

Live Oak Unitarian Universalist Church
2012-13 Annual Report
(Revised)



Vision Statement

We envision:

- * becoming an ever more vibrant, welcoming religious community,
- * nurturing spiritual and personal growth, and
- * leading relevant actions of compassion, connection and justice within and beyond our community.

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2012-2013 Interim Minister Annual Report

Hitting the Ground Running

Beginning in June, 2012, I met with members of the Board and Policy Committee, with heads of ministry Teams like Membership, Pastoral Care and Worship, with the Executive Team and professional Staff. We Interims work quickly to assess the most pressing issues facing a congregation in transition. This intensity did not let up until January.

Interim Transition Team

The Interim Minister comes with an extra agenda. In addition to performing the usual duties of a full time Minister, I led special processes to help the congregation through transition. The Interim Transition Team did not come together until mid-September but they have been immensely helpful. Their first big task was organizing focus groups to get as many members as possible talking with one another about their experience of the end of the last ministry and their hopes for the transition and beyond. (See their report.)

Executive Role of Minister

Because this congregation had changed its governance structure to a policy-based governance in 2010, I was given an executive role and an Executive Team. Together we do much of the work with regard to the ministries of the church that used to be done by the Steering Committee. This extra executive power comes with twice-monthly meetings and much negotiation with Team members regarding how best to support the ministries and their leaders. (See their report.) These three laypeople can really get the business done.

Chief of Staff

Church Staff members need a clear line of communication, support and evaluation. I meet with Rebecca Maze, Patty Bissar and Diane Stepakof-Fay individually each week. They each made goals last fall. We are using those goals as the basis for spring evaluations.

Initiatives During Transition (See individual Team reports.)

Worship: Renewed the style of worship, incorporating more lay people in the services.

Membership: Worked with Team encouraging more Visitors to become Members.

Adult Faith Development: Worked with Team to change the focus so that we are providing learning opportunities and Unitarian Universalist curricula for adults.

Community Outreach: Partnered with the many Teams to lift up the social justice work being done in this congregation at a Sunday service.

Communications Council: Brought together various volunteers to talk about streamlining our communications. Watch for a new plan in late summer.

Program Council: Introduced this quarterly event (and a new leadership list and organizational chart) with the help of the Executive Team.

Looking Toward a Second Year

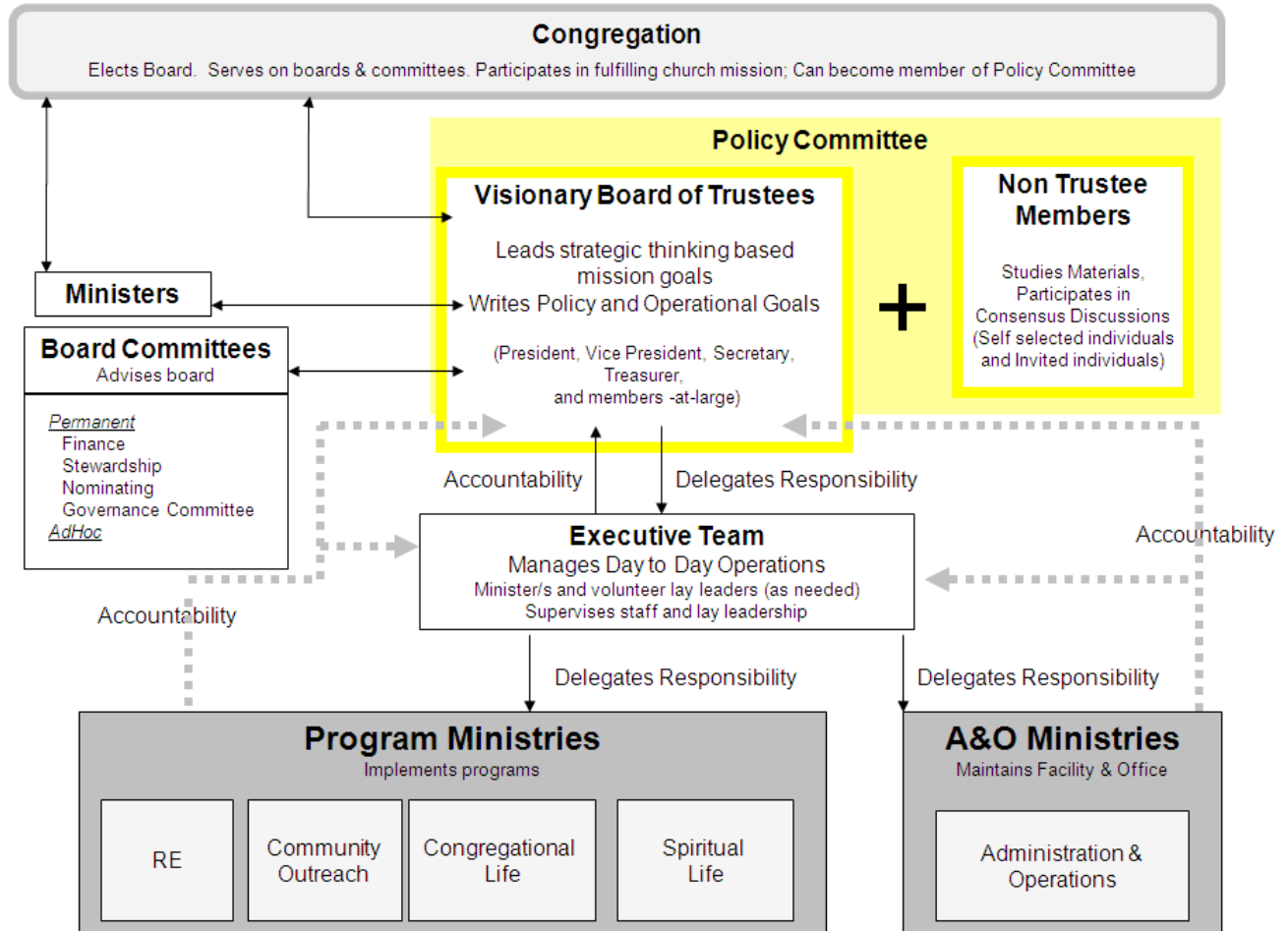
In the second year I will continue with processes to prepare the congregation for a new Settled Minister: the History Project and a Healthy Congregations workshop. Sunday services will be enriched with new voices. It has been a good year!

A. Executive and Finance

Committees report to the Board of Trustees/Policy Committee as does the Executive Team. During the Transition period the Interim Transition Team also reports to the Board of Trustees/Policy Committee.

1. Board of Trustees and Policy Committee
 - a.) Nominating Committee
 - b.) Executive Team
 - c.) Finance Committee
 - d.) Stewardship Committee
 - e.) Endowment Committee
 - f.) Denominational Affairs Committee
 - g.) Governance Committee
 - h.) Interim Transition Team

Live Oak UU Church - Governance Model



Governance Proposal of September, 2010

1. Board of Trustees and Policy Committee

The Board of Trustees is elected at the May congregation meeting and is the legal governing body. Because of Live Oak's provision for self-nominated members (Policy Committee members), both elected Trustees and Policy Committee members are referred to collectively as the Policy Committee.

2012-2013 Board of Trustees

President: Rob Sartin
Vice-President: Lee Bruns
Secretary: Alice Sessions
Treasurer: Sharon Fitzpatrick Assistant Treasurer: Bob Moyers
Trustees: Carolyn Dower
 C.T. Goss
 Doug Martin
 Jennifer Swan
 Amy Thomas

2012-2013 Policy Committee

Policy Committee Members are self-selected individuals who pledge to participate in monthly Board meetings for a period of one year.

Tina Cordes-Thomas (moved away in December)
Katharine Marvin
Mark Anderson
Mary Scheffler

No report submitted

a. Nominating Committee

2012-2013 Nominating Committee Annual Report

Chair: Grace Glenn

Members: Kathi Lunny, Adrian McCulloch, Juanita Mosier, Larry Smith

Mission Statement: The mission of the Nominating Committee is to identify and recruit candidates for elected positions and to publicize upcoming elections.

Accomplishments:

During the past year the Nominating Committee identified and recruited candidates for the Minister Search Committee and for the Board and Nominating Committee positions up for election in May 2013.

b. Executive Team

2012-2013 Executive Team Annual Report

Convener: Reverend Linda Bunyard

Members: Tim Buckley, Grace Glenn and Janet Van Sickler

Staff: Diane Stepakof-Fay, Church Administrator

Duties of the Executive Team: (Sections 8.4 and 8.5 Live Oak UU Church By-Laws)

The Executive Team is accountable to the Board of Trustees in consultation with the Policy committee. The Executive Team shall be responsible for:

- ensuring that staff and volunteers carry out the policies and programs of the Church as identified in the strategic plan
- supervising staff and lay leaders
- approving the selection of program team chairs
- removing program team chairs when warranted
- overseeing Church programs
- overseeing the administration and operation of the church

The Executive Team shall recruit and supervise program teams that shall run the programs of the church. Program teams shall be chaired by active members or staff.

