Dear Urban Grace congregant,

Attached you will find documents for you to review before our congregational meeting on Sunday, June 28, 2020 at 11:05am via the online platform Zoom. A link to access the meeting will be sent to all email addresses that we have on file a few days before the meeting. Email [info@urbangrace.org](mailto:info@urbangrace.org) if you have not been receiving our regular weekly emails. (Reminder: If you are a member and are unable to access the meeting via Zoom, you may appoint a proxy to represent you for voting purposes by filling out the Proxy Form which was sent in a previous mailing). Please take a look at these documents including our slate for new Council members as well as our proposed budgets for 2020-2021. The notes provided here are a brief overview of what will be explained more fully at the meeting by our presenters. Please plan to attend this important meeting. Thank you.

**Congregational Meeting Overview**

**June 28, 2020**

**Zoom Congregational Meeting Etiquette**

* Everyone will need to enter the meeting “waiting room” by typing in their name after clicking the meeting link. The meeting administrator, Jennifer Dean, will then invite you into the meeting.
* The meeting administrator may also remove participants from the Zoom meeting if they become unruly, obtrusive or violent or refuse to cooperate or be civil during the meeting.
* Please mute your microphone during the meeting except during designated question and voting sections.
* Our meeting administrator will be able to mute anyone as needed throughout the meeting.
* No one else will have screen share capabilities except our designated presenters.
* Voting will be done within Zoom through the “Polling” feature. All members will be able to vote once for themselves and once as a proxy representative (as applicable). If you have more than one member in your household, there will be options for both people to vote. If you have more than two members in your household, the third member will need to have a separate device.

**Introduction and Robert’s Rules of Order (Ben Robinson & Darius Mensah)**

* **How does voting work?**
  + Motion is proposed, motion gets a 2nd, motion is discussed, moderator calls vote, congregation votes.
  + All motions from a committee (such as the Council or Nominating Committee) already have a 2nd included, so we start with discussion of the motion.
  + If someone wants to amend a motion, they can propose an amendment. If there is a 2nd to amend, the amendment is discussed and voted on.  If the amendment passes, we vote on the new amended motion. If the amendment fails, we go back to vote on the originally proposed amendment.
* **How does this work during an online meeting?**
  + Reason for online meeting format
  + Quorum Count
  + Explanation of Voting

**Council Report (Darius Mensah)**

* [From the Nominating Committee, chaired by Mike Thomas] *We, the Nominating Committee, motion to approve Jasmine Bradford, Donna Eggen, and Jimmy Gere as new Council members to begin July 2020.*

**Trustees Report (Michael York & Ben Robinson)**

* Note on Budgets during this unpredictable time: Throughout this fiscal year, there will be an in-depth review of income vs. expenses on a bi-monthly or quarterly basis to determine if we’re reaching our budget targets. Areas for cuts or increases have been determined and the leadership will implement these actions when needed.
* [From the Council as proposed by the Trustees] *We, the Council, motion to approve the 2020-21 budget as presented.*(Attached and presented via shared screen at the meeting)

***Church Leadership Council:*** The Council is proposed by the Nominating Committee and elected by the congregation to provide vision for the congregation, oversight for the church staff, and approve decisions made by the Trustees through strategic governance. This is a representative body that seeks to reflect the demographics of the congregation.

***Board of Trustees:*** The Trustees are proposed by the Nominating Committee and appointed by the Council to focus on finance, facility, and policy/procedure management.  This group is chosen based on their knowledge and experience in these areas. All decisions made by the Trustees are reviewed and reported to the Council.

