		7:30 p.m.	Choir Rehearsal – Sanctuary
Wed	27	5:30 p.m.	Revival Hour at Carino's
		7:00 p.m.	Pastoral Associates – Church office
		7:30 p.m.	Stewardship Committee – Blue classroom
Fri	29	5:30 p.m.	RE Family Pot Luck – Fellowship Hall
		7:00 p.m.	Middle School Social Night – Indigo classroom
Sun	31	9:30 a.m.	Discussion Group – Red classroom
		9:30 a.m.	Community Service Committee ~ Sandwiches for Soup Kitchen
		9:30 a.m.	Finance Committee – Orange classroom
		10:45 a.m.	Worship Service – Sanctuary
		10:45 a.m.	RE Fall Festival
		12:30 p.m.	Bazaar Set Up
		7:00 p.m.	Muncie Meditation & Dharma – Blue classroom

Birthdays & Anniversaries

George Irving	Oct 24
Cindy Meyer & Kenny Dubree	Oct 24
Sharon Seager	Oct 24
Nan Barber	Oct 25
Rachel Hanauer	Oct 26
Haley Mayfield	Oct 26
Margaret & Ted Cunliffe	Oct 27
Tamara Stidham	Oct 27
Judy Lowe	Oct 28
Kurt Reichle	Oct 28
Brad Hanauer	Oct 29
Lukas Bradford	Oct 30
Adam Nicholas Said Schuler	Oct 30

Your coming to church is a service to someone else!

~ Attendance Sunday, October 17th ~

Sanctuary: 113 Visitors: 4

RE: 25 youth, 10 adults

Loose Offering: \$82.38

If you would like an upcoming birthday or anniversary noted and it is not in the church database, leave a note in Christie's inbox.

Church Drawing by
Bette Graham, © 2008

APPENDIX I:

UUCM Personnel Policy



Personnel Policy Manual
for
the Unitarian Universalist Church of Muncie

Adopted August 22, 2012

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THE MISSION AND PURPOSE OF THE UNITARIAN UNIVERSALIST CHURCH OF MUNCIE

The purpose of this church is to provide an environment in which we, the members, unite to secure for ourselves, for our posterity, and for our fellow human beings a communion and faith, a tradition and heritage of ever greater freedom, justice, love, and mercy. We voluntarily bind ourselves together to support and maintain the organization and government of the Unitarian Universalist Church of Muncie, Indiana. Therefore, this church shall devote its resources to religious, educational and charitable purposes.

Our church is autonomous and concerned with humankind's conception of the ultimate, or universe, and with human relationships. With mutual good faith and good will we seek:

- to strengthen one another in the search for truth;
- to cherish and spread the values of our heritage as discovered by the prophets and teachers of humanity in every age and tradition;
- to affirm, defend and promote the supreme worth of every person, the dignity of humanity, and the use of the democratic process in human relationships;
- to implement our ideals of beloved community, justice and peace by encouraging appropriate action through which each member, in accordance with personal convictions, may serve fellow humans and cooperate with persons of good will in every land;
- to help other Unitarian Universalist churches and fellowships; and
- to extend our own church in order to make membership available to all who would find the way of liberal religion an enrichment of life.

I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

This Personnel Policy Manual (Manual) is not a contract and can be modified or changed at any time. The relationship between Employer and employee is legally defined as "employment at will," which means that such employment may be terminated without penalty by either party. Employers may not be compelled to pay wages to persons no longer in their service, and employees may not be compelled to render their labor without their consent.

NOTE THAT THE POLICIES OUTLINED IN THIS MANUAL DO NOT APPLY TO ORDAINED MINISTERS CALLED BY THE CONGREGATION.

We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the Unitarian Universalist Church of Muncie, Indiana (referred to herein as "Employer"). Employees should familiarize themselves with the Manual, as it will provide answers to some questions they may have about employment. Nothing in this Manual or in any other written or unwritten policies and practices of Employer creates an express or implied contract, promise or representation between Employer and any employee.

Employer's policies generally will be applied consistently. However, Employer reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only.

From time to time, changes in the Manual may become necessary. Therefore, Employer reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained minister(s) called by vote of the congregation. Employment "at-will" means that an employee or Employer may terminate the employment relationship at any time for any reason, with or without notice.

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the settled minister. Your comments and suggestions are genuinely encouraged.

B. EQUAL EMPLOYMENT OPPORTUNITY

Employer affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, disability or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the settled minister. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

C. SEXUAL HARASSMENT

This policy is based on federal law and the federal guidelines.

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct which may, depending on the circumstances, constitute sexual harassment include but are not limited to the following:

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or
- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- the deliberate use of offensive or demeaning terms which have a sexual connotation; or

- inappropriate remarks of a sexual nature.

Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his/her supervisor or to the settled minister. If the report or complaint involves the settled minister, or if the settled minister is unavailable, the individual should speak with a member of the personnel committee of the congregation.

Every complaint or report of sexual harassment will be promptly investigated by the settled minister. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken.

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

D. HARASSMENT

Employer prohibits conduct that shows hostility or an aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, or any other classification protected by law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Some examples of conduct which may, depending on the circumstances, constitute harassment include but are not limited to the following:

- epithets or slurs; or
- threatening or intimidating acts; or
- written or graphic material; or
- written, oral or physical acts that purport to be jokes or pranks.

Any employee who believes he/she has been harassed by another employee, a supervisor, an agent of Employer, or any other person the employee encounters in the course of employment should report that conduct immediately to his/her supervisor or to the settled minister. If the report or complaint involves the settled minister, or if the settled minister is unavailable, the individual should speak with a member of the personnel committee of the congregation.

Every complaint or report of harassment will be promptly investigated following the harassment report procedure. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

E. RESOLUTION OF EMPLOYEE COMPLAINTS

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

The employee should present any complaint or grievance to his/her supervisor or to the settled minister and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor or minister does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Board president or committee, who shall gather the evidence necessary to complete an investigation. The president or a member of the personnel committee may interview the employee, may involve other members of the Board or of the personnel committee, or may appoint an *ad hoc* committee to advise him/her. The individual or body to which the grievance was submitted shall then recommend a resolution of the problem to the supervisor and employee.

If this recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Board of Trustees. The resolution recommended by the Board will be binding upon the congregation and employee.

