



August 21, 2018 | 6:30pm • Room 150

Cathy Taylor, Chair Presiding

Board of Stewards Meeting

APPROVED

Stewards Present:

Art Busbey, Greg Farr, Susan Hill, Ken Hubbell, Mary Ruth Jones, Lindsay Klatzkin, Keith Miller, Bill Pardue, Alice Phillips, Jim Smith, Cathy Taylor, Jerre Tracy

Ex-Officio Members Present:

Rev. Renee Hoke - Executive Minister, Rev. Dr. Russ Peterman - Senior Minister

A meeting of the Board of Stewards of University Christian Church was called to order at 6:32 p.m. by the Chair, Cathy Taylor. The opening prayer was given by Mary Ruth Jones.

Listening to UCC Members – No UCC members signed in to speak.

Updates and Reports

Kitchen Committee - See report from Tim Taylor on p. 5 below.

Concerns were expressed that members might get confused about free versus paid events, especially since the first event was a free event. However, the establishment of a culture around the meals should enforce that most meals are paid. There was also a concern that responsibility for the kitchen should fall on the executive minister, but this was not made clear in the bylaws. Plentiful discussion ensued about a variety of concerns, including: 1) We may need a full time manager and the TCU Nutrition and Dietetics Department might be a good place to search, 2) Should the 'kitchen' be considered a ministry or just as a physical tool that enables the activities of ministries as a responsibility of the Building and Grounds Committee, 3) that we need to include the kitchen in the life of the church from an organizational standpoint. The discussion obviously reflected confusion about the way the kitchen is going to be handled. It was noted that initial procedures should be available by the next BOS meeting and at that point what is envisioned can be seen in more detail. Chair Cathy tabled the discussion until the BOS can hear the proposed policies.

Annual Giving Campaign

Chad Cline referred members to the August Unified Budget Report (starting on p. 9 below). We are down \$162K and that is being worked on. One of the first events in the kitchen is for the Steward-

ship Committee and will take place on Wednesday, September 26th. The cost will be \$8.

The Task Force has broken the year into quarters, each of which will have its own theme. The theme this quarter is Personal (household) Stewardship. The Committee is using a broad definition of stewardship. They want to focus on annual giving versus a quarterly campaign. The first three weeks in October will be a public phase, with honorary chairs and chairs of the campaign, even some younger chairs. We will hear more about this at the next BOS meeting.

The Chair said there had been discussion about making the Stewardship Task Force an administrative committee, but it was decided to leave it as a year-round task force and leave administrative committee discussions for the future.

Risk Management 2700 Rogers - See report from Carpenter's meeting on page 7.

Susan Hill remarked that we should refer to the 4 bullet points in the Take-Away section of the report. Although there was little oversight historically, the Carpenters have stepped up to the challenge and have been busy working to improve the facility. They are eager to promote new membership and better communication with UCC, including publicity in the Journal. They have their own equipment and, in many cases, members bring personal equipment. They have helped in making devices for Boar's Head and in the children's musicals. They view themselves as an out-reach ministry

The Carpenters have been considered a small group ministry with a restricted fund and raised money through donations. There has been no direct monetary support from the church other than operational and insurance support.

They now have a new and improved Release Form. The importance of structure to this ministry was emphasized.

Building & Grounds Report

The Rev. Hoke presented since there was no response from Melanie Towle of Building and Grounds. There has been talk about new signage. Insurance issues are all resolved. They are working with an electrician for inspections but have had scheduling problems. Still waiting to hear about costs for more serious issues.

Endowment Reports: Q2

Kristi Hoban was unable to attend because of family health issues. These will be covered in the Finance Committee Report

Finance Report - See the Finance Report that starts on Page 8 of these minutes.

Mark Alland noted our equity is \$492K and that our PCO is behind budget by \$162K YTD. Our income is \$9K behind where we were last year at this time. Summer is usually a slack time so the hope is that with school back in session the shortfall will be made it. On the expense side personnel is \$40K positive YTD due to low use of health account and cancellation of the Nicaragua and Choir trips. Youth missions are over budget due to factors that will be discussed in the September meeting.

The Kitchen Ops budget is on finance page 6 (Page 13 of these minutes). Finance is working to learn about true costs of the kitchen and to minimize overruns that were identified. Original estimates were conservative based on multiple dinners each month through the end of the year but now only planning 1 evening per month. Original chef estimates on first events were under food cost. Current costs are a \$54K variance to budget.

Ministries have been contacted for their budget estimates for next year and the budgets are being summarized for review.

A request has been made for a new Executive Minister Administrative Assistant with more details in Executive Session.

Personnel Report

Presented by Kay Higgins for Brenda Cline. We are providing additional funds for Shannon Moore to complete a long term continuing education program. Todd P. has been invited to host a Disciples Music Association conference, and associated costs are an additional \$1.5K and this will be addressed. A new staff organizational chart was submitted (Page 21 of these minutes). Peggy Ivey has requested to be part time - will work less and do less - effective Oct. 1.

Report from Deacons

Matt Smid noticed that he talked about 9am service ushering problem and that new Deacons had stepped up to help and he will continue to emphasize their needed help. Elders are now going to be mentoring Deacons and they are encouraged to help more around UCC.

Report from Elders

Sandra Soria said there were 60 elders at the Saturday retreat. There has been good response signing Elders up for specific ministry requirements, such as the ride-share ministry.

Senior Minister's Report - See report on p. 7 of these minutes.

Action Items

Approval of June 19 BoS minutes

Bill Pardue moved to accept and Mary Ruth Jones seconded the motion to accept the minutes.

Assignments for Calls to New Members

Lindsey Klatzkin called for BoS members to call new members. These are, Alice Phillips: Briggs family, Sandra Soria: Thurmond family, Lindsay Klatzkin: The Miller family, Ken Hubbell: Pitts family, Bill Pardue: Pease family, and Susan Hill: Post family.

Approval of Nominees— At Large Members to CLG

Elders have nominated Orlew Lauger, the Deacons nominated Michael Johnson, and the Board nominated Sally King.

Ministry Division BoS Assignments

The Chair asked for BoS members to sit on ministry division committees. She noted that some Elders already sit on committees. Sandra Soria agree to sit on Congregational Care, Lindsay Klatzkin on Adult Ministry, Mary Ruth on College Ministry, Matt Smid on Young Adult, Susan Hill on Children's Ministry, Keith Miller on Men's Ministry, Ken Hubbell on Outreach, Alice Phillips on Music, Art Busbey on Worship Life, Kate Williams on Youth, Jerre Tracy on Building and Grounds, Bill Landreth on Endowment, Bill Pardue on Finance and Greg Farr on Personnel.

Bylaws Task Force Reports

Ministry Division (Keith Miller, Lindsay Klatzkin, and Gay McKeever) - Considered most changes to be straight forward. The ToC needs to be edited to reflect the actual sections that are present - bylaws 10 through 13 should be 11 through 14. Article 6.1 refers to the senior minister and it should be the executive minister. The committee feels that section 6.2b does not allow enough time for people to be leaders; there is a switch in leadership just as people really understand their role. There should be longer terms or more consecutive terms before rolling off as Chair. They question the need for term limits. If we do change term limits there are rules covering vacancies and leaving early.

Board of Stewards (Mary Ruth Jones, Bill Landreth, Greg Farr) - No need for revisions.

Administrative Committee (Cathy Taylor, Kate Williams, Alice Phillips) - (starting on p.21 these minutes) - there are multiple places where the reference to senior minister must be changed to executive minister (see report). Required changes are marked in red on the report.

CLG (Ken Hubbell, Bill Pardue, Jim Smith) - They said we need to make provisions when there is a lack of diversity. They note that the CLG resets every year, but they ask for two year members and are asked to submit names on a yearly basis. At large members have two year terms, except that three at large are being replaced. Ken said we ask the admin committee to handle policies and procedures but perhaps they should write policies and procedures that get passed along so they do not need to be rewritten. Perhaps the CLG should review the bylaws pertaining to them and come back with suggestions. Ken suggests that the vice-chair should rotate into the chair position (as on the BoS). They elect all new officers each year so no continuity. Ken also says that term limits do not allow institutional knowledge to be passed on - members roll off just as they really learn the ropes. He also noted that the voting dates in section 9.5b (Sept. 15) for the assembly is a week after BoS, so should be extended to Oct. 1.

Leadership (Art Busbey, Susan Hill, Jerre Tracy) - No need for revisions.

Selection on dates of Leadership Retreat

Saturday, February 16th.

Other Business

Sandra Soria noted that Chuck Dowell thinks he was removed from Emeritus Elder status, but there is no facility for this so did not happen.

Executive Session

Meeting moved into executive session at 9:30 PM with Michelle as an initial guest. She left around 10PM. We moved out of executive session at 10:43 PM.

Closing Prayer

Adjournment

Meeting was adjourned at 10:43

Notes to Board of Stewards Meeting
August 21, 2018 6:30

1. For the last two weeks the committee has been working on policies and procedures and hopefully will have a report tomorrow.
2. We have had three functions so far prepared in the kitchen.
3. The open house/dedication was well attended and gave the kitchen committee and opportunity to show the congregation what we have been doing for the past year. We had at least 200 walk through the kitchen.
4. Thank all of you that attended the Pre-Opening Dinner. I think it was well received. We had 54 eat the meal.
5. The kitchen prepared food for the Global Ministries Luncheon but had to use volunteers to prepare the food. The cost came in under budget but 54 volunteer hours were used to do this luncheon. Frank Perry did the purchasing and cooking.
6. Our next event is the Women's Luncheon on Sunday September 16th and 70 people are expected. Our kitchen contract cook will do the cooking along with volunteers to help
7. The next meal in September is a meal for the Stewardship event on September 26th. Stewardship will cover the cost at \$8.00 per person.
8. We are anticipating a couple of fellowship meals per month
 - a. Evening Fellowship meal on Thursday
 - b. After Church Lunch possibility on the first Sunday of each month

We have reduced prices for the Evening Fellowship Meal

Adults: \$12.00

Ages 6-18 and college students: \$6.00.