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| **Urban Grace Church Budget** |  |  |  |
| **July 2020 - June 2021** |  |  |  |
|  | **Budget 2019-20** | **Predicted Actuals 2019-20\*** | **Proposed Budget 2020-21** |
| **INCOME** |  |  |  |
| Individual Giving | $ 256,485 | $ 271,116 | $ 265,219 |
| Special Undesignated | $ 5,050 | $ 7,164 | $ 6,000 |
| Other | $ 1,800 | $ 3,000 | $ 3,000 |
| Events & Fundraisers |  | $ 3,166 |  |
| Church Support Fund | $ 15,000 |  | $ - |
| **TOTAL INCOME** | **$ 278,335** | **$ 284,446** | **$ 274,219** |
| **EXPENSES** |  |  |  |
|  |  |  |  |
| **Personnel** |  |  |  |
| **TOTAL** | **$ 213,774** | **$ 211,037** | **$ 203,829** |
| **Missions** |  |  |  |
| **TOTAL** | **$ 3,065** | **$ 3,065** | **$ 3,144** |
| **Programs** |  |  |  |
| **TOTAL** | **$ 11,200** | **$ 11,488** | **$ 11,700** |
| **Administration** |  |  |  |
| **TOTAL** | **$ 17,350** | **$ 15,659** | **$ 15,900** |
| **Operations** |  |  |  |
| **TOTAL** | **$ 21,628** | **$ 21,678** | **$ 27,735** |
| **Equipment** |  |  |  |
| **TOTAL** | **$ 1,500** | **$ 455** | **$ 1,500** |
| **Travel** |  |  |  |
| **TOTAL** | **$ 400** | **$ 124** | **$ 400** |
| **Meetings & Trainings** |  |  |  |
| **TOTAL** | **$ 6,400** | **$ 4,806** | **$ 6,200** |
| **Consulting & Contracts** |  |  |  |
| **TOTAL** | **$ 2,700** | **$ 4,875** | **$ 8,000** |
|  |  |  |  |
| **TOTAL EXPENSES** | **$ 278,017** | **$ 273,187** | **$ 278,408** |
|  |  |  |  |
| **Balance Remaining** | **$ 318** | **$ 11,259** | **$ (4,189)** |
|  |  |  |  |
| \*Predicted Actuals annualized through March 2020 | |  |  |

**Church Budget Highlights**

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| --- |
| * Assumes 85% fulfillment of pledges and regular giving based on 2019-20 (usual fulfillment has been 95%-102%) |
| * 3% COLA raises for all non-executive staff (If funds available Jen receives raise after first quarter review, Ben does not receive raise this year) |
| * New staffing structure:   + Loss of Lesley Paine as Minister of Spiritual Care in March 2020   + Shift in Sheila Kovat’s role—Will become Congregational Care Coordinator and still do some supervision for Children’s Ministry staff)   + Loss of Elizabeth Reeves as Children’s Ministry Assistant   + Hiring new *Children’s Ministry Coordinator* |
| * Most other expenses static or changed only according to 2019-20 projections   + Large increase in Independent Contractor:Worship due to sound tech needs for worship service |
| * **Will require approximately $4200 from savings to balance\*** |

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| **Urban Grace Facility Budget** |  |  |  |
| **July 2020 - June 2021** |  |  |  |
|  | **Budget 2019-20** | **Predicted Actuals 2019-20\*** | **Proposed Budget 2020-21** |
| **INCOME** |  |  |  |
| 12 month tenants | $ 130,578 | $ 118,402 | $ 138,915 |
| Weddings | $ 7,500 | $ 3,443 | $ 3,750 |
| General Events | $ 15,000 | $ 14,399 | $ 11,250 |
| Special Undesignated Income | $ 500 | $ 500 | $ 500 |
| **TOTAL INCOME** | **$ 153,578** | **$ 136,744** | **$ 154,415** |
|  |  |  |  |
| **EXPENSES** |  |  |  |
|  |  |  |  |
| **Personnel** |  |  |  |
| **TOTAL** | $ 90,718 | $ 92,342 | $ 101,416 |
| **Administration** |  |  |  |
| **TOTAL** | $ 1,850 | $ 1,752 | $ 2,250 |
| **Operations** |  |  |  |
| **TOTAL** | $ 53,750 | $ 52,635 | $ 55,680 |
| **Equipment** |  |  |  |
| **TOTAL** | $ 1,500 | $ 1,234 | $ 1,500 |
| **Consulting & Contracts** |  |  |  |
| **TOTAL** | $ 5,500 | $ 3,700 | $ 5,000 |
|  |  |  |  |
| **TOTAL EXPENSES** | **$ 153,318** | **$ 151,663** | **$ 165,846** |
|  |  |  |  |
| **BALANCE REMAINING** | **$ 260** | **$ (14,919)** | **$ (11,431)** |
|  |  |  |  |
| \*Predicted Actuals annualized through March 2020 | |  |  |

**Facility Budget Highlights**

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| --- |
| * Assumes office rental retention with 6 months of new tenants in available spaces, conservative estimates for consistent groups (TYS, dance groups), 25% decrease in predicted events and weddings |
| * 3% COLA raises for all non-executive staff (If funds available Jen receives raise after first quarter review, Ben does not receive raise this year) |
| * Most other expenses static or changed only according to 2019-20 projections |
| * **Ends up approximately $11,500 in the red\*** |

\*In trying to be conservative in our income estimations during this unpredictable time, there was no reasonable way to balance our budgets without cutting staff hours. The leadership felt that, rather than cutting staff, the church has enough surplus from previous years (including the $15,000 we were planning to use in this year’s 2019-20 budget but won’t have to) to cover the losses we may experience in our income this year due to COVID-19.