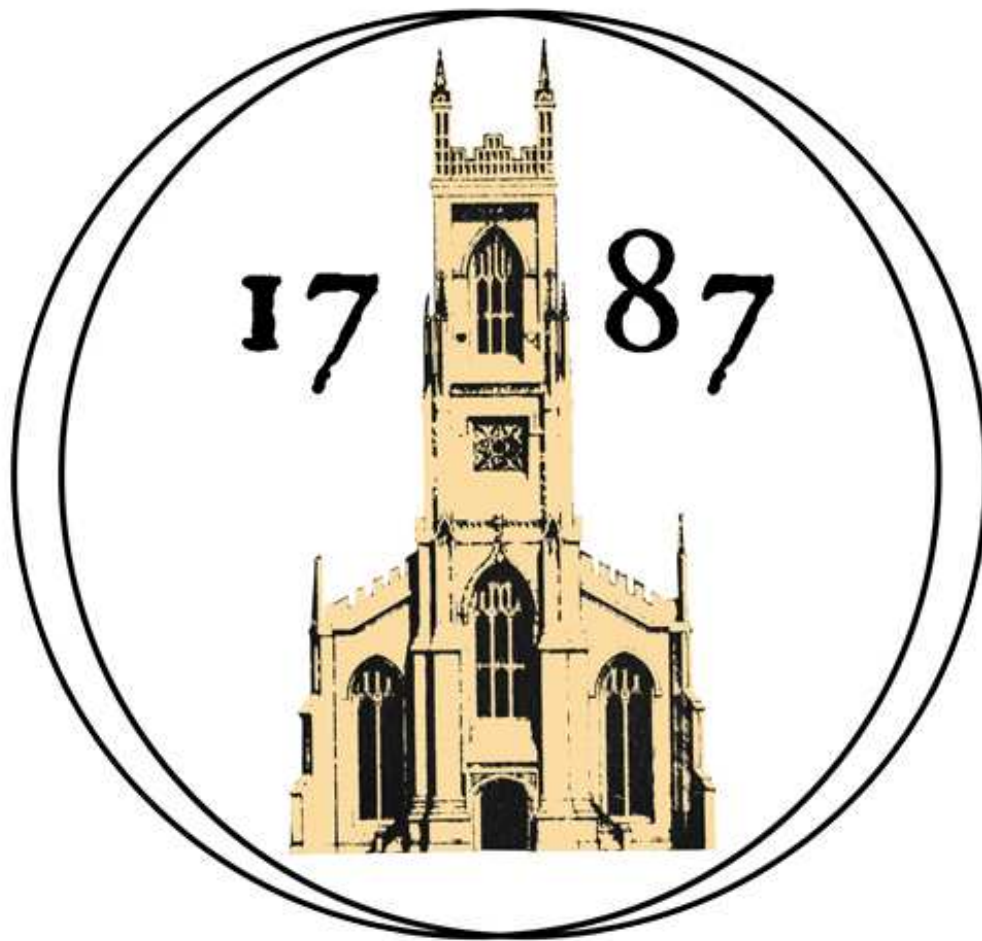


THE UNITARIAN CHURCH IN CHARLESTON
SOUTH CAROLINA

Annual Report to the Congregation
2010 – 2011



May 15, 2011

A MEMBER OF THE UNITARIAN UNIVERSALIST ASSOCIATION

Minister

This time last year, when I submitted my first annual Minister's Report, we were prepared to hold worship services in Gage Hall while the Sanctuary was being prepared for restoration. Both the restoration and the shift in gathering space were marked by broad congregational support, solid lay and staff leadership and very good planning. We all know we survived our temporary location—which was complicated further by our need to meet at Charleston Day School for several weeks, and that the restoration was fulfilled with glorious results. So much effort and time went into these decisions and now, with a program year of such activity and success behind us, it all seems to have occurred easily and long ago.

Our happy return to the Sanctuary on Thanksgiving Sunday was emblematic of the very positive year we have enjoyed together. The cycle of holidays, various rites of passage, and Sundays of no special occasion other than our communal presence, all occurred within the flow of the generally positive and supportive tone of the year. We have received a strong core of new members, many of whom have easily found their place and way among us. Our various charitable giving projects and social justice events were well run and collected much needed funds for important outreach in the Charleston community. We were blessed by a splendid new organ, the stirring voices of our choir, the addition of our children's Chalice Choir and again by the gifted work of Music Director Lin Raymond. Janet Watts coordinated a fine array of programming for our children and youth and is poised to serve us in a full-time capacity next church year, lending her gifts to the coordination of adult education offerings. Rev. Elaine Aron Tenbrink joined us this year as an Affiliated Community Minister and she has already become a valued member of our team. Reny Wilcher will soon complete a year in place as Office Administrator. She stepped in when we most needed her and has been a great asset. Frank Palmer will soon conclude his very long term as Sexton and take up a new life in retirement. In addition to the Sanctuary restoration, other physical initiatives include improved entrance paths at the back of Gage Hall and an elegant new, and most important—*accessible* entrance off Archdale into Gage Hall. Gage Hall storage has been greatly organized and the Gage Hall walls have featured wonderful artwork. Our beautiful church grounds have been carefully tended by a skilled cadre of green-thumbed volunteers and the fruits of their devotion are evident every day.

We have a solid mission statement before us—the culmination of a deliberate discernment process, and once adopted, it will serve us as we take on future endeavors. Floy Work and the Committee on Shared Ministry shepherded this project and the church is better for their inspiration and labor. Our annual stewardship campaign asked to us aim high and reach deep. We responded in faith and generosity and should enter the 2011-2012 program year on a sound financial foundation. Creative structures will soon be in place to help us grow our planned giving and endowment base and allow a new range of charitable options.

In January you honored me with your invitation to serve as formally called and firmly settled Minister. We will celebrate our relationship and covenant on Sunday, October 9 with a special service of Installation. Our coming together was unusual but was undertaken with candor, respect and trust. And I believe our relationship continues in much the same way. You have been open in your welcome and have received my family with friendliness and grace. I appreciate the many ways your support has been expressed and I aim to bring my best self to the important work we share.

Forgive me for not recalling every accomplishment of this year, soon to pass, and likewise, for not listing all the names of the many members who have given so much of themselves to make accomplishment possible—both would be long lists. I am sure I have overlooked achievements and individuals. In short, I believe the church to be forward-looking, optimistic, and robust. Our health is not accidental, but the result of a considerable shared desire to be the healthy, liberal voice that is needed in our own lives, and in the life of our city and region. We may be rightfully proud of so very much, yet it behooves us to remain aware of all those ways we could refine our message, enhance our fellowship, and broaden our outreach. We are the heirs of a noble way of faith and an historic legacy of free religion and free thought. The past looks to us to perpetuate all we have been given. In a sense, the future looks to us too, to pass on the best of what we have learned in the living of our days within the fold of our church.

Humbled by the foundation on which we stand and hopeful over all that awaits us, I am proud to be your minister.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "TPR", is centered within a light gray rectangular box.

Administrator

The church community's commitment to preserving the Sanctuary for future generations was fully displayed this year. The massive restoration of the interior over the summer and fall was a significant achievement. The Landmark/Buildings & Grounds Committee, Chair Ray Setser, guided the project from the beginning to its successful and stunning conclusion. The congregation demonstrated its adaptability with a willingness to help worship services continue during the final months of the restoration, by holding services across the street in the Charleston Day School gymnasium.

The aesthetics and functionality of Gage Hall was significantly improved as well, thanks to John Meffert, Priscilla Shumway and Jack Hurley, and all of our volunteers who contributed to the advances, including: wall removal and re-organization of the rummage room, new storage racks for chairs and Gage Hall accessories, lattice work around the air conditioning unit, thresholds at the doors leading from the kitchen and rummage room, windows added to the back doors to increase visibility, and the floor refinishing. The kitchen also benefited from significant appliance updates, including the garbage disposal, refrigerator, freezer, and ice maker.

The Ad hoc Committee on Accessibility, Chair Charlie Miller, and the Churchyard Committee have initiated accessibility improvements to Gage Hall, including the walkway behind Gage Hall to the back entrance and the new door and ramp at the front of the building. Plans to increase Sanctuary accessibility were developed as well. The enthusiasm surrounding the accessibility projects demonstrates the congregation's dedication to inclusion and desire to welcome all who wish to attend.

The commitment of our volunteers has inspired me. Through their collective efforts, the activities and projects of the church become a visible expression of the love each individual has for this community. A special thank you to Don Hearth, Treasurer; Ray Setser, Buildings and Grounds; John Meffert, Churchyard; Sally Newell, Vestry Chair; Richard Hayes, Program

Council: Karen Abrams and Amy Ball, Annual Fund Drive; and the Personnel Committee. It has been a pleasure working with our wonderful staff members and I am grateful for their guidance and support.

Administrative Notes:

- Our church submitted 259 certified members to the UUA in January 2011.
- This year 36 people have taken the Pathways to Membership Class and become members.
- Due to the Sanctuary restoration, we hosted 8 weddings in the church this year. We already have seven weddings booked for the upcoming fiscal year.
- Gage Hall has been rented 28 times and this does not include our on-going rental agreements with The Secular Humanists of the Lowcountry and the Charleston Jung Society.
- Continuing our friendship with our neighbors at Charleston Day School, the school has used Gage Hall for 25 meetings, lunches, and student projects.

Submitted by Reny Wilcher, Administrator

Music Director

Mission: The mission of the music program is to enhance worship through music.

