



# **Beacon Unitarian Universalist Congregation**

510 N. Leroux Street Flagstaff, Arizona 86001 928-779-4492 BeaconUU.com

# **Table of Contents**

Letter: Beacon Governing Board President, Lynda Dorweiler

Letter: Our Current Interim Minister, Rev. Robin Landerman Zucker

Letter: Flagstaff Family Food Center

Letter: Northern Arizona Interfaith Council

Meet the Beacon Search Committee

Proposed Contract for Settled Minister

Contract Change Form

Total Compensation Breakout Information

Beacon Bylaws

Beacon Strategic Plan, 2022-25

Job Descriptions for Staff

Office Manager

Music Director

Accompanist

Director of Religious Exploration

Lead Child Care Provider

Contract Bookkeeping Services

Congregational Mission and Covenant

Minutes to Most Recent Congregational Meetings

Vote to Adopt UUA's Eighth Principle, 11/20/22

Annual Congregational Meeting, 06/19/22

Vote to Approve Endowment Plan, 04/24/22

**Endowment Plan Brochure** 

Annual Report

Path to Membership Information

Religious Exploration Information

CAC Share the Plate Data

Sample Orders of Service

Beyond Categorical Thinking Application

Additional Required Documents



# Welcome to Beacon Unitarian Universalist Congregation

In the spirit of Beloved Community, I welcome you to our congregation in Flagstaff.

Beacon has been a well-respected presence in Flagstaff since its incorporation in 1964. Begun by a small group of people in the 1950's, they progressed from a Fellowship to a Congregation. Today, we have a membership of 100 dedicated and socially-minded individuals.

With a strong interim ministry and dynamic congregants, we have endured the pandemic of the past three years, and feel energized to move forward.

We completed a very successful capital campaign in 2020 to add space and remodel our building without incurring a mortgage. This offers the opportunity to engage with the community on a wider scale.

Our future goals focus on implementing the 8th Principle and developing a strong leadership component for the congregation. The social justice team is vibrant with dedicated individuals who support projects related to homelessness, anti-racism, gun-control, housing, climate justice, land use planning, immigration, and animal welfare.

I moved to Flagstaff after retiring 7 years ago for family reasons, but the community also attracted me because of the university and the size which embraces a city-influence without the massive numbers of people. Northern Arizona provides an intimate contact with nature and many opportunities to be outside to experience the beauty of the seasonal variations in climate.

Moving to Flagstaff, with limited connections, I found the Beacon Community most welcoming and enlightening. Beacon definitely supports the mission and covenant of love, service, diversity, and a search for truth.

Our future is based on finding a settled minister who seeks to expand our community presence particularly in addressing the issues of oppression, inclusivity, and climate justice.

Flagstaff has a diverse population and rests at the base of the San Francisco peaks, which is the homeland of Native Americans. Living with this diversity strengthens our resolve to find equity for all people.

I believe that Beacon offers a great professional opportunity for the right ministerial candidate. We offer our packet describing our history, our aspirations, and our resolve to work with a minister who can lead us forward.

In covenant,

Lynda L. Dorweiler, President Board of Trustees

Lynda L. Dorweiler

December 6, 2022

Dear Colleague,

Nearly every day here in Flagstaff, I have walked my dog Billie across sunny Switzer Mesa, with the majestic San Francisco Peaks on the horizon. It struck me recently that in every season here, the landscape blooms golden. In the summer, a riot of sunflowers erupts everywhere. In autumn, the aspen trees transform into a towering canvass of yellow, and as winter approaches, the mesa is carpeted with petite golden wildflowers that mellow into brown. This perennial golden progression feels like a fitting metaphor for the optimistic constancy of the Beacon UU Congregation. I came here in August 2019 for what was meant to be a straightforward two-year interim ministry. No one could have predicted the unprecedented events precipitated by the COVID pandemic and its effect on all of us. I'm now concluding my fourth year of an extended interim with these good people and I can honestly say that they, too, are golden.

During the pandemic, we adopted the theme, "Beacon-Always Connected" and we lived that value. The congregation was remarkably calm and steady and deeply committed to sustaining the community and supporting me as their minister in uncharted territory. Together, we embraced technology, produced excellent You Tube worship services, offered appealing online Religious Exploration, funded the budget, adopted the 8<sup>th</sup> principle, offered OWL, experimented with more of a "team" structure, rebooted the Circle Supper program, operated with a full staff, established an endowment, and welcomed 20 new members. The building project was completed, the Sanctuary brightened, and the backyard beautifully landscaped.

In many ways, the pandemic accelerated progress and growth in key congregational areas such as Social Justice and Congregational Vitality. The leaders here are sharp, grounded and collaborative. The congregation has reestablished good self-esteem after an unsuccessful settled ministry. They are warm and relaxed and do not tolerate bad behavior. This has been the least conflictual ministry of my 20-plus year career.

The challenges facing Beacon UU are unremarkable and all too familiar. Revitalizing an on-site RE program for elementary-aged children, attracting families, coping with the departure of long-term, generous pledging members who have moved elsewhere, increasing rentals, nurturing new leaders, and sustaining the current community with compelling programs, worship services, and social gatherings. Yet, I have faith in them. They will continue to bloom golden.

I hope you will consider Beacon UU Congregation for your next ministry. I'm happy to chat with you further. Text or email and we'll set up a confidential call on my cell phone – 978-505-7245.

In faith,

Rev. Robin Landerman Zucker, Interim Minister, Beacon UU Congregation, Flagstaff, AZ minister@beaconuu.com 978-505-7245 (confidential talk and text)



Dear lucky pastor,

We are thrilled to be writing this letter as Beacon Universalist is a very dedicated congregation. When Sue Strobel told us that Beacon was looking for a new pastor, we were both sad and excited. We are sad because we have enjoyed our time spent with Robin. We are also excited as whoever gains the opportunity to work within such a great community.

To give you a little background, Flagstaff Family Food Center is a food bank and kitchen which has served the Flagstaff community for 31 years. Our programs serve people with both hot food & groceries and contribute significantly to reducing food insecurity & hunger in Northern Arizona.

Beacon has partnered with us to fight food insecurity since at least 2009, and they have supported us, and the community on several different levels. Since 2013, they've volunteered one night every month by serving dinner to the community. This dedication is monumental, as they've likely served over 15,000 meals. As one of our longest-serving volunteer groups, they've provided FFFC with guidance & knowledge over the years.

Second, they've donated \$7,461.96 over the period of our relationship. Each dollar donated allows the Food Center to provide \$20.54 work of worth of food. This means the donations from Beacon have likely allowed us to serve approximately \$153,269 worth of food to our community.

Beacon is one of the kindest & lighthearted groups that volunteer with us. As their name suggests, this congregation is a beacon of light that brightens everyone's day. It is a true privilege to get to work with them, and we hope that you receive the same inspiration from them that we do.

Best,

Ethan Amos

**Executive Director** 

Flagstaff Family Food Center

P.O. Box 1302 Flagstaff, AZ 86002 naic.iaf@gmail.com

December 1, 2022

Beacon Unitarian Universalist Congregation 510 N Leroux St Ste 101 Flagstaff, AZ 86001

Re: Gratitude for Your Ongoing Participation in the Northern Arizona Interfaith Council

Dear Friends,

At this time of gratitude, we are especially pleased to note the ongoing support of Beacon Unitarian Universalist Congregation in the Northern Arizona Interfaith Council's work in the Flagstaff area. You've been a key Member Institution for more than a decade.

As you all well know, NAIC works to build leadership for civic participation across lines that tend to divide us, to organize for issues that advance the common good. Northern Arizona Institutions for Community Leadership (NAICL) was established in 2012 as a 501(c)3 organization and is the education and training arm of NAIC.

In addition to your ongoing financial support of NAIC as a full Institutional Member, Beacon leaders have played key roles through the years. In particular many you were key in many of our 2022 focus areas:

# **Leadership Development**

 NAIC provided professional development for Flagstaff Unified School District teachers, staff, and administrators, alongside other Flagstaff and Sedona institutional leaders, on strategies of broadbased organizing for justice, equity, and inclusion.

# Civic Engagement

Beacon leaders served in key roles as we held a nonpartisan Flagstaff Candidate
 Accountability Session in September 2022, where over 130 NAIC leaders modeled civil, civic discourse by engaging with candidates for Flagstaff City Council and FUSD Governing Board on key issues and gained commitments to work with us. We also educated community members about several housing and education-related ballot propositions, and all passed in November!

# **Immigrant Families**

- We continued our local food distribution program to support families through the rising cost of living, with leaders from our participating institutions including Beacon.
- A community information session at Beacon was part of our efforts to successfully organize
  for and educate the community about Proposition 308, which allows students, including Dreamers,
  who graduate from Arizona high schools to access in-state tuition and state financial aid at public
  universities.

P.O. Box 1302 Flagstaff, AZ 86002 naic.iaf@gmail.com

### **Climate Action**

 Beacon has been involved with our collaboration with Fossil Free Arizona to educate NAIC member institutions about opportunities to divest from fossil fuel companies and the banks that finance the fossil fuel industry.

# **Public Education**

• Beacon participated in our successful organization for and education of the community about Propositions 447 and 448, critical for maintaining full day kindergarten, arts, music, technology, and environmental education for the Flagstaff Unified School District.

# **Affordable Housing**

• We also successfully organized and educated the community about Proposition 442, a \$20 million Flagstaff bond that would add to the number of affordable rental units in the city and expand its assistance program for first-time homebuyers.

Thank you for being a key part of NAIC's work to help Flagstaff, Sedona, and the surrounding communities become more welcoming, affordable, and truly supportive of families and our environment based on our shared values.

Sincerely,

Roxana Cardiel, Organizer

NAIC/NAICL

# **The Search Committee**



Beacon 2023 Search Committee I to r: Andy Hogg, Katy Grant, Cheryl Austin, Iore dickey, Collin Weller, Char Tarashanti

**lore m dickey:** I have been a member of Beacon since 2017. At the time I had recently relocated to Flagstaff and was looking for a liberal-minded place of worship. I found just that at Beacon.

I am a board-certified counseling psychologist. I am retired from that work and spend most of my time engaged in professional writing.

One of my favorite hobbies is photography. I also enjoy visiting National Parks. I always have a camera with me on those trips as there is always some part of the beauty of nature waiting to be captured. I frequently visit the Grand Canyon, which is a short 90 minutes from Flagstaff. I never get tired of the amazing beauty that the canyon has to offer.

My work with Beacon over the years has been limited to the work on the Search Committee and previously having sung in the choir. I am a transgender person having been assigned female at birth. I use they/them pronouns. I have struggled to find the right pronouns as I present as a masculine person but find that the pronouns he/him just do not feel right for me. In the end, as long as you don't use female pronouns all will be good.

**Cheryl Austin:** I was raised in the Episcopalian tradition, and earned a BA in Fine Arts, and a Master's Degree in Theology. Over the decades I found that my spiritual beliefs were substantially impacted as I worked throughout the world coaching and training leaders from many countries. I recall being in Hong Kong in the 1990's, with leaders from the Pacific Rim, listening to their shared concerns about air quality and the future for their children. At that one table, we represented 7 countries, sharing our common humanity and values.

My volunteer life started at age 13 as a hospital volunteer and has centered on animal shelters, as well as faith communities.

After moving to Flagstaff in 2020, I discovered the principles of UU were right on target with my values and my spirituality. Because of this resonance, I joined Beacon Unitarian Universalist Congregation in 2021. Previously, I have volunteered for faith organizations in many roles including coaching the leaders, designing and facilitating retreats, designing and offering RE programs, and guest preaching. At Beacon I have served as a worship associate and helped at various events such as our annual yard sale.

My business career has specialized in leadership development, and I thrive on empowering others to discover their potential and how special they are. Serving as a member of the Search Committee is a natural fit for my skills and passion and it is for me, as always, an honor to serve.

**Andy Hogg:** I have been a member of the Beacon UU congregation for over ten years. I am a former president of the Board, currently serve as a Worship Associate, and participated on the last interim minister search committee.

I'm a straight, white guy, with a warped sense of humor. Each summer I do a rock n' roll service. The last one was titled "The Gospels According to John, Paul, George, and Ringo."

I am a retired psychologist and college professor. I specialized in working with couples, teens, and sexuality issues as a certified sex therapist, and bring that training and experience to the Our Whole Lives sexuality education program at Beacon. Three of my most important social justice issues are reproductive rights, diversity, and climate change.

I came to Flagstaff twenty years ago, a transplant from the Midwest. Twenty years ago, Flagstaff was an undiscovered college town in the mountains. Now it is a national destination for hikers, mountain bikers, and high altitude athletes. Flagstaff is a diverse mixture of college professors, ex-hippies, LGBTQ folks, Navajos, Latinx, ranchers, and outdoors people. Flagstaff is a liberal oasis in a conservative state. The biggest challenge facing the community is that almost everybody who comes here wants to stay. Beacon reflects the casual mountain lifestyle of Flagstaff. Once you come here, you will want to stay, too.

**Katy Grant:** My husband Eric and I became members of Beacon in 2015, shortly after we moved to Flagstaff from the Phoenix metro area. Raised loosely as Protestants, we had never been affiliated with a church as adults, but we were eager to meet new people since we both worked from home. What we found at Beacon was our community--a congregation of welcoming, like-minded activists.

Flagstaff feels like a small town, and I love running into friends (mostly Beaconites!) at the grocery store or downtown. I have co-chaired the fundraising auction several times, and I also serve on the Community Action Committee and the Transition Team, which offers support for our interim minister.

I am the author of eight published novels for young readers, with the ninth soon-to-be published, and spent many years teaching college-level writing courses. I enjoy mountain biking, hiking, and cross-country skiing—all of which I can easily indulge in on the trails near

my home. I have volunteered for a couple of local shelters, fostering puppies and kittens. I sign up regularly to pack produce boxes at the Flagstaff Family Food Center. I also love traveling, something that I've missed greatly the past couple of years. There are many countries still on my wish list.

**Char Tarashanti:** I moved to Flagstaff from Minnesota in January of 2017, to be a hands-on grandma to my only grandchild. Having been a 30-year member of First Unitarian Universalist Church of Rochester, I quickly adopted Beacon as my new church home and set about getting involved immediately. I am a Worship Associate, I served on the Board of Trustees for a two-year term, and have led adult faith development programs such as Chalice Circles and am a trained SoulCollage(R) Facilitator.

I'm a graduate of One Spirit Learning Alliance in New York, NY and was ordained as an Interspiritual Minister in 2010. In addition to employment as a hospice chaplain, now retired, I cofounded The Southeast Minnesota Threshold Network, for the purpose of educating the public about end of life choices and preparing for a good death. I currently continue that work on an informal basis, as well as facilitating a Legacy Circle, and teaching meditation.

I'm an inveterate reader, life-long learner, and enjoy expressing my creativity in various ways. I am also proud to be a docent at the Museum of Northern Arizona where I continue to learn about and share with others the cultural beauty and wisdom of the Native Peoples of the Colorado Plateau.

**Collin Weller:** I moved to Flagstaff with my wife, Jennifer, in the summer of 2003. In 2005,we discovered the Unitarian Universalist Fellowship of Flagstaff, now Beacon UU Congregation. I soon involved myself at Beacon by attending committee meetings, participating in the annual auction, helping with the annual yard sale, and as a Sunday morning greeter. Over time I have served on the Building and Grounds Committee and the Worship Committee.

In 2015 I served on the Search Committee to find our next settled minister. Then I joined the Committee on Shared Ministry and served until Rev. Lawson's departure in 2019. After that, I took a break and enjoyed simply attending services regularly. By 2022, however, I offered to serve on the Search Committee a second time. I felt my experience on the previous Search Committee could be of benefit, as well as my institutional knowledge as a longtime member.

I enjoy being outdoors, walking, and exploring microbreweries around the state of Arizona or anywhere I travel. Flagstaff has a wonderful microbrewery scene well worth checking out!

I have worked as an Ophthalmic Technician for over 20 years. I also hold a bachelor's degree in American Political Studies from Northern Arizona University. I try to stay involved in social justice, political, and environmental issues in Flagstaff when time allows.

Note: Collin resigned from the Search Committee for personal reasons on October 28, 2022.

# **UUA/UUMA** Recommended Ministerial Agreement for

# Full-time Senior/Lead/Solo Ministers

# Introduction

# **Ministerial Agreement**

[Beacon Unitarian Universalist Congregation of Flagstaff, AZ] ("The Congregation") AND [Name of Minister] ("The Minister") jointly enter into this covenantal agreement.

# 1. GOALS AND RELATIONSHIPS

### 1.1 Intent

The intent of this Agreement is to set forth the responsibilities and obligations of the Minister to the Congregation and of the Congregation to the Minister. The relationship between the Congregation and the Minister must be grounded in open communication and mutual trust. In most situations, the Congregation will act through its Board of Trustees (referred to as the "Board").

# 1.2 Shared Leadership

**1.2.1** Consistent with our understanding of the covenant that binds us in an evolving living tradition, the Minister and the Congregation share the leadership and ministry of the Congregation. The relationship of the Minister and the Congregation will be in accordance with Unitarian Universalist Ministers Association (UUMA) Guidelines for the Conduct of Ministry. (See https://www.uuma.org/guidelines.)

