**Congregational Meeting Agenda**

**June 25, 2023**

**Welcome (Rev. Liliana Da Valle)**

**Intro and Quorum Count (Jen Dean)**

**Facebook Congregational Meeting Etiquette (if you are joining the meeting virtually)**

* The meeting will be recorded for Urban Grace’s records.
* When prompted, everyone will need to “sign in” in the comments by typing their name in the comment section of the Facebook livestream. Please type the names of each of the members attending so we know how many people are at the meeting and can establish quorum.
* If you have a question, comment, or want to amend a motion, please write your name along with your question, comment, and/or motion in the comment section of the livestream and it will be read aloud at the meeting. Anyone can ask questions or make comments, but only members of the church may make motions.
* Voting will be done within Facebook through the “Comment” 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, each person can vote using separate Facebook accounts, or several members could vote using one account by putting the name and vote of each person in the same comment. For example,“Ferris Bueller votes yes. Marty McFly votes no. Princess Buttercup votes yes.”
  + For certain types of votes, a link to a form will be made available for you to use.

**Introduction and Robert’s Rules of Order**

* **How does the voting process 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 voting work during a hybrid in-person/virtual meeting?**
  + For those attending virtually, see Facebook Meeting Etiquette above.
  + All those members in person will vote by raising their hand until they have been counted. For certain types of votes, a written ballot may be used.
  + If you are also voting as a proxy for another member, you will raise your hand and hold up two fingers. All proxies may only vote for one other member.

**Financial Report & Budget Presentation (Brad Waidelich)**

* [From the Council as proposed by the Trustees] *We, the Council, motion to approve the 2022-23 budget as presented.*

**Nominating Committee Report (Rainbow Rubatino)**

* Goodbye to our exiting leadership members (Jen Dean)
* Welcome our new Trustees: Drew Pennington, Nils Wickman, John Woo, and Michael York.
* [From the Nominating Committee, chaired by Rainbow Rubatino] *We, the Nominating Committee, motion to approve Abbie Brown, Elisa Hays, Marshall Mosley, and Kim Warnick (to begin July 2023) as new Council members.*

**Adjourn**

***Church Leadership Council:*** Council members are 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:*** Trustees members 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 2023 - June 2024** |  |  |  |
|  | **Budget 2022-23** | **Predicted Actuals 2022-23\*** | **Proposed Budget 2023-4** |
| **INCOME** |  |  |  |
| Individual Giving | $ 308,027.00 | $ 241,165.00 | $ 262,304.00 |
| Special Undesignated | $ 1,500.00 | $ 5,197.00 | $ 1,500.00 |
| Events & Fundraisers | $ 400.00 | $ 640.00 | $ 600.00 |
| Other | $ 1,800.00 | $ 1,159.00 | $ 1,200.00 |
| **TOTAL INCOME** | **$ 311,727.00** | **$ 248,161.00** | **$ 265,604.00** |
|  |  |  |  |
| **EXPENSES** |  |  |  |
|  |  |  |  |
| **Personnel** |  |  |  |
| **TOTAL** | **$ 238,345.50** | **$ 179,732.00** | **$ 230,504.00** |
| **Programs** |  |  |  |
| **TOTAL** | **$ 8,500.00** | **$ 5,695.00** | **$ 6,100.00** |
| **Missions** |  |  |  |
| **TOTAL** | **$ 250.00** | **$ 356.00** | **$ 400.00** |
| **Administration** |  |  |  |
| **TOTAL** | **$ 20,200.00** | **$ 21,029.00** | **$ 18,350.00** |
| **Operations** |  |  |  |
| **TOTAL** | **$ 28,460.00** | **$ 29,407.00** | **$ 31,620.00** |
| **Equipment** |  |  |  |
| **TOTAL** | **$ 1,500.00** | **$ 2,267.00** | **$ 600.00** |
| **Travel** |  |  |  |
| **TOTAL** | **$ 300.00** | **$ 331.00** | **$ 300.00** |
| **Meetings & Trainings** |  |  |  |
| **TOTAL** | **$ 6,150.00** | **$ 1,591.00** | **$ 3,150.00** |
| **Consulting & Contracts** |  |  |  |
| **TOTAL** | **$ 6,000.00** | **$ 36,984.00** | **$ 6,500.00** |
|  |  |  |  |
| **TOTAL EXPENSES** | **$ 309,705.50** | **$ 277,392.00** | **$ 297,524.00** |
|  |  |  |  |
| **Balance Remaining** | **$ 2,021.50** | **$ (29,231.00)** | **$ (31,920.00)** |