F. INTERNET POLICY

Employer provides Internet access (including e-mail) to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties; personal use is inappropriate. All materials, information and software created, transmitted, downloaded or stored on Employer's computer system are the property of Employer and may be accessed only by authorized personnel.

Inappropriate Internet use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages; or
- accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, ancestry, age, disability or any other classification protected by law; or
- transmitting any of Employer's confidential or proprietary information, including member/friend data or other materials covered by Employer's confidentiality policy.
- use not related to employee duties

Employer reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into Employer's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the settled minister is required before introducing any software into Employer's computer system.

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

G. MEDIA INQUIRIES

All requests for information about Employer from newspapers, television and radio media should be directed to the settled minister, who will inform the most appropriate person according to the nature

of the request. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

H. CONFIDENTIALITY

Employees may have access to confidential information about Employer, including but not limited to information about members, friends or other staff members, if such information is essential to employees' defined duties/responsibilities. Such information must remain confidential and may not be released, removed from Employer's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the settled minister.

I. CONFLICTS OF INTEREST

Unitarian Universalist Church of Muncie staff must strive to make decisions fairly and objectively with the best interests of the church in mind. No employee shall participate in any situation where an employee may attain personal gain. A conflict of interest arises whenever the interest of a person competes with or has the potential to compete with the best interests of the church. A conflict is presumed to exist if a person has an interest, monetary or otherwise, and is in a position to control or influence the transaction or arrangement in which he or she has such interest.

Employees who have questions about whether an activity violates this policy should discuss the matter with the settled minister.

J. OUTSIDE EMPLOYMENT

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. Activities that may constitute a conflict include use of Employer's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of Employer duties; reflect discredit on Employer; or tend to increase Employer's payments for sick leave, worker's compensation benefits or long term disability benefits. Collateral employment should not result in outside telephone calls while on duty for Employer.

K. EMPLOYMENT OF RELATIVES AND MEMBERS

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, grandchild and step-relatives. As a general policy, employment with the church is not open to members of the congregation except when special skill and/or knowledge are needed; exceptions will be granted to present staff.

L. PERSONNEL RECORD

It is very important that employees keep up-to-date all the information provided to Employer at the time of hire. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. The settled minister should be promptly notified of any changes in:

- address and telephone number;
- marital status (including legal separation);
- legal change in employee's name;

- dependents;
- changes in beneficiaries;
- person to notify in case of emergency; and
- any relevant changes in licensing or education.

M. INITIAL REVIEW PERIOD

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days, but which may be shortened or lengthened at the Employer's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of Employer.

N. PERFORMANCE EVALUATION

In general, employees will receive a written performance evaluation once each year that will be maintained in the employee's permanent personnel file. Additionally, there may be a mid-year review that evaluates the employee according to his/her job description and annual goals. Factors considered in assessing performance include, but are not limited to, quality and quantity of work, dependability, attendance and punctuality, effective interpersonal relationships with the congregation, and personal conduct.

Employees are to annually identify goals and objectives in advance so that their work will be evaluated on the basis of clear criteria that have been mutually developed at the time of the annual evaluation.

II. WAGE AND HOUR ADMINISTRATION

A. EMPLOYMENT CLASSIFICATIONS

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule.

Employment Status is defined as follows:

- Full-time:** Regularly scheduled to work 30 hours or more per work week
- Part-time:** Regularly scheduled to work less than 30 hours per work week
- Temporary:** Employees that are employed for a specific project or specific period of time

Each employee is also categorized as exempt or non-exempt according to the provisions of the Fair Labor Standards Act (FLSA). According to the provisions of the FLSA, exempt employees are paid on a salaried basis and are not eligible for overtime pay. Non-exempt employees are paid according to the hours worked during the pay period at their established hourly rate and are eligible for overtime compensation for hours worked in excess of 40 hours in a work week. (The work week is defined as Sunday through Saturday).

Regular full-time employees are regularly scheduled to work 30 or more hours per week. Employees scheduled to work less than 30 hours or less per week will be considered part-time employees and their eligibility for benefits will be pro-rated according to the percentage of time worked.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as “non-exempt” employees. Those in administrative, management, or supervisory positions who are not subject to such regulations are referred to as “exempt” employees.

B. HOURS OF WORK

A normal, full-time workweek consists of 40 working hours. Attendance at meetings at the request of the employee’s supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events which are part of their employment.

C. BREAK PERIODS

The time of meal and break periods will be at the discretion of the immediate supervisor. Generally, there will be one paid 20-minute break period for each 6-hour work period. Employees working 7 hours or longer usually receive a half-hour unpaid meal period. Non-exempt employees shall not perform any work during their meal period, except as otherwise directed by their supervisor. Break periods may not be accumulated, nor may they be substituted for tardiness or longer meal periods.

D. TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a written and signed record of their time worked at the end of the 15th and the end of the month. Pay periods will be bi-monthly. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one-and-one-half times the regular rate of pay for all hours worked in excess of 40 in any one work week. Holiday, vacation and sick leave are not counted as hours worked for purposes of overtime compensation. Employees shall not work overtime without written authorization in advance. (See appendices for Time Off Form)

E. PAY AND PAYROLL DEDUCTIONS

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors.

Pay Periods: The pay period is the time worked between the 1st and 15th of the month and the 16th and the last day of the month.

Payday is the 5th and the 20th of every month. If the regular payday is a weekend or a federal holiday observed, employees will be paid on the regular workday before the weekend or holiday.

Deductions made from employees’ wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized such deduction. (See appendices for Option Deduction Form)

Direct Deposit provides automatic bank deposit of payroll checks. This is a convenient method of receiving paychecks through direct deposit. Contact the office administrator for information.

Employees are responsible for promptly notifying the settled minister of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee’s next paycheck.

III. EMPLOYEE BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through Employer. This summary is not intended to and does not create an express or implied contract, promise or representation between Employer and the employee. These benefits are subject to change at any time in the discretion of Employer. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the settled minister.

A. GROUP INSURANCE PROGRAMS

1. Health Insurance Benefits

Employees who work part-time or more may enroll in the group health insurance plan sponsored by the congregation unless they have health insurance through a family member or collateral employment. Further information concerning the plan and any alternative health related benefits may be obtained from the settled minister.

