



## **PRAIRIE CIRCLE UNITARIAN UNIVERSALIST CONGREGATION**

### **Annual Reports Packet**

**June 5, 2022**

Members of PCUUC:

The 5<sup>th</sup> Principle of our Covenant promotes “the right of conscience and the use of the democratic process within our congregations and in society at large.” This is affirmed through your participation in our Congregation’s Annual Meeting. To be best informed of the topics, please review this **Annual Reports Packet** and read through the **Annual Meeting Voting Materials Packet**.

Our Annual Meeting is scheduled to take place on June 5, 2022 via Zoom following an abbreviated Worship Service. You will use the same Zoom link for the Sunday Worship Service and for the Annual Meeting that follows. We invite all involved at PCUUC to attend; however, we ask that non-Members refrain from voting. All votes will be checked against the official list of eligible Members.

We ask that questions regarding the Reports or Voting topics be made via this form prior to June 1, 2022: <https://pcuuc.breezechms.com/form/f930ed>

Next, the forum of Zoom allows for features that aid in the running of the Annual Meeting.

- The Meeting will be recorded
- The “raise your hand” feature will be available to motion or present questions/ideas
- Voting will be done through the Zoom Polling feature. Two-member households may use the same device to submit their votes.

Finally, if you missed the Town Hall Meeting and would like to learn more about the Proposed Adoption of the PCUUC Disruptive Behavior Policy or the Proposal of Hiring a UU Minister, please see the recording here: <https://drive.google.com/file/d/1dalvKEtppmHhQZdxMmUYRMgsTO4sCjU5/view>

### **BYLAW SECTION 5.09 QUORUM AND VOTING REQUIREMENTS**

*Except as specifically provided in other sections of these bylaws, a quorum for all meetings of the membership shall be twenty percent (20%) of the membership determined by a review of the official membership list. A vote of two-thirds of those members present and voting shall determine each question. Proxies will not be honored at meetings of the membership.*

Sincerely,

Karen Schachtschneider  
PCUUC Church Administrator

## 2021-2022 PRESIDENT'S REPORT: LUCINDA SMETANA

What a year! Thank you for allowing me to serve as President of Prairie Circle Unitarian Universalist Congregation. Our spiritual home is a special part of the community and I am so pleased with how the Board has worked together to make it through many "firsts" over this past year.

This year was the first year without Dawn McClintick as our Church Administrator. Although we transitioned to a new administrator during Dawn's final months, that individual left for personal reasons. For many, the transition may have not been noticed as we functioned without an Administrator for much of the Summer 2022.

The work of the administrator was taken on by various Board Members to keep communications and financials in order. After a second Church Administrator Search, led by PCUUC Board Members, we extended an offer of employment to Karen Schachtschneider. We are a fortunate group. Karen's attention to detail, willingness to learn quickly, and desire to improve processes make her the perfect person for this job. The PCUUC Board extends our gratitude to Karen for her contributions over the last year. Thank you so very much Karen.

Another first for PCUUC, and so many of us, was returning to in-person activities amid a ceaseless pandemic. I thank my Board Members and fellow Congregants for encouraging us to move in the direction of resuming in-person worship services at the Colby Barn. I understand the guidelines put in place such as masking requirements, proof of vaccination, and other modifications have been uncomfortable and upsetting for some in our community. Please know that the PCUUC Board made the best decisions possible with respect to attendees' physical and spiritual needs. I am proud of what we have put together to keep our Members, Friends, and Visitors safe during this time. Lastly, if you haven't joined us for in-person worship lately, please give it a try. We have learned so much from this pandemic. We know that masks are extremely effective with keeping us safe. At the barn, surgical masks, hand sanitizer, and disinfectant spray are available for attendees to use. Participating in our spiritual community gives me hope and brings back a little normalcy into what we're living through today. I enjoy connecting with others in-person or over Zoom. So, if you've been reluctant to come, grab a mask and come be amongst friends.

