

2013 Annual Report

First Unitarian Church



Albuquerque | East Mountains | Socorro | Carlsbad

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884-1801

Part I—State of the Church

Part II—Board and Staff Reports

[President of the Congregation](#).....3
[Associate Minister](#)9
[Director of Religious Education](#)10
Contemporary Worship Band—“Spare Parts”
[Director of Member Development](#).....12
[Director of Operations](#)14
Branch Coordinator—Desert Springs Unitarian Community, Carlsbad
Branch Coordinator—East Mountains
[Branch Coordinator—Socorro](#)16

Part III—Standing or Elected Committees

[Endowment Fund Committee](#).....19
[Finance Council and Treasurer’s Report](#).....20
[Healthy Community Team](#).....22
[Leadership Succession Committee](#).....34
[LEAD Team \(formerly Program Team\)](#)32
[Membership Committee](#)33
[Personnel Committee](#).....34
[Stewardship Committee](#)35

Part IV—Committees and Programs

[Animal Advocates](#)37
[Arts and Aesthetics Committee](#)39
Coffee Crew
Coyote Willow CUUPS
[EarthWeb](#)40
[Food Pantry](#).....42
[IMinistry](#).....44
[RE Council](#)46
[SipNSup](#).....47
Social Justice Council
 [Adult ESL](#)48
 [After School Tutoring](#).....49
 [Covenant Groups](#)50
 [ERAG](#)50
 [Landscape Committee](#)50
[Worship Team](#).....53

Part V—Special Reports

[Design and Construction Team – New Sanctuary Building Project](#).....54
New Building Financing
[New Social Hall](#).....57
[Sanctuary Building Aesthetics Team \(SBAT\)](#).....58
[Shared Governance](#).....60

Part II—Board and Staff Reports

President's Report

Pat Diem

Obviously, the most visible achievement this year was the completion and move into the new Sanctuary. Now we are holding our first Congregational Meeting in this new space. We watched it rise up and become a landmark on the corner of Comanche and Carlisle. Very quickly it seemed like it always belonged there. Occupying a new building is not without some transitional challenges however. “What would worship in this new space feel like?”, “How would we adjust?”, sometimes feeling like there were more questions than answers and living with the ambiguity of all that wasn't always comfortable but we managed without any major disruptions thanks to patience on the part of all involved.

We moved into the new Sanctuary in June, 2013 then celebrated and dedicated the building in August with the help of Peter Morales, President of the UUA. We are now living with the changes that come with a new addition. We will be finishing up our AV system within the next few weeks. The Board approved at its meeting earlier this month to draft the contract for solar panels on the Sanctuary roof. We achieved LEED Platinum on this addition—truly living our values to protect this planet. All of you who have moved into different living spaces probably remember that there were a few surprises and some things that you didn't anticipate. That's been true on this project also and we are managing through them gracefully.

The congregation has been and continues to be very generous in supporting any number of move- related projects like refurbishing the piano, moving the mural, getting new choir chairs, installing the AV system and many other gifts—a wish list too long to enumerate here. When a need was identified, it seemed that the funds would become available—a true UU miracle. This generosity was in addition to the support of an operating fund which ended the year with a small surplus even though our rental income was less than it had been in the past—truly remarkable.

As we have moved through these changes, I have felt that on the whole people have expressed a high degree of satisfaction and are enjoying worship in the new Sanctuary. Attendance has been strong such that we are already in need of the \$20,000 it will cost for an additional 100 chairs that the new Sanctuary can accommodate.

Sometimes it didn't feel like some of the other changes in the way we use the remaining space on our campus went so smoothly because they did not seem so welcome. We began using existing spaces in new ways which are more difficult changes to make than moving into a new space. Our former sanctuary became a Social Hall, our former Social Hall became a Memorial Hall, new storage spaces appeared in Cooper and Parker rooms, we now park in a different unpaved lot, we are re-doing the library, we reclaimed our RE wing, and the changes in use go on and on. CHANGE seemed to be the operative action for 2013.

Later in the meeting we will consider increasing our annual debt service amount above the \$45,000 previously authorized in 2012. This increase is required to fund \$165,200 in additional building improvements. These funds are required to pay for several obligations already incurred related to our new building and repairs needed on existing buildings. We are not asking whether or not to fund these improvements but rather what funding source to use.

Roof Replace or Repair	\$ 50,000
Space Heaters, Project Overage & Tint for Door	\$ 3,200
Additional AV Expense	\$ 47,200
Pledge Shortfall	\$ 54,858
Mortgage Closing Costs	\$ 10,000
Total	\$ 165,258

The Board felt debt was the better option to fund these campus improvements. The other alternative is to conduct a capital campaign later this year to raise these funds. Many of you are still completing the third year of the most recent capital campaign. The Board felt that another capital campaign this soon might stretch the generosity of the congregation a bit too far and that increasing the debt amount was a better alternative. We have been using our low interest construction line of credit and other internal funding sources to cover these expenses until October when we are scheduled to roll them into a 25-year mortgage. Using debt for these expenses also allows for new members to help fund these needs in the future over a longer period of time through new operating fund pledges.

There are several other finishing touches that will be needed soon to complete the Sanctuary. The most pressing of these seems to be the additional chairs and security for the art and the

building. Funding for these improvements will need to be deferred until a later time or until one of us wins the lottery.

Sanctuary Chairs		\$ 20,000
Security for Sanctuary Art		\$\$
Sanctuary Exterior Security		\$\$
Sanctuary Platform Furniture		\$\$
TV for Sanctuary Foyer		\$\$

While the Building project was the most visible of our activities this year and certainly required a huge amount of time, attention and other resources from many people, there were many other ongoing mission-related activities. These activities continued to operate smoothly and worked graciously around the construction activities.

First Unitarian was active in supporting the Respect ABQ Women initiative using our church as base camp for advocates. Both Christine and Angela spoke out actively in the community to represent Unitarian Universalist values on this important issue by making presentations in the media and to the medical community.

Wide-ranging Social Justice projects summarized below resulted in almost \$50,000 in outreach activities over and above our operating budget and almost 3,500 volunteer hours serving many deserving people in our community, our country, and around the world. And this is just what we have quantified.

			Social Justice Outreach		
			\$\$\$\$	Volunteer Hours	# Served
Kenya Scholarships			\$ 13,734		
Food Pantry			\$ 13,400	432	3482 bags of food
Change for the Future partners			\$ 7,852		
UUSC Fair Trade Fund			\$ 4,464		
After School Tutoring and ESL			\$ 3,217	1737	16 after school and 37 ESL students
Phillipine Crisis Fund			\$ 3,089		
Guest at Your Table			\$ 1,109		
Project Share			\$ 676	368	320 people
Landscaping and Wildlife Habitat			\$ 1,086	950	
Total			\$ 48,627	3487	

Our Religious Education program had a strong year in both adult and youth offerings. The youth program served a total of 362 individual children. The adult RE program served 83 inquiring

minds for a total of 445 people participating. Forum sessions were well attended to add to the education of our congregation. \$990 in scholarships sent many kids to UU Kids camp—a great investment in our future.

La Puerta moved out of our RE building leaving us with empty rooms and a major refurbishment project. Thanks to many hours of volunteer labor, painting and cleaning, generous donations of furniture, we have reclaimed our RE building. In addition to our own RE program, after school tutoring and English as a Second Language (ESL) now have more suitable and spacious learning spaces. Work continues to improve the Wesson, Arnold, and *La Amikoj* meeting spaces. There was some concern that the loss of *La Puerta* rental income would create a financial deficit this year but as you heard in the Treasurer's report, their departure was managed such that we have been able to hold our expenses to less than our income.

There was a substantial amount of staff turnover during the year. A review of our staff transitions suggested that we did not have all the right staff skills and that perhaps we were asking our staff to do more than was reasonably possible to accomplish. We were asking our ministerial staff to do more of an administrative ministry than was reasonable for them to perform. In addition, we didn't have the healthiest of work environments as staff members were stressed with the volume of work. All this and dealing with a construction project and the *La Puerta* move at the same time. Christine wisely suggested that we needed a Director of Operations to bring more organizational expertise to our work environment. Funds from the Endowment growth helped us make this possible. We are very fortunate to have enticed church member Paul Browne to assume this role and are already seeing substantial improvement in operational effectiveness. Late in the year an Edgewood meeting space purchase opportunity appeared. This was not an opportunity that we sought nor anticipated but appears to be one deserving of congregational consideration given our mission. More discussion and a decision about further consideration of this opportunity will occur later in today's meeting.

I have heard from a number of you about more campus improvements you would like to see considered in the future. We have a lot on our plate so we will not be initiating any action on these now but just so you know I was listening and to share your creative ideas with others in the congregation, I am including them in this report so they get captured for future consideration: As you can see there is no shortage of future projects.

- Pave the South Parking Lot
- Replace the Church Website
- Replace the Corner Sign
- Purchase Solar Systems
- Refurbish/replace Wesson & Arnold Wing
- Convert Memorial Hall to a Chapel
- Complete building plan for Chapel & Choir room
- Remove Mural wall and Platform in Social Hall
- Social Hall Improvements
- Install Social Hall AV System
- Replace Social Hall East Windows
- Upgrade Social Hall Bathrooms
- Upgrade Social Hall Lighting
- Install Social Hall Sound
- Upgrade Social Hall Kitchen

You have the benefit of being guided by a very talented and dedicated ministerial staff, Board of Directors, and other leaders who have stayed focused on maintaining a positive direction during this very busy year. This church relies heavily on volunteers for many operational activities. If we were hiring all the work that's being done by volunteers, I know our operating budget would be much more than what it is—landscaping and office work alone account for hundreds of volunteer hours.

The Board met at least monthly addressing the church's business issues and worked on many other tasks outside of Board activity as well. The Board set the following goals early in the year:

1. Ensure policies are developed to support building moves/changes (including fundraising policy)

2. Celebrate Endings and New Beginnings—Sanctuary, Social Hall, and *La Puerta*
3. Support enhanced work with branches to assure more robust branches
4. Be intentional in welcoming new people for further development of membership
5. Establish a process for long-range strategic planning

I believe we did an admirable job on the first two goals, and modest work with much help from Gwen Sawyer and George Bakula on supporting the branches, with more work to do in welcoming new people and working on long range planning. Our next Board retreat in February will focus on strategic long-range planning.

