



## Quimper Unitarian Universalist Fellowship

*Advancing the Quest for Liberal Religious Values, Insight and Action*

### Five-Year Plan (2006-2011)

*We are travelers. We meet for a moment in this sacred place to love, to share, to serve. Let us use compassion, curiosity, reverence and respect while seeking our truths. In this way, we will support a just and joyful community, and this moment shall endure.*

---QUUF Covenant Statement

#### Table of Contents

Covenant Statement and Table of Contents	Page 1
Introduction	Page 2
Demographics	Page 2
Purpose of a Five-Year Plan	Page 2
QUUF Vision Statement	Page 3
QUUF Mission Statement	Page 3
QUUF Primary Purposes	Page 3
Key Five-Year Goals, Strategies, Action Plans and Future Possibilities	Page 4
Worship	Page 4
Religious Education	Page 5
Community Within	Page 6
Outreach	Page 6
Facilities	Page 7
Self-Governance	Page 8
Appendices:	
1. Table of Action Plans for Committees, Board and Program Council	Page 11
2. Cash Flow and Budget Projection Worksheet	Page 13
3. "The Covenant of Unitarian Universalist Congregations"	Page 14
4. "What Do Unitarian Universalists Believe?"	Page 15
5. QUUF Growth Milestones	Page 16
6. QUUF Long Range Planning Milestones	Page 17
7. QUUF Traditions (By Month)	Page 18
8. QUUF Organizational Charts 2005-2006	Page 19

See our website (<http://www.quuf.org>) for the building timeline, brainstorming tool, building options proposals, and the Operations Manual. **A limited number of copies of the Five-Year Plan will be available in the QUUF Library for checkout.**

## Introduction

Welcome to the Five-Year Plan (2006-2011) for the Quimper Unitarian Universalist Fellowship. We hope it will serve as a guide to tasks and rewards that lie ahead for our community.

To reach its fullest potential, every community needs a shared vision of where it is going. This report is designed to show where we hope to be five years from now and how we plan to get to that point.

This Plan is a living document, not a finished product. The idea is that the Plan will be revisited annually and updated with fresh input from the congregation. The Plan is a ground up report based on information supplied by the congregation, and is subject to change to match our visions and reality.

For a brief history see *QUUF Long Range Planning Milestones* in the Appendices.

### 2005-2006 Long Range Planning Committee Members

Ken Barnett	Marcia Lewton
Gail Bernhard	Libby Urner
Megan Cate	Sarah Walker
Heather Flanagan, chair	<u>Minister:</u> Bruce Bode
	<u>Board Liaison:</u> David Alvarez

## Demographics

As of March 2006, the QUUF enrollment was 235 members and about 105 children. With an average growth of about 15 members a year, by 2011 we could see an enrollment of 310 members and 125 children. If we experience above average growth after a new building is completed, which happened with the existing building, then an enrollment of 330 members and 130 children is possible. The Jefferson County Comprehensive Plan (*excerpt below*) shows a 78.6% increase in the population of the Port Townsend, Irondale-Port Hadlock, and Port Ludlow area by the year 2024. If QUUF experienced the same growth percentage, our membership in 2024 would be about 420 adults and 190 children.

	2000 Population	Anticipated Growth (2000-2024)	Projected 2024 Population
Port Townsend	8,344	4,985	13,329
Irondale-Hadlock	2,553	2,353	4,906
Port Ludlow	1,430	2,353	3,783
<b>Total</b>	<b>12,327</b>	<b>9,691</b>	<b>22,018</b>

## Purpose of a Five-Year Plan

An effective five-year plan for the Fellowship describes:

- its **vision, mission** and **primary purposes**; and
- important and attainable **goals, strategies, action plans** and **future possibilities** that aim the Fellowship in a particular direction while allowing for creative development and expression.

QUUF needs a five-year plan for use:

- as a tool to help build consensus about our important objectives and steps for reaching them;
- as an orientation and planning guide by our Board, committees and members; and
- as a communications tool to share our plans with others, including the UUA organization.

## QUUF Vision Statement

The QUUF Vision Statement is:

*Advancing the quest for liberal religious values, insight and action.*

## QUUF Mission Statement

The QUUF Mission Statement adopted in Spring 2003 is:

*To sustain a sacred space within a just and caring community.*

## QUUF Primary Purposes

Embedded in the meaning of the QUUF Mission Statement are the following primary purposes:

