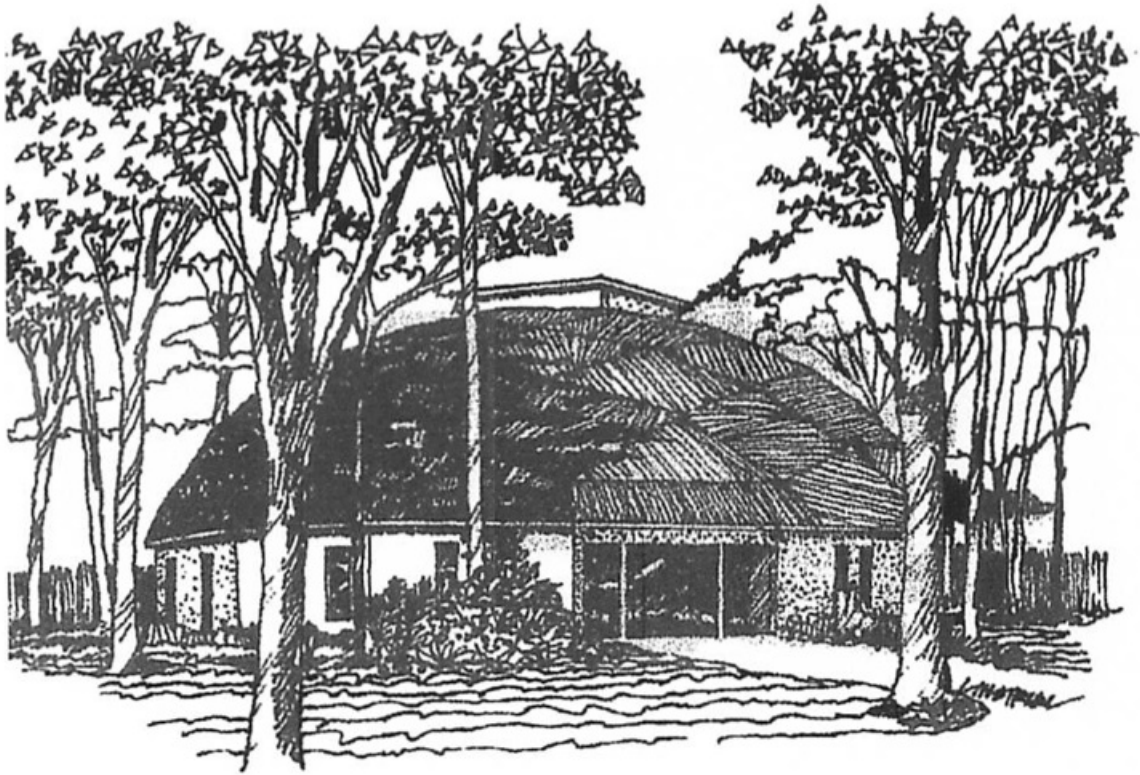


Annual Report 2013



uutampa.org

One Place. All Faiths.

Creating a Caring, Justice-seeking Community

Unitarian Universalist Church of Tampa

2013 was a difficult and productive year. The first part of the year was taken up with finishing the Minister's Sabbatical. Soon after the Rev. Dr. Sara Zimmerman's return she had some medical issues and had to resign. Rev. Dr. Doak Mansfield was selected as the Interim Minister.

The Church weathered those storms and came out stronger and more knowledgeable.

Our Annual Report focuses on three areas:

1. [Membership](#).
2. [Finances](#)
3. [Congregational Health - Committee Reports](#)

We hope you find this information useful.

If you have any questions about it please email president@uutampa.org and we will respond to your inquiry.

Membership



Here are some Statistics about how we ended our year.

Number of Members: 123

Number of RE Children: 20-25

These numbers are not significantly different from the previous 2 years, but there appear to be more young adult families in our mix.

Our Membership Committee has been busy working on making visitors/guests feel more comfortable and providing them with useful information.

It seems as if the Children and Youth Religious Exploration is attracting parents with younger children and that alters the atmosphere of the whole Church. Very pleasant.

Finances

Our 2013 fiscal year ended with a \$2,200 surplus which we used to shore up our Expense Reserve Account.

The Finance Committee has been working to make the financial state of the Church more transparent. This includes providing monthly budget numbers to committees and providing the whole church an opportunity to see the projected budget well in advance of the meeting to ok the new budget.

