



FIRST
UNITARIAN CHURCH OF PORTLAND
EST. 1866
Living Our Liberal Faith

May 2023

Dear Voting Member of First Unitarian Church,

One of your rights and responsibilities as a voting member is to decide issues of significance to the church. To encourage the greatest possible participation in this annual election, the Board has again authorized a vote-by-mail process. This year you are asked to consider the recommended candidates to serve on the Board of Trustees and the Nominating Committee, as well as the church's operating budget for fiscal year 2023-2024.

The Nominating Committee is a committee of the congregation, separate from the Board. It is tasked with selecting qualified candidates to run each year for the Board, and for the Nominating Committee itself. The candidates on their proposed slates have been selected after a thorough vetting process that includes collaboration with the Board and Executive Team. The Board of Trustees recommends all of these candidates to you for election. The Board also recommends a "yes" vote for the fiscal 2023-2024 operating budget.

We welcome questions and comments during the ballot mail-in period. If you would like more information or want to make a comment after reading the enclosed information, please email the Board at: board@firstunitarianportland.org.

Please vote! Whether you choose to mail in your ballot (must be received in the church office by Thursday, May 18, as the office is closed on Fridays) or drop it off at church no later than 10:45 a.m. on Sunday, May 21, it is important that every voting member's voice be heard.

Sincerely,

Ryan Deibert
Board Moderator



**TURN SHEET OVER FOR
INSTRUCTIONS**



Vote-by-Mail Instructions for May 2023 Election

Your Ballot Mailing contains:

- Vote-by-Mail Instructions (i.e., this sheet)
- Church Ballot & supporting materials (candidate information, budget commentary and notables of the church year),
- A small white secrecy envelope
- A return envelope printed with your name and address on it.

You will vote for:

- Candidates for the Church's Board of Trustees
- Candidates for the Church's Nominating Committee
- Church's Operating Budget for fiscal year ending June 30, 2024

For your ballots to be valid and counted, follow these instructions:

1. Mark your choices in each category (Board of Trustees; Nominating Committee; Annual Operating Budget). Mark only the number of choices allowed. Voting for more than the allowed number of choices will invalidate your ballot.
2. Place the completed ballots in the small white secrecy envelope and seal it. To keep your choices confidential, DO NOT WRITE YOUR NAME ON THIS ENVELOPE.
3. Place the sealed secrecy envelope in the return envelope, which is printed with your name in the return address section, and seal it.

Your postal-mailed ballot must be received at the church by Thursday, May 18.

Hand-delivered ballots must be received at the church by 10:45 a.m. on Sunday, May 21.

Attn: Ballots
First Unitarian Church
1034 SW 13th Ave.
Portland, OR 97205



**TURN SHEET OVER FOR
MODERATOR MESSAGE**



FIRST UNITARIAN CHURCH OF PORTLAND, OREGON

Election of Board Trustees, Nominating Committee, and Operating Fund Budget

Election Date: May 21, 2023

~~ BALLOT ~~

Use this ballot to vote for candidates for the Board of Trustees and the Nominating Committee of First Unitarian Church, and for the Operating Fund Budget. In order to meet quorum requirements, the church must receive 129 valid ballots (i.e., 15% of our voting members).

The four candidates for the Board of Trustees and five for the Nominating Committee who receive the most votes will be the elected candidates. An affirmative vote of the majority of those voting on the Operating Fund Budget is needed for it to pass.

*** BOARD OF TRUSTEES CANDIDATES | VOTE FOR FOUR:

The candidates below are recommended by the Nominating Committee and the Board of Trustees:

_____ Caitlynn Hill (they/them) | 2nd term
_____ Adam House (they/them) | 2nd term
_____ Marilyn Mays (she/her) | 2nd term
_____ Leslie Pohl-Kosbau (she/her) | 1st term

The candidate(s) below are running by petition:

[NONE]

*** NOMINATING COMMITTEE CANDIDATES | VOTE FOR FIVE

The candidates below are recommended by the Nominating Committee and the Board of Trustees.

_____ Alison Richter (she/her) | completing term ending in 2024
_____ Mark Turpel (he/him) completing term ending in 2024
_____ Eloise Eccles (she/her) | 1st term
_____ Barbara Fields (she/her) | 1st term
_____ Julie Grice (she/her) | 2nd term

The candidate(s) below are running by petition:

[NONE]

*** OPERATING FUND BUDGET

I vote to approve the annual Operating Fund Budget for Fiscal Year 2023-2024:

_____ YES. _____ NO.

(See enclosed budget and commentary. Budget is also available at <https://tinyurl.com/1stUBudget-FYE2024>.)