- to be a **Welcoming Community** that invites all interested persons to have a part in creating and fostering a liberal religious congregation;
- to be a **Thoughtful Community** that provides its members and friends with a safe structure and nourishing context in which to address life's ongoing questions and develop and refine their personal religious philosophies;
- to be a **Worshipping Community** that regularly gathers to consider and celebrate its own life and life as a whole and that through its religious services helps to awaken and maintain in its members and friends a sense of wonder about life and being;
- to be a **Caring Community** that lovingly attends to the physical, mental, emotional, spiritual, and social well-being of its members and friends and that marks and celebrates the typical stages of a human life;
- to be a **Teaching Community** that blesses and supports its families in raising children who are healthy in body, mind, soul and spirit and that passes on to its children its rich religious heritage;
- to be an **Exploring Community** that offers its members and friends, from childhood to older age, a wide variety of educational, musical, artistic, social, and recreational opportunities for enriching their lives;
- to be an **Involved Community** that knows it does not exist for itself alone and reaches out to the local community and world to engage and support its social, ethical, environmental, artistic, and spiritual endeavors and concerns;
- to be an **Environmentally Responsible Community** that understands in a deep way its connection to Earth and seeks to tread lightly upon it and to promote sustainability;
- to be a **Connecting Community** that covenants to deepen and strengthen the ties that exist between members and friends of the Fellowship and between Unitarian Universalist congregations at both district and national levels and that values and seeks to work with the interfaith community both locally and at large; and
- to be a **Self-Governing Community** that responsibly establishes processes and requirements for its governance and the conducting of its purposes.

## Key Five-Year Goals, Strategies, Action Plans and Future Possibilities

Thanks to the generous contribution of ideas, hopes and concerns by many QUUF members, the following goals, strategies, action plans and future possibilities have emerged.

This Plan assumes that current high quality programs and the committee and staff structure which supports them will continue with adequate financial support. If a program is not mentioned, assume it will continue without significant change. See the Operations Manual for the most current detailed information about committee and staff functions.

With a growing membership, the encouragement of leaders and responsiveness to new initiatives will be instrumental to maintain a vibrant and healthy Fellowship.

To fulfill our Vision, Mission and Primary Purposes, the Long Range Planning Committee focused on four program goal areas: **Worship, Religious Education, Community Within, Outreach**; and two resource goal areas - **Facilities, Self-Governance**.

### 1. WORSHIP

#### ❖ Goal 1: To maintain and enhance the content and quality of our services

##### Strategies:

- Provide a strong and varied music program at each service
- Promote and maintain a quiet, welcoming sanctuary space
- Build on intergenerational participation
- Increase funding for guest speakers
- Support alternative services suggested by members

##### Action Plans:

	2006-2008	2009-2011
<b>Sunday Services</b>	Build on intergenerational participation Support alternative services suggested by members	Promote quiet, welcoming sanctuary
<b>Music</b>	Strong & varied music program at each service	
<b>Board</b>	Increase funding for guest speakers at services	

##### Future Possibilities:

- Prepare for the possibilities of moving to one Sunday service when a new building is completed and then returning to two Sunday services as growth warrants it
- Sponsor ministerial interns to assist with services; help develop new UU ministers
- On a part-time or full-time basis, hire an assistant minister or call an associate minister to assist with services (if and when membership reaches 300-350)

#### ❖ Goal 2: To prepare for and welcome growth in attendance and membership (based on the *Demographics* section) to:

- 270 by Spring 2008
- 300 by Spring 2009 (assuming increase due to new building completion)
- 330-360 by Spring 2011

##### Strategies:

- Participate in designing and maintaining a warm and welcoming lobby area
- Enhance community publicity for QUUF activities and functions
- Provide seating and audio/visual feeds to accommodate attendance overflow

**Action Plans:**

	2006-2008	2009-2011
<b>Membership</b>	Participate in designing a warm & welcoming lobby area	Maintain a warm & welcoming lobby area
<b>Bldg. &amp; Grounds</b>	Seating area for attendance overflow	
<b>Technology</b>		Audio/visual feed for attendance overflow
<b>Board &amp; Program Council</b>	Set up a plan for improving community publicity about QUUF functions	

**Future Possibilities:**

- Improve group transportation (bus service to QUUF on Sundays; carpool program)

**2. RELIGIOUS EDUCATION**❖ **Goal 1: To enhance the Child and Youth RE programs and social functions****Strategies:**

- Provide more funds for youth-suggested outreach projects
- Help children experiment with how to create sacred space within themselves (such as teach meditation, yoga, tai chi, centering/grounding skills as part of class rituals)

**Action Plans:**

	2006-2008	2009-2011
<b>RE</b>	Experiment with "sacred space within" training	
<b>Board</b>	More funds for youth-suggested outreach projects	

**Future Possibilities:**

- Use existing sanctuary for RE services and functions if a new building is built

❖ **Goal 2: To enhance programs for youth and young adults****Strategies:**

- Involve youth in creating their own RE curricula, outreach projects and social activities
- Participate in planning for leadership, resources and meeting space for youth activities
- Increase integration of youth participation with adult projects
- Create Youth and Young Adult Covenant Group(s) by **2009**