- **1.2.2** The Congregation looks to the Minister to provide:
- Spiritual leadership,
- Historical and theological perspective,
- Assistance with setting and implementing the congregation's mission,
- Oversight of the Congregation's programs,
- Leadership of the staff team, and
- Administration of the Congregation's business operations in collaborative partnership with lay leaders and staff.
- **1.2.3** The Minister looks to members of the Congregation to:
- Live out the Congregation's mission and vision,
- Demonstrate effective leadership,
- Be open to change,
- Broaden the meaning of community, and
- Communicate issues or concerns in a forthright and respectful manner through established communication channels.
- **1.2.4** The Board, on behalf of the Congregation, commits to remaining in covenant with the Minister and holding members of the Board as well as the Congregation to behavior that is respectful of the Minister and of the office and consistent with Unitarian Universalist values.
- **1.2.5 Start-Up:** Within the first year of ministry, the Board will consult UUA Congregational Life Staff regarding whether a start-up consultation or retreat would be helpful.
- **1.2.6 Monitoring and Nurturing the Health of the Ministry:** The Board and the Minister will monitor and nurture the health of the Congregation's ministries through regular assessments. In addition, the Board and Minister will also agree upon a process to periodically assess the work of the Minister.

Assessment methodologies will be collaboratively determined by the Board (or their designee) and the Minister.

**1.2.7 Anti-Racism, Anti-Oppression and Multicultural Awareness:** The Congregation and the Minister commit to addressing the systemic prejudices and biases found within all parts of society. This work includes ensuring that the Minister(s), staff, and members are trained to understand, welcome, and better serve an increasingly diverse community.

The Board and Minister(s) will continually address the ways that systems of oppression within and beyond our Congregation are perpetuated and agree to collaborate on a joint process of reflection to ensure progress. This includes, but is not limited to, the ways in which the characteristics of dominant cultures live in our practices, systems, procedures, and lives.

When congregations call ministers who themselves hold historically or currently marginalized identities, the minister will be free to determine the extent to which they are called to lead in dismantling injustices related to the minister's own identities.

- **1.2.8 Ongoing Dialogue:** The Board and Minister recognize the different cultural, racial/ethnic, ability, gender, sexual orientation, generational, economic, social, and theological experiences and identities that exist within our congregation, aware that these differences can be sources of both strength and challenge.
  - The Board, the Minister, and the Committee on Ministry commit to honest and ongoing communication about how identity and power impact and shape the congregation.
  - The Board and Minister commit to addressing concerns that arise, recognizing that conflict is inherent to a diverse community.
  - Congregational leaders will consider how differences in identity, experience, or power might be a factor in any conflict.
  - The Board and Minister will hold themselves accountable to our shared values and may seek an outside facilitator from the UUA or other mutually agreeable organization.

Increasingly, conflicts involving congregational staff, including the minister, seem exacerbated or even triggered by different life experiences, identities, and expectations. Congregational leadership need to be attuned to this possibility, and promptly address it with outside facilitators if necessary.

## 2. RESPONSIBILITIES

# 2.1 Services to the Board and Leadership Groups

- **2.1.1 Board:** The Minister will be an ex officio member, without vote, of the Board. The Minister will bring to the attention of the Board matters significantly affecting the life, operation, and mission of the Congregation.
- **2.1.2 Committees/Teams:** The Minister will be an ex officio member, without vote, of all committees, task forces, or teams except a Ministerial Search Committee formed following the announcement of the Minister's retirement or departure.
  - The Minister will confer, as needed, with each committee on how best to work together to serve the Mission of the Congregation.
  - Attendance by the Minister at committee meetings is welcome, but not routinely expected.
  - The unique role of the minister in advising the Nominating/Leadership Development Committee is acknowledged, as the minister is expected to have a breadth and depth of relationships to

help identify appropriate leaders for the Congregation. With respect to ministerial participation in committee meetings, congregational cultures and practices vary. Especially early in the ministry, attending group meetings is an important way for the minister to learn about the activities of the congregation.

# 2.2 Pulpit and Worship Services

- **2.2.1 Free Pulpit:** The pulpit is free. The Minister is expected to express personal and faith values, views, and commitments that are consistent with our understanding of our evolving living tradition without fear or favor.
- **2.2.2** Accountability for Worship Services: The Minister is accountable for all worship services, including rites of passage, whether or not the Minister is involved in planning or leading a given service. All services, including weddings and memorial services, conducted by outside officiants must be preapproved by the Minister.
- **2.2.3 Leading Worship:** The Minister will lead or co-lead worship between 30 and 35 Sundays each year, as well as major religious holidays observed by the Congregation. This number may be reduced to enable

the minister's involvement in religious education or other concurrent programming.

- The Minister will be off and relieved of all responsibilities on at least one Sunday per month, as well as Sundays while on vacation and study leave.
- The minister will be relieved of all responsibilities for up to four Sundays each year to participate in denominational activities such as UUA General Assembly and regional meetings, collegial gatherings, or UUA/UUMA committees.
- The Minister will communicate the dates of Sundays away in advance to the Board.
- **2.2.4 Reserve/National Guard Service** (Add if the Minister serves as a Reserve or National Guard Chaplain): The Congregation and Minister recognize the benefits and challenges of having a Minister serve as a Chaplain in the Reserve or National Guard. The Board and Minister will work together to ensure the needs of the Congregation are met during periods of military service by the Minister.

# 2.3 Other Ministerial Services

The Minister will conduct rites of passage, including weddings, child dedications, and memorial services as well as provide pastoral care services, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the Congregation's pastoral care program.

- The Minister will maintain awareness of personal limitations and boundaries, referring members for professional counseling and other specialized services as appropriate.
- The Minister will provide such ministerial services and counseling to members of the Congregation without fee or honorarium.
- The Minister may charge a fee when rites of passage, pastoral care services, and other ministerial services are provided to non-members of the Congregation.

# 2.4 Community Activities

The Minister will serve in the community beyond the Congregation and will inform the Congregation of such action through periodic reports.

# 2.5 Relationship to Congregational Staff

**2.5.1.** The Minister is Head-of-Staff and is responsible for the development of equitable and appropriate policies and the supervision of staff. The Minister may delegate supervision of individual staff members. The Minister is responsible for ensuring appropriate management and supervision of staff including development of appropriate policies and practices, maintenance of all personnel records, clear and accurate job descriptions, timely enrollment of eligible staff in offered benefit plans, annual compensation reviews, staff evaluations, and a dispute resolution process. The Minister has authority to hire, discharge, change the compensation of Congregational staff or implement other major personnel-related changes in consultation with, and approval by, the Board.

Changes in staff compensation shall involve consultation with the Finance Committee relative to budgetary capacity for the proposed changes.

- **2.5.2 Relationship to Other Staff**: The Minister, in collaboration with congregational leaders, has primary responsibility for overseeing the implementation of the vision and mission of the Congregation.
  - The Minister, as staff lead, will foster a collaborative environment among staff.
  - The Minister will take care that staff roles and relationships are reviewed, discussed, and renegotiated with clarity, respect, and honesty.
  - The Minister will enter into a covenant with the other professionals on staff to delineate the roles and responsibilities of each as well as the means to resolve any disagreements.
  - If there are other Ministers serving the Congregation, the Senior/Lead Minister will serve as lead of the ministerial team. Other Ministers will report to the Senior/Lead Minister.

# 3. COMPENSATION, BENEFITS, AND PROFESSIONAL EXPENSES

The total compensation for the settled minister is \$80,000 a year. Below we breakdown how those costs might be allocated. In the end, as long as the total compensation does not exceed \$80,000 it does not matter how funds are allocated, with few exceptions.

- 3.1 Salary and the Allocations to Housing Allowance
- **3.1.1 Salary and Housing Allowance:** The Congregation will provide to the Minister an annual starting salary, including housing allowance, of \$57,000. Salary and Housing shall be payable semi-monthly beginning on August 15, 2022.

# Select 3.1.1.a

- **3.1.1.a Housing Allowance:** Consistent with federal law, the Board will annually designate a portion of salary as a Housing Allowance once the Minister has ascertained the expected cost of housing.
- **3.2 Employee Benefits and Professional Expenses:** Consistent with UUA Compensation Standards, the Congregation agrees to provide employee benefits as follows:
- **3.2.1 Payment-in-Lieu of Social Security/Medicare Tax**: The Congregation will make a per paycheck payment-in-lieu of the employer's FICA payment. This payment to the Minister is currently 7.65 percent of salary and housing up to the Social Security tax cap and 1.45% of the excess. This payment will be \$4,365.
- **3.2.2 Retirement Contribution:** The Congregation will make contributions to a qualified church retirement plan. All eligibility and participation requirements will be adhered to, as determined by the Plan Sponsor and pursuant to the applicable plan documents and federal law. Contributions will be submitted by the applicable federally-regulated due date for each contribution type. The retirement contribution will be 4.5% for a total of \$2,565.

- **3.2.2.1** For congregations in the UU Organizations Retirement Plan: Consistent with the legal commitments outlined in our congregation's Employer Participation Agreement on file with the UUA Office of Church Staff Finances, the Congregation will make a 4.5% (\$2,565 annual based on Salary and Housing) Employer Contribution. The Congregation will define compensation in accordance with the exclusions we have designated in item 4 of that Agreement. If at any time an inconsistency is found between this Agreement and the congregation's Employer Participation Agreement, the staff or lay leader responsible for Retirement Plan administration will immediately contact the UUA Retirement Plan Director, RetirementPlan@uua.org, for assistance in coming to a resolution. Along with all other employees, the Minister can authorize elective contributions through salary deferral at any time.
- **3.2.3 Insurance premiums**: The Congregation will enroll the minister on a timely basis and pay insurance premiums as follows:

A total of \$9,000 has been allocated for health and dental insurance. Insurance premiums are negotiable – except for Disability and Life Insurance, which are a requirement of the Contract. (For example, the Minister may have access to some other insurance arrangements and not require such benefits from Beacon. In any event, declining some coverage will not reduce the total compensation package as outlined in Art. 3.5 – but would make funds available for other purposes requested by the Minister.) The Minister is not required to be part of the UUA insurance plan. Beacon will pay the cost for long-term disability (\$745) and group term life insurance (480).

- **3.2.3.1 Comprehensive Health Insurance**: (Is negotiable under the total compensation package) Payment of 80 percent or more of the premium for comprehensive employer-provided health insurance with benefits comparable to the UUA PPO/Standard PPO Plan for the Minister and 50 percent of the additional cost of covering any dependents (spouse/partner and/or children). For employees on Medicare who are enrolled in Medicare Part A and Part B and elect the UUA's Medicare Supplement, the Congregation will pay 80% of the employee's premium for the Supplement and 50% of the additional cost of coverage for any enrolled dependents. The coverage for insurance premiums cannot cause the total compensation package to exceed the contracted amount of \$80,000.
- **3.2.3.2 Dental Insurance**: (Is negotiable under the total compensation package) Payment of 80 percent or more of the insurance premium for dental insurance provided through the UUA, or its equivalent, and 50 percent of the additional cost of covering any dependents (spouse/partner and/or children). The coverage for insurance premiums cannot cause the total compensation package to exceed the contracted amount of \$80,000.
- **3.2.3.3 Long-Term Disability Insurance**: Payment of 100 percent of the premium for the long-term disability insurance provided by the UUA, or its equivalent. The premium amount will be imputed as taxable income on the Minister's W-2. A total of \$745 has been earmarked for long-term disability premium payments.
- **3.2.3.4 Group Term Life Insurance**: Employer payment of 100 percent of premium for group life insurance provided by the UUA, or its equivalent. As required by law, the appropriate amount will be imputed as taxable income on the Minister's W-2. UUA Life Insurance must be offered along with Long-Term Disability. A total of \$480 has been earmarked for group term life insurance.

- **3.2.3.5 State Required Employee Insurance:** The Congregation will review and comply with its obligations to participate in other insurance programs required by state law including Workers Compensation.
- **3.2.4 Professional and out-of-pocket expenses**: The Congregation will provide \$5,845 for professional expenses through an Accountable Expense Reimbursement Account developed jointly by the Minister, President, and Treasurer. Eligible expenses related to the Minister's ministry will be reimbursed from that account promptly upon submission of a timely reimbursement request. This allowance is negotiable within the total compensation package.
  - Appropriate documentation is needed for expenses exceeding \$2,500.
  - The Congregation will reimburse such expenses at the maximum rate allowed by the tax laws.
  - Equipment purchased with these funds will be the property of the Congregation, although such items may be subsequently purchased by the Minister from the Congregation at the item's depreciated value or the depreciated value may be imputed as income on the minister's paycheck.
  - The Congregation and Minister understand that IRS rules for Accountable Reimbursement Plans prohibit unused professional expenses from being shifted to salary.
- **3.2.5 Changes in Compensation.** If there are changes to health and dental insurance such that there are funds left over from the \$9,000 that has been budgeted, it is incumbent upon the minister to make this known to the Board so that those funds can be reallocated to other areas of the compensation package (e.g., salary & housing or professional expenses). This must be done in writing.
- **3.3 Annual Review of Compensation:** The Board will review the Minister's salary, housing, and benefits annually, in consultation with any appropriate committee(s), taking into consideration such factors as merit, cost of living changes, benefit cost increases, UUA recommendations across the staff team, and the financial means of the Congregation. Such recommendations will be considered as a part of the normal budgeting process. An increase in the amount of compensation will not alter the other terms of this agreement.
- **3.4 Intellectual Property:** All notes, research, sermons, audio and video recordings, and other products of the Minister's work will be the sole property of the Minister. During the time of this ministry, the Minister grants to the Congregation a royalty-free, non-exclusive use of sermons and other public pieces created for the ministry.
- **3.5 Relocation/Moving Expenses:** The congregation will reimburse up to a maximum of \$9000 in reasonable expenses associated with relocating the minister to the Congregation. All reimbursements and/or payments of moving expenses will be fully taxable under federal law and may be taxable under applicable state law. There will be a lump sum relocation of a maximum amount of \$9000, paid on a one-time basis. This is taxable income. This is not considered a part of the total compensation package.

# **4.0 WORK WEEKS AND LEAVE PROVISIONS**

- **4.1 Work Week:** The Minister is an exempt full-time professional and ministry is understood as a calling.
- The Minister and the Board will discuss the broad parameters of the Minister's schedule, understanding that the work of ministry is time-intensive and subject to unforeseen events.
- The minister is responsible for monitoring their time to ensure an appropriate balance of work and time off.

- It is expected that the Minister will have, at a minimum, one day per week free of all Congregational responsibilities and one additional day devoted to study and writing wherein the Minister will be available only for emergencies.
- **4.2 Availability for Appointments:** The Minister will be available for appointments and will inform the Congregation of the way to schedule them.
- **4.3 Study Leave:** In recognition that Ministers need extended time away from the stresses and demands of daily congregational life to deepen their calling and develop their skills, the Minister will have four weeks (or the equivalent number of working days) of study leave per year. The Minister is working during Study Leave. Should a Congregational emergency arise requiring the Minister's return from study leave, all reasonable costs of such return will be borne by the Congregation. Study leave is not paid out upon termination.
- **4.4 Vacation:** The Minister will be relieved of all responsibilities for a total of four weeks (or the equivalent number of working days) per year. Earned, unused vacation time is paid out upon termination.
  - Unused vacation can be carried over to the following year, but total vacation will be capped at 6 weeks in any given program year.
  - Should a Congregational emergency arise requiring the Minister's return, all reasonable costs of such return will be borne by the Congregation.
  - Increases to the amount of vacation time will be considered by the Board every five years.
- 4.4.1 Combining maximum study leave and vacation leave consecutively will require prior Board approval (Beacon is a year-round church).
- **4.5 Holidays:** The Minister is entitled to Holidays (days off with pay) consistent with the personnel Policies of the Congregation. If the Minister is expected to work on a congregationally designated holiday or a holiday falls on the Minister's regularly scheduled day off, another day should be taken off within two weeks of the holiday.
- **4.6 Sick Leave**: The Minister will be credited with 10 sick days per calendar or fiscal year, on a prorated basis at the beginning of an initial partial year. Up to 10 days of accrued sick leave may be carried forward each year, but the balance may not exceed 20 days. Sick leave may be used for the Minister's illness or for the illness of a family member. Sick leave is not paid out upon termination.
- **4.7 Extended Medical Leave**: Should the Minister suffer an illness, injury, or disabling condition that continues after all accrued sick, vacation, and study leave has been exhausted, the Congregation will place the Minister on "Extended Medical Leave." Extended Medical Leave will not extend beyond the earlier of the commencement of long-term disability benefit or 90 days following the exhaustion of all sick, vacation, and study leave.
  - During Extended Medical Leave, vacation, sick, and study leave do not accrue.
  - The Congregation will continue to make contributions toward all employee benefits (health, dental, life, long term disability, retirement, and payment-in-lieu-of-FICA) as otherwise provided by this Agreement.
  - The congregation will provide 75 percent or more of the minister's salary and housing allowance.