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Cash Basis

		Jan - Dec 13	Budget	\$ Over Budget
UU Church of Tampa				
Statement of Activity				
January through December 2013				
<hr/>				
Ordinary Income and Expense				
Income				
30000 · Revenues				
Total 30100 · Pledges	136,711.86	142,232.61	-5,520.75	
Total 30200 · Regular Sunday Collection	10,967.21	13,000.00	-2,032.79	
Total 30300 · Fundraising	15,824.68	13,500.00	2,324.68	
Total 30560 · Designated for Budget Accts	337.64	120.00	217.64	
Total 30570 · Misc Income Other	33.63	130.00	-96.37	
30600 · Rental Income	2,060.00	4,000.00	-1,940.00	
Total 30700 · CUUPS	4,809.01	2,500.00	2,309.01	
30800 · Stock dividends	4.15			
30000 · Revenues - Other	0.00			
Total 30000 · Revenues	170,748.18	175,482.61	-4,734.43	
Expense				
50000 · Expenses				
Total 50100 · Committee Operations	8,651.68	13,275.00	-4,623.32	
Total 60000 · Compensation	102,503.29	105,202.61	-2,699.32	
Total 70000 · Operations & Denominal Affairs	57,696.05	57,005.00	691.05	
Total 50000 · Expenses	168,851.02	175,482.61	-6,631.59	
Total Expense	168,558.80		168,558.80	
Net Income	2,189.38		2,189.38	

Statement of Financial Position
Unitarian Universalist Church of Tampa

		2013
Current Assets		
Checking/Savings		
	10000 · Un and Temporarily Restricted	
	10100 · Pilot Bank Checking	15,952
	10200 · Pilot Bank Savings	
	10210 · Cash	13,273
	Total 10000 · Un and Temporarily Restricted	29,225
Total Current Assets		29,225
Fixed Assets		
12000 · Fixed Assets		
	12010 · Furniture, equipment, computers	21,500
	12020 · Land-Minnesota Lots	5,000
	12025 · Land	107,000
	12030 · Improvements- Small Dome Market	44,858
	12040 · Improvements- Large Dome Market	261,130
	12045 · Improvements- Multi Purpose Building	240,611
Total Fixed Assets		680,099
Restricted Assets		
13000 · Restricted Assets		
	13010 · UUCT Endowment Fund	0
	10500 · Expense Reserve	25,230
	10220 · Building and Grounds Fund	1,537
	10240 · Major Purchase Fund	7,506
	10230 · Music Fund	1,408
	10270 · Performer Guarantee	1,500
	11050 · Stagecraft Fund	8,787
Total Restricted Assets		45,968
Total Assets		755,292
Liabilities		
Short Term Liabilities		
Total Short Term Liabilities		\$0
Long Term Liabilities		
	Endowment Loans	\$56,932
	Scholarship Loan	\$16,730
Total Long Term Liabilities		\$73,662
Total Liabilities		73,662
Equity		
	Previous Year's Equity Value	676,233
	3900 · Retained Earnings Current Year (Inc or Dec)	5,397
Total Equity		\$681,630
Total Liabilities And Equity		755,292

Committees

Annually, the Board of Trustees provides, per the By-Laws, "written reports presented by the Secretary, the Treasurer and by the Chairs of Standing Committees." It is a custom that the Vice President assemble the written reports of Standing Committees and provide them for preview and discussion to the congregation.

Church Council Summary Report

The Church Council met in the Education Building on Sunday September 14, 2014. Each committee chair was asked to provide an update on the membership, methods of communication and meetings, projects, plans, issues and needs related to fulfilling the mission of their committee. This report is a summary of each committee's responses, with some additional thoughts from the council chair.

Social Justice Committee

This committee does not currently have a Chairperson. The Church supports HOPE (Hillsborough Organization for Progress and Equality) with funds and participation. We also house a RESULTS Group seeking social change through individual action. The Church shares its "plate" income with local charities on a rotating basis. We have a food basket for the workers in the tomato harvesting industry. We join with other organizations to provide holiday presents for needy children. We offer our facility to Al Anon for their meetings.