The final group of "firsts" I would highlight from the Board are the launch of the Committee Grant Initiative where up to three mini-grants of up to \$500 each are available for projects within PCUUC Committees that amplify our mission and values as Unitarian Universalists. I can't wait to see the good that will come from this. Next, the Board worked closely with the MidAmerica Region UU Ministerial Support to address harmful behavior within our community. From those conversations, the PCUUC Disruptive Behavior Policy was created. Many UU Congregations have such a policy in place and it provides clarity to conduct that is deemed disruptive to our spiritual community. Last, the Board is excited to propose the hiring of a Part-Time Minister. When assessing deficits in our community as well as groups or roles that are overburdened, a Minister was determined as a solution to alleviate the load on Staff and Volunteers as well as give PCUUC more spiritual framing. It is our hope that through a Minister Search Committee, we find the best person to lead Adult Religious Enrichment Programming, aid the Worship Committee, provide homilies on a regular basis, and offer Pastoral Care.

**SHOUT OUTS:** Just a quick note to thank some incredible staff that we are so fortunate to have in our Congregation. Our Worship Coordinator Eric Foote has been our rock in navigating Zoom Services and ensuring we continue to offer quality speakers and keep having good conversations as a result thereof. Eric, thanks so much for giving of your time and talents. Next, our Director of Religious Education Jennifer Weigand and RE Teacher Sam Smith have pivoted to remote Children's Religious Education. Engaging with our youth for 45-60 minutes via Zoom is not an easy feat! Additionally, during this pandemic they launched a tight-knit Adolescent



Group. Thank you both for the enriching curriculum you provide and for bringing your full selves to the work you do.

To end, it has been a wonderful experience to serve as the President of our Congregation. A special thanks to Leslie, John, Joyce, Ted, and Sarah for your time, judgement, and unwavering commitment to make our community even better. Your contributions over the year have been immense. Thanks for sticking it out with me.

Looking forward to our future, Lucinda

## **2021-2022 TREASURER'S REPORT: JOYCE DEWITT**

At the start of this fiscal year, the treasurer team was created on a trial basis in order to lighten the workload on the new church administrator and allow a team of two Board members to manage the finances, one treasurer and one vice-treasurer in training. Between the bumpy start of filling the church administrator position and the very heavy workload on the treasurer team, it was decided not to continue the trial past the first year. Karen Schachtschneider, our church administrator, agreed to take on the financial tasks after all, and the remainder of the year was spent training Karen and taking the opportunity to rebalance tasks and reduce the administrative paperwork when the treasurer changes every two years.



This year's budget was originally set up for in-person services, except for one via Zoom each month. Because this year remained mostly virtual, Sunday collections also stayed online only. It is clear that virtual giving has been way underutilized with contributions remaining low for both our social justice collections and for PCUUC. Even pledge renewal forms for the current year were slow to come in, stretching into spring. Once our services were back in person, the Sunday shared basket collection rose significantly.

Pledge income was down some from last year and is continuing a downward trend compared to pre-pandemic. We anticipate fulfilling 94% of our expected pledge budget this year. We had optimistically budgeted for fundraiser income but did not end up holding any fundraisers. Last year the congregation voted to use the contingency reserve fund, resulting in a transfer of \$15K to balance this year's budget. This was the first step in using some of our reserves that have gone underutilized, as determined by last year's Board.

On the expense side, because most of the year was virtual, both rent and committee spending were still way down. Again this year, there were congregants who donated RE supplies, time, and materials to various efforts, which always helps keep overall expenses down. Thank you very much for your generosity.

Board discretionary spending also stayed low even given last summer's retirement party, as well as pandemic cleaning supplies for the return to in-person services. Wage expenses are expected to be at 85% of what was budgeted. Finally, net income will be approximately \$26K, which will automatically transfer to the accumulated surplus account for future use.

