

June 9, 2025

Urban Grace Friends,

On June 22, 2025 we will hold an in person congregational meeting along with a virtual option for attendance through our Facebook livestream. The meeting will be right after our worship service which will end around 11:30am. You do not need to have a Facebook account to watch the service/meeting, but you will have to create one (at least two days before the meeting) in order to make comments. Please note: We will be taking attendance and voting through the comment section.

Our congregational meetings are gatherings of the full congregation to learn about new initiatives and programs, to hear about upcoming plans, to vote on necessary items such as budgets, changes in our Bylaws, or changes in leadership members. You are welcome and invited to attend whether you are a voting member or simply learning more about Urban Grace. ***We highly encourage all of our members to attend as we need at least 33% of our membership in attendance (in person, virtually, or through a proxy) in order to conduct business.*** Your participation and vote are vital to the operations of the church and moving forward in our goals. It is everyone's presence at times like this that makes Urban Grace the vibrant congregation that it is!

Proxy: If you will be unable to attend this meeting in-person or virtually, you may choose another member from the church to be your "proxy" for voting. You will need to fill out the enclosed appointment form or electronic form and return it to us via mail or email *at least two (2) days* before the June 22 meeting. A member may act as a proxy solely for one other member at a time. Your proxy appointment will be valid for up to eleven (11) months from the signing date of the proxy form.

Attached you will see our agenda for the meeting. We have two action items to vote on during this meeting: our 2025-26 budget and new Church Leadership Council members.

Again, thank you for your commitment to attendance and we look forward to having you join us for this important time in the life of our church.

Peace,

Urban Grace Leadership (Council and Trustees) and Staff

Congregational Meeting Agenda

June 22, 2025

Welcome (Jonathan Pierre-Puckett)

Introduction to Meeting Protocol (Abbie Brown & Jen Dean)

Introduction and Robert's Rules of Order (Abbie Brown)

- **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?**
 - 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.
 - All members attending virtually will vote using the comment feature on the Facebook livestream (see below).

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

- 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 (even if only using one Facebook account) 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 or vote.
- Voting will also 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.

Quorum Count (Jen Dean)

Updates from Leadership Teams

- Council Update (Abbie Brown)

- Trustees Update (Bruce Erickson)

Financial Report & Budget Presentation (Nils Wickman & Michael York)

- [From the Council as proposed by the Trustees] *We, the Council, motion to approve the 2025-26 budget as presented.*
 - Discussion (Abbie Brown/Mandla Kaunda)
 - Vote

Nominating Committee Report (Kim Warnick)

- Goodbye to our exiting leadership members: (From Council) Machel Beilke, Elisa Hays, Benjamin Telsey, and Kim Warnick. (From Trustees) John Woo.
- Welcome our new Trustees (already approved by Council): Jess Birch and Jake Nelko.
- [From the Nominating Committee, chaired by Kim Warnick and Mandla Kaunda] *We, the Nominating Committee, motion to approve Emilie Buter and Dani Jones (to begin July 2025) as new Council members.*
 - Discussion (Abbie Brown/Mandla Kaunda)
 - Vote

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.

July 2025 – June 2026

Urban Grace Church Budget

	Budget 2024-25	Predicted Actuals 2024-25*	Proposed Budget 2025-26
INCOME			
Individual Giving	\$ 283,912.00	\$ 248,191.08	\$ 252,424.00
Special Undesignated	500.00	950.00	350.00
Designated Asks: Staff		2,110.00	-
Other	750.00	1,650.00	1,200.00
TOTAL INCOME	\$ 285,162.00	\$ 252,901.08	\$ 253,974.00
EXPENSES			
Personnel	\$ 247,344.57	\$ 252,742.00	\$ 251,425.85
Programs	5,950.00	7,082.00	5,700.00
Missions	2,900.00	227.00	750.00
Administration	18,425.00	19,109.00	23,100.00
Operations	33,111.00	31,851.00	27,500.00
Equipment	750.00	362.00	750.00
Travel	500.00	185.00	300.00
Meetings & Trainings	3,650.00	3,247.00	3,700.00
Consulting & Contracts	2,100.00	3,721.00	2,100.00
TOTAL EXPENSES	\$ 314,730.57	\$ 318,526.00	\$ 315,325.85
Balance Remaining	\$ (29,568.57)	\$ (65,624.92)	\$ (61,351.85)

