

# ANNUAL REPORT

## 2024-2025



UNIVERSITY  
BAPTIST CHURCH

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# UNIVERSITY BAPTIST CHURCH 2024-2025 ANNUAL REPORT

## TABLE OF CONTENTS

**Mission Statement and Goals**

**Annual Meeting Agenda**

**Minutes of the previous year's Annual Meeting**

**Minutes of Special Congregational Meeting - Dec. 1, 2024**

**UBC Membership Report**

**Pastor's Report**

**Church Council Report**

### ***Church Life Ministries***

- Church Life Coordinator's Report
- Worship Planning Team Report
- Music Director's Report

### ***Outreach Ministries***

- Outreach Coordinator's Report

### **Marketing / Communication**

- Marketing / Communication Manager Report

### ***Property Ministries***

- Property Coordinator's Report

## **NOMINATING COMMITTEE SLATE FOR 2025-2026**

### ***Financial Reports***

- Financial Secretary's Report 2024-2025
- UBC Finance Report as of June 30, 2024
- UBC Finance Report as of April 30, 2025
- Proposed Budget for Fiscal Year 2025-2026

### ***UBC Foundation Reports***

- UBC Foundation Annual Meeting June 8, 2025 Agenda
- UBC Foundation Annual Meeting Minutes for June 9, 2024
- UBC Foundation Investment History

## **OUR MISSION**

**The MISSION of University Baptist Church** is to be a loving and inclusive community; seeking faith, joy, action; nurtured by the biblical traditions, the teachings of Christ, and God's continuing revelation. *(adopted May 26, 1991)*

## **VALUES**

The VALUES of University Baptist Church are:

- o **Social justice, outreach, and education – advocacy and a voice for the voiceless**
- o **Inclusion – regardless of color, race, orientation, gender, age**
- o **Strong community**
- o **Care, respect, and support for members**
- o **Peace and anti-violence**
- o **Baptist principles of individual and congregational autonomy, Biblical inquiry, associations**
- o **Creative worship and quality music**

*(identified through Discernment Process 2008)*

## **PRIORITIES**

### **REFOCUSING PEOPLE POWER**

Less white  
More younger people involved  
Higher attendance  
Full building usage  
Hire Marketing/Communications manager  
Update website and social media  
Grants written and obtained  
leadership positions clearly communicated  
15 new members

### **SOLVING BUILDING ISSUES**

Decide where we are going to be and how it's funded  
Resolve parking crisis  
More butts in seats  
Sustainability  
Conduct new Architects report  
Investigate National Register of Historic Places  
Submit grants  
Market/sales analysis  
Assess Congregation's building needs  
Contact partners for sacred spaces

### **OPENING OUR DOORS WITHIN AND WITHOUT**

Increased regular attendance  
Increased engagement  
Bold initiatives tried, succeeded or failed  
More comfortable with the word "oppression"  
A lot of people who need a place have found a place  
Advertising  
Intentional outreach with Trans organizations  
Reparations plan

*(identified through Discernment Process 2024)*

# UNIVERSITY BAPTIST CHURCH

## 174th ANNUAL CONGREGATIONAL MEETING

### June 8, 2024

Hybrid format—In-person in the Sanctuary and on Zoom:

#### AGENDA

**Call to Order** Jean Lubke, President

**Opening Prayer** Doug Donley, Pastor

#### **Congregational Meeting Minutes**

Annual Meeting June 2, 2024  
Annual Meeting Dec. 1, 2024  
Celebration of Membership

John Medeiros, Church Clerk  
John Medeiros, Church Clerk  
Jean Lubke, Church Clerk Membership Deputy

#### **Review and Approval of Agenda**

#### **Program Reports**

Pastor  
Council  
Church Life  
Outreach  
Communications / Marketing  
Property

Doug Donley, Pastor  
Jean Lubke, President  
Margot Garmers & Betty Shaw, Co-Coordiators  
Karole Graham & Kim Donley, Co-Coordiators  
Maura Dunst, Marketing / Communication Manager  
Patrick Mavity, Property Manager

**Report of Talent Team** Margot Garmers, Talent Team

ACTION ITEM: Election of Officers, Committee Members, and Core Ministry Team Leaders

**Financial Reports** Chris Follett, Financial Secretary, & Denise Roy, Treasurer

ACTION ITEM: Approval of 2025-2026 Budget

#### **New Business**

#### **Adjournment**

# Annual Meeting of University Baptist Church Foundation

## CONGREGATIONAL MEETING

### Minutes of the 173<sup>rd</sup> Annual Congregational Meeting of University Baptist Church June 2, 2024

**Call to Order:** President Jean Lubke called the meeting to order at 11:49 AM. Pastor Doug Donley offered the opening prayer.

**Review and Approval of Congregational Meeting Minutes:** Jean Lubke introduced and presented the minutes from the June 2023 Annual Meeting. There was a motion by Paula Moyer Johnson and a second by Denise Roy to approve the June 2023 Annual Meeting Minutes. The motion carried.

**Celebration of Membership:** Jean Lubke noted there are 83 active members and 6 inactive members. Three were removed upon their death; these include Kit Martin, Lucile Carman, and Don Wester. Two new members were added; these include Betsy Kerr and Roberta (Robbie) Steele. There was a question about if the directory is updated; Denise clarified that there is a directory that is updated and we can determine the best way to provide those updates to the congregation. Megan requested that for inactive members UBC email those members before putting them on inactive status for one year.

**Review and Approval of Agenda:** Denise Roy presented the agenda as printed in the Annual Report. Howard Johnson moved to approve the agenda; Megan Gunnar-Dahlberg seconded the motion. The motion carried.

**The following is a summary of the presentation of program reports made during the meeting. See the full reports in the 2022-2023 Annual Report.**

Pastor's Report: Doug Donley gave thanks to the congregation for support during his health challenges this past year. He also lifted up Jean Lubke, who not only served as President, but also coordinated our discernment process. He presented her with a gift of flowers. Doug also lifted up David Lesniaski, our music director, who is retiring from St. Catherine's University, for his support above-and-beyond the call of duty this past year. He, too, was presented with a gift of flowers. Further detail can be found in the Pastor's report.

Council Report: Jean Lubke began her report by thanking council members for their service, with particular emphasis on the work it has done around the discernment process. She also reminded us that next year is our 175<sup>th</sup> anniversary.

Church Life Report: Gayla Marty and Betty Shaw presented their report. Highlights this year included:

- Children came back to church this year, and we had two new babies (Valeria and Elias). It's been a joy to have them in our congregation.

- New protection policy for children and vulnerable adults was passed this year, acknowledging the work of Denise Roy, Betty Shaw, and John Medeiros.
- Reconnecting with Mother St. James church this past year was a highlight.
- We also had a Celebration of Life service for Lu Carmen.
- See report on pages 11-20 for further detail.
- Claire commended the committee for its impressive list of forums this past year, and Denise gave special thanks to Gayla for her efforts in coordinating forums.
- Mission giving was over \$6,000 this year.

Outreach Report: Deidre Druk and Kim Donley co-presented their report. Highlights this year included:

- We raised over \$9,000 this year for special missions (additional detail in report).
- Deidre thanked volunteers for keeping the church's outreach work moving forward.
- Report starts on page 21.

Property Report: Patrick Mavity presented the property report. He discussed the aging building. Highlights:

- We were able to repair water leak and reroute the plumbing to avoid future damage.
- Our insurance policy does not cover wind and hail damage, and we are re-investigating our coverage and exploring other options.
- Other projects (such as roofing and tuckpointing and floor in the sanctuary) are ongoing.
- Apartment is close to being ready for occupancy; main problems are with the kitchen floor and the gas stove, which needs to be replaced.
- Additional detail can be found in the property report, which starts on page 25.

Talent Team Report: Jean Lubke reported for the Talent Team for Margie Garmers. She noted the following (see page 27):

- Bold = who we are voting on
- Bold Italics = returning positions
- Open Positions:
  - Co-Coordinator for Church Life, with Betty
  - Co-Coordinator for Outreach, with Kim (Kim clarified the position would mainly require attendance at council meetings).
  - Property Coordinator
  - Communication Coordinator
  - Church Growth Core Ministry
- Jean asked if anyone would like to add their name to an open slot.
  - Margie Garmers volunteer to fill the Co-Coordinator for Church Life.
  - Claire Mavity volunteered for Building Maintenance Core Team leader.
  - Carole Graham agreed to be co-coordinator for Outreach.

Jean Lubke announced the updated list. Chris Follett made a motion to approve the new list, and Paula Moyer seconded the motion. Motion carried.

Trish Donley thanked Jean for volunteering to serve as President for another year.

Financial Reports. Chris Follett presented as Financial Secretary; Denise Roy also presented at Treasurer. Reports start on page 28. Income include:

- Pledges are on track, though we may be a few thousand less than budgeted.
- Mission giving \$10,015.
- Special designated gift of \$5,000, and over \$80,000 from COVID-era Retention Tax Credit.
- Rental income: lost a tenant this year, and we are expecting \$70,000 in rental income.
- Memorials of \$58,000.

Denise Roy, as Treasurer, provided the following highlights of this year's expenditures.

- Report starts on page 30.
- There are actually three reports: last year annual; this year through April 2024, and the proposed budget for next year.
- Last year we approved a budget with a deficit of \$55,000, knowing there were tax credit funds available. Through April, we are running a deficit of only \$6,500.
- We had good news with heating; we spent very little this year. We budgeted \$25,000, and through April we spent a little more than \$9,000.
- We anticipate a deficit by the end of June, and it is expected it would not be much worse than the current \$6,500.
- Council has agreed that we will use the Employee Retention Tax Credit to make up the deficit for this year's budget.
- For next year's projected budget, and what we need to vote on, starts on page 36 and ends on page 38 of the report.
- Anticipated deficit of \$45,000, however anticipated pledge income is up substantially next year, and we've been receiving special gifts. Budget includes compensation increase, and natural gas at \$25,000; added things consistent with discernment process (e.g., advertising). Budget also includes a snow plowing increase.
- We hoped to get a seminary intern but removed that line item because this is not happening this year.
- Mindy Lee asked for clarification on snowplow funding – it is paid even if it does not snow.
- Jean would like to point out we don't have Latinx ministry this year, as Ani's role is completed.
- Janitor substitute funds (we will need to hire help for when Janitor is on vacation).
- Servant Keeper is our software used to keep track of income (pledges, rental, etc). This is not a new fee; it was just moved to its own line item.
- Budgeted income: we are recommending a request from Foundation (each year we have an authorized amount we can remove) of \$41,000. This will cover operating expenses and CISA allowance, and a supplement for Property Manager position.
- In the discernment process we decided we need help with marketing, but it is not yet in the budget because we need to research how much we need to devote.

- We already placed an ad in the Lavender, and advertising funds will be used to do ongoing ads next year.
- Marie LaFrance questioned why pastor salary went up 5% and staff salary went up 3%. Jean Lubke clarified that Personnel Committee reviews evaluations for all staff and comes up with a proposal for each person (considering base compensation as well as merit increases). This difference is based on merit discussions.

Jean Lubke gave a huge thank you to Denise for all her hard work with helping to manage our budget. Megan Dahlberg moved to approve the proposed budget on pages 36-38, with a possible deficit of up to \$44,900 (with the expectation that it will be less). Carrie Lubke seconded. Motion carried.

Jean Lubke thanked the congregation for the increase in pledges, which is over \$200,000 for the very first time in UBC history.

New Business: Betty Shaw expressed concern about the land acknowledgement statement we make each Sunday. It is inconsistent among worship leaders, and we need to be consistent. She also said that if our position is to consider reparations that we make a commitment to do that. Jean responded that this is something that needs much time for discussion, and that Outreach put together a proposal of language to use, and to take that to a Congregational vote. It can also include what we decide to do with respect to reparations. Trish Donley reminded the Congregation that this is included in our discernment process.

