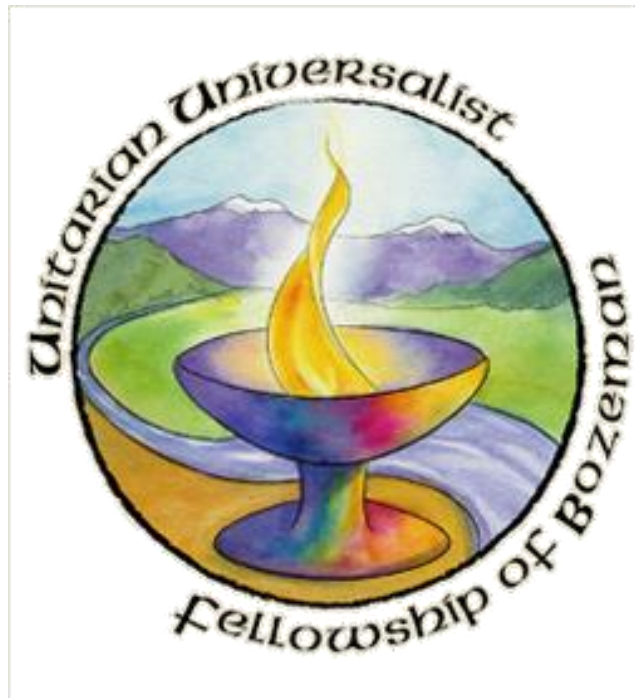


Annual Report

2017-2018 Program Year



Unitarian Universalist Fellowship of Bozeman

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Minister's Annual Report - May 2018



Over the course of this past year I have been amazed and delighted by the levels of commitment and dedication I have seen demonstrated by the members and friends of our Fellowship. Possibly the best example of this commitment and dedication can be seen in our newly renovated building. Less than four years ago the idea of this Fellowship owning its own building was a reoccurring dream that some thought might never be anything more than that, a dream. Late this past July though, the dream became a reality when the City of Bozeman granted us an occupancy permit to our newly renovated building and shortly thereafter we moved into our beautiful new home. Since moving in we have continued to work to make our new building as functional as we would like it to be. Getting to the point we are today, with a home of our own, has required a great deal from the members and friends of our Fellowship.

Now that we are in our own building, we have been seeing significant numbers of new people coming through our doors. There are new visitors almost every Sunday and the average number of people in attendance at our weekly services is climbing steadily. So far in 2018 we are averaging 86 people each Sunday with a high of 125 on Easter. Along with an increase in visitors there has also been an increase in people becoming members. This year 15 people have signed our membership book for the first time. I have heard again and again from those who visit our Fellowship that we are a very welcoming congregation. Hearing that warms my heart and I hope it warms yours as well.

Along with being welcoming within the walls of our new building, we reach out to the larger community and engage in important issues in our community and beyond. One of the ways we do that is by financially supporting organizations that are involved in making a positive difference in people's lives. On the second Sunday of each month we dedicate our offering plate to an organization that is putting our UU values to work in the world. We continue to be involved with and support Family Promise, The Community Café, now renamed Fork and Spoon Homestyle Kitchen, and the Gallatin Valley Food Bank. And this year our Social Justice Action Committee has helped us get organized and focused in our efforts to address current issues that need attention. As a result, significant numbers of UUFB members and friends participated in marches and demonstrations not just as individuals but as people who come together with others and represent our Fellowship at such gatherings. A third way we reach out involves our involvement with the larger UU community. In the past couple of months, we have reached out to the larger UU community on two significant occasions. In mid-April we hosted a Board Development workshop which was attended by representatives of all five of the Montana UU Fellowships and two representatives of the Sheridan, WY,

Fellowship. This workshop was facilitated by Rev. Dr. James Kubal-Komoto, Pacific Western Region (PWR) Lead, and Rev. Sarah Schurr, PWR Congregational Life Staff. And in late April our Fellowship had 2 staff and 7 congregation members attend the PWR Assembly in Portland, OR.

These are just a few of the accomplishments of this past year. There is much more that deserves mention and not just about the past. Even as we have been busy with events and activities such as those I have mentioned, those in leadership positions in the Fellowship have been looking to and planning for the future. Here are some examples of what lies ahead.

With an eye toward the future, the Board decided to increase the hours and the responsibilities associated with the position previously identified as the Administrative Coordinator. Since January, the Administrative Coordinator position was less than half-time. The position is now identified as the Office Administrator and will be a full year, 3/4-time position. Our new Office Administrator is someone very well qualified since she had previously held the Administrative Coordinator position. And until accepting this position, she was our Bookkeeper. We are delighted that Christy Huddleston is now our Office Administrator. We will need the extra summer staffing to support the following change.

In past years we have held a few services during the summer months. This summer however plans are to hold services every Sunday. A number of people have indicated that they look forward to being able to attend services here at UUFB year-round.

Two other significant changes that are in the works include implementing a new database software program and launching a new website. These have been in the works for months and each will provide significant advantages over what we have had in the past. It is our hope that each will be fully functional before 2019 begins.

Another significant endeavor of this year involves a proposed new UUFB Mission Statement that the congregation will be voting on at this Annual Meeting. According to Dan Hotchkiss of the Congregational Consulting Group, the Fellowship's Mission Statement "identifies the difference you intend to make in people's lives." It is what guides those in leadership in making decisions regarding where to focus attention and invest energy. If the proposed Mission Statement is adopted the next step will be to begin creating a new Vision Statement. The current Vision Statement was written with an anticipated and stated end date of 2015. Significant elements of the current Statement have been accomplished. It is clear the time has come to establish a new Vision Statement, one that will guide us in the years to come.