Urban Grace Facility Budget

	Budget 2024-25	Predicted Actuals 2024-25*	Proposed Budget 2025-26
INCOME			
12 month tenants	\$ 150,134.88	\$ 151,934.00	\$ 197,732.52
Weddings	7,500.00	1,425.00	-
General Events	22,000.00	49,720.00	27,000.00
Special Undesignated	100.00	100.00	50.00
TOTAL INCOME	\$ 179,734.88	\$ 203,179.00	\$ 224,782.52
EXPENSES			
Personnel	\$ 102,988.52	\$ 102,625.00	\$ 107,011.97
Administration	3,150.00	3,293.00	3,100.00
Operations	68,460.00	65,368.00	65,510.00
Equipment	600.00	267.00	600.00
Consulting & Contracts	9,000.00	11,845.00	14,000.00
TOTAL EXPENSES	\$ 184,198.52	\$ 183,398.00	\$ 190,221.97
BALANCE REMAINING	\$ (4,463.64)	\$ 19,781.00	\$ 34,560.55
Consolidated Surplus/(Deficit)	\$ (34,032.21)	\$ (45,843.92)	\$ (26,791.30)

*Predicted Actuals annualized through May 2025

Note: Budget narrative will be added early in the week of June 16th.

Church Budget Highlights

- **Income:** We project \$252,000 from individual giving for 2025-26. This includes 30% from pledges and over 60% from consistent, regular giving seen in the last year.
- **Cash Assets:** Current cash assets are \$142,000, down from \$204,000 at this time last year.
- **Deficit:** We're ending the current fiscal year with a larger-than-expected deficit due to changes in giving and carry-over personnel costs.
- **Relief Funds:** We're maintaining an aspirational goal of \$500 for Relief Funds.
- **Staffing** (and reason for increases from last year's budget):
 - Includes budgeting for 5 staff people + childcare workers + sound techs (all part-time except for one full-time pastor)
 - 2.5% cost-of-living increase for non-executive staff starting January 2026.
 - Bonuses moved into Personnel from special giving. In previous years, the bonuses were paid by leadership. To provide more accessibility to being a leader, this was moved into the general budget.
- **Projected Deficit:** Based on our assumptions, we are expecting a deficit of **\$61,000**, which will have a significant offset from Facilities, leaving a consolidated deficit of **\$26,700**.

Facility Budget Highlights

- **Surplus Contribution:** The Facilities budget has a significant surplus that will continue to offset the Church's deficit.
- **Occupancy & Rates:** We're assuming a 6% office space vacancy rate and have increased rental rates by 8% to reflect inflation and market changes. The
- **Events Income:** Events income exceeded expectations due to the SOTA contract, which is now a regular tenant. Wedding income is now combined into general events. We're confident about event income for the next fiscal year.
- **Long-Term Projects:** We're allocating \$500 to a Long-Term Projects budget under Operations for future maintenance, dependent on year-end budget status, with hopes to increase it as budgets stabilize.
- **Staffing:**
 - Includes 2 staff people (all part-time)
 - Small raises plus a 2.5% cost-of-living increase at midyear
- **Community Breakfast:** The program will begin contributing \$500/mo for building use expenses due to rising utilities, insurance, and downtown fees, but these payments will cease if the breakfast fund drops below \$30,000.
- **New Rental Space:** The old pastor's office is now rented at \$770/month (\$9,240/year).

Planning for the Future

While we hoped to break even this next fiscal year, we are planning for a deficit. Our focus for the upcoming year is renewal and growth with our full executive team in place. We remain optimistic about moving towards sustainability, especially with our facility consistently outperforming expectations. That said, growing our congregation is key to our financial sustainability.