2. Group Dental, Term Life, and Long Term Disability Insurance

Employees who work part-time or more are offered the option of purchasing group dental insurance, term life insurance, and long-term disability insurance through the group plan sponsored by the UUA. Further information concerning these policies is available from the settled minister.

3. Workers' Compensation Insurance

Employer carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor or the settled minister. The injured employee may be required to complete an Injury Report Form. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

B. RETIREMENT BENEFITS

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, Employer contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

Before an employee can become a participant, there are certain eligibility requirements that must be met. These requirements and other provisions are provided to all participants. Eligible employees may contribute in the retirement plan after 31 days of employment. To be eligible, the employee must be eighteen years of age. The retirement benefit depends on the employee's compensation, years of service and hours worked. Employee must have completed one year of service for Employer match of contribution. Each employee should review this material carefully and discuss any questions he/she may have with the settled minister or with the appropriate staff members at the UUA.

C. VACATION

Employer grants paid vacation to regular full-time employees at their regular rate of pay based on their length of service with Employer. Part-time employees who are half-time are entitled to a prorated amount of vacation time. Vacation eligibility is as follows:

Non-Exempt Rate of Accrual for Vacation Time

Length of Service	Rate of Accrual Per Pay Period	Maximum Accumulation Allowed
1 day to 1 year employment	0.021696 times hours worked for the pay period	40 Hours for full-time 20 Hours for part-time
1 year plus 1 day to 5 years employment	0.0384615 times hours worked for the pay period	80 Hours for full-time 40 Hours for part-time
5 years plus 1 day to 10 years employment	0.0576923 times hours worked for the pay period	120 Hours for full-time 60 Hours for part-time
Over 10 years plus 1 day	0.076923 times hours worked for the pay period	180 Hours for full-time 80 Hours for part-time

Exempt Rate of Accrual for Vacation Time

Length of Service	Rate of Accrual On Monthly Basis	Maximum Accumulation Allowed
1 day to 5 years employment	0.0468441 times salaried hours for the year divided by 12	80 Hours
5 years plus 1 day to 10 years employment	0.0702662 times salaried hours for the year divided by 12	120 Hours
Over 10 years plus 1 day	0.0961538 times salaried hours for the year divided by 12	160 Hours

Non-Exempt Rate of Accrual for Sick Time

Length of Service	Rate of Accrual Per Pay Period	Sick Bank: Short Term/Long Term
Beginning with day 1 of employment	0.026923 times hours worked for the pay period	Short term: Max accumulation 56 hours. Long term: Max accumulation 240 hours. Please see explanation.

Increases in vacation accrual rate will be made on the first day following the anniversary date of the year in which an employee completes his/her or year of employment.

Vacation time must be requested in advance and can only be taken with the approval of the employee's supervisor. In the event of conflicting vacations requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements. Summertime vacations generally are encouraged.

Employees who resign with at least two weeks' notice may receive payment for the accrued vacation days that have not been used.

D. HOLIDAYS

The following paid holidays are observed each year:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Day after Christmas

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off.

E. LEAVES OF ABSENCE

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by Employer. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify his/her supervisor.

2. Sick leave and personal leave with pay

All full-time employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. One year's worth (12 days) of sick time may be carried forward into the following year. Part-time employees who work more than twenty hours per week accrue sick leave on a pro rata basis. Occasional employees do not accrue paid sick leave.

Sick leave is to be used only in the event the employee is unable to work due to the employee's own illness, injury or other medical condition. Sick leave may be used as part of medical leave or sick childcare leave and as otherwise required by applicable law. Sick leave should be used for routine dental or medical appointments.

An employee can use up to three (3) of his/her 12 days of sick leave as paid personal leave. Once days are used for personal leave, they are not available for sick leave in case of a later illness. Sick time carried forward from a previous year cannot be used for personal leave.

Employees must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work. Employer reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by Employer, and at the expense of Employer.

3. Medical leave without pay

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the employee's supervisor and the settled minister. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the employee's treating physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. Employer also reserves the right to request a second opinion from a physician chosen by Employer on any medical leave of absence.

4. Personal leave without pay

Employees who have been employed full-time for at least one year may be given unpaid personal leave of five days per year, which must be approved in advance by the settled minister.

5. Military leave without pay

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

6. Funeral or bereavement leave with pay

Full-time employees may be eligible for a leave of absence for up to three days with pay for the death of an immediate family member (grandchild, child, sibling, parent, grandparent, spouse or domestic partner only). The number of paid days off will be determined by the settled minister based on the circumstances.

7. Jury duty leave with pay

Employees called for jury duty are paid their regular pay for up to 20 working days. Employees should appear for work upon being excused from jury duty on any day.

8. Parental leave without pay

Full-time employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption. Biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, in the discretion of the settled minister, run concurrently with unpaid parental leave.

F. VEHICLE USAGE AND REIMBURSEMENT

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by Internal Revenue Service. Mileage will be reimbursed monthly upon request by the employee and approval by the settled minister. Trips must be authorized by the

employee's supervisor. Employees must have a current and valid driver's license and proof of insurance in their employee personnel file. Employees may not take unauthorized passengers on such trips.

All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by Employer.

IV. OTHER EMPLOYER POLICIES

A. ATTENDANCE AND PUNCTUALITY

Each employee is expected to be prompt and regular in his/her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he/she should inform the supervisor of that fact at the same time.

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

B. WORK AND DISCIPLINARY GUIDELINES

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including oral warnings, written warnings or termination.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to Employer.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- The use, possession or sale, or being under the influence of alcohol or controlled substances other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- Failure to report-on-the job injuries.
- Working another job while absent.
- Failure to accurately complete or permitting another person to complete the employee's timecard.

- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his/her job.
- Theft or dishonesty.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Taking Employer property without paying for it or without written permission.
- Reckless, careless or unauthorized use of Employer property, equipment or materials.
- Improper or profane language.
- Violation of any other Employer policy.

C. SEPARATION FROM EMPLOYMENT

Employees who resign are requested to give at least two weeks' written notice in order for Employer to find a suitable replacement.

Any employee who is absent for three consecutive days without notifying his/her supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

D. SAFETY AND ACCIDENTS

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or settled minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the settled minister. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all staff and members of the congregation should leave the premises.