For our proposed budget for fiscal year 22-23, we will transfer some Reserve Funds into our operating budget from the Music Fund (\$176), for the grant funds (\$1500) from the Accumulated Surplus account, and the carryover of what was raised for the Antiracist workshop series (\$2,142) that is now planned for the fall. The total of these three reserve amounts will transfer in at \$3,818.

Received pledges are down and we hope to see the remaining expected pledges come in before the Annual Meeting, at which time I'll give you an update. For fundraising income, the Board reduced the fundraising budget to ease expectations on those events that depend heavily on a large volunteer effort.

On the expense side, the cost-of-living increase for our four employees is higher this time due to the increased inflation rate we are all seeing. Our rent budget will stay flat with the current year as we plan to continue one virtual service per month and have three outdoor services next year.

Many committees held their budget requests steady except for the Worship Team, who strongly recommends an increased speaker budget. The increase of the speaker honorarium will be the first since FY17, and an increase in the number of paid speakers is needed, especially if a part-time minister is not hired.

Because of the anticipated increase in expenses against the lower pledge income, the Board will propose a transfer from our reserves to balance the proposed budget. This transfer amount will depend on how much pledged income is raised before the Annual Meeting. The Board is concerned about our financial future with the continuing upheaval of the pandemic and life changes significantly altering our membership funding pool. I believe it is now time to utilize our reserves to the best of our ability. We must not only support our existing congregation, but shore up our strength and values as we plan for necessary growth and a viable future.

## **2021-2022 WORSHIP YEAR IN REVIEW**

The Worship Committee's primary responsibility is recruiting speakers for services and coordinating the services themselves. After several months of virtual services, at the start of the fiscal year, we felt we were in a groove where services were running smoothly and quality content was being delivered. Most speakers were met warmly, and congregants engaged with them after services in breakout rooms, further reinforcing the presumption that speakers were delivering messages that resonated with our congregation.

At the Board's direction, the team gradually transitioned to in-person services with a few outdoor options last fall, an in-person Christmas Eve service, and in-person services starting in earnest in March 2022. Attendance at these in-person services has generally been healthy, and individuals are still "zooming" the service online. The decisions by the Board to return gradually to in-person and to maintain one virtual service a month, the Committee feels, have both been good choices that have worked out well.

There are some challenges this new pattern of virtual and in-person services create that will require adaptation from the Worship Team. The two primary concerns are:

- improving the quality of the streaming of live services and
- maintaining the quality of speakers for in-person services.

We've experienced a few issues with streaming so that some recordings haven't worked out and some congregants have had trouble hearing/seeing what is being presented virtually. We're learning lessons quickly, though, and expect to be proficient by June 2022.

Virtual services made recruitment of speakers easier (and being in-person limits the pool of potential speakers significantly), but recruiting speakers to the Barn was something we were successful with before and feel we can be successful with again.

A third concern regards volunteers. There is a greater demand for volunteers for in-person services than for virtual services. The group appreciates that the budget has been increased to allow for more paid speakers, but volunteers will still be a constant need as we continue into FY23, and the Worship Committee appreciates all the efforts made at volunteer recruitment.

On a separate note, an important lesson learned over the last fiscal year, the group feels, is that quality virtual speakers are not enough to deliver the experience people want from services. Being in-person provides congregants a sense of community and helps nurture relationships in a way virtual services cannot do as effectively. Having a “place” to worship together is a key part to the worship experience. We all hope to keep live in-person services going forward with at least the frequency currently planned.

Finally, the group has leaned heavily on the work of Eric Foote over the last year and deeply appreciates his contributions as Worship Coordinator. The Committee members remain grateful to Eric for his ability to secure high quality speakers and to provide the kind of worship coordination and leadership a minister would normally supply.

## **CARING COMMITTEE**

Due to Covid restrictions, Caring Committee members were not allowed to make hospital visits. We were able to check in with congregants by phone, to provide meals, and to send cards of sympathy, concern, and congratulations.

I am grateful to our members.