Children 5 and younger eat free

Prices for After Church lunch:

Adults: \$10.00

Ages 6-18 and college students \$5.00

Children 5 and younger eat free

~~The~~ The present challenge is to get enough volunteers to help with the events.

~~We~~ We meet with a number of the ministers and they are asking for help with food events. The challenge is to have competitive numbers. We do not have enough business to have the food companies deliver food and to go out and purchase takes time and money. The Global Ministries Luncheon was very successful but took all volunteers to make it happen. 54 hours

Board vol. for kitchen

As we continue serving meals we will learn more about costs and how to prepare meals at a better price. As volume grows we can get food companies to deliver.

The kitchen committee strongly feels the kitchen should be its own ministry and make that recommendation to the board.

Notes from August 7 Task Force Meeting and Informal Meeting with the UCC Carpenters (including a tour of the workshop)

Present at Task Force Meeting: Susan Hill, Bill Pardue, Steve Harris, Jim Smith (Committee appointed by Cathy Taylor)

Present at Informal Meeting with Carpenters: Task Force Members, Charles Kendall, Bill Smith

Take-aways:

1. The Carpenters have a remarkable workspace, filled with impressive equipment and tools, where fellowship and woodworking occur.
2. Since the Risk Assessment Report, the Carpenters have made dramatic improvements in their space by cleaning, removing clutter, and organizing tools and equipment.
3. The Carpenters are proud of their space and of their progress in making improvements. They have come to believe that the scrutiny originally focused on them by the risk inspection has resulted in a positive outcome, in that their workshop is now organized, safer, and more functional. *Need the church to talk more about them. 2*
4. The Carpenters desire to communicate with, and be recognized by the church and are eager to open their space to others for fellowship and woodworking projects

Details:

Bill Pardue has intentionally established a relationship with the Carpenters, and has paved the way for improving the relationship between this group and church staff, and this group and church membership.

Historically, there has been little to no oversight of this group by the church. They are not supervised "under" a specific ministry area, and have operated for years as an autonomous body.

Per Michelle Ingram, The Carpenters are considered a small group ministry within the church financials, therefore, have a restricted reserve in Fund 2. They raise funds through donations and use those funds to purchase equipment and supplies and to pay for repairs. People who use their services and equipment are invited to give a monetary donation of any amount they deem appropriate—or these individuals may choose to give nothing. Regular Carpenters participants contribute many supplies, materials, and funds for needed repairs from their own pockets. They keep personal equipment in the workshop and share it with folks who come to the shop to do projects. The Carpenters perceive that they get "zero" monetary support from the church, although landscaping, maintenance supplies, property/building repairs, utilities and insurance are all paid for by the church operating budget.

Task force committee members have discerned through listening in the church community that many in the church perceive the Carpenters to be a "closed" group that does not invite or especially welcome folks into "membership."

On the contrary, the Carpenters state that they desire a relationship with the church, and specifically, with Renee Hoke, who they believe is the logical person to whom they would report. Their perception is that they are infrequently recognized by the church. They state that they would like to



Board of Stewards
August 21, 2018

Senior Minister's Report

We had a great Back to Church event on Sunday, indicative of great energy and excitement over the direction of the church! Ran out of food... which is an excellent problem to have! Had 760 in worship! - *Communion*.

33 new members for 2018 (not including the 29 baptisms we did).

Programs and ministries kicking off. Exciting time of the year.

Renee is doing an incredible job and our entire ministerial staff is really working well together. Some changes will be taking place to create a more collaborative environment – moving offices so all clergy will be on the same floor. JV, Kera and Jamie (and the assistant ministers) will be in the suites with the administrative pool, and the business office is moving to the 3rd floor bell-tower office suite! This was Renee and Patty's brain-child... and I love it! Will be moving next week – business office will be closed for much of the week.

Clergy retreat Oct 1-2. Possum Kingdom.

Special guest in worship on Sunday @ 9am – TCU Basketball coach Jamie Dixon! Huge thanks to Dick Stinson and Harold Muckleroy for their efforts in making this happen. Working to have all the coaches of major sports teams here! Would love to have athletes join them, but NCAA rules limit the amount of time they can spend (CARA is Countable Athletic Related Activities) and it is the amount of time allotted for student athletes to be involved in scheduled events around their sport.

Hearing & Healing Event on racism – Sept 19.

Annual Giving campaign will begin Oct 1. Commitment Sunday will be Oct 21.

440. Reservations 290 / ?

Shannon renovating the Newcomers class. meet every week.

Phillips Lakehouse.

**University Christian Church
BOS Written Report Summary
August 2018**

Monthly Reports as of July 31, 2018

Consolidated Balance Sheet – (Page 4) As of July 2018 operating cash balance is positive at \$554K and up comparatively to July 2017 by \$23K. UCC Equity is positive at \$492K which is up \$28K comparatively from this time last year.

Prepayment of tuition and fees of \$143K (ahead of last year's YTD total \$126K) have been received for Weekday School year 2018-2019 and will be posted to current year in September.

	7/31/2018	6/30/2018	7/31/2017	12/31/2017 (Audited)
Operating	\$554,000	\$774,000	\$531,000	\$789,000
Restricted	\$660,000	\$667,000	\$623,000	995,000
Capital	\$176,000	\$213,000	\$251,000	322,000
Endowment	\$2,000	\$1,000	\$3,000	34,000
Consolidated	\$1,392,000	\$1,655,000	\$1,408,000	\$2,140,000

Unified Budget Report - (Page 5-6) Pledges, Contributions & Offering (PCO Income) is behind budget YTD by **(\$162K)**. PCO Income actuals are \$9K behind 2017 YTD totals. YTD total income is ahead of 2017 YTD totals by \$94K. The largest variable that attributes to this positive variance is an increase net from Weekday School and transfers from increased reserve spending for Boar's Head and Outreach.

On the expense side, there are a few attributing factors that impact the variance:

- Personnel maintains a positive variance at \$40K. This is due to the accumulation of positive variance for the Health Reimbursement Arrangement and numerous vacancies between Jan-June.
- The mission trip to Nicaragua was cancelled and the choir trip originally planned for 2018 is not scheduled to occur.
- Youth mission trips this summer are over budget due to numerous factors. Financial details will be presented next meeting.

Please note the addition of the Kitchen Operations Budget under heading "Leadership & Administration"/Building & Grounds. Total expense budget of \$62,430. The income budget is grouped under Participant Income totaling \$31,310. The net impact to budget is \$31,120 as approved by the Board of Stewards.

Net overall YTD operating income is **(\$54K)** negative variance to budget.

Capital Budget Report – (Page 7)

Playground equipment, repair of the door hardware, kitchen small wares and new locks, senior minister office furniture and computer replacements were amongst the expenses this month.

Capital Fund balance remaining for projects is \$150K.

Restricted Reserve Report – (Page 8-9)

See report for details.

Highlights this QTR:

Choir concert donations: \$4K
God's Answer anthem donations: \$2K (totaling \$25K YTD)
Reserved parking receipts: \$36K (Youth and Music Youth)
Christmas Angels: \$3K (VBS and donation)

Reminder: Highlights from last review:

Chancel Choir donations: \$23K
Boar's Head festival income: \$31K
Boar's Head festival expense: \$33K
Student camp transfers: \$12K
WDS Spring Party: \$80K
WDS Spring Party exp: \$34K
Outreach transfer: \$74K
Children's Closet transfer: \$20K
Prepaid pledges: \$282K

Weekday School year 2017-2018 final report – (Page 10-11) *Included from July's review

The school operates on a July – June fiscal year, while the church's fiscal year is based on the calendar year Jan – Dec. This is the first full school year under Rebecca Santi's leadership and I want you to know the end of school year net positive is really great news!

Overall Income:

\$ 854,415

Overall Expense:

\$706,384

NET POSITIVE:

\$148,031

School year glance:

The 2017-2018 school year budget projection was \$74,878 so this is a positive gain of \$73,153!

The 2016-2017 school year while ended in a positive over/under of \$29,871, it was behind projected budget by **(\$43,006)**. Granted, it was a transitional, difficult year and expenditures and income were already well underway from previous staff.

Impact to UCC:

WDS net income through 6/30 is positive \$51K. The budgeted amount expected was around \$14K. The budget realized is a positive gain of \$36K as illustrated below.

Snipped from the Unified Budget Report 6/30/18:

Description	YTD Actuals 2018	YTD Budget 2018	YTD Budget Variance
WDS INCOME (NET)			
WDS Tuition & Fees	\$397,042	\$388,122	\$8,920
WDS Restricted Income & Reserve Transfers	\$1,825	\$1,042	\$783
WDS Personnel Expense	(\$322,238)	(\$340,770)	\$18,532
WDS Operating Expense	(\$25,902)	(\$34,032)	\$8,130
TOTAL WDS INCOME (NET)	\$50,727	\$14,363	\$36,365

In 2017, end of year positive variance from WDS was \$112K. This was a very positive turn for Weekday School. It's important to note that the majority of income \$97K was gained between July – December 2017 and contributes to the successful school year results for 2017-2018! 2018 Unified Budget estimates an anticipated net positive variance of \$83K. We are on track to exceed that estimation.

The Spring Party is a large fundraiser for the school held annually during March. This has been quite successful for them and 2018 was no exception.

Total income received for Spring Party:

\$79,711

Total expenditures:

\$35,408

Net funds raised for the school:

\$44,303 (up from last year's profit of \$31,564).