E. PERSONAL PROPERTY

Employer cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to the settled minister. so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the settled minister..

F. WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by anyone on church property will not be tolerated.

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. If Employer determines that a violation of this policy has occurred, Employer may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform the settled minister, or their supervisor of any behavior which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

G. PROFESSIONAL BEHAVIOR

Employees should maintain a professional attitude and appearance that is appropriate to their position and employer-congregation. Name badges should be worn when employees are on duty on Sunday. Personal mail and non-essential telephone calls at work are discouraged.

H. INSPECTION RIGHTS

Churches, like other organizations, are sometimes the victims of thieves. The church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the church can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, Employer reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.

I. EMPLOYMENT AUTHORIZATION

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. When applicable, employees must usually provide an original document or documents to the employee's supervisor that establishes identity and employment eligibility from the date employment begins.

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I hereby acknowledge that I have received a copy of the Personnel Policy Manual of the Unitarian Universalist Church of Muncie. I understand that it is my responsibility read the Manual and to comply with the policies, practices and rules of Employer.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either Employer or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is not subject to change.

I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that Employer reserves discretion to add, change or rescind any policy, practice or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual dated _____.

Employee Name (Printed)



Employee Signature

Date







APPENDIX J:

UUMC Survey Results Summary






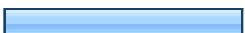
1. Are you a _____ of the congregation?

		Response Percent	Response Count
a. member		89.1%	106
b. friend		10.9%	13
		answered question	119
		skipped question	0




















2. How long have you been associated with this congregation?

		Response Percent	Response Count
under 2 years		10.5%	12
2-5 years		14.0%	16
5-9 years		10.5%	12
10-19 years		21.1%	24
20-29 years		13.2%	15
30+ years		30.7%	35
		answered question	114
		skipped question	5

3. How long have you been associated with Unitarian Universalism?

		Response Percent	Response Count
under 2 years		8.6%	10
2-5 years		10.3%	12
5-9 years		12.1%	14
10-19 years		14.7%	17
20-29 years		19.0%	22
30+ years		35.3%	41
answered question			116
skipped question			3






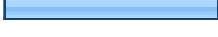
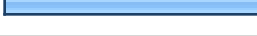

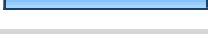
4. If you are not a lifelong UU, what was your most recent previous religious affiliation?

		Response Percent	Response Count
Baptist		6.9%	7
Brethren		3.0%	3
Buddhism		2.0%	2
Christian Church		4.0%	4
Christian Scientist		0.0%	0
Church of Christ		3.0%	3
Church of God		2.0%	2
Congregational		5.9%	6
Disciples of Christ		3.0%	3
Episcopal		6.9%	7
Evangelical		3.0%	3
Friends (Quakers)		0.0%	0
Hindu		2.0%	2
Jewish		3.0%	3
Lutheran		4.0%	4
Methodist		15.8%	16
Muslim		1.0%	1
Presbyterian		11.9%	12
Roman Catholic		12.9%	13
United Church of Christ (Congregational)		2.0%	2
None		18.8%	19
	Other (please specify)		12

answered question 101

skipped question 18

5. In addition to Unitarian Universalism, what faith traditions are important in your religious development? CHECK ALL THAT APPLY.

		Response Percent	Response Count
Buddhism		30.1%	31
Hinduism		9.7%	10
Islam		3.9%	4
Judaism		10.7%	11
Neo-Paganism		13.6%	14
Theological Christianity		32.0%	33
Religious Humanism		37.9%	39
Taoism		8.7%	9
None of the above		30.1%	31
	Other (please specify)		19

answered question 103

skipped question 16






6. How old were you on your last birthday?

		Response Percent	Response Count
under 25		4.3%	5
25-34		7.8%	9
35-44		8.6%	10
45-54		16.4%	19
55-64		17.2%	20
65-79		37.9%	44
80+		7.8%	9
answered question			116
skipped question			3







7. What is your gender?

		Response Percent	Response Count
Female		66.1%	76
Male		32.2%	37
Transgender		1.7%	2
answered question			115
skipped question			4




8. What is your sexual orientation?

		Response Percent	Response Count
Bisexual		2.6%	3
Gay		4.3%	5
Heterosexual		77.6%	90
Lesbian		6.0%	7
Prefer not to answer (None of your business, even if this is anonymous!)		9.5%	11
answered question			116
skipped question			3




9. What is your current marital status?

		Response Percent	Response Count
Divorced		9.5%	11
Domestic partnership/Living with partner		6.0%	7
Married		62.1%	72
Separated		1.7%	2
Single		13.8%	16
Widowed		6.9%	8
answered question			116
skipped question			3



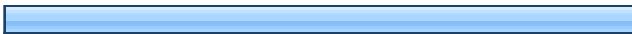

10. Is your spouse/partner affiliated with the congregation?

		Response Percent	Response Count
Yes		57.8%	67
No		17.2%	20
Not applicable		25.0%	29
answered question			116
skipped question			3



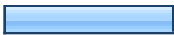

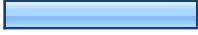
11. About how long does it take you to travel to the church from home?

		Response Percent	Response Count
Less than 15 minutes		74.1%	86
15-30 minutes		25.0%	29
30-45 minutes		0.9%	1
45-60 minutes		0.0%	0
Over an hour		0.0%	0
answered question			116
skipped question			3

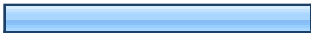






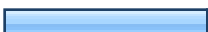










12. What is your ethnic/racial background?

		Response Percent	Response Count
African American/Black		0.0%	0
American Indian/Alaska Native		0.0%	0
Asian		1.7%	2
Hispanic/Latino		0.9%	1
Pacific Islander		0.0%	0
White (not of Hispanic origin)		94.8%	110
Prefer not to answer		2.6%	3
answered question			116
skipped question			3

13. What formal education have you completed? (Check highest level)

		Response Percent	Response Count
Less than high school		0.0%	0
High school or GED equivalent		2.6%	3
Associate's degree, trade school, or some college		8.6%	10
Bachelor's or conservatory degree		25.0%	29
Master's degree		35.3%	41
Ph.D., M.D., J.D., or similar advanced degree		28.4%	33
answered question			116
skipped question			3

14. What is your occupation? If retired, indicate you are retired and indicate what your occupation was before you retired.