Aesthetics

The Aesthetics committee is a committee of one. It coordinates with all other committees to address their needs relating to the "looks" of the church. It has coordinated with the Buildings and Grounds committee on the carpeting in the Big Dome; the Technology committee on replacing and raising the fans and lights in the Sanctuary; the Membership committee on moving the name tags out of the Sanctuary and purchased and built the Nametag Rack that is in use now.

The Aesthetics committee is now in the process of coordinating efforts at improving signage for our campus between the Membership, Communications and Buildings and Grounds Committees. Aesthetics doesn't have a budget since it principally helps other committees.

Communications

The Communications Committee is responsible for helping communicate and promote the activities and programs of the church to members, friends, the Unitarian Universalist Association, and the larger community.

Duties

Provide timely information about church activities, events and programs through a variety of channels and media.

Assist other committees of the church and the Board in developing and effectively promoting their programs and events.

Facilitate and coordinate internal and external publicity.

Communications Vehicles

Unitarian Universalist Church of Tampa

Domelight (Mary Francis, Pat Busbice, Christine Smith): The Domelight continues to serve as the monthly newsletter for UUCT. Representative church groups provide articles and items to the Domelight Editorial team that organizes and edits the materials. The Domelight is published through Constant Contact, with which we have an annual contract. Each month, between the 25th and the 30th, the next month's Domelight is emailed to approximately 600 addresses; between 100 and 150 open it.

Website (Jay Hall, Terry Lanning): The overall website responsibility lies with the Communications Committee with oversight from the Technology Committee. Jay Hall shares the primary website support responsibility with Terry Lanning, Jay will handle the technical issues, Terry is handling content/identity/continuity, with each being fully prepared to backstop the other. Note: Terry Lanning secured Doak Mansfield's and Linda Turnipseed's approval in a meeting in the church office prior to Linda's assuming the task of website updating. Creation and posting of new website content, such as promotion of a concert or a Blues and Barbecue or a special guest speaker or a staff appointment, will continue to be handled by Terry Lanning.

Yahoo emails (D. Stevens): Diana manages the two Yahoo e-lists, approving members to join, with Mary Francis as backup. She deletes inactive members to clean the lists and inappropriate messages when necessary. She sends messages to people when they need a warning about the tone or content of their messages and reminds people that we have two lists for specific reasons. The lists pretty well maintain themselves and there have been no major problems in a long time. There are 140 on the church e-list and 26 on the social action e-list.

Social Media (Ara Rogers)

As of September, 2014 our Facebook page now had 160 likes. Well over half are non-members; the average age of our "likes" is 35-44. The page has an upward-trending activity line (indicating level of engagement with the content of our page), but it could be better.

Each member of the Communications Committee is to post something on the church FaceBook page at least once a month.

The Communications Committee sees Facebook and other social media as having growing importance as communications vehicles and will investigate ways to enhance our use of them.

UUCT now has a presence on YouTube through the posting of videos of services and sermons. Joe Adles took and edited videos to assist with the search process and those have been posted on YouTube.

Order of Service Announcements (Office Administrator)

Media Relations and Branding (Terry Lanning)

The committee purchased a small ad to be posted four times this year in the USF alumni magazine. That ad template is now available for use in other venues.

An article about the church and several mentions of Rev. Doak have appeared in the Tampa Bay Times this year. Terry prepared a new and expanded media list which will now be integrated into our program.

Database Management

Constant Contact list is managed by M. Francis.

Yahoo list and mailings are managed by D. Stevens.

Servant Keeper is managed by the Pledge Secretary.

Feedback and Evaluation

The Communications Committee will assist with surveys as necessary.

Policies and Procedures

An effort is underway to identify all policies and procedures related to communications at UUCT and make them easily available to the relevant communications committee members.

Unitarian Universalist Church of Tampa

The committee developed an “Image Use Policy” for the church and sent it to the Board for action.
Community Engagement – The Emerson Forum: (Ron Hammerle, Ralph Lehman, Christine Smith).
The Emerson Forum had no activity in 2014.

The E F committee accepts ideas from the congregation and is considering its future.

Related Groups

Board of Trustees (Pat Benedict, Board Secretary; Jodi Pecararo, Liaison to the BOT)

Information Technology (Jay Hall, Liaison)

Membership Committee (Christine Smith, Liaison)

Worship Committee

Office staff

Other committee chairs

Social Activities Committee

This committee had a chairperson until recently. It communicates by email and with face to face conversations after church. It reports over this past year that regular activities were maintained such as Game night and Friendship Dinner. A Senior Connections activity was initiated but halted after 5 months. The UU Music group on Monday nights was started and is ongoing. It reports that next years accomplishments would be to continue with ongoing activities (currently there is no Chair). This committee wants additional members. They do not request a budget and have no major expenditures.