We strived to meet this goal in the following three ways:

Music for the Church Services:

Musicians from our congregation and guest musicians provided music on piano, flute, guitar, violin, viola, cello, voice, and percussion.

Amy Ball generously continued as a volunteer accompanist for the choir.

We increased the choral library.

Hymnals were purchased for the sanctuary, both *Singing the Living Tradition* (19) and *Singing the Journey* (15).

The choir members gave generously of their time and performed two special music services, the Christmas Cantata and the Spring Music Festival.

The Chalice Choir, our newly named youth choir, began rehearsing in February 2011 on the second and fourth Sundays of the month at 10:30 in the sanctuary. The choir was led by Carol Oates with Amy Ball accompanying. The choir sang for three services, including singing the introit and anthem for the Earth Day service in April.

Physical changes for the service music program:

Our new Heritage III Allen Organ was installed in November. Installation included building and installing the speaker platforms in the chancel and installation of the organ console. The dedication concert for the organ was held on February 4, 2011 beginning with a dedication led by Rev. Danny Reed and followed with a

wonderfully informative and expertly played organ recital by Greg Homza, music director of St. John the Beloved Catholic church in Summerville, SC.

Community Outreach:

December: the Chancel Choir provided music for Crisis Ministries National Memorial Service for the Homeless. Auditions were held for the fourth annual Martha Welch Music Scholarship. The co-winners of the scholarship were Jenna Farnham and Chloe Greene.

February: the Music Committee in conjunction with the Fine Arts Committee launched our second series of Candlelight Concerts, a concert series of classical music in the sanctuary, with Art Openings in Gage Hall. The concerts were held on the first Friday of the months of February, March, and April. These concerts benefit the music program at James Simons Elementary School, helping children of low-income families expand their education. Our total donation to the music program this church year was \$1,489.00. Ms. Parr, the music instructor of the school, will expand their music instrument collection by purchasing Orff instruments.

Respectfully submitted by Lin Raymond, Music Director

Religious Education Director

As DRE my first priority is the running of a Sunday school program for the children and youth of the church. This includes recruiting, training and supporting the volunteer teachers. With the RE Committee we also set out to educate and include our families in the wider church community. The circle of connection then moves to the other adults within the church who we hope to touch with shared work with children. The events this year are many and varied. We started off the year in the gymnasium of Charleston Day School. After we moved our services back to the restored sanctuary, RE continued our symbiotic relationship with CDS by sharing their new improvised playground space and by having science classes throughout the week in our preschool Annex rooms.

This annual review gives us an opportunity to promote our traditional events and nurture the newer projects. Our activities this year included, but were not limited to, the following:

Social Justice events: School supply collection for homeless shelter; monthly Back-Pack-Buddies at food bank; Mitten tree collection for homeless; Thanksgiving canned food drive; Guest at Your Table collection; serving dinner at Crises Ministries; Empty Bowls fundraiser and donation; Floats for a float fundraiser for GYPT parade; and the Oyster Roast for YRUU scholarship.

Holiday Celebrations: Halloween party; Harvest Sunday; Christmas party and Santa appearance; RE Holiday pageant and service; Secret Valentines; Earth Day terrarium building; Easter Sunday celebrations; and Everybody's Birthday celebration in Gage Hall.

OWL: Summer Our Whole Lives training for one volunteer, and adult OWL credentialing for the DRE in Georgia; OWL parents' orientation, OWL classes and end of the year celebration; 3 OWL overnights to complete the curriculum; field trip to Planned Parenthood.

Teacher support and training: two teacher training sections for 24 Sunday school volunteers; two training sessions for nursery staff.

Communications and safety: Two parent volunteer meetings to set the RE calendar; beginning of the year fire drill; RE registration and first-day-back breakfast; use of pingg emails services to better inform families of church events; after-Sunday School supervision at new playground; professional childcare at all Sunday events and special church occasions.

Youth Group: teens attended four youth conferences in North Carolina; Sunday sessions included field trips to Hindu, Jewish and Muslim houses of worship; 5 teens will attend General Assembly for the first time; 8 graduating seniors to be recognized in church.

New this year: two exhibitions for the children's art work on the walls in Gage Hall; six sessions of adult RE on the topic of Hinduism; Church restoration celebration; Christmas shoppers' childcare; Children's choir (the Chalice Choir) meets on a set schedule of twice a month and performs monthly; petting zoo at Easter; one week Peace Camp during the summer; intentional summer RE between the start of public school and the start of the church year.

Respectfully submitted by Janet S. Watts, Director of Religious Education

Vestry

This year's Vestry has faced a year with apparently contradictory characteristics: change and continuation. While this is generally the way things are with the world, it was very striking this year.

From last year, we looked at the continuation of the emphasis on the Bold Step of ensuring that our Sanctuary outlives us all. With the conclusion of the annual meeting on May 16, 2010, the church was closed so that renovation could begin. In fact, when the Vestry met on May 20, we visited the sanctuary to find the pews already removed and supplies already brought in for the beginning of the work. Without our sanctuary, we found that holding two services through June was possible, though hampered by the lack of space in Gage Hall. When September came, we learned that even in a gymnasium, we could worship together. The planning and hard work of the Worship Committee made both the summer and fall experience comfortable, even if a bit strange. It was with wonder and awe that we returned to our beautifully restored sanctuary on November 21. Without the efforts of Ray Setser leading the way with the physical work and Stan Goldberg raising the money, we would still be watching plaster fall around us.

Rev. Danny Reed continued to serve as our consulting minister. However, you can't be a consultant forever. Thanks to the diligence of the Transition Team, with Kay Finch as chair, Michael Carnell, George Castaño, Jean Pendleton, and Priscilla Shumway, their information gathering was completed ahead of schedule and the membership met in January 2011 to decide

whether to accept their recommendation to call Danny as our settled minister. With one day of unbounded joy in November, a second followed on January 23. In the past, we'd all questioned how any minister could receive a vote of confidence reaching as high as 95%. This showed us what it feels like—the vote was 98% in favor.

Our staff has undergone changes as well; however, the excellent work they do has continued. In June, Carla Frichtel, our Executive Director, resigned to take another position. Reny Wilcher, then our Office Assistant, stepped in as Office Administrator and has been more than competently managing the office ever since. On the recommendation of the Finance Committee and Treasurer, Don Hearth, we hired an outside bookkeeper, Debbie Kirby, to handle our payroll. With the successful pledge campaign, superbly led by Karen Abrams and Amy Ball, we have been able to increase the position of DRE to full time. This move may sound like nothing more than a lot of extra time to plan children's RE programs. In reality, it makes possible Lifespan Religious Education, which reaches beyond the increasing numbers of children and young adults we already serve to include adults as well. Our Music Director, Lin Raymond, is also increasing his hours to $\frac{3}{4}$ time. If you've been in church when the Canaries have sung recently, you can already see his influence. Noted in former years for their frequently shy singing, this year the children can actually be heard—and they sing beautifully! Expanded hours will give Lin the opportunity to continue his work with them as well as assist with planning for the Candlelight Concerts to raise money for the music program at James Simons Elementary School. We are closing the year with another departing staff member. Our Sexton, Frank Palmer, is retiring after quite a few years of service. As many people realize, the job itself has increased as church activities have increased. An ad hoc task force of former Vestry chairs and members whose leadership cares for the buildings and grounds is formulating a realistic job description for the person who will begin in July.

Our Bold Step of providing handicapped access to Gage Hall and the sanctuary has continued to be a priority. As of May 1, 2011, members with walkers and in wheel chairs happily proceeded up the new ramp and through the new Gage Hall door for Forum and Coffee Hour. All that was lacking was a red carpet, though that might have been a bit over the top. At this year's annual corporate meeting, the Ad hoc Committee on Accessibility and the Building and Grounds Committee will submit a motion to proceed with providing handicapped access to the sanctuary itself. Sometime in the next church year we will be a Welcoming Congregation both in our acceptance of diversity and in our facilities.

Many, many thanks to my fellow Vestry Members for their initiative, understanding, and patience: Richard Hayes, 1st Vice Chair; Mark Farnham, 2nd Vice Chair; Warren Banner, Secretary; Diane Boyer; Todd Frech; Deborah Mihal; Charlie Miller; and Paul Wilczynski.

Submitted by Sally Newell, Vestry Chair

Program Council

Critical to the Policy Governance model for Church Leadership is the Program Council. The Program Council, made up of the church committees and Church Administrator, work directly with the church staff to take care of the church's day to day management, and tackle problems

that need multi-committee and staff support. This allows the Vestry to concentrate on Church Strategic Plans, financial budgets, and church policies.

The Program Council Membership consists of Committee Chairs from: Social Justice, Building/Grounds, Churchyard, Docents, Worship; Personnel, Caring Committee, RE, Communications, Stewardship; Music, Finance, COSM, Connecting Circles. The Program Council is lead by its Co-Chairs: Reny Wilcher, Church Administrator and Richard Hayes, 1st Vice Chair Vestry,

The Program Council has yearly duties to develop Committee budgets to be submitted to the Finance Committee by January of the church year, and to ensure that there are minimal conflicts in the Church Calendar. This year the Program Council continues to emphasize ***the Four Bold Steps Church Strategic Plan***. The objectives the Program Council adopted in August 2009 were:

1. Social Justice with Community: Coordinated Social Justice everybody knows and supports
2. Nurturing Our Members: Work with established members to increase participation in Church
3. Growth: Integrate new members into the social fabric of the Church
4. Maintain our buildings: work on accessibility to the church facilities

The Program Council tackled these objectives by establishing Ad Hoc Committees with members of each church committee concerned—this year the Program Council focused on

1. ***Accessibility***, both for Gage Hall and our Sanctuary. Led by the Building and Grounds Committee, and our church staff was represented by the Church Administrator. The results:
 - a. Gage Hall Accessibility approved and completed!!
 - b. Sanctuary Accessibility will be approved by the Congregation at the May Annual Meeting, and completed by Labor Day, 2011!!
2. ***Church Services in the Charleston Day School*** (September through November). Led by the Worship Committee, and our church staff was represented by the Church Administrator.
 - a. Coordinate all activities required to hold successful services in the Charleston Day School Gym while the Sanctuary was being renovated
 - b. Assure orderly transition back to the Sanctuary after completion

The Program Council also led the development of the 2011/2012 Church Budget for the Finance Committee and Vestry. Key was the funds and hours required for a full-time Director of Lifespan Education. This will be submitted to the Congregation for approval at the May 2011 Annual Meeting.