And there is one final thing that I would suggest we consider as this "church year" nears its end and a new "church year" is about to begin. In the two years I have been your minister I have noticed that the pace at which we, as a congregation, have been functioning has been quite intense. Such an intense pace is common and often necessary during periods of major transitions—transitions like buying, remodeling, and moving into our first building. It seems to me though that the recent and current pace may not be sustainable for an extended period of time. The upcoming year might be a good time for us to consider how we might begin to moderate our pace and settle into a "new normal" as a congregation. With the optimism, the enthusiasm and the commitment that is present in our Fellowship, I am certain that even if we slow our pace somewhat we will continue to be a positive influence on the lives of those in the congregation, in our community and beyond. And with a pace that is less demanding and more reasonable, I believe we will be able to sustain our efforts and our work together for many years to come.

Submitted by:
Rev. Duffy Peet

UUFB Board of Directors



Board Members:

- Dick Young – President
- Tonya Stevens – Vice President
- Janet Lewis – Secretary
- David Andes – Treasurer (resigned in March 2018)
- Diane Knipfer – Member at Large
- Sue Slade – Member at Large
- Deanna Dean – Member at Large (also assistant to the Treasurer)

Activities and Accomplishments:

The board met twice a month beginning June 15, 2017 due to the large number of activities associated with our new building.

Activities of the board centered around the following areas:

Ministry: developed a new Mission statement, signed off on the religious education task force recommendations, passed a Committee on Ministry policy, solidified Board/COM relationships, developed minister evaluation process, accepted the recommendations of the music task force for expanding music programs. Worked on managing the transition from a Family to a larger Pastoral congregation.

Personnel: developed a new position of Office Administrator at 3/4 time, begin work on revising the Personnel manual, established volunteer building and grounds management structure. Worked on re-establishment of a Personnel Committee.

Governance: Facilities use policy developed and implemented. Outreach/Communications committee policy developed and implemented. Construction completed on kitchen, social hall and audio-visual areas. Transfer of management of the building from construction to operating budget. Year-round services decided upon. Hosted two leadership training programs for the board. Participated in Pacific Western Region general assembly. Stewardship/Fund Raising committee developed. Managed two annual meetings. Began the process of developing a Governance/Leadership committee.

Finance: Further implementation of Power Church financial software. Developed an Endowment Policy. Implemented an Investment committee advisory to the board. Finalized a Finance Committee policy and selected members for it. Managed the operating and capital campaign funds. First ever Internal Audit of our finances resulting in recommendations on money management and record retention policies.

Next Year's Challenges

- Develop a vision for the fellowship's next five years.
- Leadership program for the Fellowship
- Complete the implementation of Power Church
- Complete the development of Personnel manual and committee
- Complete the development of Governance/Leadership committee and begin leadership program(s) for the Fellowship.
- Complete the implementation of Stewardship/Fund raising committee
- Expand Outreach
- Add music staff

Submitted by Dick Young, President of the Board.

Caring Committee

Committee Members:

- Char Appelwick
- John Berg
- Beth D'Atri
- Bill Goold
- Mary Maifield
- Jo Anne Troxel
- Rachel Rockafellow
- Mattie Whitehouse
- Rev. Duffy Peet, ex-officio

Committee's Mission:

The Caring Committee specializes in small deeds of kindness; it envisions a Fellowship in which members support each other in times of joy, sorrow, loss, or other life transitions.

Activities/Accomplishments

It is difficult to calculate the number of rides and meals provided, as well as the number of cards sent because I don't hear of all the random acts of kindness; many of these are done without discussion.

Submitted by Mattie Whitehouse

Committee on Ministry

Committee Members:

- Jack Fisher – Chair
- Elizabeth Rose
- Rose Toth
- Beth D’Atri (begins on June 1, 2018)
- Beth Quinn (begins on June 1, 2018)

Committee’s Mission:

The mission of the Committee on Ministry (COM) is to enhance the quality of the UUFB’s shared ministry with respect to the mission statement and goals of the UUFB. The COM works with the minister, the Board, and committees to achieve its goals. The COM also helps the Board, the minister, committees, and individual members/friends to address and resolve issues and concerns that are brought to the COM. The COM conducts periodic ministerial reviews and congregation assessments. The COM met once a month during the 2017-2018 year.

The following are the main undertakings of the COM during the 2017-2018 fellowship year.

- The COM carried out an assessment of the minister. It performed this assessment in three ways. First, the minister gave a self-assessment presentation to the COM and members of the Board about what he felt was some of his best work during his first year at UUFB. Second, the COM held a focus-group meeting with the members of the Program Council. The COM submitted its report on the results of this focus-group to the Board and to the minister. Third, the COM created a QACC Box (“Questions, Appreciations, Comments, Concerns). This box is a permanent fixture where UUFB members/friends can provide non-anonymous comments about any aspect of the fellowship. All comments are reviewed by the minister and at least one COM member together.
- The COM and Rev. Duffy created a covenant on how the COM members and the minister will work together. This is a “living” document which is open to future modification.
- The COM created a short “flyer” entitled “What Does the Committee on Ministry (COM) Do?” This flyer will be distributed to UUFB members & friends, with the purpose of letting people know the main functions of the COM.
- The COM is in discussion with the Board on a joint Board-COM Sunday service or relevant activity to address the transition the UUFB is undergoing from a “Family-sized” congregation to a “Pastoral-sized” congregation. This service or activity will give attention, in particular, to anxieties that some members/friends might be feeling that are associated with this transition.

Recommendations for the 2018-2019 Program Year:

Two new members will be added to the COM. Jack’s term will be up and he will be leaving the COM.