Complete your Ballot. Then place this page into the small, white secrecy envelope. Put the secrecy envelope into the return envelope, and mail or hand-deliver your ballot to the church. **Postal-mailed ballots must be received in the church office by Thursday, May 18. Hand-delivered ballots are due at the church by 10:45 a.m. on Sunday, May 21.**

Fiscal Year 2023-2024 – Budget Commentary

Budgets can offer a snapshot of where an organization is and where it wants to go. In the case of First Unitarian and the 2023-2024 fiscal year, the Church finds itself at a crossroads: the congregation is just a few months into a new senior minister's tenure; it is still in the process of coming out of the Covid phase where the congregation was largely virtual for over two years and where some individuals and families no longer feel as connected as they once did to the church. Fiscally the church is needing to move away from a number of years of overreliance on reserve funds that essentially allowed the church to live beyond its means. (\$128,500 from various reserves were used to balance the operating budget that was approved by the congregation last year, in May 2022.)

The 2023 annual fund drive came in about \$200,000 below goal. It should be noted that the previous year's campaign came in \$125,000 short of goal but a one-time gift meant that some of the more difficult budget decisions could be delayed. A Close the Gap campaign this spring brought in an additional \$50,000, which still left a significant gap in the congregation's funding going into this budget process. This budget attempts to place the church on more of a sustainable path going forward.

In consultation with the Board of Trustees, the Executive Team articulated priorities for the church as it continued to move out of the pandemic and as it entered a new chapter with a new senior minister. Those priorities included:

- Communications beyond our in-person & online "walls"
 - social justice & community engagement
 - communications & social media to prospective visitors
- Communications within
 - building up friend/membership connections & engagement
- Welcoming & Befriending
 - Newcomers Experience
 - Hospitality with an 8th principle lens
- Pathways to Belonging & Commitment
 - membership development
 - stewardship - *time, talent, treasure*
- Lifelong Spiritual Growth & Learning
 - large group and small group worship/spiritual practices (online, in-person, hybrid)
 - multigenerational and age peer group opportunities for learning, meaning-making, moral development, and fun!

In addition the Executive team looked at comps from other UU congregations of our size for staffing. We discovered that in a number of areas our church had by far the largest staff and that in other areas of church life we were understaffed. It should also be noted that over the last several years the administration staff have seen more reductions, and generally increases have come to program staff.

Here are some important notes about this budget:

--Income through pledges and contributions is expected to remain about the same as the church continues to rebuild

--increased staff resources for communication, stewardship, and membership and volunteer engagement

--reductions in program staff to better reflect guidelines and staff levels in other congregations of comparable size.

--incorporating the compensation levels in the new union contract signed in June 2022 that brings that base wage for Union members up to \$20/hour.

--works to bring the church into better alignment with the UUA compensation guidelines as they emerge. Where positions are at or near the midpoint of recommendations to keep that compensation relatively flat and where increases are needed to bring those positions up as the church is able.

--plan to begin rebuilding the rental income stream that disappeared during the pandemic.

To fulfill our mission, a congregation's budget also needs to share resources throughout all the areas of congregational life in holistic ways. Here are the areas of congregational life, which have staffing costs and other expenses connected to them.

6 Areas of Programs & Ministries:

- Worship & Music
- Children & Youth Faith Formation
- Adult Faith Formation
- Social Justice Ministries
- Pastoral Care & Caring Ministries
- Community Building Programs for Members, Friends, Visitors

6 Areas of Operations & Administration:

The elements that are the foundation of the programs and ministries above.

- Leadership & Governance
- Organization & Planning
- Communications, Media, & Digital Strategy
- Membership Outreach, Pathways, and Tracking
- Finances & Stewardship
- Facilities & Grounds