All of the details can be found on the attached reports in your packet. Congratulations goes out to the school and staff for a fabulous year! We will approve the new school year budget at next month's meeting.

Endowment – 2nd QTR Endowment Reports (PAGE 12-15) – Market performance during 2nd QTR was up 1.10% bringing the current Endowment value to \$14,795,129 (up from \$14,782,856 last QTR). We distributed \$142,449 earned income for Ministry spending, invested \$12,153 in new gifts this quarter. As for expenses, we paid \$1,000 for quarterly fees for Fundriver. Currently there are no funds noted below our threshold of 85%. 3rd QTR distribution for 2018 spending at the rate of 4.5% is estimated to be \$143,169.

New Business Items

a) **Budget update**

Budget worksheets were sent to Ministry Division Leaders and staff on July 27. The deadline for requests is September 1. Approval of the Budget Committee was tabled for next meeting.

b) **Committee Policies**

Revised Finance Committee Policies & Procedures were discussed and proposed changes were made by those in attendance. These changes and a few that were added through email correspondence after the meeting are attached for review. Final approval is deferred until the November Committee meeting, following Assembly approval of the new Stewardship Committee.

c) **Personnel** – Request from Personnel for an Administrative Assistant was presented by the Chair of Personnel. The Committee discussed the request with a focus on the job responsibilities and understanding why it could not be accomplished by existing staff. The impact on the 2018 Personnel budget and future budgets was also discussed. It was noted that UCC ended 2017 with a positive equity position in excess of \$700K. The results of these discussions will be reported to the Board of Stewards. In addition, the Personnel Committee presented a request for additional Continuing Education funds for the Rev Shannon Moore that was approved by the Personnel Committee. The Finance Committee agreed that this could be absorbed within the existing budget by looking for opportunities to underrun other budget lines within the budget. A request for additional Continuing Education funds for Todd Prickett to attend multiple conferences in 2019 was also presented. These will be considered during the Planning and Budgeting process for 2019.

Additional reporting from Finance presented to BOS in executive session.

UNIVERSITY CHRISTIAN CHURCH
Consolidated Balance Sheet July 2018

Name	UNIFIED OPERATING FUND	RESTRICTED FUND	CAPITAL FUND	ENDOWMENT FUND	Total All Funds
ASSETS					
Cash Accounts					
Frost Checking	49,436	409,550	(73,882)	2,150	387,254
Frost ACH	15,794	0	0	0	15,794
Petty Cash	3,400	0	0	0	3,400
Payroll	0	0	0	0	0
Frost High Interest MM	212,983	0	0	0	212,983
Church Ext Demand Note	272,539	250,000	250,000	0	772,539
Total Cash Accounts	554,152	659,550	176,118	2,150	1,391,970
Current Assets					
Accounts Receivable	(160)	0	0	0	(160)
Prepaid Expenses	136,601	0	0	0	136,601
Children's Closet Inventory	60,847	0	0	0	60,847
Beneficial Interests in Trusts	0	0	0	1,229,446	1,229,446
Investments at Market - CCF	0	0	0	13,565,683	13,565,683
Total Current Assets	197,288	0	0	14,795,129	14,992,417
Capital Assets					
Depreciable Assets	0	0	16,923,135	0	16,923,135
Less Accum Depreciation	0	0	(9,999,781)	0	(9,999,781)
Land	0	0	1,324,205	0	1,324,205
Other Assets	0	0	3,265	0	3,265
Total Capital Assets	0	0	8,250,823	0	8,250,823
Total Assets	751,439	659,550	8,426,941	14,797,279	24,635,210
LIABILITIES					
Deferred Revenue					
Deferred Revenue - WDS Prepaid	142,692	0	0	0	142,692
Deferred Revenue - WDS Spring Party	0	0	0	0	0
Deferred Revenue - Mission Trip	0	0	0	0	0
Deferred Revenue - Youth	0	0	0	0	0
Deferred Revenue - Rental Income	0	0	0	0	0
Deferred Revenue - Boar's Head Merch	0	20	0	0	20
Deferred Revenue - Boar's Head Tickets	0	0	0	0	0
Deferred Revenue - C&A Trip	0	0	0	0	0
Deferred Revenue - Handbell Trip	0	0	0	0	0
Deferred Revenue - Adult Retreat	0	0	0	0	0
Deferred Revenue - Memorials	7,396	0	0	0	7,396
Prepaid Weddings	3,800	0	0	0	3,800
Total Deferred Revenue	153,888	20	0	0	153,908
Accounts Payable					
Salary	42,806	0	0	0	42,806
Accounts Payable	0	0	0	0	0
Accrued Sabbatical Leave	65,172	0	0	0	65,172
Salary Related Benefits	(2,558)	0	0	0	(2,558)
Total Accounts Payable	105,419	0	0	0	105,419
Total Liabilities	259,307	20	0	0	259,327
EQUITY					
Reserve Funds Equity	93,596	659,530	25,714	0	778,840
UCC Equity	398,537	0	8,401,227	14,797,279	23,597,043
Total Equity	492,133	659,530	8,426,941	14,797,279	24,375,883
Total Liabilities & Equity	751,439	659,550	8,426,941	14,797,279	24,635,210

Budgeted Financial Statement for Period 7 - July
Company#: 1 Name: UNIVERSITY CHRISTIAN CHURCH
Fiscal Year Beginning 1/1/2018

Description	Actual for Month	Budget for Month	Variance for Month	YTD Actuals 2017	YTD Actuals 2018	YTD Budget 2018	YTD Budget Variance	YTD % Variance	2018 Annual Budget	Annual % Variance
Pledges	\$120,343	\$125,726	(\$5,383)	\$1,153,287	\$1,146,486	\$1,234,600	(\$88,114)	93.%	\$2,024,961	57.%
Non Pledge Contributions	\$19,938	\$32,548	(\$12,610)	\$133,552	\$126,586	\$204,844	(\$78,257)	62.%	\$494,985	26.%
Offering	\$2,547	\$2,536	\$11	\$17,374	\$22,364	\$18,376	\$3,988	122.%	\$35,867	62.%
Christmas Offering	\$0	\$0	\$0	\$500	\$350	\$0	\$350	0.0%	\$42,000	1.%
TOTAL UNRESTRICTED INCOME BEFORE WDS	\$142,828	\$160,810	(\$17,981)	\$1,304,712	\$1,295,786	\$1,457,820	(\$162,033)	89.%	\$2,597,814	50.%
WDS INCOME (NET)										
WDS Tuition & Fees	\$900	\$897	\$3	\$368,120	\$397,942	\$389,019	\$8,923	102.%	\$820,986	48.%
WDS Restricted Income & Reserve Transfers	\$0	\$0	\$0	\$982	\$1,825	\$1,042	\$783	175.%	\$12,346	15.%
WDS Personnel Expense	(\$23,621)	(\$7,750)	(\$15,871)	(\$336,322)	(\$345,859)	(\$348,520)	\$2,661	99.%	(\$671,161)	52.%
WDS Operating Expense	(\$981)	(\$3,627)	\$2,646	(\$29,645)	(\$26,883)	(\$37,659)	\$10,775	71.%	(\$79,368)	34.%
TOTAL WDS INCOME (NET)	(\$23,702)	(\$10,480)	(\$13,222)	\$3,135	\$27,025	\$3,882	\$23,143	696.%	\$82,803	33.%
TOTAL UNRESTRICTED INCOME (FOR OUTREACH FUNDING)	\$119,126	\$150,329	(\$31,203)	\$1,307,847	\$1,322,812	\$1,461,702	(\$138,890)	90.%	\$2,680,616	49.%
PROPERTY ASSET INCOME										
Church Usage Fees	\$1,708	\$2,708	(\$1,000)	\$15,169	\$11,523	\$18,958	(\$7,435)	61.%	\$32,500	35.%
Parking Lot Fundraising Income	\$1,050	\$5,850	(\$4,800)	\$36,550	\$35,250	\$33,150	\$2,100	106.%	\$39,000	90.%
Embry Trust Income	\$0	\$0	\$0	\$14,618	\$7,828	\$8,750	(\$922)	89.%	\$35,000	22.%
Interest Income	\$508	\$333	\$174	\$2,354	\$2,987	\$2,333	\$653	128.%	\$4,000	75.%
Mineral Income	\$6,363	\$5,583	\$780	\$46,434	\$43,127	\$39,083	\$4,043	110.%	\$67,000	64.%
Lease & Rental Income	\$4,539	\$4,300	\$239	\$28,219	\$31,274	\$30,100	\$1,174	104.%	\$168,600	19.%
Miscellaneous Income	\$0	\$96	(\$96)	\$23	(\$437)	\$671	(\$1,108)	-65.%	\$1,150	-38.%
TOTAL PROPERTY ASSET INCOME	\$14,168	\$18,871	(\$4,703)	\$143,367	\$131,551	\$133,046	(\$1,495)	99.%	\$347,250	38.%
ENDOWMENT AND RESTRICTED INCOME										
General Endowment Income Allocated to Operations	\$0	\$0	\$0	\$87,171	\$101,109	\$100,178	\$931	101.%	\$201,258	50.%
Restricted and Designated Endowment Income	\$0	\$0	\$0	\$63,561	\$69,432	\$68,967	\$465	101.%	\$139,065	50.%
Restrictions Satisfied (Reserve Transfers)	\$10,000	\$15,475	(\$5,475)	\$120,590	\$215,531	\$217,031	(\$1,500)	99.%	\$337,047	64.%
Program Participant Income	\$1,395	\$22,542	(\$21,147)	\$96,614	\$68,807	\$110,468	(\$41,661)	62.%	\$168,825	41.%
Restricted Income	\$320	\$667	(\$347)	\$10,935	\$14,796	\$7,267	\$7,529	204.%	\$12,600	117.%
TOTAL ENDOWMENT AND RESTRICTED INCOME	\$11,715	\$38,683	(\$26,968)	\$378,872	\$469,675	\$503,910	(\$34,236)	93.%	\$858,794	55.%
TOTAL INCOME	\$145,009	\$207,883	(\$62,874)	\$1,830,086	\$1,924,037	\$2,098,658	(\$174,621)	92.%	\$3,886,661	50.%
EXPENSES										
PERSONNEL										
Leadership & Administration	\$58,302	\$59,587	\$1,286	\$384,001	\$419,906	\$427,450	\$7,544	98.%	\$759,679	55.%
Worship, Music & Weddings	\$29,011	\$28,163	(\$849)	\$200,542	\$229,228	\$230,528	\$1,299	99.%	\$385,005	60.%
Singers & Musicians	\$0	\$0	\$0	\$13,190	\$13,260	\$13,850	\$590	96.%	\$27,700	48.%
Congregational Life	\$37,700	\$37,497	(\$202)	\$286,601	\$282,354	\$281,176	(\$1,178)	100.%	\$478,851	59.%
Childcare	\$8,933	\$13,504	\$4,571	\$42,295	\$39,193	\$42,231	\$3,038	93.%	\$61,600	64.%
Payroll Taxes	\$5,893	\$6,609	\$716	\$47,547	\$43,780	\$46,173	\$2,393	95.%	\$79,040	55.%
Pension	\$10,451	\$11,420	\$969	\$65,464	\$73,041	\$79,686	\$6,644	92.%	\$140,917	52.%
Healthcare	\$10,749	\$11,772	\$1,023	\$68,113	\$71,199	\$75,037	\$3,837	95.%	\$133,896	53.%
Health Reimbursement Arrangement (HRA)	\$0	\$2,333	\$2,333	\$1,500	\$96	\$16,333	\$16,237	1.%	\$28,000	0.%
TOTAL PERSONNEL	\$161,038	\$170,885	\$9,847	\$1,109,254	\$1,172,058	\$1,212,463	\$40,405	97.%	\$2,094,687	56.%