Technology

The Sound Room has been improving the recording and sound quality. They hope to train another person to help cover events at the church. They plan on finishing lighting improvements next year. Their major expenditures are equipment and replacing worn out wiring.

The Technology Committee supplied expertise in the selection of video screens for the sanctuary and assists with making sure it works. Support is supplied for all Church computer operations including the software systems involved with finance and membership activities.

By-laws, Policies, and procedures Committee

This is a committee of one member and works at request of the Board of Directors. No expenditures are predicted.

Membership Team

This committee just gained a new chair person and did not give a report.

Fundraising Committee

This committee is in current need of a chairperson and did not give a report.

Stewardship Committee

This committee is structured as follows: Chairperson: John Powers, Board Liaison: Pat Benedict and members (helpers): Mary Satterwhite, Pat Benedict and Ed Benedict. Currently the Stewardship Committee predominantly communicates via E-mail and a few one-on-one meetings prior to the annual pledge event and following it prior to report to the board and the membership committee. The committee reports what has been accomplished this past year:

2014 Stewardship Report; Co-chair: John Powers, Co-chair: Rom Delacroux, and members Ed Benedict and Pat Benedict.

The 2014 campaign officially ran from October 6th to October 20th and the final pre-budget pledge was received on the 27th. Within this time period we received 75 of our projected 95 pledges, for a total of \$127,718.60 for the coming budget year. The total from the prior year on those same pledge units was \$116,324.00, this is an overall 10% increase for this budget year from those pledges. Overall the campaign was a success and several more pledges came in after the budget committee met on October 27th. We have received response from 4 more individuals since then and received 3 post budget pledges. This results in 16 pledges left to obtain.

Only one pitfall was encountered this year and was highlighted as a problem that has persisted from prior years, confusion with and scheduling of Association Sunday and Stewardship Sunday. This year the Stewardship Sunday appeared on the onset to be 'double-booked' with Association Sunday. This resulted in a 'fused' sermon that still brought the message home but possibly may have been somewhat confusing for some, i.e. 'Whom are we giving to for this Sunday?'. No other adverse activities occurred.

The Membership committee was alerted, via e-mail, to the 20 outstanding members left to pledge on October 28th. They have implemented a protocol to obtain the remaining pledges.

Next year the committee hopes/plans to accomplish; A) Raise awareness of the importance of being a steward of our church, B) Increase overall pledge of congregation 10% this coming year, and C) Arrange a Mid-year renewal drive (April) around the time of the incoming settled minister. The committee doesn't expect that any positions might become vacant. The committee reports its budget request for the next year will be \$400. The committee reports its major expenditures are: The Annual Pledge drive event which is traditionally the first Sunday in October to begin the pledge drive at which time a small informal gathering is held after the service so that all congregants can receive their pledge packets.

Nominating/Leadership Development (N/LD) Committee

During the past year the Nominating/Leadership Development Committee focused its actions in two main efforts. First, it recruited candidates to run for election for the Board of Trustees at the annual Congregational meeting, which was held on the first Sunday in May. In its second area of focus, the N/LD Committee attempted to fill Standing committee chair positions as they become vacant. For the Board of Trustees' election, the N/LD Committee was successful in recruiting a slate of five candidates to run for the three Board of Trustees positions available for in the May election.

At the start of the 2014 calendar year, all the Standing Committee Chairs were filled. As the year progressed, four committee chairs resigned – Social Actions, Fund Raising, Social Activities and Membership. The only one of these vacant chairs the N/LD has been able to fill through selective recruitment is Membership, which was filled by a volunteer from within the Membership Committee. Since the selective recruitment method effort was not successful in filling the remaining three vacant chairs, the positions will be advertised seeking interested volunteers at large from the congregation to fill the vacant committee chairs.