Accomplishments:

The three lay members of the Executive Team have been serving since March, 2012, when the Reverends Ellis and Freeman were winding down their ministries. For seven months these three individuals made plans to implement the structure that was defined by the Board of Trustees/ Policy Committee in the Governance Proposal of September, 2010. They made decisions in the absence of a Minister, offered the congregation a place to turn when there were questions,

supervised staff members, and supported the Five Ministries. They divided the Five Ministries, each choosing areas to place their emphasis. In that time between Ministers, they also followed up on the Listening Circles that were developed by Reverend Ellis and organized Conversation Cafes after services to encourage members of the congregation to keep talking with one another.

When Reverend Bunyard arrived August 1st they provided detailed orientation for her over a period of several weeks. The Minister now convenes the twice-monthly meetings working closely with Executive Members and Diane Stepakof-Fay.

Communications Council

On March 17, 2013 convened a meeting of Website Team, Newsletter Team, people involved with the Live Oak Facebook pages, Electronic Communications Team, the DRE and Administrator. Many issues led to the calling of this meeting.

Program Council

On February 26, 2013 convened the first quarterly Program Council through communications with the program Teams, Facilities and Administration.

Annual Report of the Congregation

Worked with Teams to create the first Annual Report.

c. Finance Committee

2012-2013 Finance Committee Annual Report

Chair: Jon Durbin

Regular Members: Mark Anderson, Sharon Fitzpatrick (Treasurer), Bob Moyers (Asst. Treasurer), Doug Martin (Policy Committee liaison), Amy Thomas (Treasurer-elect),

Mission Statement: The Live Oak Finance Committee is responsible for monitoring income, spending and the financial health of the church. Finance provides the Policy Committee with recommendations related to financial policies and procedures, the annual budget, capital expenditures, contracts and any other fiscal matters.

Accomplishments:

- During 2012-13, the Committee monitored the financial health of the church. This has been especially critical during a budget deficit period. While the church emergency reserve has dropped to 3.25 months versus a target of 3.5 months, at this point it is not yet a red flag. However, with the loss of the two biggest renters (One World Montessori and Tai Chi), this is a major concern. So far, Diane has done an incredible job of keeping the church rented, but there is a need to find replacement recurring renters or scale back spending.
- The capital replacement fund has dropped to approximately 50% of the \$30,000 funding target. This is a concern, but is mitigated by the Linc contract which includes certain equipment repair and/or replacement (esp. air conditioners) and a new boiler which is under warranty.

- Treasurer functions were reviewed with some functions transitioning to the Church Bookkeeper/Administrator (Diane) in an effort to make the function more manageable for the next Treasurer. One particularly onerous function, payroll, was outsourced to a third party (ADP). The payroll function has become too complex and requires an expert keeping up with the latest rules and regulations.
- The policy and procedures for fundraisers was tightened and publicized. The review process was brought back under the Finance Committee.
- With the previous copier lease ending, alternatives were evaluated and, with Policy Committee concurrence, a new copier with more features was leased for approximately the same monthly rental.
- There was a transition to a new church-wide management software program (Power Church). Bob still maintains a separate database for income in order to provide the necessary reports. There are Microsoft issues preventing the issuance of automated pledge status reports that he is attempting to work around.
- The UUA and Region have shifted to a new pilot program for annual dues. Instead of basing dues on a per member basis, it will now be percent of expenditures. If Live Oak applied the formula and wanted to remain an honorary society, dues would increase by 50% (about \$5000). After some discussions, it was concluded that the intention was not to impose a hardship on congregations and that Live Oak would remain an honor society as long as we paid at least the same amount as in the prior year. As a pilot region (most of the other regions will remain under the old system until issues like ours are resolved), the regional staff wants to work with congregations like ours with special situations.

d. Stewardship Committee

No report submitted

e. Endowment Committee

2012-2013 Endowment Committee Annual Report

Chair: Sarah Swords

Members: Jon Durbin, Rod Jensen, Susan Meitz, Dale Todd-Thompson

Mission Statement: The Endowment Committee supports the Endowment fund as an outreach mission of Live Oak UU Church by engaging in responsible investing of the Endowment funds. When sufficient funds are available, we solicit, vet, and recommend funding of grant proposals to charitable organizations that strengthen the Unitarian Universalist denomination through congregational growth, as well as social and environmental action initiatives.

Accomplishments:

In 2012-2013, the Committee has not recommended funding grants from the Endowment funds due to lack of money available to grant from the proceeds. We have focused on reviewing the financial position of the Endowment. One issue we have addressed is the impact of low performing financial instruments in which the majority of the Endowment's money lies. It was decided that we should re-balance the portfolio by decreasing our position in bonds and in the money market fund and increasing our position in stock funds that are currently performing well. We agreed that we should increase the percentage that we can comfortably invest in the market to up to 60% of the fund's principal. Jon and Dale will continue to monitor our positions in the portfolio and keep us informed on a regular basis; they have the authority to make transactions (buy and/or sell), should a significant event or shift occur that demands a quick response. We also decided that we should add Jon Durbin and Sarah Swords as the signatories on the CD which will mature in January of 2014. We continue to feel confident in and support the overall conservative nature of the investment portfolio, while wanting to avoid losing ground for the long term security of the fund.

During our periodic reviews of the endowment, we discussed the viability of funding grants during 2012-2013 from the Endowment's proceeds. At year end, due to the low interest rate environment, Endowment had a balance approximately \$1,500 below the inflation-adjusted benchmark. As noted above, we agreed that it made more sense to try to re-position the portfolio to increase the earnings of the endowment in an attempt to have adequate funds available for grant proposals.

Due to the change in investment allocation plus a strong stock market in the first quarter, as of March 31, 2013, the endowment balance was **\$393,045**. The CPI inflation adjusted value of the Endowment's initial value as of February 2013 (the latest CPI data available at that time) was **\$389,509**, leaving an excess of **\$3,536**.

The Endowment Committee has recently agreed to change the inflation benchmark from CPI to Chained CPI. The logic is two-fold. First, since index is more reactive to relative price changes (e.g., if the price of beef rises, people will most likely buy more chicken hence less weight is given to beef and more to chicken), it is a better indicator of the true impact of inflation. Second, it sets a slightly lower bar which will allow more grant funding. Applying the Chained CPI, the March 31, 2013 endowment balance of **\$393,045** would be measured against a Chained CPI inflation adjusted value of **\$384,722** leaving an excess of **\$8,323** available for grants. Note that this nearly \$5,000 difference is over the 7.5 year period since inception so the impact is really pretty minor. For the Endowment Committee however, it will allow Live Oak UU to fund grants.

f. Denominational Affairs Committee

2012-13 Denominational Affairs Committee Annual Report

Committee Members: Mark Anderson

Mission: Raise awareness of the larger faith within Live Oak.

We would like the members of Live Oak to be aware that Live Oak is part of SWUUC

(Southwestern Unitarian Universalist Conference, a district of the Unitarian Universalist Association (UUA)). We would like Live Oak to participate as a congregation in activities of SWUUC, the UUA, and the newly forming Southern Region.

Eventually, we would like to see the Heart of Texas (HoT) cluster of congregations interact more. The cluster includes congregations in Waco, Corpus Christie, San Antonio, Victoria, New Braunfels, Kerrville (2), San Marcos, Belton, Georgetown, Cedar Park, and Austin (3).

Six members attended the Justice General Assembly in Phoenix in June 2012, and Live Oak used all of our delegate credentials for the first time in many years.

Mark Anderson [Delegate]	Larry Smith
Patty Bissar [Delegate]	Danielle Sullivan
Juanita Moshier [Delegate]	Erin Sullivan

One Junior High Youth and two High School Youth attended SWUUC Summer Camp at U-Bar-U in July of 2012:

Eric Claver	Megan Sullivan
Erin Sullivan	

Four members attended DBLE (Dwight Brown Leadership Experience), SWUUC's week-long leadership training in August 2012:

Tim Buckley	Alice Sessions
Carolyn Dower	Erin Sullivan

Four members attended the SWUUC Fall Leadership Conference in Glen Rose, TX in November 2012:

Mark Anderson	Donna Durbin
Patty Bissar	Keri Spiller

Seven members attended SWUUC's Spring Business Meeting in San Antonio, TX in April 2013:

Mark Anderson	Barbara Coldiron [Delegate]
Rev. Linda Bunyard [Delegate]	Donna Durbin [Delegate]
Lee Bruns [Delegate]	Sue Ann Kendall

Erin Sullivan (Danielle and Megan Sullivan also came down for the Peter Mayer concert)

g. Governance Committee

No report submitted

h. Interim Transition Team

2012-13 Interim Transition Team Annual Report

Convener: Reverend Linda Bunyard

Members: Katherine Enyart, Kathi Lunny, Larry Smith, Brian Winkelmann

Mission Statement: To advise and assist the Interim Minister in accomplishing the tasks of interim ministry.