Adjournment: Terri Wottrich moved to adjourn the Annual Meeting; Carole Graham seconded. Meeting adjourned at 1:12 pm.

John Medeiros, Church Clerk



# SPECIAL MEETING

## Special Meeting of University Baptist Church December 1, 2024

**Call to Order:** President Jean Lubke called the meeting to order at 11:34 AM.

**Agenda of Meeting:** Jean Lubke informed the congregation that the agenda for the meeting is to discuss and take a formal vote on the Marketing and Communication Manager position, a newly created position that stemmed from our most recent discernment process.

**Background:** Jean reminded attendees that a challenge UBC has faced for over 40 years has been the attempts to figure out how to get out the word of UBC and what it has to offer to those who would benefit from that message. We had a seminary intern in the past, who was charged with the marketing task, and it was not very successful. Over 15 years ago UBC added a communications coordinator to our Time and Talent sheet, and that position has been vacant for most of that time (with someone filling that role for about two years).

During our most recent discernment process, a theme that repeated itself several times was the need to refocus people's power and the need for a communications and marketing professional to help in that effort by increasing the number of church attendees and volunteers. The Personnel Committee and the Church Council took this to task, with no budget, and little knowledge of how to move forward. The Personnel Committee (consisting of Megan Dahlberg and Steve Lee) met with Jean to create a job description and provide a proposal for the congregation to vote on.

The position as drafted is for a .5 FTE, through the end of June 2026, with an annual salary of \$42,000. The Council approved the idea, but had two overarching questions:

- (1) Should the position be an employee of the church, or a contract employee? and
- (2) How will the position be funded?

To this second question, Jean informed those present that the church recently received a grant from the Region of about \$23,000 to be used toward our discernment process. Of that, the Council applied about \$2,500 to cover outstanding costs for speakers at the discernment retreat, and roughly \$14,000+ to cover expenses related to an architect assessment to help us identify and prioritize goals for the building as we move forward with our national registry designation process. This leaves roughly \$6,000 available toward this position.

Jean reminded those present that we need congregational approval to move forward with this position. If we move forward with it, Jean stated that we will need an interview committee, as well as a group of people to coordinate and perform the necessary recruitment. She then opened up the meeting to questions.

### Questions:

- Is there a budget for recruitment?  
(Jean Lubke) No, but we don't anticipate recruitment costs because recruitment will be done through outlets that don't charge (such as Minnesota Council of Churches).

- Has the Council looked into whether or not there are other churches in the area with a similar position and if so did they consult with those churches in drafting the job description?  
(Jean Lubke) Several area churches have a similar theme – their positions are more communications related than marketing related. Our position is modeled on the same concept. The job description is drafted from that of another area church.
- Did the Council consider working with a marketing company instead of hiring an individual?  
(Jean Lubke) This was not brought up in conversations with the Council. Further, what came out of the discernment process was to explore hiring an individual.  
(Claire Mavity) Many marketing companies only devise marketing plans; they do not actually implement them. Further, this can be very expensive.
- What are some of the cost considerations?  
(Denise Roy). Cost is a serious consideration, and we all need a clear understanding of the finances. Presently, the Foundation balance at the end of October 2024 is just under \$700,000. Further, we approved using \$74,000 from the Foundation for this year's expenses (each year our distribution from the foundation is lower than the previous year). One main concern is that while we have the funds in the Foundation, we may not know for another year and a half if the position is actually working, which means we may need to approve more to know if the position is actually effective. One thing we must keep in mind is that we cannot expect this position to pay for itself.
- Did you explore other churches in the area to see if they, too, have a similar need so we can perhaps share this position and funding it?  
(Jean Lubke) Yes. We met with First Congregational Church, and they like the idea of a shared position, but they are not yet ready to explore this. Perhaps they will be in the future, but they are not at this time.
- How would this effect the Administrative Assistant role? Will that job description need to be modified?  
(Jean Lubke) The new position would give direction to the communications and marketing duties that are already in the current job description of the Administrative Assistant. We will not be creating new duties that are not already in the job description.

### Comments

- (David Lesniaski) It is important for us to invest in the future. Churches that fail – some that are no longer around – fail because they do not market themselves.
- (David Lesniaski) The job description does not have measurable goals, such as creating a sustainable marketing plan. We should consider adding those.
- (Gayla Marty) We need to transition to digital communications in a strategic and coordinated fashion. We have started but we have a long way to go. We also need to identify to what extent we want to market to the university community.

### Motion

Denise Roy made the following motion (amended and seconded by John Medeiros)

A motion was made to create approve the Marketing and Communication Manager position based on the job description as drafted and to charge the Personnel Committee to fill the position through June 30, 2026, of no more than \$42,000 annually and to bring to the Church Council a recommendation for this position to be a staff position or a contractor position.

Motion carried.

### **Adjournment**

Meeting adjourned at 12:32 pm.

John Medeiros, Church Clerk

# MEMBERSHIP REPORT

**Active members** 73

**Inactive members** 1

## **New Members**

Violet Butler - joined by baptism

Zena Hamilton

## **Removed from Membership**

Robert (Bob) Carman - deceased

Roger Johnson - deceased

Tai Shigaki - deceased

Rachael Acevedo - removed from inactive status at former member's request

Emma Dean - removed by Council from inactive status

Holly Hanson - removed by Council from inactive status

Anita Kangas - removed by Council from inactive status

Grace Lee - removed by Council from inactive status

Jay linnell - removed by Council from inactive status

Dan Murphy - removed by Council from inactive status

Nancy Osborne - removed from inactive status at former member's request

Dylan Ross - removed by Council from inactive status

Teresa Snyder - removed from inactive status at former member's request

Allen Tsai - removed by Council from inactive status

Melissa Walton - removed by Council from inactive status

Jim Williams - removed by Council from inactive status

Mark Weinfurter - removed by Council from inactive status

Jean Lubke, membership clerk

# PASTOR'S REPORT

This year has been a remarkably busy one for us as a congregation. Not only were we tasked with fulfilling our discernment priorities identified a year ago, but we were doing it amidst the backdrop of the US election and the monumental changes that it brought on our country and the rest of the world. At times, it felt like this was a year of reacting and supporting those who are feeling the most vulnerable. That's the church's role, after all—support those who are hurting, and also making sure that harm is thwarted before it starts. The latter is harder work.

UBC has not cowered in a corner, licking our wounds. We have stepped up to the plate and have acted like we always do, with courage, with wisdom and with grace.

Elsewhere in this report, you will find news about how we are taking care of our building concerns, including exploring historical designation, an architect's analysis and even a change in insurance carriers. You will find out about our new marketing and communications director Maura Dunst who started her work here in March. You will find out about how we have deepened our relationship with our friends at First Congregational church and other ministry partners. All of this is an outgrowth of our discernment process.

There is a renewed energy in the congregation. We often find visitors and new members have joined. We have deepened our relationships with the Trans and the immigrant communities.

As a way to deepen our antiracism work, six of us attended a series of workshops entitled, Sacred Reckonings. This training builds upon our antiracism work that we have been leaning into with intention since 2020. The trainings gave us a toolbox of resources to be more effective antiracist presences—something sorely needed in this day and age. The nature of this work is that it is never done, so we accumulate more tools and strategies and try them on for size. I'm looking forward to attending the Sacred Sites tour led by Jim Bear Jacobs on June 1.

We continue to be a place where Sacred Harp is celebrated and sung. A group of hearty singers gather every Tuesday and two Sundays a month to sing and enjoy each other's company. In July, we hosted one of the three local annual Sacred Harp conventions (there is a different convention for each book). One of these years, we'll bring back a Sacred Harp Sunday morning service.

In October, I performed the wedding of Katie MacAulay and Jacob Beier. They have been great additions to our church. We were also glad to have Zena Hamilton and Violet Butler officially join the UBC family.

We were saddened to say goodbye to Bob Carman, Dick Beamer, Laurie Brazman and Roger Johnson this year. Each left a huge mark on our congregation. We miss them all deeply.

After six months of laying low because of my medical challenges, I travelled to several places on behalf of the church this year. In July, I attended the Baptist Peace Fellowship's summer conference in Asheville, NC. I went to Washington, DC twice to attend Alliance of Baptists events, and went to Philadelphia to attend the launch conference for a grant cohort that will help us implement our discernment priorities. I plan to attend the ABC Biennial convention in Omaha, Nebraska in early July and the BPFNA summer conference in Mexico City in mid-July. I again thank the UBC community for being patient and caring as I recovered from my surgery. You modeled the very heart of Christian community as you held me up and stepped up to fill all of the gaps.

We have been at this work as a congregation for 175 years. We're going to spend some time this year celebrating all those who have helped make us who we are. Building upon this foundation, we are looking toward the next chapters of this fine congregation.

I feel blessed to walk and minister alongside the fine people of UBC.

Faithfully Submitted, Doug Donley

# UBC COUNCIL REPORT

Members: Jean Lubke, President; Denise Roy, treasurer; John Medeiros, Clerk; Margot Garmers (and Betty Shaw) Church Life; Karole Graham (and Kim Donley), Outreach; Doug Donley, Pastor

Participants: Patrick Mavity, Property Manager; Maura Dunst, Marketing / Community Manager

Most of the work of the church occurs by small groups and individuals whose ministry work is reported in the following pages. The Council oversees church-wide projects.

This year, the Council's main focus was on implementing and overseeing the actions identified in last year's discernment process goal areas. We received a grant from ABC-RGR of \$23K along with monthly consulting services to help keep us on track to achieve our three discernment goals.

## Refocusing People Power

- **Hire Marketing Communication specialist.** One of our biggest accomplishments of this year was the addition of professional help to market our story. The Personnel Committee finalized a position description, posted for a part-time (50%) Marketing / Communication Manager, and with the help of Claire Mavity, Katie Hartman, Violet Butler, and Matty Strickler hired Maura Dunst.
- **Leadership position descriptions communicated.** A description of the responsibilities of each of the leadership positions was included with the stewardship packet.
- **All Social Media Updated and Maintained.** Maura Dunst is updating and revamping the website. Our presence on social media has greatly expanded.
- The position descriptions of the Administrative Assistant and the Janitor were reviewed and updated.
- The various administrative software systems used were evaluated and the transition to more efficient, effective, and streamlined technologies is in process.
- **Still to be Done:** Laity Task Force formed (to revamp the organizational structure); 15 new members (2 new members by mid-May)

## Solving Building Issues

- **Investigate National Registry of Historic Places.** We applied and received a grant of \$10K from the Minnesota Historical Society to hire New History (historic preservationists) to write our Property Evaluation, the first step in determining if our building will qualify for the National Registry. Currently, we've received positive feedback from the state historic agencies, and we submitted the Property Evaluation for final review in mid-May. We hope to have approval from the state for Step 1 by mid-June.
- **Investigate alternative uses of our building.** We have one proposal from an architect's firm that could help us determine our needs and alternate uses and re-design of our building, if we choose to pursue that process.
- **Finance Architect's Report.** We used the largest amount from the RGR grant to fund another building evaluation done by our architects Mack and McDonald. We expect to have the results of their findings on the status of our building with recommendations for improvements by the Annual Meeting.
- Had **safety vulnerability studies** done by the local police representatives to determine ways to improve the safety of our building and grounds for our congregation, renters, and visitors.
- **Still to be Done:** Form Building Task Force; Receive Market / Sales Analysis of property; Collect info on congregational building needs / wants; Determine Approximate Cost of Alternative Site

## Opening Our Doors Within and Without

- **Ongoing Ad placed in Lavender Magazine.** We now have a recurring listing in Lavender as well as ads in the Pride and Wedding issues.
- **Contacted Trans Support Organizations to be Listed. Hosted Two Forums / Presentations from Trans Org.** Hosted a 2-part forum and are listed as a welcoming, safe congregation.
- Launching a new branding campaign with a new logo!
- Launched the 175th Anniversary Task Force!
- Evaluating our advertisements and signage. \$5k from the RGR grant was committed to augmenting the marketing budget.
- Hosted families overnight during December as part of the Faithful Hospitality network.
- Participated in Sacred Reckonings training in the path toward reconciliation and reparation.
- Created a joint UBC / FCC Task Force to deliberately find ways to reinforce each other's, and our joint, ministries. Having monthly gatherings; finding opportunities to build relationships and support each other. Will have a joint booth at the Pride Festival.
- **Still to be Done:** Contact MCC re: reparations. Advertised in Women's Press and MN Daily. Visit Dakota Hockatati; Held at least two joint events with Mother St. James; Completed Concrete Plan for Repair and Reparations.