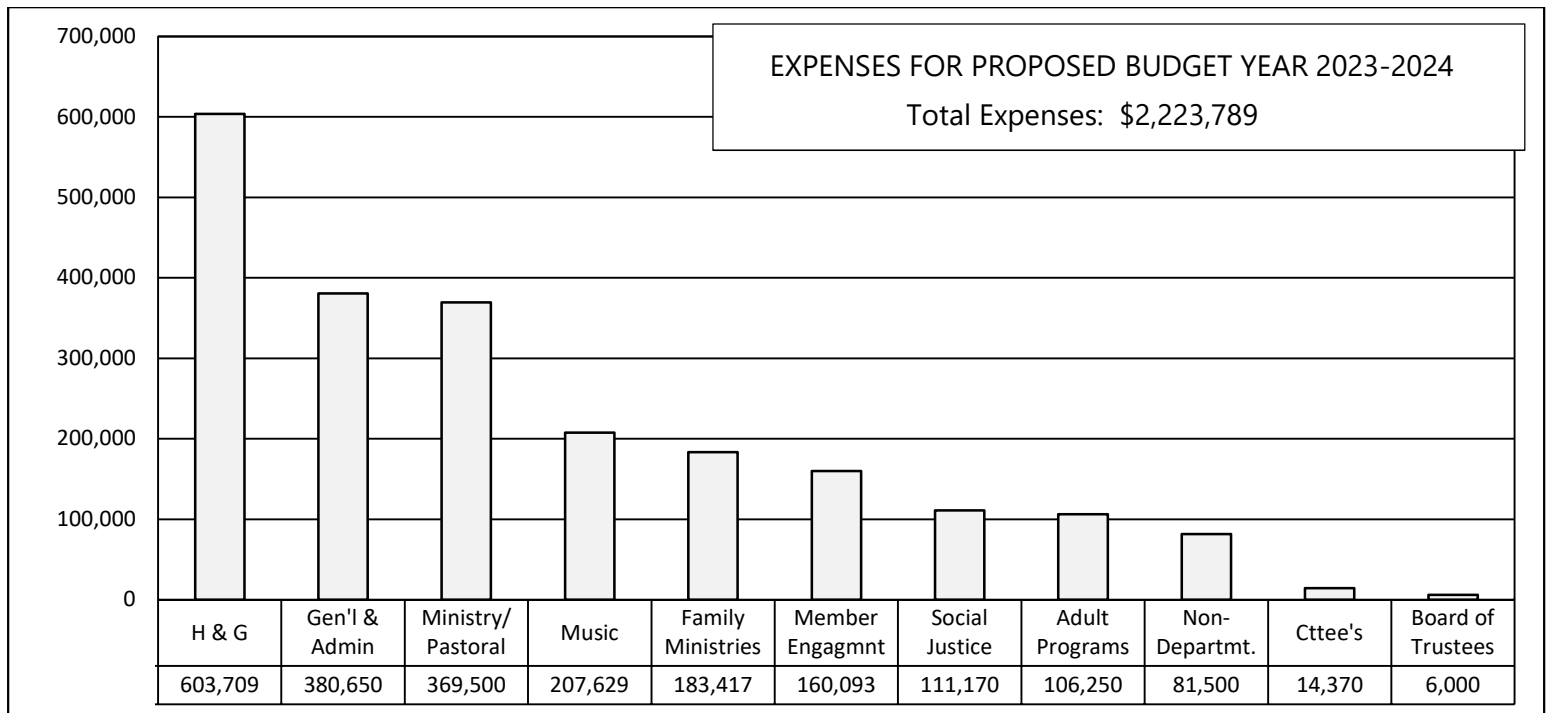
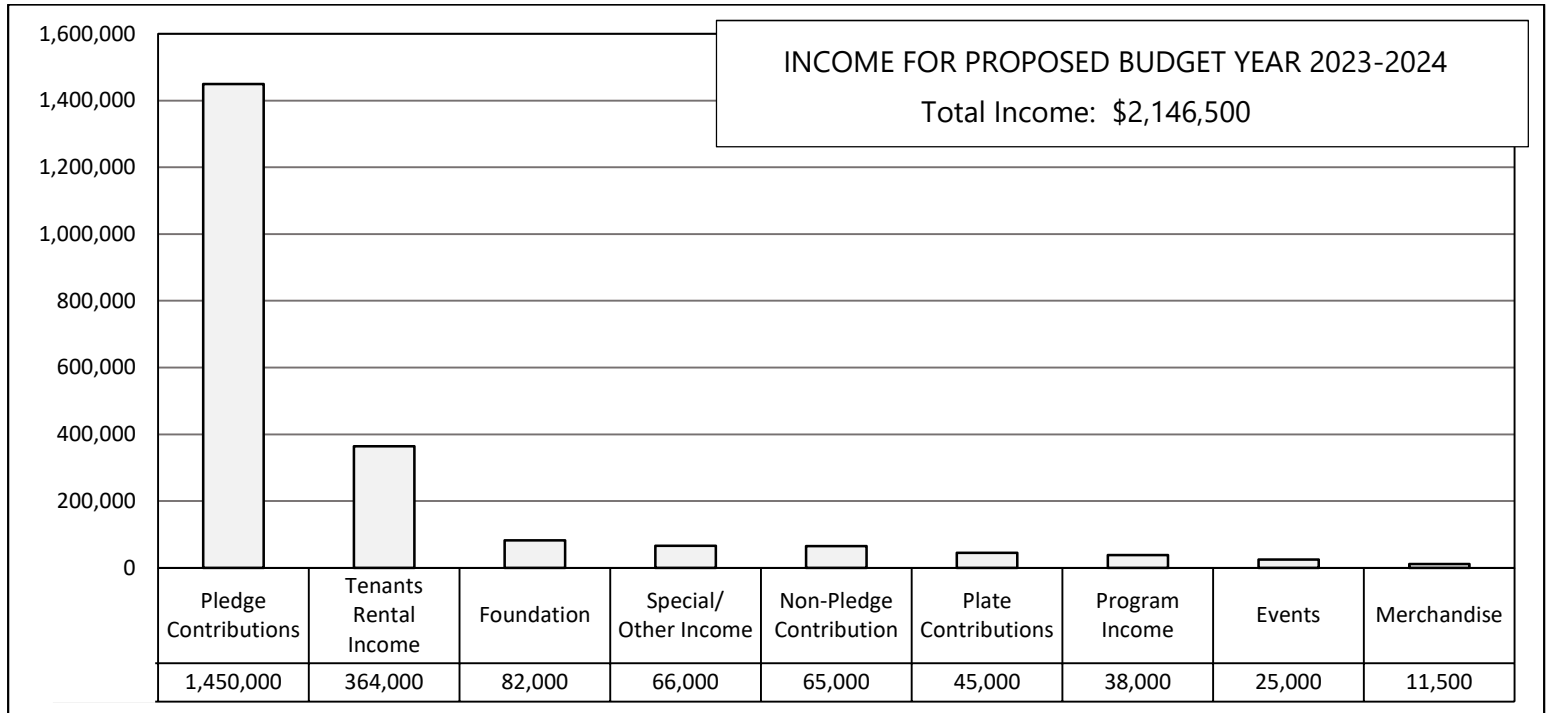
First Unitarian Church of Portland
Proposed Budget for FYE 6/30/2024