- If the Minister recovers and is able to return to work full-time before the earlier of the 90-day
  period of Extended Medical Leave or the commencement of long-term disability benefits, the
  Congregation will retroactively pay the Minister the difference between 100 percent of salary
  and housing, payment-in-lieu-of-FICA, and retirement contribution and the amount already
  paid.
- **4.8 Parental Leave**: The Minister may take 12 weeks of paid parental leave after the birth or adoption of a child. In recognition of individual family needs, the Minister may take some or all of the parental leave prior to the birth/adoption of the child, following the birth/adoption of the child, or partially over an extended period of time during the year following the birth/adoption of the child. The Minister will be expected to communicate the dates of leave to the Board as far in advance as practical.
- **4.9 Leave for a Family Member**: The Minister may take up to 12 weeks of unpaid leave when needed to care for a family member (child, spouse/partner, parent, in-law, or other close family member) with a serious health condition. The Minister must use any accrued sick, study, and/or vacation time first. Once accrued paid time off is exhausted, the remaining leave will be unpaid. During periods of unpaid leave, the Congregation will continue to pay all insurance premiums; the minister will pay back their usual share of the premiums by check or payroll deduction within one month of their return. (There are no Retirement Plan contributions when there is no salary paid.)
- **4.10 Bereavement Leave:** Upon the death of an immediate family member (spouse/partner, child, sibling, parent, or in-law), the Minister may take up to 10 days of paid leave. For the death of a family member outside the immediate family, the Minister may take up to 5 days of paid leave.
- **4.11 Sabbatical Leave:** The Minister may use sabbatical leave for study, education, writing, meditation, and other forms of professional, religious, spiritual, or personal growth. Sabbatical leave accrues at the rate of one month per year of service, with leave to be taken after four but before seven years of service. No more than six months of sabbatical leave may be used within any twelve-month period.
- The dates of a proposed sabbatical of more than three months should be submitted to the Board for approval at least 12 months in advance. For sabbaticals of three months or less, dates should be submitted at least 4 months in advance.
- Study Leave and Vacation still accrue during a sabbatical year but should be taken at another time during the year unless authorized by the Board.
- The Congregation will continue full salary, housing allowance, and benefits during sabbatical leave. Professional expenses, if used for sabbatical travel, are subject to IRS Regulations.
- Unused sabbatical leave is not compensable upon departure.
- The Minister agrees not to resign from service to the Congregation for a minimum of one year following the end of each sabbatical leave.
- The Congregation agrees to take no action on ministerial tenure during a sabbatical leave except for extreme and unexpected circumstances and only after consultation with the UUA Transitions Director.

# 5. EMPLOYMENT TERM AND TERMINATION

- **5.1 Term:** The term of this agreement is indefinite unless terminated as provided below or by other mutual agreement.
- 5.2 Termination by Resignation or Retirement: The Minister may terminate voluntarily by providing

ninety (90) days' notice in writing to the Chair of the Board; such termination will become effective at the end of the ninety (90) day period or any mutually agreed upon longer period. The Minister will continue to perform all duties and to provide for an effective transfer of duties during that time. At its option and discretion, the Board may reduce or eliminate the ninety (90) day notice period and provide pay in lieu of notice for duration of time period for which the notice is shortened or eliminated.

# 5.3 Termination Due to Death or Disability

- **5.3.1 Termination Due to Death:** Upon the Minister's death, the Minister's beneficiaries will be entitled to receive any death benefits to which Minister is entitled under any insurance plans. In the case of the UU Retirement Plan, participants are 100 percent vested, and beneficiary designations made by the participant are kept on file by the retirement plan Recordkeeper. Earned, unpaid salary and accrued vacation will be compensated in a manner consistent with state law.
- **5.3.2 Termination Due to Disability:** In the event that the Minister is found eligible for long-term disability benefits and/or is absent from work or physically unable to perform duties at the conclusion of the Extended Medical Leave outlined in Section 4.7, the Congregation has the right to terminate the Minister's employment upon written notice to the Minister. The Minister will receive any long-term disability benefits to which the Minister is entitled under any insurance plans. The Congregation's payments for the Minister's benefits will cease immediately upon termination, but the Minister will receive any vested retirement benefits or insurance continuation rights provided by law, insurance contracts, or plan documents.
- **5.4 Administrative Leave/Suspension:** The Board may place a Minister on administrative leave, with pay at its discretion, to allow for an investigation of any complaints or concerns.
- **5.4.1** If the personal or ethical behavior of the Minister results in the Minister being suspended from fellowship by the Ministerial Fellowship Committee, or charges filed by a law enforcement agency, then the Board may suspend the Minister from duties, with or without compensation, until the matter is resolved. If the suspension is without compensation, the Minister may use earned vacation. If the matter is resolved and the Minister is returned to service, then all leave time will be returned to the Minister, and the Minister will be fully compensated for any unpaid time.

# 5.5 Termination by the Congregation

- **5.5.1 Negotiated Resignation:** The Board may negotiate the Minister's resignation. In exchange for a General Release of All Claims signed by the Minister, the Congregation will pay the financial equivalent of the Minister's unused vacation and continue the Minister's salary, housing, and the Congregation's contributions toward the Minister's insurance benefits, excluding professional expenses, for an additional one month per year of service up to ten (10), which is a period defined as administrative leave, or until the Minister has begun service in another comparable position, if sooner. The continuation of benefits is subject to the provisions of the various benefit plans.
- **5.5.2 Dismissal by Congregational Meeting:** In the absence of a specific provision in the Congregation's bylaws, a duly authorized Congregational meeting may be called to consider a motion to dismiss the Minister. In order to pass any resolution regarding the dismissal of the Minister, a majority of members present and eligible to vote at a valid Congregational meeting must vote in favor of the dismissal. If dismissed by vote of the Congregation, the Minister will receive a financial settlement equal to three (3) months' salary, housing allowance and/or parsonage use, and benefits (excluding Professional Expenses)

in exchange for a General Release of All Claims executed by the Minister. In addition, the minister will receive the financial equivalent of their unused vacation.

- **5.5.3 Dismissal with Reason:** The Minister may be dismissed by the board with less than ninety (90) days' notice and without the severance payments described in this Agreement, if the Minister:
  - **5.5.3.1** is convicted of a felony unless arising from civil disobedience;
  - **5.5.3.2** has their ministerial fellowship with the UUA terminated or suspended;
  - **5.5.3.3** is found by the Board of the Congregation to have engaged in one or more physically or sexually abusive acts toward any person.
  - **5.5.3.4** is determined by the Board to have seriously neglected the ministerial responsibilities under this Agreement, improperly used Congregational funds for personal gain, and/or to have engaged in activities that egregiously violate the UUMA guidelines. Appropriate UUA regional and/or headquarters staff will be consulted before dismissing a minister under the terms of this clause.
- **5.6 Non-Disclosure/Confidentiality Clause:** No non-disclosure and/or confidentiality clause will be included in any negotiated agreement. The Congregation and the Minister agree that the circumstances leading up to a termination need to be understood during the subsequent period of interim ministry and discussed with prospective ministerial candidates.
- **5.7 No Payment toward Benefits after Termination:** Following the Minister's employment termination under Section 5.5, the Minister shall not be entitled to any further pay or contributions toward any insurance or retirement benefits or accrual of earned time except in exchange for a general release of all claims or as required by law.

# 6. DISPUTE RESOLUTION

- **6.1 Mediation:** The Minister and the Congregation will seek to resolve any disputes concerning the interpretation or performance of this Agreement or its validity or termination in keeping with UUA Principles and values. In addition, either party may seek mediation over disputes related to job performance or identity-based discrimination. Either or both parties to this Agreement may request the assistance of the UUA Congregational Life Staff, a UUMA Good Officer, the UUA Office of Church Staff Finances, or a similar resource.
- **6.2 Arbitration:** If an effort to mediate or otherwise resolve a dispute related to this employment agreement or to the employment relationship has been unsuccessful, then one or both parties may seek to solely and finally resolve the dispute by arbitration. Such arbitration shall be the exclusive remedy and will be before a tribunal consisting of one Unitarian Universalist Minister appointed by the Minister, one Unitarian Universalist Minister appointed by the Congregation's Board, and a third individual appointed by the first two arbitrators. The tribunal will operate under procedural rules developed by the Unitarian Universalist Association's Ministries and Faith Development staff group. The cost of the arbitration will be split by the Minister and the Congregation.

# 7. AMENDMENT AND CHOICE OF LAW

**7.1** Amendments: The terms of this Agreement may be changed by mutual consent of the Minister and the Board, except the termination provision requiring the approval of a majority of the Congregation unless otherwise provided for in the Congregational Bylaws. As stated in item 3.3, an increase in the level of compensation will not alter the other terms of this Agreement. All changes must be in writing.

- **7.2 Severability:** In the event any portion of this agreement is found to be unenforceable, invalid, or illegal, it can be severed, and the other provisions will remain in full force and effect.
- **7.3 Review:** This Agreement will be reviewed at least every three years by the Board and the Minister.
- **7.4 Choice of Law:** This Agreement is subject to the laws of the State of Arizona and the bylaws and/or Constitution of the Congregation. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.
- **7.5 Copy:** A signed copy of this agreement will be emailed to Transitions@uua.org.

Agreed to this day of, 20	
For the Congregation:	, President
Date:	
	, Minister
Date:	
cc:	
Regional Lead, Congregational Life Staff, UUA	
Ministerial Transitions Director, UUA	

# **UUA Transitions Office 2021 Settled Search**

# Form to Record Changes from UUA/UUMA Recommended Ministerial Agreements

**Background:** The UUA and the UU Ministers' Association (UUMA) <u>crafted joint recommendations on ministerial agreements.</u> Agreements are sometimes altered without the awareness of prospective ministers and even of Search Committee members with negative consequences for both congregation and minister once the ministry is underway. In an effort to provide transparency and encourage good decision making during the negotiating process, we ask that you list any differences between your congregation's proposed contract and the recommended contract.

**Instructions:** A member of the Search Committee or Negotiating Team should complete this form, share it with the Board, and send it as an email attachment to the Transitions Office (<a href="mailto:transitions@uua.org">transitions@uua.org</a>) with a copy of the congregation's draft ministerial agreement. If you prefer, you can just send a copy of the agreement with changes noted within the document.

The Transitions Office will need to receive the draft ministerial agreement with changes noted or the draft agreement with this form; the congregational survey; and your Regional Transitions Coach's approval of your congregational record (CR) before we can release your CR for viewing by ministers in search.

Congregation (full name): Beacon Unitarian Universalist Congre	egation
City and State/Province: Flagstaff, AZ	
Expected Ministerial Start Date: August 2023	
Percentage of Time 🔀 100% 🗌 75% 🔲 50% 🔲 Other, (	please specify)
Name of person submitting form: lore m. dickey	email: healthyheartandmind61@gmail.com
Role of person submitting form: Search Committee Chair	
Search committee chair: lore m. dickey	email: healthyheartandmind61@gmail.com
Search committee co-chair: Cheryl Austin	email: cherylruthaustin@icloud.com
Board chair: Lynda Dorweiler	email: president@beaconuu.com
Date form completed: 11/2/2022	
Are you making changes to any part of the ministerial agreem UUMA?	ent recommended jointly by the UUA and the
☐ We are not making changes to any part of the recomm	nended UUA/UUMA Contract.

If changes have been made, please describe them in the correct section below. Each section corresponds to a

section in the recommended ministerial agreement.

Section 1: Intention
We have not made changes to this section.
Yes, we have made changes to this section.
Changes are listed here: Changed governing board to <b>Board of Trustees</b> which is consistent with Beacon's board name.
Section 2: Responsibilities
(Shared Leadership, Leadership Goals, Pulpit and Worship Services, Services to Persons, Services to the Board and Committees, Community Activities, Relationship to Church Staff, Office Hours and Days Off, Committee or Ministry/Transition Team, Evaluation of the Ministry, Minister's and Congregation's Conduct)
<ul><li>☐ We have not made changes to this section.</li><li>☐ Yes, we have made changes to this section.</li></ul>
Changes are listed here: We selected 2.5.1 as being the correct relationship to staff. We also changed the last sentence to read " major personnel-related changes in consultation with, and approval by, the Board. Changes in staff compensation shall involve consultation with the Finance Committee relative to budgetary capacity for the proposed changes.
Section 3: Compensation, Professional Expenses, and Benefits (Salary plus Housing Allowance, Other Benefits and Expenses, Reallocation, Annual Review of Compensation, Annual Leave, Denomination Service and Continuing Education, Sick/Medical/Disability/Birth Adoption/Family Leave, Sabbatical Leave, Relocation Expenses, Intellectual Property)
<ul><li>We have not made changes to this section.</li><li>Yes, we have made changes to this section.</li></ul>
Changes are listed here: Item 3. The total compensation for the settled minister is \$80,000 a year. Below we breakdown how those costs might be allocated. In the end, as long as the total compensation does not exceed \$80,000 it does not matter how funds are allocated with a few exceptions for required compensation.
Item 3.1.1 – inserted <b>\$57,000</b> for S & H
Item 3.1.1.b – deleted this section as section 3.1.1.a is consistent with Beacon's course of business.
Item 3.2.1 – added the words "per paycheck" after "The congregation will make a <b>per paycheck</b> contribution" At the end of the section added " <b>This payment will be \$4,365."</b>
Item 3.2.2 – added a sentence at the end of the item. "The retirement contribution will be 4.5% for a total or \$2,565.
Item 3.2.2.1 – changed the first sentence to read " the Congregation will make a <b>4.5% (\$2,565 annual based on Salary &amp; Housing)</b> Employer Contribution.

NOTE: additions in the text are in bold face type. Deletions have strikethrough.

Item 3.2.3 – Added: A total of \$9,000 has been allocated for health and dental insurance. Insurance premiums are negotiable – except for Disability and Life insurance which are a requirement of the Contract. [For example, the Minister may have access to some other insurance arrangements and not require such benefits from Beacon. In any event, declining some coverage will not reduce the total compensation package as outlined in Art. 3.5 – but would make funds available for other purposes requested by the Minister.] The Minister is not required to be part of the UUA insurance plan. Beacon will pay the cost for long-term disability (\$745) and group term life insurance (480).

Item 3.2.3.1 and 3.2.3.2 – This was added at the beginning of the sections: (Is negotiable under the total compensation package). This was added at the end of the sections: The coverage for insurance premiums cannot cause the total compensation package to exceed the contracted amount of \$80,000.

Item 3.2.3.3 – This sentence was added at the end: A total of \$745 has been earmarked for long-term disability premium payments.

Item 3.2.3.4 – This sentence has been added to the end: A total of \$480 has been earmarked for group term life insurance.

Item 3.2.4 – Deleted the greater of 10 percent of Salary and Housing or \$8,000 and replaced it with \$5,845. Added at the end of the section: This allowance is negotiable within the total compensation package. Added \$2,500 to the end of the first bullet point.

Item 3.2.5 – was added. Changes in Compensation. If there are changes to health and dental insurance such that there are funds left over from the \$9,000 that has been budgeted, it is incumbent upon the minister to make this known to the Board so that those funds can be reallocated to other areas of the compensation package (e.g., salary & housing or professional expenses). This must be done in writing.

Item 3.5 – Changed \$15,000 to **\$9,000**. Added this to the end of the section: **There will be a lump sum** relocation of a maximum amount of **\$9,000**, paid on a one-time basis. This is taxable income. This is not part of the total compensation package.

# Section 4: Work Weeks and Leave Provisions

We have not made changes to this section.Yes, we have made changes to this section.

Changes are listed here: Added section **4.4.1 Combining maximum study leave and vacation leave** consecutively will require prior Board approval (Beacon is a year-round church).

Section :	<u>5: Em</u> j	oloym	<u>ient T</u>	erm	and <sup>-</sup>	<u>Termi</u>	<u>nation</u>

$\boxtimes$	We have not made changes to this section.
	Yes, we have made changes to this section.

