**Congregational Meeting Overview**

**June 27, 2021**

**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.
* 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.
* The meeting administrator may also remove participants from the Zoom meeting if they become unruly or refuse to cooperate or be civil during the meeting.
* No one else will have screen share capabilities except our designated presenters.
* This meeting will be recorded and kept in Urban Grace’s records.
* 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 Jimmy Gere] *We, the Nominating Committee, motion to approve Rainbow Rubatino and Ben Telsey as new Council members to begin July 2021.*

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

* [From the Council as proposed by the Trustees] *We, the Council, motion to approve the 2021-22 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 2021 - June 2022** |  |  |  |  |
|  |  **Budget** **2020-21**  |  **2020-2021 1st Qtr Revised Budget**  |  **Predicted Actuals 2020-21\***  |  **Proposed Budget 2021-22**  |
| **INCOME** |   |   |   |   |
| Individual Giving |  $ 265,219.35  |  $ 265,219.00  |  $ 274,811.00  |  $ 288,261.00  |
| Special Undesignated |  $ 6,000.00  |  $ 6,000.00  |  $ 4,985.00  |  $ 5,000.00  |
| Other |  $ 3,000.00  |  $ 2,000.00  |  $ 2,893.00  |  $ 2,500.00  |
| Church Support Fund |   |   |   |   |
| **TOTAL INCOME** |  **$ 274,219.35**  |  **$ 273,219.00**  |  **$ 282,689.00**  |  **$ 295,761.00**  |
| **EXPENSES** |   |   |   |   |
|  |   |   |   |   |
| **Personnel** |   |   |   |   |
| **TOTAL** |  **$ 217,013.00**  |  **$ 195,151.00**  |  **$ 180,849.00**  |  **$ 235,657.00**  |
| **Missions** |   |   |   |   |
| **TOTAL** |  **$ 3,144.00**  |  **$ -**  |  **$ 601.00**  |  **$ 3,133.00**  |
| **Programs** |   |   |   |   |
| **TOTAL** |  **$ 11,700.00**  |  **$ 4,000.00**  |  **$ 2,980.00**  |  **$ 8,000.00**  |
| **Administration** |   |   |   |   |
| **TOTAL** |  **$ 15,900.00**  |  **$ 13,648.00**  |  **$ 14,551.00**  |  **$ 17,350.00**  |
| **Operations** |  |  |  |  |
| **TOTAL** |  **$ 27,735.00**  |  **$ 27,735.00**  |  **$ 27,091.00**  |  **$ 27,135.00**  |
| **Equipment** |  |  |  |  |
| **TOTAL** |  **$ 1,500.00**  |  **$ 1,125.00**  |  **$ 1,000.00**  |  **$ 1,500.00**  |
| **Travel** |  |  |  |  |
| **TOTAL** |  **$ 400.00**  |  **$ 100.00**  |  **$ -**  |  **$ 200.00**  |
| **Meetings & Trainings** |   |   |   |   |
| **TOTAL** |  **$ 6,200.00**  |  **$ 2,875.00**  |  **$ 1,680.00**  |  **$ 5,750.00**  |
| **Consulting & Contracts** |   |   |   |   |
| **TOTAL** |  **$ 8,000.00**  |  **$ 4,300.00**  |  **$ 1,995.00**  |  **$ 5,800.00**  |
|   |   |   |   |   |
| **TOTAL EXPENSES** |  **$ 291,592.00**  |  **$ 248,934.00**  |  **$ 230,747.00**  |  **$ 304,525.00**  |
|  |  |  |  |  |
| **Balance Remaining** |  **$ (17,372.65)** |  **$ 24,285.00**  |  **$ 51,942.00**  |  **$ (8,764.00)** |
|  |  |  |  |  |
| **PPP Loan (distributed July 2020)** |  |  | $ 38,647.89  |  |
|   |  |  |  |  |
| **Adjusted Total** |  |  |  $ 90,589.89  |  |
|  |  |  |  |  |
| \*Predicted Actuals annualized through April 2021 |  |  |  |