**Action Plans:**

	2006-2008	2009-2011
<b>Religious Education</b>	Coordinate efforts to attract & welcome more youth participation Participate in planning for playground & recreation areas	Create Youth & Young Adult Covenant Group(s)
<b>Youth Advisors Program Council</b>	Increase integration of youth participation with adult projects	
<b>Board</b>	Plan for leadership, resources & meeting space for youth activities	

**Future Possibilities:**

- Provide more funding for part-time or full time Youth Coordinator(s)

❖ **Goal 3: To prepare for and welcome growth in RE attendance to:**

- 115 by Spring 2008
- 125 by Spring 2009
- 140-160 by Spring 2011

**Strategies:**

- Plan for hiring additional personnel to assist in achieving RE goals (if and when RE enrollment reaches 120-130)

**Action Plans:**

	2006-2008	2009-2011
<b>RE</b>	Plan for hiring additional personnel	

**Future Possibilities:**

- Provide funding for part-time Childcare Coordinator(s)

**3. COMMUNITY WITHIN**

❖ **Goal: To maintain and enhance those aspects of our community related to spiritual growth, personal development and the overall health of our members and friends**

**Strategies:**

- Design more ALPS courses or events (such as outside speakers and workshops) that are open to the public; improve publicity

**Action Plans:**

	2006-2008	2009-2011
<b>ALPS</b>	Design more ALPS courses/events open to public; improve publicity	

**Future Possibilities:**

- Create intimate spaces in the new building for private ministry, solo studying, and small group interactions (such as around a fireplace)
- Create a separate fellowship area with an easy-maintenance kitchen adequately equipped for post-service gatherings, social events and meetings
- Sponsor ministerial interns to assist in pastoral care
- On a part-time or full-time basis, hire an assistant minister or call an associate minister to assist in pastoral work and adult education (if and when membership reaches 300-350)
- Develop a pastoral care program for members by members
- Establish an Easy Living Lifeline Program or equivalent (includes a medical alert alarm that links to 24 hour security, support and fast response for assistance needed)
- Increase care resources for frail elderly members and friends

**4. OUTREACH**

❖ **Goal: To enhance leadership of and participation in social justice and other community outreach efforts**

**Strategies:**

- Conduct a self-study to help the Fellowship determine its goals and strategies around all outreach activities and issues
- Participate as a congregation in 1-2 significant social justice projects **each year**
- Explore use of most or all plate collections for donation to specific outreach purposes according to a plan developed by an oversight committee
- Encourage discussions on current UUA outreach efforts (such as Study Action Issues)
- Encourage attendance at UUA General Assemblies and PNW District meetings
- Encourage formation of a Denominational Affairs Committee to enhance connections with broader UU social justice activities and topics
- Encourage use, without charge, of our facilities by non-profit groups that are aligned with our values and that are sponsored by one or more members

**Action Plans:**

	2006-2008	2009-2011
<b>Social Justice</b>	Coordinate 1-2 significant SJ projects per year	Coordinate 1-2 SJ projects per year
<b>Board Minister (or as assigned)</b>	Conduct a self-study to help Fellowship determine goals & strategies around social justice & other outreach activities & issues Encourage use of facilities by non-profit orgs Encourage attendance at PNWD/UUA meetings	Form Denominational Affairs Committee to enhance connections to PNWD & UUA social justice activities & topics

**Future Possibilities:**

- On a part-time or full-time basis, hire an assistant minister or call an associate minister to assist in outreach to the larger community (if and when membership reaches 300-350)
- Participate in community disaster planning; develop a plan for offering and using our facilities and other resources in times of crisis
- Celebrate community giving (our own and others) with one Community Outreach Fair **every calendar year**

**5. FACILITIES**

- ❖ **Goal 1: Subject to congregational approval of a building option, to finance, build and furnish new facilities by December 2008**

**Strategies:**

- Timeline for key stages:

May 21, 2006	Congregational Meeting	Vote on project & feasibility study
June 11, 2006	Annual Meeting	Vote on building expansion matters
Summer 2006	Feasibility Study	UUA consultant interviews members
Autumn 2006	Capital Campaign	Loan/grant applications; member commitments; budget
June 2007	Final Project Commitment	Contracts signed
Summer 2007	Construction Begins	
2008	Occupy New Space	

*See additional documentation referred to in Appendices*

- Make a plan covering the entire property while including flexible construction processes (use volunteers, build in phases, etc.)