Fran Bates, Chair of the Committee

**2021-2022 RELIGIOUS EDUCATION**

**Staff**

Jennifer Weigand - Director of Religious Education  
Primary Teacher- Sam Smith



**The Numbers**

Registered Families - 23

Regular RE Children - 9  
Regular Nursery Children - 0

Visitors-0  
Curricula Volunteers – 1

**Highlights:**

Sent Valentine cards to congregants  
2 curricula taught  
Virtual Story for All Ages every Sunday at 7pm  
RE talent show  
Delivered monthly RE supply bags to families  
Volunteer background checks

Delivered Easter treats to RE Students via supply bags  
Twice a week Virtual Story for All Ages - July-Sept  
Sundays 11am Virtual Curriculum for ages 3 and older  
Sundays 7pm Virtual Adolescent lesson ages 10 and older  
Moved RE supplies from storage unit to barn  
Virtual Movie Night for RE families

**Summer Session:**

Jennifer has created a curriculum for the summer to help the students transition from remote learning to in-person learning. *The curriculum is called Elements of Summer.* Each week has a different summer-related theme (bubbles, rainbows, water, wind, sunshine, etc.) which will be explored through games, crafts, stories, etc. The activities are specifically designed to be outdoors, but can be adapted indoors if needed. *These lessons will take place on Sunday Mornings at the barn and the 2<sup>nd</sup> Sunday of the month via Zoom.*

**Fall Programming:**

RE is planning to purchase Soul Matters Curricula again for the 2022-2023 church year. This curriculum focuses on figuring out our values, dealing with our needs, being part of a spiritual community, and doing the right thing—key steps toward spiritual maturity. Our monthly themes will coincide with the Worship themes.

**Thank You PCUUC RE Volunteers!!**

Sarah Grover - Lynn Hepler - Mary Honegger - Sarah Seiberlich  
Lucinda Smetana - Sam Smith - Tamara Wanshek - Judi Young

## RE Budget/Expenses

- Purchase Soul Matters
- Craft supplies
- DRE Office supplies
- Teacher supplies
- Special Sunday Crafts (Thanksgiving, Christmas Eve, Easter, Etc.)
- DRE Conferences and training

## SOCIAL JUSTICE COMMITTEE REPORT

May 2021 to May 2022

Submitted by Jan Kirch, Tamara Wanshek, and John Young

**SJC mission statement:** In harmony with our PCUUC principles, the Social Justice Committee is committed to social, environmental and economic justice at church, in the community and for all earth's inhabitants. The SJC is chaired by Jan Kirch assisted by Tamara Wanshek, Facebook; John Young, Environment.

The Social Justice committee meets after service on the 1st Sunday of each month.

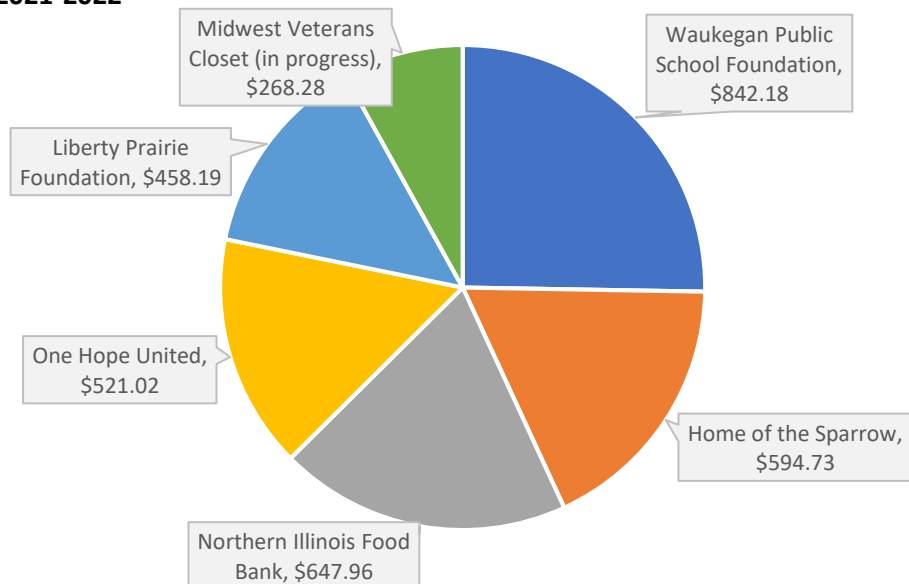
**Financial Support: Shared Plate** – due to pandemic it was decided to do bi-monthly donations.

