



BRADFORD

COMMUNITY CHURCH

UNITARIAN UNIVERSALIST

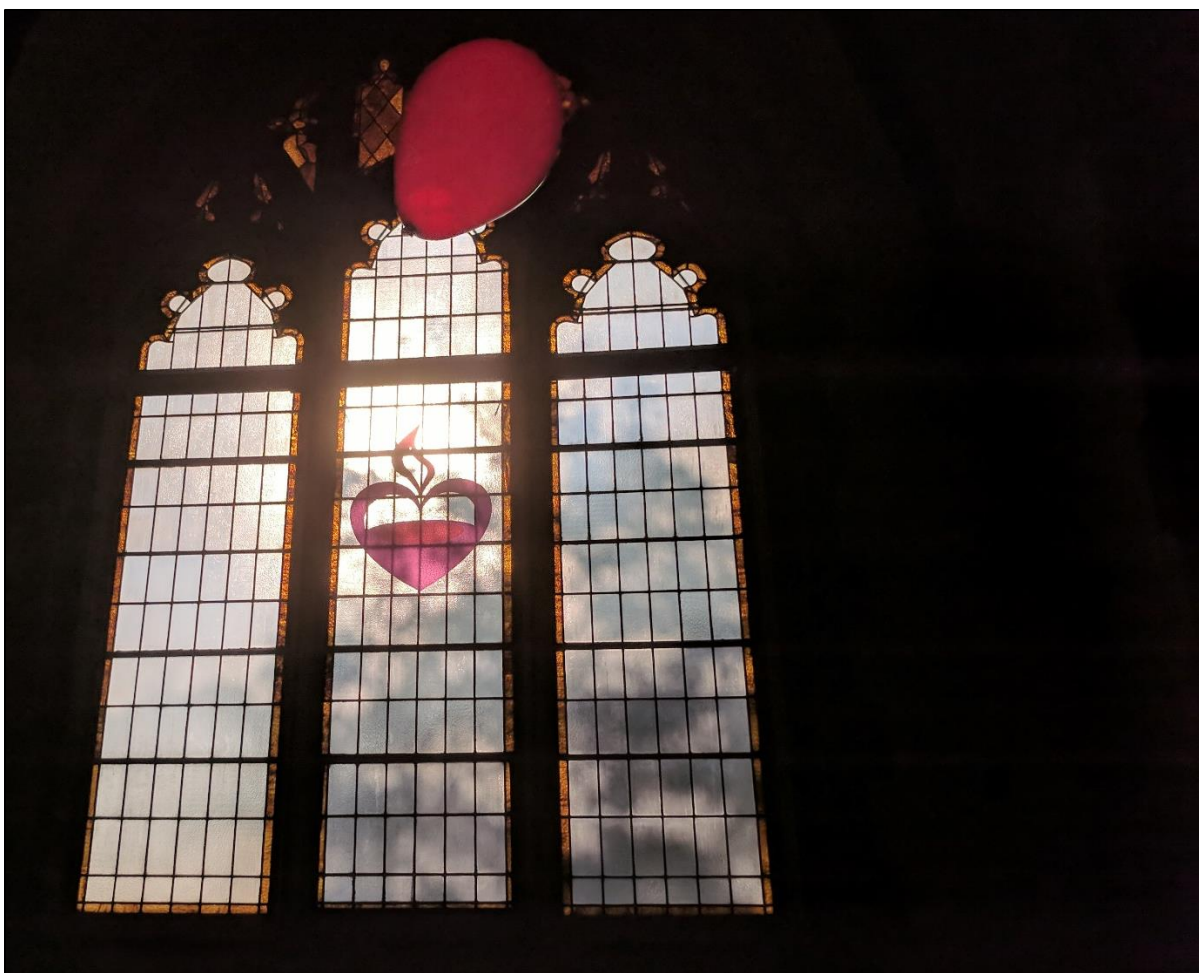


CONGREGATIONAL ANNUAL REPORT

2016 - 2017



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WELCOME

The 2016 – 2017 fiscal year was an eventful one for Bradford Community Church Unitarian Universalist.

After the interim ministry of Lillie Henley came to an end with a vote to call a new, settled minister in May of 2016, the 2016-17 year began with apprehension and anticipation.

Rev. Erik David Carlson assumed duties as minister for Bradford UU on August 15th, 2016 and first began leading worship in September. As with any time of transition, there were many stories that came out of the last year, and many sides to each. This is particularly true regarding the several staff transitions which were a painful but unavoidable result of the changes the congregation is undergoing.

This report is reflective of some of those changes, being assembled and produced by the Bradford UU administrative staff. Reports submitted by members were only edited for format and not for content with the express intent of documenting some of the most important developments within the congregation for the 2016-17 church year. Some of the information contained herein includes the first two months of the 2017-18 year – but only when directly related to other work reflected in this report.

We thank everyone for their contributions to this report but more importantly, to all the work on behalf of Bradford UU within and outside these walls in the last year.

Blessed Be,

B.J. VanKammen, Church Administrator
Rev. Erik David Carlson, Minister

MINISTRY & WORSHIP ARTS

Minister: Rev. Erik David Carlson

Worship Arts Team: Dani Lockwood, Kristin Kornkven, Bob Estes, Patti Fitchett, Drew Sexton, John Terhardt, Jennifer Burns, Tom Shaughnessy, Bill Peche, Mary McKeown

Committee on Ministry: Joy Latuvnik, Patti Fitchett, Drew Sexton



Rev. Erik David Carlson

The 2016-17 church year was full of transition as we welcomed our new, settled minister, Rev. Erik David Carlson. Rev. Erik began his service in August of 2016 after having been called unanimously the previous spring. Hitting the ground running, Rev. Erik performed 37 worship services between September and June, including Christmas Eve. In addition, Rev. Erik presided over two weddings and four memorial services.

Utilizing the materials from the Soul Matters Sharing Circle program that provide resources for worship based on monthly themes, Bradford UU explored a myriad of topics in worship ranging from social justice issues, UU history and theology, politics, current events and interfaith learnings.

Rev. Erik introduced multi-media presentations during worship using a new, flat-screen television for our sanctuary space purchased out of the Minister's Professional Expense account and used the screen for about a quarter of the services after its purchase.