Developmental Tasks of Interim Ministry

1. Coming to terms with history.
(Claiming and honoring its past and healing its griefs and conflicts.)
2. Discovering a new identity.
(Illuminating the congregation's unique identity, its strengths, its needs, and its challenges.)
3. Allowing needed leadership to emerge.
(Clarifying the multiple dimensions of leadership, both ordained and lay, and navigating the shifts in leadership that accompany times of transition.)
4. Renewing denominational linkages.
(Renewing connections with available resources within and beyond the UUA.)
5. Committing to new directions in ministry.
(Enabling the congregation to renew its vision, strengthen its stewardship, prepare for new professional leadership, and engage its future with anticipation and zest.)

Accomplishments:

The Interim Transition Team was formed late in the process and so by September, 2012, the first task was to plan for and organize a series of Interim Focus Groups. During October, November and December eight groups were organized, six of them hosted in members homes.

Sixty-seven different members participated in the focus groups. Notes on comments were taken by Rev. Bunyard as close to *verbatim* as possible. No names were attached to comments in the final report which was submitted to the Board of Trustees in January, 2013.

Three questions were asked around each circle:

- How long a member or a UU, what roles in this church?
- How have you experienced your church in the last two years?
- What are your hopes for the next two years and beyond?

Due to a busy church schedule in the Spring of 2013 the ITT is planning a congregation-wide history project in November, 2013. Plans are being made to gather photos, stories, documents, and other information into a central location. The History weekend will invite everyone to participate with stories from each era. A poster display will be created for each era of the 21+ years.

The final project will be to foster some congregation education on conflict resolution and this will dovetail into the Board's plan to have a congregation-wide behavioral covenanting process.

B. The Five Ministries

“With the participation of the members, the Live Oak UU Church can achieve our vision and carry out our mission to have a successful congregational life, and reach out to the greater community. Member participation is the church's central priority, and members are encouraged to participate through our five Ministries: Spiritual Life, Religious Education, Congregational Life, Community Outreach, and Administration and Operations. Program and operational teams will be grouped into one of these five ministries.”

Executive Team Liaisons:

Grace Glenn: Congregational Life and Religious Education

Tim Buckley: Spiritual Life and Community Outreach

Janet Van Sickler: Administration and Operations

1. Congregational Life

- a. Membership Team
- b. Fun and Fellowship Team
- c. Pastoral Care Team
- d. Library Team
- e. Groups
 - Bookstuff
 - Bookworms
 - Dream Group
 - Everyday Relationships Chalice Circle
 - Listening Circle Chalice Circle
 - LOUWELLYN
 - Men's Linguistic Society
 - Parents with Young Children Chalice Circle
 - Quest
 - Wisdom Chalice Circle
 - Women's Labyrinth Ritual Group
 - Women's Soul Collage
 - Women Together Chalice Circle

1. Congregational Life

a. Membership Team

2012-2013 Membership Annual Team Report

Chair: Laura Cavanaugh

Members: Donna Durbin, Grace Glenn, Mary Hengstebeck, Adrian McCulloch, Karen Sharma

Mission Statement: The Membership Team promotes fully committed membership through welcoming, informing, recognizing, and integrating all those seeking a liberal religious home.

Accomplishments:

- Two Path to Membership classes, one in the fall (October) and one in the spring (April) were held
- A tour of the church and grounds is offered on the first Sunday of each month
- In January, a workshop with 22 participants was held to determine new ways to attract and retain members, some of which have already been instituted
- Twenty-five new members joined the church

Donna Durbin is the Greeters Coordinators

- The greeters welcomed guests each Sunday in teams of four or five (list of greeters below), with a total of 179 visitors for the year
- A pilot program of family greeters (parents and children) has been started to especially welcome visiting families
- Greeters during the past year: Laura Cavanaugh, Nancy Decker, Kristina Donna, Jon Durbin, Alaina and Ryan Farley, Sharon Fitzpatrick, Jesse Fontenot, Chlothilde Fontenot, Stephen Fontenot, Grace Glenn, Heidi Goldman, Pat Hallander, Mary Hengstebeck, Hella Holoubek, Cindy La Greca and Kaia Sarwate, De Leviah, Kathi Lunny, Adrian McCulloch, Mike Scott, Alice Sessions, Gabriel and Anthony Silva, Amy Thomas, Maia Thomas, Fiona Thomas, Pat Van Sprague, Kate Von Alt, Brian Winkleman,

b. Fun and Fellowship Team

2012-2013 Fun and Fellowship Team Report

Chair: Carolyn Dower

Members: Niranjan Sharma, Michelle Peterson, Martha Nethers, Grace Glenn

Mission Statement: The mission of the Fun and Fellowship Team is to encourage and support fellowship events and activities at LOUUC.

Accomplishments:

The Fun and Fellowship Team was formed two months ago. They sponsored three potluck suppers in March and two in April. They are actively involved in publicizing and planning a July trip to Ruidoso, New Mexico.

Sunday Lunch Program Coordinator: Grace Glenn

Sunday Lunch Mission:

The mission of the Sunday Lunch Program is to provide a meal and a monthly event where church members and friends can spend time together, get to know each other, and bond into a community.

Accomplishments:

In the past year there were 10 Sunday Lunches served. The food was provided by ten interest groups. An average of \$250 was raised each month from donations for the lunches. These funds were used for other church parties and events.

Coffee Hour Program Coordinator: Doug Martin**Members of the Sunday Coffee Setup and Cleanup Teams:**

- Douglas Martin reminds workers when their turn to work is coming up and facilitates swapping of personnel between teams when needed.
- David and Sharon Fitzpatrick, as the Kitchen Backup Team, train personnel so coffee setup and cleanup meets county and state health and sanitation laws, purchase supplies needed for coffee setup and cleanup, and notify the Facilities Team when repairs are needed.
- Coffee Setup and Cleanup Teams: Laura Cavanaugh, Nancy Decker, Kristina Donna, David Fitzpatrick, Susan Heimann, Hella Holoubek, Adrian McCulloch, Juanita Moshier, Alice Sessions, Margaret Sheehan, Gerry Smith, Larry Smith, Connie Tortorelli, Tito Tortorelli, Sybil Vosler,

Mission: The mission of the Coffee Hour Program is to assure that coffee, water, tea and snacks are available during the fellowship period and to make sure that the kitchen and fellowship area are clean and sanitary after the fellowship period is over.

Accomplishments and Statistics:

Every Sunday the team sets up coffee and snacks (if available), cleans up afterward, and sanitizes serving equipment as needed. During the last year, on any given Sunday, the team served between 30 and 90 people with a couple of Sundays having more than 100 people served. Most Sundays the range is between 35 and 60 people participating in the fellowship period.

Other Fellowship Activities:**Live Oak UUC Twentieth Anniversary Celebration**

Live Oak UUC celebrated its Twentieth Anniversary with a social hour, catered dinner, and musical entertainment on November 3, 2012.

The Anniversary Committee included Tina Cordes, Donna Durbin, Jon Durbin, Martha Nethers, Alice Sessions, Maryann Todd-Thompson, and Janet Van Sickler. Other helpers included Emily Sessions - Logo Design, Erin Sullivan, Keri Spiller, Elizabeth Conlon - Servers, Kate Van Sickler - Bartender, Sue Ann Kendall - Musical Organization, Margaret Sheehan - photographer, and Linda Webster - Labyrinth Program.

Camp out in the Spring and Fall.

Trip to Padre Island in the Fall.

c. Pastoral Care Team

2012-2013 Pastoral Care Team Annual Report

Chair: Sharon Fitzpatrick

Members: Mary Hengstebeck, Sandy Prins, Mary Scheffler, Kate Von Alt

Minister: Rev. Linda Bunyard

Mission Statement: The Pastoral Care Team provides compassionate care and practical support to members and friends of the congregation during life transitions, hospitalizations or other crises.

Accomplishments:

During the time between ministers the Pastoral Care Team (only three strong at the time) provided care and support to church members and friends. We kept Rev. Brian Ferguson informed of what was happening at Live Oak in case we needed to ask him to provide emergency ministerial assistance.

Rev. Bunyard joined the team immediately after she was selected as Interim Minister. Sandy Prins and Kate Von Alt were also added to the team bringing their wonderful experience, especially in the areas of grief support and hospice work.