- Beth D’Atri (begins on June 1, 2018)
- Beth Quinn (begins on June 1, 2018)

The COM recommends that the Board and COM follow through with the jointly planned service or activity discussed above regarding the transition from a Family-sized congregation to a Pastoral-sized congregation. This transition, and the challenges that it brings to the UUFB, will be a topic that the COM should pay attention to in the long term.

The COM will revisit the process for assessing the minister and the congregation.

Submitted by Jack Fisher

Communications Committee

Committee Members

- Peg Wherry – Chair
- Susan Anderegg
- Susan Backer
- Angie Howlett
- Paul Kleihauer
- Lee McGill
- Tamara Miller
- Beth Quinn
- Ex officio attendees: Duffy Peet, Dick Young, Tonya Stevens

Committee's Mission

1. Review current policies and processes for both internal and external communications; recommend policy changes as necessary.
2. Develop a strategy and policies for electronic communications, especially external (e.g. a Facebook page).
3. Assist with the implementation of new processes as necessary.

Much of this work could fall under the heading of Outreach, which the Board wanted to include with Communications.

Activities/Accomplishments

After a lively brainstorming session in October, most of the work was focused on revamping the UUFB website and replacing the Yahoo group (listserv) that has become increasingly difficult to use.

At our recommendation, the Board voted to switch to HostGator for domain and web hosting and to adopt the UUA's website template. The committee spent the spring working on the website move. Angie Howlett did the lion's share of the work of copying and developing information to the new format. The new website will be rolled out in late spring, perhaps as early as May 20.

Lee McGill and Paul Kleihauer researched and made recommendations for hosting services and options for replacing the Yahoo group. The new website includes a Forum function that will replace the Yahoo group, which is Lee's focus. One benefit of switching domain hosting is that "generic" emails (e.g. minister@uufbozeman, treasurer@uufbozeman) can now work for both sending and receiving.

In non-website work, Beth Quinn piloted the use of fliers posted in coffee shops, laundromats, etc. She developed and deployed one for December. Peg Wherry, with help from others, managed various ads in the *Bozeman Daily Chronicle*.

Recommendations for Next Program Year

- Develop a comprehensive annual communications plan, including any special activities or efforts for our 60th anniversary of affiliating with the UUA (see AUA)
- Clarify the outreach role of the committee
- Refine our graphic identity (colors, fonts, etc.)
- Develop and implement a password-protected members area on the website
- Identify and implement a photo sharing platform

Report Submitted by Peg Wherry.

Facilities Committee

Committee Members

- Dan Sweeney – Chair
- Working Groups:
 - Building Maintenance - Randy Babbitt, Jim Gaffney, Bob Weirick, Dan Sweeney
 - Grounds Maintenance – Dan Sweeney, John Berg, Randy Babbitt
 - Building Use – Carolyn Boyd, Beth D’Atri
 - Kitchen - Suzi Sterling
 - Telephone/IT/AV Systems – Dan Sweeney

Committee’s Mission

- To keep the building, grounds, and their systems in operational order and good repair. And to facilitate the use of the building for internal and external users.

Activities/Accomplishments

Our “committee” is made up of several working groups. Each working group operates independently. Most of the working groups (except Building Use) are made of individuals who pull in other folks as needed for an operational or maintenance chore. As such we don't meet as a committee.

- Building maintenance has included:
 - Building repairs
 - Gutters, windows, deep cleaning
 - Indoor carpentry
- Grounds maintenance:
 - Building exterior and roof
 - Snow removal
 - Trees, shrubs, lawn and beds
 - Landscape projects
 - Irrigation system
 - Fences
 - Parking lot
 - Signs
 - Outside windows
 - Little Library
- Building Use:
 - Carolyn Boyd oversaw Building Use. With the help of Beth D’Atri the UUFB Building Use Policy and Request for Building Use were finalized and then approved by the Board. The building was opened to the non-UUFB use in December. Since then, four groups have long-term use agreements and there have been seven short term events with two more scheduled for this summer.
 - Oversaw kitchen in cooperation with Suzi Sterling, kitchen manager
 - Repairs to kitchen appliances – Cathy Cooper consultant
 - Indoor plants – Joy LaClaire and Zelpha Boyd – Rene Keating is caring for the poinsettias
 - Building cleaners
 - Trash and recycling

- Telephone/IT/AV Systems:
 - Internet and wi-fi network
 - Telephone system
 - Building and maintaining A/V systems, training others in their use

Major projects completed this year were purchase and installation of the AV system and the accordion door and the completion of the kitchen.

Recommendations for Next Program Year

- Updated budget based on realistic numbers from actual costs.
- Projects to enhance building and grounds based on input (and budget) from other committees.
- Enhance AV (new microphones, desk/cabinet for soundboard, projector, etc.)
- Provide training on the use of the AV equipment and kitchen

Report Submitted by Dan Sweeney.

Finance Committee

Committee Members

- Bruce DePriester – Chair
- Tam Miller
- Peg Wherry
- Stuart Challender (joined the Fin Comm in March, 2018)
- Tonya Stevens, Dick Young, Duffy Peet ex-officio members
- Stephen Guggenheim (resigned In March, 2018)
- David Andes (resigned In April, 2018)
- Gene Quenemoen (resigned In March, 2018)

Committee's Mission

The basic responsibility of the Finance Committee is to oversee the general financial health of the UUFB to ensure its fiscal stability and long-term economic health. Board responsibility for the budget, financial reporting, audits, investments, and financial relationships such as banking shall be supported by the Finance Committee.