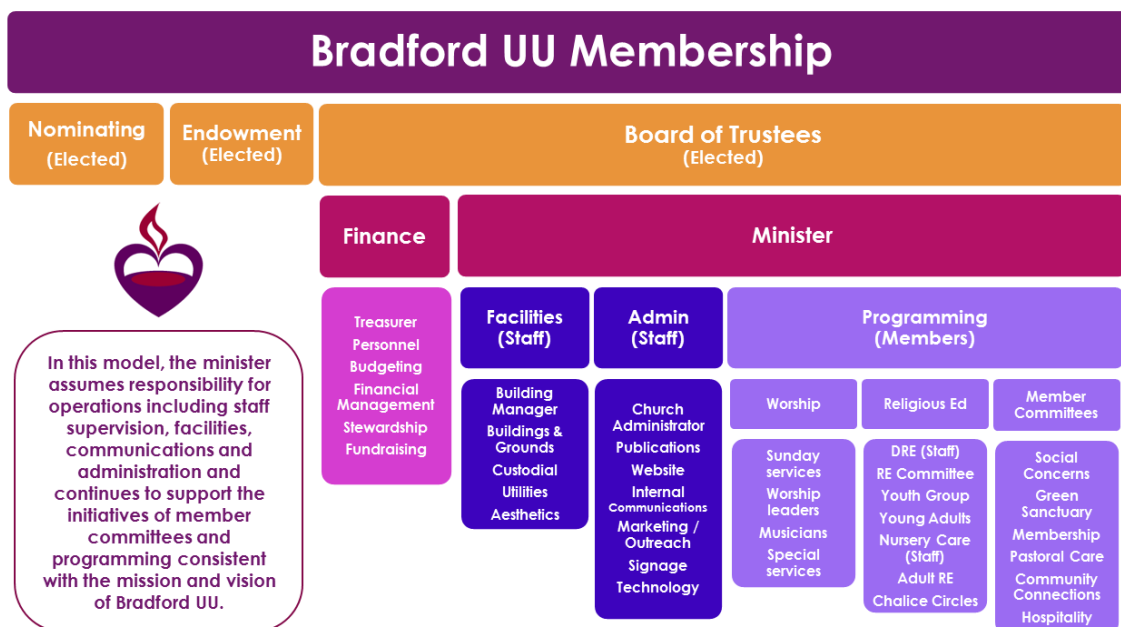
The Worship Arts Team met monthly throughout the year establishing service topics, lay-leaders, music and religious education coordination for time for all ages and inter-generational worships.

Rev. Erik was installed in February during a spectacular Sunday worship service featuring the words of the Revs. Michael Tino, David Kraemer, Jim VanderWeele and Hope Engeseth, and the music of Jim Scott.

The Committee on Ministry met sporadically through the first year and offered Rev. Erik support on personnel issues, transition of organizational authority and social justice initiatives.

Upon arriving at Bradford UU, Rev. Erik set to working with the Board of Trustees and other leadership to streamline the official organizational chart and the chain of accountability for decision-making.

Approved by the Board of Trustees in January, the new organizational chart clearly sets the minister as chief of staff and establishes a boundary between the roles of volunteer leadership and paid staff.



Bradford UU Organizational Chart – Adopted January 2017

INSTALLATION SERVICE

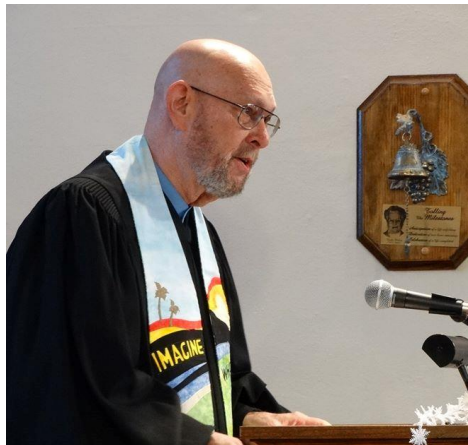
February 19th, 2017



Rev. David Kraemer



Rev. Hope Engeseth



Rev. Jim VanderWeele



Jim Scott



Jane Davis



Kimberlee Tomczak Carlson



Jennifer Burns



Assembled Clergy & Service Participants

RELIGIOUS EDUCATION

Mary McKeown – Interim Director of Religious Education, January 2016 – June 2017

RE Committee: Jack Dudley (Chair), David Lockwood, Celeste Walker, gayle clark-taylor, Joy Latuvnik, Jim Payne, Rev. Erik David Carlson



Religious Education children during all-ages Halloween service 2016

ATTENDANCE:

Nursery: The nursery had low attendance, with a maximum of two infants/toddlers in attendance on a Sunday. Many Sundays had no attendance in the nursery. We did hire a permanent nursery worker who has seen increased attendance over her tenure.

Pre-K – 4th Grade – Consistent attendance with an average of 3-6 children each week. Number of children varied each week. The highest attendance was 8 children on 4/24/16.

5th -8th Grade – Low attendance was a consistent problem. Average attendance was 0-3 participants. The Middle School class ended after the last week in March, and resumed in the fall.

High School – Attendance was not consistent, but averaged 2-4 participants. The highest attendance was 6 youth on 3/28/16.

CURRICULUM:

The curriculum for the following year was planned and discussed. The DRE, along with the RE Committee collaborated to decide on the next path to take with the next teaching model. The input from the congregation and parents will be considered and this will help to determine what curriculum will be used for the following year.

Pre-K – 4th Grade – The elementary class participated in a weekly curriculum that followed the monthly theme of the congregation, based on the Soul Matters Sharing Circle program. The children participated in a chalice lighting, story, and activity.

5th – 8th Grade – The middle school class utilized the Soul Matters Sharing Circle program as a basis for the curriculum. The monthly themes were incorporated into the weekly lessons.

High School - The high school class also utilized the Soul Matters Sharing Circle program as a basis for the curriculum. The monthly themes were incorporated into the weekly lessons.

Coming of Age:

The Coming of Age Program was discussed and the program was advertised to potential participants. The program schedule was set by the participants of the program. Start date TBD. determined.

WORSHIP:

Most Sundays, the children and youth started upstairs, and continued to their classroom after the Story for All Ages.

DRE planned with the minister and other members of the congregation for the Story for All Ages.

Participated in reading stories to the congregation.

DRE assisted the youth and volunteers in planning programs and curriculum.

DRE worked with the minister for the Religious Education Volunteer Appreciation Service.

SPECIAL EVENTS/NEW PROGRAMS:

One significant new event is the monthly Religious Education potluck. This monthly event provides an opportunity for the families to build community. The event also occasionally includes a member of the congregation that does not have children. All are welcome to join and get to know one another better.

Other significant events sponsored by the RE committee include supporting the youth in attending the OWL program, beginning the Coming of Age program and Intergenerational Services led by the high school class. The children also enjoyed events such as the Easter Egg Hunt, and geo-caching at Pringle Nature Center for Earth Day.



Sidewalk chalk RE group, Fall 2016

COMMUNICATION:

- Created bulletin board with information about the Religious Education Program including events.
- Sent out emails advertising special events and activities in the Religious Education Program.
- Wrote monthly Quilt Article for RE Program as well as Quilt Scraps as needed to advertise for events
- Met with the minister on a regular basis.
- Met monthly with RE Committee, provided monthly DRE Report before each meeting.
- Email, phone and in-person contact with families, church members, other executives and committee chairs as needed.

CHALLENGES:

Lack of classroom volunteer support is a challenge. The current rotation of teachers in the classes does not allow for adequate time off for volunteers.

Attracting families to BCCUU and having them stay despite follow up calls and emails.

Transition of minister made many decisions difficult and made planning for the future of the program difficult.

The nursery staff resigned, resulting in an increase of volunteers needed in the nursery.

FUTURE PLANS:

Increase attendance by advertising for the program.

Increase volunteers for classrooms to allow for a rotation that will provide adequate time off.

Join with other churches and groups in the area for activities and events.

Plans are not certain, due to transition with minister.