The Program Council also has a continuing role in supporting the development of the “Program Church,” to include strong Committees and Leaders. The Program Council has taken the lead in developing strong lay leadership through the “Co-chair” concept for Committee leadership.

Submitted by Richard Hayes, Vestry 1st Vice Chair

Treasurer

Financial Condition

The financial condition of the Church continues to be strong. Examples:

- The Sanctuary Restoration was completed within budget
- The Endowment Fund has increased approximately 10% since May 1, 2010
- The Operating Fund finished Fiscal Year 2009/2010 with more income than expenses; it appears that this will also happen in Fiscal Year 2010/2011
- The Church has approx. \$30,000 in reserves: One to insure the balance of the Operating Fund stays positive during the year and One to pay for major deferred maintenance projects and to handle emergencies
- The Church has Assets of more than \$800,000 plus fixed assets with a Debt of only \$44,000

Assets

Chart 1 is from the Church's balance sheet. The four active funds have cash accounts and investments worth \$820,000 including a small balance remaining in the Landmark Fund after the Sanctuary Restoration. Approximately \$183,000 has been donated for the restoration while \$15,000 of pledges are unpaid.

The Operating Reserve increased in the past year thanks to the income in fiscal 09/10 being higher than expenses. The "Major Maintenance and Emergency Reserve" funded the restoration of the downstairs floor of Gage Hall (\$4,900), the repair of the Churchyard wall (\$5,400) and, with the Alliance, the urgent need to purchase the new refrigerator in Gage Hall (\$1,700). The Endowment Fund provided \$5,000 to the reserve.

Operating Fund

Chart 2 is a brief summary of the state of the Operating Budget through the first ten months of the current Fiscal Year. As noted earlier, income has been about \$20,000 more than expenses. I expect that, by the end of June, income for the fiscal year will be about \$3,000 to \$8,000 more than expenses; about 1% to 2% of the total budget.

Planned Giving

For the past two years, the Planned giving Committee has been emphasizing legacy gifts to the Endowment Fund. One such gift was received early last year from the estate of Sue Metzger. This gift is reflected in the Endowment balance shown in this report. Another gift is expected soon. It will be in the memory of Walter and Margaret Luszki from their niece and nephew Thomas Wolanin and Donna Christian. We are deeply appreciative of these generous gifts.

Final Comment

Thanks to Reny Wilcher and Debbie Kirby (our part time bookkeeper) for the almost seamless transition after Carla Frichtel left the Church last June.

Submitted by Don Hearth, Treasurer

CHART 1 – Church Assets

	<u>May 1, 2010</u>	<u>May 1, 2011</u>
Operating Fund	21,218	20,389
Churchyard Fund	135,690	129,698
Landmark Fund	358,624	23,055
Endowment Fund	588,728	649,445
Subtotal, Active Funds	1,104,260	822,587
Operating Reserve	12,565	19,463
Major Maintenance & Emergencies Reserve	15,000	10,786
Subtotal, Reserves	27,565	30,249
Debt (Promissory Notes)	(46,000)	(44,000)
Total Assets (not including Fixed)	1,085,825	808,836

CHART 2
OPERATING FUND - INCOME EXPENSES STATEMENT
FY 2010-2011, as of April 30, 2011

				<u>Actual</u>	<u>Budget</u>
				<u>7/1/10 - 4/30/11</u>	<u>7/1/10 - 6/30/11</u>
INCOME					
FY 09/10 PLEDGE PAYMENTS				3,218	7,000
FY 10/11 PLEDGE PAYMENTS				222,708	256,000
PLATE COLLECT. CHURCHYEAR				11,404	18,000
PLATE COLLECTION SUMMER				1,342	1,800
MEMORIAL DONATIONS				1,085	1,000
OTHER DONATIONS				3,140	5,000
SERVICE AUCTION				17,787	16,000
TRANSFER FROM ENDOWMENT				4,500	6,000
CHURCHYARD TOURS 1/3 OF TOTAL				1,785	4,000
PARKING RENTAL				21,364	25,600
CHURCH RENTAL				11,255	17,000
GAGE HALL RENTAL				5,330	5,000
TOTAL INCOME				304,916	362,400
EXPENSES					
STAFF EXPENSES: SALARIED				177,312	210,524
PROFESSIONAL EXPENSES				1,804	5,500
STAFF EXPENSES: PART TIME				10,855	15,460
STAFF BONUSES				1,200	1,200
MINISTER'S DISCRETIONARY				0	1,000
RELIGIOUS EDUCATION				3,781	5,750
MUSIC				4,897	5,000
OFFICE				8,884	12,500
UTILITIES				11,274	16,200
INSURANCE				26,523	30,000
BUILDINGS AND GROUNDS				13,034	18,335
TAXES				3,237	3,200
MISCELLANEOUS				990	200
DENOMINATIONAL DUES				16,500	19,792
COMMITTEE EXPENSES				4,236	9,190
TOTAL EXPENSES				284,527	353,851
INCOME minus EXPENSES				20,389	8,549

Affiliated Community Minister

It has been a delight to be affiliated with the Unitarian Church in Charleston as a community minister this year. On October 14, the vestry voted to enter into an affiliation agreement with me that recognizes and affirms my role as a Unitarian Universalist Community Minister who serves the larger community beyond our church. This affiliation agreement articulates the expectations and boundaries of my relationship with this congregation.

It includes specifics such as:

- * The primary arena of my ministry is hospital chaplaincy; I am currently a Chaplain Resident with Roper St. Francis Healthcare.
- * I am not on staff of the congregation, nor am I in a supervisory relationship with anyone on the staff.
- * I will meet regularly with a Committee on Ministry that will serve as my primary means of accountability. The committee is composed of church members and at least one person from my workplace.

Currently, the members of my Committee on Ministry are church members Nancy Waters, Don Hearth, Emilie Carey, Myrtle Staples and my coworker Christopher McDaniel.

In this relationship, we both have the opportunity to grow and learn from each other. Affiliation offers me the opportunity to be involved in and accountable to a local Unitarian Universalist Congregation. This year I have had a leadership role in multiple worship services and I taught an 8-week adult religious education class. I look forward to contributing to the life of the congregation in these and other ways in the years to come.

Submitted by Rev. Elaine Aron Tenbrink

Alliance

In the calendar year 2011 the Alliance has 27 members.

Fund-raising activities: As of Sept. 20, 2010, Alliance balance: \$2809.60. October Rummage Sale: \$601; April Rummage Sale: \$753; Holiday Bazaar: \$1559; Disposal refund: \$230; dues \$540; cookbook sales: \$1314; Sunday book sales: \$68; interest: \$.21. A Rummage Sale is planned for June 11 with an anticipated income of \$500.

Expenses: Toward refrigerator: \$1000; glass tops for Gage Hall cabinets: \$ 200; tablecloths: \$169.80; Book Sales cart: \$212; Icemaker: \$300; P&C ads and reception expenses: \$ 221.35.

Disbursements: On May 8 the Alliance will present a check for \$500 to the church Building & Grounds for new fans for the sanctuary and a check for \$1000 to the church Operating Budget toward Christmas bonuses for the staff. Checks for \$100 each will be sent to People Against Rape, My Sister's House and Pet Helpers.

Social Activities: The Alliance hosted a Pot Luck Dinner on Aug. 16, a Pancake Breakfast on Sept. 2, the Sanctuary Dedication Reception on Nov. 21, Thanksgiving Dinner, Christmas Cantata Reception on Dec. 19 and the Spring Music Festival Reception on Mar. 27.

Officers for 201 – 2012: President: Sue Prazak
Vice-President: Jo Westbrook
Secretary: Claudia Updike
Treasurer: Toni Johnson

Respectfully submitted by Susan Prazak

Archives

Members: Gail Schiffer (chair), Mary Ann Hughston, and Anne Lindsey. Billie Hall and Rosemary Hutto are honorary members.

The mission of the Archives Committee includes collecting and cataloging materials pertaining to the church, maintaining the files and objects entrusted to its care, making such materials available to the congregation, and assisting members of the congregation in using the files. The result of these activities is the fostering of the institutional memory of the Unitarian Church in Charleston.

Our goals this year were to file all written materials in our possession and to complete the Heritage Room. The Heritage Room will give the Congregation access to historical artifacts.

We continue to make progress on filing papers dating from the ministry of Jacqueline Collins along with newly acquired materials.

This year we began putting displays into the Heritage Room in order to make some of the objects in our care available to our congregation. Labels on the display cabinets will be up before the end of the year.

Next year we will continue our filing and, if funds and volunteers become available, we will transfer our collection of audio tapes to CDs. We also hope to begin sorting and preserving our many photographs.