	FYE 2023 Actual thru 02/28/2023	FYE 2023 Annual Budget	PROPOSED FYE 2024 Annual Budget
Revenue:			
Pledge Contributions	1,059,752	1,626,002	1,450,000
Non-Pledge Contribution	44,665	56,000	65,000
Foundation Contributions	-	82,000	82,000
Plate Contributions	38,106	35,000	45,000
Program Contributions	21,889	-	-
Program Income	25,292	40,000	38,000
Tenants Rental Income	232,715	347,730	364,000
Event Rental Income	5,169	-	25,000
Merchandise Income	7,338	-	11,500
Miscellaneous Inc. (ERTC, Auction, etc.)	14,255	-	66,000
Total Revenue	1,449,181	2,186,732	2,146,500

Expenses:			
Payroll	1,077,757	1,684,762	1,596,424
Recruiting & Relocation	21,182	27,500	2,000
Professional & Contract Services	57,137	108,245	108,245
Professional Expenses	7,615	19,000	18,000
Professional Expenses - Sr. Minister	1,100	8,500	8,500
Professional Expenses - Associate Minister	3,167	6,000	6,000
Professional Expenses - Intern	1,060	2,000	2,000
Guest Ministers-Musicians-Speakers	12,649	12,500	15,500
Program Expenses	63,109	182,374	154,895
Retreat & Workshop Expenses	11,818	2,000	28,500
Event Expense	7,662	500	500
Parking	15,302	24,000	24,000
Utilities	62,915	80,500	92,575
Custodial Supplies	6,395	14,000	14,000
Web Svcs, Software, Computer Program Exp.	8,693	11,500	15,500
Computers, Furniture & Equipment	11,504	16,050	15,350
Equipment Rental/Lease	10,550	-	6,000
Bldg Repairs & Maintenance	10,128	40,000	40,000
Equip Repairs & Maintenance	292	3,650	3,650
Landscaping	18	1,500	1,500
Printing & Copying	3,473	10,050	10,050
Postage	2,558	4,100	4,100
Bank Charges & Merchant Fees	10,682	23,500	23,500
Licenses & Fees	5,286	6,000	6,000
Insurance	11,604	26,000	26,000
Donation	13,612	-	-
Miscellaneous Expenses	4,108	1,000	1,000
Total Expenses	1,441,375	2,315,231	2,223,789