Sidewalk Chalk Ritual – Fall 2016

BOARD OF TRUSTEES

Board President: James Payne

Board Members: Jennifer Burns (Vice President), Rom Maczka (Secretary), Carolyn Feldt (Finance Director), Diane Giles (Trustee at Large), Jeff Helgeson (Trustee at Large), Joy Latuvnik (Trustee at Large), Rev. Erik David Carlson (Ex-Officio)

Minutes recorded by: Rom Maczka

Report submitted by: James Payne

2016-17 Goals:

1. Reorganize administrative structure. Our new organization chart makes clear paid staff reports to and is supervised by the minister to free up members to serve church needs directly.
2. Develop a vision for Bradford. Used the Board Annual Retreat to develop a vision quest statement by forming small groups to respond to questions, then created a draft, and after holding two larger meetings, the Board and Minister revised a final draft of the vision quest: *Living Spiritually, Leading Bravely, Loving Boldly*.
3. Review and update by-laws. A committee was formed and changes are being reviewed. This is an ongoing process that will be completed next year.
4. Review governance and procedures. This follows the vision and by-laws and will be completed next year.
5. Increase member contact by Board Trustees. Every Sunday before service a Board trustee is greeting members.
6. Review and approve finance reports. Monthly the Finance Director presents finance's budget and the Board carefully reviews it.
7. Provided support for the stewardship campaign. Several trustees participated in the successful campaign to fund the church.
8. Find a new building manager. Unsuccessful hiring one, but Diane Guiles agreed to serve as temporary building manager. This has to yet be worked out with the budget.
9. Develop a strategic plan sometimes referred to as a 5-year plan. A Strategic Planning Committee was formed and is working on a plan. This is still in progress.

Significant Events & Contributions

- Board Annual Retreat was superbly lead by Robin Lester and Dawn Lingo.
- The several-month long visioning process resulted in our new Vision Statement
- The Board's work was constantly supported by our office manager BJ

2017-18 Goals

1. Find a permanent building manager.
2. Enhance and involve congregation in awareness of Black Lives Matter.
3. Complete and engage congregation in a Strategic Plan for Bradford UU.
4. Replace the sound system.
5. Continue revising and updating the by-laws, policy governance, procedures, and executive limitations.

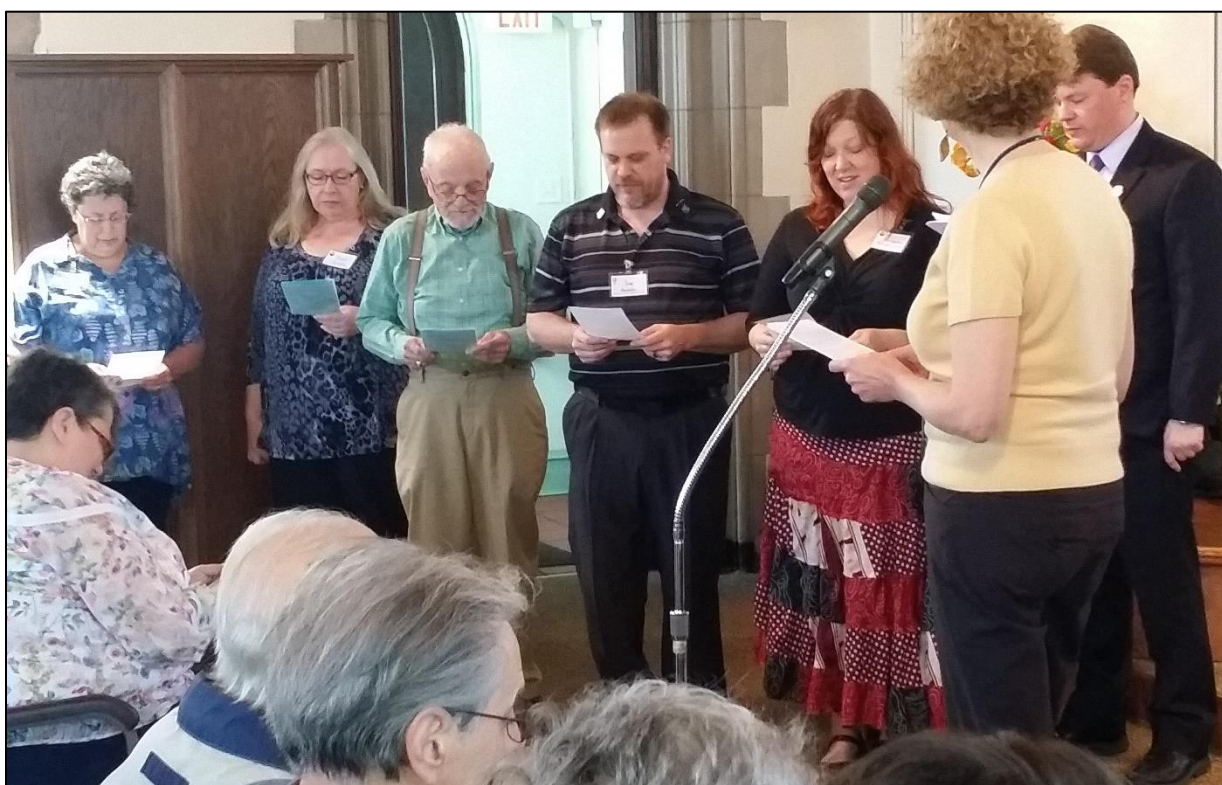
MEMBERSHIP

Membership Chair: Carolyn Feldt

Committee members: Rev. Erik David Carlson

The Membership Team with support from a number of volunteers led a two-class membership session in the spring of 2017 for guests and visitors considering membership at Bradford UU. Rev. Erik and Carolyn redesigned the membership materials and assembled new-member packets which included a new brochure, a copy of the bylaws of Bradford UU, a current directory and a book about Unitarian Universalism.

The classes were well-attended with nearly twenty participants and six volunteers. Liz Ryan provided the food and hospitality and Drew Sexton, Rebecca Swenson and Joy Latuvnik provided support.



New Member Ceremony, May 2017

Following the classes, nine new members joined Bradford UU:

April 2nd, 2017: Heather Waldron, Joseph C. Berkley, Jr.

May 7th, 2017: Erik David Carlson, Kimberlee Tomczak Carlson, Bob O'Keefe, Ruth Donalds, Harriett Wittert

July 16th, 2017: Rickey Taylor

2017-18 Goals

1. Offer at least one session for new members
2. Perform one membership ceremony
3. Promote programs that help integrate new members into the congregational community

COMMUNICATIONS & TECHNOLOGY



In the fall of 2016, staff and volunteers working on communications made an assessment of the current BradfordUU.org website, publicity material, branding and nomenclature. In September, on behalf of the communications committee, Rev. Erik proposed the heart chalice he designed with his wife Kimberlee as the new official Bradford UU logo, for use on electronic and print media and for the new, lighted entry sign on 8th Avenue.

In addition to being added to church signage, the Facebook page, website and printed materials, the new logo featured prominently in the 2017 pledge drive and in the process that resulted in our new vision statement and now hangs in the sanctuary.