- Improve outside areas by **December 2009** to:
  - Increase parking; add a bike rack
  - Add more outside lights
  - Add to/maintain a storage shed and a garbage shed
  - Add landscaping with native drought-resistant species; maintain natural plant shield from neighbors and traffic; install landscape watering system
  - Expand on playground and recreational areas

**Action Plans:**

	2006-2008	2009-2011
<b>All-QUUF; Building Options; Capital Campaign</b>	Plan for and build new facilities	
<b>Bldg &amp; Grounds</b>		Improve outside areas

**Future Possibilities:**

- Build a picnic shelter and amphitheatre area for 50+ people; include a fire circle
- Build a columbarium for memorials to deceased members and friends

❖ **Goal 2: To improve and upgrade our technology resources by December 2008**

**Strategies:**

- Improve acoustics, sound system, lighting, and other technical aspects of the sanctuary
- Improve audio recording of services and events with a good mix of microphones; add a host server capacity for audio files
- Establish an electronic data and file storage system with automatic backup
- Upgrade the email system; document standards for its use and train members

**Action Plans:**

	2006-2008	2009-2011
<b>Technology</b>	Improve audio recordings Improve sanctuary technical aspects Upgrade email system Set up electronic data & file storage with backup	

**Future Possibilities:**

- Add video recording of services and events
- Add Internet or other broadcasting capability for services and events
- Add digital recordings of services; put streaming and MP3 files on the web server with some form of revenue generation means to get access

**6. SELF-GOVERNANCE**

❖ **Goal 1: To make plans for changing our staff and volunteering needs as growth occurs, and acting on the plans when appropriate**

**Strategies:**

- Set up a task force to submit a five-year development plan by **February 2007** that includes recommendations for the following:
  - Coordinating staff and volunteer functions to improve efficiency and communication
  - Updating staff job descriptions as needed
  - Staff and volunteer skill development
  - Staff and volunteer expansion
- Review and update the development plan annually in the long range planning process

**Action Plans:**

	2006-2008	2009-2011
<b>Board</b>	Set up task force for staff-volunteer development plan	Execute on 5-Year Plan for staff & volunteer development
<b>Long Range Planning</b>		Update 5-Year Plan for staff & volunteer development

**Future Possibilities:**

- Staff and volunteer expansion (such as Bookkeeper, Volunteer Coordinator, full time RE Director, Assistant or Associate Minister, Records Archivist, Childcare Coordinator, Music Director, full time office administrative services)
  - Reassess purposes and number of committees
- ❖ **Goal 2: To be financially solvent (see Cash Flow and Budget Projection Worksheet)**

**Strategies::**

- By **2010** have annual pledges cover the operating budget (including mortgage)
- Bring more event money in **each year** to help cover the operating budget by:
  - Increasing rental income
  - Executing **3-4 annual fundraising projects** (book sale, rummage sale, media sale, arts and crafts sale, etc.) scheduled not to conflict with other major events and managed by an oversight committee
  - Doing more and better QUUF event publicity

**Action Plans:**

	2006-2008	2009-2011
<b>Fundraising</b>	Bring more event money in each year	Bring more event money in each year
<b>Rentals</b>	Do more and better event PR	Do more and better event PR
<b>All-QUUF</b>		Pledges cover operating budget

**Future Possibilities:**

- Subject to membership approval, conduct a capital campaign and develop a reasonable and achievable pay-off plan for new facilities
- ❖ **Goal 3: To reassess and update our self-governance needs**

**Strategies:**

- The Board will complete (or assign the completion of) the following tasks:

- Revise bylaws by **June 2007**
- Update policies and procedures to ensure that electronic and hard copies of key committee communications, documents and activity processes are centrally maintained for historical and continuity purposes by **June 2010**
- Update the background information and step-by-step processes for all recurring event functions, fundraisers and projects by **June 2010**
- Update the background information and step-by-step processes for all staff duties by **June 2010**
- Update standards and processes for recordkeeping and bookkeeping
- Improve our internal and external communication and publicity processes
- Create written policies and establish member training processes for the following recurring issues by **June 2008**:
  1. Finances and fundraising
  2. Conflict resolution (internal and external)
  3. Taking controversial public stands
  4. Building and grounds usage
  5. Use and care of supplies, appliances, equipment, furniture, other assets
  6. Emergency preparedness

**Action Plans:**

	<b>2006-2008</b>	<b>2009-2011</b>
<b>Board (or as assigned)</b>	Revise bylaws Update processes for recordkeeping & bookkeeping Improve communication & publicity processes Create policies on recurring issues	Update info & processes for recurring events Update info & processes for staff duties Update policies & processes for archiving committee documents & information

**Future Possibilities:**

- ❖ **Goal 4: To annually identify the skills and interest areas of our leaders, and provide them with support and encouragement**

**Strategies:**

- Provide orientation, training and tools for the Board and committee leaders
- Set up transition processes for changing project and committee leaders; have leaders train other leaders
- Encourage leaders to participate in training offered by PNWD and UUA