Changes are listed here:

# **Section 6: Dispute Resolution**

$\boxtimes$	We have not made changes to this section.
	Yes, we have made changes to this section

Changes are listed here:

Section 7: Amendment and Choice of Law
We have not made changes to this section.
Yes, we have made changes to this section.
Changes are listed here: Item 7.4 added <b>Arizona</b>
Additional Comments:

# **UUA Compensation Worksheet**

Line	Compensation Item	Calculation based on UUA Recommendation	Cost/Year	Aditional Notes
	Annual Salaw (Salaw + Housing for ministers)	Recommendation: use salary chart for appropriate Geo	000 23\$	See UUA Guide to Salary Recommendations regarding
Ţ	Amidal Galary (Galary + Housing 10 ministers)	וווספא, וון ווווס שועון וווסחוטסוסווף פובס מווע ףטטעוטון.	000, 10¢	aypanence and outer refevant ractors.
2	Self-Employment Tax Offset **For fellowshipped or ordained ministers ONL Y*	Line 1 x .0765 Recommendation: Add 7.65% S+H.	\$4,365	Included due to ministerial tax provisions. Also called In Lieu of FICA. (For any amt of salary + housing above \$4,365 \( \frac{51}{32,900.reduce to 1.45\%.)
		Line 1 (or lines 1+2) x base employer contribution	L C	Per the Cong's Employer Participation Agreement. Include
<u>m</u>	Base Employer Contribution Recommendation:	<b>percentage/100</b> (e.g., 8% = .U8)	\$2,565	\$2,565 amt on Line 2 if indicated in Agreement.
4	UUA Retirement Plan <u>base+match =10%</u> Matching Employer Contribution (if any)	Line 1 (or lines 1+2) x matching employer contribution percentage/100 (e.g., $2\% = .02$ )		Per Employer Participation Agreement. Include amt on Line 2 if indicated in Agreement.
2	UUA Long-Term Disability 1.3% of Salary or S+H	Line 1 x .013 Recommendation: Congregation pays full premium.	\$745	Impute amount of premium on employee's W-2 to keep \$745 benefit nontaxable.
9	UUA Group Term Life Insurance 0.42% of 2 x Salary or S+H (capped at \$200,000)	(2 x Line 1) x .0042 Recommendation: Congregations pays full premium.	\$480	Life insurance coverage is based on 2 x salary [2 x S+H for \$480 ministers]. See UUA website for tax info.
7	UUA Health Plan* (employee)	Calculation in Notes on right. Rates below. Recommendation: Cover 80% of individual premium.	000'6\$	Use "Employee Only" monthly rate from link below, x12 for \$9,000 annual, then take 80%. <i>May adjust part-time</i>
∞	UUA Health Plan* (dependents)	Calculation in Notes on right. Rates below. Recommendation: Cover 50% of add 1 for dependents.		Subtract Employee Only monthly rate from rate with dependents, multiply by 12, take 50%. Adjust pt.
6	UUA Dental Plan** (employee)	Employee Only rate x 0.8. Rates below. Recommendation: Cover 80% of individual premium.	-	See bottom for annual rates. May adjust part-lime.
10	UUA Dental Plan** (dependents)	Calculation in Notes on right. Rates below. Recommendation: Cover 50% of add 1 for dependents.	1	Subtract Employee Only rate from rate with dependents. Take 50%. Adjust ptt.
11	Professional Expense Allowance	Ministers: <i>greater of</i> Line 1 x 0.1 <i>or</i> \$8,000. Other professionals: <i>greater of</i> Line 1 x 0.1 <i>or</i> \$5000.	\$5,845	Recommendation: 10%, with minimums of \$8k for ministers, \$5k for other pros. Pro-rate minimum for part-time. Appropriate continuing ed funding for all staff
12	Transitional Ministry Pro Expense add-on	Add \$950 + travel for ministers in Transitional Ministry Program.		Cost of special training for transitional ministers.
13	Total Salary and Benefits	Sum of lines 1 thru 12 (auto-calculates)	\$80,000	
	*Monthly IIIIA Health Plan premiums:	https://secure una org/leaders/insurance/calculator/		

<sup>&#</sup>x27;<u>Monthly</u> UUA Health Plan premiums:

nttps://secure.uua.org/leaders/insurance/calc

<sup>\*\*</sup> Annual UUA Dental Plan premiums: \$720 for Employee Only,

# BYLAWS OF BEACON UNITARIAN UNIVERSALIST CONGREGATION

# ARTICLE I. Name

The name of this religious society shall be Beacon Unitarian Universalist Congregation (hereinafter referred to as Beacon).

# ARTICLE II. Mission and Vision

The Mission of Beacon Unitarian Universalist Congregation is to be a welcoming community that embraces diverse thought and belief and builds a just, peaceful and compassionate world. The Vision of Beacon Unitarian Universalist Congregation is to build a center for liberal religion and action.

Further, Beacon covenants and affirms the following unifying Seven Principles enunciated by the Unitarian Universalist Association:

- 1. The inherent worth and dignity of every person
- 2. Justice, equity, and compassion in human relations
- 3. Acceptance of one another and encouragement of spiritual growth in our congregation
- 4. A free and responsible search for truth and meaning
- 5. The rights of conscience and the use of the democratic process within our congregation and in society at large
- 6. The goal of world community with peace, liberty and justice for all
- 7. Respect for the interdependent web of all existence, of which we are a part

# **ARTICLE III. Denominational Affiliation**

Beacon is a member of the Unitarian Universalist Association (UUA) and of the Pacific Southwest District (PSWD) of the Unitarian Universalist Association.

# ARTICLE IV. Membership

**Section 1.** Any person who is 16 years of age or older and is in accord with the mission of Beacon may become a voting Member by completing a Path to Membership class or Orientation, and signing the Membership Register. Members agree to participate in and to help Beacon by-volunteering, pledging, and providing financial support. Members are required to make a monetary pledge each fiscal year (July 1- June 30). A person must be a member for at least 28 days to vote at a called meeting of Beacon.

**Section 2**. Annual Membership Certification for the UUA. Beacon Members who pledge and contribute financially in the prior fiscal year will be counted toward the Unitarian Universalist Association-annual certification.

**Section 3.** A Member may terminate Membership at any time by written notice to the Secretary of the Board of Beacon.

Section 4. Membership of anyone who has not participated in Beacon as described in Article IV, Section

1, in the prior fiscal year may be terminated by resolution of the Board at its January meeting. The Secretary will send written notice to each inactive Member before December 15 requesting a contribution to retain membership, and offering Friend status, as described in Section 5 below, as an option. To retain membership, the member must, by January 20, make (or have made) and pay a pledge for the previous fiscal year.

Alternatively, one may choose "Friend" status in accordance with Section 5.

A non-response will be interpreted as a wish to terminate membership without Friend status. If there is no response by the January Board meeting, the Secretary will send written termination by resolution of the Board.

**Section 5.** A person who wishes to participate in the activities of Beacon, without agreeing to the provisions of Section 1, is welcome as a Friend. Friends are asked to contribute financially and as a volunteer.

# **ARTICLE V. Non-discrimination**

Beacon affirms and promotes the full participation of persons in all our activities and endeavors without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information.

# **ARTICLE VI. Board of Trustees**

**Section 1.** The trustees of Beacon shall constitute the Board of Trustees as required by the Documents of Incorporation (hereinafter called "the Board").

The Board shall consist of:

The President

The Vice-President

The Secretary

The Treasurer

Three Members-at-Large

**Section 2:** The minister shall be an ex-officio member of the Board.

**Section 3.** The trustees shall be elected by the members of Beacon at its Annual Meeting from nominees offered by the Leadership Succession Planning Team or by nominations from the floor at the meeting. All nominees shall be members of Beacon prior to being elected or appointed and must have expressed a willingness to serve if elected. A simple majority of all members present shall signify election of a trustee. In the event of no candidate having a majority, a run-off vote (simple majority) shall be held immediately.

**Section 4.** Officers of the Board, President, Vice President, Secretary, and Treasurer, are elected to two-year terms. The Members-at-Large are elected for staggered two-year terms to provide continuity in the board. No person shall serve on the Board for more than six consecutive years, or in the same office for more than two consecutive terms. Approved by the congregation June 13<sup>th</sup>, 2021

**Section 5.** In the event of the vacancy of an office, the Leadership Succession Planning Team shall nominate and the Board shall appoint a member of Beacon to serve until the term expires. In the event that the office of President becomes vacant, the Vice-President shall assume the duties of President until the end of the President's term.

**Section 6**. A trustee may be removed from office by the Board if there is a breach of ethics or responsibility.

# ARTICLE VII. Roles and Responsibilities of the Board of Trustees

**Section 1**. The Board shall establish policies and shall monitor adherence to those policies in order to serve the priorities of the congregation. The Board shall have general charge of the property of Beacon, its business affairs and administration, including approval of such ad hoc committees as are deemed necessary.

Section 2. All decisions of the Board shall require a quorum of four trustees and a simple majority vote.

Board members shall attend all scheduled meetings. Three absences, without prior notice, from scheduled Board meetings in a calendar year shall result in the mandatory resignation of the member. The Leadership Succession Planning Team shall be asked to nominate a replacement member for the unexpired term.

**Section 3.** The Board shall establish policies for financial management and shall monitor compliance with those policies. The Board may amend the annual budget up to two percent (2%) of the Total Expenditure Budget without approval of the members of Beacon. This limitation does not apply to expenditures made necessary by emergency repairs to the building or other property.

**Section 4.** The Board shall be responsible for a review of the bylaws at intervals not to exceed five (5) years.

**Section 5.** All Board meetings, decisions, and operations of Beacon, including committee meetings, shall be made openly and transparently, except that a closed executive session may be called to discuss and decide matters of personnel hiring, evaluation, and termination; litigation; or purchase of real estate. Salary information, except as it relates to performance evaluation, shall not be a subject for executive session. The record of the executive session will reflect motions and votes to enter and leave this session. No vote will be taken in executive session; any relevant votes will occur after the session.

**Section 6.** The Board shall meet as deemed necessary at least ten times per calendar year. The President may call a meeting of the Board of Trustees with a 24-hour electronic notice to the Board and the Congregation. Any two members of the Board of Trustees may call a Board meeting with a 48-hour electronic notice to the Board and the Congregation.

**Section 7**. All decisions of the Board shall be published in a timely manner either by posting on Beacon's website, publishing in Beacon's Newsletter, or being made available to members through other means. The Board shall maintain a permanent record of its policies.

# **ARTICLE VIII. Duties of Officers**

In addition to the following duties, all officers are encouraged to further and promote positive communication between the Board and the members of Beacon congregation.

**Section 1**. The President shall preside at meetings of the Board and at all called meetings of Beacon. The President is responsible for preparation of the agenda for all called meetings of Beacon and is signatory of all financial accounts.

**Section 2.** The Vice-President shall, in the absence of the President, perform all the duties of the President. In addition, the Vice-President is alternate signatory of all financial accounts.

**Section 3.** The Secretary shall keep a record of minutes at the Beacon office of all meetings of the Board and all called meetings of Beacon. The time and place of each meeting, whether regular or special, the notice thereof given, the names of those present and the proceedings thereof shall be included in the minutes. In addition, the Secretary shall arrange for publication of the minutes of all the meetings of the Board either by posting at a conspicuous place at Beacon or made available to members through other means. The secretary is also responsible for maintaining the Bylaws and Policies, making changes to the Bylaws that are approved by the Congregation, making changes to the Policies that are approved by the Board, and ensuring that the latest versions are posted on the Beacon website.

**Section 4.** The Members-at-Large shall serve as trustees on the Board and shall have such other duties and responsibilities as authorized and directed by the Board.

**Section 5.** The Treasurer, as a member of the Finance Committee, shall maintain adequate and correct accounts of the properties and business transactions of Beacon, according to standard business and accounting practices. Financial records shall be open to inspection by any voting member at all reasonable times. The Treasurer, or designee, shall deposit all monies and other valuables in the name and to the credit of Beacon with such depositories as may be designated by the Board. The Treasurer, or designee, shall disburse the funds of Beacon as may be ordered by the Board and shall render to the President and Board, whenever they request it, an account of all transactions and of the financial condition of Beacon. The Finance Committee, with the assistance of the Treasurer, shall prepare a budget for the next fiscal year for approval by the Board and its adoption, with any Board-approved changes, at the Annual Meeting. The Treasurer shall be a full-voting member of the Finance Committee, but not necessarily its' Chair. The Treasurer is signatory of all financial accounts.

# **ARTICLE IX. Congregational Meetings**

**Section 1.** The Annual Meeting and election of trustees shall be held no earlier than May 1 and no later than June 30 at such time and place as determined by the Board. The members shall be provided with reports from the Board and the minister, shall adopt the budget for the coming fiscal year, and shall address such other activities and business desired by the members present or the Board.

**Section 2.** Special meetings of members of Beacon may be called by not less than two members of the Board or by petition of twenty percent of the voting members of Beacon. The business to be transacted at such a special meeting shall be stated in the petition and call for the meeting.

**Section 3.** Calls for the Annual Meeting and any special meeting shall be mailed (by postal mail or email) at least fifteen days in advance of such meeting to all members of Beacon. Written call to any annual or special meeting shall specify the time, location, purpose, and agenda of the meeting. The meeting will be conducted so that business can be concluded at that time or continued to another date.

**Section 4.** There shall be a quorum requirement for all properly called meetings of not less than twenty-five percent of the membership of Beacon, except that meetings convened for the purpose of calling a minister shall have a quorum of not less than fifty percent of the membership.

**Section 5.** Proxy voting: A member unable to attend a called meeting may designate another member as a proxy, in writing to the Secretary. This written notice (by mail or email) must be received by the Secretary not less than twenty four hours prior to the meeting. The proxy can be counted toward making up a quorum. A member may represent no more than one proxy.

**Section 6**. Voting. At any regular or special meeting, a majority of those voting members present shall constitute approval or disapproval of an issue except when the bylaws state otherwise.

**Section 7.** Approval of the Annual Budget shall require a two-thirds majority vote of the members present.

**Section 8**. Special expenditures which exceed two percent of the adopted annual operating-expense budget shall require approval by a two-thirds majority of those members present at a legally called meeting.

# **ARTICLE X. Leadership Succession Planning Team**

**Section 1.** The Leadership Succession Planning —Team (also known as the nominating committee) shall be elected by the membership at large at the Annual Meeting (or at a special meeting called for this purpose) from members and shall consist of not fewer than five members nor more than seven members. The chair will be selected by the committee from among its members.

**Section 2.** The terms for members of the Leadership Succession Planning Team shall be staggered two-year terms to provide continuity. Members may serve up to two consecutive terms.

**Section 3.** The Leadership Succession Planning Team shall prepare a list of nominees for each open elected position for the coming fiscal year as prescribed by the bylaws. This list of nominees for the Board and the Leadership Succession Planning Team shall be distributed to all members of Beacon not later than 15 days before the Annual Meeting.

**Section 4.** The Leadership Succession Planning Team will share responsibility for leadership development training with the Board.

**Section 5**. The Leadership Succession Planning\_Team may also be requested by the Board to qualify and present nominees for special committees and commissions, such as a Ministerial Search Committee for Settled Ministry A congregational vote is required to confirm these committee members. The Board of Trustees *may* utilize the Leadership Succession Planning Team to provide names for an Interim ministerial search committee. Interim searches do not require a search committee or congregational approval. Committees under this Section shall have 5 to 7 members.

# **Article XI. Committee on Shared Ministry**

**Section 1**. The Committee on Shared Ministry (CoSM) works to ensure that the minister and the congregation are collectively engaged in Beacon's mission and vision. The CoSM's mission is to provide information, advice, and consultation to the minister, promote shared ministry, and ensure effective collaboration with Beacon's Board of Trustees, paid staff, lay leaders, and members of the congregation.

CoSM helps to inform the congregation about shared ministry, assesses the congregation's programs and functions, and recommends actions to improve them when appropriate. It may assist in resolving conflicts not addressed by other committees at Beacon

**Section 2.** Members of CoSM shall be selected jointly by the minister and the Board and shall consist of no fewer than four and no more than six members who show evidence of committed membership as a Unitarian Universalist. Term of service shall be three years with at least one year intervening before reinstatement. For continuity and effectiveness, terms shall be staggered and begin with the first day of the fiscal year.

**Section 3.** The minister shall be an ex-officio member of CoSM.

Section 4. For ministers in preliminary fellowship, CoSM will write an annual report for the Ministerial Fellowship Committee of the UUA, evaluating the minister's performance according to UUA guidelines. For ministers who are fully fellowshipped, the CoSM will write an annual report about its work with the minister to be included in the Board's annual review of the minister's performance and salary. CoSM will also write an annual report of its activities to the congregation.

# **ARTICLE XII. The Ministerial Search Committee**

The purpose of the Ministerial Search Committee is to find and present a settled ministerial candidate for the approval of the congregation in accordance with the UUA ministerial search guidelines. This is an ad hoc committee nominated by the Leadership Succession Planning Team and elected by vote of the congregation. It shall have no fewer than five and no more than seven members.

# **ARTICLE XIII. Committees**

The programs of Beacon shall be conducted openly, except where noted elsewhere in these bylaws, and sustained by committees to cover the following functions:

- Fundraising
- Management of financial resources
- Stewardship
- Presentation of high quality Sunday services and educational programs
- Planning and management of physical facilities belonging to Beacon
- Religious education for the adults, youth, and children of Beacon
- Attraction and integration of new members
- Development and maintenance of current member information
- Long range planning for growth, management and facilities required to support Beacon
- Personnel policies
- Ministry Worship

- Pastoral services
- Other key functions as determined by the members and/or by the Board

# **ARTICLE XIV. The Minister**

**Section 1.** A settled minister shall be fellowshipped in the Unitarian Universalist Association and a member in good standing of the Unitarian Universalist Ministers Association (UUMA). Beacon may employ, on a temporary basis, an interim minister or a ministerial candidate.

**Section 2.** The minister shall perform the duties customary to that office in Unitarian Universalist churches. The minister shall be an ex-officio member of the Board and shall also work with committee chairs and other organizations of Beacon. The minister shall share responsibility for the spiritual and ethical development of the congregation. The minister shall actively promote harmony among the members and assist in resolving conflict when requested by the Board or members of Beacon.

**Section 3.** A settled minister shall be recommended by a Ministerial Search Committee and chosen by not less than a ninety percent vote of a special meeting of Beacon attended by not less than fifty percent of the membership, the call for which has specified this as an item of business.

**Section 4.** The duties of the minister shall include making written monthly reports to the Board and a review of the year at the Annual Meeting. This report shall include any matters that seem pertinent to the general welfare of Beacon. Additionally, the report shall make such recommendations as deemed appropriate.

**Section 5.** The minister shall initiate and participate in hiring staff, supervise staff either directly or indirectly, and provide staff evaluations as prescribed in the Personnel Policies.

**Section 6.** The minister shall have full freedom of speech in the pulpit. If the minister has approval of the Board or a simple majority of the membership, the minister may speak for Beacon on a specific issue or issues within the community.

**Section 7.** The minister shall participate in the greater community, thereby extending the message of Unitarian Universalism beyond Beacon Unitarian Universalist Congregation.

**Section 8.** There shall be a written contractual agreement between the minister and Beacon specifying terms of employment. The Board shall administer the contract on behalf of Beacon. The terms of this agreement may be changed by mutual consent of the minister and the Board of Trustees, except that changes in total compensation, sabbatical provisions, and termination provisions require the approval of a majority of the congregation at a congregational meeting.