In January, the BradfordUU.org website was transitioned to a new platform and hosting provider under the direction of Rev. Erik and outgoing communications volunteers.

The new platform features an adaptable (mobile-friendly) design, easily updatable content, and integration with the Bradford UU Facebook page and Google calendar.

Under the new organizational chart adopted in January, design, management and maintenance of the website was transitioned to staff along with other elements of external communications.

Management of the Facebook page continues to be a collaborative effort among staff, volunteer moderators and Facebook users.

New online payment processing has been integrated into the new website using PayPal allowing members to pay pledges and give to different initiatives online.



Bradford Community Church Unitarian Universalist... is a place where we know that we need not think alike to love alike, and that if only we might agree in love, no disagreements can harm us.

Whoever you are, from wherever you come, you are welcome here. Whoever you love, however you define family, you are welcome. Whatever you believe, whatever you hold as sacred, you are welcome.

We would love to hear your story. Won't you join us for a service?

- Worship and Children's Programming Sundays at 10:00am.
- Located at 5810 8th Ave, Kenosha, WI 53140.
- Accessible entrance via the driveway and ramp on south side of the church.
- 262.656.0544

[Directions](#) | [About Us](#) | [Newcomers](#)

Upcoming Services

October 15th - "Creating Sanctuary" with Rev. Annie Holmes
October 22nd - "Courage"
October 29th - All Ages Halloween
Sunday services and children's programming weekly at 10am. Come as you are- all are welcome here.
Service Descriptions

Event Calendar

Today	Monday, October 16	Print	Week	Month	Agenda
Monday, October 16	7:00pm CUSH Task Force				
Tuesday, October 17	5:00pm BLM Book Group				
	7:00pm Zen Meditation				
Wednesday, October 18	10:00am CLEANING CREW HERE				
	12:00pm Rental K-News Guild				
Events shown in time zone: Central Time					

There is always something happening at Bradford UU! Check out our events listing and calendar and join us for a service or event!

Facebook



[Facebook](#)

Visit Us



5810 8th Ave, Kenosha, WI 53140.
Located conveniently off Sheridan Road in Kenosha, Bradford UU is just minutes from the interstate and most of the Kenosha area.
Come visit us!
Services and children's programming weekly Sundays at 10am.
(262) 656-0544

[View Map](#)

PERSONNEL

Personnel Committee Chair: Jim Payne

Committee Members: Rev. Erik, Gayle Clark-Taylor, Jack Dudley

MUSIC STAFF

In June of 2016, the contracts of Music Consultant Todd Greene and Church Musician Tom Shaughnessy were rewritten and renewed for the 2016-17 fiscal year. The Music Consultant and Church Musician were each responsible for performing and/or coordinating music twice a month, with fifth-Sunday music covered by Rev. Erik and other volunteer musicians.

The Church Musician led the Bradford UU choir, rehearsing weekly and performing nearly monthly during the 2016-17 church year.

Though the quality of music improved throughout the year, budget constraints and the untenable practice of alternating musicians (and musical styles) weekly compelled the Personnel Committee and the Board of Trustees to examine different arrangements moving forward.

It was decided not to renew the two music staff contracts in lieu of a single "Music Coordinator" position which would be responsible for providing music three Sundays a month and aiding with planning music for other Sunday services.

A wide-spread search for the Music Coordinator resulted in multiple applications for the position and the decision to hire Alex Poyner as the new Music Coordinator for the 2017-18 church year. Alex signed a one-year contract in August of 2017 and began his duties immediately to positive initial feedback.



Tom Shaughnessy



Todd Greene



Alex Poyner

RELIGIOUS EDUCATION AND CHILD CARE STAFF

Director of Religious Education

In January of 2016, then Religious Education Committee Chair Mary McKeown was named Interim Director of Religious Education (DRE) following the resignation of the former Director. Mary's interim contract was extended for six months in January of 2017 and the Personnel Committee, RE Committee and Rev. Erik began working on a new job description for the permanent DRE position.

After an extensive search that brought in several applications, the Personnel Committee hired Kenosha native, Pagan spiritual leader and horticulturalist Krystal Rose as the settled Director of Religious Education in August of 2017 to begin in September.



Mary McKeown



Krystal Rose

Child Care and Nursery

In the fall of 2016, after consulting with the Director of Religious Education, it was decided Bradford UU was in need of a permanent, professional child care provider to staff the nursery, thus relieving volunteers from this burden. The position of Child Care Staff was created and a search was undertaken by the Personnel Committee and DRE.

After a brief search, professional day-care provider Deonna Williams was hired to serve our nursery. Deonna ably served for the majority of the 2016-17 church year until personal, medical issues prevented her from continuing in the position.

Former Kenosha McDonald's manager Ashley Larsen interviewed and was hired for the position which provides nursery care for two hours each Sunday during service time.



Deonna Williams

ADMINISTRATIVE STAFF

Congregational Administrator B.J. Van Kammen's contract was renewed in June of 2017 and updated to provide an hourly wage increase as well as to more accurately account for the hours she works.

FACILITIES

Interim Building Manager: Diane Giles

Outgoing Building Manager: Barry Thomas

Major Projects:

Installed the new lighted sign on 8th Avenue

Tuckpointed and sealed East windows

Repaired masonry inside church around the East windows and North bathroom

Removed the canopy awning

Cleaned and tuckpointed under canopy area

Relocated downspout on southeast corner of the church so it would no longer drain to driveway

Repaired outside of glass window wells

Cleaned and painted inside window wells

Landscaped North side of the church: reconstructed the barrier and filled with gravel and soil

Added set of stairs from the parking lot to lawn on Northwest side of the church

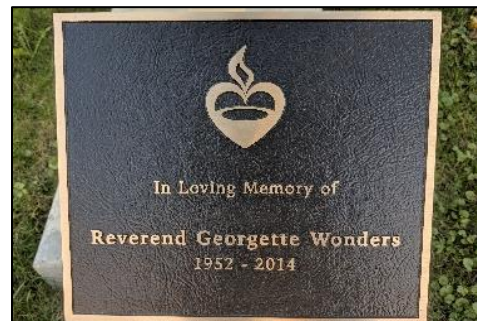
Installed a dehumidifier system integrated into the basement furnace

Painted stairs from kitchen to basement with slip-resistant paint

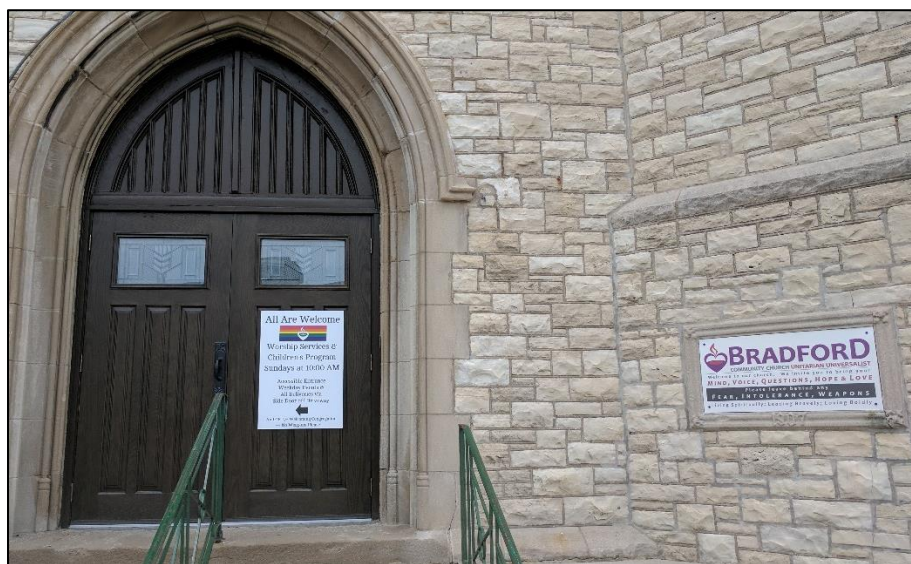
Replaced buckled ceramic tiles in basement hallway