In addition to managing the annual church budget, the Council approved an updated Sanctuary Policy and Volunteer Guide, and updated our membership roster for the first time since COVID.

It has been very exciting to see the energy around the implementation of our discernment work, the increasing involvement of children and families, new members, and the number of regular visitors/friends.

I was honored to serve with this dedicated, thoughtful, wise group of UBCers.

Jean Lubke

UBC Congregational President

# CHURCH LIFE CO-COORDINATORS' REPORT

## Introduction

### **Worship/Education/Council**

As I have just begun to learn the ropes of this position, I am continually amazed by everything that is going on at UBC. The following report (hopefully) outlines what has occurred over the past year in the life of the church. My sincere thanks to, and gratitude for, ALL of the people that have made everything happen. Many people submitted portions of this report for their areas. Thank you to all of them for their contributions. Because there is so much going on, I am certain that I have overlooked something important. My apologies if I have.

*-Submitted by Margot Garmers, Church Life Co-coordinator*

### **New Members Orientation**

As the New Member contact, I have sent queries to several people and have had the joy of meeting with four prospective members. As a result, Violet Butler and Zena Hamilton placed their membership with us in October of 2024. I have also made periodic announcements to let prospective members know whom to contact. I welcome feedback for making the path to church membership more obvious and easier to navigate. They are a joy to work with. - Faithfully yours, Paula Moyer

Additional information on New Members and deaths can be found in the Membership Report.

## Community

**Coffee hour** has a growing group of contributors. Special mention should go to the children of the church who provided beautiful spreads of Halloween, Christmas, and Valentine's Day cookies and treats. Special thanks to Marie LaFrance, Betsy Kerr, Chris Follett, Teri Wottrich, Anne Johnson, Gayla Marty, Nancy Myers, John Mederios, Diane Ehr, Claire Mavity, Betty Shaw, and others for their contributions.

The **fall potluck picnic** was held the second Sunday in September and was well attended, with dishes for all dietary needs provided. The weather cooperated and food was served from the portico.

The **Christmas sanctuary decorating party**, held December 22, included coffee and treats in the sanctuary, and decorations were taken down after church on January 5 followed by a potluck in the sanctuary.

**Palm Sunday brunch** in the Adele Fadden Assembly Hall was well attended. Special thanks to Kim Donley, Gayla Marty, Claire Mavity, Chris and Don Follett, and Terri Wottrich for their help.

The third annual children's **Easter egg hunt** was held in beautiful weather the Saturday before Easter. About a dozen children and more than a dozen adults attended. Doug Donley flipped pancakes and Trish Donley filled the plastic eggs and hid them outside. This growing event was fun for all.

The **annual-meeting potluck** will be held in the sanctuary on June 8.

**Caregivers Support Group** led by Jean Lubke continued to meet monthly via zoom.



The **Memoirs Writing Group** met via Zoom every other Tuesday night, with some rescheduling to accommodate the Anti-racism working group and events. Eight to ten writers participated throughout the year and several contributed stories for the UBC newsletter.

The **Grace in Contemporary Literature by Women** book group met monthly via Zoom except for August, when its annual salad potluck was held at Kim Donley's house. The group reads books by women authors (memoirs or novels) selected by participants. Chris Follett coordinates.

**Knitting group** met monthly in individual homes and included members from First Congregational church. Chris Follett is the coordinator.

The **Card Club** hosted and led monthly by Jean Lubke monthly has grown in popularity. Jean provides instruction and materials.

A **Spanish conversation group** began meeting once a month in a cafe in Northeast Minneapolis.

*-Submitted by Betty Sham, Church Life Co-coordinator*

### **Special services**

Memorial Services for members Bob Carman and Roger Johnson. Pastor Doug officiated at both services, which were wonderful events. The families provided luncheons, and our committee provided set up and clean up after the well-attended receptions.

Margot adds: The bells (augmented by a few Grove ringers), and the UBC choir were greatly honored to participate in the celebration of the life of Laurie Brazman, also held at UBC.

### **Newsletter**

Chris Follett has faithfully continued to edit the UBC newsletter, published on the first of each month and usually 15 to 20 pages in length. It is always packed with information and news as well as photos. Trista McGovern emails it as well as posts it on UBC's website.

*-Submitted by Chris Follett, Newsletter Editor*

### **175th Anniversary Committee**

The committee to lead the 175th anniversary of our congregation's founding in 1850 was recruited by the Talent Team's Sue Wester in January and met twice a month February through May. Members are Chris Follett, Don Follett, Elwyn Fraser, Harriet Johnson, Howard Johnson, Gayla Marty (chair), Betty Shaw, Terri Wottrich. Sue Wester agreed to serve as adjunct to the committee and our first meeting was held at her home, with Harriet and Howard on Zoom. Available committee members also reported and gathered input at the March 2 forum. We had lots of materials to work with, including a brainstorming list started by Jean Lubke inspired by the Mother St. James AME church's anniversary held at UBC in 2023, a brainstorming session that collected input from the congregation on October 27, 2024, and an outline of areas to address by Sue Wester. We are planning a Founding Day observance on Sunday, July 13, our actual founding day. It's great that this is one of the annual joint summer services with First Congregational Church of Minnesota, which was founded just a year after our congregation. Other congregations will be invited and an ice cream social held on the lawn. In the fall, we are planning a block party with music and arts throughout the building on a weekend afternoon, and a "homecoming" All Saints service on November 2. We are also working on a history booklet sequel to the 1950 and 1975 booklets plus a memoir-essay collection. Programming guided by the anniversary as a theme will continue through the rest of the program year ending June 30, 2026. We will report regularly in the newsletter, bulletin, and forums. We are grateful to the

Council and an anonymous donor for our budget, and to new marketing and communication staff member Maura Dunst, whose expertise will allow us to seize this opportunity to learn and to tell our story as widely as we can. I am grateful to the committee for its incredible creativity, wisdom, and drive. They are a blessing to us all.

*-Submitted by Gayla Marty, 175<sup>th</sup> Anniversary Committee chair*

### **A note from the Church Life Co-coordinator, Margot Garmers:**

I want to express so much gratitude to everyone who coordinates the vibrant and growing list of community activities available at UBC. Below is a list of groups and their coordinators. My apologies if I have missed anyone:

<b>Group</b>	<b>Coordinator</b>
Anti-Racism Work	Denise Roy
Bible Study	Diane Ehr
Book Group	Chris Follett
Card Club	Jean Lubke
Caregivers'	Jean Lubke
Coffee Hour	Betty Shaw
Forums	Gayla Marty
Historical Records	Gayla Marty

<b>Group</b>	<b>Coordinator</b>
Knitting	Chris Follett
Memoir Writing	Trish Donley
175 <sup>th</sup> Anniversary Committee	Gayla Marty
Share the Care	Trish Donley
Spanish Conversation	Deidre Druk
THRIVE	Denise Roy
UBC/FCC Collaboration	Jean Lubke

### **Worship Planning Team**

*Team members: Pastor Doug Donley, Deidre Druk, music director David Lesniaski, Jean Lubke, Gayla Marty, Karole Graham, Violet Butler, Betsy Kerr, and off site contributor Robbie Steele*

At the team planning retreat on June 8, 2024, we chose the worship theme “Reframe and Reclaim,” recognizing that too much of Christianity has been hijacked. We need to reframe our priorities, reclaim the best parts of Christianity and use that as a springboard to understand and act in this current moment.

This year with the number of international students and friends we enhanced the services with the inclusion of a welcome and peace be with you in Chinese, Japanese, Russian, Spanish, and German.

The team also spent many hours discussing the Land Acknowledgement and how best to include it in our service.

Joint services with First Congregational Church (FCC) will be held this summer at UBC on July 6 and 13 and at FCC on July 20 and 27.

Christmas Eve service was once again festive with the children and families enacting the nativity tableau, this year with the Francisco Diaz family in the special role of the Holy Family.

Guest preachers were Paula Moyer, Rev. Cody Sanders, Rev. Anne Supplee, Maia Twedt, Rev. Matty Strickler and Chris Bohnhoff.

Thanks, finally, to music director David Lesniaski, the UBC Chorale and soloists, and the Carillon Bell Choir for their dedication and artistry as they lead us in music. More information appears in the reports that follow.

### **Livestream & Technology**

Claire Eckert has continued in the livestream tech lead position. Volunteer backups would be greatly appreciated to assist Claire occasionally. New microphones have improved sound quality over the livestream.

*Submitted by Karole Graham, Worship Planning Team Leader*

### **Communion Preparation**

Terri Wottrich has continued to coordinate monthly preparation of communion.

*-Submitted by Margot Garmers, Church Life Co-coordinator*

### **Worship Leaders**

We have had a very large worship leader team this year. The following folks have all lead the service, a number of them doing so almost once a month: Gayla Marty, Deidre Druk, Violet Butler, and Megan Dahlberg helped often by Paula Moyer, John Medeiros, Carrie Lubke, Jean Lubke, Jonathan Lubke, Betty Shaw and Jean Lubke. Megan Dahlberg has often taken the worship leader responsibilities on Sundays when the Bells perform as 4 of our team also play bells. On these Sundays, because preaching and playing bells is enough of a task, she has helped Pastor Doug out by stepping in to do the children's time. Thanks to all of the worship leaders for their wonderful gifts of time and talent to our services.

*-Submitted by Megan Gunnar Dahlberg- Worship Leader Coordinator*

### **Ushers**

Thanks to our usher team, Chris Follett (coordinator), Trish Donley, Terri Wottrich, Gene Velasco, John Medeiros, and Deb Wensman (along with Steven Schmidgall at times).

*-Submitted by Chris Follett, Head Usher*

### **Music Director Report**

This was a busy and very fruitful year for the choir. When we gathered in September, we had several people come who had not been in the choir previously, and, after things settled into place in the fall, we had three new members. This let us do some larger and more complicated pieces, such as "Freedom, come" as the Easter anthem and Delta Rae's "All good people."

In February, the choir, along with handbells and the instrumental group 10<sup>th</sup> Wave, performed two of Elwyn Fraser's compositions "Heaven's sunrise" and "Our hearts will sing on" in his concerts at First Baptist Church in St. Paul. We also performed Kim Donley's arrangement of "Freedom, come" in the spring.

Sadly, Laurie Brazman is no longer with us, and we were privileged to sing three of her favorite pieces at her memorial service in March.

In February, all organ selections were by Black composers, and in March, all were by women composers, a practice I carried over from the past few years. I'm also working with the Minnesota Music Librarians

Association to have local libraries diversify their collections of organ music, thus making such music easily accessible to all performers statewide.

In order to diversify our choral music collection, I applied for and received a grant from the U of M for a “mini-project” where I asked a student to research and find reasonable sources for acquiring world music suitable for SATB choir and choral music by African-American composers. I will be looking over his work during the summer and placing orders for music we can perform over next year (and beyond).

The choir is growing! I am grateful for the many choir members who have managed to attend rehearsal week after week and give their all during rehearsal and Sunday services. The following list includes all who sang with us for at least part of the choir season. It does not include various soloists or others who were able to join us occasionally.