**SJC Shared Plate Theme: Antiracism and supporting people of color**

- July–August 2021: Waukegan Public School Foundation Backpack Fundraiser  
Supplies collected - Actionable Support August
- September–October 2021: Home of the Sparrow
- November–December 2021: Northern Illinois Food Bank
- January–February 2022: One Hope United
- March–April 2022: Liberty Prairie Foundation
- May–June 2022: Midwest Veterans Closet (in progress)

## Shared Basket Donations FY 2021-2022

\$3,332.36 Collected to Date



**SJC - Action Items:** When possible - Styrofoam Collections, PADS food, batteries, Midwest Veterans Closet.

**While SJC hasn't been able to meet in person, individual members continue Community Outreach projects:**

- Fran & Dave Bates: HACES
- Gloria Walsh: Lake County Re-Settlement Group
- Jim Whitton: Veterans
- Peggy Teeter: writing post cards to encourage individuals in other states to vote
- Chuck Teeter, Dave Bozek, Dave Bates: Getting out the Vote
- All: Supporting IL. HB 4358 (Coal Ruling – from FIP – Carla Aldana)
- All: VOTE LOVE Springfield and online – all day
- Invited Rev. Scott Aaseng to speak: Rev. Scott Aaseng suggested partnering with organizations representing impacted and marginalized communities and working from bottom-up. He is open to doing a workshop on the process of re-connecting. John Young has connected with North Shore (NSUC) resulting in NSUC committee chairs connecting with PCUUC chairs.

**Additionally, SJC members participate in various PCUUC committees:**

- Chuck Teeter: Welcoming Congregation Committee
- Chuck Teeter, Dave Bozek, Dave Bates: Getting out the Vote
- Dave & Fran Bates, Jim Whitton, Jan Kirch: Antiracism
- Fran Bates: Caring Committee
- Judi Young: RE (Religious Education)
- John Young: PCUUC Board

**Looking Ahead:**

- Judi Young is coordinating our PCUUC school supply/backpack drive with the Round Lake Elementary District 116 where 80% of the students are below the poverty level.
- Judi Young & Trisha Steele are also promoting a Back to School Family Event on July 29 from 6 – 8 p.m. at the Round Lake Public Library.
- Shared Plate for the remainder of 2022:
  - July–August: Round Lake Elementary School Backpack Fundraiser donations
  - September–October, TBD
  - November–December, TBD
- Action Items: Styrofoam Collections, PADS food, batteries, Midwest Veterans Closet