- The Pastoral Care Team developed a resource guide which contains useful links to a number of services that may benefit not only Live Oak members and friends but also co-workers and acquaintances. There are sections related to aging, veterans, employment resources, food and clothing assistance, domestic abuse and grief support. The index is also on the Live Oak website. We check the links a couple of times a year to make sure that information remains accurate.
- Mary Hengstebeck coordinated the Day of the Dead special remembrance service and party.
- Sandy Prins, with the help of Carolyn Dower and Alice Sessions, documented the process to help with the organization of a Funeral/Memorial service.
- Rev. Linda has documented appropriate uses of the Ministerial Discretionary Fund. She oversees distributions from the fund. This is done confidentially; only Rev. Linda, the Treasurer and the Administrator know the recipient.
- In addition to the above efforts, the Pastoral Care Team provides meals when a baby is born or someone is hospitalized or sick; visits patients in the hospital or other facility; provides rides to folks who need to get to a doctor's appointment; maintains awareness of members with ongoing needs; sends cards, emails, or chats with folks in need of support or who have suffered a loss; and monitors the Joys and Concerns cards submitted during worship.
- We plan to embark on an assessment of accessibility needs of the hearing-impaired this summer.

The Pastoral Care Team works diligently to ensure confidentiality in all its dealings with church members and friends.

d. Library Team

2012-2013 Library Team Annual Report

Chair: Carolyn Dower

Members: Donna Durbin, Grace Glenn, Adrian McCulloch, Ann Miller, Mary Scheffler, Danielle Sullivan

Mission Statement: The mission of the Live Oak Library is to provide books and/or helpful resources, especially spiritual, including significant books on Unitarian Universalism for the entire congregation, young and old.

Accomplishments:

The committee has categorized all adult books with a Dewey Decimal number and entered them into a data base called Library Thing that one can access on the computer. New books are categorized and entered as they come in. We keep the books shelved and organized. Link to Library Thing: <http://www.librarything.com/home/LiveOakUU>. The login ID is LiveOakUU and the password is coexist (all lower case).

Funds for new books and supplies are raised by selling used, donated books from the congregation on a cart in the fellowship hall. We may earn from ten to 20 dollars a month. Books are checked out using a sign out sheet and is done by the honor system. Between 5 and 20 books are checked out per month. Six new books were purchased in 2012 through April 2013. Many times we get 'keeper' books that are donated. These are usually non-fiction/spirituality books. Books for children with a message are keepers! Funds were spent this past year on adding bookends and book labels.

The Live Oak Library shares space with the ESL folks and PFLAG. There's also a puzzle exchange shelf for jigsaw puzzle fans.

e. Groups

2012-2013 Bookstuff Annual Report

Convener: Sheila Hoogendam

Members: Antaro Burke, Sylvia Davis, Carolyn Dower, Jenny Prennace, Chris Shulman and Lyn Whitcomb

Accomplishments: We meet bi-monthly to study and read aloud a book together focusing on Buddhism.

2012-2013 Bookworms Annual Report

Chair: Nancy Decker

Members: This is an open group, established in 1997 which meets monthly to discuss books we read. Twenty-eight people belong to the Bookworms Yahoo group, six to eight is the typical meeting attendance. The person who selects a book hosts the meeting and leads the discussion.

Mission Statement: The purpose is to read member selected fiction and non-fiction books and meet to discuss them. The meetings also provide an opportunity to get to know one another better.

Accomplishments:

During the past year we have read:

August -- *Caleb's Crossing: A Novel* by Geraldine Brooks

September -- *Seabiscuit: An American Legend* by Laura Hillenbrand

October -- *Olive Kitteridge* by Elizabeth Strout

November -- *Extraordinary, Ordinary People: A Memoir of Family* by Condoleezza Rice

December -- *What Do You Care What Other People Think?* by Richard Feynman

January -- *A Thousand Splendid Suns* by Khaled Hosseini

February -- *Girl in Hyacinth Blue* by Susan Vreeland

March -- *Defending Jacob* by William Landay

April -- *My Antonia* by Willa Cather

May -- *Cuba Diaries* by Isadora Tattlin

June -- *The Apprentice: My Life in the Kitchen* by Jacques Pepin

A webpage is maintained on the Church website which lists the recent and near future books we are reading. A Yahoo group is maintained to communicate with interested readers.

We participated in Live Oak life by providing food for the Second Sunday meal on March 10th.

2012-2013 Dream Group Annual Report

Facilitator: Sandy Prins

Members: Antaro Burke, Sylvia Davis, Kristina Donna, Sharon Fitzpatrick, Chris Lufkin, Marcia Morehead (Mike Scott participated in the summer and fall of 2012 and plans to rejoin in May.)

Mission Statement: to create a safe and compassionate place to share our dreams and to explore their contribution to our emotional and spiritual health and growth, as well as to know each other on a deep level.

Accomplishments: We meet on the first Tuesday evening of each month, from 7-9. After a brief opening ritual, we do a check-in and then draw names to choose a dreamer who will share his/her dream. We follow UU Minister Jeremy Taylor's "If this were my dream" method of projective dream work. We usually do two dreams, often several, each session, and over a two-meeting period everyone will have an opportunity to share at least one dream. We are an open group and welcome new members.

For our service project this year we helped one of the book clubs prepare and serve the 2nd

Sunday lunch in March.

2012-2013 Everyday Relationship Chalice Circle Annual Report

Contact Person: Grace Glenn

Members: Tina Cordes, Louise Farina, Sharon Fitzpatrick, Grace Glenn, Pat Hallander, Loretta Sedlock, Alice Sessions, Pat Van Sprague, Sybil Vosler,

Mission Statement: The mission of the Everyday Relationship Chalice Circle is to be a support group for the members and to participate in monthly discussions that provide wisdom about ourselves and others.

Accomplishments:

During the past year the Everyday Relationship Chalice Circle had lively discussions at the monthly meetings and provided the food for the April 2013 second Sunday Lunch.

2012-2013 Listening Circle Chalice Circle Annual Report

Chairs: Nancy Decker and Sharon Fitzpatrick

Members: This is a closed group which formed at the Women's Ingathering in August 2012. There are eight members. This particular chalice circle will end in May of 2013.

Mission: The goal of this chalice circle is to improve the listening skills of the women involved. We use various topics from the books, "Soul to Soul" and "Heart to Heart" to tell our stories and actively listen to one another. Our conversations are confidential and are not shared outside the meetings.

Accomplishments:

This past year our topics have been Trust, Aging, Loss and Grief, Blessings, Calling, Resilience, Boundaries and After Death. We supported Live Oak by providing lunch for one of the Sunday Lunches. We served the larger community by selecting the Crop Walk as a project.

We end our meetings with this poem by Erika A. Hewitt:

*The hand in yours belongs to a person
Whose heart is sometimes tender,
Whose skin is sometimes thin,
Whose eyes sometimes fill with tears,
Whose laughter is a beautiful sound.
The hand that you hold belongs to a person who is seeking wholeness,
And knows that you are doing the same.
As you leave this group,
May your hearts remain open
May your voices stay strong
And may your hands remain outstretched.*

2012-13 LOUWELLYN Annual Report

Facilitator: Jennifer Swan

Mission Statement: Live Oak UU Women Exchanging Love, Laughs, Yaps and Nourishment in a drop-in lunch setting.

Members: All Live Oak Women are invited, usually 10-15 women in attendance.

Accomplishments:

- Met monthly on the second Monday from 11:45am – 1:00pm at the Brick Oven restaurant near the intersection of Braker Lane and Jollyville Road near the Arboretum.
- Provided an opportunity to get to know one another more deeply and to give and receive support and encouragement in an atmosphere of love and trust.
- Gave several women who are unable to attend Sunday services a chance to experience the fellowship and connection they would otherwise miss.

2012-2013 Men's Linguistic Society Annual Report

Facilitator: Tim Buckley

Members: Approximately a half dozen men meet monthly

Mission Statement: To build a connection between the men with in our church and men in the UU community.

Accomplishments: Men's Linguistic Society meets on the second Wednesday of each month from 11:45 am-1:00 pm. at the Brick Oven off Braker Lane, between 183 and Jollyville in the HEB center. We have the private room reserved. During this year, the group has become more active and participants volunteer to lead discussions on topics of personal interest. The goal is to have a discussion over lunch. All men of the church are invited to attend and it is not necessary to make advance reservations. Just show up on the second Wednesdays. It is a lively informal discussion and often we resolve the world's problems!

2012-2013 Parents of Young Children (PYC) Chalice Circle Annual Report

Facilitators: Jen Carroll & Kristen Anderson

Members: Amy Dark, Tonda Dysart, Pam Farley, Ryan Farley, Jenn Harris, Alyssa Goss, C.T. Goss, Cindy LaGreca, Julia Mitschke, Haley Norman, Amy Passierb, Sanjiv Sarwate, Kelly Schubert, Beki Siele, Jason Siele, Sheri Smith, Shawn Smith, Amy Thomas, Jason Thomas

Mission:

To provide support for Live Oak members and friends who are currently raising young

children,

To foster long-term relationships among our members, and

To encourage involvement with and commitment to the entire Live Oak UU community.