Constructed a storage area for the step ladder under the handicapped ramp

Ordered and installed a memorial plaque for Georgette



Georgette Wonders Memorial Plaque



Front Door Signs

Major Purchases:

Dehumidifier for classrooms

Flat Screen Television for Sanctuary (charged to Minister's Professional Expenses)

Capital Campaign:

The capital campaign is now complete and the account has been closed



8th Avenue Lighted Sign



North-side landscaping

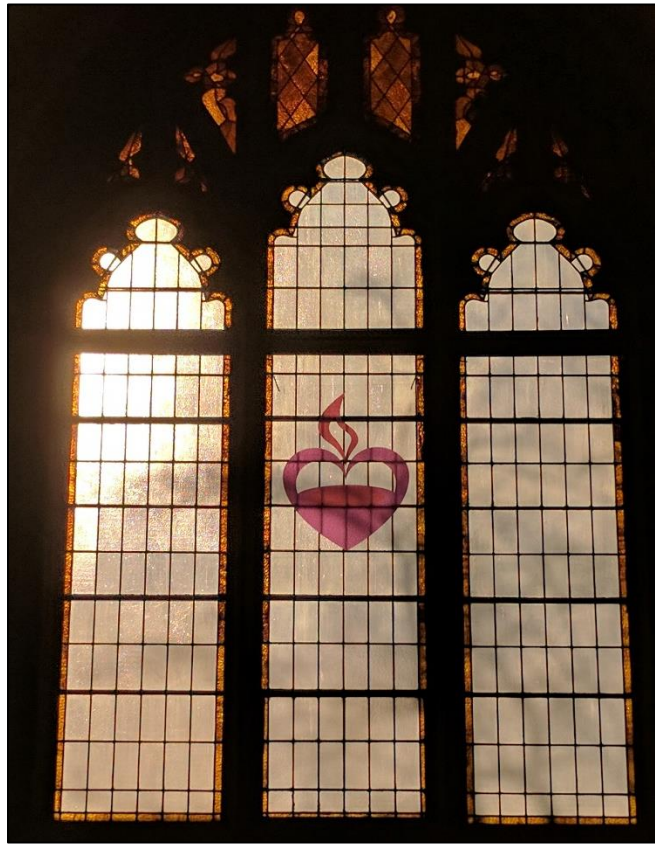


Entryway Welcome Sign

AESTHETICS COMMITTEE

Committee Chair(s): Rae Punzel

Committee Members: Rev. Erik



2016-2017 Goals

1. Spring cleanup completed with Friends of the Building,
2. New entryway sign ordered and installed
3. Plants/flowers in front welcoming pots completed,
4. Various holiday décor completed,
5. Décor closet cleaned and reorganized,
6. Winter holiday décor downsized considerably,
7. New signage/branding in sanctuary
8. New Plexiglas acquired and ready for “Window Wonderland” project.

Spring cleanup: Diane Giles, Jane Davis, Mary McK, and others helped with the event.

Holiday Decorating Party: Barry and Patty Thomas, Barb DeBerge, Mary James, Harriett Wittert and others helped with this event.

2017-2018 Goals

1. Complete revamp of front foyer,
2. “Window Wonderland” project,
3. New banners for front wall,
4. Acquire a large rainbow “CoResist” or “CoExist” flag.
5. Continue to work on uniform rebranding of BCCUU, interior and exterior

CUSH – CONGREGATIONS UNITED TO SERVE HUMANITY

CUSH Organizer-Dawn Lingo

CUSH Board members include Barb Deberge-Henken, Marge Krupp, and Jane Davis

BCCUU CUSH Core Team- Barb Deberge-Chair, members include: Melinda Unger, Dawn Lingo, Marge Krupp, Jane Davis, and Mary Jonker

The CUSH Religious Leaders Caucus- Rev. Erik Carlson Co-Chair, members include Jane Davis

ROC (Restore Our Communities)

Taskforce-Jane Davis and Marge Krupp Co-Chairs, members include Barb DeBerge-Henken

CUSH Homeless Taskforce-members include Dennis Wikel



Bradford UU Members at CUSH Rally at Kenosha Detention Center



Rev. Erik at CUSH Rally



Bea Lundgren & Mary Dixon at CUSH Protest



Barb DeBerge & Marge Krupp at CUSH Banquet



Award Recipients Denis and Kay Wikel with Dawn Ankney and the Mahones at CUSH Banquet

2017 CUSH ANNUAL BANQUET

Barb Deberge as part of the CUSH Fundraising Committee directs this event. This year's award winners included Kay and Dennis Wikel as recipients of the Faithful Advocate Award. This year's banquet was a record-breaking success in supporting CUSH funding.

BCCUU Green Sanctuary Committee member Barry Thomas is actively working with CUSH to investigate the potential for CUSH advocacy on ecology and climate justice issues.

BCCUU congregation members have also provided on-going service for the Transportation Taskforce, Education Taskforce, and Immigration Taskforce.



Rev. Erik with members of CUSH Religious Leaders' Caucus at a Vigil



Kay Wikel addressing the crowd at a CUSH Protest



BRADFORD

COMMUNITY CHURCH

UNITARIAN UNIVERSALIST

is a proud founding member congregation of CUSH.

LIVING



SPIRITUALLY

In our Sunday morning worship services and in our daily lives, the members of Bradford UU strive to consider multiple perspectives and experiences in informing our ideas, feelings and actions. We believe that we learn and teach more when a diverse group of people engage in dialogue and work together to achieve good.

**Service & Children's Program
Sundays at 10:00am**

Won't you join our conversation?

Since its founding, Bradford UU has been at the forefront of every positive social movement including women's rights, LGBTQ+ rights & marriage equality, homeless care, racial equity, immigration reform, refugee support, workers' rights, prison reform and environmental justice.

More at: BradfordUU.org/justice

As a proud founding member of CUSH, we continue to actively partner with other faith communities to affect meaningful, positive change in Kenosha and beyond.

LEADING



BRAVELY

LOVING



BOLDLY

We believe that we are tasked with ever choosing Love over fear, and that inclusive worship and a deeply rooted faith in Love is that which might indeed save our world.

LOVE > fear

Never before has the Earth or the people on it needed our saving message of love and responsibility as much as right now, and we are ready to answer the call.