**Section 9.** The salary and anticipated ministerial expenses shall be approved by the membership and shall be regularly payable by the Treasurer, or designee, without further authorization of the Board.

**Section 10.** Dismissal of minister. A decision to dismiss the minister shall be by majority vote of members of the congregation present and eligible to vote at a special meeting called for that purpose after customary notification.

# ARTICLE XV. Fiscal Year

The fiscal year shall be from July 1 to June 30.

# **ARTICLE XVI. Parliamentary Authority**

Conduct of meetings shall be governed by a democratic process and may incorporate rules contained in the current edition of Robert's Rules of Order. Consensus decision-making is highly encouraged.

# **ARTICLE XVII. Final Authority**

The membership elects Board members to conduct the affairs of Beacon, but final authority in the conduct of Beacon business rests with the members of Beacon.

# **ARTICLE XVIII. Amendments**

These bylaws may be amended at any annual or special meeting of Beacon by a vote of two-thirds of members present. The proposed change(s) shall be included in the notice of the meeting.

# **ARTICLE XIX. Beacon Endowment Fund Amendment**

An endowment fund shall be established whose purpose, governance, and operational procedures shall be defined by Operating and Distribution Policies and adopted by the Beacon Unitarian Universalist Congregation at a congregational meeting.

# I. Beacon UU Congregation Endowment Fund Operating Policy

A. The Beacon Unitarian Universalist Congregation of Flagstaff, Arizona, shall have an endowment fund (the Fund) to assure the long-range financial future of our church, to help manage financial emergencies, and to fund special projects that support the vision and mission of our Congregation. This fund shall be named the Beacon Endowment Fund and shall be kept separate and managed separately from Beacon's operational funds.

B. The Endowment Board of Governors (hereafter the Governors) shall govern the endowment fund, shall establish policies for the receipt of donations, either current year or by legacy. The Governors shall also be responsible for educating and marketing in support of the Fund. The Governors reserve the right to refuse a gift. All assets are to be held in the name of the Beacon Endowment Fund. The Governors shall be responsible for sending donations forward to the managers of the Fund, the Unitarian Universalist Common Endowment Fund, and for converting non-cash donations into cash as required.

C. The Board of Governors shall consist of five (5) members of the Beacon Congregation. The founding Board of Governors shall be approved by the Board of Trustees and elected by a simple majority vote of a quorum of members of the Congregation at a Congregational Meeting. No more than two members may serve on the Beacon Board of Trustees concurrently with the Governors. Except in the initial election, when shortened terms will enable a staggered rotation of members, the term of each member shall be three years. No member may serve more than two consecutive three-year terms. After a lapse of at least a year, a former Governor may be reelected. The Board of Governors shall nominate members as needed to fill vacancies for their committee and present these nominees to the Board of Trustees for their approval. The Board of Trustees shall present the approved nominee to the Congregation for election at the next Congregational

Meeting. The Governors shall report to the Beacon Board of Trustees at least four times a year and provide a written report and oral presentation to the Congregation at their annual meeting.

D. The Board of Governors shall meet at least four times a year, or more frequently as deemed to be in the best interest of the Fund. A quorum shall consist of three members; a majority vote will carry any motion or resolution. The members shall choose their own chairperson as well as a financial and a recording secretary.

- 1. The recording secretary shall maintain complete and accurate minutes of all meetings of the Governors and supply an electronic copy thereof to each Governor. The secretary shall also supply an electronic copy of the minutes to the Church Board and shall also maintain a hard copy of all the minutes in a file in the church office.
- 2. The financial secretary shall establish a bank account to receive donations for the Fund and will retain an amount in the account to cover ongoing expenses. The account will be used to accumulate the \$10,000, which is the required minimum deposit to the Unitarian Universalist Common Endowment Fund. The financial secretary shall maintain a complete record of donations.
- E. The Board of Governors shall be responsible for encouraging donations to the Fund through presentations to Congregational groups, including after Sunday services, preparation of newsletter articles and distribution of informational brochures and other materials, including contracting for preparation of such materials by professionals.
- F. The books shall be audited annually by a certified public accountant. A written report on the administration of the Fund during the preceding year shall be provided at each annual meeting of the Congregation.
- G. Management of the assets shall be by the Unitarian Universalist Common Endowment Fund, which is a diversified investment fund seeking current income and long-term investment returns through portfolio allocation and professional asset management with Unitarian Universalist socially responsible investing goals. This Fund is under the oversight of the Unitarian Universalist Association Board and its Investment Committee, which selects professional outside advisors and Investment Managers. When a congregation becomes an investor in the UUCEF, its voice is amplified by joining with other investors in the Fund.

# II. Beacon UU Congregation Endowment Fund Distribution Policy

A. Gifts to the Fund shall accumulate until a fair market value reaches at least \$100,000, after which annual distributions may commence. If the fund dips below \$100,000 by December 31 of a given year, distributions will not be made the following year. Distributions from the Fund shall be from earnings only and the Governors will decide how much of the earnings to use, depending on the performance of the Fund and their review of proposals received. This policy shall provide for the protection of the corpus of the Endowment Fund over the long term.

- B. Donations to the Fund shall not be earmarked or designated for a specific purpose or program. All donations will be deposited into the Endowment Fund. Gifts and bequests to the Fund shall be undesignated, although naming the donation in honor of an individual shall be appropriate if desired by the donor.
- C. Proposals for use of Fund monies shall be accepted by the Board of Governors if criteria in paragraph II.A. above are met, and in accord with the following calendar: If the funding criteria has been met there are funds available, the amount for distribution as of December 31 shall be announced in January; proposals shall be submitted to the Governors by April 15; decisions shall be made by the Governors and provided to the Board for approval no later than the May Beacon Board meeting; the awards will be announced at the June annual Congregational meeting.

Proposals may be designed to accomplish the following purposes:

- Enrichment of Beacon's congregational life.
- Offer scholarships or grants to Beacon members for UU-related activities or leadership conferences or such other training which enables Beacon members to grow in faith and service to Unitarian Universalism.
- Provide outreach into the Flagstaff and Arizona communities, including but not limited to grants to social service agencies or institutions which address our mission.
- Provide outreach to the wider mission of the UUA at home and overseas, including, but not limited to, grants to the UUA for new church development, professional leadership, educational ministries, world mission and capital financing.
- D. The purpose of the Fund is to support projects other than church operations. Distribution from the Fund to supplement Beacon's operating budget shall only be considered in particular temporary or difficult circumstances and shall be designated a loan from the Fund. Distributions to supplement Beacon's operational budget will require approval by the Congregation and the amount to be distributed shall be limited to 10% of the Congregation's operating budget for that fiscal year. The loan from the Fund shall be repaid over a negotiated period of time from a line in Beacon's annual budget or by use of surplus at the end of the Congregation's fiscal year. No interest will be charged on the loan.

## III. Beacon Endowment Fund Amendments and Dissolution

A. The Endowment Fund Operation or Distribution Policies may be amended by at least a two thirds majority vote of a quorum of Congregation members. Such amendments shall be prepared and circulated to the Congregation at least a week prior to a Congregational meeting called for this purpose among other purposes as required.

B. In the event that Beacon Unitarian Universalist Congregation ceases to exist either through merger or dissolution, disposition or transfer of the Fund shall be at the discretion of the Beacon Church Board in conformity with the approved Beacon bylaws and in consultation with the Unitarian Universalist Association.

This resolution, recommended by the Church Board and accepted by the congregation at a legally called congregational meeting, is hereby adopted.

Beacon Unitarian Universalist Congregation by President Nancy Paxton and Secretary Paul Beier. Dated this 24 day of April 2022

## **ARTICLE XX. Dissolution**

Should Beacon cease to function and the membership vote to disband, any assets of Beacon shall be transferred to the Unitarian Universalist Association for its general purposes, this transfer to be made in full compliance with whatever laws are applicable.

**Record of Revision dates:** April 23, 1961; April 3, 1966; April 22, 1975; April 3, 1983; April 12, 1992; April 24, 1994; April 1996; April 27, 1997; November 22, 1998; March 30, 2003; March 28, 2004; March 13, 2005; April 9, 2006; May 6, 2007; June 1, 2008; June 13, 2010; June 5, 2011; Committee on Ministry reinstated and Article IV revised, May 18, 2014: LST change on June 7, 2015; Change Board Secretary and Treasurer terms to 1 year on June 19, 2016; Change Board Secretary's duties on June 11, 2017: Change Article IV – Clarify membership status with respect to annual contribution, Article VII – Specify

transparency regarding executive sessions, Article XI – Specify role of Committee on Shared Ministry, Article XIII – Update list of committees and specify transparency on June 3, 2018. Update membership status, Secretary's and Treasurer's duties, terms of office, list of committees, calling of Board meetings, use of search committees, and role of minister in hiring staff: June 9, 2019. Article XIX: April 24, 2022; Article VI, Sections 1, 4, and 5, and Article VIII, Section 2: June 19, 2022.

## Beacon Unitarian Universalist Strategic Plan for 2022-2025

Mission: The Mission of Beacon Unitarian Universalist Congregation is to be a welcoming faith community that embraces diverse thought and belief and builds a just, peaceful and compassionate world.

## Ministry:

- 1. Establish the basis for a ministerial search. Accountability: Committee formed and focus groups organized-Board
- 2. Strengthen adult and children RE Accountability/Measurement: Attendance 6-10 in all programs.
- 3. Strengthen Pastoral Care Team. Accountability: Develop team responsibilities
- 4. Maintain a strong worship associates team. Accountability: Enlist volunteers.

## Congregational Vitality:

- Establish and maintain UU education for newcomers. Accountability: Minister to have monthly meetings
- 2. Re-establish social opportunities as Public Health allows. Accountability: CVT to develop events, etc.
- 3. Maintain connection with current Member list. Accountability: Regular contact by CVT and phone log

## Leadership:

- Review full committee structure and incorporate leadership roles. Accountability: Board and LSPT review committee structures
- 2. Keep policies and procedures up-to-date. Accountability: Secretary and office manager to maintain
- 3. Re-establish Personnel Committee: Accountability: Board and LSPT

## Stewardship:

- Maintain viable committee for stewardship and fund raising. Accountability: Incorporate finance committee for development
- 2. Expand rental opportunities. Accountability: Board with social justice team for community outreach
- 3. Establish Endowment Committee. Accountability: Committee to initiate program

## Community Impact:

- Increase opportunities to open the church to events/forums (include collaboration with other groups re: social challenges). Accountability: Social justice team to seek out speakers
- 2. Provide and support multiculturalism and diversity. Accountability: As above.

## Office Manager

## GENERAL DESCRIPTION OF POSITION:

The Office Manager will oversee, participate in and assess the effectiveness of a broad range of church functions. This is a diversified multi-task customer service and hub position requiring a wide range of skills. The individual must have the initiative to anticipate, prepare for and meet the needs and situations of the church community, all the while using good discretion. Confidential information given to anyone except the employee's immediate supervisor is grounds for IMMEDIATE dismissal. This person is a flexible self-starter who can work pro-actively within the framework of a non-profit organization with minimal supervision, maintaining communication with appropriate professional staff and volunteers and managing office work flows over a variety of tasks.

## SPECIFIC ROLES AND RESPONSIBILITIES:

#### Hospitality and Reception

- Provide a welcoming and responsive environment in person, via email and on the phone.
- Answer phone, take messages, answer questions, receive answering machine messages and respond.
- Respond to email and forward as appropriate.
- Receive, sort and distribute mail.

## **General Office Management**

- Assist the Minister, Director of Religious Education, Membership Vitality, Choir Director and Building and Grounds chairperson as needed. Participate with committees and teams, as requested and prioritized in consultation with the supervisor.
- Create, coordinate and maintain a master calendar system in conjunction with the church/community.
   Support the publication of the monthly newsletter and coordinate mailing and posting. Produce mailings and notices for events in coordination with Board and committees.
- Maintain and secure files. Utilize and maintain communication folders for Minister, staff, Board & committees. Organize and post minutes of Board and congregational meetings. Manage communications and protocol for congregational meetings, in conjunction with the Board.
- Work pro-actively to maintain accurate membership database and records. Publish the directory of members and friends annually in coordination with the Membership and Communications committees. Produce and post yearly attendance sheet for Greeters to fill our and Board Secretary to use to report to Board each month. Prepare and submit annual Certification of Membership to the UUA. Make nametags for members and visitors. Keep accurate ongoing membership count.
- Inventory, order and purchase supplies as needed. Purchase postal supplies. Ensure that office equipment is maintained and repaired. Create budget proposal for Office Supplies.
- Create and print weekly Orders of Service, as well as weekly e-news, and Facebook page updates
  consistent with Communications Committee and Minister's guidelines. Publish events and weekly
  services in local newspaper, Arizona Daily Sun. Prepare Sign Up sheet for Sunday flower donations for
  inclusion in Order of Service.
- Recruit pool of volunteers to assist with mailings or other tasks when needed.
- Maintain records and inventory of building keys. Manage building rentals in coordination with Building and Grounds chairperson. Secure insurance for outside events as required. Inform Building and Grounds chairperson of need for repair, maintenance or replacement of equipment, structure or systems.
- Update and maintain website.
- Oversee online communications.
- · Perform background checks.
- Work to ensure compliance with state, local and federal regulations and Beacon's policies.
- Track insurance renewals and report any increases.
- Request and file appropriate certificates of insurance.
- Perform ongoing creation, review and modification of office procedures.
- Open and distribute mail.

## Staff Interface

- Attend monthly staff meeting
- Attend monthly supervision meeting with supervisor
- Coordinate with Cleaning Person secure supplies when needed

## **Bookkeeping Support**

- Review (Board) Sunday collection sheet each Tuesday, checking that all offerings are marked pledge, plate cash or other designated funds; add other deposits to sheet; copy checks (checks from Sunday collection should be copied already; if not, copy).
- Stamp all checks; write deposit slip; secure cash and checks together, insert in deposit bag; bring deposit to the bank; return receipt to office and drop in Bookkeeper mailbox.
- Review reimbursement and credit card requests from volunteers and staff; code by line item; review
  monthly balance sheet provided by Finance Committee to make sure line item is funded to cover request.
  If there is adequate funding, turn over form to Bookkeeper. If funds are not available, or line item unclear,
  return request to supervisor or committee chair
- Check file of signed or to be signed checks, weekly, alert check signers and mail checks, when necessary.
- Mail checks once signed. File receipts.

Additional duties may be assigned and completed as priorities allow.

<u>REPORTS TO:</u> The Minister. Works closely with the Board President and the Communications, Building, Membership, and Finance Committees.

Non-exempt Part-time, 15 hours

## **Music Director**

## GENERAL DESCRIPTION OF POSITION:

Manages and directs Beacon UU choir, including selection of music, rehearsing and conducting for selected Sunday morning services and occasional special events. Serves as a music resource for Worship Associates. This person is a flexible self-starter who can work pro-actively with minimal supervision, maintaining communication with appropriate professional staff and volunteers over a variety of tasks. Non-exempt, part time, 10 hours

## **ROLES AND RESPONSIBILITIES:**

- Select music for hymns and performance pieces for the selected Sundays when the choir sings, in collaboration with the Minister or Worship Associates responsible for the service.
- Organize and conduct the choir on a regular basis, performing for (both) Sunday services approximately
  once a month. Lead congregational singing one other Sunday per month.
- Conduct weekly choir rehearsals.
- Communicate by email, phone or face-to-face on a regular basis with the minister for planning and supervision.
- Manage expenses as designated for the music program in the approved Beacon budget, not exceeding approved amounts.
- Attend meetings such as Worship Associates, Music team, and Staff meetings as required for effective planning and programming.
- Supervise and collaborate with accompanist on music selection, rehearsals, and performance accompaniment.
- Attend Arizona UU Professionals meetings and the UU Musicians Network annual meeting as financially feasible for support and continuing education.
- Serves as a music resource for worship planners.

<u>REPORTS TO:</u> The Minister. Works closely with the Worship Associates, choir members, and other Beacon friends and members.

## **Accompanist**

## **GENERAL DESCRIPTION OF POSITION:**

The primary responsibility will be playing piano at the direction of the Choir Director, in collaboration with the Minister, Worship Associate or other service coordinator. Time commitments will include the following:

- 1. Play preludes, anthems and hymns at Sunday Services Currently there will be only one service each Sunday for the whole year.
- 2. Provide accompaniment for choir rehearsals, normally once a week, mid- August through mid- May.
- 3. Provide other accompaniment services as negotiated.
- 4. Meet on an as-needed basis with the Choir director, Minister or other lay leader for planning and direction.

Time off is to be negotiated with at least two weeks' notice. It is the Accompanist's responsibility to arrange a suitable substitute if absence is required.

## **Director of Religious Exploration**

## GENERAL JOB DESCRIPTION:

Reports to: Minister

Directly Supervises: Childcare Providers

Status: Part Time, 20 hours per week

FLSA: Non-Exempt

## **Job Summary**

The Director of Religious Exploration (DRE) provides developmental and practical support to the RE program, working with the RE committee and volunteers to ensure a visionary, vibrant, organized, safe, and effective religious education program for children.