FYE 2023 Budgeted Overage/(Deficit)		(128,500)	(77,289)	FYE 2024 Proposed Budget Overage/(Deficit)
Reserves allocated to balance the budget:				Reserves allocated to balance the budget:
from Operating Reserves (past years)		42,000	42,989	Operating Reserves from prior years
Special gifts to Music and RE in calendar 2021		30,000	15,000	Intern Minister Fund
~\$49,000 of add'l reserves		49,000	5,000	Hessler-Deale Women in Ministry
Special Projects		7,500	14,300	Justice Begins at Home
		- 0 -	- 0 -	

INCOME AND EXPENSE ALLOCATIONS FOR BUDGET YEAR 2023-2024



Reserves allocated to balance the budget:	
42,989	Operating Reserves from prior years
15,000	Intern Minister Fund
5,000	Hessler-Deale Women in Ministry
14,300	Justice Begins at Home
77,289	

Candidates for Nominating Committee—First Unitarian Church of Portland—2023



Eloise Eccles (she/her) is a 25-year member of First Unitarian Church, Portland and raised 2 daughters in the Learning Community. She has taught in the Learning Community at levels from pre-school through 7th grade. Currently she ushers for Sunday service and pulls weeds with the landscape volunteers. In the wider community, Eloise is active in the social dance scene and holds service positions for Al-anon and Alateen. Eloise champions human enlightenment and our many creative endeavors.



Barbara Fields (she/her) has been a resident of Portland since 1999. She started visiting First Church in the wake of the 2016 election and officially joined several years later. She has participated in anti-racism learning circles as well as the UU book club. In retirement she has started facilitating wellness classes and volunteers at a food pantry.



Julie Grice (she/her) has been a member of First Unitarian Church since 1993. She has been involved with the UU Animal Ministry, in RE, and working at the Newcomer's Table and Welcome Desk. She has worked in the RE program for over 25 years doing childcare. She has been a volunteer in the church office for several years and recruited and organized for the 2022 General Assembly when it was in Portland. She has served on the Nominating Committee since 2018.



Alison Richter (she/her) has been a member of First Unitarian for nine years. She is currently a Lay Minister and is the leader of First Unitarian's Pride Group. Born and raised in New York, Alison moved to the Portland area in 2012. As a member of the Unitarian Universalist Society of South Suffolk in Bay Shore, New York, Alison was active in their Pride Group and worked on making marriage equality legal statewide. She is Mom to three cats and a dog.



Mark Turpel (he/him), now retired, spent over 30 years as a growth management and transportation planner, employed in both the public and private sectors, with the majority of his career at Metro. Mark joined the church in 1981. He is a member of the Grace Choir and previously served on the Nominating Committee. He recognizes the privileges he has benefited from and wants to work to increase the many variations of diversity of church leadership and therefore the future of First Unitarian Church.

Candidates for Board of Trustees—First Unitarian Church of Portland—2023



Caitlynn Hill (they/them) has been a member for six years. They found Unitarian Universalism at a small church in Lancaster, Pennsylvania after college. Caitlynn is on the leadership counsel of the Social Justice Community and a believer in Queer Divinity. Caitlynn is a licensed mental health therapist working primarily with 2SLGBTQIA+ folks of all ages. UU values and principles guide Caitlynn in personal relationships, professional ethics, and actions in the larger world.



Adam House (they/them) grew up in Portland and has attended First Unitarian since 2010. They are an enthusiastic member of the Spirit Choir and served as an OWL & Coming of Age facilitator in the learning community. They are committed to the work of making this church a place for everyone. Our Universalist theology offers us the opportunity to co-create salvation for ourselves and for one another, but only if we continuously expand our welcome, embrace the folks on the margins, and ask hard questions when it might be easier to believe we already have the answers.



Marilyn Mays (she/her) is parent of three children and grandparent of a wonderful 10 year old. Her bachelor's degree from the University of Oregon led to non-profit management and later to entrepreneurship. Today she and husband Matt partner in Rock Paper Garden Art, working out of their studio space in the Garden Home neighborhood. They joined the church after they were married in 2012. Marilyn sings in Grace Choir and has served as Religious Education teacher. Her Board service this first term has been a wonderful time to practice working together in this changing world.



Leslie Pohl-Kosbau (she/her) is a life-long member of First Unitarian Church Portland. She served as Board Vice-Moderator, RE teacher, RE Chair, Adult RE and Programs Director, Nominations Committee and UUA Outreach Group, PNWD President, and as delegate to UU General Assemblies. Current activities are: Board of Trustees, Community for Earth, Archives Committee Chair, Art wall Committee, and Alliance. She worked for Portland Parks for 37 years, starting and managing the Community Garden Program, and is Co-Chair of the Friends of Portland Community Gardens.