Due to personal obligations and circumstances, we experienced two resignations from the Board during the year without replacements resulting in the nine remaining Board members handling a heavier load in church leadership. Even under these circumstances they have done a commendable job.

I am very nurtured by my membership in this church family. It has been an honor and I have enjoyed being your President.

Associate Minister

The Rev. Angela Herrera

What a year! A few highlights:

In early summer, we moved into our new sanctuary building. Your Design and Construction Team completed its work, while Linda Skye, Steve Phillips, and I spent the summer months chasing down loose ends on the project and resolving punchlist items. The building project was an incredible learning experience for this relatively new minister, with aspects from budget to architecture and construction to program and volunteer management, and everything in between. In August, we hired our congregation's first Director of Operations, Paul Browne. Christine and I passed many high-level admin and facilities matters into his capable hands, including the remainder of the building project. That same month Albuquerque faced an anti-abortion measure on the city ballot. With time freed up for other kinds of ministry, we were able to get out in front of that issue, participating in rallies, workshops, press conferences, and phone banks, and even lending our social hall as the basecamp for the prochoice collaborative Respect ABQ Women. After the measure was defeated, I wanted to continue developing my media and advocacy skills on these issues. I was accepted into the 2014 Faith and Reproductive Justice Institute at the Center for American Progress. As I write this, I am in Washington DC for the initial training. The remainder of the work will be done in Albuquerque.

This fall ministerial intern Bryan Elwood and I also launched the First Unitarian Prison Ministry, and along with a group of hardy volunteers we made our first visits to Metropolitan Detention Center.

In the next year or so, the board and I will be leading the congregation in a visioning process. I am excited to imagine together how else we can use our campus as a basecamp for justice and outreach, as well as a place for spiritual deepening and community.

Director of Religious Education Candy Lindquist

In 2013, the biggest change in First Unitarian Religious Education was RE taking over the building from long-time tenant *La Puerta de los Niños* and their preschool program. In early September we began literally without a stick of furniture in the building, but by the end of the year we were fully furnished, all via sharing furniture with the ESL program, the tutoring program, and especially through the many donations of our very generous volunteers. Further, a task force is in place to continue modification of the building, and progress is occurring swiftly. Our last academic year's attendance numbers are impressive: In a nutshell, from September 2012 through August 2013, we had a total of 362 individual children walk through our doors—i.e., no child was counted twice in this study. Adults in the RE Sunday program in various capacities numbered 74 on Sundays, with 83 separate individuals in all. In total, last year's RE program involved 445 people.

Breaking it down a bit, we had 157 registered children, 205 unregistered children, 58 adult volunteers on Sundays, nine additional RE volunteers, and 16 paid staff (*i.e.*, RE staff, childcare workers, and last year's teachers).

Note that these figures are different from service attendance figures, insofar as each person who attended or worked on a Sunday would only be counted once, regardless of the number of classes in which they participated, as we were trying to ascertain only the number of separate individuals. (Attendance figures would obviously yield a higher total, as a person is counted for each service or class attended.)

I'm happy to report that staffing was very stable in 2013: At the end of the year, the DRE (Candy Lindquist), the RE Administrative Assistant (Mia Noren), the RE Aide (Meladee Montoya), the Youth Coordinator (Libby McDonald), and the lead Sunday childcare person (Stephanie Reich) were all unchanged from those on January 1, 2013. However, Mia will soon become an RE staff alumna, as she makes the transition to full-time church Administrator. We hate to see her go but are glad she isn't very far!

At the time of this report, interviews are underway to find a new RE Administrative Assistant—someone, we hope, who will also become another lasting team member on the church staff.

Many teachers remained from the previous year—even though we stopped paying teachers this year—and the RE Council, chaired by Carolyn Riggs, lost only one member. This continuity is a major asset to our department, as it allows time for ideas, projects, and programs to grow and to flower.

Words cannot say how grateful I am to the many people who make RE strong, warm, and rewarding in so many ways. Here's to 2014!

Director of Member Development

Kristen Satterlee

The job of Director of Member Development comprises three core programs: guiding new members, providing access to information about church activities, and convening the Leadership Enrichment And Development (LEAD) Team.

1. Member Guidance

I host First Unitarian's monthly Member Signing Ceremonies. At the beginning of 2013 we began bringing in all members through these Signing Ceremonies; signing the Membership Book at the Membership Information Table is no longer an option. This is intended to make the process of becoming a member more meaningful, and to improve retention rates. Ceremonies consist of a chalice lighting, time to meet the other participants and hear their stories, a responsive litany (including our Principles and Sources as well as an overview of denominational history through some of our heroes), and the actual signing of the book.

In 2012, 70 new members joined the church and two rejoined after an absence. Each new member received two welcome e-mails, an activity interest survey, and an offer for a face-to-face or phone interview. The interview allows each new member to share the story of his or her path to First Unitarian, feel heard in a significant way by a representative of the church, and discuss what they want from the community and how they would like to give back. After receiving survey and/or interview information, I share contact information between the new member and the leaders of the activities in which they expressed interest, to facilitate involvement. For many members, this conversation continues in e-mails and at the Connections Table for months as they settle in and find activities and friends. Each member also receives a check-in e-mail after six months of membership and a first anniversary congratulations card.

2. Access to Church Activity Information

The Connections Table allows visitors, new and established members, and church leaders to find and share information on church programs. A large collection of pamphlets provides lots of information. I (or a substitute host) provide the rest. Many groups use the Connections Table to host signup sheets for upcoming events, and visitors approach it as they move toward Coffee Hour after services. The move to an indoor space in the hallway between the Sanctuary and Social Hall has changed the dynamics a bit, and I am still adjusting to that.

I also try to post to the church's Facebook page at least twice weekly with information about upcoming activities, and write occasional messages in the Messenger and OOS regarding activities and guest welcoming.

3. The LEAD Team

The work of the LEAD Team is a natural fit with member development, following members from signing through development into leaders. I am excited about the LEAD Team's developing mission to support our long-standing leaders and help raise new ones from our congregation. For more information, please see the LEAD Team's annual report.

Operations

Paul Browne, Director

Twenty-thirteen was a year both of change and of accomplishment for Operational Services at First Unitarian.

The operations staff weathered a major reshuffling. Mia Noren split her time between administrative work for RE, helping with the Communications Specialist role, and serving as Church Administrator. Dave Lee took over as Facilities Manager and master repairman. Shari Adkisson became Communications Specialist and then, upon her retirement, turned the function over to Jane Winkler. Paul Browne came on board in September to fill the newly-created position of Director of Operations. Rick Held took on the role of volunteer IT support. And all the while, Kathy Keller continued to provide stellar service as Financial Manager, while being an anchor for the rest of the team that was busy: (1) mastering new responsibilities, (2) learning the organization's processes, (3) getting to know the many members of the congregation along with their interests and talents, and (4) working to become an integrated team. A special note of thanks is due to all the volunteers who supported our work, especially in reception, document assembly and mailing, support for Sunday services, and maintenance of our grounds.

In the middle of these challenging organizational changes, the operations team helped First Unitarian move into a new era. Our community's biggest accomplishment has been completing the construction of the new Sanctuary complex and incorporating it into the broader campus. The heavy lifting was done, of course, by the architects, the construction firm and its many crews and contractors, under the keen leadership of the ministers and the Design and Construction Team appointed by the Board. Operations provided administrative, maintenance and custodial support during construction, and started taking on responsibility for ongoing management of the new facility as it has come on line.

In the meantime, the operations staff worked tirelessly to support the transition of many activities into newly configured spaces and tended to the maintenance and upkeep of the rest of our buildings. With the departure of *La Puerta de los Niños* child care center, the operations staff, ably assisted by lay leaders who joined the RE Building Transition team, supported the

reconditioning of the RE Building better to meet the needs of the church's Child and Youth Religious Education programs, the Adult ESL program, and the After School Tutoring program.

Throughout the year, in spite of the fog and confusion of change, key operational processes continued to run effectively, supporting the life of the congregation. So what happened routinely in Operations? Rooms were scheduled, keys allocated, membership and financial records maintained, bills paid, phones and emails answered. Staff work was carried out for the stewardship campaign and for the Board and its many committees. Rooms were cleaned, walls painted, heating and cooling systems serviced, and furniture moved and in some cases repaired. Information flowed to those who needed it, meetings were supported, and digital connectivity maintained to provide us all with ready access to informational and computing resources.

All in all, it was a good year; and we had fun.

Socorro Unitarian Universalists

Richard Sonnenfeld, Branch Communicator

The end of 2013 puts Socorro UUs just two months shy of seven (!) full years as a branch of First Unitarian. We are proud of our ongoing efforts over these years, and—even more—we are so, SO grateful to have had this truly golden opportunity to be a First Unitarian branch.

The year brought great joys and sorrows. A joyful highlight was our 7th annual Christmas concert, which has become a tradition as our gift to the Socorro community. Each year this wonderful musical endeavor draws between 80-100 people and increases awareness of our presence throughout the Socorro/Magdalena area. As is always the case, we owe many thanks to Music Director Elise Brower and to her entire family. Other concert contributors included members of the New Mexico Tech Orchestra, the Socorro Community Band, the singing group *Las Cantantes*, members of Epiphany Episcopal Church, and others from both near and far.

Woody Peabody, the Episcopal Minister who has always welcomed us into their church facilities, is retiring this year. It is hard to imagine that the Episcopal congregation will hire someone with as big a heart as Woody, but we have friendly relations with several members of the governing board of the Episcopalians, so our cordial relationship is sure to continue.