Accomplishments:

- As our service to the church, PYC provided the Second Sunday lunch in October.
- As our service to the community, we encouraged our children to bring gifts to Santa at our Christmas Party. These items were donated to Toys for Tots.
- We have met many times (at least once per month, usually twice) and discussed a variety of topics including kids and religion, holiday traditions, feminism and mommy wars, estate planning, fostering self-esteem, and healthy relationships.
- We welcomed two Live Oak babies this year (Wren Goss and Daren Dark), and provided support for the new parents.

2012-2013 Quest Annual Report

Convener: Sheila Hoogendam

Members: Antaro Burke, Sylvia Davis, Jenny Prennace, Sandy Prins, Larry Smith and Lyn Whitcomb

Accomplishments: We meet bi-monthly to share the issues of our lives and our spiritual Quest

2012-2013 Wisdom Circle Chalice Circle Annual Report

Facilitator: Mary Scheffler

Members: Joe and Jan Nesheim, Lew Scheffler, Niranjana and Karen Sharma, Connie and Tito Tortorelli, Georgia and Al Weber

Mission Statement: To meet and discuss topics of interest to retired individuals.

Accomplishments:

- Developed deepening friendships.
- Discussed a variety of topics of interest to this group of retired people.
- Assisted in providing food for monthly church luncheon.

2012-2013 Women's Labyrinth Ritual Group Annual Report

Facilitator: Linda Webster

Accomplishments:

We met second Sunday of the month from 6:30 to 9 P.M. (except for July and August) This year's themes are from Lauren Artress: *The Sacred Path Companion*. The group is open to women high school age and older and welcomes new members at any time.

2012-2013 Women's SoulCollage® Annual Report**Chair: Audrey Jensen****Certified SoulCollage® Facilitator: Jazz Jaeschke**

Group Mission: To provide a nurturing community for women to practice the SoulCollage® process. SoulCollage is based on Jungian principles of psychology and on the Spiritual concept of Unity of the One and the Many. The process was created and has evolved under the leadership of Seena Frost. More on the process is available at: www.soulcollage.com

Mission Statement: This group meets to use the creative and intuitive process of SoulCollage to support accessing our inner wisdom and speaking our voice in the presence of other women who respectfully listen and witness what comes forth. We recognize that this process allows us to be in connection to whatever source creates spiritual meaning in our lives. As a group, we provide a safe container for self-discovery and reciprocal learning, following the following guidelines:

- Preserve confidentiality – what we share in the group does not leave the group without explicit permission.
- Engage in supportive listening without judgment; just be present with the other; this means that advice giving, problem solving or any forms of fixing is to be avoided.
- Ask for feedback from the group if we desire it.
- Promote a circle process of sharing – when we speak we are speaking to the whole circle; thus, we avoid cross talk between two members as it excludes the rest of the circle.

Accomplishments and statistics:

- Group initiated in 2006
- Current membership roll: 10
- Meets monthly on the third Tuesday of the month
- Open to new members; require facilitator-led introduction to the process

2012-2013 Women Together Chalice Circle Annual Report**Facilitator:** Mary Scheffler**Members:** Pat Hallander, Susan Heiman, Barb MacLeod, Juanita Moshier, Pat Van Sprague, Kit Wright**Mission Statement:** To meet and discuss topics of interest to women.**Accomplishments:**

- Developed deepening friendships and provided support for each other.
- Discussed topics of interest to women.
- Assisted in providing food for monthly church luncheon.

2. Spiritual Life

- a. Worship Team
 - 1.) Soundboard
 - 2.) Sanctuary Flowers
 - 3.) Worship Setup
 - 4.) Peace Candles
- b. Music Program
- c. Chalice Pathway Team
- d. Labyrinth Team

a. Worship Team

2012-2013 Worship Team Annual Report

Chairperson: Kathi Lunny (began April, 2013) (Mary Scheffler Chaired August-March)

Members: Tim Buckley, Becca Gagnon, Mary Hengstebeck, Rebecca Maze, Niranjana Sharma, Mary Scheffler

Mission Statement: To ensure quality worship services on Sunday mornings.

Accomplishments:

- Coordinated all aspects of the services (see related reports below)
- With the Interim Minister changed the order of worship, effectively integrating new ideas while keeping Live Oak traditions. i.e. now the offering is brought forward and acknowledged.
- With Minister created services that involved other members, especially in Worship Leading and Story Telling
- Developed a variety of topics for services that promoted spiritual growth.
- Gave support to more complicated services, i.e. El Dia de Los Muertos, the Children's Pageant, Christmas Eve, and Choir Sunday
- Reviewed on a monthly basis the flow and effectiveness of past services
- Engaged speakers for Sundays that the Minister was away
- With the Minister planned for member speakers and sharing services, i.e. "This I Believe"
- Provided scripts for hearing-impaired persons (Rev. Linda)
- Organized workshops for story tellers and worship leaders
- Considered future needs of members for increased spiritual growth

1.) Soundboard

2012-2013 Soundboard Team Annual Report

Chairperson: CT Goss

Members: Nancy Decker, Ryan Farley, Dennis Anderson, Sanjiv Sarwate, Mike Schultz

Mission Statement: To enrich Sunday Services

Accomplishments: The Sunday worship service has to be choreographed so music, speakers, and videos enrich the service. This can only be done with a well functioning sound board/AV system. We enable the personal listening systems for live performances, as well as record services for those who can't attend. It takes a team to make this happen and we are always in need of volunteers. It is a great team to volunteer for and still participate in the worship service, plus the training is simple and easy. During the year, the team set up a sign up system on their webpage that can be viewed by all and it simplifies the signup process.

2.) Sanctuary Flowers

2012-2013 Sanctuary Flowers Team Annual Report

Chairperson: Georgia Weber

Members: All the members of the congregation who contribute flowers

Mission Statement: To enrich the Sunday worship service with flowers that are contributed by volunteers who share their reason for providing them in the order of service. This very personal touch at each worship service builds community connection.

Accomplishments: Successful and consistent continuation of the long-time Live Oak tradition of weekly sanctuary flowers, which add beauty to the Sunday services.

3.) Worship Setup

2012-2013 Worship Setup Team Annual Report

Chairperson: Kathi Lunny

Members: Terry Conlon, Laura Cavanaugh, Nancy Decker, Becca Gagnon, Kristina Donna

Mission Statement: To make sure the stage and sides of stage are available to all, looking nice, and running smoothly.

Accomplishments: This team assures that the sanctuary stage is set according to the minister's wants, and makes sure everything is working. Worship team always needs people for set up and take down.

4.) Peace Candles

2012-13 Peace Candle Lighting Team Annual Report

Coordinator: Amy Thomas

Members: All the members of the congregation who light the peace candle.

Mission Statement: To weekly recommit this congregation to peace at all levels and enrich our Sunday Service.

Accomplishments: The lighting of the Peace Candles is an important part of the Sunday Service and this team assures that there are always members present to demonstrate our commitment to peace. This year an online form has been developed in order to make it easier for people to sign up.

b. Music Program

2012-2013 Music Program Annual Report

Rebecca Maze, Music Director

Live Oak Choir

Members:

Sopranos: Sue Ann Kendall, Susan Meitz, Rachel Sartin, Sheri Smith

Altos: Becca Gagnon, Jeanne Kyser, Kathi Lunny, Sheryl Mackey, Pat Naney, Dianne Schultz, Jennifer Swan

Tenors: Bill Dower

Baritones: Ed Boissevain, Steven Collins, Ricky Maze

Mission Statement: Enhancing the service through choral music.

Accomplishments:

Schedule: The choir meets every Wed. evening from late August to May. They usually sing for three services per month. There are sporadic re-groupings for special services during the summer, but not with all the members as a whole. On Sundays when the choir sings, they meet in the sanctuary before the service to rehearse. The choir always sings on Christmas

Eve, and we also open it to family members and friends who sing. There is an extra rehearsal before the service.

Repertoire: The choir sings diverse styles of music that includes classical, contemporary lyrical and modern, ethnic, jazz, and pop. We use many songs written by Unitarian composers. We enjoy collaborating with other musicians. Last May we were accompanied by a group of percussionists from a local high school. This year we have sung with individual instrumentalists such as flute, violin, oboe, and guitar. For Hanukkah we sang with cello, violin, and clarinet.

Choir Sunday: On the first Sunday in May, the choir is responsible for the service, both the music and the text. This has been the practice for at least a decade if not more. The spoken portion is generally written by the choir director, and read between the six choral pieces by members of the choir. This year, we presented "Transcendentalist Tones," which explored the work of 19th century UU Transcendentalists with songs reflecting the various ideas they put forward.