**Action Plans:**

	<b>2006-2008</b>	<b>2009-2011</b>
<b>Board Program Council</b>	Orient & train Board members & committee leaders Encourage leaders to attend PNWD & UUA trainings Set up transition process for changing project & committee leaders	

**Future Possibilities:**

- Communicate with other UU congregations to exchange information about leadership development programs

## Table of Action Plans For Committees, Board and Program Council

Areas	2006-2008	2009-2011
<b>All-QUUF</b>	Plan for and build new facilities	Pledges cover operating budget
<b>Building Options Capital Campaign</b>	Plan for and build new facilities	
<b>Sunday Services</b>	Build on intergenerational participation Support alternative services suggested by members	Promote quiet, welcoming sanctuary
<b>Board</b>	Increase funding for guest speakers at services	
<b>Music Program</b>	Strong & varied music program at each service	
<b>Bldg. &amp; Grounds</b>	Seating area for attendance overflow	Improve outside areas
<b>Membership</b>	Participate in designing warm & welcoming lobby	Maintain warm & welcoming lobby
<b>Technology</b>	Improve audio recordings Improve sanctuary technical aspects Upgrade email system Set up electronic data & file storage with backup	Provide audio/visual feed for attendance overflow
<b>Religious Education</b>	Coordinate efforts to attract & welcome more youth participation	Create Youth & Young Adult Covenant Group(s)
	Participate in planning for playground & recreation areas	
	Experiment with "sacred space within" training	
	Plan for hiring additional personnel	
<b>RE Youth Advisors Program Council Board</b>	Increase integration of youth participation with adult projects More funds for youth-suggested outreach projects Plan for leadership, resources & meeting space for youth activities	
<b>Adult Learning Programs</b>	Design more ALPS courses or events that are open to the public; improve publicity	
<b>Social Justice</b>	Coordinate 1-2 significant SJ projects per year	Coordinate 1-2 SJ projects per year
<b>Board &amp; Minister (or as assigned)</b>	Conduct a self-study to help Fellowship determine goals & strategies around social justice & other outreach activities & issues Encourage use of our facilities by non-profit organizations Encourage attendance at PNWD and UUA meetings	Form Denominational Affairs Committee to enhance connections to PNWD and UUA social justice activities and topics
<b>Board (or as assigned)</b>	Revise bylaws Update recordkeeping & bookkeeping processes Improve communication & publicity processes Create policies on recurring issues	Update info & processes - recurring events Update info & processes - staff duties Update policies & processes - archive committee documents & info

	Set up task force for staff-volunteer dev. plan	Execute staff & volunteer dev. plan
<b>Volunteers/Staff Task Force (new)</b>	Deliver staff-volunteer development plan to Board	N/A
<b>Long Range Planning</b>	Update 5-Year Plan annually	Update 5-Year Plan for staff & volunteer development
<b>Board &amp; Program Council</b>	Orient and train Board members and committee leaders Encourage leaders to attend PNWD and UUA trainings Set up transition processes for changing project and committee leaders	
	Set up a plan for improving community publicity about QUUF functions	
<b>Finance Fundraising Rentals Special Funds Stewardship</b>	Bring more event money in each year Do more & better event PR	Bring more event money in each year Do more & better event PR
<b>Cares &amp; Concerns</b>		
<b>Library</b>		
<b>Personnel</b>		

## Cash Flow and Budget Projection Worksheet

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
	Current Year	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Income:</b>						
Pledges	187,800	205,000	222,100	240,000	271,900	304,600
Weekly Plate Collections	11,000	9,400	10,400	11,400	6,000	4,500
Gifts and Endowments	0					
RE Registration	1,500	1,200	1,200	1,200	1,200	1,200
Investments	1,300	2,200	2,200	2,200	2,200	2,200
Fundraising	3,200	13,000	18,000	18,000	6,000	6,000
Rental Income	2,000	1,500	1,500	1,500	4,000	4,000
District/UUA Grants	0					
Other Sources	600	300	600	600	600	600
<b>Total Income</b>	<b>207,400</b>	<b>232,600</b>	<b>256,000</b>	<b>274,900</b>	<b>291,900</b>	<b>323,100</b>
<b>Operating Expenses:</b>						
Program Personnel	133,200	147,800	152,200	156,800	164,600	189,300
Program Other	24,400	24,100	24,600	25,100	25,600	26,400
General Operations	17,100	17,900	18,300	18,700	19,100	19,700
Committees	5,400	5,500	5,600	5,700	5,800	6,000
Administration	9,500	9,700	9,900	10,100	10,300	10,600
Building & Grounds	10,700	13,100	13,400	16,800	17,300	17,800
Mortgage Payment	0	10,000	25,000	40,000	40,000	40,000
Other Debt Service	3,100	3,100	3,100	3,100	3,100	3,100
Contingency Reserve	4,000	1,000	1,000	1,000	6,000	10,000
Other Expenses	0					
<b>Total Expenses</b>	<b>207,400</b>	<b>232,200</b>	<b>253,100</b>	<b>277,300</b>	<b>291,800</b>	<b>322,900</b>
<b>Net Income</b>	<b>0</b>	<b>400</b>	<b>2,900</b>	<b>-2,400</b>	<b>100</b>	<b>200</b>
<b>Debt service as percent of operating budget</b>	1.5%	5.6%	11.1%	15.5%	14.8%	13.3%
<b>Membership</b>		<b>240</b>	<b>255</b>	<b>270</b>	<b>300</b>	<b>320</b>