Submitted by Gail Schiffer

Books & Coffee

The Charleston UU Books & Coffee group met nine times this past year, on the second Sunday of the month, from September, 2010 to April, 2011. We had interesting and lively discussions of several books, mostly non-fiction. The books we read and discussed included:

- *Olive Kitteridge* by Elizabeth Strout,
- *The Hidden Brain* by Shankar Vedantam
- *Aftershock* by Robert Reich

- *Infidel* by Ayaan Hirsi Ali
- *Our Daily Meds* by Melody Petersen.
- *The God that Says I AM* by J.A.V. Simson.

All of the books were thought-provoking and most were informative. This group offers both fellowship and insight for those who participate.

Respectfully submitted by Jo Anne Simson

Churchyard

Mission:

To maintain the churchyard for the enhancement of the beauty of the natural environment of our urban oasis; to provide maximum accessibility and safety; to maintain and repair monuments, and to assist persons who wish information about our gravesites.

Achievements:

- 1) We continued to hold monthly work parties, at which we weeded, trimmed, planted and transplanted, with special emphasis on keeping the paths open. We also held several extra work parties with special emphasis in the churchyard. The regular work parties were followed by wonderful covered dish lunches, which feed not only the body, but also the soul, as they enhance communication and camaraderie.
- 2) We continued to use the services of Ruth Knopf, a noted rose expert, to maintain all our roses.
- 3) We rerouted the access to the back of Gage hall to the right, away from the kitchen. We had a concrete path laid to this entrance, had signage made and windows cut into both doors for safety's sake.
- 4) We planted the triangular area between the paths behind Gage Hall.
- 5) We planted a large number of bulbs in the churchyard and along the Gateway Walk. These made a spectacular display in the spring.
- 6) We had a portion of the cinderblock wall along Gateway Walk repaired and painted after a falling tree felled it. We also had a wooden privacy fence erected at the end of our parking lot.
- 7) We had the sycamore tree at the end of our parking lot inspected and all dead wood removed.
- 8) We painted the two benches in the Garden of Remembrance, thanks to Tom Hartry.
- 9) We hosted ETV's gardening show, "Making It Grow." Host Rowland Alston interviewed John Meffert, who talked about the history of our garden and its many plants.
- 10) We had four more monuments repaired by Robert Russell: one box tomb and one monument, both unknown due to aging, plus the Daniel Desassure box tomb and the Margaret Connor headstone. In addition, Tommy Hughston and a helper repaired three cradle graves.
- 11) We painted the wall and fence in the courtyard behind Gage Hall.
- 12) We had the Charleston City Arborist look at our trees and make recommendations as to which ones were dangerous. We prioritized the order in which we will have them cut down.
- 13) We hired a crew to trim 16 palmetto trees and remove all the vines except live ivy.
- 14) We had two trees removed from the Gateway Walk and new vegetation planted.

15) We planned and implemented the new handicap entrance to the front of Gage Hall, thus making the building totally accessible from the sanctuary and Archdale Street.

16) We continued our policy of giving a copy of “Touring the Tombstones” plus our churchyard brochures to people who make a contribution to the Churchyard Fund.

Once again we thank all of this year’s committee members and Eden Keepers: Skylar Barnett, Stan Boyer, Dean Brandt, Susan Brandt,* Seb Burton-Austrum, Mary Côté, Karen Del Porto,* Suzi DeMerell,* Fran Ennis,* Mary Farabow, Mike Gagliano, Tom Hartry, Tommy Hughston,* Thea, Huttinger, Fred Judkins,* Bella and Cameron Lowery, Janice May,* John Meffert,* Laura Moses,* Alex, Julia, and Richard Moss, Liese Nichols, Carol Oates, Sharla Patrick, Shaun Pillé, Sally Preston, Hans Riekerk, Shannon Seagraves, Ed Stephens, JoAnn Stokes-Smith, and Jane Upshur.*

* Denotes members of the Churchyard Committee.

Respectfully submitted, Fran Ennis

Committee on Shared Ministry

MEMBERS:

Alex Hild, Stan Goldberg, Will Moredock, Hilary Nelson, Prudence Finn, Elizabeth Coker, and Jerry Prazak

EX OFFICIO:

Danny Reed

VESTRY LIAISON:

Paul Wilczynski

COSM MISSION STATEMENT:

The Committee on Shared Ministry is a continuing body of the Unitarian Church in Charleston responsible to the Vestry. The primary responsibility of the COSM is to support and strengthen the shared ministry of the church and to monitor the health of that ministry. The COSM functions as an advisory body and as a communication channel for the minister and the congregation. In this capacity, the COSM helps to establish and clarify goals and expectations for the shared ministry of the church. The COSM seeks to understand, assess, support, and advocate for shared ministry throughout the context of congregational life. (Approved 10/03)

2010-2011 Highlights

COSM’s primary focus this year was on two projects -- what we termed as “weather reports” and working with the congregation to develop a church mission statement.

1. Weather Reports -- this term was developed at COSM for an ongoing process designed to gauge the pulse of the congregation through contacting congregants by telephone or e-mail and asking three questions:

A. How do you feel about the church?

B. Do you have any concerns about the church?

C. Is there anything the church leadership should know?

1. Each month Jerry Prazac chooses the name of a church congregant (or couple) and assigns the name(s) to members of COSM to contact and ask the three basic questions, along with any follow-up questions that seem reasonable. Names of contacts are taken from a list of members and an effort is made to include long-term members and new members. Responses are sent to the Hilary Nelson, who compiles the responses and sends them to COSM's Vestry liaison with the names of contacts deleted to preserve anonymity. The Vestry liaison then gives the report to the Vestry. This gives the church leadership an ongoing idea of the feelings of congregants about the church.

2. The second major focus of COSM during the year was assisting the congregation in developing a mission statement. This was done with the help of Floy Work, whose professional assistance proved invaluable. After a timeline was developed, a survey document was created and with the help of the Communications Committee the survey was sent electronically to congregants. About 60 responses were received and these responses were used to aid in the process of a day-long meeting of congregants to work on the statement. The meeting was held on Saturday, April 16, 2011. About 15 people attended and a mission statement was agreed upon. The statement has been submitted to the Vestry for endorsement and submission to the congregation for final approval at the annual meeting. The statement is as follows: "Unitarian Church in Charleston -- Building a welcoming home for spiritual freedom that enriches our lives and serves our world."

Respectfully submitted, R. Alex Hild, COSM Chair

Communications

Members:

Amanda Albertson, Linda Maxwell Allen, Michael Carnell (Chairman) Nichole Cassells, Richard Hayes, Rio Mihal, Paul Wilczynski (Co-Chair)

1. Mission

We will guide the church's internal and external communications and develop effective public relations opportunities. The goal of all communications for the Unitarian Church in Charleston is to promote the life and well-being of the Church and keep members, friends and the community informed about who we are, what we believe, what we have and hope to accomplish and how to be involved in Church functions and activities. Toward that end, the purpose of all communications is to ensure that material published under the auspices of the Church supports and enhances Church life and is congruous with Unitarian Universalist principles.

2. Objectives:

1. Support the Administrator who is in charge of Internal Church Communications (emails, Gateway, church bulletin, phone lists, standard graphics on church literature and documents).
2. Our Committee supports the internal communications process primarily through the web page.
3. Our Committee's concentration is on External Communications, and is done in conjunction with the Minister, Administrator, Program Council and Vestry.

- a. Develop Church “messages”
- b. Web page
- c. Social Media including Twitter, YouTube and FaceBook
- c. Church advertising
- d. Articles in local newspapers
- e. Gage Hall Bulletin Boards
- f. Support to Church Committees

The Web Page remains the primary avenue for new members-- a trend that is happening all across the US. Amanda Albertson continued her outstanding job as our Website Administrator and continues to make our Web Site one of the best in the UUA. It allows visitors the information they need to want to visit us, how to visit us, and how to get involved in all of our church activities. We continue to use Facebook, Twitter and YouTube sites as additional avenues to publicize our activities as well as attract new members

The Communications Committee, primarily through the website, was invaluable in the work of the Transition Committee and the Mission Statement Team. The site was used to publish information, conduct surveys, and provide feedback throughout those processes.

This year, with the invaluable aid of Rio Mihal, we have begun to record, both in audio and video, many church events and services. Additionally he has established a library of this material so that it is available to church staff and members. Selected pieces are also being placed on the website and YouTube.

We have added a dedicated site on our website to promote the churches wedding business. This site, <http://www.CharlestonHistoricWeddings.com>, will make it easier for us to advertise out services and for those using our services to share the information.

Finally, the committee is currently offering up a new logo for the church materials and will soon make that available on tasteful shirts, bumper stickers, and other promotional materials.

Submitted by Michael Carnell, Communications Committee Chairman

Connecting Circles

Nearly 100 members of our congregation participated in one of our twelve Connecting Circles this year. The Circles continue to meet in homes once a month to provide a unique place in the life of our church to enrich and develop one’s own personal spiritual journey.. The Circle provides a place where folks can take time to reflect and share their experiences. Sharing, listening and participating make the group knit together.

The leaders of Connecting Circles are:

Myrtle Staples, Beverly Birkhimer, Sally Flynn, Tony Brown and Nancy Groh, Robin and John Giangrande, Matt and Katie Giacalone, Alex and Nancy Hild, Cameron Mitchum, Laura Moses, Maureen Porter, Mary Ann Terry, and Terry Walsh

The Steering Committee: Maureen Porter, Sally Smith, Mary Ann Terry, Terry Walsh

Submitted by Mary Ann Terry

Docents

Visitor tours are offered from 10am though 1pm on Fridays and Saturdays during the normal Church cycle from September through May. Our first tour in 2010 however was on November 26th due to the sanctuary renovation delays. This year we are trying to offer tours immediately following the Sunday Services with mixed result. These do not have scheduled docents and attendance varies by week. We will re-evaluate Sunday openings at the end of the season. Daily tours will be offered (Mon-Sat) during Spoleto again this year.