Special Event: Exchange with Congregation Shir Ami, sang in Hebrew for Channukah

Music Team

Convener: Rebecca Maze, Music Director

Members: Bill Dower, Becca Gagnon, Jeanne Kyser, Kathi Lunny, Bob Moyers, Rachel Sartin

Mission Statement: Enriching lives through music in our church and in the broader community.

Projects:

Improvement of Acoustics: the new risers and choir shells were our major project, using the Bill Sauber Memorial Fund.

Religious Ed Songs CD: recorded a CD of songs to be used by RE teachers in the classroom.

Drumming Group: developed a drum group through a FRED class, in Labyrinth walks and with the children's choir.

Musical Groups: We encourage the growth of other church member musical groups (Funkatonic, recorder and other instrumental or vocal ensembles and soloists).

Sponsored Concert: brought international pianist Knut Erik Jensen to perform an excellent piano recital in our sanctuary.

Guest Musicians: hired to play for worship services--from outside our church, of all genres, as the budget permits. The Music Director is responsible for the hiring, but the team has input.

c. Chalice Pathway Team

2012 - 2013 Chalice Pathway Team Annual Report

Chairperson: Hella Holoubek

Members: Richard Furney, Mike Scott, Alice Sessions, Karen Sharma, Niranjan Sharma, Judy Snape, Kate von Alt

Mission: The mission of the Chalice Pathway committee is to support a contemplative, serene environment that welcomes memorials as well as life celebrations and benchmark achievements. We envision that by cultivating our natural environment where we bring the ashes of our departed, we root ourselves ever closer to our church.

Accomplishments:

We dedicated the newly built Chalice Pathway in March of 2012. Since then we have done a lot of landscaping, planted several memorial trees, installed our first memorial stone over scattered ashes and placed another bench. On April 21, 2013, we celebrated a new speaker's platform built by Leo Wood, Eagle Scout, son of Teresa Carr and John Wood. We think we have a beautiful facility that will be used more if we can make the community aware of it.

d. Labyrinth Team

2012-2013 Labyrinth Team Annual Report

Chairs: Linda Webster and Mike Schultz

Mission: The Labyrinth Team provides opportunities for earth-based spiritual enlightenment (for both groups and individuals) and community celebrations.

Accomplishments:

Community Walks

2012:

June 22 —Summer Solstice Walk, bellydancing with Karen Sharma

August 3—Lammas Walk to welcome Rev. Linda Bunyard, ice cream social

Sept 29 —Fall Equinox Walk with drumming

Oct 27 —Divination Evening and Halloween Party, followed by Labyrinth Walk

Nov. 4 —at end of church service -20th Anniversary Celebration

Dec 23—Winter Solstice Walk and Holiday Party

Dec 31—New Year's Eve Walk with fire pit at center of labyrinth

2013:

March 17— celebrated 9th birthday with an Appleton Dance,

May 5—Maypole Dance

Upcoming in 2013:

Summer Solstice (June 23), Fall Equinox drumming circle (September 14), Halloween Party & Labyrinth Walk (October 26), Winter Solstice Party & Labyrinth Walk (December 22), and New

Year's Eve fire pit.

Labyrinth Class for Children's Summer RE (taught by Linda Webster)

Maintenance of Labyrinth with volunteer help. We are looking for additional members for the Labyrinth Team, or for volunteers to join us in planning one of our community walks. We also invite volunteers to help maintain the labyrinth.

3. Religious Education

- a. Religious Education Program (Children and Youth)
- b. Adult Faith Development Team

- a. Religious Education Program (Children and Youth)

2012-2013 Religious Education Program (Children and Youth) Annual Report

Director of Religious Education: Patty Bissar

Chair, Religious Education Team: Alice Sessions (May 2012 – March 2013; Teresa Carr (March 2013 – present)

Members: Mark Anderson, Barbara Coldiron; Sandy Prins; Niranjan Sharma; Keri Spiller; Danielle Sullivan, Erin Sullivan

OUR MISSION IS TO:

- Provide Religious Education that builds an affirming and loving community.
- Teach Unitarian Universalist values and history and respect for the values and traditions of others.
- Foster cooperation rather than competition, and
- Encourage a spirit of service and inquiry in all facets of life.

CLASSES: During the Summer, we provided a Pre-K class, using Spirit Play Stories, an Elementary class, which was entitled, Adventures with Reverend Marvel & The Chalice Children & the First Source -- Holy Wonder & Awe. For these summer classes, we focused on the Wonder of many things, such as, the Labyrinth, Animal Wisdom, the wonderful properties of Water, and ourselves. And our sixth through twelfth grade class discussed Virtue and Ethics.

During the Fall, Winter and Spring, we had the following five (5) classes: Pre-K, Kinder – Second, Third-Sixth, Coming of Age (seventh – ninth grades), and High School. The Pre-K Spirit Play class uses stories that focus on “Me and My World.” The elementary Spirit Play class uses stories from the Liturgical year. The upper elementary, Chalice Club, used the curriculum, Riddle and Mystery from the Tapestry of Faith online Unitarian Universalist curriculum. This curriculum asks the big questions, such as, “Where do we Come From,” “Where are we going,” and “Who Are we?” Coming of Age follows the curriculum from the UUA, which begins with self reflection and moves on to leadership, service, justice work and culminates in a Worship Services presented by the youth where they present their Credo (belief) Statements. The High School class worked on social action and social justice issues, participated in Small Group Ministry around Unitarian Universalist values and prepared a Worship Service, which included a Bridging Service for our Senior High Youth.

We had between 70 – 80 children and youth registered in the program this year. The current breakdown is as follows:

Pre-K	Kinder – second	Third – Sixth	Seventh – Ninth COA	High School
12	17	17	11	9

Attendance averaged between 20- 30 students each Sunday during the Summer months and 40 – 50 students each Sunday during the Fall, Winter, Spring semesters.

SOCIAL ACTION: Our social action projects were headed up by Clint Miller, Children’s Social Action Chair. The projects the children participated in this Church School Year were: Pinwheels for Peace, UNICEF, Guest at Your Table, Homeless Helpers Project – sale of food bags for the homeless, Valentine Cards for Kids in the hospital, Supply Drive for the Williamson County

Humane Shelter, a Hunger Project, learning about and participating in a local CROP Walk, Earth Day awareness and a Book drive

SPECIAL EVENTS: These included Fourth of July parade, Water & Bubble Day (a summer's end celebration, fun day and water awareness event), Halloween Labyrinth party, Holiday Pageant in December

CHILDREN'S CHOIR: Rehearsal is held the first Sunday of each month. Children who are Choir members participate in Choir, rather than their regular Religious Education classes. The Children performed at the September Water Ceremony, the December Holiday Pageant, during the Coming of Age Service.

DENOMINATIONAL EVENTS:

HOSTED:

Facilitator Training for the Our Whole Lives sexuality program-- In July of this year, Live Oak hosted this training. The 30 participants from around our District will now be able to facilitate programs in their congregations "Our Whole Lives helps participants make informed and responsible decisions about their sexual health and behavior. It equips participants with accurate, age-appropriate information in six subject areas: human development, relationships, personal skills, sexual behavior, sexual health, and society and culture. Grounded in a holistic view of sexuality, Our Whole Lives provides not only facts about anatomy and human development, but helps participants to clarify their values, build interpersonal skills, and understand the spiritual, emotional, and social aspects of sexuality." Live Oak has eleven (11) trained facilitators who are trained to teach age-appropriate curriculum from Kindergarten and First Grade up through Adult.

High School District Rally (Conference) – In October, 2012, Live Oak hosted the Fall District Rally for approximately 70 High School Youth and their Advisors from our District. The Youth participated in two social action projects, worship, small group activities, listened to a theme speaker, prepared meals together and generally had a good time being in community with other UU Youth from our District.

CongrUUity Social Action Conference—In April, 2013 Live Oak UU Church and Patty Bissar, DRE, hosted this Middle School Cluster Conference. Youth and Advisors from four of our Cluster Churches and their Advisors attended. The Theme was Water Conservation and Preservation. Live Oak's Coming of Age Teacher, Patrick Connor, who works for US Fish & Wildlife—Austin Texas Ecological Services, coordinated the social action project. The Youth and adult advisors went into a nearby neighborhood and glued tiles to storm drains reminding folks not to dump garbage into the water system.

ATTENDED

District Chaplain and Pastoral Care Training -- In October, Patty Bissar, Director of Religious Education and Keri Spiller, Youth Adult Council Dean and a High School Youth Group Leader attended this Training, which was held at the annual District Fall Conference in Glen Rose, Texas.

As a result of this training, Keri served as a Chaplain at the North Texas Youth Rally and will serve as Chaplain at Camp Murray, a District Summer Youth camp in Oklahoma in June, 2013.