### ASSUMPTIONS:

Building Expansion approved by congregation, completed in 2008

Building Expansion funded by Capital Campaign (in fall of 2006), and a \$400,000 mortgage

QUUF approves proposal to use the Sunday plate collection for outreach

Average pledge increases by only 2% in years 2-5, and 5% in year 5

Personnel expenses increase by 3% (cost of living only) in years 2-3, 5% in year 4

An additional half-time staff position created in year 5

Most other expenses increase by only 2% in years 2-4

A service auction is included in Fundraising for years 1-3

The surplus in year 2 will be used to fund the deficit in year 3

## **Covenant of Unitarian Universalist Congregations**

**Adopted as a Bylaw by the Unitarian Universalist General Assemblies in 1984, 1985, and 1995**

We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote:

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

The living tradition from which we share draws from many sources:

- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life;
- Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love;
- Wisdom from the world's religions which inspires us in our ethical and spiritual life;
- Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves;
- Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit;
- Spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

## What Do Unitarian Universalists Believe?

**a statement by Dr. David O. Rankin published by the Unitarian Universalist Association**

1. We believe in the freedom of religious expression. Every individual should be encouraged to develop their own personal theology, and to present openly their religious opinions without fear of censure or reprisal.
2. We believe in the toleration of religious ideas. All religions, in every age and culture, not only possess an intrinsic merit, but also a potential value for those who have learned the art of listening.
3. We believe in the authority of reason and conscience. The ultimate arbiter in religion is not a church, or a document, or an official; but the personal choice and decision of the individual.
4. We believe in the never-ending search for truth. If the mind and heart are truly free and open, the revelations which appear to the human spirit are infinitely numerous, eternally fruitful, and wondrously exciting.
5. We believe in the unity of experience. There is no fundamental conflict between faith and knowledge, religion and the world, the sacred and the secular, since they all have their source in the same reality.
6. We believe in the worth and dignity of each human being. All people on earth have an equal claim to life, liberty, and justice; and no idea, ideal, or philosophy is superior to a single human life.
7. We believe in the ethical application of religion. Good works are the natural product of a good faith, the evidence of an inner grace which finds completion in social and community involvement.
8. We believe in the motive force of love. The governing principle in human relationships is the principle of love, which always seeks the welfare of others and never seeks to hurt or destroy.
9. We believe in the necessity of the democratic process. Records are open to scrutiny, elections are open to members, and ideas are open to criticism, so that people might govern themselves.
10. We believe in the importance of a religious community. The validation of experience requires the confirmation of peers, who provide a critical platform along with a network of mutual support.

## QUUF Growth Milestones

Feb. 8, 1976	Fifteen people respond to a classified ad calling for Unitarians begin meeting monthly
1978	Joined the Church of the Larger Fellowship
1984	Starts meeting twice each month in a community center south of Port Townsend
1985	Takes on the name Quimper Unitarians and elects its first Board of Trustees
1986	Quimper Unitarian Universalist Fellowship becomes affiliated with the UUA; has 22 members and services became more formal with chalice lighting and an offering
1987	Member Kathy Walker begins an RE program with one child enrolled
1990	QUUF has 65 members and 25 children enrolled in RE
1995	Member Louise Nomura offers \$10,000 (part of her U.S. Government reparations for WWII interment) in a matching funds challenge to begin a building process; within three months the 54 members raised \$16,000; some members objected to growth, some to a move, and some preferred to spend money social action projects
Sept. 1995	First quarter-time minister Rev. Tim Haley drives up from Portland, Oregon
May 1996	Groundbreaking ceremony for new building; members and friends do almost all of the work, supervised by a contractor
May 1997	The building is completed and dedicated
Sept. 1997	Rev. Nan Greer becomes a quarter-time minister
Nov. 1997	Bylaws are written and adopted
1997	Hired an office administrator and a custodian
Sept. 1998	Rev. Nan Greer becomes a half-time minister
1999	Congregational size reaches 146 members and 50 children
Jan. 2000	Rev Craig Moro starts driving from Salem, Oregon to be a half-time minister
2001	The debt for the building is paid off
2002	RE exceeds 80 children; have to rent additional space offsite
Fall 2002	First full-time minister Tim Haley arrives; attendance forces creation of two-service schedule
2003	QUUF purchases $\frac{3}{4}$ acre adjacent to current lot with \$72,000 in member-donated funds and about \$30,000 in member loans
July 2003	Rev. Tim Haley resigns
Sept. 2003	Rev. Robert Moore acts as an interim minister
Sept. 2004	Bruce Bode is installed as our full-time minister
2005	The congregation organizes and starts work toward expanding its facilities to better accommodate the growth in membership and the desires to enlarge its options for activities
Jan. 2006	Port Townsend City Council provisionally grants a vacation request for the platted street located between our current lot and the adjacent lot