Chorale members:

**Soprano:**

Lauren Thrift (soloist)  
Laurie Brazman  
Karole Graham  
Betsy Kerr  
Jean Lubke  
Claire Mavity

**Alto:**

Lynnete Fraser (soloist)  
Deidre Druck  
Megan Gunnar  
Sakurako Kawasaki  
Denise Roy  
Betty Roy

**Tenor:**

Trevor Lemon-Todd (soloist)  
Violet Butler  
Ty Wottrich

**Bass:**

Elwyn Fraser (soloist)  
Doug Donley  
Jonathan Lubke  
David Martin

The organ continues to be in good shape. We again had the instrument tuned by Russel Drager & Co. this year rather than Grandall & Engen, the previous tuners, in large part because of scheduling difficulties with G&E. We signed a contract with Drager that gives us a lower annual fee (compared to G&E) ... and Drager, in my opinion, does a much better job in both tuning and maintaining the instrument.

There is a small amount of money remaining from the organ project of several years ago. I would like to hold this in a special fund just in case the organ needs a sudden repair that is not part of the regular annual budget.

The lounge piano and the Petrof piano have been tuned every few months, as needed, and the Petrof had some minor adjustments made in the action (the dampers were not always returning to fully damp the strings when the key was let up, and, for a few notes, the UC pedal would cause the adjacent note to sound). For the shape it's in, it's in good shape. However, according to the former tuner, eventually the instrument will need major work. The soundboard has 5 cracks (though at present they do not substantially affect the sound) and that will necessitate a new soundboard (as well as a new set of strings) to the tune of ca. \$8,000 at some point in the future. This is not an immediate need, though, but perhaps something to be aware of for several years in the future.

Both instruments are challenged by the highly variable climate conditions in the sanctuary, where the temperatures can range from about 55 during the week in midwinter to the mid-80s in the summer, and the humidity can go from around 25% up to 80% depending on the season. Over the past two years a milder winter than normal and careful attention to the heating system has resulted in much greater climate stability in the sanctuary, a good thing for both instruments.

*-David Lesniaski, Music Director*

## **UBC Handbell Choirs Report**

We started our year with a newly refurbished set of handbells and chimes after spending the summer at “bell camp” in Custer, South Dakota. It took us a while to break in the new springs, but the bells sound better and shine brilliantly.

After the joint concerts of April 2024, we thought we’d take a slightly easier path this year. We added two younger ringers to our group – Quinn Jatzo and Jean’s Chinese exchange student Iris Guo.

In November, we received the delightful invitation to play in the balcony of the Children’s Theatre for the opening night of “The Grinch Who Stole Christmas.” We had fun and the staff enjoyed our music, but once the patrons came into the lobby, no one could hear the bells over the sound of excited children; not sure we’ll get invited back.

In December, we gave a concert to a small, but enthusiastic crowd at Harriet Johnson’s senior facility Walker.

But just as we were preparing for our February Love and Light concerts and the March BellFest, we learned that we would also be playing for the memorial service of our dear ringer, Laurie Brazman.

Elwyn Fraser’s Light and Love concerts, Feb. 15 and 16 at First Baptist Church, St. Paul, had double choir bells accompanying two of his beautiful compositions along with the UBC choir, and the 10<sup>th</sup> Wave instrumental ensemble. Ringers from Grove joined to help. We gave two amazing concerts introducing Elwyn’s music and ending with a powerful arrangement for bells and Elwyn’s voice on Puccini’s “Nessun Dorma” from Turandot.

On March 8<sup>th</sup>, we joined 10 other bell choirs for another BellFest day of rehearsals and a public concert.

The following Saturday, the bells (augmented by a few Grove ringers), the UBC choir, and some family celebrated the life of Laurie Brazman with a musical tribute. The bells channeled Laurie’s spirit and we played wonderfully. We played her favorite “chestnut” “Come, Thou Fount of Every Blessing,” a new, powerful piece we learned for BellFest called “Restored,” and closed with the arrangement of “Day by Day” from our Scandinavian tour. Lauren Thrift played Laurie’s C6 / D6 bells, and at a pause before the last verse, she turned off her stand light, stood Laurie’s bells upright, and walked away from the table as our final tribute to our friend who had played and toured with the bells for 14 years.

In May, we debuted our new lighter-weight dark green shirts (paid for by our concerts).

Lauren, Deidre, and I will be participating in another Witte mini-tour to Venice, Slovenia, Croatia, and Budapest in August. We will be again joined by an amazing bell choir from Estonia, and we are hoping to solidify plans for a joint bell tour to Finland and Estonia in summer 2027!

I am very thankful for the dedicated, flexible, hard-working ringing team!

Thanks to regular ringers: Laurie Brazman, Doug Donley, Deidre Druk, Jill Easton, Margot Garmers, Karole Graham, Iris Guo, Quinn Jatzo, Betsy Kerr, Carrie Lubke, Jonathan Lubke, Lauren Thrift, Gene Velasco, and Janella Wendorf; and substitutes Rachel Henzen, Kaite Knack, Rochelle Milbrath, Helen Smith, and Dawn Walker. Looking ahead to another great year of adventures in music-making together!

*-Jean Lubke, Director of Handbell Choirs*

## Roots Cellar

The Roots Cellar celebrated its 11th season with six concerts. Our attendance has not been great, but the crowds and artists are always enthusiastic. We even had a feature article about the Roots Cellar in the Minnesota Bluegrass magazine.

September 21 Kray Van Kirk

November 2 Mark Krietzner

November 16 The Eclectics

January 11 Spencer Lajoye

January 25 Tim Cheesebrow

March 22 Curtis and Loretta

Thanks to Pat Mavity for doing set up/take down and running sound. Kim Donley has done concessions. Trista McGovern took care of publicity and the website. Deidre Druk worked the door and Doug Donley took care of the booking and any other tasks as needed. We're already booking our 12<sup>th</sup> season which will start in the fall.

*-Submitted by Doug Donley, Pastor & Roots Cellar Coordinator*

## Education

### **Sunday School**

The parents have decided that they do not want a Sunday School during forum time or before the service. Thus, any Sunday School has to happen during the service itself. The parents also have opted to create special family events (which have been wonderful for all) rather than staffing formal Sunday School classes. Instead, Megan Dahlberg began last fall conducting a brief Sunday School lesson for Peter and Andrew Justin during the announcement and joys and concerns time. This has worked out very well. The 15-20 minutes is enough time to get a bit of "how was your week" and a focused lesson in. This year we started with John the Baptist and moved through to the beginning of Jesus' ministry, the parables, and the structure of the bible. The boys have been highly motivated by the goal of "beating the parents" in a quiz which will take place sometime at the end of May. Megan can continue this class next year, but it is high time that the younger children receive some lessons. Prior to this year, Megan used to go into the nursery using the same announcement and Joys and Concerns' time to do a circle time with a few songs and a story. It would be wonderful if the parents or some other church members would take this up next year.

*-Submitted by Megan Gunnar Dahlberg, Sunday School Coordinator*

### **Nursery**

Currently the nursery is fully staffed. We have our four wonderful nursery workers (Sami, Ely, Charlie, and Peter) providing childcare on Sundays and Wednesdays, with two of them sticking around for the summer. Summer hours will dwindle as bells and choir rehearsals take their annual break, but we hope to bring back a strong team in the fall with no less than four staff. We have been beyond grateful to have had Ely working with us for the last few years, and unfortunately for UBC they will be moving to Australia to pursue a master's degree! We wish them luck on their upcoming endeavors.

To assist with the hiring process, Trista kindly created an Indeed job posting, which I anticipate will be used in the fall to bring our team back up to full capacity. Instead of allowing staff to choose shifts, occasionally resulting in last minute calls for coverage and unstaffed shifts, I now assign shifts ahead one month at a time with consideration given to workday preferences, vacations, and school breaks. We maintain dedication to having two staff on Sunday mornings during the non-summer months to be in compliance with Minnesota state statutes regarding ratio between children and adults. We have also recommitted to providing appropriate pay to our staff per Minneapolis' 2025 minimum wage increase to \$15.97 per hour. Staff are now being hired at \$16/hour instead of \$15/hour.

*-Submitted by Amanda Donley, Nursery Staffing Coordinator*

### **Bible Studies 2024-2025**

During the past year two small groups have met regularly to read the Bible. The members of the Saturday Bible Study, which meets the first and third Saturdays of the month on Zoom, have been reading the Gospel of Luke. The Sunday group, which meets weekly in the Char Follett library, has been reading Scripture lessons based on the Common Lectionary that appear in Journeys, a publication of American Baptist Churches, USA. Both groups break for the summer and resume in September. I am deeply grateful for these Bible studies, for Gayla Marty and Doug Donley who host Zoom Saturdays, for Nancy Myers (co-coordinator of Journeys), and for all the participants who with their questions, insights and faith stories have made the ancient texts come alive.

*-Submitted by Diane Ehr, Bible Study Coordinator*

### **Adult Forums and Adult Education**

Forums were held during the education hour, 11:30–12:30, and were well attended. Many were available by Zoom, too. The Anti-racism group requested one forum per month.

August 18: Getting to Know You: Our Sanctuary Guests (John Medeiros)

August 25: Media Training (guest Michele Garnett McKenzie, Advocates for Human Rights)

September 15: What we did this summer (Pastor Doug)

September 22: UBC grant application to explore National Registry of Historic Places (Jean Lubke)

September 29: Anti-racism work at UBC: Preview of opportunities in the year ahead

October 6: All About You: Iris Guo (Carrie Lubke)

October 13: Preserving the Trans refuge state: Using your vote for Trans equality (Myrtle Lemon-Todd)

October 20: Preview: BPFNA friendship tour to Palestine (Gayla Marty)

October 27: Planning UBC's 175 th Anniversary Celebration in 2025 (Jean Lubke)

November 10: Getting to know Faithful Hospitality (guest Annessa Ihde, Interfaith Action)

November 17: Where do we go from here? A post-election survey of Trans rights and how you can get involved (Myrtle Lemon-Todd)

November 24: Churches that THRIVE for racial justice: Report from meeting in Virginia (Pastor Doug, Jean Lubke, Denise Roy)

December 1: Congregational meeting: hiring/funding a marketing/communications professional (Jean Lubke)

December 15: Report from Palestine (Gayla Marty)

January 12: Report from Palestine: conclusion (Gayla Marty)

January 19: "White Supremacy Culture" essay discussion (guest Thorunn Bjarnadottir)

January 26: Mid-year budget review (Denise Roy)  
 February 2: Immigration-related executive orders (John Medeiros)  
 February 9: Report from Philadelphia: discernment-process grant cohort (Pastor Doug, Claire Mavity, Matty Strickler)  
 February 16: Random Acts of Kindness Day (UBC families and kids)  
 February 23: Opportunities for involvement and volunteering (Chris Follett and lay leaders)  
 March 2: UBC 175 th anniversary planning update (UBC 175 Committee)  
 March 9: UBC–First Congregational Church collaboration (Jean Lubke, Chris Follett)  
 March 16: Impact of federal funding cuts to foreign aid (Katie MacAulay and Jacob Beier)  
 March 23: How to prepare for potential site visits by ICE (John Medeiros)  
 March 30: Sacred Reckonings Antiracism Assessment Survey (Denise Roy et al.)  
 April 6: All About You: Maura Dunst (Katie Hartmann)  
 April 27: Alliance of Baptists Annual Gathering in D.C. (Pastor Doug and Gayla Marty)  
 May 4: Sacred land beneath us: acknowledging Indigenous homelands (Denise Roy and the Tuesday Anti-Racism group)  
 May 11: Islam and Christianity: continuing the conversation (guest Dr. Tamim Saidi)  
 May 18: Faithful Hospitality update (guest Annessa Ihde)  
 June 1: UBC at 175—Preview of the anniversary year ahead (UBC 175 Committee)

*-Submitted by Gayla Marty, Forum Coordinator*

### **Conclusion**

As co-coordinators of Church Life, Betty Shaw has coordinated community activities and Margot Garmers has coordinated education, worship, and representing this area on the Church Council, writing reports and tracking the budget. We are so grateful to everyone who contributed to the amazing work of UBC.

