

DATE : June 1, 1981
TO : Congregation of May Memorial Unitarian Society
FROM : Long Range Planning Committee (LRPC)
SUBJECT: Report on Congregational Goal Setting and Long Range Planning

I. Procedures

Following the congregational meeting on February 2, the Long Range Planning Committee met on two occasions to review the material generated in the five group sessions. As an interim step, it was decided to form three task forces to assist the committee in understanding the wishes of the congregation as expressed through those data. Task Force A was called, "Our Church as an Extension of the Family"; Task Force B, "Our Church as a Place for Learning"; Task Force C, "Our Church as an Organization to Help Its Members Influence the Wider World."

These task forces met twice using work sheets prepared by the LRPC. The results of their work are posted on the bulletin board and extra copies are available on the foyer shelf. The LRPC reviewed these results and used them as a basis for the recommendations listed below. These recommendations were reviewed and approved by the Board of Trustees at a meeting held on May 29, 1981 with the understanding that the congregation would carry out these recommendations under the leadership of the Board.

II. Recommendations

A. The Board of Trustees should reactivate the Newcomers and New Members Committee for the 1981-82 year by requesting that it implement as many as possible of the recommendations for new member integration from the reports of the task forces.

B. The Board of Trustees should request of the 1981-82 Worship Committee that it implement, in conjunction with the minister, as many as possible of the recommendations for religious services and the spiritual needs of the congregation as delineated in the reports of the task forces.

C. The Board of Trustees should request of the 1981-82 Adult Education Committee that it implement as many as possible of the recommendations for developing an adult religious education program from the reports of the task forces.

D. The Board of Trustees should create a new committee to be named the Community Involvement Committee, its immediate purpose being to implement the specific action plans delineated under the theme, "Our Church as an Organization to Help its Members Influence the Wider World", in the reports of the reports of the task forces. (This is subject to a report from the Committee on Committees).

E. The Board of Trustees should create another new committee, the Committee on Leadership Development, to implement the recommendations in the report of the Task Forces that deal with the preparation and training of church leaders.

F. The Board of Trustees is urged to create the two new committees and to make appointments of the five chairpersons and as many of the other committee members as is feasible as soon as possible, but no later than the June retreat, so that these five committees can begin planning their 1981-82 activities during the summer, in time for initiating programs by the first regular church service in September.

G. The Board of Trustees should give special attention to two of the issues (questions) raised by Task Force B and stated on page six of the report, namely, "Why do young people leave the church at about age 18?", and "Why don't we give more annually?" The following are suggested ways that might be undertaken:

1. Authorize a family retreat as recommended in the report of the task forces and request the organizing committee to plan a program that will permit intergenerational discussion of reasons why young people leave the church during late teen years and what might be done to keep them active instead.

June 1, 1981

2. The President of the Board for the 1981-82 year arrange a suitable time be set aside, and special advanced preparation be made, for discussion of each of these issues at future meetings of the Board of Trustees.

H. The Board of Trustees plan now for one of its meetings in the spring of 1982 to review and assess the progress that has been made by the Board, the committees, and special ad hoc groups toward the goals and objectives as stated or implied in the reports of the task forces, as one way of determining what continuing or new long range planning should be undertaken.

Further questions on process and content may be directed to any member of the committee.

- | | |
|--------------------|------------------|
| John Baros-Johnson | Jean Hoefer |
| Elma Boyko | Michael Kirchoff |
| Nick Cardell | Robert Marshall |
| Beverly Clark | Sheila Rorke |
| Richard Dershimer | |

MAY MEMORIAL UNITARIAN SOCIETY

June 7, 1981

Whereas the Board of Trustees, having formed an ad hoc committee to study the issue of parsonage vs. housing allowance and having reviewed the recommendations of that committee, finds that: 1) the church parsonage is inadequately maintained due to shortages of funds and of volunteer labor, 2) many other Unitarian Universalist societies now provide their ministers with housing allowances and only a minority still provide their ministers with parsonages and, 3) it would be feasible to sell the church parsonage and provide our minister with a housing allowance, and

Whereas our minister has stated a desire to move from the parsonage to a house of his and Cathy's own choosing,

Now be it resolved by the congregation that the Board of Trustees be authorized to:

1. Offer the church parsonage for sale at fair market value.
2. upon sale of the parsonage, pay the minister a housing allowance not to exceed the cost to the church of providing him the parsonage.