CHURCH & FACILITY BUDGETS CONSOLIDATED	2024-25 Budget	Predicted Actual 2024-25*	2025-26 Proposed Budget
Church	\$ (29,568.56)	\$ (65,624.92)	\$ (61,351.85)
Facilities	\$ (4,463.64)	\$ 19,781.00	\$ 34,560.55
Consolidated Surplus/(Deficit)	\$ (34,032.20)	\$ (45,843.92)	\$ (26,791.30)

The leadership teams of Urban Grace are an important way that the congregation chooses people to represent their perspectives and interests when making decisions about the church. At Urban Grace we have two main leadership bodies: the *Church Leadership Council* (CLC or Council) and the *Board of Trustees* (Trustees).

The Council consists of 5-9 diverse leaders 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.

The Trustees consist of 5-9 skilled leaders 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.

The Nominating Committee, chaired by Kim Warnick and Mandla Kaunda, have nominated the following people as proposed leadership members starting in July 2025:

Church Leadership Council



Hi, my name is **Emilie Buter**. I work part time as a LICSW in my mental health private practice in N. Tacoma. I am married to Jake and have two kids, Jonah who is 10 and Opal who is 8. Outside of work and carting kids to activities, I enjoy being active through running and beach volleyball and spending time with family at home and recreating in the outdoors.

When asked to be on the Church Council, I said yes to the nomination because I believe in the work that Urban Grace is doing and could be doing in our community. I want to continue to further the mission and vision of Urban Grace being a church oriented around social justice and inclusion. I feel that I come with skills that would add value to the Council. Additionally, I'm curious to learn more about how the church functions and to deepen connection with other Urban Grace members.



Hi all! My name is **Dani Jones** (she/her). I'm a 22 year old mixed Korean-American born and raised in Lakewood, WA. I'm physically disabled/chronically ill so most of my hobbies are done at home; I love cooking, reading, music (mainly K-Pop), and The Sims!

I was raised evangelical and while I always loved God, I never felt truly safe in the church until I found Urban Grace in 2023. It's been such a blessing to find a place where my queer, autistic, disabled self is treated with respect and kindness. It's been a journey to find a church that aligns with my values but I am so glad I did. I hope as time goes on I can find more ways to get involved and contribute to this community!

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Board of Trustees (already approved by Council)



Hello! My name is **Jake Nelko**. I have attended Urban Grace since 2013 and been a member since 2016 along with my wife, Aly. We have three kids who've been part of the church their whole lives to varying degrees: Molly (6), Malcolm (4), and Elliott (1). During my time at Urban Grace, I've played drums on Sunday mornings, participated in church events and multi-week "small groups," and served as co-director of promotions for the Building Together capital campaign in 2017-18.

I've chosen to accept the nomination as a Trustee at Urban Grace because I believe in, and want to contribute to, our commitment to being an open and affirming church in a way that aligns with the teachings of Jesus and represents our community. My goal as a Trustee is to ensure that the diverse perspectives and needs of our city are considered.

While not originally from Tacoma, I moved here from Pittsburgh in 2011 and have gained familiarity with our city and state through career advising jobs at local universities and as a human resources recruiter with the State of Washington.



I'm Jess Birch and I've been at Urban Grace since mid-2020. I grew up Southern Baptist, found my way to the Episcopal tradition after hopping through numerous other "high church" denominations before coming to Urban Grace at the invitation of my dear friend, Rainbow.

I moved to WA from KY in 2007, graduated from WSU and have lived in Tacoma since 2012. I'm a real estate agent with Redfin and will be happy to put any & all of my real estate knowledge to use for the betterment of the church and the Trustees. I'm continually impressed with the stewardship of the church through the ways we use all of our gifts, whether it be our financial resources, our building or the talents of our congregation. I look forward to deepening my understanding of our resources through my service on the Board of Trustees.

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)

(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.