		Response Percent	Response Count
I AM RETIRED		45.9%	50
Business Professional		9.2%	10
Digital Technician/IT		5.5%	6
Engineering/Scientific Occupation		1.8%	2
Factory Work		0.9%	1
Fine Arts		4.6%	5
Government		5.5%	6
Higher Education		30.3%	33
Homemaker		8.3%	9
Legal Profession		0.0%	0
Librarian		3.7%	4
Medical Profession		5.5%	6
Non-Profit Social Service Agency		1.8%	2
Office Administration		3.7%	4
Primary/Secondary Education		9.2%	10
Service Sector		5.5%	6
Skilled Labor, Construction		0.0%	0
Small Business		0.9%	1
Student		4.6%	5
Unemployed		3.7%	4
	Other (please specify)		14
answered question			109

skipped question

10

15. What best describes your political leanings?

		Response Percent	Response Count
Conservative		0.9%	1
Liberal		67.8%	78
Libertarian		1.7%	2
Moderate		20.9%	24
Radical		1.7%	2
Prefer not to answer		7.0%	8
answered question			115
skipped question			4

16. Please submit only one answer per household for questions 17-19. Pick the best option below that describes your household.

		Response Percent	Response Count
Only member of the household		35.8%	39
Multiple member household and I will be answering the next three questions.		52.3%	57
Multiple member household and my partner answered the next three questions.		11.9%	13
Other (please specify)			2
answered question			109
skipped question			10

17. If you do not have children, check none below, if you do have children, what are their ages?







	0	1	2	3	4	Response Count
None	94.9% (37)	2.6% (1)	5.1% (2)	2.6% (1)	5.1% (2)	39
under 2	66.7% (2)	0.0% (0)	66.7% (2)	0.0% (0)	0.0% (0)	3
3-5	0.0% (0)	100.0% (2)	0.0% (0)	0.0% (0)	0.0% (0)	2
6-8	11.1% (1)	77.8% (7)	11.1% (1)	0.0% (0)	0.0% (0)	9
9-11	16.7% (1)	83.3% (5)	0.0% (0)	0.0% (0)	0.0% (0)	6
12-14	16.7% (1)	83.3% (5)	0.0% (0)	0.0% (0)	0.0% (0)	6
15-18	20.0% (1)	40.0% (2)	60.0% (3)	0.0% (0)	0.0% (0)	5

For children over 18 just put the number 49











answered question 57

skipped question 62





18. What is your approximate household income before taxes? (Include wages, salaries, interest, pensions, etc.)

		Response Percent	Response Count
under \$20,000		12.4%	13
\$20-40,000		15.2%	16
\$40-70,000		28.6%	30
\$70-100,000		15.2%	16
\$100,000+		18.1%	19
Prefer not to answer		10.5%	11
answered question			105
skipped question			14

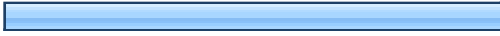



19. What is the current annual pledge of your household to the church?

		Response Percent	Response Count
None		6.7%	7
under \$100		13.5%	14
\$100-\$399		7.7%	8
\$400-\$599		5.8%	6
\$600-\$999		10.6%	11
\$1000-\$1499		9.6%	10
\$1500-\$1999		7.7%	8
\$2000-\$2999		7.7%	8
3000+		26.0%	27
Prefer not to answer		4.8%	5
answered question			104
skipped question			15






20. Do you consider yourself handicapped in any way?

		Response Percent	Response Count
No		83.6%	92
Hearing impaired		11.8%	13
Physically disabled		5.5%	6
Visually impaired		3.6%	4
Other (please specify)			9
answered question			110
skipped question			9




21. Does your impairment create problems for you in the Sunday morning service?

		Response Percent	Response Count
Does not apply		74.8%	83
Never		8.1%	9
Sometimes		12.6%	14
Most of the time		4.5%	5
answered question			111
skipped question			8

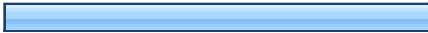




22. Thinking back to a time when you have needed support, to what extent did the church or members of the congregation reach out and offer support to you?

		Response Percent	Response Count
Not at all		5.2%	6
A little bit		16.4%	19
A fair amount		23.3%	27
A great deal		31.9%	37
Not applicable		23.3%	27
answered question			116
skipped question			3







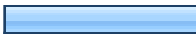
23. How much is your affiliation with this congregation and/or Unitarian Universalism a source of strength or comfort to you?

		Response Percent	Response Count
Not at all		0.0%	0
A little bit		22.4%	26
A fair amount		34.5%	40
A great deal		43.1%	50
answered question			116
skipped question			3





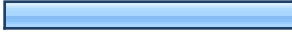
24. How often do you attend Sunday morning worship services?

		Response Percent	Response Count
Almost every Sunday		63.6%	70
Once or twice a month		20.0%	22
Less than once a month		10.9%	12
Rarely attend		3.6%	4
Never attend		1.8%	2
answered question			110
skipped question			9

25. What factors inhibit your attendance?

		Response Percent	Response Count
not applicable		32.7%	33
family/work responsibilities		34.7%	35
distance from church		4.0%	4
lack of information about what is happening at church		2.0%	2
I don't feel welcome/understood		4.0%	4
service/sermons aren't inspiring/don't meet my needs		24.8%	25
prefer to spend Sunday mornings in other ways		28.7%	29
	Other (please specify)		16
	answered question		101
	skipped question		18

26. How often do you attend the pre-service morning discussion group?

		Response Percent	Response Count
Almost every Sunday		7.2%	8
Once or twice a month		2.7%	3
Less than once a month		9.9%	11
Rarely attend		36.9%	41
Never attend		43.2%	48
	answered question		111
	skipped question		8

27. Are you involved with the RE program on Sunday morning?

		Response Percent	Response Count
Currently involved		18.2%	20
Have been in the past		44.5%	49
I have never been involved		37.3%	41
		answered question	110
		skipped question	9

28. Indicate all the factors that first brought you to attend the Unitarian Universalist Church of Muncie and rate the importance of each.