May Memorial Unitarian Society

1981-82 Proposed Budget

	1980-81 Budget	1981-82 Proposed Budget	% Increase 1980-81 to Proposed Budget
INCOME			
Prepaid Pledges	-	-	-
Pledges	71,752	81,800	14
Prior Pledges	1,500	2,000	33
Plate	2,500	2,500	-
Rentals	1,200	1,400	17
Contributions	3,490	3,400	-
Investments	2,500	2,700	8
Major Fund Raising	4,000	4,000	-
Other Income/Net	1,000	1,000	-
Interest Income	-	700	NA
TOTAL INCOME	<u>87,852</u>	<u>99,500</u>	<u>13</u>
EXPENSE			
Parsonage:			
Taxes	90	90	-
Utilities	1,650	1,900	15
Maintenance	600	660	10
Total	<u>2,340</u>	<u>2,650</u>	<u>13</u>
Church			
Taxes	400	400	-
Utilities	7,920	9,100	15
Maintenance - current	750	900	20
Maintenance - reserve	-	500	NA
Housekeeping	1,200	1,200	NA
Snow Removal	650	750	15
Insurance	5,720	5,600	-2
Mortgage	11,200	11,200	-
Total	<u>27,840</u>	<u>29,650</u>	<u>6</u>
Program			
Religious Education	1,400	1,540	10
Music - regular	600	700	17
Music - special programs	400	-	NA
Organ/Piano Maintenance	-	300	NA
Publicity	700	800	14
Adult Program	300	250	-17
General Program	300	200	-33
Worship Committee	-	200	NA
Decorations	-	50	NA
Total	<u>3,700</u>	<u>4,040</u>	<u>9</u>

	<u>1980-81 Budget</u>	<u>1981-82 Proposed Budget</u>	<u>% Increase 1980-81 to Proposed Budget</u>
Denominational			
District	50	40	-20
UUA	2,660	2,900	9
Chaplaincy	1,000	1,100	10
Delegate Expenses	-	300	NA
Total	<u>3,710</u>	<u>4,340</u>	<u>17</u>
General Church			
Office - Mail	1,000	1,600	60
Office Supplies	1,540	1,690	10
Canvass	500	500	-
Equipment Reserve	-	500	NA
Total	<u>3,040</u>	<u>4,290</u>	<u>41</u>
Personnel			
Minister	21,630	23,990	11*
Minister's Pension	2,386	2,724	14
Other UUA Pensions	-	1,944	NA
Hare Pension	1,000	1,000	-
Treasurer	1,925	2,156	12
Secretary	5,000	5,600	12
Music Director	4,922	5,513	12
R.E. Coordinator	3,659	4,098	12
Custodian	4,500	5,040	12
Indirect Salary Expense	2,200	2,465	12
Total	<u>47,222</u>	<u>54,530</u>	<u>15</u>
TOTAL EXPENSE	<u>87,852</u>	<u>99,500</u>	13

*Includes Health Insurance premiums, which have increased only slightly. Total salary and professional expense allowance increased 12%.

MAY MEMORIAL UNITARIAN SOCIETY

Annual Reports

June 7, 1981

ADULT PROGRAM COUNCIL - Ellie Young

Adult Education

The emphasis continued to be on self-generated rather than committee-offered programs. Groups included: Great Decisions, Evenings Beyond Eve, Middle Eastern Dance, Philosophical Concerns Discussion Group, Faith & Thinking Study Group, Sacred Earth Traditions Group, Cross Country Skiing, Single Mothers, MMUS Mens' Group.