Mission/Choir trip was cancelled.

Budgeted Financial Statement for Period 7 - July
Company#: 1 Name: UNIVERSITY CHRISTIAN CHURCH
Fiscal Year Beginning 1/1/2018

Description	Actual for Month	Budget for Month	Variance for Month	YTD Actuals 2017	YTD Actuals 2018	YTD Budget 2018	YTD Budget Variance	YTD % Variance	2018 Annual Budget	Annual % Variance
LEADERSHIP & ADMINISTRATION										
Administration General	\$11,326	\$14,894	\$3,568	\$157,795	\$117,429	\$133,266	\$15,838	88.%	\$205,900	57.%
Building & Grounds	\$47,107	\$41,242	(\$5,866)	\$264,295	\$297,408	\$304,898	\$7,491	98.%	\$520,356	57.%
Kitchen Operations	\$906	\$4,833	\$3,928	\$0	\$906	\$4,833	\$3,928	19.%	\$62,430	1.%
Communications	\$6,163	\$8,946	\$2,783	\$43,938	\$52,634	\$62,621	\$9,987	84.%	\$107,350	49.%
Endowment Administration	\$1,000	\$1,000	\$0	\$3,000	\$3,000	\$3,600	\$600	83.%	\$4,600	65.%
TOTAL LEADERSHIP & ADMINISTRATION	\$66,502	\$70,915	\$4,413	\$469,028	\$471,376	\$509,219	\$37,843	93.%	\$900,636	52.%
WORSHIP & SPIRITUALITY										
Worship	\$1,349	\$1,181	(\$168)	\$11,372	\$8,393	\$10,119	\$1,726	83.%	\$17,585	48.%
Worship Music	\$4,714	\$12,263	\$7,548	\$23,342	\$45,637	\$40,501	(\$5,135)	113.%	\$63,789	72.%
Music Trips	\$0	\$10,000	\$10,000	\$0	\$0	\$10,000	\$10,000	0.%	\$20,000	0.%
Church & The Arts	\$13	\$223	\$210	\$2,877	\$9,273	\$9,410	\$138	99.%	\$10,525	88.%
Boar's Head Yule Log Festival	\$0	\$0	\$0	\$16,444	\$32,532	\$32,532	\$0	100.%	\$32,532	100.%
TOTAL WORSHIP & SPIRITUALITY	\$6,076	\$23,667	\$17,590	\$54,036	\$95,834	\$102,563	\$6,728	93.%	\$144,431	66.%
CONGREGATIONAL LIFE										
Evangelism & Membership	\$42	\$458	\$416	\$1,385	\$2,176	\$3,208	\$1,033	68.%	\$5,500	40.%
Fellowship	\$2,270	\$1,383	(\$887)	\$7,286	\$11,035	\$9,683	(\$1,352)	114.%	\$16,600	66.%
Pastoral Care	\$663	\$1,597	\$935	\$8,449	\$13,556	\$11,182	(\$2,374)	121.%	\$22,169	61.%
Adults	\$145	\$943	\$797	\$7,639	\$13,051	\$12,022	(\$1,029)	109.%	\$16,810	78.%
Children	\$3,251	\$1,688	(\$1,564)	\$12,527	\$12,182	\$17,415	\$5,233	70.%	\$23,719	51.%
Youth	\$24,401	\$11,400	(\$13,001)	\$57,611	\$74,440	\$65,838	(\$8,603)	113.%	\$89,900	83.%
College	\$46	\$838	\$791	\$3,898	\$3,147	\$6,612	\$3,465	48.%	\$11,550	27.%
TOTAL CONGREGATIONAL LIFE	\$30,819	\$18,307	(\$12,512)	\$98,794	\$129,587	\$125,961	(\$3,626)	103.%	\$186,248	70.%
MISSION & OUTREACH										
Children's Closet	\$299	\$250	(\$49)	\$118,238	\$87,647	\$88,960	\$1,313	99.%	\$117,750	74.%
Prom Dreams	\$0	\$375	\$375	\$827	\$670	\$1,500	\$830	45.%	\$1,500	45.%
Christmas Angels	\$2,348	\$3,000	\$652	\$18	\$2,348	\$3,000	\$652	78.%	\$30,000	8.%
Homeless Ministries	\$0	\$1,250	\$1,250	\$2,523	\$10,000	\$12,500	\$2,500	80.%	\$15,000	67.%
Mission Trips	\$0	\$27,624	\$27,624	\$77,094	\$40	\$31,874	\$31,834	0.%	\$35,416	0.%
Page Scholarship Fund	\$0	\$0	\$0	\$17,000	\$0	\$0	\$0	0.%	\$12,500	0.%
Other	\$0	\$188	\$188	\$2,489	\$3,441	\$1,312	(\$2,129)	262.%	\$2,250	153.%
Denominational	\$20,000	\$20,000	\$0	\$129,623	\$146,010	\$154,000	\$7,990	95.%	\$231,000	63.%
Ecumenical	\$0	\$92	\$92	\$45,469	\$69,798	\$70,440	\$642	99.%	\$94,398	74.%
Other	\$290	\$375	\$85	\$20,374	\$47,543	\$43,377	(\$4,166)	110.%	\$45,252	105.%
Outreach General Designated for Future Use	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.%	\$9,000	0.%
TOTAL MISSION & OUTREACH	\$22,937	\$53,154	\$30,217	\$413,653	\$367,497	\$406,964	\$39,466	90.%	\$594,066	62.%
TOTAL EXPENSES	\$287,373	\$336,927	\$49,554	\$2,144,766	\$2,236,353	\$2,357,169	\$120,816	95.%	\$3,920,069	57.%
TOTAL NET OPERATING INCOME (LOSS)	(\$142,364)	(\$129,044)	(\$13,320)	(\$314,680)	(\$312,316)	(\$258,511)	(\$53,805)		(\$33,408)	

AUGUST FINANCE REPORT Page 6

UNIVERSITY CHRISTIAN CHURCH
Fiscal Year Beginning 1/1/2018
Capital Budget Report July 2018

Account #	Description	YTD Actuals	Budget Annual	Actual to Budget Variance	
	Cash Balance as of 12/31/2017	\$322,324	\$322,324		
	Income				
	Contributions	\$100	\$0	\$100	*Kitchen remodel donation
	Net Rental Income	\$0	\$0	\$0	
	Misc. Income	\$0	\$0	\$0	
	Trust Income	\$3,584	\$6,000	(\$2,416)	
	Game Day Parking Income	\$10,143	\$10,143	\$0	
	TCU Parking Lease Income	\$0	\$0	\$0	
	Transfer from Operating	\$0	\$0	\$0	
	Endowment Income	\$98,264	\$196,353	(\$98,089)	
	Gross Income	\$112,090	\$212,495	(\$100,405)	
	Non Budget Misc. Expenses				
	Misc. Purchases and Repairs	\$9,227	\$12,000	(\$2,773)	
	Net Columbarian/Memorial Rm	(\$240)	\$0	(\$240)	
	Total Non Budget Misc. Expenses	\$8,987	\$12,000	(\$3,013)	
	Net Operating Income	\$103,103	\$200,495	(\$97,392)	
	FUNDING FROM RESERVE TRANSFERS				
	Ministry Areas	\$0	\$0	\$0	
	SS Classes	\$0	\$0	\$0	
	Weekday School	\$0	\$50,000	(\$50,000)	
	TOTAL RESERVE TRANSFERS	\$0	\$50,000	(\$50,000)	
	TOTAL INCOME	\$103,103	\$250,495	(\$147,392)	
	CAPITAL PROJECTS				
	Site	\$75,287	\$125,000	\$49,713	*Playground equipment
	Structure	\$8,421	\$14,000	\$5,580	
	Interior	\$116,698	\$134,250	\$17,552	*Kitchen smallwares & new locks
	Elevators	\$0	\$0	\$0	
	Mechanical	\$20,779	\$60,000	\$39,221	
	Electrical	\$0	\$0	\$0	
	Plumbing	\$0	\$0	\$0	
	Fire & Safety	\$0	\$0	\$0	
	ADA	\$0	\$0	\$0	
	Furniture & Fixtures	\$20,546	\$41,865	\$21,319	*Furniture Senior Minister office remodel
	Technology	\$4,606	\$17,040	\$12,434	*Computer replacements
	Total Other Capital Projects	\$246,336	\$392,155	\$145,820	
	Accounts Payable - expenses from prior year	(\$474)			
	*Transferred Donation - previous year	(\$2,500)			*Kitchen contribution moved to Kitchen Operations
	Cash Balance to GL	\$176,118	\$180,664		Per donor's request
	Less Restricted/Deferred Reserves				
	Restricted Reserves (Memorial Rm)	25,714	\$25,474		
	Net Cash Balance	\$150,404	\$155,190		