	Extremely	Very	Somewhat	None	Response Count
Adult religious education/9:30 discussion	1.3% (1)	8.0% (6)	22.7% (17)	68.0% (51)	75
Children's religious education	37.2% (35)	17.0% (16)	17.0% (16)	28.7% (27)	94
Choir	14.8% (12)	12.3% (10)	12.3% (10)	60.5% (49)	81
Church community/involvement	30.7% (27)	28.4% (25)	29.5% (26)	11.4% (10)	88
Community presence/involvement	12.5% (10)	42.5% (34)	27.5% (22)	17.5% (14)	80
Family	33.8% (27)	25.0% (20)	11.3% (9)	30.0% (24)	80
Fellowship/food	31.7% (26)	29.3% (24)	29.3% (24)	11.0% (9)	82
Individual affirmation	34.1% (28)	36.6% (30)	13.4% (11)	17.1% (14)	82
Intellectual stimulation	42.9% (39)	40.7% (37)	9.9% (9)	6.6% (6)	91
Minister	34.8% (31)	33.7% (30)	19.1% (17)	13.5% (12)	89
Music/aesthetic appeal	28.4% (25)	36.4% (32)	22.7% (20)	12.5% (11)	88
Ritual/tradition	16.9% (13)	28.6% (22)	35.1% (27)	20.8% (16)	77
Search for liberal church	63.2% (60)	25.3% (24)	6.3% (6)	6.3% (6)	95
Sermons	33.3% (29)	37.9% (33)	19.5% (17)	9.2% (8)	87
Social justice/service activities	19.0% (16)	36.9% (31)	28.6% (24)	15.5% (13)	84
Spiritual growth	31.8% (27)	35.3% (30)	18.8% (16)	14.1% (12)	85
Unitarian Universalist beliefs/history	31.2% (29)	30.1% (28)	26.9% (25)	11.8% (11)	93
Web presence	6.5% (5)	16.9% (13)	14.3% (11)	62.3% (48)	77
Welcoming Congregation (LGBTQ)	25.0% (20)	22.5% (18)	22.5% (18)	30.0% (24)	80
Worship	21.7% (18)	24.1% (20)	34.9% (29)	20.5% (17)	83

Other (please specify) 10

answered question 111

skipped question 8

29. Indicate all the reasons that you continue to attend the church and rate the importance of each.

	Extremely	Very	Somewhat	None	Response Count
Adult religious education/9:30 discussion	8.3% (7)	9.5% (8)	26.2% (22)	56.0% (47)	84
Children's religious education	23.5% (20)	12.9% (11)	25.9% (22)	38.8% (33)	85
Choir	19.8% (18)	28.6% (26)	23.1% (21)	28.6% (26)	91
Church community/involvement	39.4% (37)	40.4% (38)	14.9% (14)	5.3% (5)	94
Community presence/involvement	26.1% (23)	43.2% (38)	25.0% (22)	5.7% (5)	88
Family	29.8% (25)	26.2% (22)	20.2% (17)	23.8% (20)	84
Fellowship/food	36.6% (34)	40.9% (38)	19.4% (18)	3.2% (3)	93
Individual affirmation	34.1% (29)	32.9% (28)	20.0% (17)	14.1% (12)	85
Intellectual stimulation	39.4% (37)	38.3% (36)	19.1% (18)	4.3% (4)	94
Minister	21.2% (18)	30.6% (26)	27.1% (23)	21.2% (18)	85
Music/aesthetic appeal	34.0% (33)	35.1% (34)	22.7% (22)	8.2% (8)	97
Ritual/tradition	23.5% (20)	29.4% (25)	29.4% (25)	18.8% (16)	85
Search for liberal church	52.2% (48)	25.0% (23)	13.0% (12)	9.8% (9)	92
Sermons	25.6% (23)	43.3% (39)	18.9% (17)	12.2% (11)	90
Social justice/service activities	22.0% (20)	46.2% (42)	24.2% (22)	7.7% (7)	91
Spiritual growth	33.7% (29)	26.7% (23)	25.6% (22)	14.0% (12)	86
Unitarian Universalist beliefs/history	34.7% (34)	34.7% (34)	20.4% (20)	10.2% (10)	98
Web presence	7.8% (6)	11.7% (9)	29.9% (23)	51.9% (40)	77





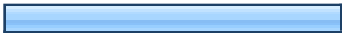

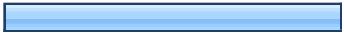




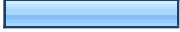



Welcoming Congregation (LGBTQ)	32.2% (29)	33.3% (30)	17.8% (16)	16.7% (15)	90
Worship	22.0% (18)	26.8% (22)	29.3% (24)	22.0% (18)	82


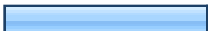




Other (please specify) 9

answered question 109

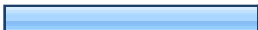



skipped question 10

30. In which of the following church activities have you participated during the last year?










		Response Percent	Response Count
Adult religious education/9:30 Discussion		33.0%	36
Body Life Dinner		40.4%	44
Children's religious education		28.4%	31
Choir/Music		33.0%	36
Christmas Eve Service		50.5%	55
Circle in the Woods		4.6%	5
Committee member or church officer		50.5%	55
Dinner Discussion Group		44.0%	48
Bazaar		73.4%	80
Dining for Dollars events (Brew Pub, etc.)		49.5%	54
Service Auction		43.1%	47
Stewardship		25.7%	28
Harvest Feast		54.1%	59
University Unitarian Universalist Union		4.6%	5
Maundy Thursday Service		6.4%	7

Muncie Meditation and Dharma		4.6%	5
Pokagon Retreat		30.3%	33
Property Maintenance work days		22.0%	24
Revival Hour		9.2%	10
Social Justice activities/Community outreach (such as work at Second Harvest, Harvest Soup Kitchen, sleeping room, Rebuilding Together)		42.2%	46
Unigram folding		5.5%	6
answered question			109
skipped question			10





31. Aside from Sunday worship services, how much time do you spend on Church activities PER MONTH?

		Response Percent	Response Count
2 hours or less		38.0%	41
3-8 hours		35.2%	38
9-16 hours		18.5%	20
more than 16 hours		8.3%	9
answered question			108
skipped question			11

**32. Which of the following reasons for attending worship services are important to you?
Mark all that are relevant.**

		Response Percent	Response Count
Celebration of common values		77.1%	84
Intellectual stimulation		77.1%	84
Fellowship period after services		62.4%	68
Hearing, playing, or singing music		72.5%	79
Mystical, spiritual experience		24.8%	27
Personal reflection and meditation		56.9%	62
Sense of belonging		82.6%	90
Support and encouragement for social action		52.3%	57
Uplifting emotional experience		55.0%	60
	Other (please specify)		12
answered question			109
skipped question			10

33. What are your personal feelings about our membership growth?








		Response Percent	Response Count
Favorable, to allow more people to benefit from Unitarian Universalism in general and UUCM in particular		67.3%	74
Neutral		18.2%	20
Unfavorable, because I prefer the current size of our congregation		1.8%	2
Increase diversity regardless of growth		12.7%	14
		answered question	110
		skipped question	9

34. How do you classify your religious belief and practice? More than one may apply—after all, we are UUs! Indicate as many as apply to you. Please label the level of importance as first, second or third most important.