Hospitality Committee

This committee has several members (helpers): Mary Satterwhite (Hospitality), David Stickell, Jeff Austin, Ron Phillips. when Mary is out of town, Tempie Taudte and Chuck Smith fill in. This committee communicates and conducts business by email or after church face to face conversations. This committee reports on its accomplishments for this past year: Expanded food service after church and increased the funding from the congregation which has more than covered the cost of the food and coffee. In the next year, the committee hopes/plans to continue to look for more variety and quality of the food. In terms of budget requests for the next/current year; all money expended is covered by the donations and averages \$50/month in expenditures of food and coffee.

Chalice Circles

This committee has a coordinator and facilitator along with five additional facilitators. Each circle meets for two hours per month and does additional communications by email and telephone. It's accomplishments: began with three successful circles which has currently expended to four, and an additional three more are pending. Each circle takes on a project and current examples are enhancing the church entry, planning a labyrinth, working towards gun control, Christmas gifts for an adult in need, working towards a nursing home project, helping the Religious Education (RE) committee organize supplies, and help with the RE spaghetti dinner. The committee hopes/plans for the next year are to expand the number of circles and for current facilitators to train more facilitators. The committee reports it has no major expenditures as all expenses are voluntary contributed by circle members.

Buildings and Grounds

During the past year the work of the Building and Grounds Committees have focused on the hard work of maintaining the extensive grounds and the three buildings on the Church's campus on a reoccurring basis. This activity includes weekly moving of the grass, weeding all planting bed, and the seasonal removal of fallen leaves and similar debris. Two major spring projects of the Grounds Committee this past year were: a. to hire professional help to remove dead and diseased trees from the property that were a threat to public and building safety and b. pressure wash and re-stain the gazebo. The major Buildings projects of early 2014 were: a. to professionally pressure wash the exterior of the small Dome (the congregation's oldest building) and b. to replace the window of that building to stop water leaks.

Two additional developments this past year have greatly aid the Buildings and Grounds Committees in their efforts to maintain the church's facilities. First, a data base was created for all building and grounds chores that require regular maintenance and a timetable was established for all future scheduled maintenance operations. The second development has been the adoption of sections of the grounds, such as the main drive-way entrance, by Chalice Circle groups to beautify and maintain on a reoccurring basis.

Worship Committee

The Mission of the Worship Program Committee is to help organize and facilitate Sunday services that help to provide congregants, friends, and guests one or more of the following:

Inspiration and spiritual nourishment for the challenges of life during the week ahead
Intellectual and spiritual challenge in the free and responsible search for truth and meaning
Creative, innovative, and dynamic worship activities that energize, inspire, and comfort

A feeling of positive belonging in the intentional, beloved community

Continuity with and expression of the Unitarian Universalist faith.

Committee Membership

The number of Committee members will depend on the needs of the congregation, but will consist of the minister and at least three congregants.

The chairperson of the Committee will be an active member of UUCT.

One Committee member will serve as liaison to the UUCT Board of Trustees.

Lay Committee members are recommended to serve a three-year term.

Committee members will be appointed as needed, by recommendation of the minister and current Committee members.

Committee members may or may not also be worship associates

General Responsibilities of Committee Members

Attending Sunday services regularly enough to be able to evaluate the service activities and participants

Attending the regularly scheduled Committee meetings; or informing another Committee member of the inability to attend

Assisting in plans for Sunday services that sustain and promote both the spiritual growth and the membership growth of our congregation

Assisting in plans for Sunday service activities that make positive first-time impressions

Pursuing balance between innovation and tradition (UU and UUCT) in services to appeal to all generations

Using methods of communication and action with the minister, worship associates, Committee members, service participants, and other UUCT committees that conform to the UU Covenant

Reviewing the Policies and Procedures of the Committee at least annually

Service-Specific Responsibilities of Committee Members

Scheduling services in a timely way, so that details become firm as the service date approaches and so that communications deadlines are met

Assisting in the recruitment of guest speakers

Assisting and advising the minister in efforts to balance services among UU sources

Aligning service activities with the sermon theme, as necessary

Communicating in a timely, positive way with all those involved in a service (e.g., worship associate, guest speaker, office administrator, convener, choir director, sound engineer, visuals engineer)

Assisting worship associates who are responsible for service details and presentation, especially in the minister's absence

Executing service details positively to ensure high quality (e.g. scripts/variation for conveners, announcement policies, pacing)

Being willing to assist with a service in case of emergency (e.g., cancellation by guest speaker or other service participant, technical failure)

Evaluating activities, participants, and other elements of services for effectiveness (e.g., reception of guest speakers, pacing, transitions between activities)

2013-2014 Activity

The WPC sponsored several Community Conversation on Worship sessions this past year. All members of the congregation were invited to meet and discuss what was most important to everyone about our weekly services. The sessions were led by Roger Polson, committee member and liaison to the Board of Trustees and Rev. Doak Mansfield. The intention of these conversations was to clearly understand what is important to us as a community and what we needed in our Sunday services.