001 UNIVERSITY CHRISTIAN CHURCH
Financial Spreadsheet from July to June
WEEKDAY SCHOOL FINANCIALS JULY - JUNE
2017-2018 School Year

Account#	Name	Annual Budget	July	August	September	October	November	December	January	February	March	April	May	June	Actual YTD	Budget YTD	YTD Variance
WDS																	
WEEKDAY SCHOOL																	
70403	WDS - Current Year Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
70413	WDS - Misc. Income	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	(\$200)
70502	Endowment Income - Weekday School	\$2,016	\$0	\$0	\$489	\$0	\$0	\$490	\$0	\$0	\$522	\$0	\$0	\$524	\$2,023	\$2,016	\$7
70505	WDS - Discovery Time/Early Bird	\$103,000	\$0	\$7,423	\$26,147	\$10,422	\$13,852	\$12,507	\$11,866	\$10,910	\$13,800	\$7,714	\$399	\$0	\$115,039	\$103,000	\$12,039
70531	WDS - Tuition	\$596,168	\$0	\$0	\$106,516	\$61,729	\$63,999	\$61,408	\$67,401	\$63,504	\$63,166	\$61,319	\$50,876	\$0	\$599,919	\$596,168	\$3,751
70532	WDS - Enrollment Fees	\$28,375	\$880	\$1,160	\$255	\$170	\$85	\$330	\$13,665	\$12,660	\$1,485	\$1,785	\$1,700	\$1,000	\$35,175	\$28,375	\$6,800
70533	WDS - Activity Fees	\$65,000	\$0	\$0	\$65,084	\$360	\$90	\$365	\$535	\$2,925	\$450	\$0	\$351	\$270	\$70,430	\$65,000	\$5,430
70545	WDS - Tuition Staff Discount	\$20,000	\$0	\$999	\$1,999	\$1,999	\$2,998	\$1,857	\$1,952	\$1,952	\$1,810	\$1,810	\$1,738	\$0	\$19,113	\$20,000	(\$887)
70550	Restrictions Satisfied - Fundraising	\$10,248	\$0	\$0	\$0	\$10,248	\$0	\$1,687	\$0	\$0	\$0	\$0	\$0	\$780	\$12,715	\$10,248	\$2,467
TOTAL WEEKDAY SCHOOL INCOME		\$825,007	\$880	\$9,582	\$200,488	\$84,928	\$81,024	\$78,644	\$95,418	\$91,951	\$81,233	\$72,628	\$55,064	\$2,574	\$854,415	\$825,007	\$29,408
70701	WDS - Salary Non/Ordained	\$494,758	\$5,815	\$34,169	\$46,697	\$43,161	\$64,876	\$45,527	\$43,220	\$43,015	\$41,824	\$42,044	\$54,909	\$21,452	\$486,707	\$494,758	\$8,051
70702	WDS - Staff Bonus	\$14,250	\$0	\$0	\$0	\$0	\$108	\$4,331	\$0	\$0	\$0	\$0	\$7,650	\$0	\$12,089	\$14,250	\$2,161
70703	WDS - Discovery Time/Early Bird Salary	\$70,000	\$0	\$0	\$3,310	\$7,410	\$9,675	\$7,364	\$2,665	\$7,540	\$5,035	\$7,770	\$8,386	\$0	\$59,156	\$70,000	\$10,844
70705	WDS - Childcare Salary	\$7,000	\$0	\$1,828	\$1,725	\$371	\$533	\$170	\$296	\$72	\$638	\$0	\$537	\$0	\$6,167	\$7,000	\$833
70706	WDS - Teacher Subs	\$7,000	\$0	\$0	\$0	\$1,035	\$1,050	\$590	(\$110)	\$40	(\$370)	\$390	\$1,390	\$0	\$4,015	\$7,000	\$2,985
70707	WDS - Contract Labor	\$17,510	\$0	\$130	\$5,440	\$2,230	\$745	\$625	\$4,570	\$1,310	\$745	\$1,760	\$240	\$0	\$17,795	\$17,510	(\$285)
70710	WDS - Pension Expense	\$5,938	\$765	\$765	\$765	\$429	\$519	\$519	\$552	\$561	\$561	\$561	\$561	\$561	\$7,118	\$5,938	(\$1,180)
70711	WDS - FICA Expense	\$45,365	\$267	\$2,169	\$3,823	\$3,944	\$5,800	\$4,405	\$3,492	\$3,843	\$3,573	\$3,807	\$5,542	\$1,609	\$42,274	\$45,365	\$3,091
70713	WDS - Healthcare	\$9,108	\$1,083	\$1,083	\$1,083	\$1,083	\$1,083	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,417	\$9,108	\$3,691
70718	WDS - Tuition Staff Discount	\$20,000	\$0	\$999	\$1,999	\$1,999	\$2,998	\$1,857	\$1,952	\$1,952	\$1,810	\$1,810	\$1,738	\$0	\$19,113	\$20,000	\$887
70724	WDS - School Supplies	\$21,000	\$1,450	\$2,787	\$2,618	\$2,026	\$2,174	\$3,272	\$997	\$326	\$856	\$1,746	\$2,514	\$117	\$20,883	\$21,000	\$117
70725	WDS - Office Supplies	\$3,500	\$330	\$419	\$313	\$271	\$91	\$181	\$117	\$182	\$318	\$539	\$66	\$176	\$3,002	\$3,500	\$498
70726	WDS - Postage & Freight	\$150	\$25	\$7	\$270	\$2	\$4	\$6	\$3	\$7	\$15	\$4	\$7	\$12	\$361	\$150	(\$210)
70727	WDS - Food & Related Supplies	\$4,000	\$0	\$0	\$287	\$835	\$14	\$1,118	\$39	\$0	\$0	\$117	\$89	\$242	\$2,742	\$4,000	\$1,258
70730	WDS - Printing & Copying	\$4,500	\$276	\$226	\$457	\$226	\$226	\$368	\$472	\$226	\$226	\$226	\$226	\$578	\$3,737	\$4,500	\$763
70736	WDS - Resource Room Expense	\$1,500	\$411	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32	\$77	\$552	\$1,072	\$1,500	\$428
70737	WDS - Publications	\$150	\$0	\$0	\$0	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30	\$150	\$120
70740	WDS - Teacher Training/Inservice	\$4,000	\$0	(\$838)	(\$42)	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$1,120	\$4,000	\$2,880
70746	WDS - Insurance	\$50	\$0	\$0	\$0	\$26	\$0	\$11	\$0	\$0	\$0	\$0	\$15	\$0	\$52	\$50	(\$2)
70747	WDS - Professional Fees	\$3,500	\$0	\$4,119	\$311	\$275	\$0	\$55	\$2,485	(\$2,000)	\$0	\$69	\$302	\$0	\$5,617	\$3,500	(\$2,117)
70748	WDS - Reaccreditation	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$390	\$0	\$0	\$0	\$0	\$0	\$390	\$3,000	\$2,610
70750	WDS - Repairs & Maint - Other	\$1,500	\$0	\$0	\$174	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$174	\$1,500	\$1,326
70755	WDS - Board Sponsored Activities Exp.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
70760	WDS - Community Garden Exp	\$8,000	\$465	\$417	\$417	\$731	\$417	\$528	\$417	\$0	\$0	\$30	\$426	\$417	\$4,263	\$8,000	\$3,737
70779	WDS - Misc. Expense	\$850	\$418	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12	\$0	\$30	\$162	\$623	\$850	\$228
70800	WDS - Capital Expense	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500	\$3,500
70801	WDS - Projects from Reserve	\$0	\$1,023	\$665	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$780	\$0	\$2,467	\$0	\$0
TOTAL WEEKDAY SCHOOL EXPENSE		\$750,129	\$12,328	\$48,946	\$69,646	\$66,054	\$90,344	\$70,926	\$61,555	\$59,074	\$55,243	\$60,906	\$85,486	\$25,877	\$706,384	\$750,129	\$43,745
WEEKDAY SCHOOL OVER/UNDER EXP		\$74,878	(\$11,448)	(\$39,363)	\$130,842	\$18,874	(\$9,319)	\$7,718	\$33,863	\$32,877	\$25,990	\$11,722	(\$30,422)	(\$23,303)	\$148,031	\$74,878	\$73,153

AUGUST FINANCE REPORT Page 8

IVERSITY CHRISTIAN CHURCH
 Spreadsheet from July to June
 RESTRICTED FUND
 FUNDRAISING RESERVE