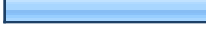






	First	Second	Third	Response Count
Agnostic—Existence of God cannot be known, or we cannot know anything about God	53.7% (29)	27.8% (15)	18.5% (10)	54
Atheist—No God exists, or the question of God’s existence has no meaning	54.3% (19)	22.9% (8)	22.9% (8)	35
Buddhist	29.2% (7)	33.3% (8)	37.5% (9)	24
Deist—God created the universe, but does not influence its operation	33.3% (8)	25.0% (6)	41.7% (10)	24
Earth-based Religion—God is in nature	32.4% (12)	35.1% (13)	32.4% (12)	37
Eclectic—Divine is found in many forms	45.2% (19)	26.2% (11)	28.6% (12)	42
Ethical Christian—Jesus is a great teacher	32.4% (12)	32.4% (12)	35.1% (13)	37
Ethical Religion—Ethics are the basis of religion	34.3% (12)	51.4% (18)	14.3% (5)	35
Goddess-based Religion—There is a female essence in the divine	27.3% (6)	36.4% (8)	36.4% (8)	22
Hindu	25.0% (3)	25.0% (3)	50.0% (6)	12
Interfaith or interspirituality	34.6% (9)	34.6% (9)	30.8% (8)	26
Jewish	20.0% (2)	20.0% (2)	60.0% (6)	10
Muslim	0.0% (0)	28.6% (2)	71.4% (5)	7
Mystic—Divine is experienced internally	28.6% (6)	33.3% (7)	38.1% (8)	21
Native American Religion	0.0% (0)	22.2% (2)	77.8% (7)	9
Naturalist—Nature is sufficient	36.4% (12)	24.2% (8)	39.4% (13)	33

New Age—there are practical powers in nature	20.0% (3)	26.7% (4)	53.3% (8)	15
Pagan—Pre-Christian belief—in any form	33.3% (5)	20.0% (3)	46.7% (7)	15
Pantheist—God is in all	29.4% (5)	41.2% (7)	29.4% (5)	17
Religious Humanist—Humanity is good, God may exist	45.9% (17)	24.3% (9)	29.7% (11)	37
Secular Humanist—Humanity is good, there is no need for God	45.0% (18)	20.0% (8)	35.0% (14)	40
Skeptic—Doubts God exists	39.1% (9)	34.8% (8)	26.1% (6)	23
Theist—Belief in God in any form	16.0% (4)	40.0% (10)	44.0% (11)	25
Traditional Christian—Jesus is unique revelation of the divine	8.3% (1)	25.0% (3)	66.7% (8)	12
Wiccan or The Craft	10.0% (1)	20.0% (2)	70.0% (7)	10
answered question				111
skipped question				8





35. Which most closely corresponds with your belief about immortality?

		Response Percent	Response Count
A person's memory lives on in the minds of loved ones		57.3%	63
A person's body dies but a person's spirit or soul lives on		16.4%	18
At some point in the future, a person's body and soul are resurrected		0.9%	1
A person's soul is reborn into another living being		2.7%	3
Lives are connected one to another, but without a "soul" that goes from body to body		9.1%	10
Concern for immortality distracts from fully living in the moment		11.8%	13
No opinion		1.8%	2
		answered question	110
		skipped question	9

36. What spiritual practices are important in your personal life?

		Response Percent	Response Count
Being in nature		81.4%	83
Engagement in small group ministries		28.4%	29
Journaling/reflection		32.4%	33
Meditation		30.4%	31
Mindfulness—in eating, in everyday life		50.0%	51
Prayer		17.6%	18
Retreats		18.6%	19
Social action		48.0%	49
Spiritual reading		24.5%	25
Yoga		10.8%	11
	Other (please specify)		11
		answered question	102
		skipped question	17

37. How often would you like the minister to preach?

		Response Percent	Response Count
Nearly every Sunday		51.9%	56
3 times a month		45.4%	49
2 times a month		1.9%	2
Once a month		0.9%	1
answered question			108
skipped question			11

38. How important to you are the following specific elements that may be part of a Sunday worship service?

	Extremely	Very	Somewhat	None	Response Count
Announcements	10.7% (11)	30.1% (31)	55.3% (57)	3.9% (4)	103
Celebrating religious holidays	18.6% (19)	36.3% (37)	36.3% (37)	8.8% (9)	102
Chalice lightings	32.0% (32)	44.0% (44)	18.0% (18)	6.0% (6)	100
Child dedications	23.8% (24)	42.6% (43)	26.7% (27)	6.9% (7)	101
Children's story	16.2% (16)	29.3% (29)	42.4% (42)	14.1% (14)	99
Choir	35.2% (38)	42.6% (46)	18.5% (20)	3.7% (4)	108
Coffee hour	32.1% (34)	40.6% (43)	22.6% (24)	4.7% (5)	106
Instrumental music	37.9% (39)	43.7% (45)	17.5% (18)	1.0% (1)	103
Lay participation	25.0% (24)	37.5% (36)	31.3% (30)	6.3% (6)	96
Meditation	28.0% (28)	31.0% (31)	31.0% (31)	10.0% (10)	100
Readings	29.4% (30)	42.2% (43)	26.5% (27)	2.0% (2)	102
Recognizing visitors	21.4% (21)	35.7% (35)	38.8% (38)	4.1% (4)	98
Responsive readings	10.2% (10)	28.6% (28)	44.9% (44)	16.3% (16)	98
Sermon	53.3% (57)	29.0% (31)	18.7% (20)	0.0% (0)	107
Sharing joys and concerns	41.2% (42)	26.5% (27)	25.5% (26)	6.9% (7)	102
Singing of hymns	41.3% (43)	34.6% (36)	17.3% (18)	6.7% (7)	104
answered question					109
skipped question					10

39. A variety of functions comprise a minister’s work. Each minister has to prioritize these functions, and thus his or her time. In what rank order would you like our next minister to do so? (Use 1 as the most important and 7 as the least.)