We lost too many members this year. Helen Brasfeild, originally a member of the Albuquerque Church and one of our most active members, died of a heart attack on Christmas Day of 2013. She leaves her partner, Charles Millar, and her son, Mike Fisk, bereft. Elise Brower, our music director, volunteered to play at Helen's memorial service, but Helen's family had found a classical Spanish guitarist to play, per Helen's wishes. It turns out that Elise could not attend the memorial in any capacity on January 4, owing to the passing, that same morning of, Kay Brower, emeritus Chemistry professor at NM Tech and Elise's husband of more than 60 years. This comes on top of the death of Dolores Saulsberry early in 2012. The only positive thing that can be said about all these deaths is that Christine (and Bryan!) has been able to officiate at the memorial services and that through them; our small group has been a wonderful comfort to grieving families in their time of greatest need.

Fortunately, we have gained members too... just by surviving. In the last couple of years, we have been joined by Janet Cliff, Steve Cook, Debbie Dawson, Sandy Qureshi, and Corbly

Schaffer. All have added wonderful energy and enthusiasm to our small group. Janet Cliff, a wonderful woman with a big heart and a brain full of folklore and philosophy, has become our most committed lay leader, currently doing two services a month because we are “short staffed.” Spontaneously, UUs from around the country show up as well. We’ve had visitors from Maine, Texas, and Oklahoma this year, folks who found us on the web and came and joined us for a service or a month of services as they visited local friends.

Speaking of surviving, Wayne Ohline, another Emeritus Chemist, violinist, and cultured *bon vivant*, has been refusing to adhere to his doctors’ predictions of his imminent demise from cancer for several years. We continue to see him from time to time; he is an inspiration to those of us who refuse to stop living a full life even with a very difficult illness.

In the area of community service, Debbie Safford keeps us organized and continuing to clean our beautiful highway mile out by Box Canyon so that every passerby gets to be greeted by a friendly blue “This Mile Maintained by Socorro Unitarian Universalists” highway sign. 2013 was our fifth (and final) year as a sponsor of the Socorro County Relay for Life (American Cancer Society). We once again contributed our “change for change” to the Socorro homeless shelter (*Puerto Seguro*), as well as reaching out to residents of our sister town of Magdalena and contributing to their food bank.

While all congregants have contributed, I want to thank those who volunteered as noted this calendar year (in alphabetical order):

- **Music Director:** Dr. Elise Brower
- **Treasurer, Lay Leader, Tech Crew,** and always there when you need him: Dr. Barry Clark
- **Lay Leader Extraordinaire and Steering Committee member:** Dr. Janet Cliff
- **New Tech Crew:** Dr. Elliott Moore
- **Hospitality Committee:** Ms. Sandy Qureshi
- **Refreshments Doyenne and Highway Skipper:** Ms. Debbie Safford
- **Steering Chair, Lay Leader, Tech Crew and Communications guy:** Dr. Richard Sonnenfeld

We thank the entire Albuquerque ministerial staff and, as always, add one more word of thanks to Roger Hartz; without Christine and Roger, there would be no Socorro UUs. We will always be grateful.

Part III—Standing or Elected Committees

Endowment Fund Committee

Nell Graham Sale, Chair

Steering Committee:

Sandra McCardell

Steve Moskel

Dorothy Reynolds

At the end of 2013, our Endowment Fund held assets valued at \$318,609. This was an increase from the end of 2012 when the balance was \$296,954. Most importantly, the Endowment Fund was able to contribute \$11,000+ to the church in 2013, and we are expecting that it will be able to make another contribution in 2014.

The good performance of the Endowment Fund is almost entirely the result of the stock market. We know that relying entirely on the stock market is not a good strategy. During the recent recession, the Endowment Fund lost value, and for a few years it was not able to make any contributions to the church. What does this mean? It means that for the Endowment Fund to realize its true purpose, we must keep funding it regularly with gifts from our members. And in the case of this Fund, the primary source of those gifts is what we call “planned gifts.” Planned gifts are those that are designated in the estate plans of our members, so they take planning. About 50 of our church members have informed the Endowment Fund Committee that they have named the church in one form or another in their estate plans. These folks are members of what we call Keepers of the Flame. This year, the Keepers of the Flame gathered before Thanksgiving at the main offices of the Albuquerque Community Foundation downtown to learn about the work of that foundation and to review ideas about how to make the Endowment Fund grow. If you would like to become a Keeper, please contact a member of the Endowment Fund Committee.

The Committee this year also revised the policies of the Endowment Fund Committee at the request of the Board, and continued its tradition of staying in contact with Keepers of the Flame with annual birthday cards. We want to keep the Endowment Fund in the minds of our members with regular *Messenger* articles, tables during Sign Up Sundays, and pulpit editorials.

Finance Council and Treasurer's Report

Linda Suydam, Treasurer

Finance Committee Members:

Janice Schubert, Chair
Christine Robinson, Ex Officio
Eric Hall
Geri Knoebel
Linda Suydam

Summary of Revenue/Expenses

The actual income for the year was \$754,621, which was \$12,600 less than budgeted. Expenses for the year totaled \$751,727, which was \$15,494 less than budgeted. The year ended with a surplus of \$2,894. This surplus will be split between the Capital Reserve and the 2014 operating budget income. Pledge income was at 98.4% of pledges. This is outstanding.

Financial Accomplishments in 2013

- Held a re-pledge drive and were able to balance the 2013 budget
- Early payments of Capital Fund pledges and member loans helped us avoid thousands of dollars in interest payments
- The new sanctuary was completed and the building contractor paid in full
- The sanctuary was certified LEED Platinum—we will receive significant funds from sale of the associated tax credits
- Additional funds were allocated to cover AV costs for the new sanctuary
- Handled the exodus of La Puerta and associated loss of \$51,000 in income
- Endowment Fund income of \$9,705 was used to help hire Paul Browne, Director of Operations
- Hired Bryan Ellwood, Intern Minister, with designated funds
- We paid our fair share to the UUA and Mountain Desert District
- New procedures for handling funds from fund-raisers were developed

Expenses in 2013

Additional expenses were incurred due to the addition of the new sanctuary and income was lost with the exit of La Puerta but this was partially offset by lower utilities usage. Personnel changes resulted in fluctuating expenses.

Capital Campaign

Total income for the capital campaign is \$1,716,108, with \$275,071 received in 2013. Total expenses at the end of December 2013 were \$2,510,209. The line of credit is at \$550,000 and member loans are \$128,000.

Summary

2013 was a year of change. We moved into our new Sanctuary but still have additional items to complete. Capital pledge income was less than budgeted for 2013. La Puerta moved from our campus. The RE program now has dedicated space to fulfill its mission. Much remains to be done. The Congregation's generous support continues to be essential for the continued well-being of this congregation. Thank you for your pledges and other program support.

Healthy Community Team

Stephen Phillips, Chair

Membership

Randy Biggers

The Rev. Christine Robinson

The Healthy Community Team had no congregational outreach activities in 2013 as the sanctuary construction project consumed a great deal of the chair's time. Nonetheless, the chair facilitated resolution of a conflict in one volunteer group and talked with several other volunteers about disagreements in the scope of another group's work. The Chair thanks President Pat Diem and Reverend Angela Herrera, and team members Randy Biggers and Reverend Christine Robinson for their consultation during these efforts.

We are pleased that Ms. Betsy Townsend and Ms. Heather Clark will be joining the Team in 2014.

Leadership Succession Committee

Arne Gullerud, Chair

Committee Members:

Nissane Capps	Sally
New	
Roger Hartz	
n Schreyer	Maria
Geri Knoebel	
Terrell	Benita

The Leadership Succession Committee (LSC) is charged with finding individuals to fill key volunteer positions in the church; specifically, the President, Treasurer, Moderator, Board, Endowment Committee, Leadership Succession Committee, and the Financial Review Committee. These individuals are then voted upon by the congregation. In this church, we are blessed with a wide range of passionate and gifted individuals to fill these positions. However, passionate and gifted individuals often have their plates full with other activities, which can make it challenging to make sure that each slot is filled. Nevertheless, thanks to the giving hearts of our church community, and the hard work of the LSC members, we are pleased to be able to present the candidates listed at the end of this document.

The LSC met roughly once a month over the last year and exchanged numerous emails to identify current and future leaders who could fill the key open positions in our standing committees. In making these decisions, we interacted with numerous current leaders as well as the ministers to ensure that our choices were appropriately vetted. We did have an additional challenge this year, due to the changes in the bylaws in 2013—the number of required members for several committees changed, leaving several positions open at the beginning of the year. The LSC worked with the affected committees (especially the Endowment Committee) to make sure openings were filled with interim members. Additionally, we assisted in identifying possible members for other groups, such as the Social Justice Council and the Healthy Community team. It should be noted that one open slot was not filled by the committee. The Financial Review Committee needs an additional member to bring their number up to the required three. However, in interviewing the departing members of the committee, it is clear that there is some confusion

on how the committee should operate and how they can make sure their actions are useful to the congregation. In light of this, the extra position will remain unfilled until there can be a reexamination of the role of the committee, at which point the next LSC will work to fill the slot with an interim member.

The leaders we have nominated for 2014 are as follows:

President (one-year term, renewable once): Martha Kettle, who served as board member last year

Treasurer (one-year term, renewable once): Linda Suydam, who was treasurer last year

Board of Directors (two-year terms, renewable once):

- Pat Diem, President for 2013, who has offered to serve an additional year as a board member
- Chris Mayo, who has just completed his first two-year term on the board
- Stephen Philips, who has just completed his first two-year term on the board
- Larry Alei, a new member
- Dimitri Kapelianis, a new member
- Diane Flynn, a new member

Endowment Committee (two-year terms, renewable once):

- Dorothy Reynolds, who served on the committee last year as an appointed interim member
- Sandra McCardell, who served on the committee last year as an appointed interim member
- Jake Barkdoll, a new member

Leadership Succession Committee (two-year terms, renewable once):

- Geri Knoebel, who has just completed her first two-year term on the committee
- Andie Rigler, a new member
- Jonathan Eldredge, a new member

Moderator (one-year term, no term limits): Michael McDonald

Short bios for these leaders follow below.