Account#	Name	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
RESTRICTED FUND														
WDS Reserve Balance as of June 30, 2017														\$92,887
49403	WDS Fundraising - General Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
49410	WDS Fundraising - Spring Party Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$5,175	\$7,500	\$14,800	\$0	\$0	\$27,975
49413	WDS Fundraising - Misc. Income	\$0	\$0	\$0	\$0	\$72	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72
49437	WDS Fundraising - Spring Party Ticket Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$3,800	\$4,275	\$2,525	\$0	\$0	\$11,600
49438	WDS Fundraising - Spring Party Ad Income	\$0	\$0	\$0	\$0	\$0	\$0	\$450	\$275	\$50	\$0	\$0	\$0	\$775
49439	WDS Fundraising - Book Fair	\$0	\$0	\$0	\$221	\$0	\$627	\$0	\$0	\$0	\$0	\$0	\$0	\$847
49441	WDS Fundraising - Directory Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
49442	WDS Fundraising - Spring Party Auction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,745	\$0	\$0	\$0	\$29,745
49443	WDS Fundraising - Box Tops	\$0	\$0	\$0	\$0	\$0	\$0	\$147	\$0	\$0	\$0	\$93.70	\$0	\$240
49444	WDS Fundraising - Spring Party Class Raffle	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,546	\$70.00	\$0	\$0	\$9,616
49450	WDS Fundraising - Class Photos/Videos	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700	\$2,238	(\$37.67)	\$0	\$2,900
49455	WDS Fundraising - T-Shirt Sales	\$0	\$676	\$653	\$51	\$0	\$60	\$10	\$30	\$35	\$5	\$20.00	\$0	\$1,540
49552	WDS Fundraising - Cookbook Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL WDS FUNDRAISING RESERVE INCOME		\$0	\$676	\$653	\$51	\$293	\$60	\$2,284	\$9,455	\$12,785	\$58,909	\$146	\$0	\$85,311
49725	WDS Fundraising - Supplies	\$0	\$0	\$0	\$329	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$329
49726	WDS Fundraising - Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
49730	WDS Fundraising - Print Marketing	\$156	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$156
49736	WDS Fundraising - Spring Party Food/Entertainment	\$0	\$0	\$0	\$0	\$0	\$0	\$1,790	\$3,500	\$6,750	\$11,983	\$0	\$0	\$24,023
49737	WDS Fundraising - Spring Party Marketing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
49738	WDS Fundraising - Spring Party Supplies & Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$762	\$2,155	\$1,408	\$0	\$4,325
49739	WDS Fundraising - Book Fair	\$0	\$0	\$0	\$0	\$0	\$85	\$8	\$0	\$20	\$0	\$0	\$89	\$203
49742	WDS Fundraising - Spring Party Auction Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$501	\$2,070	\$4,000	\$0	\$0	\$6,571
49744	WDS Fundraising - Spring Party Class Raffle Exp.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$189	\$0	\$300	\$0	\$489
49746	WDS Fundraising - Class Photos/Videos	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$860	\$54	\$0	\$914
49747	WDS Fundraising - Directory Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
49750	WDS Fundraising - T-Shirt Expense	\$0	\$0	\$2,002	\$0	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,020
49752	WDS Fundraising - Cookbook Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
49779	RESTRICTIONS RELEASED - WDS Fundraising	\$0	\$0	\$0	\$10,248	\$0	\$1,687	\$0	\$0	\$0	\$0	\$0	\$790	\$12,715
TOTAL WDS FUNDRAISING RESERVE EXPENSE		\$156	\$0	\$2,002	\$10,577	\$18	\$1,772	\$1,798	\$4,001	\$9,792	\$18,137	\$2,568	\$924	\$51,745
YTD WDS Reserve Balance														\$126,453
Spring Party Detail:														
INCOME		Expense Detail:												
Donations	\$27,975	Mopac		Venue						\$4,800				
Tickets	\$11,600	Reata		Food & Beverage						\$12,683				
Ad Income	\$775	Poo Live Crew		band						\$3,500				
Auction	\$29,745	HookFire LLC		Dove hunt party						\$4,000				
Raffle	\$9,616	Vegas Concepts		Games/tickets						\$1,790				
Total:	\$79,711	Sparks Agency		Amadillo racing						\$1,250				
		Jeff Copeland		Auctioneer						\$2,000				
EXPENSE														
Food/Entertainment	\$24,023	Katherine Price		Yeti cooler for raffle						\$189				
Marketing	\$0	Numerous		supplies						\$937				
Supplies/Services	\$4,325	Numerous		party decorations						\$547				
Auction	\$6,571	Rent A Frog Valet		Valet parking						\$980				
Raffle	\$489	Matthew Cartwright		Security						\$125				
Total:	\$35,408	Lisa Camp		postage						\$227				
		Wabash Road		Invites, menu, tickets						\$1,408				
		Katherine Price		Drink machine						\$300				
FUNDRAISING PROFIT		\$44,303												
FUNDRAISING PROFIT IN 2017 - \$31,564														
														\$35,408

Designated Fund Summary for Period 7 July
Company: 1 UNIVERSITY CHRISTIAN CHURCH
Fiscal Year: 2018

Restricted Reserve Balance Sheet

	Opening Balance	YTD Receipts	YTD Disbursements	Ending Balance
UNRESTRICTED DESIGNATED FUND 1 RESERVES				
Weekday School Board Designated	\$50,000	\$0	\$0	\$50,000
Sr. Minister Advised Fund	\$43,596	\$0	\$0	\$43,596
TOTAL UNRESTRICTED DESIGNATED FUND 1 RESERVES	\$93,596	\$0	\$0	\$93,596
RESTRICTED RESERVES				
MINISTRY GENERAL RESERVES				
Adult General Reserve	\$210	\$0	\$0	\$210
Children's General Reserve	\$1,075	\$115	\$1,000	\$190
College General Reserve	\$297	\$0	\$0	\$297
Evangelism General Reserve	\$0	\$0	\$0	\$0
Music General Reserve	\$20,668	\$4,306	\$22,189	\$2,785
Chancel Choir General Reserve	\$4,864	\$24,967	\$4,000	\$25,831
Music Youth General Reserve	\$84,692	\$17,625	\$5,071	\$97,246
Boar's Head General Reserve	\$57,385	\$30,769	\$32,532	\$55,622
Pastoral Care General Reserve	\$3,866	\$550	\$0	\$4,416
Men's General Reserve	\$0	\$0	\$0	\$0
Women's General Reserve	\$328	\$0	\$0	\$328
Prayer Shawl Ministry	\$4,956	\$0	\$0	\$4,956
Women's Ministry Quadrennial Reserve	\$2,685	\$0	\$0	\$2,685
Youth General Reserve	\$33,818	\$23,245	\$30,071	\$26,991
Student Activities Reserve	\$53,249	(\$900)	\$8,565	\$43,784
Weekday School Fundraising Reserve	\$80,095	\$83,462	\$37,220	\$126,337
Kitchen Operation Reserve	\$0	\$2,500	\$0	\$2,500
TOTAL MINISTRY GENERAL RESERVES	\$348,188	\$186,639	\$140,649	\$394,178
SUNDAY SCHOOL CLASS RESERVES				
God Talk Class Reserve	\$40	\$0	\$0	\$40
Seekers Class Reserve	\$778	\$1,366	\$1,560	\$583
Genesis Class Reserve	\$641	\$795	\$716	\$720
Koinonia Class Reserve	\$1,114	\$390	\$378	\$1,126
Moudy Class Reserve	\$133	\$0	\$0	\$133
Round Table Class Reserve	\$349	\$39	\$0	\$388
Peoples Class Reserve	\$2,215	\$822	(\$338)	\$3,375
Chancel Choir Council Reserve	\$426	\$883	\$904	\$405
TOTAL SUNDAY SCHOOL CLASS RESERVES	\$5,695	\$4,295	\$3,220	\$6,770
SMALL GROUP MINISTRY RESERVES				
Carpenters Reserve	\$1,764	\$753	\$1,419	\$1,099
Wild Women's Book Club Reserve	\$229	\$246	\$0	\$475
Rose Circle Reserve	\$46	\$305	\$0	\$350
TOTAL SMALL GROUP MINISTRY RESERVES	\$2,039	\$1,304	\$1,419	\$1,924

Designated Fund Summary for Period 7 July
Company: 1 UNIVERSITY CHRISTIAN CHURCH
Fiscal Year: 2018