	1	2	3	4	5	6	7	Rating Average	Response Count
Pastor: counsels, visits the sick, visits people at home, etc.	9.3% (10)	15.7% (17)	18.5% (20)	26.9% (29)	11.1% (12)	11.1% (12)	7.4% (8)	3.78	108
Social activist: promotes ethical values in the larger community	4.6% (5)	14.8% (16)	15.7% (17)	13.9% (15)	21.3% (23)	19.4% (21)	10.2% (11)	4.31	108
Facilitator: involves people in congregational life	7.4% (8)	7.4% (8)	16.7% (18)	13.9% (15)	31.5% (34)	12.0% (13)	11.1% (12)	4.35	108
Spiritual leader: prepares and leads worships and celebrations	38.9% (42)	22.2% (24)	10.2% (11)	8.3% (9)	10.2% (11)	3.7% (4)	6.5% (7)	2.66	108
Intellectual leader: challenges and stimulates thinking of the congregation	17.6% (19)	20.4% (22)	14.8% (16)	12.0% (13)	13.0% (14)	11.1% (12)	11.1% (12)	3.60	108
Administrator: achieves results by coordinating & supporting others’ efforts	0.9% (1)	8.3% (9)	8.3% (9)	17.6% (19)	10.2% (11)	25.0% (27)	29.6% (32)	5.21	108
Person of character: models the ethical life	21.3% (23)	11.1% (12)	15.7% (17)	7.4% (8)	2.8% (3)	17.6% (19)	24.1% (26)	4.08	108
answered question									108
skipped question									11

40. WORSHIP

	Very important	Important	Somewhat important	Not important	No opinion	Response Count
Sermons	77.1% (84)	16.5% (18)	6.4% (7)	0.0% (0)	0.0% (0)	109
Organizing minister-led services	34.6% (37)	52.3% (56)	12.1% (13)	0.0% (0)	0.9% (1)	107
Mentoring lay-led services	17.8% (19)	40.2% (43)	36.4% (39)	3.7% (4)	1.9% (2)	107
answered question						109
skipped question						10

41. PASTORAL CARE

	Very important	Important	Somewhat important	Not important	No opinion	Response Count
Conducting ceremonies	49.5% (53)	40.2% (43)	10.3% (11)	0.0% (0)	0.0% (0)	107
Counseling individuals	34.3% (37)	47.2% (51)	14.8% (16)	2.8% (3)	0.9% (1)	108
Visiting members	15.1% (16)	33.0% (35)	39.6% (42)	11.3% (12)	0.9% (1)	106
Visiting shut-ins and sick	32.7% (35)	40.2% (43)	24.3% (26)	2.8% (3)	0.0% (0)	107
Mediating conflicts	13.1% (14)	46.7% (50)	33.6% (36)	5.6% (6)	0.9% (1)	107
Socializing with members	14.2% (15)	41.5% (44)	36.8% (39)	5.7% (6)	1.9% (2)	106
Interacting positively with children, teens, and young adults	37.4% (40)	49.5% (53)	13.1% (14)	0.0% (0)	0.0% (0)	107
answered question						109
skipped question						10

42. ADMINISTRATION

	Very important	Important	Somewhat important	Not important	No opinion	Response Count
Day to day church operation	23.4% (25)	37.4% (40)	35.5% (38)	2.8% (3)	0.9% (1)	107
Staff coordination	31.8% (34)	43.9% (47)	23.4% (25)	1.9% (2)	0.0% (0)	107
Membership retention	39.3% (42)	45.8% (49)	14.0% (15)	0.0% (0)	0.9% (1)	107
Membership recruitment	23.4% (25)	45.8% (49)	27.1% (29)	3.7% (4)	0.0% (0)	107
Recruitment & development of lay leaders	23.4% (25)	50.5% (54)	22.4% (24)	3.7% (4)	0.0% (0)	107
Support of fundraising	20.6% (22)	42.1% (45)	32.7% (35)	4.7% (5)	0.0% (0)	107
answered question						109
skipped question						10

43. ACTIVITIES

	Very important	Important	Somewhat important	Not important	No opinion	Response Count
UUA denominational involvement	22.4% (24)	40.2% (43)	27.1% (29)	8.4% (9)	1.9% (2)	107
Involvement with other UU churches	13.1% (14)	41.1% (44)	36.4% (39)	7.5% (8)	1.9% (2)	107
Social action	32.4% (35)	52.8% (57)	13.0% (14)	1.9% (2)	0.0% (0)	108
Adult religious education	7.5% (8)	56.1% (60)	29.9% (32)	3.7% (4)	2.8% (3)	107
Children & teens' religious education	16.8% (18)	49.5% (53)	34.6% (37)	0.0% (0)	0.9% (1)	107
Attendance at social activities	14.2% (15)	30.2% (32)	50.9% (54)	4.7% (5)	0.9% (1)	106
Professional research and growth	31.1% (33)	47.2% (50)	17.0% (18)	4.7% (5)	0.0% (0)	106
Outreach to university students	10.3% (11)	39.3% (42)	47.7% (51)	2.8% (3)	0.9% (1)	107
answered question						108
skipped question						11

44. Using the categories from questions 40-43, select your priorities for the next minister. Please put your choices in rank order with 1 being the most important and 4 as the least important.

	1	2	3	4	Rating Average	Response Count
WORSHIP	77.4% (82)	15.1% (16)	4.7% (5)	2.8% (3)	1.33	106
PASTORAL CARE	15.1% (16)	48.1% (51)	21.7% (23)	15.1% (16)	2.37	106
ADMINISTRATION	4.7% (5)	23.6% (25)	44.3% (47)	27.4% (29)	2.94	106
ACTIVITIES	2.8% (3)	13.2% (14)	29.2% (31)	54.7% (58)	3.36	106
answered question						106
skipped question						13