Primary Responsibilities, which may be in conjunction with members of the RE Committee:

## **Program Development**

- With the RE Chair, set the agenda for and hold regular RE Committee meetings to develop and evaluate the RE program at Beacon.
- With the RE Committee, teachers and parents, decide children's religious educational and worship goals for the year and choose or create curricula and plans to fulfill those goals.
- Ensure the development of Sunday lesson plans, children's worship, and activities to meet RE program goals and the needs of the various age groups.
- Coordinate with the minister and staff to plan intergenerational Sunday worship at least four times a year (Water Communion, Christmas, Easter, Mother's Day – or as decided by minister, DRE, and RE Committee)
- Support and supervise the OWL program.
- Support and participate in additional program development as opportunities and volunteer energy arise (ex. youth group, district camps, potlucks and parties, fundraising...).
- With the RE committee, review and revise RE program Policies and Procedures annually.
- Plan, coordinate, and implement summer Chalice Camp (5 half-days).

## Participant Management and Teacher Training

- Plan and provide training for teachers and youth aides, empowering teachers to make independent decisions for their classes within the RE program goals.
- Recruit, schedule, and communicate with RE program volunteers.
- Provide ongoing teacher appreciation and feedback.

#### Administrative

- Register children on annual basis, providing completed registrations to Office Manager for inclusion in database
- Ensure attendance rosters are maintained, providing information to RE committee chair for attendance assessment.
- Assemble student information book including pictures and important health information.
- Organize resources, records and files related to RE and maintain an acceptable and organized work space.
- Ensure childcare is provided for second worship service.
- Help Prepare the RE annual budget request and oversee budget-approved RE expenses in adherence with sound accounting principles.
- Acquire, organize, and maintain supplies (curricula, teaching supplies, resource books, etc.).
- Works closely with RE Committee members, the Office Manager, volunteer RE teachers, Communications Committee and families with children in RE program.

## Communication

- Greet families before and after worship services.
- Communicate regularly with teacher volunteers to address issues and concerns collaboratively.
- Communicate with families regarding upcoming events via email, weekly news and updates, monthly newsletter, and phone calls.
- Create a pamphlet for the RE program, and update the Beacon website.
- Update the board and CLC monthly regarding RE news, as feasible.

## Facilities and Safety Management

- Manage facility and safety standards for children in the building
- Assure teachers and childcare providers are properly screened and trained, and assist with background checks
- Ensure compliance of all RE activities with Child and Youth Protection Policies and Procedures.

## **Professional Development**

- Attend monthly staff meetings, and individual supervision with the minister.
- Attend quarterly Arizona Cluster UU Professionals meetings with Beacon minister and staff when feasible.
- Join Liberal Religious Education Directors Association (LREDA), and attend LREDA workshops online
  and live when personal finances allow and coordinating time away with supervisor.

#### Committees

- RE (2 hours/month)
- Worship Associates (as feasible)
- Core Leadership Council (as feasible)

## **Lead Childcare Provider**

## GENERAL DESCRIPTION OF POSITION:

The major duties of the Lead Childcare Provider are to:

- Check room for safety and put out appropriate toys and equipment.
- Welcome parents and children as they arrive. Help with separation issues.
- Provide tender, loving care to babies and toddlers, and preschoolers (reading stories, singing, simple games or crafts, when appropriate)
- Make sure that an adult either the child's parent or another nursery/childcare provider, accompanies any child leaving the room.
- Be aware of special needs or restrictions of individual children.
- Make sure the room is left clean. Wash table and toys as needed.
- Provide direction to the assistant Childcare provider.
- Communicate with the DRE regarding supply needs or issues of concern.
- Notify the DRE as far in advance as possible if you will be absent. If sick on a Sunday morning, please call DRE between 8-8:30 a.m.

## **Contract Bookkeeping Services**

## GENERAL DESCRIPTION OF POSITION:

The successful person/firm is someone who is able to perform professional, proficient non-profit bookkeeping. The person/firm will work on the Beacon computer in QuickBooks software. The person/firm will work at Beacon a minimum of two times per month to prepare semimonthly payroll and issue checks for payment of goods and services.

## **SPECIFIC RESPONSIBILITIES:**

- Maintain records in QuickBooks (on site at Beacon).
- Post and track all income including auction payments.
- Produce and send quarterly stewardship pledge reports.
- Produce and send calendar year-end statements to meet IRS guidelines for charitable gifts.
- Prepare and record approximately 20-25 payments monthly for goods and services.
- Communicate with the Treasurer regarding the issuing and signing of checks, consistent with Treasurer's guidelines.
- Schedule reconciliation of checking and investment accounts monthly.
- Process semi-monthly payroll (approximately 5 employees) and monthly payroll tax deposits.
- Process quarterly and year-end payroll tax forms including W-2 forms for employees.
- Review vendor payments and prepare 1099 forms as necessary.
- Prepare and process new hire paperwork.
- Prepare financial statements and cash flow projections monthly to the finance committee.
- Prepare and file annual property tax exemption form.
- File annual corporation commission report.

REPORTS TO: The Minister. Works closely with the Board President and Treasurer.

#### REQUEST FOR PROPOSAL:

- Hourly rate to perform the services outlined above.
- Estimate of monthly billing total.
- Separate estimate to perform similar services for the Sedona Unitarian Universalist Fellowship including any special requirements for services to the out-of-Flagstaff congregation.



The Mission and Covenant of Beacon express our values and our vision of ourselves as a gathered community in the world.

The Mission of Beacon Unitarian Universalist Congregation is to be a welcoming community that embraces diverse thought and belief, and builds a just, peaceful, and compassionate world.

Love is the spirit of this church, the quest for truth is its sacrament, and service is its prayer.

To dwell together in peace, to seek knowledge in freedom, to serve humanity in kindness, thus do we covenant.

# Congregational Meeting on Whether to Adopt the Eighth UUA Principle by the Beacon Unitarian-Universalist Congregation of Flagstaff

Call to order at 11:20 Sunday November 20, 2022 by Board Presic Lynda Dorweiler

Purpose: to vote whether to adopt the UUA's Eighth Principle:

"We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote: journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions."

Based on the most current membership list (10/31/22), Beacon has 90 members. A quorum is 25% of the total membership, or 23 members. We met quorum with 40 members, 11 of whom were represented by proxy, as confirmed by the Secretary.

The President presented a short history leading to the proposal of the Eighth Principle. It has been advocated by numerous working groups within the UUA since it was first formulated in 2013.

The President then called for a motion to adopt as a congregation the Eighth Principle. lore dickey so moved and Dennis Spurlin seconded. Following a reading of the Eighth Principle, some discussion occurred. Don't the Seven Principles already cover the Eighth? Are we now opening the door to additional principles? How will we measure the "accountability" called for in the resolution? What comes next?

Rev. Robin explained that the existing principles are more thematic, while the eighth is more explicit in its intent, requiring a commitment by the congregation. Our accountability will be manifested in our engagement with other community groups that promote disadvantaged or under-represented populations.

The Search Committee's workshop on "Beyond Categorical Thinking" encouraged members to engage with and promote members and candidates who fall outside "normal categories". Various members made comments in support of the resolution.

Roz Clark called for the question, and the resulting vote was 39 in favor, none opposed, 1 abstaining. The resolution is hereby adopted.

Adjournment at approximately 12:00 noon.

Minutes submitted by Diana M. Roy, Secretary.

## **Minutes of Annual Congregational Meeting**

## **Beacon Unitarian-Universalist Congregation of Flagstaff**

Sunday June 19, 2022, after the Service

Location: in person at 510 N Leroux St., Flagstaff

Purpose: (1) vote to approve the Budget for Fiscal Year 2022-2023. (2) Vote on proposed changes to the Beacon bylaws. (3) Vote to approve Board members for Fiscal Year 2022-2023. (4) Vote to approve members of the Leadership Succession Planning Team for Fiscal Year 2022-2023. (5) Vote to approve members of the Ministerial Search Committee.

The Secretary confirmed that each person who signed in to vote has been a member of Beacon as of May 22, 2022 (28 days prior to this meeting), at which time we had 94 members. The minimum quorum is 25% of those 94 members voting in person or by proxy. Thus we need 24 members for a quorum. With 45 voters present (37 present, 8 by proxy), that we have a quorum

- 1. Called to order at 11:40 by President Nancy Paxton. Chalice lighting and invocation.
- 2. President Nancy Paxton gave a brief annual report for FY 2021-2022.
- 3. Rich Clark reported that the Endowment Fund has already received more that \$10,000 in donations and we have opened a subaccount with the UUA Endowment.
- 4. Eric Burns, with assistance of Anne Wittke, summarized the proposed Budget. The draft budget was discussed at the Congregational Town Hall on April 24 2022. Briefly we anticipate revenues of about \$144,000 and expenses of about \$158,000. The expense of searching for a new minister is the main reason we have a projected deficit. lore dickey moved and Kim Angelo seconded, that we approve the Budget. Unanimously approved; no abstentions.
- 5. Proposed changes to the Beacon bylaws. The proposed changes are below. The changes increase the duration of the term for President, Vice-President, Secretary, and Treasurer from 1-year terms to 2-year terms. The president will no longer be required to serve as vice president in the year before he/she/they serve as president. Roz Clark moved, Eric Burns seconded, that we approved the proposed changes. Unanimously approved; no abstentions.
- 6. Proposed slate of officers for Beacon Board for Fiscal Year 2022-2023. Two Members at Large (Kim Angelo, Holly Taylor) will serve the second year of their two-year term in FY 2022-2023. The Leadership Succession Planning Team has put forth the following candidates for the other positions (bio sketches in appendix to this document):
- President: Lynda Dorweiler (for 2 years)
- Vice President: Dennis Spurlin (for 2 years)
- Treasurer: Barry Brenneman (for 2 years)
- Secretary: Paul Beier (for 1 additional year)
- Member at Large: Tom Barberic (2 years)
- 7. Vote to approve slate of Board members. Moved by lore dickey, seconded by Barry Malpas. Unanimously approved; no abstentions.
- 8. Proposed members of the Leadership Succession Planning Team for Fiscal Year 2022-2023. Wendy Bruun, Theresa de Boer, Mary Poore, Bill Towler, Jeremy Young. Bio

- sketches below. Moved by lore dickey, seconded by Dru Monroe. Unanimously approved; no abstentions.
- 9. Proposed members of the Ministerial Search Committee: Cheryl Austin, Lore Dickey, Katy Grant, Andy Hogg, Char Tarashanti, and Collin Weller. Bio sketches below. Moved by Paul Beier, seconded by Eric Burns. Unanimously approved; one voter abstained.
- 10. Board and congregation covenanted to each other, led by Rev. Robin. Search committee and congregation covenanted to each other, led by Lynda Dorweiler
- 11. Adjourn 12:27

## Proposed changes to Beacon bylaws.

Strikethrough indicates deletions. Underline indicates new text.

Article VI. Board of Trustees

Section 1. The trustees of Beacon shall constitute the Board of Trustees as required by the Documents of Incorporation. (hereafter called "the Board"). The Board shall consist of The President, The Vice-President/President Elect, The Secretary, The Treasurer, Three Members-at-Large.

. . .

Section 4. The Vice President/President Elect is elected for a two-year term to serve as the

president during the second year. The Secretary and Treasurer are two-year terms. Officers of the Board: President, Vice-president, Secretary and Treasurer are elected to two-year terms. The Members-at-Large are elected for staggered two-year terms to provide continuity in the Board. No person shall serve on the Board for more than six consecutive years, or in the same office for more than two consecutive terms.

Section 5. In the event of the vacancy of an office, the Leadership Succession Planning Team shall nominate and the Board shall appoint a member of Beacon to serve until the term expires. In the event that the office of the President becomes vacant, the Vice-president/President elect shall assume the duties of President until the end of the President's term.

. . .

Article VIII. Duties of Officers:

. . .

Section 2. The Vice-President/President-elect shall in the absence of the President perform all the duties of the President. In addition, the Vice-PresidentPresident elect is an alternate signatory of the financial accounts.

## **Brief Bio Sketches of nominees for Board Officers**

**President: Lynda Dorweiler.** I moved to Flagstaff in 2015 from Iowa when I retired after 30 years from a position in nursing administration. Prior to being in administration, I worked 20 years as an Emergency Room nurse. Since being a member of Beacon UU, I have served as chairperson for the Community Action Committee, chairperson of the Aesthetics Committee,

and as Member-at-Large, Secretary, and Vice-President on the Board. Prior to joining the UU congregation here in Flagstaff, I served as church organist for 20 years in Iowa. My initial post high school education was in Nursing. A subsequent Bachelor's degree was a triple major in mathematics, biology, and elementary education. I received a Master's Degree in Nursing and a second Master's Degree in Health Administration. I have been honored to serve on the Board and look forward to the challenges ahead.

Vice President: Dennis Spurlin. I moved to Flagstaff in 2007 with my wife, Theresa deBoer. Both of us are retired from service in the Air Force. I am also retired from Northern Arizona University. We joined Beacon in January 2011. I served as Chair of the Social Action Committee 2011-12, Chair of the Building and Ground Committee 2012-2015, member of the Search Committee for an interim minister 2013-14, member of the Search Committee for a settled minister 2015-16, Board of Trustees Vice President in 2016-17, Board of Trustees President in 2017-18, Board of Trustees Vice President in 2018-19, Board of Trustees President in 2019-20, Chair of the Stewardship Committee 2019-20, and Leadership Succession Planning Team Chair 2020-21 and member of the Leadership Succession Planning Team 2021-22. I also serve as Beacon's Webmaster and Yard Sale coordinator.

**Treasurer: Barry Brenneman.** Barry has served Beacon in many capacities over the past decade, including a previous term as Treasurer.

Secretary: Paul Beier. I have been a member of Beacon since 1992 and served as Beacon's Vice President and Secretary for 4 years during 1994-1999 (approximately). I have embraced UU principles for about 50 years, and my two daughters attended RE at Beacon about 25 years ago. I have served on Boards of several not-for-profit organizations, including the Society for Conservation Biology (a global organization) for 8 years (2 years as President). I am currently active on Friends of the Rio de Flag (where I serve as Board Secretary and play a key role in developing our new Stream Steward program), Friends of Flagstaff's Future (where I am working on planning candidate forums for the 2022 City Elections), and the City of Flagstaff's Citizen Bond Committee. I helped build the Flagstaff Community Labyrinth. I have been a FUTS Steward for about 5 years. Since retiring as NAU Regents' Professor of Conservation Biology in 2020, I am tripling my time spent exploring wild areas, but I should still have time to serve as Secretary.

Member at Large: Tom Barberic. I am one of the newest members of Beacon, joining last summer when we first started meeting in person after Covid. Until this year Gini and I split our time between Flagstaff and Fountain Hills. We now reside permanently in Flagstaff. While in the Valley I volunteered once a week at the Human Services Campus in downtown Phoenix with St Joseph the Worker helping homeless people and recently released convicts get back into the workplace. For ten years I was the coordinator for the first Sunday dinner at Andre House which helps the poor and homeless in Central Phoenix. Currently I am on the board of Friends of Northern Arizona Forest and work in the forest once a week doing projects for the Forest Service. I also volunteer once a month at the Flagstaff Food Kitchen. I look forward to working with the board in keeping Beacon UU focused on our mission.

Brief Bio Sketches of nominees for Leadership Succession Planning Team

Wendy Bruun. I am a lifelong UU (born and dedicated in the Unitarian Fellowship in Everett, Washington). I grew up with parents who encouraged my free and responsible search for spiritual meaning, and while we stopped attending church when I was young, I was drawn back to UU around the time my daughter was born. I attended UU churches in Edmonds WA, Schenectady NY, and Fort Collins CO before joining Beacon soon after we moved to Flagstaff in 2005. Circle Suppers and family potlucks drew me in and I joined and later chaired the RE Committee, twice served on the Board of Trustees as Vice President and President, and have twice served on the Leadership Succession and Stewardship teams. Outside of Beacon, I serve as a student affairs administrator at NAU, leading multiple teams in providing support services for college students transitioning into, through, and out of college.

**Jeremy Young.** Jeremy is unable to send a sketch because he is dealing with his Dad's passing. Jeremy has been a Beacon member for over 10 years, his children attended religious education classes including OWL, and he has served on LSPT previously.

Theresa de Boer. I moved to Flagstaff in 2007 with my husband, Dennis Spurlin. We joined Beacon and became UUs in January 2011. I am the chair of the Building and Grounds Committee, a member of the Leadership Succession and Planning Team (LSPT), and sing in the choir. I have served on the Board as Secretary and as Member-at-Large, and on a ministerial search committee. I am retired from the Air Force, and also now retired from the National Park Service with Grand Canyon National Park. I enjoy outdoor activities and projects with family and friends, hiking, and running.

**Mary Poore.** I have been a member of Beacon on and off for the past thirty-six years. I have served in the capacity of RE director, RE teacher, member of Leadership Succession Team and board member. I am currently the Greeters Organizer, a governor of the Endowment Committee and a choir member. I'm just finishing my term as a Member at Large on the current Beacon Board. I am happy to serve as a new member of the current Leadership Succession Team.

**Bill Towler.** Beacon member since 2001, I think. Currently a member of the finance committee, for which I served as chair for about five years, and the stewardship committee, of which I was one of four co-chairs last year. Formerly served on the Committee on Ministry and on the Beacon Board for three and a half years, two of which I was Board secretary. Brought up Unitarian, first at the First Parish Church in Needham, MA and then at the Unitarian Church of Summit, NJ. Resident of Flagstaff since 1973.

## **Brief Bio Sketches of nominees for Ministerial Search Committee**

**Cheryl Austin** joined Beacon last year as a relative newcomer to Flagstaff. She currently serves as a Worship Associate. Cheryl is an independent leadership consultant, serving clients in many countries. She has contributed to faith communities as a guest preacher, teacher, and has chaired various ministries.