Are you?

5810 8th Ave, Kenosha 53140 | BradfordUU.org | Facebook.com/BradfordUU

2017 Bradford UU CUSH Yearbook Ad

SOCIAL CONCERNS

Denis Wikel, Chair

Committee members: Jane Davis (CUSH liaison), Jim Mayard, Melinda Unger, Kay Wikel.

Occasional participants: Elyse & Rick Frost, Bea Lundgren, Peg Powel, Mary Kay Schleiter, Bob Waldron, Rev. Erik David Carlson

Minutes recorded by: Melinda Unger

Report submitted by: Kay Wikel

Mission Statement: To take action on timely local, national, and global social concerns and to inform and invite the congregation to participate in these actions. The mission, furthermore, includes raising congregational and community awareness of our actions, as well as those of other advocacy organizations and charities which address the same issues.

2016-2017 Goals

Goal #1: To provide ongoing support for the Shalom Center serving the homeless and hungry in the Kenosha area.

Since 1983, members of Bradford have served at the Shalom Center's soup kitchen every 4th Sunday. Jeff and Heidi Helgeson currently organize the soup makers and volunteers. Members and friends make the soup and staff the serving.

Bradford members no longer staff the INNS program since the guests are now served their evening meal and breakfast at the center. Several churches continue to house the guests overnight. The new permanent shelter is expected to house the INNS guests in the near future.

Red Sleigh Collection: Since 2005, Bea Lundgren has annually brought her red sleigh to church during December to raise money for the Shalom Center. In 2016 the congregation raised \$3768 which was matched by Barth Storage. To date the congregation has raised just over \$38,000.

Goal #2: To support Congregations to Serve Humanity (CUSH) through financial contributions and supporting their events and task groups.

Bradford offered financial support by sponsoring a full-page ad in the 2017 CUSH Yearbook. Other members submitted ads for the book. In a special spring collection, the congregation raised \$433.00 for CUSH and several members have joined as sustaining members.

Several members and Rev. Erik support CUSH by serving on task groups, the board, BCCUU Core Team, and the Religious Leader's Caucus (see complete CUSH report attached). In July many members participated in the March for Peace and Healing at the lake and in April the minister and members joined together for the Immigration Solidarity March which coincided with the arrival of President Trump. Many members attended the annual CUSH meeting in November, and the Madison Action Day 2017 in March, and the annual banquet in May.



Rev. Erik at CUSH Banquet

Goal #3: To provide a monthly social justice issue to raise money for that issue through the “share the plate” monthly offering.

2016-2017 DONATIONS

2016		2017	
Jun. NAMI—Bridges Community Center	\$198.00	Jan. ELCA Outreach Center	\$150.00
Jul. UU Military Ministry Great Lakes	\$196.00	Feb. Southern Poverty Law Center	\$374.00
Aug. CROP Walk for Hunger	\$218.30	Center for Ethical Living	\$475.00*
Sept. First Step	\$168.03	Mar. Women & Children’s Horizons	\$303.00
Oct. (special UUSC fund for Haiti)	\$749.00*	Apr. Green Sanctuary	\$313.00
Nov. Kenosha/Racine Oxford Houses	\$370.00	May CUSH	\$433.00*
Dec. Christmas tree gift tag program	\$ 97.98	June Kenosha Pride	\$455.00

(*) denotes that this was not share the plate)

Goal #4: To support the Unitarian Universalist Service Committee (UUSC) through Guest at Your Table program. Note that this special collection was not taken this spring but the \$150 BCCUU contribution was sent. A special collection for Haiti Relief was sent to UUSC after the hurricane caused mass destruction in Haiti.

In the fall of 2016, the social concerns committee was asked to consider displaying a Black Lives Matter banner on the church. After discussion with the minister, it was decided that further dialogue was necessary before making this decision. Under the direction of Rev. Erik with the assistance of gayle clark-taylor, over a dozen people have participated in three meetings to discuss this concern. Future discussion will be held in the coming year and those attending the General Assembly of the UUA will share what they learned through antiracist workshops and lectures.

2017-2018 Goals

1. To provide ongoing support for the Shalom Center serving the hungry and homeless in the Kenosha area.
2. To support Congregations United to Serve Humanity (CUSH) through financial contributions and supporting their events and task groups.
3. To provide a monthly social justice issue to raise money for that issue through the “share the plate” monthly offering.
4. To support the Unitarian Universalist Service Committee (UUSC) through Guest at Your Table program and other emergencies as needed.
5. To continue the dialogue about Black Lives Matter and to make a decision about displaying a banner on the church.

GREEN SANCTUARY COMMITTEE

Committee Chair: Trudy Farrell

Committee Members: Barry Thomas, Jane Davis, Rae Punzel, Joan Wansart, Kent Cairo

2016-17 GOALS

1. Make a donation to Ministry for Earth by June, 2017. This goal has been completed.
2. Offer a NWEI course and provide a scholarship by June, 2017. This goal was achieved in February.
3. Offer a stipend to a guest speaker for the April, 2017 Earth Day service if needed. We did not need the guest speaker stipend since Rev. Erik generously offered to deliver the Earth Day message.
4. Announce events that we sponsor on our Facebook page at least 2 weeks before they are offered throughout the year. Committee member Rae Punzel has been updating our Facebook page.
5. Contact and meet with city officials regarding event recycling by Jan., 2017. This goal has not yet been met and is still in progress.
6. Offer 2 DVD screenings by June, 2017. This goal has been met. However, we had a very poor turn-out for the second screening and will offer the film again during the next church year.
7. Offer at least one field trip by June, 2017. This goal was completed in May with a trip to the Seno Center which was attended by 7 participants. The tour was very informative and enjoyable.
8. Continue to explore and reconnect with some of the goals of Animal Ministry and the 1st Principle Project by June, 2017. Although this goal is ongoing, some of our members have begun research on the Animal Ministry program (Reverence for Life program). We have also become members of Animal Ministry/Reverence for Life.
9. Check the Green Sanctuary information on our website each month throughout the year and update when needed. We have done this on occasion. Rev. Erik has now taken on the work of updating our church website.
10. Refer to the Ministry for Earth website by Jan., 2017 for Earth Day materials. Some of our members did read information on the website relating to Earth Day. We will continue to work on doing better research of materials provided on the website.

Significant Events & Contributions

Our two most successful events were the NWEI course and the field trip to the Seno Center. Committee members participating in these activities were Barry Thomas, Joan Wansart, Kent Cairo and Trudy Farrell. Friend of the committee Warren Leisemann helped us prepare for the second DVD screening but participation was lacking.

2017-18 Goals

1. Donate \$100 to Ministry for Earth by June, 2017
2. Provide a NWEI course and a \$28 scholarship by May, 2017.
3. Meet with a representative of Kenosha Public Works by July, 2017.
4. Offer two DVD screenings by June, 2018
5. Arrange for at least two field trips by June, 2018.
6. Arrange a meeting of other faith groups in Kenosha to discuss possible revival of "Kenosha Green Congregations" by June, 2018.
7. Invite interested congregations as well as "Friends of Green Sanctuary" to the NWEI course and DVD screenings.
8. Explore further goals of the UUA's Reverence for Life program and choose at least one activity that promotes those goals by June, 2018.