Activities/Accomplishments in 2017-18

1. Completed an internal audit of UUFB's finances for the period January 2016 thru July 2017
2. Completed modifications to UUFB's payment processes to ameliorate issues identified in the Internal audit.
3. Prepared the 2018 UUFB Budget for approval by the UUFB Board and by the congregation.
4. Developed an Endowment Fund proposal which was approved by the congregation in January 2018.
5. Developed a Records Retention Policy which was approved by the UUFB Board.
6. Worked to begin the transition of UUFB's financial system from Quickbooks to PoweChurch.
7. Recommended creation of an Investment Committee to oversee the investment of UUFB's assets which the UUFB board approved.
8. Reviewed construction documentation for the 2015-1017 modifications of the UUFB's building as part of the formal turnover of the construction project to UUFB operations.

Recommendations for Next Program Year

1. Complete the transition to the PowerChurch financial system.
2. Work with the Office Administrator to streamline UUFB financial processes.
3. Work with the Investment Committee as needed to assist in the investment of UUFB assets.
4. Prepare the 2018-19 Budget in conjunction with the Treasurer and Office Administrator.
5. Assist the UUFB Board with financial issues at their request.
6. Facilitate the use of electronic payment mechanisms for pledges, donations, and other payments to UUFB.

Report Submitted by the UUFB Finance Committee.

PowerChurch Software

Description and Accomplishments

PowerChurch is the name of the online software UUFB began using this past year to maintain many different types of records. It will eventually allow us to track membership, contributions, budget and accounting, event scheduling, Rev. Duffy's sermons, our music library, and more. It is cloud-based and can be backed up in-house as well. One very useful feature of this software is that access to different databases can be restricted by passwords. For example:

- We now make pledge and pledge payment information available only to the Treasurer and bookkeeper
- We allow budget information to be available to the Finance committee
- Membership information is accessible by the Hospitality and Membership committee.

In September 2017 the Hospitality and Membership committee entered all Members' and Friends' addresses, phone numbers and email addresses. We can now easily generate membership lists, Directories, and mailing labels – without having to check 10 different lists of names in 10 different places. This has come as a big relief for Hospitality/Membership and the Office Administrator.

We continue to add utility as we gradually enter all our financial information. Paul Kleihauer has been instrumental in the set-up of PowerChurch. We have employed consultants in Missoula to help train our new Office Administrator and new Treasurer. We hope to be using the software fully by the end of 2018.

Submitted by Tonya Stevens

Hospitality and Membership Committee

Committee Members

- Tonya Stevens – Board Liaison
- Carolyn Boyd – contact person
- Linda Clark
- Jennifer Fehr
- Bunny Gaffney
- Sue Slade – Board Liaison
- Susan Backer
- Rev. Duffy Peet – ex-officio

Committee's Mission

We welcome visitors, members, and friends each Sunday morning and follow up with first-time visitors. We host the coffee and beverage hour after service. We contact potential new members and offer UU membership classes and ingathering ceremonies. We recognize and help integrate new members into the life of the congregation. We keep the membership list current and as accurate as possible, updating continuously a Members and Friends Directory which helps form the basis for determining membership numbers reported to UUA each year. We identify and contact attendees who drop away. We meet monthly.

Activities/Accomplishments

- We planned and then began greeting activities and coffee in the new building in September. Throughout the year greeting and coffee preparation were refined to better serve the congregation. Jennifer Fehr prepared coffee most Sundays with H/M members filling in as needed,
- We began learning and using Power Church software to track contact information and status of congregants, create the Directory and keep track of committee members and chairs.
- We held two orientation sessions and welcomed fifteen new members in two welcoming ceremonies held during Sunday services.
- We held a discussion session with new members to get their feedback on the membership process and ways to help new members become integrated in to the congregation
- The Keeping in Touch project was implemented to update contact information of congregants and to get in touch with those whom we have not seen for a while.
- A holder for brochures relate to UU was mounted in the hallway.
- A new guest card was developed that is available in the pockets of the seats in the sanctuary.
- We engaged the congregation by asking those outside the H/M committee to serve as greeters, and offertory collectors.

Report Submitted by Carolyn Boyd

Interior Design Committee

Committee Members

- Cathy Cooper – Chair
- Diane Knipfer
- Jan Young

Committee's Mission

The Interior Design committee was tasked with selecting interior finishes (think flooring, bathroom finishes, wall colors, window covering, lighting...) as well as furnishings for the new building. In addition, we have also undertaken the kitchen completion and building decor. Mike Clark was instrumental in helping us secure building permits, arrange for plumbers... for the kitchen project.

Activities/Accomplishments



Certainly, our accomplishments are evident for all to see! In addition to all that we completed inside the building, Cathy also saw to the design (with Sandra Oldendorf's input), permitting, manufacturing, and installation of the new permanent sign on the building's exterior. (Mike Clark patched our holes in the wall!)

Recommendations for Next Program Year

After chairing the Building Search committee, the Construction and Design working group, serving on the Steering committee, and chairing the Interior Design committee (upon Pat Kauffmann's departure) through the completion of the kitchen, Cathy has stepped off the committee. So, the committee will need to find a new member with the energy, vision, and enthusiasm needed to carry out remaining and ongoing responsibilities. Many of the remaining things, like doors and counter shutter for the kitchen, built-in buffet in the social hall, built-ins in the long hallway and classrooms have all been selected and priced out. We are just waiting to secure funding for their purchase.

Report Submitted by Cathy Cooper

Lifespan Religious Education Committee

Committee Members

- Leona Poritz
- Ita Killeen
- Rev. Duffy (ex officio)
- Marie Lynn (ex officio)
- Mandy Jore (recently resigned)
- Rebecca Spear (recently resigned)

Committee's Mission

The Lifespan Religious Education Committee is dedicated to providing educational opportunities for all ages, both structured and non-structured, within an inquiring religious community. These opportunities are designed to foster spiritual growth while developing and strengthening healthy values in a safe, nurturing environment.