President (One-Year Term): Martha Ketelle

A life-long Unitarian-Universalist, Martha grew up in Oak Ridge, Tennessee. She joined First Unitarian in 2011 when she moved to New Mexico from Washington, DC, after retiring from the US Forest Service. While in DC she was a member of All Souls Church. She has served on boards of two UU groups: Humboldt UU Fellowship in Arcata, California, 1994-1997 and Grand Valley UU Fellowship in Glenwood Springs, Colorado, 2000-2004. Martha is the Local Representative to the UUService Committee and has been a member of the Social Justice Council since joining First Unitarian. If elected, Martha would bring her leadership experience and commitment to UU Social Justice to the Board.

Treasurer (One-Year Term): Linda Suydam

Dr. Suydam held the position of President and CEO of the Consumer Healthcare Products Association (the trade association representing over-the-counter medicines and nutritional supplements) from June 2002 to November 2010. During her tenure at CHPA, Dr. Suydam defended ingredients before multiple FDA Advisory Committees, testified before Congress on the industry's behalf and developed and launched a CHPA educational foundation at OTCsafety.org.

Prior to joining CHPA, Dr. Suydam served as the Senior Associate Commissioner of The Food and Drug Administration where she was responsible for all functions of the Office of the Commissioner including Public Affairs and Legislative Relations. She began her career with FDA in the Center for Devices and Radiological Health in 1978 and joined the Office of the Commissioner in 1992 as the Associate Commissioner for Operations. She also served as Interim Deputy Commissioner from 1994-1995. She left FDA in 1995 to serve as Associate Vice President for Planning and Development of The University of New Mexico. She rejoined FDA in 1998.

Board of Directors (Two-Year Terms):

Pat Diem

Pat Diem served as the President of the board in 2013, and was Vice President the year prior. In previous years, she was on the Social Hall Repurposing Committee and was a tutor in the after-school tutoring program. She currently serves as Coordinator for the SipNSup dinner program and as Worship Committee member. She has been a member of three other Unitarian Universalist Churches in Wichita, Kansas; Greensboro, North Carolina; and Bethlehem, Pennsylvania over the past 40 years and served on the Board and as President of the UU Church in the Lehigh Valley in Bethlehem. Her professional career began at Sandia Labs in 1975 before she transferred to ATT with assignments in North Carolina, Pennsylvania, and New Jersey. She retired from ATT in 1998 and joined a consulting firm for eight years retiring again in 2006.

Chris Mayo

My partner, Benita Terrell, and I relocated to NM from Prescott, Arizona in 2006. Our first son was born in 2008, our second in 2011. We joined First Unitarian in 2009. With our boys, we are active in First UU's Mapalos (Mamas, Papas and Little Ones) extended family group. I have helped out intermittently with RE classes. I joined the First UU Board in February 2012, volunteering to complete the term of a Board Member who could not continue to serve. In 2013 I served as the Secretary of the Board. I have found, and continue to find, participation on the Board to be interesting and fulfilling. My appetite was whetted in 2012 and has not waned through 2013.

A little about my history: I spent eight years in the Navy Seabees, 13 years in Social Services as a director of a Big Brothers/Big Sisters branch office in Prescott Valley, Arizona, and then as a director of a home health program for the Yavapai County, Arizona Health Department. Since moving to New Mexico I've owned my own small business doing small construction projects, installing wood stoves and pellet stoves, and sweeping chimneys. I am

also a freelance writer for various magazines. I continue to enjoy serving on the Board during such transitional times and I look forward to the opportunity to continue to serve.

Stephen Phillips

Stephen Phillips joined First Unitarian in 2006 with his wife Rodene following their return to the Southwest they love. They enjoyed helping out with the food pantry and volunteering as ushers. Steve is a retired scientist and teacher. He serves the church as the head of the Healthy Community Team and contributed to the Design and Construction Team's efforts for our new Sanctuary. He deeply believes in the work and programs of the First Unitarian Church and looks forward to continued contributions to its success.

Larry Alei

Larry Alei joined First Unitarian in 2005 and soon joined the I-Ministry (A/V) team to run sound at our services. In 2010, he increased his role in the audio team by taking over the scheduling and budgeting, and served as the voice of the team to the DCT and contractors for the new sanctuary audio design and installation.

Larry is a native of Los Alamos and graduated from UCSD with a B.S. in Management Science and Applied Mechanics in 1984. He served as a graduate research assistant at LANL, then completed an MBA at UCLA in 1987 and joined Intel Corporation. He worked for 26 years in management at Intel across many business functions (including finance, supply chain management, training, manufacturing, leadership development, and strategic planning). Larry's previous Board experience includes serving on the BODs for the UNM Anderson Schools of Management (where he joined and later chaired the Strategic Planning Committee) and with Junior Achievement of New Mexico (where he served on the Finance Committee).

Larry retired from Intel this year, and is working as an Intel Encore Fellow for WESST—a statewide small business development and training organization. Larry's role is to start up the Comcast Digital Media Studio at WESST for use by WESST clients and external parties for TV and movie production, live and archived distance learning programs, and to experiment and innovate in digital animation, digital gaming, and digital forensics.

Dimitri Kapelianis

Dimitri Kapelianis and his wife, Damaris Donado, have both been Unitarians for more than a decade. They came to Albuquerque in 2009 and joined First Unitarian Church shortly thereafter. Before that, they were members of Unitarian congregations in Phoenix and in Atlanta. Both Dimitri and Damaris have been active members of the Mapalos' (Mamas, Papas and Little Ones) Extended Family since its inception three years ago. This has provided them and their two sons, ages 6 and 8, the opportunity to develop community with other First Unitarian families. Dimitri is a professor of marketing at the Anderson School of Management, University of New Mexico. He is eager to apply his skills to further the goals and values of First Unitarian by serving on the Board of Directors.

Diane Flynn

Diane Flynn has been a member of First Unitarian for six years, initially from 2004-2007, rejoining in 2011 after spending four years in Iowa caring for her mother. She has served on the Stewardship Committee, the Memorial Wall Committee, as Sunday morning librarian, and has tutored in the after school program for three years. She is also a member of the UU "Penguin Family."

Twenty-five years of her career were in the USDA Cooperative Extension Service, where she held state-wide program leadership and administrative assignments at Iowa State University, and the University of Minnesota.

Diane is an active, volunteer neighborhood organizer with interest in ABQ Westside land use issues. She has also served as a volunteer with the National Park Service, working at Big Bend National Park during two recent winters.

She enjoys a near-daily walk in the Bosque, southwestern archaeology, reading, genealogy, RV travel, and keeping in touch with her son and daughter-in-law in Helena, Montana.

Endowment Committee (Two-Year Terms):**Dorothy Reynolds:**

A graduate of Southern Methodist University in Dallas, Dorothy Reynolds has more than 40 years of experience working in the nonprofit sector, including 25 years of experience in working community-based philanthropy. Nonprofit positions held include that of executive vice president of the Franklin County (Ohio) Mental Board and vice president for programs of the Metropolitan Human Services Planning Commission (Columbus, Ohio).

While working for the philanthropic sector, she served as vice president for advancement at the Columbus (Ohio) Foundation in the mid-1980s to 1990, and then assumed the position of president of the Community Foundation of Greater Flint (Michigan). She remained in that position until the end of 1997 when she became self-employed as a consultant to philanthropic organizations.

In addition to her paid employment, Reynolds has served her home communities in many volunteer capacities, including service as vice chair of the Elected Officials and Judicial Compensation Commission for the State of Ohio; presidency of the League of Women Voters of Metropolitan Columbus; membership on the boards of directors of Unitarian Universalist Churches in Columbus, Flint, and Albuquerque, where she served as chairman from 2006 to 2008.

Sandra McCardell

Sandra McCardell (or Sandy) moved to New Mexico in 2008, and then to Albuquerque in 2010. She is founder and President of Current-C Energy Systems, Inc., a company which focuses on improving organizations through focusing on energy efficiency and alternative energy systems and activities. Sandra has an MBA from the University of Chicago, is a LEED AP, an adjunct professor at UNM Valencia and UNM Gallup, and a volunteer with several different organizations. She has lived and worked in multiple countries, has two grown children, and enjoys UU Albuquerque!

Jake Barkdoll

Gerald (Jake) Barkdoll is theoretically retired. His career included 20+ years as FDA Associate Commissioner. He has also served as a corporate controller and taught graduate level research and evaluation at USC. He has recently been active in the repurposing of the former sanctuary, improving the RE space, and the stewardship campaign. His current

enthusiasm centers on addressing the mal-distribution of wealth in the US. Volleyball has been his lifelong sport.

Leadership Succession Committee (Two-Year Terms):

Geri Knoebel

Geri Knoebel joined First Unitarian in 1994. Geri is currently serving on the Leadership Succession Committee, the Finance Committee, and is chair of the Shared Governance Task Force. Geri has participated on the Design and Construction Team for our new sanctuary focusing on the financial aspects of the project. Geri has also served on the Bylaws Task Force, the Second Minister Search Committee, the Healthy Community Team, and was a Visiting Steward for two Stewardship Campaigns. Now retired, her professional experience includes 18 years at UNM where she served as senior program manager with responsibilities including financial management, administration, human resources, and planning for public policy projects related to transportation.

Andie Rigler

Andie Rigler is a performing arts teacher and service coordinator at VSA Arts of New Mexico, a Day Habilitation program for adults with developmental disabilities. An active church member, she serves on the music futures committee and is also involved with the feminist book group. When not singing with the First UU band, Spare Parts, Andie can be found hanging around the RE building as a mid-high advisor, or at home hanging out with River Tam, her three legged cat.

Jonathan Eldredge

Jon Eldredge has served First Unitarian since 2000 primarily as a worship leader. He also has served as an RE teacher and as an OWL instructor. Prior to First Unitarian, Jon served his parents' Unitarian church in New England as the treasurer and president of its 100+ member youth group. In his current role as worship leader at First Unitarian, Jon enjoys meeting newcomers and working with more established members.

Moderator: Michael McDonald

Michael McDonald wishes to continue to lead congregational meetings as the Moderator. Prior to serving as Moderator, Michael served as our Parliamentarian at congregational meeting for many years and, prior to that, as Secretary of the Board for four years. Through those roles and other leadership training opportunities, he developed a good working knowledge of church operations, our bylaws, Robert's rules of order and congregational meetings. Michael has been a member of the church for 25 years and has volunteered many hours in religious education, our summer camp for kids, pledge drives, finance committees, long range planning, and facilities maintenance. Michael thoroughly enjoys his job as Moderator. He is especially grateful for the wonderful job that the Board, Church Leadership, and ministers have done in leading the church business and thereby preparing the congregation for productive and positive congregational meetings.