FINANCE COMMITTEE

Carolyn Feldt, Finance Director

Committee Members: Mary Jonker, Dawn Ankney, Diane Leisemann, Warren Leisemann, Larry Negri, Marlene Tack, Katie Traxel, Kay Wikel

Minutes recorded by: Marlene Tack, Treasurer

Report submitted by: Carolyn Feldt

2016-17 goals:

1. **Run Financial Reports via Church Windows** – accomplished in July!
2. **Establish Stewardship Support Committee** - accomplished
3. **Budget Endowment payments ('17-'18)** - accomplished
4. Set Contingency Fund target – deferred
5. Get Strategic Plan guidance for carryover revenue – deferred for Strategic Plan
6. Test internal audit - deferred

Significant Events

The full church year financial reports and budget were all developed through the Church Windows software. Complete reconciliation occurs monthly with the Quicken expenditure records. Marlene Tack and Katie Traxel are responsible for the smooth operation of these financial records.

An independent Stewardship Team ran the pledge campaign with leadership from Rev Erik and representation from the Board of Trustees and the Finance Committee. The overall average pledge increased by 20%.

The annual budget process produced a balanced budget with fully funded committee requests. The new budget begins repayment of the endowment loan, a long-time goal, some restructured personnel positions and a reduction in our UUA and regional dues. We await the association's new funding formula.

After an initial pilot last year, Marlene Tack almost single-handedly implemented the Scrip fundraising program which generated \$4,542 in new revenue. In other fundraising, the auction netted \$15,904, a concert raised \$1,317 and building use income was over projections at \$2,343.

2017-18 Goals

1. Conduct internal audit
2. Develop endowment re-payment plan
3. Develop P/P for credit/debit transactions and increase frequency
4. Plan for a Minister's Response fund
5. Explore building use potential
6. Purchase/implement Church Windows web version

2017-18 BUDGET

Bradford Community Church Unitarian Universalist - Kenosha WI

Income

2017-2018 Pledge to Operating Fund	128,841.00
Service Collection for Operating Fund	5,200.00
2017-2018 Gifts	1,500.00
Coffee Collection	75.00
<i>Fund Raising Income – Net</i>	
Rummage Sale Income	1,250.00
Concert Series Income	1,000.00
Auction Income - Net (all expenses accounted for)	13,550.00
Goodsearch Rebates	25.00
Amazon Smile	25.00
Scrip Net Income	5,000.00
<i>Total Fund Raising Income - Net</i>	20,850.00
RE Registration	100.00
Building Use Income	2,500.00
Total Income	\$159,066.00

Expenses

<i>Ministerial Leadership</i>	
Minister's Salary/Housing	54,150.00
Minister's Professional Expenses	5,000.00
Benefits-Employer Pension Cont-Minister	5,415.00
Employer Payment-In Lieu of SECA	4,142.00
Insurance-Minister-Medical/Dental	8,064.00
Insurance-Minister-Life	420.00
Insurance-Minister-Disability	500.00
<i>Total Ministerial Leadership</i>	77,691.00
<i>Vibrant Music and Worship Service</i>	
Aesthetics	450.00
Guest Speakers-Worship	1,000.00
Music Program Expenses/Supplies	200.00
Worship Arts	300.00
Child Care Worker	1,590.00
Music Coordinator	10,000.00
Sheet Music	180.00
<i>Total Vibrant Music and Worship Service</i>	13,720.00
<i>Engaging Religious Education and Social Programs</i>	
DRE Salary	10,400.00
DRE Professional Expenses	500.00
RE Program Expenses	2,300.00
<i>Total Engaging Religious Education and Social Programs</i>	13,200.00
<i>Deeping Relationship/w One Another, Community, UU</i>	
Stewardship Campaign	300.00
Communication-Publicity & Public Relations	500.00
Communication-Website	141.00
Hospitality	1,000.00
Special Events	500.00
Affiliation Dues - UUA	3,496.00
Affiliation Dues - Mid-America Region	1,000.00

Affiliation Dues - SEWUUC	50.00
Leadership Dev-Adult	
Denominational Activities	500.00
Membership	250.00
<i>Total Deeping Relationship/w One Another, Community, UU</i>	<i>7,737.00</i>
<i>Justice-Environmental and Social</i>	
Green Sanctuary	128.00
Social Concerns Expenses	100.00
CUSH Support Expenses	500.00
CUSH Yearbook Ad	200.00
UU Service Committee Support	150.00
<i>Total Justice-Environmental and Social</i>	<i>1,078.00</i>
<i>Infrastructure-Contracts and Services</i>	
Office Administrator-Salary	9,240.00
Employer Taxes - FICA, Socl Security	2,390.00
All Employees	
Custodial Contract	2,400.00
Furnace Contract	470.00
Lift Contract	800.00
Payroll Service	2,000.00
Snow Removal Contract	1,500.00
Copier Contract	2,100.00
Software Hosting-ChurchWindows	
Web	1,500.00
Insurance-Workers Compensation	970.00
Insurance - Building & Liability	4,500.00
Lift Purchase - repayment to	
Endowment	2,496.00
Fees and Charges (Paypal, etc.)	250.00
<i>Total Infrastructure-Contracts and Services</i>	<i>30,616.00</i>
<i>Infrastructure-Repair and Supplies</i>	
General Building	2,500.00
Technology Repair/Replacement	150.00
HVAC Unit Replacement Loan	
Payment	1,270.00
Safety Expenses	300.00
Cleaning	300.00
Office	1,600.00
Treasurer	104.00
<i>Total Infrastructure-Repair and Supplies</i>	<i>6,224.00</i>
<i>Infrastructure-Utilities</i>	
Gas and Electric	6,800.00
Telephone and Internet	1,300.00
Water	700.00
<i>Total Infrastructure-Utilities</i>	<i>8,800.00</i>
Total Expenses	\$159,066.00

ENDOWMENT FUND COMMITTEE

Committee Chair: Marge Krupp

Committee Numbers: John Terhardt, Wendi Schneider, Rev. Erik (Ex-Officio)

Purpose – from Bradford UU Bylaws Section 2.C.1.

Purpose. The work of the church is strengthened through cash gifts, bequests, assignment of life insurance, and transfers of real, intangible and tangible property. Therefore, Bradford Community Church Unitarian Universalist (BCCUU) has established a separate Endowment Fund (Fund) to be administered, and its monies expended, independent of the annual operating budget. The purpose of the Fund is to assist the Church's mission in perpetuity and to promote long-term sustainability.

2016-17 Goals

1. **Meet 3-4 times:** The Endowment Fund Committee is tasked with meeting quarterly each year. We met six times from January through June.
2. **Meet with New Minister:** Each of our meetings included Rev. Erik
3. **Monitor funds until we reach our goal of \$10k:** Starting with \$7364.80 at beginning of church year we exceeded our goal with four additional out right contributions reaching \$10,759.05 as of June 30.