Since November we have welcomed 1387 visitors who have donated \$615 to the Landmark Fund account. The committee also sells postcards, note cards and copies of TOURING THE TOMBSTONES, a booklet of details of the church garden.

In addition to the weekly tours Joanne Milkereit conducted a special tour on March 24th for the Kiawah Amateur Photographers. Another private tour is scheduled for May 10th. The delayed opening prevented our participation in the Preservation Society fall tour for 2010.

To promote the church openings the committee distributes “rack cards” to hotels and other tourist information locations. New visual aids were developed this year by John Preston. These included posters and displays with photos and historic verbiage which can be used on our new tripod at the front door. An additional flier with current congregational information has been created for distribution to local visitors.

At a meeting of the full committee on November 20th Paul Garbarini presented photos made during the seven month renovation of the building and provided much valuable information he has researched on the history of the congregation as well as the building. Docents continue to study and plan to develop a new handbook in the coming year.

Each committee member is scheduled to work one four-hour shift each month. There are currently thirty one Docents (including subs) - see attached list. The Steering Committee consists of: Dave Elder, Jerry Cassidy, JoAnn Stokes-Smith, Fran Ennis, Maureen Kelly, Susan Robinson and Anna Stephens (chair).

2010 Unitarian Church Docent Committee Members:

Beverly Birkhimer	Michael Carnell	Jerry Cassidy
Pru Collier	Bill Cooper	Shannon Denaux
Dave Elder	Fran Ennis	Paul Garbarini
Kay Haun	Abby Himmelein	Joanna Innes
Toni Johnson	Maureen Kelly	Cisco Lindsey
Bill Loring	Joanne Milkereit	Cameron Mitchum
Will Moredock	Mary Murray	Maureen Porter
John Preston	Susan Robinson	Gail Schiffer
Joanne Simson	Lilless Shilling	Anna Stephens

JoAnn Stokes-Smith

Bill Thomas

Suzanna Van Der Woude

Nancy Waters

Submitted by Anna Stephens

Endowment Investment Board

The Endowment Investment Board was established in May 2009.

The following were elected to serve on the EIB

William Finn - 3yr. term (term expires 2012)

Tommy Hughston – 3 yr. term (term expires 2012)

Vacant – 2 yr. term (term expires 2011)

Jane Upshur – 2 yr. term expires 2011)

Don Hearth (Treasurer position)

Ellie Setser (Finance representative) - 1yr. term (term expires 2010)

Charlie Miller (appointed by annually Vestry) (term expires 2010)

The board met each quarter to review our investments with our advisor.

The Board elected William Finn to serve as the Chairman. Kay Haun resigned due to scheduling conflicts.

The EIB recommended Conrad Zimmerman and John Warren formally at Morgan Stanley Smith Barney (R.W. Baird effective April 2011) as our investment adviser.

The EIB conducted its oversight of the endowment consistent with EIB Policy and Procedures which were approved by the EIB and Vestry. See pages 30-33 for a copy of the policy.

Value of the portfolio at year end was \$614,327. The targeted principal amount at year end \$586,420. The value of the endowment funds moved our target as a result of an adjustment to the Target Principle of \$89,000 for Promissory Note Repayments.

During 2010 our funds net returns were 6.8% which was acceptable. Our year end summary report for MSSB is attached.

The EIB was very pleased to receive a gift in the amount of \$146,798 from the estate of a long time member Sue Metzger. Sue was an aggressive worker, supporter and defender of the endowment.

Funds provided to the church (promissory note interest, principle repayment, operating funds) during 2010 totaled \$10,880.

Respectfully Submitted, William Finn, Chairman EIB

Finance

MEMBERS: Alex Hild, Dan Schiffer, Tommy Hughston, Stuart Terry, Paige Wisotzki, Don Hearth (Treasurer), Mark Farnham (Vestry Representative), Ellie Setser, Susan Hartry

The Finance Committee oversees the finances of the Church and prepares the budget after receiving input from committees, the minister and employees. This year the preparation for next year's budget was made very easy as the Stewardship Committee ably led by Amy Ball and Karen Abrams met the goal established by the finance committee. We will be able to increase the hours of the R. E. Director, give modest raises to the minister, music director, sexton and administrator. Our treasurer has been successful in establishing reserve accounts for the operating budget and for maintenance. Our administrative staff has been instrumental in cutting costs for office expenses.

In overseeing finances we are happy to have new member, Susan Hartry, who is a licensed insurance agent to assist with the difficult task of overseeing the switch to the Anderson Insurance Agency which was able to save us money on the premiums, add additional coverage and reduce the earthquake deductible. We are still very underinsured despite spending almost \$30,000 per year on this item.

Stuart Terry oversees revenue from our parking lot and is embarked on a task of creating a Planned Giving Program to increase the value of our Endowment through bequests from members and friends.

Stewards who collect and account for the money during the Sunday services are Sue Weller, Beverly Birkheimer, Jack Hurley, Gayle Sauer, Susan Hartry and Lisa Hajjar. Priscilla Shumway is the Steward's Chair and prepares the schedule.

Submitted by Ellie Setser

Fine Arts

Committee: Joanna Innes and Amy Ball, co-chairs; Cisco Lindsey, Will Moredock, Myrtle Staples, and Jo Westbrook

Mission Statement: The Fine Arts Committee displays the art work of UU members and friends as well as others via invitation, knowing that fine art is an important cultural product of any community, which deserves to be viewed and to be purchased.

Accomplishments:

- Conducted seven arts shows

Review of the year's work:

We have had a successful first year. Beginning a year ago, March 26, 2010, we conducted seven shows, exhibiting the work of 18 artists, not including the work of 10 children in the Children's Show. We had four formal openings with help from the Alliance, the Music Committee and the Fine Arts Committee. Other openings were done more simply with an announcement in the church bulletin and recognition at the Coffee Hour. There were four sales.

Plans for the new year:

After some discussion, we decided the following points.

1. We can offer fewer shows but let them span a longer time of up to six weeks.
2. It is okay to have some blank wall time, so that people actually look forward to a new show and perhaps actually view actively the new show.
3. We will offer the Children's Show again for December, if Janet Watts is interested.
4. We will open one show to people outside the UU Church, an Invitational Show.
5. We will offer one show as art work owned by members, "Famous Works."
6. We will offer one combined show of crafts as well as paintings, but we will not at this time offer an Arts and Crafts Fair, as it may over-lap too much with work done by the Alliance or Social Justice.

*****Note:** I do want to work toward a UU Arts and Crafts Fair that would be an inclusive kind of church program, a one-day event that would bring together the entire church. No committee or group would be over-looked. I know that this cannot be done quickly or easily, but I think it could be a fine time for our church. I know that it's the kind of thing that requires promotion and cooperation, so it's not the kind of thing that happens next month, but maybe by the fall of 2012 or 2013. We can begin with our first event in the fall of 2011 -- very small.

7. We need to add new members to the committee. I will continue as chair and Amy as co-chair for the present, but we need to look ahead. Myrtle Staples cannot continue as a member but will continue to help with our receptions. A special thank-you to Myrtle. I will contact Laura Moses and Mary Cote, two names suggested as new members of the committee. Other names will be welcome.

Calendar Proposed for next year:

1. Fall Show: Invitational Show #1 September 11 to November 13 ***
2. Children's Show: December 8 to January 22
3. Winter Show: Famous Works Show February 3 to March 18
4. Spring Show: UU Members April 6 to May 13
5. Children's Show: A Retrospective June 1 to July 15

***NOTE: This is too long! I suggest we have a second Invitational Show to break this up.

Submitted by Joanna Innes

Landmark/Buildings & Grounds

1. Mission – To maintain the Sanctuary, Gage Hall, Annex and grounds of THE UNITARIAN CHURCH IN CHARLESTON in a good state of repair; To supervise any renovations, repairs and restorations; To care for furnishings and equipment. The Chairman of this Committee supervises activities, along with the Minister, and the Sexton.
2. Goals –Goals for the past year were to complete the interior restoration of the Sanctuary,

continue work on accessibility for our buildings and grounds, continue to upgrade the kitchen in Gage Hall, including adding a new catering refrigerator, freezer and ice maker, improve storage in Gage Hall, including changing the main rear entrance from the kitchen area to the north hallway next to the restrooms, replace the heavy folding tables in Gage Hall with new, lighter tables, and refinish the main floor in Gage Hall.

3. Goal Achievements - All the goals were achieved, including the ice maker which is expected this month. The interior restoration of the Sanctuary was completed and the results are outstanding! The congregation raised over \$185,000 to supplement the grant received from the National Park Service. During the restoration it was determined that gold leaf was originally on the bottom of the ceiling pendants and on the overhead in the chancel. An anonymous gift of 4,600 dollars was received to replace the gold leaf. Once again we found that our work on the Sanctuary was just in time, as the wall plaster between the windows was actually being supported by the wainscoting and could easily have fallen. We were able to reattach the plaster work to the masonry walls without wholesale replacement. A complete report of the restoration will be available soon.

Accessibility was added in April to the front of Gage Hall. The front window on the north side was replaced with an oversize door and a ramp with a railing was added from the sidewalk providing access to the north small front porch. This porch area is the same height as the interior floor of Gage Hall. The new access was met with great approval and appreciation. The Gage Hall floors were refinished, storage was further improved, and kitchen upgrades continued.