# Prairie Circle Unitarian Universalist Congregation

Profit and Loss  
July 2021 - April 2022

|   | TOTAL           |
|---|-----------------|
| Income                                      |                 |
| 4000 General Fund                           |                 |
| 4001 Pledges and General Gifts              |                 |
| 4002 Prior Year Pledges                     | 625             |
| 4003 Current Year Pledges                   | 60,236          |
| 4009 Identifiable Basket Donations          | 140             |
| 4010 Social Justice Collections             | 2,992           |
| 4015 Unidentified Basket Donations          | 535             |
| <b>Total 4001 Pledges and General Gifts</b> | <b>64,528</b>   |
| 4020 Miscellaneous Income                   |                 |
| 4025 Net Capital Gains/Dividends            | 173             |
| 4029 Other General Fund Income              | 146             |
| <b>Total 4020 Miscellaneous Income</b>      | <b>319</b>      |
| <b>Total 4000 General Fund</b>              | <b>64,847</b>   |
| 4095 Donor Restricted Income                | 6,243           |
| 4097 Use of Reserve Funds                   | 15,000          |
| 4098 Budgeted Transfers                     | 10,576          |
| <b>Total Income</b>                         | <b>\$96,666</b> |
| GROSS PROFIT                                | <b>\$96,666</b> |
| Expenses                                    |                 |
| 5050 Donor Restricted Allocation            | 6,248           |
| 5100 Staff Compensation & Expenses          | <b>42,558</b>   |
| 5200 Property                               |                 |
| 5201 Rent (Barn, Charter, Choir)            | 1,736           |
| <b>Total 5200 Property</b>                  | <b>1,736</b>    |
| 5300 Business Mgmt                          | <b>2,887</b>    |
| 5400 Finance                                |                 |
| 5401 Bank/Brokerage Charges                 | 204             |
| 5410 Financial Software License Fees        | 1,039           |
| <b>Total 5400 Finance</b>                   | <b>1,243</b>    |
| 6100 Religious Education                    | <b>844</b>      |
| 6300 Membership & Communication             | <b>43</b>       |
| 6600 Social Justice                         | <b>2,706</b>    |
| 6700 Worship Arts                           | <b>7,675</b>    |
| 6800 Music                                  | <b>124</b>      |
| 6900 Caring Committee Expenses              | 108             |
| 7100 Miscellaneous                          | <b>557</b>      |
| 7200 Denomination Support                   | 3,208           |
| Payroll Expenses                            | -0              |
| <b>Total Expenses</b>                       | <b>\$69,936</b> |
| NET OPERATING INCOME                        | <b>\$26,730</b> |
| NET INCOME                                  | <b>\$26,730</b> |

# Prairie Circle Unitarian Universalist Congregation

Balance Sheet  
As of April 30, 2022

|  | TOTAL            |
|--|------------------|
| <b>ASSETS</b>                          |                  |
| Current Assets                         |                  |
| Bank Accounts                          |                  |
| 1010 Checking - First Amer Bank        | 54,752           |
| <b>Total Bank Accounts</b>             | <b>\$54,752</b>  |
| Other Current Assets                   |                  |
| 1140 Vanguard Money Market             | 87,842           |
| 1150 Vanguard Bond Fund                | 120,715          |
| <b>Total Other Current Assets</b>      | <b>\$208,558</b> |
| <b>Total Current Assets</b>            | <b>\$263,309</b> |
| <b>TOTAL ASSETS</b>                    | <b>\$263,309</b> |
| <b>LIABILITIES AND EQUITY</b>          |                  |
| Liabilities                            |                  |
| Current Liabilities                    |                  |
| Other Current Liabilities              |                  |
| 2002 FIT Payable                       | 3,208            |
| 2004 Medicare Payable                  | 245              |
| 2005 Social Security Payable           | 1,048            |
| 2008 SIT Payable                       | -206             |
| Payroll Clearing                       | 38               |
| Payroll Tax Payable                    | -882             |
| <b>Total Other Current Liabilities</b> | <b>\$3,450</b>   |
| <b>Total Current Liabilities</b>       | <b>\$3,450</b>   |
| <b>Total Liabilities</b>               | <b>\$3,450</b>   |
| Equity                                 |                  |
| 3800 Building Fund Reserve             | 82,449           |
| 3820 Youth Group Trip Reserve          | 1,139            |
| 3840 General Expense Reserve           | 2,142            |
| 3850 Minister Fund Reserve             | 13,861           |
| 3870 Music Fund Reserve                | 176              |
| 3880 Congregant Care Fund Reserve      | 2,550            |
| 3900 Accumulated Surpluses             | 130,812          |
| Net Income                             | 26,730           |
| <b>Total Equity</b>                    | <b>\$259,859</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>    | <b>\$263,309</b> |