Fall Conference Evolution Camp – Live Oak’s Childcare Coordinator, Amanda Ondrey led the children’s camp at the District Conference. Patty Bissar, DRE at Live Oak supported the camp with resources.

Wellspring Conference – In February, 2013, Patty Bissar, DRE, attended this spiritual and faith development conference sponsored by SWUUC and held at Camp Allen. The workshop attended was facilitated by Natalie Brisco, Regional Consultant at Camp Allen, Navasota, Texas.

Dwight Brown Leadership Experience – In August, 2012, Erin Sullivan, YRUU (Young Religious Unitarian Universalists) leader attended our week-long District leadership school. Erin was chosen to attend with three adult leaders from Live Oak.

U-Bar-U Youth Camp – In July 2012, Erin Sullivan served as the Touch Group Leader Coordinator and was selected to serve as a Tri-Dean for the Summer 2013 camp. Erin was elected to the SWUUC Board.

Camp Murray Summer District Youth Camp – in June, 2012, Marie Mulling, YRUU Advisor served as a Camp advisor

b. Adult Faith Development Team

2012-2013 Adult Faith Development Team (formerly Adult Education Team) Annual Report

Convener from Fall 2011 through June 2013: Patty Bissar, Director of Religious Education

Committee Members: Kristina Donna, Grace Glenn, Juanita Moshier, Mary Scheffler

Minister: Rev. Linda Bunyard

Mission Statement: To provide Faith Development opportunities to nurture spiritual and personal growth of Adults of all ages.

Accomplishments:

Classes and Programs

Fall 2012

F.R.E.D. (Fellowship, Religious Education & Dinner)

- Three concurrent classes were offered: *Owning Your Religious Past* (Rev. Bunyard)
- *Evolution* (Doug Martin) and *Drumming* (Becca Gagnon)
- Participants took turns providing a light evening meal of soup, salad and bread.
- In between dinner and class Rev. Linda Bunyard provided a Vespers service, with beautiful music and thoughtful reflection.

Great Decisions Discussion Group, with Helen LaFlare
Life Enhancement facilitated by Mike Scott

Spring 2013

The Credo Project, with Seminary Student, Betty Skwareck
Exploring Hinduism, with Niranjan Sharma.

Summer 2013

A monthly Summer class series will be facilitated by Rev. Linda Bunyard on Theological Diversity. Classes will be offered one weekday evening and one daytime class each month from May through September.

Changes Coming

Patty Bissar, Director of Religious Education took on the role of Team Convener after the former chair resigned in November, 2011. She will be stepping down after of the June 4, 2013 meeting. Rev. Linda Bunyard will take over as the Convener and will serve until the end of the year, while the Team is seeking a Team Chair.

As evidenced in the title of this report, the Team began discussing a name change from Adult Education Team to Adult Faith Development Team. This was discussed at the February, March & April meetings and ratified after approval of the Executive Team at its May meeting. In 2013, the Adult Education Team starting looking at the function and purpose of this Team. Rev. Linda provided multiple resources and a full effort was undertaken to get additional people involved on this Team. A June Retreat is planned to bring more people in to be involved with Adult Faith Development at Live Oak. A Sunday morning Religious Education class was determined as a critical offering. Grace Glenn began work on a survey to gauge interest in a possible revision of the Sunday schedule to accommodate this. The Team will continue to look at and discuss methods, formats and core categories regarding what is covered on Sunday mornings, as well as other class times and days.

Screening and Approval of Gratis Space Used by Non-Profit Community Groups

One of the duties this Team was charged with was to review proposals by community groups for gratis use of space. The groups needed to be in line with Live Oak's mission and be open to Live Oak members and friends. Discussions were engaged in as to whether these decision need to be moved to another Team. However, this Team would need to remain aware of groups and classes meeting at Live Oak.

4. Community Outreach

a. Community Outreach Team

- 1.) English as a Second Language
- 2.) Immigration Action
- 3.) Share the Plate
- 4.) Unitarian Universalist Service Committee
- 5.) Hands on Housing

a. Community Outreach Team

2012-2013 Community Outreach Team Annual Report

Chairperson: Jen Carroll

Team Leaders:

Tim Buckley, Immigration Action* and UUSC
 Sharon Fitzpatrick, Hill Country Community Ministries
 David Fitzpatrick, Hands on Housing*
 Mary Hengstebeck, ESL*
 Lynn Slater, Homeless and Prison Outreach
 Larry Smith, UUSC
 Brian Winkelmann, Share the Plate*

Mission: To live our UU principles through acts of service to the community that are relevant, compassionate and just.

Accomplishments and Statistics:

The Community Outreach Team is the umbrella team for the many social justice and community outreach programs at Live Oak, including special events such as fundraising walks. The teams starred (*) above have accomplishments outlined in separate annual reports. Additionally this year:

- Tim Buckley and Laura Cavanaugh organized a team to walk in the annual **NAMIWalks for the Mind of America** to raise awareness about mental illnesses and raise funds for the National Alliance on Mental Illness.
- In April, we held a **Social Justice Sunday** and opportunities fair to celebrate our outreach activities and educate folks about how they can get involved.
- The Listening Circle, a chalice circle facilitated by Nancy Decker and Sharon Fitzpatrick, coordinated Live Oak's participation in the **CROP Walk** this year. CROP walks are community-wide events sponsored by Church World Services dedicated to ending hunger one step at a time. Fourteen Live Oak walkers turned out for the event held on the Brushy Creek Regional Trail on April 21st. The Live Oak UU Walkers raised almost \$1,100.00 in online donations and turned in other checks and cash at the event
- Our **Homeless Outreach** group sent teams of 4 to ARCH (Austin Resource Center for the Homeless) to serve meals to 100 homeless men on each 5th Sunday and each 5th Tuesday. Van transportation was provided from and to the church.
- A team of **Prison Writers** meets monthly to correspond with inmates on death row. They are currently corresponding with approximately 15 inmates
- Live Oak supports **HCCM** in several ways: Sharon Fitzpatrick, Kathi Lunny, and Pat Naney volunteer as caseworkers or clothes closet workers; others provide support through an annual Share the Plate collection, through an Undie Sunday donation of new underwear before school begins and through non-perishable food donations.

1.) English as a Second Language

2012-2013 English As a Second Language Annual Report

Facilitator: Mary Hengstebeck

Teachers: The majority of teachers are LOUU members or friends. Liz Brannen, Tim Buckley, Lisa Cowling, Minor Crager, Jon Durbin, Neitha Engert, Don Gier, Mary Hengstebeck, Kathi Lunny, Joe Nesheim, Kim Ono, Gerrie Smith, Larry Smith, Sybil Vosler

Other Support: Jeanne Kyser, Kristina Donna, Lisa Kuntz, and 5 potential class room material helpers signed up on Social Justice Sunday on April 7, 2013.

ESL Mission:

Teaching every day English to adults who speak another language.

2012-2013 Highlights

- The English as a Second Language program works in partnership with the Literacy Council of Williamson County. They have provided training, and student materials.
- Since the program started we have helped 69 individuals from 14 countries and many of the students have become friends. This is very important to many of them since they did not know anyone before coming to class.
- Our volunteer teachers provide classes in 2 locations (Leander and LOUU). We offer classes in the morning and evening and accommodate students at varying levels of English expertise.
- Our teachers work effectively as a team. In general the classes have 2 teachers in order to provide “role model” speaking exercises and different perspectives on specific topics. The team approach allows us have coverage for all of our classes and to develop new ideas.
- We have developed an on-line library of resources available to teachers. Our ESL library contains more than 160 books.
- The program has grown from 14 students to 26 students. Eight of the students attend more than one of the classes.
- The ESL program started in Feb 2012 with 8 students in Leander and 2 teachers. Additional LOUU teachers visited the class to get ready for LOUU classes.
- In April 2012 one morning class and two evening classes started at the church with a total of 6 students and 6 teachers. The Leander students continued for one more session.
- Since Sept 2012 our classes have gradually increased and we have divided our morning classes into 2 groups and our evening classes into 3 groups.
- Students typically attend three 10 week sessions and many attend longer. One student has continued from her beginning Leander Feb 2012 class.
- One of our students has earned her U.S. citizenship.
- Students find out about ESL classes from: fliers we post, library, friends and family, web sites and our ESL church sign.

2.) Immigration Action

2012-2013 Immigration Action Team Report

Facilitator: Tim Buckley

Members: List of people who have attended meetings:

Mark Anderson	Tim Buckley	Rev. Linda Bunyard
Jen Carroll	Christopher Carroll	Kelly Connor
Nancy Decker	Rev. Kathleen Ellis	Sharon Fitzpatrick
Mary Hengstebeck	Kathi Lunny	Doug Martin
Adrian McCulloch	Joe Nesheim	Niranjan Sharma
Larry Smith		

Mission Statement: To build connection with and provide support to the immigrant community.