Accessibility plans for the Sanctuary have been drawn up and recommendations made to the vestry. These plans call for a door from inside the vestibule leading to a ramp into the library, and hence on into the Sanctuary. The congregation will be asked to approve of these plans, and fundraising, at the annual meeting.

4. Concerns – Concerns for next year revolve around completing accessibility to the Sanctuary and replacing the sexton. Long time Sexton Frank Palmer announced that he intends to retire this coming summer. A committee has been formed to search for a replacement. Frank has provided many years of service and we wish him the best.
5. Recommendations – None

Submitted by Ray Setser, Chair

Ad Hoc Committee on Accessibility

Objective of Committee: Improve Handicap Accessibility in Church, Gage Hall, Churchyard, and Parking Area

Committee Members: Susan Conant, Sue Findley, Sally Flynn, Tommy Hughston, John Meffert, Debbie Mihal, Charles Miller, Ray Setser, Suzanna Van Der Would

Projects Completed During Past Year:

- 1) Accessibility Survey was performed by consultant, Janet Schumacher
- 2) Installed hand rail for stage in Gage Hall
- 3) Installed new toilet and wash basin meeting ADA code
- 4) Selected route for wheelchair traffic through Churchyard
- 5) Installed ramp and new access door for front of Gage Hall
- 6) Evaluated 3 options for access to the Church, including: a) a door through the outside north stairway leading to the balcony, b) a ramp straight through the vestibule from the front door to the top of the steps, c) a new ramp through the south wall of the vestibule

Projects underway:

- 1) Proposed access to Church via a new door and ramp through south wall of vestibule into the library room. A motion is being presented today for vote by the congregation.

Projects Discussed During the Year, but Not Completed

- 1) New signs for parking area, Gage Hall, and Church
- 2) Golf cart to carry persons between Church and Gage Hall
- 3) Improve wheelchair path through Churchyard
- 4) Improvement to gate between courtyard and Churchyard to provide wider opening
- 5) Access to second floor of Gage Hall and the Annex (longer range)

Submitted by Charles Miller, Chair

Membership

Mission Statement

The mission of the Membership Committee is to welcome visitors and to facilitate their integration into the life of the congregation.

Committee members: Cris Sumpter (co-chair), Maureen Porter (co-chair), Ruthie Sumpter, Marcia and George Castano, Sue Hartry, Will Moredock, Janice May, Mary Murray, Deanna Maguire, Catherine Key, Maureen Kelly, Judy Ford, Leslie Madden, Gail Schiffer, Alexandra Davis

Activities and Accomplishments

- Thirty six new members signed the book this year.
- The committee staffed the Welcome Table every Sunday. Two new credenzas were purchased this year to hold membership materials. The furniture is an attractive addition to the church hall.
- Committee member Marcia Castano managed the large cadre of volunteers who serve as Ushers and Greeters.
- Committee members helped assemble and mail the church directory.
- We offered two sets of Pathway to Membership classes led by Cris Sumpter. The classes were held on three successive Sundays after the service. Prospective members shared lunch together and had an opportunity to share their personal spiritual journey with one another. They received an orientation to the history of our congregation, the history of the

denomination and an introduction to the various committees and ways of becoming involved in the life of the congregation.

- The fourth annual New Member Potluck was held in the spring. Rev. Reed and Vestry members attended to welcome the new members.
- The Mentor program for prospective new members was developed further this year. Mentors participated in meaningful ways during the Pathway to Membership classes and helped to connect their mentees to church activities. Mentors were Priscilla Shumway, Jack Hurley, Cathy Key, Tony Brown, Karen Abrams, Maureen Porter, Cris Sumpter and Alexandra Davis
- Two New Member ceremonies were held. Ruthie Sumpter organized the ceremonies and the receptions which followed in Gage Hall. George Castano took photos of the new members and posted them on the New Member board.

Respectfully submitted by Maureen Porter

Music

Members: Joanna Innes and Amy Ball, co-chairs; Lin Raymond, Music Director; Dee Boggan, Cathie Currin, Susan Findlay, Frank Hardie, Jean Pendleton, Myrtle Staples

Mission Statement: The Music Committee supports the Music Director and attends the business of the Music Program, including the budget, care of the musical instruments and hymnals, and encouragement of all musicians, especially RE youth through the Martha Welch Music Scholarship. The committee also channels communication from the congregation to the Music Director.

Accomplishments for the 2010-11 year:

1. Conducted three Candlelight Concerts (combined with Art Openings)
 - Greg Homza organ concert with dedication of the new organ, February 4, 2011
 - La Belle Musique concert March 4, 2011
 - Lin Raymond piano concert April 1, 2011

These concerts raised a total of \$1,489 for the James Simons Elementary School's music program. Lauren Parr, who attended our first concert, commented at the beginning of the concert how much she appreciated our help, and later sent a letter enumerating the uses of the money.

We have plans for continuing this social justice commitment with three more combined concerts and art openings set for October 28, February 3, and April 6, dates that have been cleared for the 2011-12 Church Calendar.
2. Conducted the \$500 Martha Welch Music Scholarship
 - Jenna Farnham and Chloe Green tied, so each received \$250.
 - Winners were given opportunities to perform for the congregation.
 - Letters with helpful criticism were sent to all participants.
 - Next year's audition date is set for Wednesday, November 30 at 6:30 p.m.
3. Conducted the Family Music Festival on Sunday, April 10

This informal sharing of music continues to be a favorite time for church members of any age to perform for other church members. Approximately 30 people attended.

4. Met with Stuart Terry who provided guidelines for designating projects for Planned Giving Funds. Jean Pendleton and Frank Hardie presented a list of possible projects, and the committee selected three projects from the list. Jean perfected the wording of the list, and the list was submitted to Stuart Terry. A copy of the list is on file.
5. Provided snacks for the receptions/art openings in Gage Hall.
6. Added new members to the committee
 - Dee Boggan, Jean Pendleton, and Myrtle Staples resigned.
 - Mark Kruza and Richard Nelson have agreed to serve on the committee next year.
 - Joanna Innes and Amy Ball will serve as co-chairs for one more year.

Submitted by Joanna Innes

Personnel

The Personnel Committee continues to fine-tune the staff evaluation process. We started a system of keeping the staff personal files up-to-date. We are happy to report that the staff is working hard and doing an outstanding job, each in their own way. The staff members are working closely together, coordinating with the Minister.

Our long time Sexton, Frank Palmer, has decided to retire from the job that he has filled for more than 20 years. There have been many changes in those years, and we are thankful to Frank for his presence and skills. We will miss him! The Vestry has appointed an Ad Hoc committee [Karen Abrams, Chair] to explore the various ways that we can move forward; the process of hiring a new sexton will follow.

Submitted by Suzanna van der Woude, Chair Personnel Committee

Social Justice

UUC Bold Step: To Become Social Justice Leaders in the
Community and the Unitarian Universalist Association (UUA)

SOCIAL JUSTICE COMMITTEE – The committee serves as an umbrella group that provides leadership, coordination, and communication with the UUC congregation, Social Justice Committee members and the greater Charleston community. Our main focus has been to address issues related to social justice and social responsibility at the local and state level. Most of the outreach and in reach activities are done by sub-committees/action groups who meet as necessary to meet their objectives. The Social Justice Committee meets three times a year: October, February and May. Minutes are available upon request. **Chair: Diane Narkunas, Co-Chair: Cathie Currin; Vestry Liaison: Deb Mihal.**

Committee Highlights:

- \$17,554 was provided to organizations who improve the lives of vulnerable populations. Through coffee house concerts, funds were given to Mitchell School for enrichment programs for children. Through charitable giving projects and two Christmas Eve collections, donations were awarded to South Carolina Strong, a residential home that gives ex-offenders work and life skills to help them become productive members of society; Carolina Youth Development Center, supports abused, neglected and abandoned children and youth in a residential setting; and BEGIN WITH BOOKS gives pre-school children living in rural area a head start in learning to read.
- The Unitarian Church of Charleston (UUC) has received an endowment gift of \$100,000 **that is targeted for social justice. Interest from this endowment will be used to support** social justice issues identified by the contributor or the Social Justice Committee. **Contact: John Narkunas.**
- Media Reform SC is a new sub-committee added to Social Justice Committee. Their website is: Media ReformSC.org. **Contact: Faye Steuer.**
- Crisis Ministries now has a budget balance of about \$6,000 that will enable them to buy food for about five years.
- UUC Sanctuary and Gage Hall Accessibility.
- Increased participation in annual Gay Pride Parade collaborating with RE Committee.
- Twenty three (23) new UUC members have signed up to participate in various SJ committees/action groups.
- Community Outreach Giving Sub-Committee has posted their model for selecting charitable giving projects on their website.
- Improved publicity for Social Justice by updating the UUC website, increased articles in Gateway, e.g., spotlighting volunteers with long service, and monthly UUA updates in Gateway. Improving PR is an ongoing project for next year, particularly focusing on Advocacy and Volunteering.
- Participated in or supported five forums this church year.