-Margot Garmers and Betty Shaw, Church Life Co-coordinators



# OUTREACH REPORT

As usual, our church has been busy with outreach activities and generous with mission giving this past year. Our Outreach activities have included the following:

- A booth at the Pride Festival staffed by many UBC members
- Roots Cellar concerts
- Presence at the University of MN's Homecoming Parade (as it passes by the church)
- Involvement with the Solidarity Circle
- Presence at Interfaith protests at the Whipple Federal Building and the State Capitol supporting justice issues
- Collection of outerwear to donate to refugee families through the MN Council of Churches (we donated numerous bags and boxes)
- Thrive Initiative for racial justice - members have attended online workshops, meetings and conferences

Other Outreach Activities include:

## Faithful Hospitality

We joined with Faithful Hospitality to provide housing for guests from other countries. The organization helped families during the day, enrolling their children in schools, helping them learn English, and working on documentation needed for them to stay here. Families needed places to stay after leaving the FH offices, and churches provided that space. UBC housed one family during December, with many church members volunteering as overnight hosts.

## Loaves and Fishes

We had another successful year serving Loaves & Fishes in south Minneapolis. Loaves & Fishes has been operating for over 40 years. Their mission is to provide nutritious meals to hungry people in the Twin Cities. We served about 600 meals this past year. In our 35 years participating in the program we have served over 30,000 guests. During the past year we served in August and January. The site wasn't open on our November date this year. We will serve again in May. We continue to serve at Peace House, just south of downtown. While we've been at Peace House, we have a smaller kitchen and prepare carry-out containers, so we don't need quite as many volunteers as we used to. About 10 volunteers come together every three months to put on a Friday evening carry-out meal. We've had great participation from UBC members, their friends, co-workers, and families. Thanks to all our volunteers.

*-Steve Lee*

## Meals on Wheels

UBC continues to deliver noontime meals for Eastside Meals on Wheels 4 days a month to a route in southeast Minneapolis. There is a regular group of 6 volunteers, so we reliably fill our schedule. Another volunteer would allow us to cover an entire week since we all have times we are not available. I looked into how long UBC has delivered, and it goes back to the 1980s!

*-Marie LaFrance*

### Every Meal

For the past nine years, we have delivered bags with weekend meals to families of children at Marcy Arts Magnet Elementary School. This year, we went on the second Friday of each month. Thank you to the team Kim Donley, Chris Follett, and Denise Roy, who together delivered about 72 bags into children's backpacks every visit.

-Denise Roy

### Special Mission Offerings

This year's special mission giving was as follows:

July - SE Ministries	Total: \$580
Indian Food Shelf - \$200	
Sanctuary Coalition - \$200	
SE Seniors - \$180	
August - Emergency Needs	Total: \$405
Haitian Relief Fund in Springfield OH - \$405	
Sept/Oct - Nicaragua ministries and Shigaki travel fund	Total: \$1340
AMOS - \$500	
PML - \$140	
Sibel - \$200	
School Scholarships - \$1000 (There was \$500 budgeted for scholarships as well as the \$500 collected, so the total for scholarships is \$1000)	
Nov/Dec - Justice Organizations	Total: \$940
AWAB - \$400	
Queerspace - \$180	
Peace House - \$180	
Beacon Housing - \$180	
Jan/Feb - ABC ministries	Total: \$3050
One Great Hour of Sharing - \$750	
America for Christ - \$800	
Retired Ministers and Missionaries - \$800	
World Mission - \$700	
March/Apr - Childhood Health and Hunger.	Total: \$1450
Every Meal - \$300	
Mpls Crisis Nursery - \$420	
Northside Achievement Zone - \$200	
Avenues for Youth - \$250	
Youthlink - \$280	
May/June - Marginalized Communities - TBD	

The following organizations are in our budget and have received our donations:

Baptist Peace Fellowship/Bautistas por la Paz - \$300  
Alliance of Baptists - \$400  
Joint Religious Legislative Coalition - \$100  
ABCUSA United Mission - \$3500

Thanks to everyone who has generously donated time and money to support our outreach to the community and the world!  
- Kim Donley and Karole Graham, co-chairs

# COMMUNICATIONS/MARKETING REPORT

At the time of writing this report, I've been on staff at UBC for just under two months and am happy to say that I've hit the ground running! It's an exciting time for UBC and I look forward to looking back at the impact of these efforts at the next annual meeting. In the meantime, here are my current initiatives:

## **Updates!**

UBC has a new brand identity! We have a new color palette, logo, and slogan, which together will provide the foundation for all marketing materials going forward. We also have some beautiful new high-resolution photography thanks to Trista! This includes headshots, building shots, and group pictures from Palm Sunday. Roll out of the new materials began in early May 2025 and will be a gradual process over the course of several months as various platforms are updated (social media, website, brochures, signs, bulletin boards, etc).

## **175th Anniversary**

I am working with the 175th Anniversary Committee to celebrate 175 years of UBC! This will involve some banners and signs, commemorative giveaways, historical displays, and more, as well as advertising and promoting events and the anniversary year itself.

## **Digital Platforms**

UBC is upping its social media presence! With Trista's help, I've been posting more regularly on Facebook and Instagram, interacting with peer accounts, and increasing engagement from our followers. I will soon begin boosting posts to increase reach. I am in the process of migrating photos from the UBC Facebook Group to the general Facebook Page, and will sunset the Group once that process is complete.

## **Ad Placements**

We will have a quarter-page ad in the Pride issue of *Lavender* magazine. As part of that ad buy, we also get an individualized e-blast, which I will use for promoting the 175th anniversary and its series of events. I am working with the *Minnesota Daily* to come up with ways to reach the UMN student population, a process that will begin in the fall. I will also begin boosting Facebook and Instagram posts using both population demographics and geotagging to reach UBC's target markets.

## **Housekeeping**

I've been slowly going through the bulletin boards, flyers, marketing materials, bins for vendor booth activity, Google Drive, etc to organize/centralize things and clear outdated materials, as well as gathering an understanding of existing inventory and marketing activity.

## **2025-2026 Marketing Plan**

I am developing a year-long marketing plan for UBC that I will present to the Church Council before the annual meeting. This will outline goals, budget, action items, and reasoning behind decision-making.

- Maura Dunst, Marketing and Communications Manager

# PROPERTY MANAGER REPORT

## Building & Grounds

The boiler had more mechanical breakdowns and major repair work was needed for corroded structural components (stay bolts cited in the boiler inspection). System leaks, thermostat malfunction, blower fan malfunction are some of the problems that need to be addressed before the boiler is back into operation in the fall. The 60-year-old air compressor, that is part of the system, burned out and had to be replaced. A new heating system replacement should be a top priority.

The apartment was made ready for new tenants. The wood flooring was sanded and refinished, which was desperately needed, and it really improved the living environment and atmosphere (literally). The stale, heavy air had been overwhelming and oppressive to anyone going into the space, but no longer. The kitchen also got new sheet vinyl flooring. There are more improvements needed, such as window repairs or replacement, but overall, it is a much more comfortable space. Unfortunately, the noise and vibrations from the boiler made it intolerable for the current tenants during the winter and they moved into the main building temporarily. They are now back in the apartment.

We have contracted with Abra Kadabra Environmental for pest control. We had increased mouse activity and sightings this year which has now subsided. They also did gap sealing around the periphery of the exterior.

New gutters and downspouts were installed to replace the ones that were ripped off the roof by ice dams two winters ago. Heat tape was also installed on the roof above the Gym Pit entrance to prevent hazardous ice dams there. Because it was another relatively uneventful winter, we had fewer overhead ice hazards and we saved money in the snow removal budget because our contract was on a "per push" basis instead of a seasonal agreement like last year, and the amount of plowable snow events was below average.

Pending exterior repair projects include the windows and siding above the Portico, concrete and masonry repairs, and again trying to get an architectural design for a roof extension/awning above the lower entrance off the parking lot. I recently replaced the deck boards on the playground equipment but we should consider a total replacement in a couple years.

The Sanctuary floor is showing its age with many cracked tiles and we may want to look at replacement options. At the very least, I will try to find a flooring contractor and get an estimate for repairing it with our supply of replacement tiles. Room 305 and the Gym are also in need of floor maintenance.

We upgraded to new wireless internet equipment after the old components wore out. We've had an ongoing disruption to our elevator emergency telephone, which has been our one and only copper landline. We've had no service since the middle of March. The problem seems to be a severed underground cable a couple of blocks away. Each time I call customer service, they tell me it is scheduled to be reconnected at the end of the next day, but two months have passed with no resolution. I don't know why the elevator has to have a direct landline or what can be done if CenturyLink abandons copper lines, which I've heard they're planning.

## Tenants & Rental Update

Current annual leases are being renewed except 311 is still undetermined. There is a 2% increase on the rental rates.

It was a good year for short-term and event rentals in the Assembly Room, Gym, Room 305, and the Sanctuary. We had a variety of political and labor organizations, a theatre play production, a music program with weeks of rehearsals in the Assembly Room and a performance in the Sanctuary, sorority gatherings, a women's weekly basketball game, an athletic team doing different activities, and a youth marching band that practiced in the Gym.

### **Acknowledgements**

I am grateful for the support and encouragement from the congregation, Council, and staff, especially Trista McGovern, for patiently coaching me through computer navigation, and Maura Dunst for improving the website to more effectively promote our rental spaces. Thanks to Betsy Kerr, Trish Donley, and all the Garden Team volunteers for their work and advice for the yard maintenance.

*-Patrick Mavity, Property Manager*

## UBC MINISTRY NOMINATING SLATE 2025-2026

CHURCH COUNCIL (2-yr terms)					
President	Jean Lubke	26	Treasurer	Denise Roy	27
Church Clerk	John Medeiros	26	Pastor	Doug Donley	
President Elect	OPEN	26			
Church Life Coordinator:			Outreach Co-Coordinators:		
Worship /Ed/Council/Community	Karole Graham (Council)	26		Property Coordinator:	Communication Coordinator:
Margot Garmers	OPEN	27		OPEN	OPEN
CHURCH LIFE SLOTS (1-yr. term)	OUTREACH SLOTS (1-yr term)		PROPERTY SLOTS (2-yr terms)	COMMUNICATION SLOTS	
Communion Prep	Campus Ministry		Building Maintenance	Internal Communications	
Terri Wottrich	OPEN	26	Claire Mavity	Newsletter Chris Follett	
New Members Orientation	Mission Giving		Building Use	Other Trista, Doug	
Paula Moyer	Howard Johnson	26	Steve Schmidgall	External Communications	
Nursery Staffing Coordinator	Church Growth		Gardening--Betsy Kerr	& Website Trista, Katie Hartman	
OPEN	OPEN	26	IT - Information Tech		
Sunday School Coordinator	Denominational activities		Sound System		
Megan Gunnar Dahlberg	Latinx Ministry				
Worship Planning Team Leader	Loaves and Fishes				
OPEN	Meals on Wheels				
Head Usher-Chris Follett	Refugee Services				
Worship Leader Coordinator-Megan	Sheridan Story				
Anti-racist film group	SE neighborhood				
Bible study	Sister church - Leon, Nicaragua				
Book group	Sanctuary work				
Caregivers' Group			MISCELLANEOUS SLOTS	CONFIDENTIAL COMMITTEES	
Christmas decorating party			(2-yr terms)	(2-yr terms)	
Coffee hour			Financial Assistant	Personnel	
Forums			Denise Roy	Steve Lee	
Funeral receptions			Financial Secretary	Megan Gunnar Dahlberg	
Historical records			Chris Follett	OPEN	
Key Documents			Region Delegates		
Knitting			OPEN	Pastoral Relations	
Library			Karen Swenson	Jon Hartman	
Meditation Group				OPEN	
Memoir Writing				appointed	
Palm Sunday Brunch					
Parents' Group				Talent Team	
Photography/videography	FOUNDATION BOARD MEMBERS (4-yr terms)			Mindy Lee	
Picnic/potluck dinners	Megan Gunnar Dahlberg, Denise Roy, Claire Mavity			Sue Wester	
Retreat	Mindy Lee, Don Follett, Howard Johnson			Margot Garmers	
Share the Care					
Spanish Lessons					
Textiles					
Theater arts					
THRIVE					
UBC Connect					
Worship space decoration					
Worship leaders					
Zoom hosting					
<div><div>Bold - nominating slate</div><div>Italics - incumbent</div></div>					