Restricted Reserve Balance Sheet

	Opening Balance	YTD Receipts	YTD Disbursements	Ending Balance
SPECIAL OUTREACH RESERVES				
Habitat for Humanity Reserve	\$0	\$1	\$0	\$1
South Central Alliance Reserve	\$30	\$160	\$0	\$190
Heifer Intl. Reserve	\$0	\$0	\$0	\$0
Christmas Angels Reserve	\$38,325	\$2,844	\$0	\$41,169
Gifts of Hope Reserve	\$15,044	\$6	\$15,050	\$0
Thanksgiving Baskets Reserve	\$2,528	\$0	\$0	\$2,528
Mission Pilgrimages Reserve	\$13,170	\$2,134	\$0	\$15,304
Homeless Ministry	\$5,697	\$180	\$0	\$5,877
Community Garden Reserve	\$2,591	\$0	\$0	\$2,591
Kids Hope Reserve	\$2,872	\$1,210	\$0	\$4,082
Outreach General Reserve	\$90,091	\$60	\$73,815	\$16,336
Refugee Services of TX	\$4,991	\$0	\$0	\$4,991
Emergency Relief	\$985	\$150	\$0	\$1,135
Children's Closet Reserve	\$72,182	\$7,800	\$20,420	\$59,562
Prom Dreams Reserve	\$1,003	\$0	\$0	\$1,003
Mary Louise Page Scholarship Fund	\$29,215	\$6,675	\$0	\$35,890
Week of Compassion Offering Reserve	\$2,846	\$6,228	\$5,831	\$3,243
Easter Offering Reserve	\$0	\$2,405	\$0	\$2,405
Pentecost Offering Reserve	\$0	\$451	\$0	\$451
Reconciliation Offering Reserve	\$3	\$0	\$3	\$0
Thanksgiving Offering Reserve	\$398	\$0	\$398	\$0
Christmas Offering Reserve	\$2,028	\$0	\$2,028	\$0
Other Special Offering Reserve	\$2,425	\$1,963	\$0	\$4,388
TOTAL SPECIAL OUTREACH RESERVES	\$286,424	\$32,267	\$117,544	\$201,146
ENDOWMENT RESERVES				
Johnson Organ Endowment Reserve	\$6,987	\$2,294	\$0	\$9,281
Foltz Endowment Reserve	\$918	\$0	\$0	\$918
Davis Endowment Reserve	\$23,190	\$1,752	\$0	\$24,941
Lawrence Endowment Reserve	\$5,220	\$307	\$0	\$5,527
Needlers Reserve	\$5,268	\$403	\$0	\$5,672
Youth Alumni Scholarship Fund	\$3,808	\$977	\$0	\$4,785
TOTAL ENDOWMENT RESERVES	\$45,391	\$5,733	\$0	\$51,124
ADMINISTRATION GENERAL RESERVES				
Time Restricted Pledge Income	\$284,746	\$0	\$281,746	\$3,000
Library Fund Reserve	\$1,387	\$0	\$0	\$1,387
Anna Harriett Library Reserve	\$4,702	\$0	\$4,700	\$2
TOTAL ADMINISTRATION GENERAL RESERVES	\$290,835	\$0	\$286,446	\$4,389
TOTAL RESTRICTED RESERVES	\$978,571	\$230,238	\$549,279	\$659,530
BALANCE CHECK FUND 1	\$93,596	\$0	\$0	\$93,596
BALANCE CHECK FUND 2	\$978,571	\$230,238	\$549,279	\$659,530

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University Christian Church
Summary Report For Endowment Assets
For Period 7/1/2017 Through 6/30/2018

Assets	Manager	Market Values 6/30/2017	Market Values 9/30/2017	Market Values 12/31/2017	Market Values 3/31/2018	Market Values 6/30/2018
Embry Trust	Embry Trust	761,227.71	774,996.54	785,509.89	775,171.98	775,569.97
Fillingim Foundation	Fillingim Foundation	229,189.51	233,304.42	236,472.57	234,742.27	235,308.76
Heyer Trust	Anna Heyer Trust	84,751.67	87,030.19	86,488.62	85,559.41	85,514.13
Johnson Remainder Trust	Harold Johnson CRT	139,400.36	142,990.56	140,290.40	140,146.38	133,053.17
	Total Trust	1,214,569.25	1,238,321.71	1,248,761.48	1,235,620.04	1,229,446.03
Managed Investments	CCF Beasley Fund	4,022,394.20	4,177,832.11	4,319,794.10	4,292,314.61	4,321,755.52
	CCF Campbell Fund	4,628,491.98	4,810,325.16	4,979,995.39	4,931,135.20	5,005,520.39
	CCF Common Fund	4,276,583.51	4,311,121.58	4,351,709.56	4,323,786.07	4,238,407.25
	Total Managed Investments	12,927,469.69	13,299,278.85	13,651,499.05	13,547,235.88	13,565,683.16
	Total Asset Market Values	14,142,038.94	14,537,600.56	14,900,260.53	14,782,855.92	14,795,129.19

Endowment Fund Investment Performance		Approx. Investment Return for Qtr. 6/30/2017	Approx. Investment Return for Qtr. 9/30/2017	Approx. Investment Return for Qtr. 12/31/2017	Approx. Investment Return for Qtr. 3/31/2018	Approx. Investment Return for Qtr. 6/30/2018
Managed Investments	CCF Beasley Fund	2.77%	3.86%	3.40%	-0.64%	0.69%
	CCF Campbell Fund	1.38%	3.93%	3.53%	-0.98%	1.51%
	CCF Common Fund	1.83%	3.66%	3.58%	-0.72%	1.09%
	Total Weighted Average	1.94%	3.78%	3.47%	-0.78%	1.10%

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Report Date/Time : 7/28/2018 9:29:34 PM

Manager and Investment Pool Reconciliation
Managed Investments
For Period Between 4/1/2018 And 6/30/2018

Investment Manager Level

Manager Name	Beginning Value	Dividends and Interest	Realized Gains	Unrealized Gains	Investment Fees	Net Cash Flow	Ending Market Value	Difference
CCF Beasley Fund	4,292,314.61	43,067.27	0.00	-16,119.44	2,493.08	0.00	4,321,755.52	0.00
CCF Campbell Fund	4,931,135.20	52,893.36	0.00	18,610.05	2,881.78	0.00	5,005,520.39	0.00
CCF Common Fund	4,323,786.07	40,306.23	12,600.67	-9,527.29	2,487.82	-131,246.25	4,238,407.25	0.00
Total	13,547,235.88	136,266.86	12,600.67	-7,036.68	7,862.68	-131,246.25	13,565,683.16	0.00

Investment Pool Level	Amount	
Net Cashflow By Managers	-131,246.25	*cost recovery adback from CCF
LESS:		
Distribution	142,449.49	*2nd QTR distribution
Expense	1,000.00	*Fundrider QTRLY Fees
Gift	-12,153.29	*2nd QTR new gifts
Income to Principal	-49.95	
Difference	0.00	

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University Christian Church
UDR - Estimated Spending
For Period Ending: 06-30-2018

	GLID	Endowment Name	Estimated Distribution	Reinvest Amount	Net Spending	Avg Market Value	Market Value	Historical Gift	MV as a % of Gift
Standard									
	30319	Susan McAdams Harrell Endowment Fund	112.52	0.00	112.52	10,001.99	10,619.97	10,653.00	99.69 %
	30320	Lawrence & Rosemary Alland Endowment Fund	155.27	0.00	155.27	13,801.43	17,401.39	16,351.50	106.42 %
	30321	UCC Youth Alumni/ae Scholarship Fund (Designated)	531.17	0.00	531.17	47,215.00	54,979.13	50,000.00	109.96 %
	30323	Lynn C. Cross Endowment Fund (Designated)	60.53	0.00	60.53	5,380.80	5,698.89	5,000.00	113.98 %
	30324	Lynn C. Cross Endowment Fund (Restricted)	17.77	0.00	17.77	1,579.69	1,795.39	1,560.00	115.09 %
	30326	Lee & Linda Brookshire Endowment Fund (R)	182.99	0.00	182.99	16,265.72	17,112.39	15,000.00	114.08 %
	30327	Dee J. Kelly Endowment Fund (Designated)	942.28	0.00	942.28	83,758.04	117,619.65	105,380.00	111.61 %
	30329	Butler Family Endowment	3,034.28	0.00	3,034.28	269,714.05	281,459.05	250,000.00	112.58 %
	30331	Marcia & Paul Cato Family Fund (D)	17.00	0.00	17.00	1,511.08	1,552.12	1,441.03	107.71 %
	30332	Marcia & Paul Cato Family Fund (R)	56.05	0.00	56.05	4,982.65	5,455.13	5,028.13	108.49 %
	30333	Hanley Family Fund (R)	46.25	0.00	46.25	4,110.70	6,567.38	6,376.63	102.99 %
	30335	Helme Family Fund (D)	4.92	0.00	4.92	437.27	449.20	418.48	107.34 %
	30336	Helme Family Fund (R)	50.52	0.00	50.52	4,490.89	5,094.53	4,797.14	106.20 %
	30340	Cyndy W. Twedell Endowment Fund (R)	119.15	0.00	119.15	10,591.18	10,841.85	10,420.93	104.04 %
	30338	Marilyn & Freddy L. Jones Endowment Fund (R)	144.03	0.00	144.03	12,802.32	13,193.20	12,668.65	104.14 %
	30342	McCoy Family Endowment	56.65	0.00	56.65	5,035.41	5,152.30	5,250.00	98.14 %
	30344	Sandra and Ronald Kennedy Endowment Fund	28.08	28.08	0.00	2,495.81	2,507.33	2,556.15	98.09 %
	30346	Walter & Patricia Echols Endowment Fund	56.24	0.00	56.24	4,999.32	4,998.63	5,000.00	99.97 %
	30348	Charles & Carolyn Dowell Music Endowment	56.24	0.00	56.24	4,999.32	4,998.63	5,000.00	99.97 %
	30350	Jack & Jackie Shrode Endowment	284.69	0.00	284.69	25,305.91	25,302.44	25,309.38	99.97 %
	30352	Charles J. & Sarah M. Fraley Endowment	1,044.96	0.00	1,044.96	92,885.11	92,872.37	92,897.84	99.97 %
	30356	Jimmy & Lanelle Phipps Endowment	19.13	19.13	0.00	1,700.00	1,700.00	1,700.00	100.00 %
	30354	Bert & Marjorie Nunnallee Endowment	56.25	0.00	56.25	5,000.00	5,000.00	5,000.00	100.00 %
Standard Totals:			143,018.25	47.21	142,971.04	12,712,725.92	13,544,857.88	13,063,909.43	
90% of Income									
	30297	Paul & Martha Youngdale General Endowment Fund	220.31	22.03	198.28	19,582.17	20,825.28	20,855.53	99.85 %
90% of Income Totals:			220.31	22.03	198.28	19,582.17	20,825.28	20,855.53	
As distributed									
	12175	Embry Trust	0.00	0.00	0.00		775,569.97	760,564.98	101.97 %
	12176	Heyer Trust	0.00	0.00	0.00		85,514.13	82,371.17	103.82 %
	12179	Fillingim Foundation	0.00	0.00	0.00		235,308.76	205,668.86	114.41 %
	12177	Johnson Remainder Trust	0.00	0.00	0.00		133,053.17	0.00	0
As distributed Totals:			0.00	0.00	0.00		1,229,446.03	1,048,605.01	
Totals:			143,238.56	69.24	143,169.32	12,732,308.09	14,795,129.19	14,133,369.97	

Administrative Committees

8.1 Composition. The Administrative Committees shall include the following: Building & Grounds, Endowment, Finance, and Personnel. The Senior Minister, **Executive Minister** or a designee serves as a non-voting advisory staff liaison on all Administrative Committees. The Senior Minister **or Executive Minister**, in consultation with the Chair of that Committee and the Board of Stewards Chair, may select a non-voting advisory staff liaison designee for each Administrative Committee. Other Staff may attend Administrative Committee meetings at the direction of the Senior Minister **or Executive Minister**.