Activities/Accomplishments

In addition to Sunday RE classes & nursery care, the LREC took up the challenge from the RE Task Force to continue the Holidays/Holy Days events once a month. These have been very successful in bringing some of our absentee families back as well as encouraging interaction with many of our single folks.

Recommendations for Next Program Year

1. Get at least 2 additional members
2. Find someone willing to coordinate Adult RE offerings
3. Continue & expand the once a month multi-generational events
4. Continue to grow our Youth Groups
5. Continue to support Our Whole Lives
6. Generate more congregational interest & involvement in all of the RE programs

Relevant numbers

Number of volunteers participating: 16.

Number of events/activities held:

- 6 multigenerational Holidays/Holy Days events
- 1 annual Easter egg hunt
- 2 multigenerational services
- RE classes every Sunday.

Individuals served: This year - the whole congregation (with the multigenerational events).

Report Submitted by Marie Lynn

Youth Group

Advisors:

- Ita Killeen – Middle School and High School Youth Group Advisor
- Rebecca Spear – Middle School Youth Group Advisor
- Drew Hanes (High School Youth Group Advisor, starting Jan'18)

Activities:

We continue to offer twice-a-month activities for UU youth throughout the academic year. We average 4-7 youth at a gathering. Activities have been split between social and social service activities. Examples of activities include movie night, ice skating, cookie decorating, helping at the Food Bank, and a dinner-discussion with Mahmoud Doud about life in Egypt. We always include dinner, often pizza from a local pizzeria.

This year the spread of the ages has increased to include students from 6th to 10th grade. So starting in January 2018 we have tried to provide a separate gathering for middle schoolers and for high schoolers once a month, with a combined group once a month.

We had a gathering last summer with the youth—a float trip on the Madison River with 5 youth.

Things that are going well:

- An increase in the middle school group this year
- Consistent attendance by a core group of youth (including high schoolers) who interact well with each other

Challenges:

Scheduling for high schoolers has been a challenge. There are only 3 high schoolers in our present group so that if one can't make it then it's best to reschedule. This will improve next year with the addition of at least 1 more high schooler. We would like to introduce more topical discussion/exploration to the high school group.

Submitted by Ita Killeen.

Our Whole Lives (OWL)

Committee members

- Laura Mentch - chair
- Ita Killeen
- Heather Musselman

Description of Mission

The Interfaith *Our Whole Lives* Committee, a collaborative effort with Pilgrim Congregational United Church of Christ, supports comprehensive sexuality education for children, youth and adults using curricula developed by the UUA and UCC. *Our Whole Lives* curricula are available for children in grades K-1, 4-6, 7-9, 10-12 and Young Adults, Adults and Older Adults. The UUFB supports *Our Whole Lives* programs with an \$500 annual contribution. Other financial support comes from Pilgrim UCC and suggested participation fees ranging from \$4-\$8 per workshop. For example, the 4-6 curriculum has 10 workshops. The suggested participation fee is \$40-\$80. All are welcome regardless of contribution; most families contribute at the highest level. Our budget covers program supplies and training costs (registration, travel, curricula) for volunteer facilitators.

Accomplishments

During the past year we held *Our Whole Lives* with 12 youth 5th-6th graders from UUFB, Pilgrim UCC and the community. Facilitators were Josie Caton (UCC), Spencer Williams (UCC), and Kassia Finn (St. James Episcopal Church).

Active facilitators from the UUFB are:

- Christina Barbachano (secondary & adult)
- Daphne Fox (secondary)
- Katie Michael-Sanchez (secondary & adult),
- Laura Mentch (elementary, secondary & adult)
- Brian Sanchez (adult)

Plans for the next Program Year

With an increasing interest from within and outside both congregations our goal and greatest need is to identify and train facilitators as we prepare to offer the following programs in the year ahead.

Grade Level	Duration	Proposed Dates
K – 1 st Grade	8 workshop sessions	Spring 2019
5 th – 6 th Grade	10 workshop sessions	Fall 2018
8 th – 9 th Grade	26 workshop sessions	Fall 2018 through Spring 2019
10 th – 11 th Grade -or- Young Adult	10 workshop sessions 14 workshop sessions	Winter/Spring 2019 Winter/Spring 2019

Report submitted by Laura Mentch, Interfaith *Our Whole Lives* committee

Sharing the Journey of Aging Group

Committee Members

- Edy Harrington – Chair
- Ken Pierce
- Jan Young
- Carol Stahl
- John Berg

Committee's Mission

To come together to share information and personal experiences with the aging process.

Activities/Accomplishments

Met once a month. Outside speakers this year included the Social Worker for Compassus Hospice.

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Recommendations for Next Program Year

Increase attendance

Relevant numbers

We usually have 6-12 people come to the meetings.

Report Submitted by Edy Harrington

Office Administrator Search Committee

Committee Members

- Peg Wherry – Chair
- Eva Patten
- Dave Rockafellow
- Carol Stahl
- Duffy Peet, ex officio

Committee's Mission

The committee's role was to advertise the position, screen and interview applicants, and make a recommendation to the Board. We met more or less weekly from January 29 through April 2.

Activities/Accomplishments

Drawing on the work of previous searches for the office position, we developed a detailed job description (approved by the Board) and advertising copy; developed a weighting/ranking process for screening applicants; reviewed and added to lists of questions for reference calls and interviews; called references and interviewed finalists. Due to the nature of the position, we required electronic submission of application materials (letter and resume). Throughout the process we kept applicants informed of their status. We recommended that the Board hire Christy Huddleston which the Board approved; Christy began work on May 1. Paper and electronic files of committee working documents (including a list and analysis of advertising channels) will be kept in the office. Applicant files will be or have been destroyed.