ADVOCACY- The Social Justice Committee supports those who wish to improve their capacity to advocate for social justice issues locally and at state and federal levels. **Chair: Suzanne Hardie.**

Accomplishments:

- Jonathan Edwards developed a model of education and action. A forum was held with guest speakers to discuss legislation at the state level to give judges the discretion to give youthful offenders a reasonable sentence rather than a mandatory sentence. There was a follow up letter writing campaign to key legislators on two Sundays.
- Participation in Gay Pride Parade May 14, collaborating with the Religious Education Committee. The RE children raised funds for a float; Tee Shirts will be worn by participants.
- Facilitated input to gain information around several key advocacy issues. These included Do We Need an Advocacy Committee and defined a Summary of Identified Opportunities on what kinds of activities an Advocacy Committee should pursue. This input will be actualized during the next church year.
- A new area of focus was identified, *Partnering with Charleston Area Congregations to Identify 'Local' Social Justice Issues for Collective, Concentrated and Maximized Focus.*

The purpose would be to have a greater impact on helping vulnerable populations by working as a group of churches.

COFFEE HOUSE/ SCHOOL PROGRAMS - Promotes educational equity for children living in poverty in the Charleston Tri-County area. Funds generated through monthly Gage Hall Coffee Houses are used for academic enrichment activities at Mitchell School. Enrichment activities include enhanced math and science as well as field trips for children in grades K-6. **Coffee House: Mark Farnham and Bill Morris; Mitchell School: John Narkunas**

Accomplishments:

Coffee House funds continue to support student enrichment activities at the Mitchell Math and Science Elementary School in Charleston.

- Funds earned from seven concerts September 2010 through April 2011- \$3,610 - (one more concert in May).
- Funds that went out to Mitchell School for enrichment activities - \$5,880 – (one more invoice expected).
- Net amount in revolving account that will carry over to next year- \$5,952 as of May 1, 2011.
- A total of 365 students participated in the program this year in grades K through 6.
- Students were involved in science-based field trips to such places as the Children’s Museum, Cypress Gardens, See Wee, Legare Farms, and the NOAA Labs.
- After school science programs were conducted using the Mad Science curriculum at the Mitchell School.
- Funds were used to pay for fees and transportation costs associated with the program.
- Several members of the congregation participated in this program as chaperones on trips or as a volunteer instructor in the program.

Kim Wickstrom, Mitchell School Project Lead Teacher, says: “There are many students who that have lived here all their lives, but have not gone to the beach or museums that Charleston has to offer. These trips are critical to shaping the understandings taught in the classroom. We are indebted to the church for the support provided over the past three years”.

COMMUNITY OUTREACH GIVING – Since 2007, eight organizations nominated by members of the church community have received donations to support vulnerable populations. The UUC has awarded over \$40,000 to organizations in the Charleston Tri-County Area. These groups include: Alston Wilkes Society, Sea Island Habitat for Humanity – Women Build, The Clemente Course, Florence Crittenton Programs of South Carolina, Lowcountry Food Bank: Backpack Buddies, Our Lady of Mercy Literacy Program, South Carolina Strong, and BEGIN WITH BOOKS Pre-School Literacy Program. **Chair: Diane Narkunas.**

Accomplishments:

- Awarded \$5,400 to South Carolina Strong in December 2010. This organization was nominated by Mary Ann Terry.

- Awarded \$2,274 to Carolina Youth Development Center in January 2011. Donations for this organization were collected at the two Christmas Eve Services.
- Awarded \$4,000 to BEGIN WITH BOOKS. This project was nominated by Priscilla Schumway.
- Met with Vestry April 2011 to address concerns about number of Social Justice requests for funds and length of time of fall and spring charitable giving projects. The Sub-Committee suggested ways to address these concerns, which were agreed upon by the Vestry.

COMMUNITY OUTREACH VOLUNTEERING - On a recent survey, many members and friends indicated that they are volunteering or would like to volunteer in community organizations. **Contact Cathie Currin**, to request additional volunteers for the organizations where you help, or for additional information about community volunteer opportunities.

Accomplishments:

- Spotlighted volunteers with long-term service – Catherine Townsend and Jonathan Lamb articles in *Gateway* and on Bulletin Board.
- Explained the new Community Outreach Volunteering initiative of Social Justice Committee at the fall forum.
- Provided volunteer services for Florence Crittendon. Rural Mission and Hampton Park
- Updated SJ display in Gage Hall.
- Instituted SJ displays on third Sundays during Coffee Hour (on hold until fall 2011)
- Wrote letters to organizations whose projects were funded by Community Outreach Giving.
- Offered assistance to publicize volunteer needs.
- Publicized volunteer requests in *Gateway*.
- Improved SJ website – need further training to effectively update.

CRISIS MINISTRY- Volunteers prepare and serve dinner at the Men’s Shelter on the first Wednesday of every other month, and prepare and serve breakfast at the Family Shelter the following morning. **Contact: Catherine Townsend.**

Accomplishments:

- 6 dinners were prepared and served at the Crisis Ministry Men’s Shelter by members of the UUC congregation.
- 6 breakfasts were prepared and served at the Crisis Ministry Family Shelter.

GREEN SANCTUARY- Group leads the church's effort to become more environmentally sustainable through capital improvements, education, and outreach to members. Much of these efforts will be accomplished through collaboration with other church committees. Green Sanctuary’s mission is inspired by the seventh UUA Principle: "Respect for the interdependent web of all existence of which we are a part." **Chair: Bill Grayson**

Accomplishments:

- Arranged several environmentally-themed Sunday forums.

- Hosted the annual UUC Earth Day Sunday Service.
- Audited three years of energy bills for Gage Hall to determine an annual energy savings of approximately \$460 after the installation of attic insulation in December 2008.
- Participated in spring, 2011 Clean Cities Sweep in Brittlebank Park.
- Began an Adopt-a-Highway project with the congregation. Adopt-a-Highway groups meet four times a year to pick up trash along the highway that they adopt and have their name posted on the roadway at both ends of the section they maintain.
- Volunteered (2 members) at the Keep Charleston Beautiful Clean & Green 5K.
- Work toward a church that is accessible to alternative transportation. For example, plans are underway to install conveniently-placed bike racks near Gage Hall.
- Ensure that everyone who uses Gage Hall is aware of the waste-reduction policies now in place with regard to reusable eating utensils, recycling, and composting.
- Support the Religious Education Program's initiative to collect spent compact fluorescent bulbs and old electronics for recycling.
- Published updates, commentary, or green tips in the *Gateway* in support of environmental education.

Budget: Social Justice Committee Operational Account: \$47.75
 Coffee House Concerts/Mitchell School Revolving Account: \$5,952

Submitted by Diane Narkunas, Social Justice Committee Chair

Worship Services

The Worship Services Committee was chaired by Hillary Hutchinson for the third year. She will continue in this capacity through the summer 2011, but will turn over the chair to Priscilla Shumway and Sharon Strong, who will co-chair beginning in September 2011. One of the principle accomplishments of this committee was dealing with services held in the gym at the Charleston Day School for 12 weeks during the renovation of the sanctuary, including a very successful picnic last July when services could not even be held in Gage Hall due to the floors being refurbished. Services were conducted all summer 2010, and are on track for the summer 2011, for the fourth consecutive summer.

The committee lost a number of younger members who began to participate in creating and assisting with the conducting of services through the position of Worship Associate, and would still like to find some young people to participate. There is now a web page for the Committee that includes it's mission and opportunities for volunteering. The committee continues to work, in conjunction with the minister, on creating an Order of Service that provides the structure for a truly meaningful worship service each week, and the "The Book of Life" read prior to each week's meditation seems to be successful with the majority of the congregation. The committee arranged at least one service each month not conducted by the minister throughout the church year.

Respectfully submitted by Hillary Hutchinson

ENDOWMENT INVESTMENT BOARD - POLICY AND PROCEDURES

Final Version April 15, 2010

OVERVIEW

The Endowment Investment Board (EIB) consists of 7 voting members and an ex-officio investment advisor. Five members of the Board are elected for staggered 3 year terms by the congregation. One of the five elected members will be from the Finance Committee. In addition the Vestry appoints one voting member and the Treasurer of the congregation is a voting member.

The policies and particulars will be established and revised upon the recommendation of a majority of the EIB and approval of a majority of the Vestry. A majority of the Vestry may also recommend modifications of these policies and particulars to be accepted by a majority of the EIB. If the Vestry and the EIB fail to agree on recommended modifications, the modifications may be approved by at least a majority of those voting at an officially-called meeting of the congregation.

Recommended changes to the Policy and Procedures must be consistent with the By-Laws and the Resolution adopted by the congregation in May 2009.

MISSION

The purpose of the Endowment Fund is to accept gifts which are to be used for the long-term vitality and financial health of the church community.

The funds provided annually by the Endowment Fund to the church are to be used primarily to support long term investments (vs. annual budgets). This would include repayment of loans, mortgages for capital improvements approved by the church community.

The EIB oversees the investment of the Endowment Fund to provide a reasonable balance of yield, growth, and safety.

MEMBERSHIP and CHAIR

The EIB will have seven voting members and one ex-officio member. Should any place on the EIB become vacant, election or appointment (as the case may be) of a replacement member is to be accomplished as soon as is possible. In the case of an elected position, other than the Treasurer, the Nominating Committee will select an interim replacement voting member who will serve until the next officially-called corporate meeting. The Nominating Committee will put forth a candidate for the remainder of the vacated term at the next officially-called corporate meeting during which candidates may be nominated from the floor as well. If the vacated position is the one appointed by the Vestry, the Vestry will appoint a replacement voting member as soon as is possible. The EIB will maintain communication with the Nominating Committee to encourage nomination of candidates with experience in investments.