LEAD Team

Kristen Satterlee, Covener and The Rev. Angela Herrera, Ex-Officio

Members

Jessica Edlinger
Arne Gullerud
Sandy McCardell
Mikaela Renz-Whitmore

The LEAD (Leadership Enrichment and Development) Team changed its name from Program Team and expanded its leadership development work in 2013 with three programs: the four-part “Nurturing the Leader’s Spirit” program, a casual “Leader’s Luncheon,” and an educational “Tools Meeting.”

In January and February, the team presented a pilot curriculum, “Nurturing the Leader’s Spirit,” adapted from the UUA’s “Harvest the Power” leadership curriculum. Eleven new and established First Unitarian program leaders participated in this four-part workshop intended to present a spiritually-grounded approach to church leadership.

In June we hosted the “Leader’s Luncheon.” As casual gathering with lunch provided and no formal program, the Luncheon was intended as a thank-you to our program leaders at the end of the program year. It also answered the common request for an unstructured time for leaders to network. The event was well attended, with about 30 participants.

We presented a “Tools Meeting” in August, a two-hour workshop with four parts: Facebook and other social media as leadership tools; office procedures and tour; strategic publicity; and creating a positive volunteer experience. We also handed out Leader Folders, which contain useful materials such as a leader’s checklist and a personal mission statement exercise. Sixteen program leaders attended.

Membership Committee

Kathleen Rhoad, Chair

The committee held four meetings: on February 7, March 7, August 15, and November 14.

The seven members on the committee welcomed prospective members and shared information about the path to membership at the Membership Info table after each service, hosted by two committee members each Sunday.

We held two new member dinners: On April 14 attended by 38 adults plus four children, and on October 13 attended by 40 adults plus six children.

Seventy new members joined in 2013 plus two rejoiners.

Personnel Committee

Members:

Judy Bentley
Jane Ronca-Washburn

The personnel committee in 2013 consisted of two members Jane Ronca-Washburn and Judy Bentley with Christine also attending. The committee normally meets quarterly but only met three times this year. Instead of a July meeting the committee joined a working group to develop the job description for the Director of Operations. Committee members were part of two hiring committees and did three exit interviews. In addition, members researched various options regarding possible rules or policy change.

Stewardship Committee

Geri Knoebel and Linda Skye, Co-Chairs

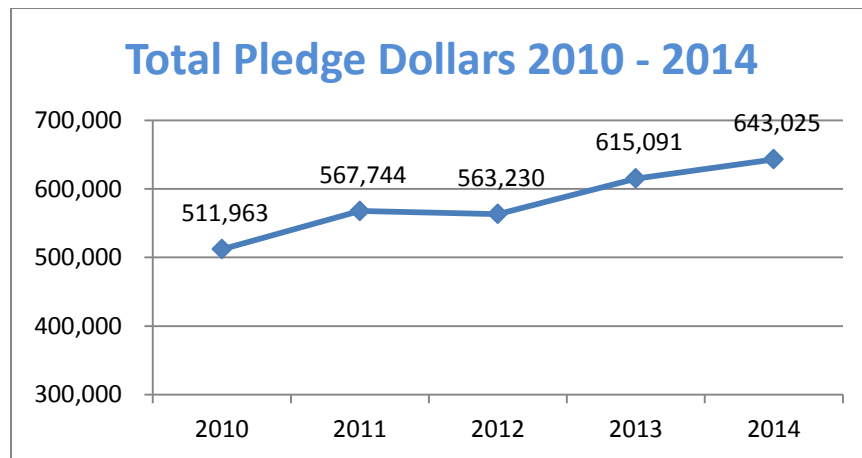
Members:

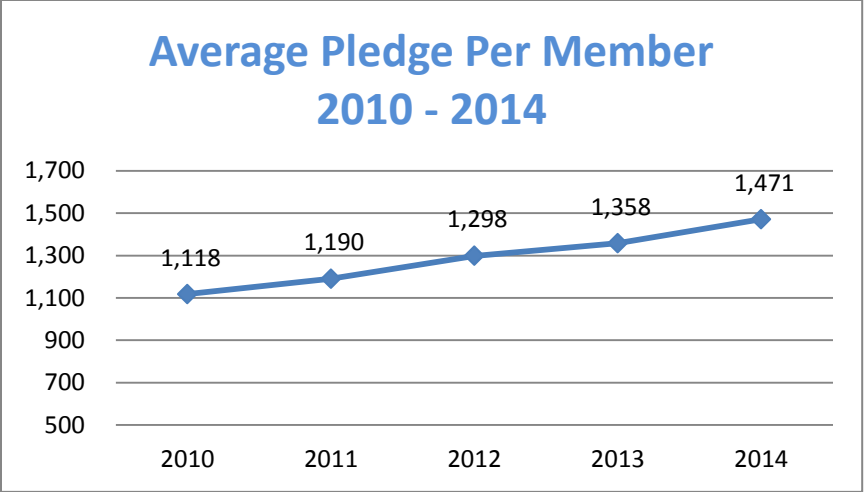
Jake Barkdoll
Scott Lake
Paula Fisher
Steve Moffat
Rev. Angela Herrera
Suydam
Martha Kettle

Linda

The campaign consisted essentially of three parts: a major donor event, hosted dinner parties with invited members, and a mail-in campaign for the remainder of the congregation. The dinner party method of discussing church stewardship with members was piloted this year and was well-received. This method promises to be an effective alternative to the Visiting Stewards method of engaging members in the campaign. These activities were buoyed by a stream of communications and information via eBlasts, eBroadsheets, *Messenger* articles, an interactive information display (Generosity Corner), pulpit editorials, skits, and letters.

The Board set a goal of a 10% increase in pledges, or a total of \$671,000. As of January 23, 2014, \$643,025 has been raised in pledges and gifts which is 96% of the goal. Following are charts indicating the growth in total pledges and in average member pledges over the past five campaigns.





These snapshots of our growth indicate a healthy giving pattern among church members.

Part IV—Committees and Programs

Animal Advocates

Promoting Respect and Dignity for All Beings

Leadership:

Linda Bairstow

Margar

et Keller

Sacha Bush

Scott

Lake

Sharon Hall

Active Members:

Marion Ammerman

David

Gick

Martha Anderson

Lou

Grahm

Mikki Aronoff

Nancy

Harris

Linda Bairstow

Margar

et Keller

Laura Bartolucci

Scott

Lake

Patty Beres

Rose

Provan

Bobbi Bordeaux

Bev

Roddy

Michelle Burns

Danny

Ruppert

Sacha Bush

Janet

Strong

Randy Diner

Animal Advocates also has an extensive e-news list and a Facebook page, produces a monthly newsletter, and works in collaboration with the Interfaith Alliance for Animals.

Animal Advocates responded to our goals of political advocacy, humane education, and assistance to local animal welfare and rescue organization via many projects and events. Animal Advocates staffed an information table in the Courtyard or Social Hall every Sunday before and

after services. This included our talented Artists for the Animals, who generously donated a portion of their sales to benefit animals. Some of the local organizations who received contributions from Animal Advocates this year were CARMA (Companion Animal Rescue and Medical Assistance), Greyhound Companions of New Mexico, Save Lucky Paws, Pet-a-Bulls, Prairie Dog Pals, Placitas Animal Rescue, The Wildlife Center, F.A.T. Katz, and Kindred Spirits Animal Sanctuary. Members volunteered at numerous events including Fetch-a-Palooza, AHNM Doggie Dash, Playing for Paws, and The Deadly Link Conference, and interacted on a regular basis with the Unitarian Universalist Animal Ministry.

In 2012-2013 we were awarded a generous grant from the Social Justice Council to support our Pets of the Homeless Project (See Animal Advocates Grant Report). Pets of The Homeless has since delivered more than 4,500 pounds of pet food as well as collars, leashes, beds, and other supplies to our partner St. Martin's Hospitality Center. The City Animal Welfare Volunteers included our project in the annual citywide Holiday Pet Food Drive. A new partnership was formed with ABQ PetCare to provide vet care to the pets of the homeless. Subsequently, Animal Advocates and our partners offered three Wellness Clinics, providing city-required vaccinations, check-ups, grooming (supplied by Pin Up Pups Grooming), and medications to more than 60 pets. The efforts of the group were spotlighted in the *Albuquerque Journal*, Hometown Heroes on KOB TV, and by from the non-profit group Pennies for the Homeless. Our team was also honored by the Albuquerque Chamber of Commerce and Wells Fargo with the presentation the Spirit of New Mexico Award.

Under the direction of Linda Bairstow, the Critter Club flourished in 2013 and continued "celebrating and respecting the awesomeness of life" for children ages 6 to young adult. The Critter Club had two fundraisers; they made trading cards featuring animals of the congregation and created wild bird feeders. The proceeds of \$100.00 were donated to The Wildlife Center. They took field trips were to The Pint Sized Farm, to visit Burrito the Therapy Burro, and to the Placitas Wild Horse Rescue.

Our amazing annual field trip in July took us up to the Wildlife Center in the beautiful Española Valley. After our educational seminar we were introduced to barn owls, falcons, bald eagles, and several four-footed friends who had been mistreated sometime in life. After the visit we traveled through the hills to Chimayó for lunch and returned home through the Tesuque Valley.

In September, we sponsored a Community Animal Blessing with ABQ Dogtown. Animal Advocates continued to co-host a monthly vegetarian potluck and movie night with Earth Web in 2013. We also continued to provide dog and cat food to the First Unitarian Food Pantry.

Arts & Aesthetics* Committee

Jane Baldwin and Suzanne Visor, Co-Chairs

A total of \$8,350 in art was sold in 2013 with \$2,505 (30%) delegated to the Church general fund. This amount was a record for present times and exceeded Church budget expectations. Eight art exhibitions were selected to show mostly two-dimensional works throughout the past year with three of those being two-artist shows. The All Member Show in November was very popular with buyers and included 22 artists.