\*Predicted Actuals annualized through May 2023

**Church Budget Highlights**

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| * 2022-23 negative financial performance was driven by a decrease in giving ($67K below budget) and one-time pastoral transition expenses ($35K). These were partially offset by not having a lead pastor salary for much of the year, and generally low spending on non-personnel costs. * 2023-24 assumes 100% fulfillment of pledges and a 9% increase in individual giving from 2022-23. |
| * Staffing Changes:   + 8% cost of living increase   + Liliana DaValle in place as the Transitional Pastor   + No direct backfill of the Congregational Care Coordinator role previously held by Elisa Hays   **Planning for the Future**  This plan for the upcoming year is part of a multi-year path toward renewal and growth as we develop a vision for Urban Grace with new pastoral leadership. During this transition period, we expect Urban Grace will run a deficit. Due to the generous giving of the congregation and fiscal stewardship of the church in recent years, Urban Grace is in a financial position to absorb this deficit as it builds toward the future. |

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| **Urban Grace Facility Budget** |  |  |  |
| **July 2023 - June 2024** |  |  |  |
|  |  |  |  |
|  | **2022-23 Budget** | **Predicted Actuals 2022-23\*** | **Proposed Budget 2023-4** |
| 12 month tenants | $ 133,416.00 | $ 120,312.00 | $ 132,724.80 |
| Weddings | $ 5,000.00 | $ 1,400.00 | $ 2,000.00 |
| General Events | $ 25,000.00 | $ 15,827.00 | $ 12,000.00 |
| Special Undesignated Income | $ 600.00 | $ 500.00 | $ 500.00 |
| **TOTAL INCOME** | **$ 164,016.00** | **$ 138,039.00** | **$ 147,224.80** |
|  |  |  |  |
| **EXPENSES** |  |  |  |
|  |  |  |  |
| **Personnel** |  |  |  |
| **TOTAL** | $ 102,724.50 | $ 94,680.00 | $ 96,052.00 |
| **Administration** |  |  |  |
| **TOTAL** | $ 1,525.00 | $ 1,563.00 | $ 1,650.00 |
| **Operations** |  |  |  |
| **TOTAL** | $ 61,896.00 | $ 56,937.00 | $ 61,900.00 |
| **Equipment** |  |  |  |
| **TOTAL** | $ 1,000.00 | $ 85.00 | $ 1,000.00 |
| **Consulting & Contracts** |  |  |  |
| **TOTAL** | $ 15,000.00 | $ 7,535.00 | $ 10,000.00 |
|  |  |  |  |
| **TOTAL EXPENSES** | **$ 182,145.50** | **$ 160,800.00** | **$ 170,602.00** |
|  |  |  |  |
| **BALANCE REMAINING** | **$ (18,129.50)** | **$ (22,761.00)** | **$ (23,377.20)** |

\*Predicted Actuals annualized through May 2023

**Facility Budget Highlights**

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| * Though all offices are currently in use, the budget assumes an 8% vacancy rate throughout the year. * We’ve increased rental rates 10% from last year as we continue to adjust for inflation and market changes. * Though event utilization was low in 2022-23, several events are already planned for 2023-24. However, due to the volatility with this income, the budget assumes a flat volume year over year. * The staff and Trustees continue to brainstorm and plan for the long-term income generation of the facility with more emphasis in the next year on strategic marketing for events and weddings, utilization of our kitchen, creative office space options, and overall increased safety and security of our building. |
| * Staffing Changes:   + 8% cost of living increase   + No pastoral hours included in Facility budget |
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**Proxy Form**

*(If you’ve already chosen a proxy within the last 11 months, please notify Jen Dean that you’d like to use the same person and you won’t have to fill out a new form).*

I, the undersigned member of Urban Grace Church, do hereby appoint

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) (City, state)

as my proxy to attend the congregational business meeting of Urban Grace Church on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) with full power to vote and act for me in the same manner and extent that I would be entitled should I be personally present at the meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

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(Print Name)

*This form should be mailed (902 Market Street, Tacoma, WA 98402) or scanned and emailed to the church office (info@urbangrace.org) at least two days before the meeting. Or you can fill out the online form using this QR code.*

*A qr code on a white background

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