## QUUF Long Range Planning Milestones

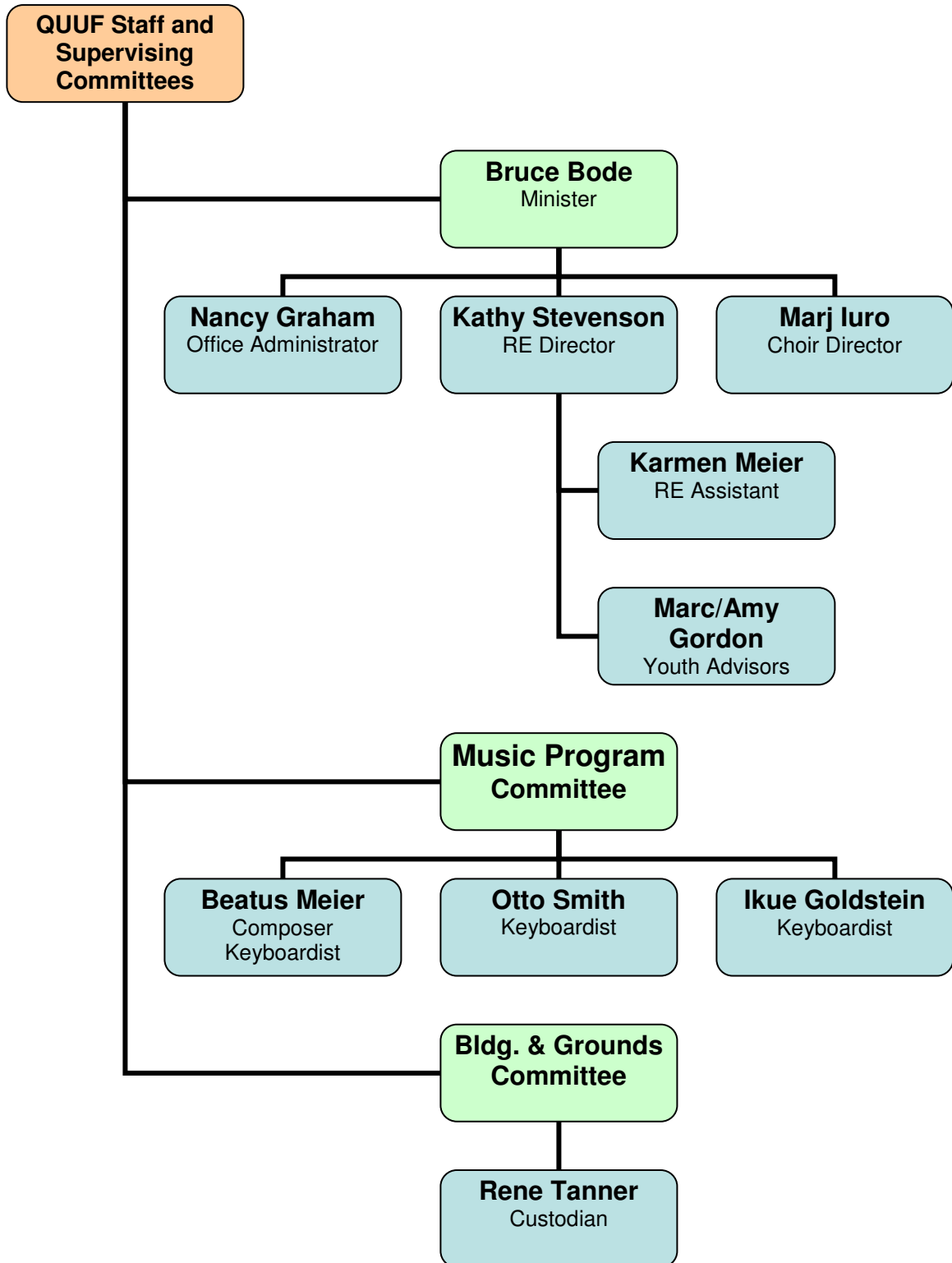
2001-2002	<p>Long Range Planning Committee created. Draft vision: 1. Be a caring community. 2. Be a community involved in social action. 3. Have a great minister. 4. Have excellent church programs. 5. Have a facility with space for all our needs. 6. Be financially solvent. 7. Increase membership. Held Town Meetings.</p> <p>UUA consultant Jeri Moulder of Santa Barbara, CA conducted an Assessment Visit.</p> <p><u>Jeri's key observations:</u></p> <ul style="list-style-type: none"> <li>❖ Very strong lay leadership; high volunteerism rates</li> <li>❖ Commitment to annual pledges meeting operating expenses</li> <li>❖ Strong RE program</li> <li>❖ Fast growing membership; location in a liberal town with potential to become its largest congregation; overcrowding in our sanctuary and classrooms</li> <li>❖ A commitment to environmentally responsible building and land use</li> <li>❖ Need to both call a full time minister and tackle a new building project</li> <li>❖ No five-year comprehensive plan in place</li> <li>❖ A low level of annual giving combined with a mind set of financial scarcity</li> <li>❖ Mixed feelings about growth</li> <li>❖ A commitment to fair compensation of staff as yet unfulfilled</li> <li>❖ A congregation with many people new to church life</li> </ul> <p><u>Jeri's key recommendations:</u></p> <ul style="list-style-type: none"> <li>❖ Relieve overcrowding with two services or a temporary structure</li> <li>❖ Slow down and put all energy into the search for a full time minister</li> <li>❖ Rewrite mission statement so it gives a clearer direction for building needs</li> <li>❖ Educate members about how church work is done</li> </ul>
2003-2005	<p>PNWD Growth Team training; assessment discussions, surveys and focus meetings</p> <p>Long Range Planning Committee drafted a Five-Year Plan for 2003-2007; was not submitted to the Board</p> <p>Conducted search and called new minister</p>
Autumn 2005	<p>Long Range Planning Committee formed closer partnership with Building Options and Capital Campaign committees; gathered facility and vision ideas from committees and members for a brainstorming tool document; held focus groups and small group meetings</p>
March 2006	<p>UUA consultant Aggie Sweeney conducted an Assessment Visit and submitted a report.</p> <p><u>Aggie's key observations:</u></p> <ul style="list-style-type: none"> <li>❖ A very vibrant fellowship with enthusiastic volunteers</li> <li>❖ A very strong partnership with our minister</li> <li>❖ Committed leadership</li> <li>❖ Desire to work toward consensus-building</li> <li>❖ Committees could be streamlined for better efficiency</li> </ul> <p><u>Aggie's key recommendations:</u></p> <ul style="list-style-type: none"> <li>❖ Develop a shared vision through 2020</li> <li>❖ Streamline committees to reduce redundancy and improve efficiency</li> <li>❖ Secure commitment for long range plan and building option by June 2006</li> </ul>
Mar-Apr 2006	<p>Small Group Meetings to discuss draft Vision Statement and Primary Purposes; draft Five-Year Plan (2006-2011) submitted to the Board</p>
June 2006	<p>Vote by the membership on the draft Five-Year Plan (2006-2011)</p>