## 2024-2025 FINANCIAL SECRETARY'S REPORT

### UBC GIVING and RENTAL INCOME as of April 30, 2025

<b>Operating Income 2024-25</b>	Received	Pro Rata Budget	2024-25 Budget
Pledge Income	\$155,848	\$169,862	\$203,834
Rental Income	\$61,037	\$60,003	\$72,004
Misc income*	\$16,330	\$12,500	\$15,000
<b>Operating Income *w/o Fdtn</b>	<b>\$233,215</b>	<b>\$242,365</b>	<b>\$290,838</b>
Budgeted Foundation Distribution	\$27,331		\$61,732
Foundation – Property Manager	\$34,401		
<b>Total Operating Income</b>	<b>\$294,947</b>		<b>\$352,570</b>
Designated Justice & Outreach	\$10,070		
Designated Special Funds	\$52,005		
CISA	\$13,699		
<b>Total Mission &amp; Special Funds</b>	<b>\$75,773</b>		
<b>Memorials</b>	<b>\$22,250</b>		
,			
<b>Total funds received</b>	<b>\$392,970.31</b>		

### MISSION GIVING at UBC

Our Mission Offerings reflect the variety of concerns at UBC. For more detail, please see the Mission Giving Committee Report.

Our mission giving schedule and causes vary from year to year. Generally, the Mission offerings are taken for two months, although contributions can be made any time during the year.

MAY/JUNE 2024 - Marginalized commun	\$1,013
JULY - SE Churches Ministries	\$580
AUG - Emergency Needs	\$405
SEPT/OCT - Nicaraguan Ministries/ Tai Shigaki Travel Fund	\$2,432
NOV/DEC - Justice Organizations	\$940
JAN/FEB - ABC Ministries	\$3,050
MAR/APRIL - Childhood Health/Hunger	<u>\$1,450</u>
<b>Total</b>	<b>\$9,870</b>

We have special fund accounts for the Fellowship Fund and Sanctuary Support. Most of the money received this year for Sanctuary Support was from neighboring churches and their members, including donations to cover a washing machine and dryer.

#### **Special Funds Donations @4/30/25**

Fellowship Fund	\$1,013
Sanctuary Support	\$9,750

### SPECIAL DESIGNATED GIFTS to UBC

We have received grants of \$10,000 from the Minnesota Historical Society to help with historical architectural research and \$23,000 from the Lilly Foundation for Thriving Congregations for discernment expenses, including an architects' report, and advertising and marketing expenses. We have also received a gift of \$5,000 from an anonymous donor to help defray expenses for our 175<sup>th</sup> Anniversary celebration. Other special gifts this year included staff appreciation gifts at Christmas and in-kind gifts for THRIVE travel expenses, communion supplies, floral decorations, garden supplies, winter coats and Easter candy, totaling \$1,876 to date.

## RENTAL INCOME

Rentals are stable, with one large tenant and many room rentals. We are expecting \$72,000 in rental income.

## MEMORIALS (GIFTS TO THE FOUNDATION)

We have received \$22,250 in memorials for Tai Shigaki, Bob Carman and Laurie Brazman.

### Rental Income @ 4/30/25

Gaia Democratic School	\$35,980
Room Rentals	\$11,885
Root Cellar	\$2,995
Parking	\$2,480
Miscellaneous Rentals	\$7,697
	<b>\$61,037</b>

## PLEDGING at UBC

We have received 36 pledges for the 2025-26 fiscal year for a total of \$207,993.

	pledges for 2025-26	pledges for 2024-25	pledges for 2023-24
total pledges	\$207,993	\$200,174	\$187,940
number of pledges	36	31	32

## OPTIONS for PAYING YOUR PLEDGE

Although most UBCers pay by check, many of our members use the automatic pay system at their bank or pay their pledge with a credit card via our online vendor, Vanco. Others have donated appreciated stock and some have made a direct payment from their IRA to the Foundation. If you are interested in donating stock or sending funds from your IRA, those contributions should go directly to the UBC Foundation Account. The UBC treasurer will then transfer the funds from that account to the UBC checking account. Note that a Qualified Charitable Deduction (QCD) from your IRA is not reported as income on your tax return.

**QUESTIONS?** Contact Chris Follett, UBC Financial Secretary at 651-272-8176 or [chrisf2828@yahoo.com](mailto:chrisf2828@yahoo.com).



# UBC Finance Report for FY24 (FINAL)

<b>Pastoral Ministry</b>	<b>Paid to date</b>	<b>Bud to date</b>	<b>23/24 Budget</b>
0110 Pastor Salary	58,858	58,978	58,978
0120 Housing Allowance	35,000	35,000	35,000
0130 SECA (FICA) Reimbursement	<u>6,978</u>	<u>7,189</u>	<u>7,189</u>
<b>Subtotal for Pastor Compensation</b>	<b>100,836</b>	<b>101,167</b>	<b>101,167</b>
0140 M&M Pension, Life, Disability	<u>16,159</u>	<u>15,036</u>	<u>15,036</u>
<b>Subtotal for Pastor Benefits</b>	<b>16,159</b>	<b>15,036</b>	<b>15,036</b>
0150 Continuing Education	455	500	500
0151 Conferences	1,996	2,000	2,000
0160 Misc. Expenses	1,089	1,200	1,200
0165 Mileage	2,000	2,000	2,000
0170 Preaching Sub.	1,650	750	750
0191 Sabbatical Setaside			
0190 Seminary Intern			
0195 Latinx Ministry	<u>2,746</u>	<u>2,843</u>	<u>3,554</u>
<b>Subtotal</b>	<b>126,932</b>	<b>125,497</b>	<b>126,207</b>
<b>Music Ministry</b>			
0210 Director Salary	30,151	30,183	30,183
0240 Soloist Compensation	13,615	15,120	15,120
0250 Organist Substitutes		450	450
<b>Subtotal</b>	<b>43,766</b>	<b>45,753</b>	<b>45,753</b>
<b>Office Staff</b>			
0310 Administrative Assistant Salary	17,936	20,107	20,107
0312 Admin Assist TDA	<u>600</u>	<u>650</u>	<u>650</u>
<b>Subtotal</b>	<b>18,536</b>	<b>20,757</b>	<b>20,757</b>
<b>Facilities</b>			
0410 Janitor Salary	19,002	19,021	19,021
0412 Property Manager	<u>33,355</u>	<u>33,399</u>	<u>33,399</u>
<b>Subtotal</b>	<b>52,357</b>	<b>52,420</b>	<b>52,420</b>
<b>Education Ministry</b>			
0550 Childcare Workers	<u>3,584</u>	<u>6,079</u>	<u>6,079</u>
<b>Subtotal</b>	<b>3,584</b>	<b>6,079</b>	<b>6,079</b>
<b>Worship Ministry</b>			
0790 Livestream Technician	<u>2,284</u>	<u>2,080</u>	<u>2,080</u>
<b>Subtotal</b>	<b>2,284</b>	<b>2,080</b>	<b>2,080</b>
<b>Employment &amp; Recruitment</b>			
0580 Employer's FICA	7,894	8,075	8,594
0585 Recruitment	78		
0590 Workers Comp. Insurance	<u>3,948</u>	<u>3,986</u>	<u>3,986</u>
<b>Subtotal</b>	<b>11,842</b>	<b>12,061</b>	<b>12,580</b>
<b>Total Personnel Expenses</b>	<b>259,301</b>	<b>262,566</b>	<b>265,876</b>

## UBC Finance Report for FY24 (FINAL)

<b>Education</b>	<b>Paid to date</b>	<b>Bud to date</b>	<b>23/24 Budget</b>
0940 Children's Church School	268	400	400
0942 Library		100	100
0943 Special Events	20	50	50
<b>Subtotal</b>	<b>288</b>	<b>550</b>	<b>550</b>
<b>Office Administration</b>			
0600 Office Supplies	535	1,500	1,500
0610 Copying & Supplies	4,404	4,500	4,500
0615 Communication Subscriptions (NEW!)	1,140		
0620 Phone & Internet Service	5,176	5,440	5,440
0625 Servant Keeper	580		
0630 Postage	300	300	300
0633 Accounting Software (NEW!)	80		
<b>Subtotal</b>	<b>12,215</b>	<b>11,740</b>	<b>11,740</b>
<b>Congregational Life and Care</b>			
0638 Church Dues and Conferences	353	500	500
0640 Community Building	105	200	200
0650 Coffee Time	202	200	200
<b>Subtotal</b>	<b>660</b>	<b>900</b>	<b>900</b>
<b>Communications</b>			
0615 Internal Publications		50	50
0631 Web Hosting Service	192	192	192
0632 Web Design & Upkeep			
0800 Advertising	579	250	250
<b>Subtotal</b>	<b>771</b>	<b>492</b>	<b>492</b>
<b>Worship</b>			
0710 Worship Supplies & Publications	678	1,000	1,000
0720 Choral and Instrumental Music	55	500	500
0730 Special Arts Events	800	800	800
0740 Music Dept. Supplies & Materials	55	50	50
0741 Handbell Supplies and Music	597	600	600
0760 Instrument Maintenance	5,665	6,055	6,055
<b>Subtotal</b>	<b>7,851</b>	<b>9,005</b>	<b>9,005</b>
<b>Justice</b>			
0801 Outreach Activities	400	400	400
0820 Loaves and Fishes, Too	1,413	1,700	1,700
0896 Baptist Peace Fellowship	300	300	300
0898 Alliance of Baptists	400	400	400
0899 United Mission (ABC)	3,500	3,500	3,500
1501 Joint Religious Legislative Coalition	100	100	100
<b>Subtotal</b>	<b>6,013</b>	<b>6,300</b>	<b>6,300</b>
<b>Utilities &amp; Insurance</b>			
1010 Insurance	16,816	14,496	14,496
1020 Natural Gas	13,413	25,000	25,000
1025 Electricity	5,512	6,000	6,000
1030 MPLS Sewer & Water	8,124	10,000	10,000
<b>Subtotal</b>	<b>43,864</b>	<b>55,496</b>	<b>55,496</b>

## UBC Finance Report for FY24 (FINAL)

<b>Repairs &amp; Maintenance</b>	<b>Paid to date</b>	<b>Bud to date</b>	<b>23/24 Budget</b>
1105 Gen'l Repairs & Maintenance	9,535	8,600	8,600
1110 Electrical Repairs	297	1,000	1,000
1130 Plumbing, boiler, valves, & traps	18,987	15,000	15,000
1134 Licenses and Fees	517	600	600
1141 Elevator Maintenance	650	700	700
1150 Snowplowing	4,965	2,600	2,600
1155 Landscape Maintenance	305	400	400
1170 Trash Removal	3,154	3,100	3,100
1172 Locks and Keys	13	200	200
<b>Subtotal</b>	<b>38,423</b>	<b>32,200</b>	<b>32,200</b>
<b>Huntington Fees</b>	270		
<b>Vanco Fees</b>	(527)		
<b>Total Non-Personnel Expenses</b>	<b>110,355</b>	<b>116,683</b>	<b>116,683</b>
<b>Total of All Budget Expenses</b>	<b>369,656</b>	<b>379,249</b>	<b>382,559</b>