Significant Events and Contributions

- Every member of committee plus input of Rev. Erik helped get us past our \$10k goal.
- Began rewriting our policy to show a new goal of \$50k. The larger amount is needed help secure the long-term survival of the congregation.

2017-18 Goals

1. Finish rewriting policy and submit to board of trustees
2. Invest all funds in the UUA Common Endowment Fund
3. Begin developing strategies for reaching the new \$50k goal.

STEWARDSHIP TEAM

Mary Jonker, Chair

Committee Members: Jeff Helgeson (Board Liaison), Dani Lockwood, gayle clark-taylor, Bruce Townsel, Rev. Erik David Carlson



The Stewardship Team sponsored a pre-canvass movie night featuring the showing and discussion of Ken Burns' documentary *Defying the Nazis: The Sharps' War* about the Unitarian couple who worked for the Unitarian Service Committee in Europe to save refugees during the holocaust.

The Stewardship Campaign was launched in February using the theme "Put your money where your heart is" and a full presentation on the proposed budget. Pledge cards were filled out with previous years' pledge amount and a suggested amount for 2017-18.

After six weeks of the campaign, the stewardship drive was considered complete raising nearly as much in pledges as last year from fewer pledge units.

After the campaign, additional pledges were recorded that brought us to the \$128,841 figure as reflected in the 2017-18 budget.

	2016-17	2017-18
Pledges	78	71
Average Pledge	\$1,593	\$1,814
Total	\$124,254	\$128,841
50% increased pledge for 2017-18 20% average amount of increase		

AUCTION COMMITTEE

Auction Date: Saturday, November 12, 2016

Committee chair: Denis Wikel

Committee members: Diane Giles; Mary Jonker; Kathy Negri; Larry Negri; Bill Peche; Tom Shaughnessy;
Dawn Storves; Kay Wikel

Meeting notes recorded by: Denis Wikel

Report submitted by: Kay Wikel

Auction 2016 Goals

Goal #1: To have well defined task assignments in preparation for the event and during the auction.

PUBLICITY: Quilt, Quilt Scraps, Facebook, & website: Kay, Diane, Bill

TICKETS: Draft, Denis, Printing, office by B.J.; Selling, Bill, Denis, Diane; List of ticket purchasers with email and phone numbers to Bill to prepare these for the auctioneer clerk and cashier.

PRE-REGISTRATION: Bill (get an updated directory) and provide information to the accounting team.

CONTRACTS: Collect and sort contracts, Kay, Kathy, & Patti Thomas.

BOOKLETS: Write-ups for the auction booklet; Live items and events, Kathy; Silent, Diane. Layout and proofreading, Bill. Assemble booklets, Dawn, and attach bidder numbers (numbers prepared by Bill).

APPETIZERS: Solicitation and kitchen coordination, Tom. Tom plans the menu and solicits donors. Kitchen Crew, Patti Thomas, Dawn S., Jyothi Negri, Niki Giles.

Clean-up crew, Jeff Helgeson, Bruce Townsel, & Niki Giles.

DRINK TABLE: Denis, secure alcohol permit from city, sell wine & soda at the auction; coffee and tea available.

CAKE CONTEST: Diane Leisemann solicited donors and organized the contest. Judges were John Terhardt, Max Larsen, and Bernie Suchar.

BAKERY TABLE: Chairs, Kathy & Larry solicit donations; auction set up Kathy & Larry, Will Mortimer, & Alexis Carter. Sell remaining bakery on Sunday

CASH TABLE: Larry to organize & sell small items not suitable for silent auction.

DRAWING: Diane G. and Mary J. Solicitation letter, Diane. Table setup, Merv Daehler & Max Larson. Ticket sales: Maureen & Rachel Dudley; Niki Giles, & Esteban Rodriguez. Drawing at end of auction, Kay & Max & Diane G.

HEADS & TAILS GAME: Secure state raffle license, Denis. Sale of 50/50 necklaces, Amy Twardy & Jane Ottum.

AUCTION SIGN UP SHEETS: Format, Kay & Bill; Prepare final signup sheets, Barb DeBerge & Patti Thomas including description and value.

SETUP FRIDAY NIGHT: all auction committee

AUCTION NIGHT: All committee; prepare auctioneers booklet (value of items and services are not known to the audience) Kay. Prepare tags for live items, Mary Ann Daehler. Registration table, Jim Kuntzelman, Bill P. Live auction recorder, Jennifer Burns. Sound, Warren Leisemann.

FINANCIAL: Bill P, Diane & Jim Kuntzelman; Mary Jonker. Rev. Erik & Warren coordinate the pay pal & credit cards. Prepare checks for the auctioneers, clerk, and cashier, Marlene Tack. Post auction counting, Dawn Lingo & Mary Jonker.

EVENT FOLLOW-UP: Bill P. email event hosts with list of attendees.



Goal # 2: To involve the maximum number of members & friends.

Many volunteers are listed in goal #1. In addition, many others donated Hors d'oeuvres and baked goods, members & friends donated 29 silent items and 3 silent events and donated 49 live offerings which included 10 events. Items were donated for the drawing and cash table. Eight businesses donated to the drawing.

Goal #3: To achieve the budgeted amount for the auction which was \$16,000.

2016 AUCTION RESULTS

Proceeds:		Expenses:	
Live auction	\$12,345	\$1600 budgeted	
Silent auction	1,827	Auctioneers	\$1,234.50
Tickets	535	Clerk/Cashier	100.00
Bakery	624	Total expenses	\$1487.00 (93%)
Beverages	235		
Cash Table	115		
Drawing	442		
50/50 game	700		

With the hard work of our auctioneers, Harold & Marilyn Betthauser, the live auction income was \$12,345. Other income brought the total income to \$15,904 or 99% of goal.



2017-2018 Goals

1. To have well defined task assignments in preparation for the auction and during the event.
2. To involve the maximum number of members and friends in the auction.
3. To reach the budgeted goal for 2017-2018 of \$13,550
(net auction with all expenses accounted for).

PASTORAL COMPANIONS

Committee Chair(s): Jim Payne

Committee Members: Rev. Erik Carlson, Jeff Helgeson, Mary McKeown, Jim Payne

Report submitted by: Jim Payne



2016-17 Goals

1. To encourage all church members to see that everyone has a spiritual ministry of compassionate caring, not just the minister.
Nothing was done to promote this.
2. **Keep members aware of the Pastoral Care Team.**
The Pastoral Companions are announced each Sunday from the pulpit.
3. **Visit the sick and troubled at home and in the hospital. Offer consolation and support to members.**
Rev. Erik and our pastoral companions completed dozens of visits and telephone calls to members' homes and care facilities.

2017-18 Goals

1. Meet regularly with Rev. Carlson to exchange member needs and concerns.
2. Ensure team members follow the limitations in providing personal assistance.
3. Recruit / orient additional pastoral companions.

HEROES OF THE HEART



At the Bradford UU Annual Congregational Meeting in June, former Building Manager Barry Thomas was made the first recipient of the Bradford UU “Heroes of the Heart” award.

The award will be given annually at the June congregational meeting and recipients will be selected by the minister. Barry and future winners each receive a plaque for their home and one to be displayed in the sanctuary of Bradford UU.