The Mercado, a sale of small handmade items during the opening day, is a festive opportunity for shoppers during the social hour and contributes to the total sales.

Four new members joined the committee in the Fall, for a total of 15 people who pitch in to help select artists, hang shows, and take responsible roles in committee activities throughout the year. Betsy Townsend spearheaded a search and documented “church-owned artworks” so that they could be insured and tracked. This is a first in assuming that responsibility, and research around town indicates other churches do not have this practice.

*The term “Aesthetics” in our title indicates a long history of the committee’s willingness and involvement as advisors for decoration issues in the existing campus buildings. We want to continue in that role and call on all decision-makers to share ideas and ask questions of us about campus history in the new year.

Earth Web

Tom Stark and Valerie Smith, Co-Chairs

Earth Web is very proud of the Platinum Leed Certification that the New Sanctuary received.

We are also very proud that the First Unitarian Church received the Lifetime Achievement award from the New Mexico Interfaith Power & Light. Earth Web is proud of the role we played in both of these achievements.

Earth Web met throughout the year on the second Sunday of the month. Earth Web has many activities that they have continued throughout this year. These activities include selling reusable bags and aluminum bottles after Sunday Services, supporting and participating in the UU Hiking Club, and supporting and working on the Bosque Open Space which the UU Earth Web has adopted. Also for the second consecutive year, Earth Web hosted a half-day “Land Ethics Training” led by Earth Web member Nancy Carrillo.

Earth Web also hosted a book discussion group. The book titled *Hunger for Change: Food Ethics and Sustainability* is from the Northwest Earth Institute. The book was very informative and the group of approximately 10 church members enjoyed their discussions. Earth Web also hosted two forums this the year, one on GMOs and the other on “Where does our food come from?” with the showing of a short film called “Nourish, Food & Community.”

Earth Web also hosted two movie nights during 2013. The first was in April with the showing of “Bidder 70” and was attended by members and non-members. This movie followed the civil disobedience of UU Tim DeChristopher and the struggles he faced for his convictions. Following the movie Rev. Angela Herrera led a discussion on civil disobedience. In August in the new social hall, Earth Web hosted the movie “Do the Math,” which was about climate change and its causes. This was attended by members and non UU members. Six organizations from outside the church were on hand to discuss what we can do to transition off of fossil fuels and to combat climate change.

In April Earth Web hosted a Sustainability Fair in the church courtyard with tables for companies selling solar panels and rain barrels. There were also tables for growing earth worms, making bird feeders for your backyard, conserving water, and many other displays. Earth Web also sold garden plants and ollas for spring planting, which we bought from East Central Ministries.

Towards the end of the year, Earth Web starting developing a goal for the year 2014 of bringing the Transition Movement to the First Unitarian Church campus.

Valerie Smith and Barb Leonard will be the Co-Leaders for 2014.

Food Pantry

Rebecca Gracey, Chair

Committee Members Who Pack Sacks of Food:

Judy McDowell, Coordinator

Mitchell
Jane Baldwin

Beatriz

Pierrotti
Martha Beyerlein

Cindy

Stafford
Alon Carter

Tom

Twilegar
Nancy Costea

Gail

Vance
Kim Fincher

Dan

Walton

Ann

Special thanks goes to Nancy Costea who has packed sacks of food once per month for more than 10 years.

Committee Members Who Distribute Filled Sacks of Food:

Pam Bliss, Coordinator

McKibben
Ouida Anderson

Kathy

and Dianne Moody
Margaret Bishop

Roy

Norman
Paulette Cain

Susie

Parker
Karen Carruthers

Diane

Phillips Martha Cook	Nancy
ca Roth Randy Diner	Rebec
Shipley Don and Melva Kellett	Susan
Stark Ann King	Tom
Twilegar Diane Massey	Gail
an Weiss Karen McCabe, with daughters Robyn and Leigh	Jonath

Rebecca Gracey is the Roadrunner Food Bank Contact. She places the food order online each week and picks up the food. Those helping her with the pick-up are Tom Stafford, Geneva Schult, and Kacey Gutierrez.

Erika Johnson-Jimenez and her family purchase pinto beans and rice from Costco if they aren't available at Roadrunner, repackage the beans and rice into one-pound bags, and deliver it to the church.

A total of 3,533.8 sacks of mostly nonperishable foods were given away this year. Our expenses were \$13,459.19, which comes to an average cost of \$3.80 per sack of food. Because we can buy the food at Roadrunner at a greatly reduced price, we are getting a lot of food for our money. That \$3.80-sack of food contains a pound of both rice and beans, four cans of food, cookies or crackers, cereal or granola bars, 12 or 16 ounces of meat, and a loaf of bread. Remarkable!

An average of 69.4 sacks were distributed each week in 2013. The average was 56.5 sacks in 2012, 46 sacks in 2011, 38.2 sacks in 2010, and 34.8 sacks in 2009. There was a large increase in

the number of people coming for food the last five months of the year with an average of 80.5 sacks for that time period. Church members were extremely generous in their donations of money and food to the pantry.

BEGINNING BALANCE	\$9596
.14	
TOTAL INCOME	\$14,3
50.38	
TOTAL EXPENSES	\$13,4
59.19	
YEAR-END BALANCE	\$10,4
87.33	

iMinistry Team

Larry Alei and Arne Gullerud, Co-Chairs

Jamie McHenry, Audio Technical Lead

Members

George Bakula
Small
Alex Cole

Dan

e Ruptier
Abraham Ellis

Georg

er Vail
David Simpson

Jennif

Both sides of the iMinistry team (Audio and Video) saw significant challenges this year, associated with:

1. The detailed design and equipment selection for our new sanctuary A/V capabilities.
2. The move of our current equipment into the new sanctuary.
3. The selection and installation of a new hearing aid loop.
4. The many meetings and discussions that were required to deal with the unfortunate fact that many of our A/V decisions were made (a) with preliminary budget numbers that changed, (b) using assumptions which conflicted and had to be ironed out (between our architect, A/V designers, and installation bidders), and (c) after the “die was cast” in terms of our physical building—*e.g.*, our current need we now have to replace significant elements of the sound booth furniture.

But we persevered, and fortunately, our dedicated volunteers managed to support every service and we applied our knowledge well as there were no significant disruptions or failures. From what we’ve heard, our A/V quality and support has been well received during the year. Along the way, we also established new protocols (*e.g.*, labeling) for equipment setup, storage, and special event support in the new building.

In 2014, we will be focusing first on the rebuild of the booth furniture and installation of all the new A/V equipment, as well as the design, purchase, and self-installation of a new video system, and somehow doing that without constraining our support for Sunday services. The focus will then turn to defining, cross-training and improving our procedures for the new equipment and

capabilities. And finally, we will seek to address support for the social hall, hopefully with a simple “plug and play” system which will allow renters to run events without having to bring in someone from our tech team. So, we still have a long way to go before things are settled in the new building.

On the personnel front, Larry Alei has accepted a position on the Board of Directors beginning in February 2014, and we are thrilled to report that Abraham Ellis has agreed to assume the role of Audio Team Manager (in March after the new equipment installation) to partner with Jamie on sound team operations, and with Arne as co-chair of the iMinistry team. Larry will still mix sound periodically, but Abe will schedule our volunteers; provide budget support; make decisions with Arne, Paul and Angela; and otherwise represent our audio capabilities and needs to the iMinistry team and the board.

We were also able to spread knowledge through the team this year as Jennifer Vail joined for video, and our technical sound lead (Jamie) had some health issues which required time away from his volunteering. We cross-trained to deal with his absence, and as a result we now have several audio team members who can support the complexities of the band and cover special events. We are thrilled to report that Jamie is back and active again this month (January 2014), so we are at “full strength” on the audio side! A few new audio volunteers are still needed, however. While the new sanctuary planning gave a significant spike in workload to our team leads, we were able to keep the workload for the other folks pretty well aligned to each volunteer’s preferences.

Moving forward, we plan to move to a three-person support team for services when the installations are complete (in March, give or take). This third volunteer will focus on video projection (in addition to our current video volunteer role, which is video capture). The new sanctuary will have bright, high definition front- and rear-facing projectors, and this third volunteer in the booth will feed images and/or video as needed to the front and rear walls. These images may be separate feeds (*e.g.*, there may be cues for the presenter on the rear wall, while other content on the front wall is played for the congregation). We expect this “prompter” capability, and improved image quality to spur additional demand as our presenters see what we can do here; so ultimately we think we’ll need three volunteers for most, if not all, services. We have two folks who have already done video projection for us using the old equipment, and we hope to begin with them in this role and add a couple of others to meet this expected demand.

RE Council

Carolyn Riggs, Chair (2014)

Council Members:

Micah Boutillier (2015)

Aman

da Longer (2015)

Heather Clark (2014)

Libby

McDonald (Youth Program Coordinator)

Erika Johnson-Jimenez (2014)

Brian

Tankersley (2013)

Outgoing Council Members:

Paul Caskey

The REC (Religious Education Council) was very active and busy in 2013. We continued using action teams to support specific RE tasks and programs. Our OWL team supported two OWL classes (HS and 4-6) that happened in the Spring of 2013. In the summer, the UU Kids Camp team supported the biggest UU Kids camp ever done by First Unitarian. We formed a new action team (including Bryan Elwood, Ministerial Intern) to assist the RE staff in re-organizing and updating the RE building after *La Puerta* moved out. They were very busy with multiple paint days, meetings, and recruiting volunteers to assist with multiple projects.

The RE Council was very pleased with the consistency of RE staff and membership on the Council. The REC supported the Youth Programs Coordinator with busy active Mid-High and La Amikoj (High School) groups this year. Mid-High had two overnights and engaging curriculums. La Amikoj had a LGBT Prom, grill nights, and a mulching activity. COA was also supported. The REC supported and assisted RE staff with many projects and programs including the new Sanctuary Family Room space, Social Justice program on bullying, a mini UU Kids camp in RE, summer gardening curriculum, and attendance at Sally Patton's workshop in Santa Fe on supporting children with special needs. We also continued to monitor and collaborate on RE policies such as having two adults present whenever children are attending RE programming and have filled in and done Sunday morning jobs as needed.