Recommendations for future hiring efforts:

- UUFb needs to centralize information on advertising for positions, especially those channels or websites that require a userid and password in order to post online ads. Any advertising site will have an account for UUFb created/used by the last person to run a hiring process; a new search leader will need to know that information.
- We created a uufbwork@___ email address for receiving applications, using a committee member's personal email accounts; we recommend creation of a uufbwork@uufbozeman.org email address to use in the future. (Password can be changed for a new person doing the hiring.)

Relevant numbers:

- Identified 7 advertising channels and used 6 of them
- Spent around \$500 on advertising, mostly in the *Bozeman Daily Chronicle*, which generated the most applications; craigslist cost \$10/month and garnered a couple of applications, as well as some phishing
- Received around a dozen applications

Report Submitted by Peg Wherry

Program Council

Council Members

- Dick Young – Co-chair, UUFB Board President
- Tonya Stevens – Co-chair, UUFB Board Vice President
- Diane Knipfer – Co-chair, UUFB Board Member
- Bonnie Andes – Social Activities Committee
- Carolyn Boyd – Facilities Use Committee, Hospitality & Membership Committee
- Bruce DePriester – Finance Committee
- Marie Lynn – Coordinator of Religious Education
- Jan Young – Sunday Services Committee
- Rev. Duffy Peet – Minister
- Jack Fisher – Committee on Ministry
- Mandy Jore – Children’s RE Committee
- Mattie Whitehouse – Caring Committee
- Jesse Eide – Social Justice Action Committee
- Peg Wherry – Communications Committee
- Dan Sweeney – Facilities Committee

Council’s Mission

Program Council serves as the operational arm of the Board of Directors. Its voting membership includes the co-chairs of the Program Council and the chairs of the standing committees of UUFB. Chairs of other committees and groups are also encouraged to attend. Its mission is to facilitate communication among the standing and acting committees, the Minister, and the Board of Directors, with the purpose of coordinating activities, setting priorities, and providing opportunities for information sharing.

The main purposes of Program Council are to:

- Provide a forum for committee chairs to coordinate activities and set priorities;
- Facilitate the efficient dissemination of information;
- Advise the Board on operational issues;
- Orient committee chairs to church procedures and resources.

Activities/Accomplishments

Program Council met in September, October, November, January, and March. Each meeting ten to twelve people in attendance.

At those meetings, the committee representatives reported on their recent activities. The UUFB Calendar was reviewed so that everyone knew what events were scheduled in the next month or so. Many of our discussions centered around the fact that our congregation has moved from being a “Family-size” congregation to a “Pastoral-size” congregation and the changes associated with that growth. We are seeing more collaboration between the various committees and that is proving to be a good thing.

In December, the Program Council held an Information and Involvement Fair in the Social Hall to highlight the activities of all the committees and other groups. This was well attended and was an effective way to introduce the congregation to the opportunities to become involved in the many activities at UUFB.



Recommendations for Next Program Year

In the next program year, we would like to continue to grow Program Council's effectiveness in sharing information, coordinating committees' activities, and solving problems where the group's input can be helpful.

Plans for next program year:

- Assist the Board in planning next year's budget
- Assist the Board in developing or revising committee policies
- Assist the Board in developing long range plans for the Fellowship
- Develop leadership training programs for the Program Council

Report Submitted by Diane Knipfer.

Safety Committee

Committee Members

- Judy Marr
- Ita Killeen
- Joy LaClair
- Rev. Duffy (ex officio)
- Marie Lynn (ex officio)

Committee's Mission

Research best practices in congregational safety; evaluate current UUFB policies; recommend policy changes to the Board; continue to keep abreast of new developments in the field of congregational safety; assess evolving safety practices and needs.

Activities/Accomplishments

- Prioritized the next steps we needed to take; acquired an AED
- Figured out how to do safety training that would not escalate anxiety levels in the Fellowship
- Created and hung exit maps
- Staged an all-congregation fire drill
- Enlisted one new member.

Recommendations for Next Program Year

1. Develop a sex offender policy
2. Get buy-in from members of the Fellowship for such a policy
3. Continue to research best safety practices.

Relevant numbers

Number of volunteers participating:

- Number of events/activities held:
 - 1 hands-only CPR training
 - 1 walk-through with a police officer
 - 1 safety training for Hospitality/Membership & Safety Committee members.

Individuals served: the whole congregation.

Report Submitted by Marie Lynn

Social Activities

Committee Members:

- Bonnie Andes-chair
- Rene Keating
- Deanna Dean
- Judy Marr
- Leona Poritz

Committee's Mission:

Social Activities gathers our members and friends together to enjoy each other's company and get to know each other better.

Activities/Accomplishments:

We had several activities this year.

- We had a Thanksgiving Dinner
- We did a soup and bread luncheons after Fellowship
- We organized the kitchen
- We had a farewell party for the Mallorys
- We organized the meeting for Montana- Rene did a marvelous job at that.
- Planning start of the summer picnic.

Recommendations for Next Program Year:

For next year we would like to continue having events that bring people together. Now that we have a working kitchen, it should be much easier.

Relevant Numbers:

We have had between 50-60 people at our events.

Submitted by Bonnie Andes

Men's Group

Coordinator:

Jack Day

Mission:

Develop a camaraderie among the male members of the Fellowship. Discuss topics that are important to the members. Break bread together in a relaxed atmosphere.

Activities/Accomplishments:

We've begun passing the hat for donations that will go toward the upkeep of the kitchen.

The average attendance at meetings has been about a dozen.

Recommendations for Next Program Year:

Encourage greater attendance among members, especially younger members.

Report submitted by: Jack Day

Women's Group

Committee Members

- Beth D'Atri– Chair
- Jane Blair

Committee's Mission

To provide an opportunity on the third Wednesday of each month for UUFB women members/friends to become better acquainted by sharing a meal and participating in a variety of group activities.