<b>BUDGETED INCOME</b>	<b>Received to date</b>	<b>Bud to date</b>	<b>23/24 Budget</b>
Pledges	188,708	187,940	187,940
Special Individual Gifts	16,255	10,000	10,000
Loose Offering	1,956	4,000	4,000
Net Foundation Distribution	20,667	20,667	20,667
Foundation Distribution - Property Mgr	33,399	33,399	33,399
ERTC Distribution from Foundation	38,429		
Bank Interest	10		
Miscellaneous Income			1,000
Rental Income	68,931	70,000	70,000
<b>TOTAL BUDGET INCOME</b>	<b>368,355</b>	<b>326,006</b>	<b>327,006</b>
<b>Budget Surplus (Deficit)</b>	<b>(1,301)</b>	<b>(53,243)</b>	<b>(55,553)</b>

<b>SPECIAL FUND BALANCES</b>	<b>7/1/2023</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Balance</b>
0180 Sabbatical				
0660 Retreat	965		965	
0830 Fellowship Fund	1,544	1,165	1,430	1,279
1190 Cap. Imp. Set Aside (Foundation)	29,954	15,333	10,976	34,312
1500 Designated Justice & Outreach Gifts		10,680	3,292	7,388
1510 Together in Ministry	700		200	500
1600 Bell Tour	5,241	1,188		6,428
1650 Tai Shigaki Outreach Fund	3,439	850	925	3,364
1725 Leon Godparent Fund	160	1,155	1,315	
1750 Leon School Supplies			320	(320)
American Baptist Food/Clothing Grant	996		997	(0.31)
Discernment		6,200	7,595	(1,395)
Employee Retention Tax Credit Balance		80,120	80,120	
Latinx Outreach Ministry	213			213
Memorials/Foundation		58,248	55,048	3,200
Organ Maintenance	1,662			1,662
Sanctuary Support	1,101	9,000	5,991	4,110
Staff Appreciation		1,470	1,470	
THRIVE grant	1,805	4,400	2,286	3,919
Worship Technology	1,587		108	1,479
<b>Total Special Fund Balances</b>	<b>49,367</b>	<b>189,808</b>	<b>173,036</b>	<b>66,139</b>

UBC Monthly Finance Report 4/30/2025

	<u>Paid to date</u>	<u>Bud to date</u>	<u>24/25 Budget</u>
<b>Pastoral Ministry</b>			
0110 Pastor Salary	52,180	52,290	61,797
0120 Housing Allowance	29,615	29,615	35,000
0130 SECA (FICA) Reimbursement	<u>6,249</u>	<u>6,266</u>	<u>7,405</u>
<b>Subtotal for Pastor Compensation</b>	<u>88,045</u>	<u>88,171</u>	<u>104,202</u>
0140 M&M Pension, Life, Disability	<u>12,906</u>	<u>12,906</u>	<u>15,488</u>
<b>Subtotal for Pastor Benefits</b>	<u>11,616</u>	<u>12,906</u>	<u>15,488</u>
0150 Continuing Education	156	417	500
0151 Conferences	2,032	1,667	2,000
0160 Misc. Expenses	867	833	1,000
0165 Mileage	1,621	1,833	2,200
0170 Preaching Sub.	900	625	750
0191 Sabbatical Setaside			
<b>Subtotal</b>	<u>105,237</u>	<u>106,453</u>	<u>126,140</u>
<b>Music Ministry</b>			
0210 Director Salary	26,565	26,306	31,088
0240 Soloist Compensation	13,515	13,013	14,640
0250 Organist Substitutes	<u>300</u>	<u>375</u>	<u>450</u>
<b>Subtotal</b>	<u>40,380</u>	<u>39,694</u>	<u>46,178</u>
<b>Administrative Staff</b>			
0310 Administrative Assistant Salary	16,057	17,014	20,107
0312 Admin Assist TDA	500	500	600
0315 Marketing/Communications Mgr.	3,001		
0317 Marketing/Commun. Mgr. TDA	<u>750</u>		
<b>Subtotal</b>	<u>20,308</u>	<u>17,514</u>	<u>20,707</u>
<b>Facilities</b>			
0410 Janitor Salary	16,556	16,578	19,592
0411 Janitor Substitute		846	1,000
0412 Property Manager	<u>29,070</u>	<u>29,109</u>	<u>34,401</u>
<b>Subtotal</b>	<u>45,626</u>	<u>46,532</u>	<u>53,993</u>
<b>Education Ministry</b>			
0550 Childcare Workers	<u>3,784</u>	<u>6,511</u>	<u>7,814</u>
<b>Subtotal</b>	<u>3,784</u>	<u>6,511</u>	<u>7,814</u>
<b>Worship Ministry</b>			
0790 Livestream Technician	<u>1,760</u>	<u>2,250</u>	<u>2,700</u>
<b>Subtotal</b>	<u>1,760</u>	<u>2,250</u>	<u>2,700</u>
<b>Employment &amp; Recruitment</b>			
0580 Employer's FICA	7,038	6,809	8,047
0585 Recruitment	189		
0588 Payroll Service - NEW	70		
0590 Workers Comp. Insurance	<u>2,270</u>	<u>3,322</u>	<u>3,986</u>
<b>Subtotal</b>	<u>9,378</u>	<u>10,131</u>	<u>12,033</u>
<b>Total Personnel Expenses</b>	<u><u>226,473</u></u>	<u><u>226,834</u></u>	<u><u>269,564</u></u>

UBC Monthly Finance Report 4/30/2025

<b>Education</b>	<b>Paid to date</b>	<b>Bud to date</b>	<b>24/25 Budget</b>
0940 Children's Church School	471	333	400
0942 Library		333	400
0943 Special Events		42	50
<b>Subtotal</b>	<b>471</b>	<b>708</b>	<b>850</b>
<b>Office Administration</b>			
0600 Office Supplies	922	1,273	1,528
0610 Copying & Supplies	3,120	3,750	4,500
0615 Communication Subscriptions	562		
0620 Phone & Internet Service	3,862	4,583	5,500
0625 Servant Keeper	650	650	780
0630 Postage	5	250	300
0633 Accounting Software	77		
<b>Subtotal</b>	<b>9,197</b>	<b>10,507</b>	<b>12,608</b>
<b>Congregational Life and Care</b>			
0638 Church Conferences		417	500
0640 Community Building	81	167	200
0650 Coffee Time	11	167	200
<b>Subtotal</b>	<b>92</b>	<b>750</b>	<b>900</b>
<b>Communications</b>			
0615 Internal Publications		42	50
0631 Web Hosting Service		200	240
0632 Web Design & Upkeep			
0800 Advertising	1,679	1,667	2,000
<b>Subtotal</b>	<b>1,679</b>	<b>1,908</b>	<b>2,290</b>
<b>Worship</b>			
0710 Worship Supplies & Publications	1,041	833	1,000
0720 Choral and Instrumental Music	(10)	417	500
0730 Special Arts Events		667	800
0740 Music Dept. Supplies & Materials		83	100
0741 Handbell Supplies and Music	595	500	600
0760 Instrument Maintenance	2,360	3,379	4,055
<b>Subtotal</b>	<b>3,986</b>	<b>5,879</b>	<b>7,055</b>
<b>Justice</b>			
0801 Outreach Activities		333	400
0820 Loaves and Fishes, Too	893	1,417	1,700
0896 Baptist Peace Fellowship			300
0898 Alliance of Baptists			400
0899 United Mission (ABC)	3,500		3,500
1501 Joint Religious Legislative Coalition			100
<b>Subtotal</b>	<b>4,393</b>	<b>1,750</b>	<b>6,400</b>
<b>Utilities &amp; Insurance</b>			
1010 Insurance	13,437	17,500	21,000
1020 Natural Gas	20,143	20,000	25,000
1025 Electricity	6,497	5,000	6,000
1030 MPLS Sewer & Water	4,138	4,167	5,000
<b>Subtotal</b>	<b>44,216</b>	<b>46,667</b>	<b>57,000</b>
<b>Repairs &amp; Maintenance</b>	<b>Paid to date</b>	<b>Bud to date</b>	<b>24/25 Budget</b>
1105 Gen'l Repairs & Maintenance	7,329	7,167	8,600
1110 Electrical Repairs	2,572	833	1,000
1130 Plumbing, boiler, valves, & traps	21,105	16,667	20,000
1134 Licenses and Fees	1,005	500	600
1141 Elevator Maintenance	1,193	583	700
1150 Snowplowing	3,435	5,000	6,000
1155 Landscape Maintenance	372	333	400
1170 Trash Removal	2,705	2,750	3,300
1172 Locks and Keys	40	167	200
<b>Subtotal</b>	<b>39,716</b>	<b>34,000</b>	<b>40,800</b>
<b>Fees for Huntington</b>	50	100	120
<b>Fees for Vanco</b>	463	450	540
<b>Total Non-Personnel Expenses</b>	<b>103,800</b>	<b>102,169</b>	<b>128,563</b>
<b>Total of All Budget Expenses</b>	<b>330,272</b>	<b>329,003</b>	<b>398,127</b>

UBC Monthly Finance Report 4/30/2025

<b>BUDGETED INCOME</b>	<b>Received to date</b>	<b>Bud to date</b>	<b>24/25 Budget</b>
Pledges	155,848	169,862	203,834
Special Individual Gifts	8,032	10,000	12,000
Loose Offering	2,001	1,667	2,000
Net Foundation Distribution	27,331	27,331	27,331
Foundation Dist - Property Mgr	34,401	34,401	34,401
Foundation Dist - Mktg/Comm Mgr - NEW			11,308
Miscellaneous Income	4,503		1,000
Rental Income	61,037	60,003	72,004
<b>TOTAL BUDGET INCOME</b>	<b>293,153</b>	<b>303,264</b>	<b>363,878</b>
<b>Budget Surplus (Deficit)</b>	<b>(37,119)</b>	<b>(25,740)</b>	<b>(34,250)</b>

<b>SPECIAL FUND BALANCES</b>	<b>7/1/2024</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Balance</b>
0180 Sabbatical				
0660 Retreat				
0830 Fellowship Fund	1,279	1,013	540	1,752
1190 Cap. Imp. Set Aside (CISA)	34,312	13,669	14,229	33,752
1500 Designated Justice & Outreach Gifts	5,653	8,215	6,820	7,048
1510 Together in Ministry	500			500
1600 Bell Choir	6,428	936	7,037	326
1650 Tai Shigaki Outreach Fund	3,114		370	2,744
1725 Leon Godparent Fund		1,092		1,092
1750 Leon School Supplies				
175th Anniversary		5,000		
Discernment	(1,395)	4,179	1,584	1,200
Historic Register		10,000	10,000	
Latinx Outreach Ministry	213			213
Memorials/Foundation	3,200	22,275	20,000	5,475
Organ Maintenance	1,662		200	1,462
Off-budget Sanctuary Decorations		611	536	75
RGR/Lilly Grant		23,000	4,179	18,821
Sanctuary Support	3,610	9,750	10,628	2,732
Staff Appreciation		2,359	2,359	
THRIVE grant	3,919		3,304	615
Worship Technology	1,479		1,317	162
<b>Total Special Fund Balances</b>	<b>63,974</b>	<b>102,098</b>	<b>83,104</b>	<b>77,968</b>
<b>ERTC Funds (in Foundation)</b>	<b>40,491</b>			<b>40,491</b>