Public Affairs - Betty Eye and Sam Mallov

Started a RID (Remove Intoxicated Drivers) Group along with First Universalist. Showed film on the situation in El Salvador - Joyce Ball will be continuing special coffee donations for El Salvador refugees. Showed anti-war film depicting the horrors of nuclear war.

Denominational Affairs - Shirley DiMatteo

St. Lawrence UU District (SLJUD) conferences were well attended this year. Dawn Chipman will be a youth delegate from our district to the Common Ground Youth Assembly this summer - Pat Hoertdoerfer will be an adult delegate. Nick Cardell will be a delegate to the UU General Assembly in Philadelphia - no lay delegates from MMUS are going.

UU Service Committee

Posted articles on bulletin board.

Publicity - Diane Hainsworth

Obtained coverage for Christmas tree sale, rummage & plant sales. Committee members have developed contacts with various media. Working on formulating long range goals.

Campus Chaplain - Malcolm Schlusberg

Provided program guidance for Chaplain Intern, Geoff Drutchas. Obtained the services of Richard Shprecher, a student from Harvard Divinity School, as UU Intern for next year.

Unirondack - Jack Osborne

Focus has been on finishing the lodge - 3 workweekends are scheduled for June. Annual meeting was held at camp on May 23rd - Hoertdoerfers & Osbornes were representatives from MMUS. Instituted the Friends of Zeke program in which a \$35 membership entitles the member to one weekend at Unirondack.

MMUS/FUSS - Lynn Kinney

Arranged for coordinating the RID program ... Sponsored joint May Memorial & First Universalist UU Birthday Party Dinner Dance ... Planning for future television showing of Boston sponsored public service program.

Appreciation is extended to all chairpersons and committee members for their efforts -
Ellie Young

FINANCE COUNCIL REPORT

It's been a busy year for the Finance Council! Members of the Council for 1980-81 were: Elma Boyko, Beverly Clark, Melanie deLima, Paul deLima, Dick Dershimer, Jean Hofer, Charlene Kirchoff, Mike Kirchoff. Appropriate individual committee reports follow this report.

The fiscal year began with an audit of the Treasurer's books by Joan Spader and Susan Baskin. It is a tribute to our Treasurer, Melanie deLima, that she was said to be doing "a fantastic job." Several recommendations on accounting and reporting procedures were implemented to ensure proper accountability. After consideration of the auditors' recommendation and opinions from legal counsel and the Internal Revenue Service, the Board of Trustees approved the change in status of the Treasurer from independent contractor to employee of the Society.

Three major fund-raisers: the slave auction in November, the Christmas Tree sale and the rummage sale in April - plus the May plant sale swelled our coffers in excess of budgeted expectations.

The Finance Council reviewed and brought recommendations to the Board of Trustees on investment policy, the building use (by outside groups) agreement and donation structure, and extension of the pension plan to qualifying staff. Insurance coverage for the church and parsonage buildings and contents were reviewed with an insurance agent. The insurance was updated to ensure adequate protection against loss and/or liability.

The conduct of the annual canvass and preparation of a proposed budget provided the basis for the next fiscal year of 1981-82 even as they signaled the ending of the old year. Charlene Kirchoff chaired a Budget Committee whose members were Lyn Coyle, Melanie deLima, Deborah Horsburgh, Bob Grinnell and Joan Spader. Beverly Clark, as Canvass chair, rose to the challenge of the Budget Committee's budget projections; she orchestrated a canvass campaign which made possible the presentation of a fiscally prudent, growth-oriented budget to the Board of Trustees and the Society's congregation.

A tip of the hat and a warm thank you to the hard-working members of the Finance Council and to all of you in our Society who brightened our financial status this year.

Respectfully submitted,
Elma Boyko, Finance Council Coordinator

New Member Canvass - Dick Dershimer.