- Five of the voting members are elected by the Corporation with staggered three-year terms. The Nominating Committee will nominate, from among corporate members, the required number of candidates to fill expiring or vacated positions. One person nominated will be a member of the Finance Committee (this may be the Chair of the Finance Committee). In the first year the Board is formed, there will be five voting members of the EIB elected. One of these members will be elected for a one-year term, two for a two-year term, and two for a three-year term. An individual may serve no more than two consecutive terms; however, after a one-year hiatus, an individual may once again serve up to two consecutive terms. This cycle of service and hiatus can be repeated at the discretion of the Corporation.
- The Treasurer will be a voting member of the EIB.
- One voting member of the EIB will be appointed by the Vestry annually. This appointment may

be from the Vestry or from corporate members at large. The same individual may be appointed by the Vestry for up to six consecutive years and then must take a hiatus of at least one year. The Vestry, at its discretion, may then re-appoint the same individual for up to six additional consecutive years.

- The professional investment advisor as recommended by the Board and approved by the Vestry will be an ex-officio member of the Board
- The Chair of the EIB will be any voting member except the Treasurer or the Chair of the Finance Committee, if serving. The Chair of the EIB will be elected annually by majority vote of all voting members (including the Treasurer and Chair of the Finance Committee, if serving).

DUTIES OF THE EIB

- Recommend for Vestry approval, a professional investment advisor to be an ex-officio member of the Board.
- Establish and maintain investment guidelines with consultation of the professional investment advisor.
- Review the investment performance of the Endowment Funds with the Financial Advisor at least twice a year, with the Finance Committee at least twice a year, and with the Vestry at least once a year.
- Prepare an annual report on the Endowment Fund to be included with annual reports of committees of the Church
- Advise the Vestry at least annually concerning the amount of funds which are available from the Endowment for spending to support church initiatives and the recommended level of spending as well
- Advise the Vestry at least annually of any funds which are available from the Endowment that are to be used in accordance with restricted covenants
- Establish with Vestry approval and maintain guidelines concerning:
 - The minimum amount necessary for a restricted gift
 - The type of restrictions that are reasonable for restricted gifts.
 - Guidelines for termination of restricting covenants of restricted gifts when it is no longer economically feasible to maintain the restrictions
 - The types of gifts acceptable
 - Other guidelines that may be deemed necessary

PROTECTED PRINCIPAL

Expenditures from the Endowment Fund are to be managed in a manner which protects principal at the time received on an inflation-adjusted basis. Exceptions to this practice, during extraordinary times, are anticipated in the church constitution.

DEFINITIONS

Protected Principal of Unrestricted Funds is an amount which is to be calculated at the beginning of each calendar year. The calculation of the Protected Principal of Unrestricted Funds is the Protected Principal of Unrestricted Funds of the previous calendar year adjusted for inflation using the CPI (CPI-C Annual

%) plus any unrestricted contributions to the Endowment Fund during the previous calendar year (including interest).

Protected Principal of Restricted Funds is normally calculated in the same manner as for unrestricted funds. The EIB may develop additional guidelines for the handling of Restricted Funds but they would generally be in line with the Unrestricted Funds.

FUNDS AVAILABLE ANNUALLY

In January of each year the EIB will advise the Vestry of funds that are available for use during the upcoming fiscal year.

The amount will normally be between 2% and 5% of the Endowment Funds actual value. The amount recommended could exceed 5% in the event of extraordinary investment returns and an actual fund balance substantially over the Protected Principle

In developing the recommendation the EIB will consider the following:

1. The Fund's actual value and the Protected Principle of the funds.
2. The short term and long term outlook for the economy and the Funds investments
3. The fund's financial obligations for long term commitments/investments

In the event of long term sustained market disruptions/declines, that result in the fund's actual value declining substantially below the Protected Principle, EIB will to recommend spending up to 2% of the Protected Principle to cover any long term commitments/investments. If the spending continues and value of the Funds investments reaches and remains 10% below the Protected Principle for three consecutive years, the EIB/Vestry will annually seek written corporate member approval of any additional spending as provided in the Congregation resolution of May 2009.

The written approval could be to either ask the congregation to Permanently reduce(reset) the Protected Principle or to continue to spend at the 2% level until such time that the market conditions improve and the Protected Principle is restored.

LOANS

Upon at least a majority of those voting at an officially-called meeting of the congregation, portions or the entirety of the Endowment Fund (including protected principal) can be committed as security for loans

Extraordinary Conditions

In extreme conditions threatening the survival of the UCC community, up to 10% of the Protected Principal can be spent to help the congregation recover either in one year or over a series of years. If however, proposed spending combined with accumulated spending would reduce Protected Principal by more than 10% of its intended level, then the proposed spending must be approved annually by more than 50% of all corporate members in writing.

RESOLUTION

(APPROVED CONGRATION MEETING MAY 2009)

Endowment Fund – The Endowment Fund is formally recognized as the Fund which accepts gifts which are primarily to be used for the long-term vitality and financial health of the Church community. Principal in the Endowment Fund will be protected on an inflation-adjusted basis according to the specifics laid out in its policy. Upon at least a majority of those voting at an officially-called meeting of the congregation: 1) portions or the entirety of the Endowment Fund (including protected principal) can be committed as security for loans, and 2) in extreme conditions threatening the survival of the UCC community, up to 10% of the protected principal can be spent to help the congregation recover either in one year or over a series of years. If however, proposed spending combined with accumulated spending would reduce Protected Principal by more than 10% of its intended level, then the proposed spending must be approved annually by more than 50% of all corporate members in writing.

The Unitarian Church in Charleston 2011 - 2012 Budget						
						2011-12
INCOME						
1	10-11 PLEDGE PAYMENTS					7,000
2	11-12 PLEDGE PAYMENTS					271,000
3	PLATE COLLECTION					18,000
4	PLATE COLLECTION SUMMER					1,800
5	MEMORIAL DONATIONS					1,000
6	OTHER DONATIONS					5,000
7	SERVICE AUCTION					17,000
8	TRANSFER FROM ENDOWMENT					6,000
9	CHURCHYARD TOURS 1/3 OF TOTAL					4,000
10	PARKING RENTAL					25,600
11	CHURCH RENTAL					17,000
12	GAGE HALL RENTAL					5,000
13	ALLIANCE GIFT FOR BONUSES					1000
14	ARMY WIVES					6,000
15	TOTAL INCOME					385,400
EXPENSES						
STAFF EXPENSES: SALARIED						
16	TOTAL SALARIED STAFF					237,121
17	PROFESSIONAL EXPENSES					
18	MINISTER					3,000
19	OFFICE ADMINISTRATOR					750
20	RE DIRECTOR					750
21	MUSIC DIRECTOR					1,000
22	TOTAL PROFESSION EXPENSES					5,500
20	STAFF EXPENSES PARTIME					
21	ADMINISTRATIVE ASSISTANT					4,000
22	YRUU COORDINATOR					3,500
23	RE OFFICE ASSISTANT					800
24	Nursery Assistant					960
25	Misc. Childcare Provider					800
26	Music Accompanist Stipend					500
27	Bookeeper					4,000
28	Nursery Assistant					2,600
29	TOTAL PART TIME STAFF					17,160
30	STAFF BONUSES					2,250
31	MINISTERS DISCRETIONARY FUND					1,000
32	RELIGIOUS EDUCATION EXPENSES					
33	RE PROGRAM EXPENSES					4,050
34	RE MOUNTAIN RETREAT					700

35	SAFETY PROGRAM				1,100
36	YRUU				0
37	SUBTOTAL RE EXPENSES				5,850
38	MUSIC EXPENSES				5,000
39	OFFICE EXPENSES	GENERAL			3,300
40	POSTAGE				1,000
41	COPIER				5,700
42	GATEWAY NEWSLETTER				1,000
43	ADVERTISING				1,000
44	OFFICE EQUIPMENT COSTS				500
45	TOTAL OFFICE EXPENSE				12,500
46	UTILITY EXPENSES				
47	ELECTRICITY & GAS				9,000
48	WATER				2,200
49	TELEPHONE				3,500
50	TOTAL UTILITY EXPENSES				14,700
51	INSURANCE				30,000
52	BUILDINGS AND GROUNDS EXPENSES				
53	PAPER SUPPLIES				1,100
54	CLEANING SERVICE	GAGE HALL & CHURCH			10,500
55	REPAIRS & MAINTENANCE				10,000
56	WASTE DISPOSAL FEE				175
57	TOTAL B&G EXPENSES				21,775
58	TAXES				
59	PROPERTY TAX				3,100
60	COUNTY USER FEE				100
61	TOTAL TAXES				3,200
62	MISCELLANEOUS EXPENSE SUBTOTAL				200
63	DENOMINATIONAL DUES				
64	UUA DUES				15,000
65	TJ DUES				5,400
66	TOTAL DUES				20,400
67	COMMITTEE EXPENSES				
68	PROGRAM COUNCIL				450
69	FORUM				135
70	FINANCE				270
71	VESTRY				400
72	STEWARDSHIP				1350
73	COSM				200
74	MOUNTAIN RETREAT				90

75	DOCENTS				520
76	CONNECTING CIRCLES				0
77	FINE ARTS				200
78	ARCHIVES				400
79	HOSPITALITY				400
80	MEMBERSHIP				1,100
81	WORSHIP REGULAR				1300
82	TRANSYLVANIA				400
83	PUBLIC RELATIONS				1,000
84	PERSONNEL COMMITTEE				100
85	SOCIAL JUSTICE				300
86	YOUNG ADULTS				0
87	SUMMER CHILDCARE				400
88	WORSHIP SUMMER				300
89	TOTAL COMMITTEE EXPENSES				9315
90	TOTAL EXPENSES				385,971
91	TOTAL INCOME - EXPENSES				-571