## UBC PROPOSED BUDGET for FY26

	<u>Proposed 25/26</u>	<u>24/25 Budget</u>
<b>Pastoral Ministry</b>		
0110 Pastor Salary	63,033	61,797
0120 Housing Allowance	35,000	35,000
0130 SECA (FICA) Reimbursement	<u>7,500</u>	<u>7,405</u>
<b>Subtotal for Pastor Compensation</b>	105,533	104,202
0140 M&M Pension, Life, Disability	<u>15,685</u>	<u>15,488</u>
<b>Subtotal for Pastor Benefits</b>	15,685	15,488
0150 Continuing Education	500	500
0151 Conferences	2,000	2,000
0160 Misc. Expenses	1,000	1,000
0165 Mileage	2,200	2,200
0170 Preaching Sub.	750	750
<b>Subtotal</b>	<u>127,668</u>	<u>126,140</u>
<b>Music Ministry</b>		
0210 Director Salary	32,021	31,088
0240 Soloist Compensation	16,800	14,640
0250 Organist Substitutes	450	450
<b>Subtotal</b>	<u>49,271</u>	<u>46,178</u>
<b>Administrative Staff (RENAMED)</b>		
0310 Admin. Asst. Wages	21,109	20,107
0312 Admin. Asst. TDA		600
0315 Marketing/Communications Mgr.	31,212	
0317 Marketing/Commun. Mgr. TDA	<u>7,803 ;</u>	
<b>Subtotal</b>	<u>60,124</u>	<u>20,707</u>
<b>Facilities</b>		
0410 Janitor Salary	20,179	19,592
0411 Janitor Substitute	1,000	1,000
0412 Property Manager	<u>35,433</u>	<u>34,401</u>
<b>Subtotal</b>	<u>55,612</u>	<u>53,993</u>
<b>Education Ministry</b>		
0550 Childcare Workers	<u>7,814</u>	<u>7,814</u>
<b>Subtotal</b>	<u>7,814</u>	<u>7,814</u>
<b>Worship Ministry</b>		
0790 Livestream Technician	<u>2,700</u>	<u>2,700</u>
<b>Subtotal</b>	<u>2,700</u>	<u>2,700</u>
<b>Employment &amp; Recruitment</b>		
0580 Employer's FICA	11,303	8,047
0585 Recruitment	150	
0588 Payroll Service - NEW	323	
0590 Workers Comp. Insurance	<u>1,220</u>	<u>3,986</u>
<b>Subtotal</b>	<u>12,846</u>	<u>12,033</u>
<b>Total Personnel Expenses</b>	<u><u>316,036</u></u>	<u><u>269,564</u></u>

## UBC PROPOSED BUDGET for FY26

<b>Education</b>	<b>Proposed 25/26</b>	<b>24/25 Budget</b>
0940 Children's Church School	400	400
0942 Library		400
0943 Special Events	50	50
0950 Adult Education - NEW	520	
<b>Subtotal</b>	<b>970</b>	<b>850</b>
<b>Office Administration</b>		
0600 Office Supplies	1,000	1,528
0610 Copying & Supplies	3,650	4,500
0615 Communication Subscriptions	1,050	
0620 Phone & Internet Service	5,000	5,500
0625 Servant Keeper	780	780
0630 Postage	150	300
0633 Bookkeeping - RENAMED	80	
<b>Subtotal</b>	<b>11,710</b>	<b>12,608</b>
<b>Congregational Life and Care</b>		
0638 Church Conferences	250	500
0640 Community Building	3,000	200
0650 Coffee Time	200	200
<b>Subtotal</b>	<b>3,450</b>	<b>900</b>
<b>Communications</b>		
0615 Internal Publications	50	50
0631 Web Hosting Service		240
0632 Web Design & Upkeep		
0800 Advertising	2,000	2,000
<b>Subtotal</b>	<b>2,050</b>	<b>2,290</b>
<b>Worship</b>		
0710 Worship Supplies & Publications	1,000	1,000
0720 Choral and Instrumental Music	500	500
0730 Special Arts Events	600	800
0740 Music Dept. Supplies & Materials	100	100
0741 Handbell Supplies and Music	600	600
0760 Instrument Maintenance	2,610	4,055
<b>Subtotal</b>	<b>5,410</b>	<b>7,055</b>
<b>Justice</b>		
0801 Outreach Activities	400	400
0820 Loaves and Fishes, Too	1,800	1,700
0871 Welcoming & Affirming Baptists (AWAB)	400	
0896 Baptist Peace Fellowship	300	300
0898 Alliance of Baptists	400	400
0899 United Mission (ABC)	3,000	3,500
1501 Joint Religious Legislative Coalition		100
<b>Subtotal</b>	<b>6,300</b>	<b>6,400</b>



# UBC PROPOSED BUDGET for FY26

## Utilities & Insurance

1010 Insurance	31,088	21,000
1020 Natural Gas	25,000	25,000
1025 Electricity	7,000	6,000
1030 MPLS Sewer & Water	5,000	5,000
<b>Subtotal</b>	<b>68,088</b>	<b>57,000</b>

## Repairs & Maintenance

	<b>Proposed 25/26</b>	<b>24/25 Budget</b>
1105 Gen'l Repairs & Maintenance	9,000	8,600
1110 Electrical Repairs	2,000	1,000
1130 Plumbing, boiler, valves, & traps	25,000	20,000
1134 Licenses, Fees, and Taxes (RENAMED)	1,900	600
1141 Elevator Maintenance	1,000	700
1150 Snowplowing	6,000	6,000
1155 Landscape Maintenance	500	400
1170 Trash Removal	3,500	3,300
1172 Locks and Keys	200	200
<b>Subtotal</b>	<b>49,100</b>	<b>40,800</b>

## Fees for Huntington

		120
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## Fees for Vanco

	564	540
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## Total Non-Personnel Expenses

	147,078	128,563
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## Total of All Budget Expenses

	<b>463,114</b>	<b>398,127</b>
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## BUDGETED INCOME

	<b>Proposed 25/26</b>	<b>24/25 Budget</b>
Pledges	207,933	203,834
Special Individual Gifts	11,000	12,000
Special Fundraising - NEW	15,000	
Loose Offering	2,500	2,000
Net Foundation Distribution	38,667	27,331
Foundation Distribution - Property Mgr	38,144	34,401
Foundation Distribution - Market/Comm Mgr	42,000	
Miscellaneous Income	3,000	1,000
Rental Income	80,000	72,004

## TOTAL BUDGET INCOME

	<b>438,244</b>	<b>352,570</b>
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## Budget Surplus (Deficit)

	<b>(24,870)</b>	<b>(45,557)</b>
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## CISA

	<b>4,333</b>	
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# UNIVERSITY BAPTIST CHURCH FOUNDATION ANNUAL MEETING

June 8, 2025

## AGENDA

Call to Order

1. Approval of Minutes (set out below) for the
  - a. June 2, 2024, Annual Meeting, and
  - b. December 1, 2024, Special Meeting
2. Election of Board Members
3. Request to Approve Annual UBC Distribution for 2025-2026
  - a. \$43,000 total, with
  - b. allocations of \$38,000 for the UBC operating budget and \$4,333 for the Capital Improvement Set-Aside fund (CISA).
4. Request for Grant to Cover Property Manager Salary, including UBC's share of payroll taxes thereon.
5. New Business
6. Adjournment

## MINUTES OF JUNE 2, 2024, ANNUAL MEETING

1. The meeting was called to order at 1:15 p.m. by President Megan Dahlberg.
2. A motion to approve the UBC Foundation meeting of June 11, 2023, was approved by voice vote. Motion was made by Jean Lubke and seconded by Ty Wottrich.
3. A request for a grant of \$34,401 to cover Property Manager salary was approved. Motion was made by Jean Lubke and seconded by Gayla Marty.
4. A motion to approve annual distributions for the UBC 2024-25 operating budget (\$27,331) and Capital Improvement Set-Aside fund (\$13,669) was approved by voice vote. Motion was made by Doug Donley and seconded by Margot Garmers.
5. The meeting was adjourned at 1:25 p.m. Motion was made by Kim Donley and seconded by Margot Garmers.

Respectfully submitted  
Don Follett, UBCF secy

## **MINUTES OF DECEMBER 1, 2024, SPECIAL MEETING**

1. The meeting was called to order at 12:15 p.m. by President Megan Dahlberg.
2. Following discussion, President Dahlberg suggested the following motion:

To approve a grant of up to \$42,000 per annum (annualized for FY2025) from the Foundation through June of 2026 to support a Marketing and Communication Manager position for UBC.

The motion was made by Jonathan Lubke, seconded by Paula Moyer, and approved unanimously by voice vote without further discussion.

3. The meeting was adjourned at 12:23 pm.

Respectfully submitted

Don Follett, UBCF secy

## UBC FOUNDATION INVESTMENT HISTORY FOR 2024-25 ANNUAL REPORT

Year	Opening Balance	Net Withdrawals	Total Return	Closing Balance	Rate of Return	Rate of Inflation	Net ROR	Inflation Factor
1978	258,600	300	30,300	288,600	11.08%	7.2%	3.9%	1.074
1979	288,600	25,200	31,400	294,800	10.33%	8.3%	2.0%	1.087
1980	294,800	21,400	44,300	317,700	14.00%	9.3%	4.7%	1.097
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2014	495,123	56,779	59,159	497,503	11.29%	1.6%	9.7%	1.016
2015	497,503	15,803	(1,257)	480,444	-0.25%	0.9%	-1.1%	1.009
2016	480,444	49,005	40,102	471,540	8.02%	1.2%	6.8%	1.013
2017	471,540	65,795	96,556	502,301	18.63%	1.7%	16.9%	1.018
2018	502,301	34,242	(1,393)	466,666	-0.28%	2.3%	-2.6%	1.024
2019	466,666	5,149	104,205	565,722	20.15%	1.7%	18.5%	1.017
2020	565,722	38,833	110,263	637,152	17.81%	1.6%	16.2%	1.016
2021	637,152	9,294	171,224	799,082	23.80%	4.8%	19.0%	1.049
2022	799,082	42,140	(197,427)	559,515	-28.38%	6.9%	-35.2%	1.071
2023	559,515	(55,980)	78,303	693,799	13.10%	3.1%	10.0%	1.032
2024	693,799	102,366	88,872	680,305	12.05%	2.3%	9.8%	1.023

### Authorized Withdrawal for 2025-26

\$753,630	Foundation Balance at CORIENT & UBC @ 12/31/2024
<u>5.6%</u>	Average Annual Net Rate of Return (average since 1978)
<b>\$43,000</b>	Regular Authorized UBC Withdrawal: 2/3 operating budget & 1/3 CISA

### Formulas used to calculate the Foundation payout:

**the total return = current Fnd balance - prior Fnd balance + net withdrawals**

How much money was in the Foundation on Jan 1 and Dec 31 of the previous year?

What was the net effect of withdrawals & new money ?

**the rate of return (ROR) =  $\ln [(prior\ Fnd\ balance + total\ return) / prior\ Fnd\ balance]$**

**the net rate of return = the ROR - the rate of inflation**

annual inflation factor = 3rd Qtr GDP price deflator (current yr / prior yr)

source: US Dept of Commerce: Bureau of Economic Analysis. Series GNPDEF

### Foundation Fund Balance @ 12/31/2024

\$680,305	Account Balance at CORIENT
\$0	Savings Account Balance (Foundation Funds)
<u>\$73,325</u>	Foundation Money in Checking
<b>\$753,630</b>	Total Foundation Funds

### Net Withdrawals in 2024

#### Actual Withdrawals from Foundation

13,669	Budgeted CISA Disbursements
27,331	Budgeted Operating Disbursements
0	Withdrawal for other capital projects
27,737	Withdrawal – Property Mgr Salary
11,571	Withdrawal – pledges pd in stk
38,429	Withdrawal – ERTC
<u>3,629</u>	Investment Co. Fees
<b>\$122,366</b>	Total Withdrawals

#### New Money into Foundation

0	Pledges paid in Stock
<u>20,000</u>	Memorials
<b>\$20,000</b>	Total New Money

#### Net Withdrawals

**\$ 102,366    Withdrawals minus New Money**