**Lore Dickey** has been a member at Beacon for five years. He is a retired psychologist. He is most at home with a camera in his hands out in nature.

**Katy Grant** has been a member of Beacon since 2015. She has helped to oversee the fundraising auction and is currently serving on the Community Action Committee and the

Transition Team, which offers support for our interim minister. She is the author of eight published novels for young readers (with the ninth soon-to-be published) and spent many years teaching college-level writing courses.

**Andy Hogg** was a member of the search committee that selected Rev. Robin Zucker. He is a former president of Beacon's Board of Trustees. He serves as a Worship Associate, bringing humor and rock n' roll to our spiritual community.

**Char Tarashanti** has been a member of Beacon for five years, served on the Board of Trustees for two years, has been a Worship Associate, and has initiated and led adult faith development opportunities at Beacon. Char was an active member of First Unitarian Universalist in Rochester, MN, for 30 years before moving to Flagstaff 5 years ago.

**Collin Weller** has been a member of Beacon for nearly 14 years and has served on the Building and Grounds Committee, the Search Committee, and the Committee on Ministry. He enjoys Heavy Metal music, politics, and a good microbrew beer.

## Meeting for a Congregational Vote on whether to approve an Endowment Plan for Beacon Unitarian-Universalist Congregation of Flagstaff

11:30 AM on Sunday April 24, 2022 (after the Service), in person at 510 N Leroux St., Flagstaff Purpose: (1) vote whether to approve the Endowment Plan. (2) Elect initial Governors of the Plan

- 1. On entering the room, voting members signed in with the Secretary. Several members were authorized to serve as proxy voters; with a limit of 1 proxy vote per member in attendance, and subject to the absent member and proxy getting approval by the Secretary on or before April 23. The Secretary confirmed that each voter has been a member of Beacon as of March 28, 2022 (28 days prior to this meeting), at which time we had 92 members. The minimum quorum is 25% of those 92 members present in person or by proxy. Thus we need 23 members for a quorum.
- 2. Having obtained signatures from 48 voters, the Secretary confirmed that we have a quorum.
- 3. The authors of the Endowment Plan, who intend to serve as initial Trustees, made a brief presentation, and led a 20-minutes discussion. Carl Taylor suggested two minor changes, which were accepted by Rich on behalf of the writers of the Plan. (see amended text below).
- 4. Rich Clark moved, Dennis Spurlin seconded: "Amend Beacon UU Congregation bylaws to create an Endowment Fund that supports the vision and mission of the Congregation." Unanimously approved.
- 5. Rich Clark moved, Kim Angelo seconded: "Approve Barry Brenneman, Rich Clark, Mary Poore, Holly Taylor, and Steve Zeldes as the initial Governors of the Endowment Plan." Unanimously approved

Adjourn at 12:01.

## **Beacon Unitarian Universalist Congregation Endowment Fund**

## **Amendment to Congregational Bylaws**

An endowment fund shall be established whose purpose, governance, and operational procedures shall be defined by Operating and Distribution Policies and adopted by the Beacon Unitarian Universalist Congregation at a congregational meeting.

## I. Beacon UU Congregation Endowment Fund Operating Policy

A. The Beacon Unitarian Universalist Congregation of Flagstaff, Arizona, shall have an endowment fund (the Fund) to assure the long-range financial future of our church, to help manage financial emergencies, and to fund special projects that support the vision and mission of our Congregation. This fund shall be named the Beacon Endowment Fund and shall be kept separate and managed separately from Beacon's operational funds.

B. The Endowment Board of Governors (hereafter the Governors) shall govern the endowment fund, shall establish policies for the receipt of donations, either current year or by legacy. The Governors shall also be responsible for educating and marketing in support of the Fund. The Governors reserve the right to refuse a gift. All assets are to be held in the name of the Beacon Endowment Fund. The Governors shall be responsible for sending donations forward to the managers of the Fund, the Unitarian Universalist Common Endowment Fund, and for converting non-cash donations into cash as required.

C. The Board of Governors shall consist of five (5) members of the Beacon Congregation. The founding Board of Governors shall be approved by the Board of Trustees and elected by a simple majority vote of a quorum of members of the Congregation at a Congregational Meeting. No more than two members may serve on the Beacon Board of Trustees concurrently with the Governors. Except in the initial election, when shortened terms will enable a staggered rotation of members, the term of each member shall be three years. No member may serve more than two consecutive three-year terms. After a lapse of at least a year, a former Governor may be reelected. The Board of Governors shall nominate members as needed to fill vacancies for their committee and present these nominees to the Board of Trustees for their approval. The Board of Trustees shall present the approved nominee to the Congregation for election at the next Congregational Meeting. The Governors shall report to the Beacon Board of Trustees at least four times a year and provide a written report and oral presentation to the Congregation at their annual meeting.

D. The Board of Governors shall meet at least four times a year, or more frequently as deemed to be in the best interest of the Fund. A quorum shall consist of three members; a majority vote will carry any motion or resolution. The members shall choose their own chairperson as well as a financial and a recording secretary.

1. The recording secretary shall maintain complete and accurate minutes of all meetings of the Governors and supply an electronic copy thereof to each Governor. The secretary

## Leave a Legacy of

. . . . . . . . . . . . . . . . . .

Love

I have included Beacon Unitarian Universalist Congregation in my estate plan. Please send me a form so I can provide details of my gift.

I would like to learn more about how I might include Beacon in my estate plans.

All inquiries are held in the strictest confidence.

NAME	
ADDRESS	
CITY	
STATE	ZIP
EMAIL	

SEND TO:
Board of Governors
Beacon Endowment Fund
510 N. Leroux Street
Flagstaff, AZ 86001

**PHONE** 

# Thank you for your interest in the Beacon Endowment Fund.

All gifts to the Beacon Endowment Fund are deeply appreciated, and will be acknowledged with a letter from the Board of Governors. Donors of \$1000 or more will be recognized by having their name(s) inscribed on a permanent Path of Generosity plaque.

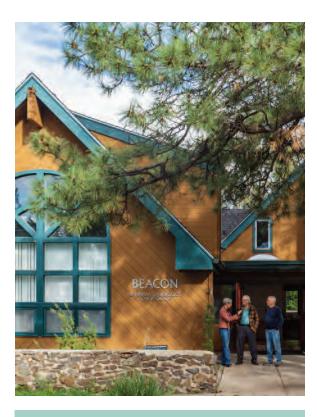
For more information and clarification, please contact Beacon leadership or a member of the Fund's Board of Governors. These individuals are listed on the Beacon website, beaconuu.com.

Information contained in this brochure does not constitute legal or tax advice. We recommend that you contact your attorney or tax advisor before making decisions regarding your estate plans.



510 N. Leroux Street Flagstaff, AZ 86001 928-779-4492 beaconuu.com

## Beacon Endowment Fund



Providing Financial
Security for the Future of
Beacon Unitarian
Universalist Congregation

# Love is the spirit of this church.

Since 1958, the members of Beacon Unitarian Universalist Congregation have been reciting these words in our Covenant. Our spiritual home has been a beacon of hope, justice and compassion in the Flagstaff community.

To honor this legacy as well as that of the far-sighted congregants who incorporated and financed our Flagstaff Fellowship more than half a century ago, we serve as stewards today. In 2022 we established an Endowment Fund, bestowed by our collective generosity, to expand our stewardship for Beacon's future.

## Welcome to the Path of Generosity.

Generosity embraces both giving and receiving.

When we give, we enjoy a rewarding experience of personal satisfaction, knowing we are helping support Beacon's ministry in the future. And by giving to our Endowment Fund, we also receive the benefit of tax savings.

Gifts on the Path of Generosity are valued for their intent rather than their amount. All contributions will help provide the congregation a financial foundation in perpetuity.

## What is the purpose of the Beacon Endowment Fund?

An endowment fund consists of monies set aside and invested for the benefit of a nonprofit institution. Our Fund will build

financial resources to support the Vision and Mission of Beacon in years to come.

The Fund is professionally invested with, and managed by, the Unitarian Universalist Association's Common Endowment Fund (UUCEF), which seeks current income and long-term investment returns with socially responsible investment goals.

Beacon has established a Board of Governors to oversee the Fund, five members who are elected for staggered terms by the congregation at the annual meeting. The names of these individuals can be found on the Beacon website, beaconuu.com, or by calling the church during office hours.

## How will Beacon use the income generated by the endowment?

While the principle of the Fund will be preserved, distributions may be used to:

- · Enrich congregational life;
- Provide for scholarships or grants to` Beacon members for participation in church-related programs;
- Support outreach to Flagstaff and other Arizona communities;
- Support the wider mission of the UUA.

# Will Fund distributions be used to support Beacon's annual operating budget?

Distributions from the Fund to the operating budget would be used only in particular temporary or critical circumstances. Such distributions would be considered "loans" from the Fund.

# Contribute to the Fund during your lifetime.

**Cash** A donation of cash provides you a charitable tax deduction and is immediately available to the Endowment Fund.

**Securities** Donations of stocks, bonds or mutual funds are valued at full market value for a charitable tax deduction, with no capital gains tax if held for more than a year.

Gifts from your IRA Qualified Charitable Donations (QCDs) made directly from your IRA, for those who are at least 70½ years old, do not count as income and can satisfy your annual Required Minimum Distribution (RMD).

## Plan a bequest for your legacy.

**Wills** You may designate the Beacon Endowment Fund as a beneficiary in your will to bestow money, securities or property. This may be done with a simple codicil (amendment) to an existing will.

**Life Insurance, IRA or Annuity** You may designate Beacon Endowment Fund as a beneficiary with your insurance company or brokerage for all or part of the proceeds upon your death.

**Real Estate, Trusts and Charitable Remainder Trusts** Please consult your attorney and tax professional.

## Beacon UU Treasurer Report July 26, 2021 Board Meeting

At the end of June we were 100% through the 2020/2021 year, and starting the 2021/2022 year.

#### Income

- Total income is 104% of budget (\$147,639)
- Current year pledges are 103.8% of budget.
- Miscellaneous donations: 99.6%.
- Plate Cash is 84%.
- Just a reminder the two PPP loans and the Special Holiday Collection totalled \$25,650.

## Expenses

- Total Expense is 85% of budget (\$135,178)
- The Annual Fund (line item 720) payment of \$10,206 has been made.
- RE expenses of \$223.11 have been submitted but it doesn't look like they are showing up yet.

## Other items

- Cares Act PPP Second Round Forgiveness We were told that our PPP loan was forgiven in the amount of \$9801.18. The loan amount was for \$9760., so \$41.18 must have been interest. Barry is now closing the Capital Campaign account.
- We received the bill for this year's UU Annual Fund of \$10,007 (a little less than last year). Have put off paying it pending Board discussion.

Anne Wittke Treasurer Beacon UU

## **Beacon Path to Membership**

<u>All</u> are welcome to participate in the church as either a Member or a Friend. Members make a financial pledge to support the church, have a vote in its management, volunteer their time and talent, and participate in worship and fellowship. Friends have not made a formal commitment to membership but actively participate in church programs and give their time and money.

In keeping with our polity, the process of becoming a member officially involves signing the membership book in the presence of a member or the Minister and making an annual financial contribution (we have no minimum requirement) to support the work of the church. We ask that potential new members participate in an orientation class that is offered several times each year to learn more about our church, our history, UU principles and beliefs, the responsibilities of membership, and how we govern ourselves.

Contact a member of the Board, the Minister or church office to inquire about membership and orientation programs. *Rev. Robin is happy to meet with you* to talk more about your personal spiritual journey and about becoming a member at Beacon UU.

#### PATH TO MEMBERSHIP PROGRAM

## STARTS SUNDAY, JANUARY 15TH, 2023, 11:15 A.M. – 12:30 P.M.

The Path to Membership series will take place after the New Year. Are you a newcomer, visitor or current friend who would like to consider membership at Beacon? We'd love to have you!

Three Sundays: January 15, February 12, and March 12 from 11:15 a.m. to 12:30 p.m.

**Lunch will be provided.** Please register with the office at office@beaconuu.com.

Led by Rev. Robin with guest Beacon leaders. Come and explore your own spiritual journey, your signature strengths and core values, the history and theology of Unitarian Universalism, and all things Beacon UU.

## RUAUU?

## One Sunday per month, just after the service

Have you been a UU without even knowing it? So many questions!? Grab a coffee and meet with Rev. Robin after the service on the following Sundays for a one hour conversation about Unitarian Universalism and your own spiritual journeys to the door of Beacon.

## **Religious Exploration for Children**

Our Religious Exploration programs encourage inquiring minds, builds self-identity, and instills a mindset that motivates the children's thoughts and actions beyond Sunday mornings. We strive to provide our children with an environment that elicits compassion, empowerment, and self-reflection, as well as promotes justice, acceptance, and a desire to seek and speak their truth! We teach the kids about their inherent responsibility to advocate and put forth action that creates visible change, as a vital addition to simply lending an ear, a hand, and a shoulder to cry on.

Our Religious Exploration programs are values-based and are designed to enrich the spiritual lives of children, youth, and families. We strive to help one another grow in spiritual practice, deepen understanding and respect for our religiously diverse world, and live UU principles in daily life. We encourage parents and guardians to ask questions, visit classrooms, and participate in a variety of programs to support spiritual growth. We look forward to working with you to nurture the spiritual lives of our children and youth!



**Religious Exploration** 

CartUUns Is Back!

## Every other week, 10am-11am

The popular CartUUns curriculum is returning to Beacon, with a new combined format! K-5th graders will be able to come to Beacon or stay on Zoom at home while they discuss and make crafts based around Pixar and Disney shorts, all while learning UU and Life values that will be incredible additions to their toolbox. Taught with a facilitator in the classroom and Stephanie Van Belle collaborating on Zoom. **Zoom link will be provided to interested families.** 

## **Craft Bags For Families on Zoom**

We will be providing craft bags with supplies for families staying home. If you usually come to church and choose to join us on Zoom one week, we will have extra supply bags for you!

You can pick up your craft bags at the Beacon office. His office hours are Monday, Wednesday, and Thursday, 10am-3pm. We know these are difficult hours for many working parents, so feel free to email us at <a href="mailto:office@beaconuu.com">office@beaconuu.com</a> or Stephanie at <a href="mailto:fabarette@gmail.com">fabarette@gmail.com</a> to coordinate a later pickup at the church or another convenient place.

## As a baseline, you should have these supplies available for your child:

Scissors Crayons

Craft Glue

Glue Sticks

Tape

Markers

**Colored Pencils** 

Black Sharpie

Pencils

Paint and Paint Supplies

If you can't get a hold of any supplies needed for the week, email <u>office@beaconuu.com</u> or Stephanie at <u>fabarette@gmail.com</u>.

## Middle and High School Youth Religious Exploration

## 2022-2023 Religious Exploration



## THE GOOD, THE BAD, AND THE UGLY (GBU):

## RE FOR 5TH GRADE THROUGH HIGH SCHOOL YOUTH

BU meets remotely on the first and third Sundays of each month.

On **Sunday, November 20th, 2022, at 11:15 a.m.**, the class will watch the *Simpsons* S2, E19 "Lisa's Substitute." This show addresses self doubt, loneliness and developing confidence in yourself. We will consider how it also relates to UU values and principles. Please join us!

On **Sunday, December 4th, 2022, at 11:15 a.m.**, GBU will consider how LGBTQ issues are portrayed in sitcoms beginning with *Ellen* in 1997. Through a variety of episode clips, we will focus on coming out and what supports are valuable during that process. We will also take note of what has changed and what remains the same 25 years after Ellen came out! This should be a good one!

On **Sunday, December 18th, 2022, at 11:15 a.m.**, GBU will celebrate the December holiday season with a fun filled class of remote games. This is always a favorite class for our remote class. Come join in the fun!

**January 1st, 2023**, is a Sunday off to enjoy your family!

On **Sunday, January 15th, 2023, at 11:15 a.m.**, we will welcome in the New Year with the *Simpsons* S5, E14, "*Lisa vs. Malibu Stacy*." This episode involves exposing corporate gender

stereotypes and considers gender identity issues. We look forward to discussing this topic with you!

Beacon Religious Education Teaching Team

**Building Bridges** is a world religions program to deepen youth's understanding of the dynamic, fascinating, and varied world in which they live. It seeks to broaden their knowledge of humanity and embolden their spiritual search. **During the 2019-2020 church year**, our youth learned about these world religions through readings, other resources, respectful discussions, by meeting individuals from these faiths, and attending services at their houses of worship: Catholic, Quaker, Islam, Judaism, Latter Day Saints, Buddhism, Navajo Spirituality, and Hindu.

Coming of Age is our program to honor our youth's transition from childhood and is offered to youth between the ages of 12 and 15. Unitarian Universalist teenagers join their congregations with a special "Coming of Age" ceremony. This ceremony will be preceded by a year-long curriculum (held every other year) helping them to learn more about Unitarian Universalism and articulate their own beliefs. The Coming of Age ceremony features the youth reading their statements of personal belief (credo statements) to the congregation in the presence of their Coming of Age mentors.

**Our Whole Lives** is a comprehensive Sexuality Education program developed jointly by the UUA and the United Church of Christ and is offered to Beacon families once a year. **For more details, click here**.