SipNSup

Pat Diem, 2013 Coordinator

SipNSup currently has 139 members made up of both couples and singles who were invited to dinners in member homes on the first Saturday of the month for eight months in 2013. Members share responsibilities for food preparation and hosting. In total for 2013, SipNSuppers hosted eight dinners attended by 236 members for an average of 30 people attending at each dinner. With the loss of Miranda McLaughlin and resignation of another coordinator, the coordinator support has been reduced to just one person. An additional volunteer coordinator or two is needed. Most of the work can be accomplished via email. No meetings are required.

Social Justice Council

Adult English as a Second Language

Ursula Biggers, Program Coordinator

Tutors:

Ouida Anderson

Beverl

y and Hal Jackson

Paul Browne

Sandra

Lynn

John Ellig

Connie

Molecke

Susan Frow

Sub:

Christie McAuley

Cathy Intermann

The Adult ESL program began in the fall of 2009 with five students, and our program has grown each year with students from the church's neighborhood. In the Spring 2013 semester, we enrolled 20 students. As with many adult education programs, life, work, and family intervene and commitments change. Our average is 15 students each evening, but not necessarily the same 15. In the spring we offered classes on Mondays and Thursdays. In the fall we changed to tutoring on Mondays only, and our enrollment was a steady 15 students.

The highlight of the past year was when our Ecuadorian student passed his citizenship exam. He worked for two and half years, with four tutors in all. His wife passed the exam in December 2012. We were very proud of them and that our program was instrumental in helping this couple achieve their dream of U.S. citizenship.

Our major program expense is providing for childcare. We employ two RE child minders each evening. Our numbers vary, from three to a high of 12 on one occasion. During warm weather the children can play outside which is great fun for them. Our facilities offer them a safe play environment and they often are not ready to go home.

One of the major changes this fall has been the Church's renovation of the RE building after *La Puerta's* relocation. Classrooms are now fitted with adult-sized tables and chairs. The toys in the

nursery are available for our childcare. Several of the rooms have greenboard walls and our storage facilities have expanded. Setting up tutoring stations has become streamlined and very easy.

Our finances have been blessed with two Intel grants thanks to all the volunteer hours of Meghan McHenry. We are extremely grateful to her for her participation in our program and for Intel's community service grant program.

After School Tutoring Program

Carol Oslund, Chair

Steering Committee:

Jan Harper

Dawn

Leach
Alicia Hawkins

Linda

Solomon
Lottie Horn

The After School Tutoring Program is designed to increase educational achievement of students by one-on-one tutoring. We are serving 16 students this year from Montezuma Elementary School with a group of 32 tutors and subs. On Mondays we tutor from 4-5:15 and on Wednesdays, when the children have only a half-day at school, we tutor from 1-2:30. During the rest of Wednesday afternoon we have an enrichment program with PE activities, art and crafts, games, and journaling for the children until 5:15. The program runs from September through April. Our goal is to be a positive force for social, environmental, and economic action by providing educational services to low-income children and families in our church neighborhood.

A special thanks to our tutors, subs, and those in the Enrichment Program: Marion Ammerman, Linda Bairstow, Paralee Berry, Dusty Callahan, Tom Dorr, Bill Fanslow, Diane Flynn, Paula Fisher, Karen Forzani, Ron Friederich, Louise Gerstle, Carol Hanson, Jan Harper, Lois Harwick, Alicia Hawkins, Lottie Horn, Nancy Kilpatrick, Dawn Leach, June LeCrone, Sheila Loudon,

Sara Maley, Chuckie McHenry, Beatriz Mitchwell, Caroline Monie, Mary Moskal, Carol Oslund, Diane Ross, Sandra Schroeder, Sam Simons, Linda Solomon, Eric Sorenson, Sue Spaven, and Linda Suydam.

We extend an invitation to drop in on Monday and Wednesday to observe this wonderful outreach program at work. We strive to educate, inform, and invite our church members to learn more about the lives of this Hispanic community in our church's geographical neighborhood.

Covenant Groups

Martha Beyerlein, Chair

Steering Committee:

Lea Ann Boone
Beverly Burris
Nancy Cushman
Alicia Hawkins
Amanda Longer

Covenant groups provide a place of spiritual intimacy and can be a place where deep connections develop with other UU members. This year the program has seven groups with more than 60 members. We are happy to have two Mapalos (Mamas, Papas, and Little Ones) groups of young mothers.

Covenant groups are small groups of UU members that meet once or twice a month for six months to discuss topics of faith and spirituality. A covenant group has seven to nine members who share their life stories, bonding at deep levels. They also explore and share thoughts, feelings, and questions about life issues and their spiritual journeys. Topics this year included: Adventure, Compassion, Family Stories, Fear, Gossip, Humor Inclusion, Joy, Money, Peace, Regret, and Self Nurture.

We are grateful for our talented facilitators and co-facilitators: Danielle Youngberg, Kristin Sadek, Rachel Bowen, Maryjean Bailey, JoAnn Huff, Nancy Cushman, Alicia Hawkins, Shirley Williams, Nancy Kilpatrick, Torre Near, and Mia Scofield.

Lea Ann Boone, Martha Beyerlein, Amanda Longer and Alicia Hawkins created the curriculum for this year.

Economic Reform Advocacy Group (ERAG)

Bob Riley, Chair

The ERAG, formed in September, 2010, was incorporated into the SJC umbrella in mid-year. Our group members had been greatly involved in the President's re-election in November, 2012, and we resumed our normal ERAG activities shortly thereafter. Besides our regular monthly meetings, we developed and presented a seven-session study group, January-April, on *Active Hope: How to Face the Mess We're in without Going Crazy*, by Joanna Macy, et al. This is a book about nourishing the spirits of social activists.

Two group members developed and implemented a presentation on public banking for another church in Albuquerque in mid-year. That presentation was based upon *The Web of Debt: The Shocking Truth About Our Money System*, by Ellen H. Brown. During the late summer and early fall, three group members developed and presented the SJC's summer book discussion series based upon Gar Alperovitz's *What Then Must We Do? Straight Talk About the Next American Revolution*.

In October, the ERAG decided to divide our activities up among two work teams based upon interests in separate (yet interrelated) aspects of economic and political reform. The much larger team has since been studying (and developing presentations related to) state and local public banking. A key resource for this group has been Ellen Brown's *The Public Bank Solution: From Austerity to Prosperity*. The much smaller team has been studying economic reform/restructuring based upon social fairness and ecological sustainability. Due to the small size of the latter team, its progress has been understandably less than that of the other team.

Landscape Committee

Nancy Cushman, Chair

Steering Committee:

Virginia Burris

Ryerson
Liz Davidson

Shelton

Daniel

Jerry

Martha Ketelle

Ed

Wallhagen
Scott Lake

Peggy

Wells
Kurt Robinson

While you might not think of our landscape as part of our Social Justice work, it has played a vital role in protecting our environment and educating both church members and others in the community. It has also provided the impetus to engage many of our members in Social Justice work throughout the year. 2013 was a big year, as there was much to be done to create a new landscape around our new sanctuary, make adjustments to the Habitat that were needed because of the new construction, work on the south sections that used to be cared for by *La Puerta*, and maintain our existing landscape. This work involved people of all ages who labored in the landscape or provided much-needed donations.

The year began with the annual spring cleanup where 20 people worked for six hours. Planning for the new landscape involved many hours and many decisions for the New Landscape Committee, who chose to use mulch rather than the suggested rocks to enrich the soil and keep the temperatures down around the new sanctuary. Plants were chosen that were low water and native to the southwest. Over 75 people of all ages helped to spread the mulch over a two-day, 16-hour event. On two occasions, eight members of La Amikoj helped move rocks and place them in drainage areas that would direct the water to the northern swale rather than onto the sidewalks and streets, thus conserving our precious water.

The Habitat needed work resulting from the building disruptions. One of the disruptions, shutting off the water to the Habitat, required hand watering. Virginia Burris assigned five people to water specific areas once per week, and she trained six church members on how to care for a native habitat to ensure that birds and animals had food, water, and shelter. Many local people walk through the habitat and enjoy the beauty of nature. One sermon involved a meditative walk through the Habitat. Virginia also led, on separate occasions, a tour group from the New Mexico Native Plant Society and the Wildlife Habitat Garden Group through the Habitat. She listed our certified wildlife habitat as a place to visit in handouts to two garden clubs. The total number of hours for all activities adds up to over more than hours.

The year ended with 30 people helping with the six-hour fall cleanup of our expanded landscape. One of our teens was able to get community service credit for his work. Approximately 950 hours of social justice work were donated by approximately 180 church members in 2013. All of us who work in the church landscape have learned about environmentally-sound practices, enjoyed nature, and contributed to a deeper understanding of the role of nature in all of our lives.

Worship Team

Dawn Lunt, Chair

The Worship Team continued its tradition of providing lay leaders to assist with the sanctuary worship services. These lay leaders are trained at yearly retreats as well as during the monthly team meetings. New members to the team are assigned mentors to continue training on a one-to-one basis.

In addition, the Worship Team develops, secures, and coordinates services when the ministers are not available to preach. This includes finding members of the team or the congregation to speak as well as inviting people from outside the Church community to speak.

The Worship Team members considered this year a learning experience for all as when we moved into our new sanctuary. Several adjustments have been made to better serve the flow of worship in the new space. For example, we no longer leave the platform after each bit, but instead stay on the platform for much of the service. Adjustments will continue to be made in 2014 as needed.

Part V—Special Reports

Design and Construction Team—New Sanctuary Building Project

Construction Management:

The Rev. Angela Herrera
Steve Phillips
Linda Skye

DCT (in addition to three people listed above):

Paul Caskey
Rick Kennedy
Nancy Kilpatrick
Geri Knoebel

Klinger Construction Company broke ground on September 24, 2012 and completed construction (all but punch-list items) in May of 2013. Klinger provided several opportunities as the building took shape for the congregation to engage with the project. When several Mulberry trees were removed, most became mulch—carefully saved and used in 2013 to protect our new landscaping. When the main metal support beam was delivered to campus in 2012 and before it was lifted into place, members were invited to stop by over several days and add their name and their hopes for the new sanctuary. Two walk-throughs were conducted by Klinger and the DCT during Sunday services (one in 2012 and one in 2013), permitting members to see the work in progress and feel the size and scope of the new spaces. When the cement steps and walkways were poured, a brief opportunity was opened to add a little “bling” to the walkway between the old and new buildings.