Having these discussions and clarifying our needs and desires will help us give clear direction and form an effective partnership with our new settled minister.

There has often been discussion about utilizing projected images in the sanctuary. This past year the Worship Committee began the process of researching, developing and launching a video element for services. Mary Francis, working with Bill Blymiller and the rest of the Technology committee investigated and studied the issue. It was decided that 2 new video screens would be installed utilizing a special stagecraft fund that had been specifically donated for such purchases. With the same people overseeing the installation and start-up we began utilizing the screens to display order of service components, hymn lyrics and accompanying images for various service elements. Training of video technicians will begin soon and numerous members have volunteered to help with managing the services as well as providing the content.

The WPC has been planning Community Sunday coverage (the Minister's Sunday off) well in advance all year with several interesting guest speakers. Speakers such as Allison Schaefer, Roy Kaplan, Katie Culbert, and Tom McAlexander were engaging and thought provoking. We also enjoyed some wonderful CUUPS services, a Music Sunday and a Hymn Sing Sunday. It is our intention to continue to spend a good deal of energy making Community Sundays special with thought provoking or inspiring speakers and services.

Adult Religious Education

This committee communicates in person on church grounds. Email responses are provided to other members and program providers. Accomplishments for this past year include: ESAL discussion, Congregational discussions, parenting groups, marriage enrichment groups, light Yoga classes, Mindfulness Meditation sessions, Tibetan Buddhist Meditation, and Build Your Own Theology classes. Next year, this committee hopes to accomplish: Support UU101 and Build Your Own Theology classes, inaugurate "One Dharma" book study group and perhaps start the nationwide UU book discussion group.

Planning Committee

This committee reports that it's Chair is Ara Rogers and its Liaison is Jodi Pecoraro. The committee members are: Ed Benedict, Earl Harvey, Gerry Seeber, and Alicia Montes. This committee meets about every month. The committee reports its accomplishments for the past year:

- Working with the Search Committee to develop and administer the Community Survey and Cottage meetings.

- Finished work on Leadership Development (together with the Board of Trustees)

The committee hopes/plans to accomplish next year: using information gleaned from the survey to develop a new 5 year plant for the church. The committee reports that they could use more members and that they have no major expenditures.

Denominational Affairs Committee

This committee reports that the Chairperson is Dottie Mann and the Board Liaison is John Powers with no members at the present time. The Chair attends Cluster meetings. Accomplished this past year:

Since assuming this chair in the past year, I have attempted to become a working part of the West Central Cluster of UU congregations, attending meetings and arranging for our UU to host the Annual Meeting in May. My goal was to figure out the Cluster (!) and bring back information about what Cluster churches were doing so interested persons could attend. For example, at least twenty of us

attended a Saturday of workshops in St. Pete last November. The goal for this year is to identify and involve others to attend Cluster meetings with me and follow through on projects better than I have. (Strength in numbers!) I always like to bring new folks on so I can pass the baton. The committee has had no major expenditures (Cluster reimbursed for the lunch at the Annual Meeting) and has no budget.

Comments from the Chair (vice president to the Board of Trustees)

Our congregation has an extensive committee structure. The Church Council is in a transition phase where the Board of trustees has arranged a organization of all committees into communities, including those that are required by our by-laws and those that might be considered subcommittees and ad hoc groups and then appointed liaisons from the Board to each of these Communities. Because of the transitional nature of these Communities and their subsequent Board Liaisons, not all committees have made the connection or understand the process at this time. One of the functions of our Church Council Meeting was to give all the committees an opportunity to work within their Communities and with their Liaisons.

Many of our committees have limited active membership and some have no presently designated chair while others consist of a single, highly dedicated individual. However, our current Board, Liaison, Community and committee structure does provide many members and friends of our Congregation to make a contribution to our Church and facilitate their sense of connection and belonging to our organization.