The Beacon Religious Exploration program is excited to announce Our Whole Lives (OWL) Weekend will be held July 29-31, 2022, for youth who completed grades 8-10 this school year. (A detailed schedule will follow.)

Required parent orientations will be held on Sunday, July 24 from 12 to 2 p.m. or Wednesday, July 27 from 6 to 8 p.m.

For more information, visit <u>here</u> (our website). To sign up and/or to ask questions, please email <u>edrumonroe@gmail.com</u>.

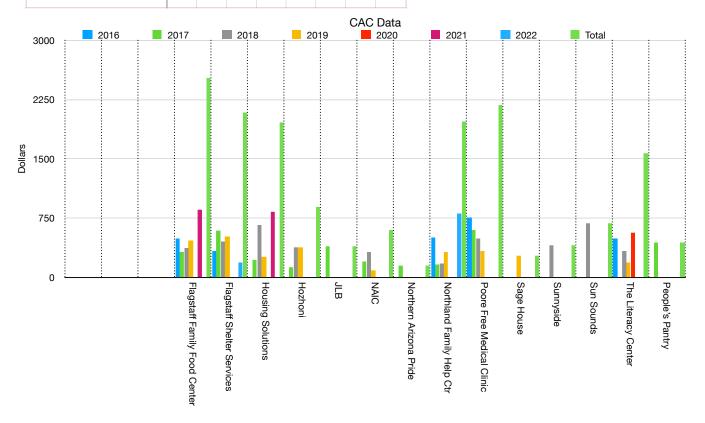


**CAC Data** 

Agency	2016	2017	2018	2019	2020	2021	2022	Total
Flagstaff Family Food Center	492	317	368	460		852		2519
Flagstaff Shelter Services	336	590	455	510			188	2079
Housing Solutions		218	658	261		828		1965
Hozhoni		121	385	384				890
JLB		398						398
NAIC		197	315	86				598
Northern Arizona Pride		154						154
Northland Family Help Ctr	507	157	179	326			805	1974
Poore Free Medical Clinic	756	597	492	335				2180
Sage House				277				277
Sunnyside			405					405
Sun Sounds			683					683
The Literacy Center	489		334	187	557			1567
People's Pantry		447						447

# **Share the Plate Data Community Action Committee**

Each quarter Beacon chooses a local organization with 501c3 status. After the first \$300 dollars (for operating costs) monthly plate contributions go to the chosen organization. This chart offers a snapshot of our giving from 2016 to present.



Order of Service December 18, 2022

Antisemitism and the Meaning of Hanukkah Today

Worship Associate Nancy Paxton

Prelude - Austin Shaw

Welcome, Mission and Covenant

Chalice Lighting and Lighting the Menorah (Each Candle a Miracle), sung prayer (RZ)

Opening words - "Chanukkah" - Lynn Ungar - Nancy

First hymn #223 Rock of Ages

Joys and Sorrows

One Day Prayer - Council of Christians and Jews

Breathing - silence and chime

Meditative Hymn - #216 Hashiveinu

Reading - Strangers on a Bus, Rabbi Lawrence Kushner - Nancy

Musical Interlude - Choir members - "Sim Shalom"

Sermon – Antisemitism and the Meaning of Hanukkah Today – Rev. Robin

Second Hymn #221 Light One Candle

Offering and Offering response (#1010 O' We Give Thanks )

Community Closing and Benediction - "I Still Believe" - Anne Frank

Order of Service December 11, 2022

Worship Associate Linda Ochi

Prelude - Austin

Welcome, chalice lighting, Mission and Covenant

Musical interlude - Carolers (2 pieces) Deck the Hall, The First Nowell

Opening words - "He Is Me" Richard Davis

First hymn #226 People, Look East

Joys and Sorrows, with breathing - silence and chime

Reading – "Matthew 25 in today's context" by Steve Austin from his website graceismessy.com

Musical Interlude – Carolers (2 pieces) O Come, O Come Emmanuel God, Rest Ye Merry Gentlemen

Sermon -A Humanist Sermon on the Mount for 2022 - Rev. Robin

Second Hymn #224 Let Christmas Come

Offering and Offering response (#1010)

Social Justice Witness - Summer Grandy, Flagstaff Food center

Musical interlude - Carolers (2 pieces) Silent Night, Joy to the World

Community Closing and Benediction (Thessalonians)



# UNITARIAN UNIVERSALIST CONGREGATION

Spiritually Open, Intentionally Inclusive since 1958 Transforming ourselves, each other, and the world

Monthly Worship Theme: Compassion



December 22, 2019

The Perfect Imperfection of

Charlie Brown's Christmas Tree

Rev. Robin Landerman Zucker and Worship Associates

The Vision of Beacon Unitarian Universalist Congregation is to be a center for liberal religion and action in Northern Arizona

\*Please rise in body and/or spirit, as you're willing and able

"I like that tree. That tree has potential."

Prelude: Theme from A Charlie Brown Christmas

Sounding The Call To Worship

Welcome and Chalice Lighting

Reciting the Mission and Covenant\*

Mission\*

The Mission of Beacon Unitarian Universalist Congregation is to be a welcoming community that embraces diverse thought and belief, and builds a just, peaceful, and compassionate world.

## Covenant\*

Love is the spirit of this church, the quest for truth
Is its sacrament, and service is its prayer.
To dwell together in peace, to seek knowledge in freedom,
To serve humanity in kindness, thus do we covenant.

Community Announcements

Community Hymn\* O Tannenbaum (see insert)

Offering and Offertory

Your financial contributions support the mission and ministry of Beacon and its community partners. Thank you.

## Song of Gratitude

Oh, we give thanks for this precious day, For all gathered here and those far away, For this time we share with love and care, Oh, we give thanks for this precious day.

Joys & Concerns

Musical Interlude: Reprise - Theme from A Charlie Brown Christmas

Vignettes and songs from "A Charlie Brown's Christmas"- with Andy Hogg (Charlie), Skip Brimlow (Linus), Kim Angelo (Lucy), Rev. Robin (Narrator/Snoopy) "Christmas Time Is Here" – instrumental Congregation - #235 Deck the Halls Gabe Hernandez sings "Happiness" Congregation - #231 Angels We Have Heard On High

Homily: "The Perfect Imperfection of Charlie Brown's Christmas Tree"

Closing Hymn\* # 248 O We Believe in Christmas

Community Closing\*

Benediction\*

Please join us after the service for social time and conversation.

Gabriel Hernandez, Music Director Rebecca Prizznick, accompanist



## Share the Plate Partner

Beacon's community partner for December 2019 is Flagstaff Shelter Services (FSS). FSS provides critical shelter, food, and access to resources for Flagstaff's most vulnerable people. Regardless of faith, mental health or sobriety, the shelter serves any adult experiencing homelessness. In 2014, FSS became a year-round shelter serving those in need every night of the year, providing personal and behavioral crisis response, and helping clients move from crisis toward self-sufficiency. Undesignated contributions in this month's offerings above \$350 will be presented to the Share The Plate partner. Nominations for 501c3 agencies can be made through a form located at the top of the stairs in the CAC folder, or contact Office@beaconuu.com

## ~ Beacon Calendar ~

## Sunday, December 22, Following the Service:

- Chalice Circle, 11:30am
- Blue Christmas Service with soup and sharing circle, 6:30pm

## Tuesday, December 24:

• Christmas Eve Service, 4:00pm and 6:00pm

## Sunday, December 29:

Burning Bowl and the Four Directions, led by Char Tarashanti,
 10am

## Tuesday, December 31:

 New Year's Eve Game Night at Beacon, 6pm (contact Anne Witke for details: wittke.anne@gmail.com)

Confidential Pastoral care is available to all members and friends, new and longstanding. Our Caring Circle works with our minister to offer support, practical assistance, and companionship. Please let us know (through our team, staff, musical or affinity groups) of needs for a listening ear and caring connections. Contact Rev. Robin or Dorothy Rissel at dorothy.rissel@gmail.com

Reverend Robin Landerman Zucker Minister@beaconuu.com 978-505-7245

510 N. Leroux St., Flagstaff, AZ 86001 928-779-4492 www.beaconuu.com

## UUA Transitions Office Request for a Beyond Categorical Thinking Workshop

Please complete this form as thoroughly as possible after reviewing the <u>BCT information on the UUA</u> website and send it as an email attachment to transitions@uua.org **after June 1.** 

The cost of this virtual workshop is covered by search support fees your congregation paid to UUA Congregational Life staff. The UUA pays the facilitator an honorarium for the workshop and reimburses facilitators for their travel expenses. If the congregation would also like their BCT facilitator to preach their worship service during the weekend of their workshop, the congregation pays the facilitator an honorarium according to <a href="UUMA standards">UUMA standards</a>. Honoraria remains the same regardless of whether the workshop and worship happen virtually or in person.

All BCT workshops will be virtual for the 2021-2022 season due to the COVID Delta variant and subsequent UUA travel restrictions that run through the end of December 2021.

We strongly encourage as many search committee members and board members as possible as well as the interim minister to be present for the workshop. We also ask that you designate someone from your congregation to run the technical aspects of the virtual workshop and worship service.

Application Deadline: 8 weeks prior to your requested workshop dates. That gives us time to schedule trainers.

\*\*Please keep a copy of this form to include in your documents packet for interested ministers\*\*

\*Indicates a required field.

Note that the input fields will expand as you type.

Today's Date: 8/8/2022

\*Full Name of Congregation (no abbreviations, please): Beacon Unitarian Universalist Congregation

\*BCT Contact Name: lore m. dickey

Search Committee Chair(s): lore m. dickey & Cheryl Austin

Chair email(s): cherylruthaustin@icloud.com

## **Workshop Dates**

An online BCT usually happens in two 90-minute sessions. Leading options are Friday night/Saturday morning and Saturday morning and afternoon. There will also be a separate meeting between the search committee and facilitator(s). Congregations are expected to host/staff the technical aspects of Zoom. There are two breakout sessions and screen shares. An in-person BCT happens on Saturday morning.

Are you requesting the facilitator preach your worship service? Please note that congregations are responsible for paying the facilitator an honorarium according to <a href="UUMA guidelines">UUMA guidelines</a>. no

Please choose dates when the entire search committee and most of the church leadership can attend. We do our best to honor your first choice, but we ask that you submit 2<sup>nd</sup> and 3<sup>rd</sup> choices as well.

- \*3<sup>rd</sup> Choice 11/5/22
- \*For online BCT, do you prefer Friday/Saturday or twice Saturday? Twice Saturday
- \*Time of workshop: 9-10:30 & 10:45-12:15

Will workshop participants require accommodations around hearing, vision, movement, lighting, etc.? If so, please describe in detail: hearing, though the sanctuary has an ample sound system

## **Congregational Information**

- \*Interim minister (if applicable): Robin Landerman Zucker
- \*Other ministers serving congregation at present and list length of settlement to date: N/A
- \*Expected start date (month/year) for new minister: 8/2023
- \*Size of congregation: ~100
- \*Number and time of Sunday services: one service at 10 AM
- \*Average worship service attendance if more than one service, feel free to list estimates for each service: 40
- \*Is virtual worship service done live or pre-recorded? N/A

The following information will be <u>extremely valuable</u> to the facilitators and will benefit both the search committee and the congregation. Some of this information might be available in the congregational survey and easy to find. In some cases, it may not be, and you are free to estimate (preferred) or leave blank. Please note, if possible, where the information is from (survey, best estimate, other).

Size of search committee: 6

Does the search committee include anyone under the age of 40? zero

Does the search committee include any people who identify as BIPOC; Latinx; LGBTQ+; people with a disability (or multiple disabilities)? Which identities are represented? LGBTQ+, disabilities

How many people in your congregation identify as BIPOC and/or Latinx? (These figures may be given in a lump sum or broken down by different identities. Please note if the figures are for adults or for adults, youth, and children): 1-4%

How many people in the congregation identify as LGBTQ+? (These figures may be given in a lump sum or broken down by identity. Of particular use here if the figures are given in a lump sum is a notation of how many of these folks identify as Trans\*—transgender, transsexual, intersex, gender nonbinary, genderqueer, gender nonconforming, two spirit, third gender, agender, etc.): 5-9%

How many people in the congregation live with one or more disabilities? No information

Are the above numbers from the congregational survey or an estimate? Please explain: estimate

The following questions may affect the way the congregation thinks in terms of calling a minister in both positive and negative ways. Taking a moment to answer these questions will offer invaluable information to the BCT training team.

Have any of your previous or current ministers (settled, interim, intern) identified as BIPOC and/or Latinx; LGBTQ+; and/or having some disability? Please list:

e.g.	Rev. John Doe	intern	1996-1997	gay
	Rev. Jane Deer	interim	1999-2000	Latinx
	Rev. Jed Stag	settled	1985-1989	diabetic, used walker at times

Rev. Kevin Lawson settled 2016-2018 gay man Rev. Wendy Williams settled 2005-2010 lesbian

What work around anti-racism has the congregation done? (e.g. White Supremacy Teach-In): The Board is beginning to explore the 8<sup>th</sup> principle and will be presenting it to the congregation this coming year.

Is there a group for BIPOC/Latinx concerns? no

What work around disability issues has the congregation addressed? none

What disability issues are currently being addressed? The building is ADA compliant

What disability issues has the congregation said it needs to address but has not? none

Is there a group(s) for disability issues/concerns? no

Are you officially recognized as a Welcoming Congregation? yes

Is there an active Interweave or LGBTQ+ group in the congregation? no

Is there other anti-oppression/multicultural work that the congregation is doing that is not covered in the above questions? Financial support (share the plate) for homeless people

What challenge(s) have arisen for the congregation in the past surrounding categories of diversity (race, ethnicity, romantic/sexual orientation, gender identity, ability, class, etc.) that may impact the readiness of the congregation for bringing in a new minister? None to our awareness

Was a successful strategy implemented to address the challenge(s)? N/A

## The Wider Community

These questions may give some important context to the facilitators who may know little about the wider community you serve.

Where do the majority of your members live? For example, they may all come from the suburbs to downtown, be primarily located between the town your congregation is in and a neighboring town, or you may serve people in a 50-mile radius around your congregation.

The majority of the membership lives in the city of Flagstaff and surrounding areas.

What are the racial/ethnic communities that are in the area served by or close to your congregation? Native Americans (Diné [Navajo] & Hopi) and Latinx people

How does the congregation interact with these communities/groups?

We have had speakers come to service to share about indigenous cultures. Our minister is interacting with a racial group and the CAC is researching sponsorship through Share the Plate. Interaction with racial, disabilities, and LGBTQ+ includes the Social Justice committee working with homelessness and Housing Solutions; women's issues (e.g., abortion rights & domestic violence); share the plate with the LGBTQ+ community around gay pride.

How do issues of race and ethnicity surface in the wider community?

About 40% of Flagstaff's are Diné (Navajo). Issues of housing and transportation are a concern. Further, about 50% of Diné have problems with alcohol. As a result, there are concerns about public intoxication in the community. The next largest group is Latinx people. The biggest concern is whether a person is documented.

How accessible to people with disabilities (both visible and invisible) is the wider community of which you are a part?

The local bus system is accessible as are most streets with curb cuts at intersections. The local university (Northern Arizona University) has a Disabilities Resource office that addresses the needs of students, faculty, and staff and they work to ensure universal design on campus.

Has your wider community undertaken any work to make your community more accessible to people with disabilities?

The city has a Commission on Disability Awareness. Part of their role is reviewing for compliance with ADA. The commission has seven members, and they report to the city council.

Is there a disability rights group in your community? City of Flagstaff Commission on Disability Awareness

How has the congregation engaged in this issue in the wider community? This has not happened.

What activities and services exist in your community for LGBTQ+ people/concerns? Annual Pride event, occasional social gatherings.

Do you have people who are out in the congregation but not able to be out in the wider community? No, Flagstaff is a relatively safe place to be out in Arizona. There are laws against LGBTQ+ discrimination.

How does the congregation interact with the local LGBTQ+ community (ies)? In the past Beacon has had a booth at the local Pride in the Pines event. This last happened (maybe) in 2019 (prior to the COVID pandemic).

Does the congregation have a relationship with another congregation that serves primarily BIPOC and/or LGBTQ+ people?

No

In some congregations, issues of gender, romantic/sexual orientation, ability, race, age, and class would warrant some specific time as part of the BCT training. For example, one congregation that was several hundred years old had never had a female minister. Another example is calling a minister from a working

class background in a congregation of primarily upper class congregants and there being strife over many issues. If there is a reason why you feel that part of the BCT time should be spent addressing one of these areas due to congregational history, please give a short history of why that should happen below: We have reached out to Diné people but most of them either have traditional faith or are members of the LDS faith.

What else should we know about your congregation that we haven't asked?

If we need clarification on any part of this form, should we direct questions to the contact person or to someone else (please list name and contact)?

To the contact person.

<sup>\*\*</sup>Please keep a copy of this form to include in your documents packet for interested ministers\*\*

## **Additional Required Documents**

- Congregational Survey: Click here
- Weekly E-News: Click here
- Beacon Policies Manual: Download PDF here
- Congregational Budgets, 2019-2023: Download PDF here
- Governing Board Minutes, 2022: Download PDF here

Note: The following documents are not included:

- Covenant between interim and previous settled minister: Rev. Kevin Lawson left Beacon in Jan. 2019, and Rev. Robin Landerman Zucker joined us in Aug. 2019. No covenant was created.
- Staff Covenant: Beacon does not currently have a staff covenant.
- List of ministers who have regular contact with congregants: No known contacts.