New members this past year were not canvassed in the systematic, constant way that is most fruitfull. At times the system worked well: The Church Secretary compiled and forwarded to the chairperson names of those who recently had signed the Book; the chairperson found members willing to contact the new persons and discuss their commitments; these were returned to the chairperson of the Finance Committee. Just as often, however, new members were not contacted. Special attention is needed during the 1981-82 year to correct these deficiencies.

Annual Report from the Canvass Director

This year I tried a different approach to the canvass. I decided to change the approach from a personal, in-home visit to a more casual method of contacting the possible contributors. Since I felt that this new approach was dependent on a lot of preliminary education, I began with a "shopping trip" in March at which the congregation had an opportunity on two Sunday mornings to choose items from a list of possible budget items. I also had small items in the newsletter pointing to the small amount of money we spend on various facets of our church life. The three weeks prior to the Canvass dinner, letters went out with the newsletter from Nick Cardell, Jean Hoefer as president, and from the Canvass Director. Included with the Canvass director's letter was a brief overview of the proposed budget and a guideline for giving.

Pledges were accepted at the canvass dinner; a box was available at the church for people to put pledge cards into; a pledge "form" was included with the newsletter one week; I personally visited and canvassed at each small group meeting. Then 12 canvassers were given lists of people, who had not yet pledged, to contact, by telephone, or any convenient method.

It is not clear at this point whether the change in canvassing method had any positive or negative effect on the amount of money raised. There are too many other factors that need to be considered, not the least of which is the present state of the economy. The most positive effect was the improvement in the morale of the canvassers, and the lower amount of total energy expended.

As of the date of this report, I predict a total of about \$86,000 in pledges for the 1981-82 fiscal year, a 13% increase over last year. There are 52 new pledges; so that I predict that our total number of pledging units will be about 260, a 21% increase over 1980-81.

Beverly B. Clark, Canvass Director

Bequests Committee - Beverly Clark

In the Fall the Bequests Committee sponsored a workshop on wills led by Peter Colman of our congregation. The aim of the workshop was to give information, hoping also that there would be some fall-out in terms of alerting people to the idea of including May Memorial, UUA and WUSC in their wills. The only other activity was the gathering of more detailed data on Living Trusts, and other ways of giving money to charitable organizations and deriving tax benefits. I also tried to get information from UUA headquarters on ways of setting up an endowment fund using some of the UUA funds as management sources. The idea of bequests always seems to have a low priority, though it might be a good alternate source of revenue for MMUS.

HOSPITALITY COUNCIL - Mike Kirchoff

Through the efforts of many people and the able coordination of George Feldman, Jack Osborne, Charlie White and Gretchen Wilson, the three committees of the council worked to create an atmosphere of fellowship by providing a variety of social activities during the church year.

Social Affairs - George Feldman

This committee was responsible for providing a variety of intergenerational activities designed to stimulate participation in the overall church program and strengthen fellowship among members. The traditional social events such as Thanksgiving Dinner, and the Christmas Party were only a few of the many activities organized by the committee.

Friday Night Pub - Jack Osborne & Charlie White

This Friday night social celebrated its 10th anniversary with the play "Face on the Barroom floor." The committee was successful in providing a great deal of variety: Irish coffee, cabaret night, visits by the "Jiggle Bell Chorus," and Country-Western night are only a few examples.

Coffee Hour - Gretchen Wilson

The importance of this committee is obvious on Sunday mornings. Coffee and refreshments were provided during year by a number of volunteers who came early to set up and stayed into the afternoon for clean-up.

MEMBERSHIP COUNCIL - Richard Dershimer

Many people expected that more members than ever before might join May Memorial during the 1980-81 year. The National Office of the UUA announced that Syracuse was to be one of the sites for a pilot-demonstration publicity campaign and, in the early Fall, Unitarian Universalists could read full-page newspaper ads and watch dramatic commercial messages on television. At the Spring retreat, independently of the announcement from Boston, the MMUS Board of Trustees voted to make membership one of the two priority topics for the year.