Activities/Accomplishments

Each month one or more individual(s) volunteer to serve as coordinator for a specific meeting. The coordinator(s) plan the main dish which they provide and also suggest what food items participants should bring. Coordinator(s) also plan a large or small group activity.

Recommendations for Next Program Year

Continue to meet once a month using the same currently used format.

Relevant numbers:

The 2017-2018 Women's Group has been coordinated each month by one or more women. Approximately 20 women have participated each month.

Report Submitted by Beth D'Atri

Social Justice Action Committee

Committee Members

- Jesse Eide – Chair
- Janet Lewis – Board Liaison
- Lee McGill
- Amanda Cater
- Kitty Donich
- Bill Goold
- Rev. Duffy Peet
- Barbara Tylka
- Lawrence Carucci
- Cathy Cooper
-

Mission Statement

The Committee facilitates, supports, and focuses the social justice work of the congregation and its members and helps ground this work in our values and principles. The committee communicates our values to individuals and organizations of our city and region and serves as a link between them and our congregation.

Activities and Programs

- Towards Right Relations Workshop
- Congregational Letter Writing Against Gun Violence
- Syrian Refugee Welcoming Kits Collection

2nd and 5th Sunday Offering Donations

Sept 2017	Family Promise	\$400
Oct 2017	Community Café	\$577
	Hurricane Relief	\$539
Nov 2017	Warming Center	\$1029
Dec 2017	MSU Queer Straight Alliance	\$311
Jan 2018	Gallatin Valley Mental Health	\$1109
Feb 2018	Haven	\$1296
Mar 2018	Reach Inc.	\$621
Apr 2018	Raising Places	\$787
	Partners in Health	\$435
May 2018	Western Sustainability Exchange	\$TBD

Finances

Spent \$93 from Social Justice Savings Account

Spent \$0 from SJAC Budget

Recommendations for Next Year

- Social Justice Book Club
- Letter Writing Campaign
- Quarterly Workshops
- Continued 2nd and 5th Sunday Offerings
- Restart Environmental Task Force

Report submitted by Jesse Eide

Community Café/Fork and Spoon Volunteer Coordination Committee

Committee Members

- Randy Babbitt – Coordinator
- Volunteers: 29 (May 2017 - April 2018)

Description

Fork & Spoon (previously known as the Community Café) is an HRDC program that provides a dinner service restaurant Sunday through Friday from 5-7 pm with a classically trained chef. It is a Pay-What-You-Can meal deal. The atmosphere is very much one of a restaurant with a welcoming host that takes dinner orders, table service, dish busing, and full kitchen staff, all catering to the dinner guests. The Power of We (UUFB, Pilgrim Congregational, and Beth Shalom) provides volunteers once a month, the 4th Thursday. Typically, 3-4 UUFB volunteers join 3-4 volunteers each from Pilgrim Congregational and Beth Shalom to make up the 10-11 volunteers needed for a dinner service. Volunteering is tiring but enjoyable service. Volunteers arrive by 4:30pm and meet with the HRDC CC volunteer coordinator to plan the evening and coordinate duties. Volunteers prepare their stations/duties and are busy serving 5-7pm. Clean up afterwards takes a little over a half hour.

Committee's Mission

- 1) Coordinate UUFB's contribution of 3-4 volunteers each month for Fork & Spoon dinner service.
- 2) Lead the coordination of the Power of We Fork & Spoon volunteers, making sure we have 10-11 volunteers total serving from the three congregations.

Activities

- UUFB leads the “Power of We” volunteer group for Fork & Spoon.
- Coordinators at UUFB, Pilgrim Congregational, and Beth Shalom solicit and coordinate volunteers for the 4th Thursday every month.
- Typically, 3-4 UUFB members volunteer to serve each month.
- Provide information to UUFB volunteers to make sure they know what they should expect and do when volunteering.

Accomplishments

Every dinner service was successful, with the full complement of volunteers for each dinner service.

Recommendations for Next Program Year

Lately it has been harder to get the full number of UUFB volunteers each month with just the OOS announcements. I will likely start more targeted solicitations for volunteers in coming months.

Relevant numbers:

Number of events: 11 events, May 2017 to April 2018

(The Power of We did not do the November 2017 F&S, Salvation Army did it)

Number of Volunteers: UUFB provided 42 servers for F&S. The number of UUFB volunteers was 29 (several serving more than once).

Individuals served: Fork & Spoon averages about 100 meals each night. UUFB volunteers thus helped served over 1,000 meals this past year.

Report Submitted by Randy Babbitt.

Family Promise Committee

Committee Members:

- Tonya Stevens – chair
- Volunteers as needed

Committee’s Mission

Family Promise of Gallatin Valley in Montana is a non-profit organization working with diverse faith organizations helping Gallatin Valley’s homeless families with children. UUFB partners with St. James Episcopal Church to provide shelter, meals, and companionship.

UUFB role in the mission

In August, 2017, Kevin Sylvester, Director of Family Promise, toured our newly remodeled building. He thought with some modifications we would be able to host families. After much discussion by the UUFB Board, it was determined that the Fellowship could not provide separate living facilities for 4 different families plus 2 overnight hosts as Family Promise requires; therefore, we could not offer our building. UUFB will continue to share duties as usual with St. James.

Activities/Accomplishments

- UUFB members provided a second highchair that was greatly appreciated at St. James Rectory.
- We had a record number of different people volunteering as hosts and meal providers.

Relevant numbers:

UUFB shared hosting duties with St. James Rectory for one week each in October and November 2017, then one week each in January, February, and April of 2018. We had **32 different UUFB members or friends** help with meals, or evening and overnight hosting this past year. A special mention is in-order for Jim and Bunny Gaffney, our most wonderful volunteers, who were evening hosts 4 out of the 5 weeks that we worked this year. They were always first to sign up, and only missed one host because they were out of town. The children in the program always enjoy their energy!