## QUUF Traditions (By Month)

<b>January</b>	Media Sale "January Series" Guest Sermons
<b>February</b>	Mystery Pals
<b>March</b>	Stewardship Dinner and Campaign Launch Religious Education (RE) Spring Fling
<b>April</b>	Earth Day - Blessing of the Animals Earth Day activity Egg Hunt Women's Retreat
<b>May</b>	Flower Communion RE Food Bank Shopping Trip Mother's Day "Queen For A Day" Child Dedication
<b>June</b>	Annual Meeting Bridging of high school seniors End of Church Year picnic
<b>July/August</b>	Guest Services (including congregation members)
<b>September</b>	"Gathering of the Waters" Water Service Rummage Sale Child Dedication
<b>October</b>	Harvest Party Spaghetti Dinner Music Fundraiser (date varies) WAVE Food Drive (interfaith) Guest At Your Table - Fall, UU Service Committee
<b>November</b>	QUUF Thanksgiving Dinner (when enough member wish it)
<b>December</b>	Tree Decorating Party (RE) Multiple Christmas Eve Services (Pageant with families)

**Ongoing Events:**      UU Chalice Journey - 3<sup>rd</sup>-4<sup>th</sup> grades every other winter  
                                  Coming of Age 6<sup>th</sup>-9<sup>th</sup> grades every 3 years  
                                  O.W.L. 1<sup>st</sup>, 5<sup>th</sup>, 7<sup>th</sup>-8<sup>th</sup>, and 10<sup>th</sup>-12<sup>th</sup> grades - rotation  
                                  HOPE collection (monthly for food bank)  
                                  Orientation and Sunday Introduction of new members (3 per year)

## QUUF ORGANIZATION CHARTS - 2005-2006



## QUUF ORGANIZATION CHARTS - 2005-2006