Over all of the nine months of construction, church staff worked quietly behind the scenes to ensure that all campus activities continued. They worked closely with *La Puerta* staff to ensure the safety of children walking around an active construction site. They communicated on a regular basis with our neighboring businesses so that their activities were not unduly abridged by construction traffic and noise.

On June 30, the congregation moved in and held its first services in the new sanctuary. On August 24-25, a grand dedication weekend was held with a Saturday reception to recognize more

than 100 volunteers who gave their time and talents to the project and a Sunday services ceremony to formally dedicate the new sanctuary. Unitarian Universalist Association President, the Reverend Peter Morales, presided.

Between the move-in date and year's end, the construction management team continued working with the architect, contractor, sub-contractors, staff, and several church focus groups, teams and volunteers on the landscaping, AV system, signage, and other functional or aesthetic elements. Our AV team, headed by Larry Alei and Arne Gullerud, worked tirelessly to perfect the specifics of the new systems and equipment and optimized use of existing equipment to ensure the continuity of service during purchasing and installation negotiations. After delays beyond their control were overcome, a state-of-the art Hearing Loop system was finally installed in November, and a contract was signed for the purchase and installation of the new AV system with completion scheduled for early 2014. The Sanctuary Building Aesthetics Team (SBAT), headed by Sara Friederich, oversaw the daunting task of having our beloved mural moved. They selected two wood artisans, Stan Lance and Paul Searcy, who carefully mapped out the project and transferred each of the 5,000 mural pieces. The congregation watched the progress as the mural grew at its new location and a re-dedication ceremony was held during services on September 15. Other Sanctuary and foyer aesthetics, including the new candle feature, donor recognition window panels, and Welcome signage on the curved wall were also designed by SBAT. A music focus group, headed by Lynn McLaughlin, managed donations to refurbish our sanctuary piano which was returned to service in December. The Landscape Team, headed by Nancy Cushman, oversaw the design of the landscaping and building of a new retaining wall east of the Jim Lewis Habitat. They also managed the purchase and installation of 100 cubic yards of mulch to protect new plants and keep our corner from becoming a dust source. La Amikoj, under the direction of Steve and Rodene Phillips, helped move tons of stones into place to protect the new landscaping from water runoff erosion. A plan to install way-finding signage is underway, and thanks to volunteer David Wilson, will be completed in early 2014.

The congregation supported a process of certifying the new building using LEED (Leadership in Energy and Environmental Design) and directed the DCT at the beginning of the project to attempt to reach the Silver certification level. Based on in-depth work by our LEED consultant to gain credits for our existing solar panels, and in cooperation with Mullen-Heller Architects and Klinger Construction, the project was awarded Platinum certification without significant additional cost. Certificates were provided to church administration in early 2014. A plaque and informational signage will be installed in 2014.

The project is essentially complete with the following projects in progress: AV systems and equipment installation, security systems, and LEED plaque and information signage.

Social Hall Repurposing Team

Members:

Jake Barkdoll

Audre

My MacDonal
Pat Diem

Neal

MacDonald
Liz McMaster

Suzan

Gene Visor (now resigned)
Jim Middleton

The Social Hall repurposing team was chartered by the Board to begin using the previous sanctuary as a social hall when services moved into the new sanctuary space. Activities of this task force included:

- Surveying of the congregation to get their ideas on uses for the new social hall
- Purchasing of two room dividers to aid in maximizing use of the space in smaller groups as necessary
- Resurfacing the concrete mural wall after the mural was moved to the new sanctuary
- Providing storage shelves in the Cooper and Parker storage areas
- Cleaning the kitchen after LaPuerta moved from the church campus
- Purchasing a temporary stage for use in the new sanctuary and the social hall
- Developing, in cooperation with church staff, policies for solicitation of donations, sales and displays in the social hall space
- Experimenting with social hour traffic flow and access to coffee, cold drinks, and snacks

The task force deferred more extensive renovation of the social hall space until more definitive information about future use of the space is known and funds are available for renovation.

Renovation plans when/if they are pursued will need to address:

- Acoustics

- visual system Audio
- window replacement East
- ability of keeping the current platform and mural wall Desira
- renovation of the kitchen into either a utility or commercial kitchen Renov

Sanctuary Building Aesthetics Team (SBAT)

Sara Friederich, Chair

Members:

Jeremy Alford
Carole Bonda
Dawn Lunt
Rachel Preston Prinz
Rev. Christine Robinson

Our team was created by the Board in March 2012 with the task of moving our Alexander Girard mural to the new sanctuary, and to select, commission and install permanent art and fixtures as described below.

- **Mural Relocation**—Last year our team started with no idea of how to go about moving the Girard mural. We moved through several fits and starts with various prospects for contractors, but learned a lot in the process of interviewing people. In the meantime we mounted a very successful fundraising campaign by asking members to sponsor tiles and hosting a New Year’s Eve Gala to “auction” the symbols. Through these efforts, we raised more than \$11,000.

We ultimately hired a team of skilled woodworkers, Stanton Lance and Paul Searcy. As of this date the mural has been fully moved and a missing tile has been returned. All materials used are LEED certified. Stan finished on the morning of our Dedication. The mural looks amazing in its new well-lit home, and we are delighted with the work of our contractors.

- **Candle Feature**—Located in the northwest corner of the Sanctuary, this new feature was created by team member Angus Macpherson. The artistic placement of black glass on two walls gives the effect of galaxies floating in deep space. Team member Jeremy Alford assisted in designing cabinetry for the alcove that coordinates with the casework in the A/V booth and is child and ADA-friendly. The installation was completed in January 2014. Dawn Lunt added decorative candles; ultimately we plan to place 50 candles in the space and provide a place for the dedication book.

- **Donor Window**– The creative use of the four windows on the west wall across from the new restrooms was brought to the team by Jeremy Alford. Jeremy was familiar with the possibilities available in the use of custom window film. The concept allows us to honor all the donors who made the new Sanctuary possible in a way that is beautifully subtle and at the same time dramatic in its innovative use of space. The design incorporates the UUA’s new Chalice design at the top of each panel.
- **Minister and Intern Portraits**–Arts and Aesthetics team representatives Carole Bonda and Sara Friederich purchased new larger frames and mats for most of the portraits, and then hung them with a new 3M product that does not require wires or nails. This attachment method allows for secure adhesion and easy re-positioning. Carole and Sara would like to arrange at some future date for better photos of Joe Willis and Reverend Angela Herrera for this display.
- **Art Donations for Nichos**–Donations of art for display in the Nichos have come in after announcements in the *Messenger* and verbal announcements in services. Sara has created two master documents to track long-term loans and outright gifts. There was a display of smaller scale items in the nichos especially for the dedication, which were removed until insurance and security issues can be addressed.
- **“Welcome” WORDLE Word Cloud on Curved Reception Wall**–This project, brought to us by Shari Adkisson, is a collection of words of welcome in the several languages spoken in New Mexico, as well as the names of our branches. This assembly was installed in December 2013. Due to the random placement of words, future SBATs could add new words as needed.
- **Curved table for Welcome Staff** –Comprised of two tables on casters curved to conform to the curve of the red wall in the Skylight Lobby, they are designed for storage flush against the curved wall when not in use. The tables incorporate storage shelves and cubbies for handbags and literature. These units and the Candle Feature incorporate design details and finishes found in other areas of the sanctuary for design continuity.

Shared Governance Task Force

Gerri Knoebel, Chair

Members:

Pat Diem
John Kwait
Joyce Kaser
The Rev. Christine Robinson

Last year, the Congregation approved by-laws that adopted a shared governance structure for First Unitarian (http://uuabq.org/BylawsNEW_January2013_Master.pdf). In summary, the Church is governed by its elected Board, including the Senior Minister, with many specialized tasks (e.g., finance, property, strategic planning) delegated to committees of volunteers. The largest issues of governance are reserved for the Congregation including elections, approval of property purchase/construction/sale, borrowing money, and amending by-laws. Standing Committees of the Congregation are the Leadership Succession Committee, Finance Review Committee, and the Endowment Committee.

The Congregation elects a Board to function as its governing body and a Senior Minister to serve as its spiritual, programmatic, and administrative leader as Head of Staff. Church management is shared between Staff (through the head of staff) and Board, with areas of responsibility changing from time to time by mutual agreement.

The Task Force had intended to recommend draft policies for review and approval by the Board. As the work proceeded, it became clear that this project was very complex and could not be approached by broad categories of Church operations and governance. As policy became practice it became clear that policies would need to be developed as the need arose. This past year the Board adopted policies regarding fund raising and usage of the Social Hall and considered policies on use of alcohol in church facilities.

The Shared Governance team reviewed the Bylaws for policy references. In the revised by-laws, there were four references to the *Church Policy Manual* (currently called the *Compendium of Policies* http://uuabq.org/_Compendium%20of%20church%20policies-MASTER-0411.pdf).

- Qualifications for Membership: By-laws are adequate for detailing membership therefore no other policies are needed at this time.

- Financial Review Committee (FRC): This Committee reports directly to the Congregation to keep separate any influence on the FRC from the Board. FRC policies are to be developed by the FRC.
- Special Congregational Meetings: The by-laws adequately describe the process for calling and holding a special congregational meeting. No additional policies are needed at this time.
- Board Duties and Responsibilities: By-laws state that Board policies are to be included in a Policy Manual.
- Board Operations and Policy: Board adopted policies are to be included in the Church Policy Manual. The Compendium of Policies currently includes all policies. The name of the document should be changed to the Church Policy Manual to be in keeping with the by-law references.

The Shared Governance Task Force will continue to be available to develop policies as needed or assist in developing ones that a group feels are needed.