8.2 Term of Service.

(a) Length of Term. Each person selected as a chair of an Administrative Committee shall serve a 1-year term beginning on the first day of the next Program Year after his or her selection. If a person has been selected as a chair or member of an Administrative Committee to fill a vacant position, then that person shall serve the remainder of the term of the position being filled. Members of the Administrative Committees shall serve 2 year terms, and the terms of service for members of each Administrative Committee shall be staggered so that the service terms of 1/2 of the Members of any Administrative Committees shall expire each year.

(b) Maximum Length of Service. No person may serve as the chair of a particular Administrative Committee for more than 2 consecutive years. A person selected as the chair of an Administrative Committee who has completed a term of service may serve again as the chair of that Administrative Committee, so long as a period of at least 2 years has passed since the last day of his or her prior term of service. No person may serve as a member of an Administrative Committee for more than 4 consecutive years. A person who has completed a term of service may serve again as a member on an Administrative Committee, so long as a period of at least 1 year has passed since the last day of his or her prior term of service.

8.3 Eligibility. Each Member is eligible to be selected to serve a term as the chair or a member of an Administrative Committee, so long as the Member is not a person on the Staff.

Current Board of Stewards members cannot serve as voting members of any Administrative Committee; however, each Administrative Committee shall include at least one current Board of Stewards member as a non-voting advisory member of that Administrative Committee. All Administrative Committee chairs may serve as non-voting advisory members of the Finance Committee. Former Board of Stewards members are ineligible to serve as voting members or chair of any Administrative Committee for 1 year after the last day of his or her prior term of service on the Board of Stewards. Staff and their family members are ineligible to serve on the same Administrative Committee. Family members of staff are ineligible to serve on the Finance Committee or Personnel Committee, and it is suggested that family members of staff should not serve on any Administrative Committee.

Members engaged in business transactions with UCC are eligible to serve but must disclose the potential conflict of interest to the Board of Stewards and the Board of Stewards must note that potential conflict of interest in its minutes. Members may not serve as a voting member on more than one Administrative Committee at the same time. Members shall not serve on the same Administrative Committee at the same time as any other member of their family.

8.4 Selection Process. In April or May of each year, the Board of Stewards shall select persons to serve as chair and members of each Administrative Committee for the next Program Year. Each Administrative Committee shall have one chair and at least **1** other members. The Board of Stewards may from time to time for any reason add or remove any chair or member of any Administrative Committee, so long as the minimum number of members is maintained. Any person not specifically selected to serve for the next Program Year shall be deemed to have been selected to serve from the date of selection through the end of the current Program Year.

8.5 Resignation. A member or Chair of an Administrative Committee may resign by delivering written notice to the Board of Stewards Secretary.

8.6 Vacancies.

(a) **Removal.** A person may be removed as Chair or member of an Administrative Committee by the Board of Stewards at any time and for any reason if the removal is approved at a Board of Stewards meeting by a vote of the majority of Stewards present at the meeting and voting on the issue or 7 persons on the Board, whichever is greater.

(b) **Replacement.** If a vacancy occurs in any Administrative Committee, the vacancy shall be filled by an eligible Member selected by the Board of Stewards. The Member selected by the Board of Stewards to fill the vacancy shall serve for the remainder of the program year.

8.7 Responsibilities.

(a) Each Administrative Committee shall report and be accountable to the Board of Stewards.

(b) Each Administrative Committee shall advise the Board of Stewards on issues to which that Administrative Committee has been given responsibility, and shall carry out decisions made by the Board of Stewards which relate to those areas.

(c) Each Administrative Committee develops and maintains written policies and procedures that describes their decision-making process, identifies the desired skills and knowledge for its members to aid the Board of Stewards in the selection process, and identifies the nature and purpose of all subcommittees who assist the Administrative Committee in performing its mission. These policies and procedures shall be submitted to the Board of Stewards annually for their review and acceptance and shall be revised as

needed, at least once every ~~other~~ year.

(d) Each Administrative Committee Chair or representative is expected to attend each Board of Stewards meeting, each Assembly meeting and any other Leadership Group meeting as may be necessary.

(e) Administrative subcommittees shall hold meetings that are open to members, take minutes of meetings, assist with the development and management of their annual budget as appropriate, and report at least twice yearly to their Administrative Committee.

8.8 Meetings.

(a) Administrative Committees and subcommittees shall provide acceptable notice of all meetings during which decisions affecting the congregation will be made.

(b) All meetings of Administrative Committees and subcommittees are open to Members.

(c) A copy of the minutes of all Administrative Committee and subcommittee meetings shall be forwarded to the designated UCC Staff contact for archiving.

(d) Quorum for any Administrative Committee meeting is at least half of the total number of persons serving on that Administrative Committee, including all voting members and non-voting advisory members; however, a minimum of 4 voting members of that Administrative Committee must be present.

8.9 Building and Grounds Committee. Mission: The Buildings & Grounds Committee supports the ministries of UCC by maintaining and managing the real property of the congregation in a financially and environmentally responsible manner. **Hospitality Enhancement Committee, Architectural & Interior Design Advisory Committee.**

8.10 Endowment Committee. Mission: The Endowment Committee supports the ministries of UCC by managing the Endowment, comprised of assets that a donor restricted as a permanent gift or assets that the Board of Stewards designated as permanent investments. It also develops investment policies in collaboration with the Finance Committee for acceptance by the Board of Stewards and approval of the Assembly, selects and reviews investment managers to assure income activity consistent with the policies, encourages gifts to UCC's endowment funds, and recommends to the Board of Stewards for Assembly approval any changes in income distribution rate or allocation of income to the ministries of UCC.

(a) Definition of Endowed Funds. Any funds or gifts which are given to the Congregation upon the express condition that the principal be held on a permanent basis, and any other funds of the Congregation received from any source which are designated by the Board of Stewards as “endowment funds” shall be considered endowment funds of the Congregation.

(b) Investment Policies. The Endowment Committee, working in conjunction with the Finance Committee, may from time to time jointly propose endowment investment policies which may be adopted by the Assembly.

(c) Investment Subcommittee. The Endowment Committee may appoint an Investment subcommittee, made up of some of the members of the Endowment Committee, which shall have the authority to manage and supervise the investment of endowment funds within the guidelines provided in the endowment investment policies adopted from time to time by the Assembly.

(d) Protection of Gifts to Endowment. The principal portion of any gift of endowment funds shall not be spent for any reason, unless the terms of the gift specifically authorize the distribution or use of all or portions of the principal of the gift. Income from endowment funds can be used for any purpose as determined by the Assembly or Board of Stewards.

(e) Information. The Endowment Committee shall develop and implement a plan to alert the Members to the existence and purpose of the endowment funds. The Endowment Committee shall deliver a report to the Assembly at least annually which shall include a list of new gifts received, income received, allocation of income and total value of the endowment funds.

8.11 Finance Committee. Mission: The Finance Committee supports the ministries of UCC by providing oversight of UCC’s finances, making recommendations for authorized expenses to the Board of Stewards and other leadership groups, informing the members and other internal groups about the financial condition of the congregation or group, supervising the annual pledge campaign, and collaborating with other leadership groups in the development of their budgets.

8.12 Personnel Committee. Mission: The Personnel Committee supports the ministries of UCC by developing search procedures for ministerial staff other than the Senior Minister following guidelines described in 11.1(d), ~~assuring that each ministerial staff person has a Pastoral Relations Committee,~~ reviewing the UCC Employee Handbook at least every other year, and assisting the ~~Senior~~ **Executive** Minister or designee to develop a schedule of salary ranges by position category. The Committee develops and performs a comprehensive evaluation of the ~~Senior~~ **Ministers** annually. The Personnel Committee shall make every good faith effort to resolve conflicts with all members of the Staff and the ~~Senior~~ **Executive** Minister, and shall develop appropriate personnel dispute resolution policies and procedures. Policy decisions regarding personnel are recommended to the Board of Stewards for approval.

(a) **Responsibilities.** The Personnel Committee:

Oversees, reviews and receives reports from the Adaptive Staff Process

- [1] Formulates policies relating to the employees of UCC;
- [2] Works closely with the ~~Senior~~ **Executive** Minister and Human Resources manager;
- [3] Coordinates the evaluation of **the Senior** Ministers and oversees evaluation of

staff;

- [4] Supervises and supports the ~~Senior~~ **Executive** Minister and other Staff;
- [5] Reviews, modifies, approves, or rejects ~~Senior~~ **Executive** Minister recommendations relating to Staff or congregational programs;

[6] Reviews, modifies, approves, or rejects job descriptions, recommendations for Staff hiring, salaries, employee contracts, benefits, leave, and other administrative matters that the ~~Senior~~ **Executive** Minister proposes; and

[7] Submits to the Board of Stewards any proposal to end the employment of a ~~Senior~~ Minister.

Insert Paragraph Re: Adaptive Staff Process