Recommendations for Next Program Year

In the coming year, I plan to recruit two people to share the responsibility of scheduling volunteers and participating more fully with Family Promise:

- Step up recruitment of trained volunteers from our congregation.
- Post on the listserv, Fellowship bulletin boards, and the Sunday Order of Service bulletins more events and activities pertaining to Family Promise.
- Organize a one-day group of UUFB volunteers to help at the Day Center for specific assistance.
- Ask our youth group to prepare at least one meal during each hosting period now that we have a kitchen at the Fellowship.

Report Submitted by Tonya Stevens

Gallatin Food Bank

- **Norm Eggert - coordinator**

Activites

UUFB collects food and personal items for the Gallatin Food Bank on the third Sunday of each Month. The food bank provides an important role in providing support for the residents of our area. We typically collect an average of 50 pounds per month, and some monetary contributions.

Report Submitted by Norm Eggert

Spirituality Groups

Buddhist Study Group

Group Leader

- Edy Harrington

Committee's Mission:

Study various aspects of Buddhism and share personal experiences with the topics and concepts studied;
Practice meditation together

Activities/Accomplishments:

We have studied 10 books over the past 7 years. We share duties such as hosting the meetings, elements of the meeting: opening and closing readings with candle lighting and extinguishing, leading the discussion with prepared study questions from the book we are studying, leading the meditations.

The books that were studied and the year in which they were used by the group were:

Chapter on Buddhism from <i>Religions of the World</i> by Huston Smith	2011
<i>Tibetan Book of Living and Dying</i> , by Sogyal Rinpoche (1/2 of book)	2011
<i>Loving-kindness</i> by Sharon Salzberg (re Shantideva)	2013
<i>No Time to Lose</i> by Pema Chodron	2014
<i>A Gradual Awakening</i> by Stephen Levine	2015
<i>Awakening Joy</i> by James Baraz	2015/2016
<i>True Refuge</i> by Tara Brach	2016
<i>The Compassionate Life</i> by Marc Ian Barasch	2017
<i>The Wise Heart</i> by Jack Kornfield	2017/2018

Recommendations for Next Program Year:

Continue what we are doing, add new participants who want to join us.

Relevant numbers:

We usually have 4-8 people attend meetings twice a month.

Report Submitted by Edy Harrington.

Humanist Group

Group Leader

- Sara Williams

Description and Activities

The Humanist group currently has 6 people attending on a regular basis. The group meets roughly every two weeks to discuss and explore humanist thought. The Humanist group will be presenting a Sunday program on June 24.

Report Submitted by Sara Williams

Mystics Group

Group Leader

- Sherrill Dolezilek

Description and Activities

Mystics meets every two weeks, but we are often flexible. We have a base of seven members, but often have others come and go. We planned the Winter Solstice and are planning a Sunday Service for July. We have been meeting continuously since Rev. Nina Grey started the Pluralism project. Although we were not included in her thesis, this group was added at the formation meeting. We are exploring many things, mainly how science and spirituality are one.

Report Submitted by Sherrill Dolezilek

Stewardship/Fundraising Committee

Committee Members

- Janet Lewis and Carol Stahl – co-conveners
- Peg Wherry
- Leona Poritz
- Jan Young
- Tonya Stevens
- Pat Swenson

This is a new committee and first met on March 21, 2018.

Committee's Mission

The Board of Directors has tasked the Fundraising Committee to raise a minimum of \$3,500/year for UUFB Operating Expenses and to set up a task force for the annual Stewardship Pledge Drive.

Activities/Accomplishments

Planned 2018 Events:

- Event/Service Auction (April 29 and May 6)
 - Raised \$3,500 (after expenses), took 11 volunteers
- Quarterly book sales (May 13)
- Garage Sale (August 24 & 25)

Recommendations for Next Program Year

More volunteers. Need someone to spearhead the Stewardship Committee.

Relevant numbers: number of volunteers participating, number of events/activities held, individuals served, etc.—whatever is relevant to this committee

Report Submitted by Janet Lewis.

Relevant numbers:

Year (Fall)	Total pledged	Average	# pledges
2018	\$158,000+	\$1904	83
2017	\$142,460	\$1716	83
2016	\$141,870	\$1650	86
2015	\$135,720	\$1578	86
2014	\$116,110	\$1399	83

Sunday Services Committee

Committee Members

- Jan Young, Chair
- Kathryn Hohmann
- Katie Michael Sanchez, ex-officio
- Sandra Oldendorf
- Elizabeth Rose
- Carol Stahl
- Lisa Trankley
- Rev. Duffy, minister
- Diane Knipfer, Board Liaison

Committee's Mission

To work with the minister to create Sunday Services which are inspiring, informative, stimulating and in keeping with the principals of the UU and the mission of UUFB.

Activities/Accomplishments

We provide and train volunteers to provide Sunday services, recruit lay leaders, story tellers, musicians, and guest speakers as needed.

We meet at least monthly to plan services for the coming months. This year, since August of 2018, Rev. Duffy has led the majority of the services two to three times a month. We have held approximately 41 services, had about 8 guest speakers, 10 lay lead/member services and 4 group services.

Recommendations for Next Program Year

This coming year will be the first in which we will hold summer services on a regular basis. Our plans are to expand the number of members on the Committee, hold one or two lay leader training sessions, gather input from Fellowship members regarding the type of services they find important, enhance our music program where possible, and develop a Covenant for our Committee work. We will also hold a retreat for our Committee members to plan for the coming year.

Report Submitted by Jan Young.