What were the results? Forty new members were gained between September, 1980 and the beginning of June, 1981, an increase of eight over the previous year. The newsletter mailing list increased from 478 in May, 1980 to 488 this year. Neither figure indicates unparalleled expansion. Nor were the activities of the Council unusual. Two new and different events were held for newcomers: A Friday evening informal gathering chaired by Debbie Horsburgh; and a Sunday, preservice coffee social chaired by Richard & Susan King. Dorothy Jorgensen organized a highly acclaimed Newcomers Banquet (Friendship Dinner) in October for 150 members and friends. Mildred & John Capozzi faithfully and pleasantly served the yellow mugs to nearly 150 Sunday visitors following the weekly worship service. John Dopyera, Margaret Lay-Dopyera and Geraldine Berkman arranged eighteen "Dimers for Eight" during the year. Other efforts, however, were not so successful.

Only four Newcomers' Sunday evening orientation meetings were held compared to seven the previous year. Not all new members were visited individually, either to ascertain interests and needs or to solicit pledges. Most disappointing was the failure to locate a chairperson for the Membership Committee itself.

Other committee activities assigned to the Membership Council deserve commendation: Richard & Gratia Deane who faithfully arranged for weekly greeters; Mildred Capozzi as registrar; Irene Baros-Johnson as historian; Karen Winkler who arranged for the chairpersons who were responsible for the monthly mini-fellowships; Randi Starmer who found visitors for our shut-ins. The most thanks, however, go to our church secretary, Cathy Cardell, for her patient and persistent efforts to assist all of those who tried to make the newcomers feel welcome to May Memorial.

RELIGIOUS SERVICES COUNCIL - Pauline Murray

The activities of the following committees of the Religious Services Council contributed to aesthetically pleasing, smoothly functioning worship services.

Worship Committee ... This committee provided liaison between the minister, the congregation, and the religious education director, for implementation of worship services. Guest ministers were invited and lay services were planned; hopefully the number of both of these will be increased next year. Some mixing of the upstairs and downstairs was begun this year - children were twice present for the first half of the adults upstairs worship service - and adults were present at the childrens downstairs worship service -- & young people served as ushers and greeters at family services. Summer services will take place under the leadership of John Baros-Johnson and Jane McArthur.

Decorations ... Roberta Braen provided a decorated scroll on which members and friends signed up to do decorations. The variety, and creativity of the decorations was much enjoyed.

Ushers ... The Sunday ushering went very smoothly. Moc Aronson signed up two volunteers to usher each Sunday, and sent them complete ushering guidelines. She involved many different members and friends, both new and old in this job.

Gallery ... Norma & Bob Coye provided us with stimulating art shows each month. They coordinated the putting up and taking down of the shows very carefully with the church program, e.g. the rummage sale, etc. They already have art shows planned for half of next year and have some plans for improvement of the gallery if finances can be found.

MAY MEMORIAL UNITARIAN SOCIETY
Official Ballot
1981-82

OFFICERS (Vote for one for each position)

President : Jean Hofer _____
Vice President: Mike Kirchoff _____
Secretary : Bill Coyle _____

Trustees

Three Year Term (Vote for four)

Jack Osborne _____
Gretchen Wilson _____
Gerri Chapman _____
Bob Coyle _____

Two Year Term (Vote for one)

Rich Hammer _____

RELIGIOUS EDUCATION COUNCIL (Vote for six)

Three Year Term

Jill Preyer Hammer _____
Peter Colman _____
Randi Starmer _____
John Wells _____

Two Year Term

Jane McArthur _____

One Year Term

Joan MacLean _____

NEMINATING COMMITTEE (Vote for five)

Millie Capozzi, Chair _____
Dick Pearson _____
Pat Corson _____
Pepper Seames _____
Gerry Lanier _____