**Church Budget Highlights**

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| * Assumes 90% fulfillment of pledges and a 3% increase of regular, non-pledged giving based on 2020-21 actuals. Individual giving was 5% higher than predicted in the 2020-21 budget.
 |
| * Staffing Changes:
	+ Loss of Jason Nikolao as Director of Children’s Ministry in May 2021
		- Hiring new *Director of Children’s & Youth Ministry* at 35 hours/week
	+ Shift in Sheila Kovats’ role—Will split her Director of Congregational Care position in half and share with Congregational Care Assistant
		- Hiring new *Congregational Care Assistant*
	+ 3% COLA raises for all previously employed staff members
 |
| * Most other expenses static or assuming approximately 9-10 months of in-person worship and other programming
 |
| * **Will require approximately $8800 from COVID Relief Fund to balance\***
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| **Urban Grace Facilities Budget** |  |  |  |  |
| **July 2021 - June 2022** |  |  |  |  |
|  |  |  |  |  |
|  |  **2020-21 Budget**  |  **2020-2021 1st Qtr Revised Budget**  |  **Predicted Actuals 2020-21\***  |  **Proposed Budget 2021-22**  |
| 12 month tenants |  $ 138,915.00  |  $ 81,739.00  |  $ 80,914.00  |  $ 120,087.00  |
| Weddings |  $ 3,750.00  |  $ -  |  $ -  |  $ 3,000.00  |
| General Events |  $ 11,250.00  |  $ 3,600.00  |  $ 6,000.00  |  $ 12,000.00  |
| Special Undesignated Income |  $ 500.00  |  $ 500.00  |  $ 750.00  |  $ 1,100.00  |
| **TOTAL INCOME** |  **$ 154,415.00**  |  **$ 85,839.00**  |  **$ 87,664.00**  |  **$ 136,187.00**  |
|   |   |   |   |   |
| **EXPENSES** |   |   |   |   |
|  |   |   |   |   |
| **Personnel** |  |  |  |  |
| **TOTAL**  |  $ 100,909.00  |  $ 75,559.00  |  $ 72,233.00  |  $ 102,900.50  |
| **Administration** |   |   |   |   |
| **TOTAL**  |  $ 2,250.00  |  $ 1,800.00  |  $ 1,341.00  |  $ 1,600.00  |
| **Operations** |   |   |   |   |
| **TOTAL**  |  $ 55,680.00  |  $ 36,380.00  |  $ 38,598.00  |  $ 50,100.00  |
| **Equipment** |   |   |   |   |
| **TOTAL**  |  $ 1,500.00  |  $ -  |  $ 38.00  |  $ -  |
| **Consulting & Contracts** |   |   |   |   |
| **TOTAL**  |  $ 5,000.00  |  $ 2,500.00  |  $ 1,131.00  |  $ 2,000.00  |
|  |   |   |   |   |
| **TOTAL EXPENSES** |  **$ 165,339.00**  |  **$ 116,239.00**  |  **$ 113,341.00**  |  **$ 156,600.50**  |
|   |   |   |   |   |
| **BALANCE REMAINING** |  **$ (10,924.00)** |  **$ (30,400.00)** |  **$ (25,677.00)** |  **$ (20,413.50)** |
|  |  |  |  |  |
| **PPP Loan (distributed July 2020)** |  |  | $ 21,151.18  |  |
|   |  |  |  |  |
| **Adjusted Total** |  |  |  $ (4,525.82) |  |
|  |  |  |  |  |
| \*Predicted Actuals annualized through April 2021 |  |  |  |

**Facility Budget Highlights**

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| * Assumes office rental retention (currently at 94% capacity), 6-9 months usage for consistent groups (Youth Symphony, dance groups), and 65% of pre-COVID income for events and weddings
 |
| * Staffing Changes:
	+ Loss of second Custodian in November 2020
		- Hiring new *Custodian* when facility needs warrant
		- 3% COLA raises for all previously employed staff
 |
| * Most other expenses static or assuming approximately 6-9 months of pre-COVID rate facility usage and outside events, weddings, etc.
 |
| * **Will require approximately $20,500 from COVID Relief Fund to balance\***
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**\*2021-22 Deficits and COVID Relief Fund**

Though we are planning a deficit budget in the church and facility in 2021-2022, those deficits are due to the sustained impact of COVID and we do not expect deficits in the 2022-2023 budgets.  In the facility, we anticipate that building usage will return to pre-COVID levels over the next 12 months, significantly decreasing the gap between our revenue and our expenses.  Additionally, the last five non-Covid year budgets has seen significant annual growth in our church individual giving and we expect similar growth over the coming year.  Even amongst the unpredictability of the last 15 months, Urban Grace has been able to come to the end of this FY with a significant surplus. Therefore, the leadership has decided to take $35,000 of this surplus and put it into a COVID Relief Fund to cover the planned deficits in the 2021-2022 budget.