Accomplishments:

- Visited the Center for Survivors of Torture to determine how to assist them
- Volunteered at Center for Survivors of Torture training program
- Collected and sent a box full of socks to the No More Deaths program
- Provide assistance to the Casa Marienella legal assistance program
- Prepared for the Team's participation in Justice Sunday
- Participated in press conference at Federal Building in support of immigrants
- Participated in organizing for the Day of the Dead Sunday service
- Arranged for a sign to advertise the ESL Program
- Demonstrated in front of the County Sheriff's office
- Arranged for church to sign a letter to the County Sheriff to stop the Secure Communities Program
- Participated in the Caravan for Peace rally at the State Capital
- Provided support to the "No Papers, No Fear Undocubus" tour
- Members participated in the GA
- Coordinated church wide collection of hygiene supplies for Casa Marienella
- Coordinated church wide collection of first aid supplies for No More Deaths
- Rev. Ellis gave testimony at the City of Austin Human Rights Commission
- Participated and assisted in the Sunday sermon series on immigration
- Established the English as a Second Language (ESL) Program
- Became a participant in the Austin Immigrant Rights Coalition

3.) Share the Plate

2013-2013 Share the Plate Team Annual Report

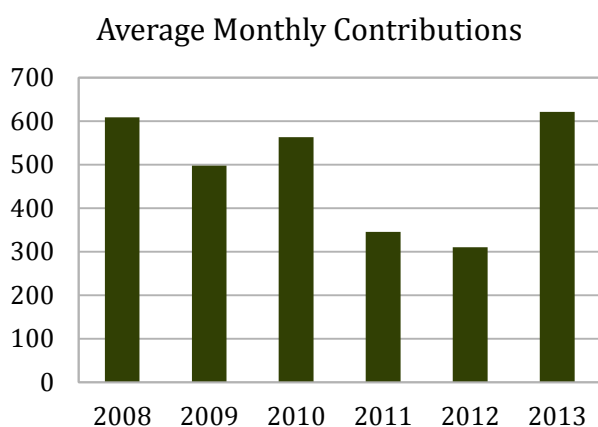
Mission: To Share the Wealth of Live Oak

Team Lead: Brian Winkelmann

Team Advisors: Lynn Slater, Sharon Fitzpatrick, Larry Smith

Results

The Share the Plate program, which began in 2008, collected a total of \$3719.63 (monthly average of \$309.97) in 2012.



Notes: For 2013, only the first quarter is included. In 2008, only 8 months of contributions were collected. In 2009, only 11 months were collected

Month (2012)	\$	Organization
January	453.00	Hill Country Community Ministries
February	344.50	Round Rock Area Serving Center
March	260.00	Descending Eagles
April	278.00	ARCH
May	144.93	Standing on the Side of Love
June	188.00	U Bar U
July	258.00	iACT
August	215.00	CASA
September	290.50	Hope Alliance
October	432.00	No More Deaths
November	340.60	Casa Marianélla ¹
December	515.10	Any Baby Can

¹First time recipient of Share the Plate

Actions and Plans

The Share the Plate team made substantial operational changes to the program. Share the Plate

has been expanded to collect funds on every Sunday per month instead of one. A representative from the receiving organization is invited to make a special presentation during a service and remain after to provide additional information, answer questions, and discuss volunteer opportunities. Advertising efforts have been expanded to include a regularly updated bulletin board in the narthex.

Based on data from the first three months of 2013, these changes are expected to result in a near 50% increase of average contributions.

4.) Unitarian Universalist Service Committee

2012-2013 Unitarian Universalist Service Committee (UUSC) Team Annual Report

Local Representatives: Larry Smith and Tim Buckley

Staff Representative: Patty Bissar, Director of Religious Education Program

Mission Statement: To encourage the Live Oak UU Congregation to support the UUSC and its mission to advance human rights around the world.

Accomplishments:

- Monthly informational article on UUSC in church newsletter
- Information table set up after church services
- Conduct the annual Guest at Your Table fundraising campaign
- Coordinate activities with Youth Group and DRE
- Monitor UUSC local membership

5.) Hands on Housing

2012-2013 Hands on Housing Annual Report

Members: David Fitzpatrick, Coordinator and many workers on the day of the event

Mission Statement: To lead actions of compassion beyond the Live Oak community by working in conjunction with iAct (Interfaith Action of Central Texas) and their Hands on Housing outreach initiative to repair and revitalize the homes of senior citizens and disabled homeowners who are living in deep poverty. The goal is to help these homeowners safely remain in the homes and neighborhoods they love.

Accomplishments: Twenty one adults and 8 kids from Live Oak signed up to join with members of First UU Austin, Free Souls Universalist, and Wildflower on April 13th to help repair the house of a disabled man in east Austin. Together the UU teams

Power-washed and painted the outside of the house

Planned and built the side door ramp and handrail to the carport deck and washing machine

Painted the ramp and handrail in front of the house and added finials to the end of the ramp

Painted the lattice fence in the front yard

Removed several wasp nests

Painted and replaced knobs/pulls on kitchen cabinets, added magnetic latches, replaced knobs/pulls, and added a shelf and cabinet doors to a cabinet at the perfect height for Mr. B

Replaced the post on the back carport wall

Repaired the corner of a window facing the backyard

Replaced missing wood to seal the roof line area in the back yard

Replaced the carport gate and hung white lattice on the gate

5. Administration and Operations

a. Facilities Team

- 1.) Lockup Team
- 2.) Technical Response Team
- 3.) Green Team
- 4.) Safe Congregations Team

b. Administration

- 1.) Church Administrator
- 2.) Communications Council
 - a.) Website Team

a. Facilities Team

2012-2013 Facilities Team Annual Report

Chairperson: Michael Schultz

Members: Gary Decker, Dave Fitzpatrick, Sharon Fitzpatrick, Audrey Jensen, Alan May, Rod Peterson

Staff: Diane Stepakof-Fay

Mission Statement: Maintaining Live Oak's physical resources to support all our other ministries.

Accomplishments:

- Maintaining the Building, including: pest control work, air conditioning maintenance, changing Light Bulbs, getting a new sign for Rev. Linda, putting up a new "More Parking" sign, painting the interior of the building, changing to an improved phone plan for the building, working with the soundboard team to improve audio in sanctuary and comfort rooms, overseeing electrical work, repairing Exit signs, replacing ruined ceiling tiles, holding two Hands On Live Oak work days involving members of the congregation to make minor repairs to the building, hanging pictures, meeting with Church Mutual Insurance, repairing minor plumbing issues, repairing fans in rest rooms, replacing the boiler, overseeing the painting of the steeple and exterior trim, and hanging banners on the building.
- Maintaining the Labyrinth, including bringing a weed problem under control.
- Maintaining the wooded area, mostly a never ending vigil against poison ivy.
- Responding to request from Renters, including providing emergency lighting for the Montessori classrooms and remodeling one of the portable building for our Tae Kwon Do renter to use.
- Had a Walk Through of the building with Church Mutual Insurance and received a good report.
- Began Facilities portion of the Safe Congregation initiative: The process of improving the safety of our building.

1.) Lockup Team

2012-2013 Lock-up Team Annual Report

Chairperson: Mike Schultz

Members: Tim Buckley, Sharon Fitzpatrick, Brian Winkleman,

Mission Statement: Securing Live Oak's facilities.

Accomplishments:

Locked up the building every Sunday following the service.
Began using Sign-up Genius to schedule reminders.

2.) Technical Response Team

2012-2013 Technology Response Team Annual Report

Chairpersons: Mike Schultz, Gary Decker

Mission Statement: Supporting Live Oak's computer and technology needs.

Accomplishments: In the past 12 months, the Technology Response Team had the following accomplishments:

- Corrected wireless problem in Fellowship hall.
- Upgraded the Church's telephone plan (actually Jon Durbin did this).
- Fixed a problem with the Voice Mail system.
- Installed a spare computer in Minister's office.
- Assisted setting up new copier/printer in the office.
- Purchased a new computer for Music Director and set it up.
- Installed new network cables to Shir Ami Rabbi's office and to room 205

3.) Green Team

2012-2013 Green Team Annual Report

Chair: Hella Holoubek

Members: Sue Buckley, Alison Dieter, Kristina Donna, David Fitzpatrick, Susan Heimann, Stephanie Kendall, Jeanne Kyser, Kathi Lunny, Gerrie Smith, Judy Snape

Mission Statement: The mission of the LO Green team is to maintain the garden between the parking lot and the building in order to provide an attractive and welcoming entrance to our church.

Accomplishments:

We are doing regular maintenance on the garden near the entrance to the church. It is an attractive place getting many positive comments. As time permits, we are also maintaining plants and beds in other areas of the property.

4). Safe Congregations Team Annual Report

Chair: Nancy Decker

Members: Nancy Decker and Mike Schultz

Mission: To assess and address safety issues at Live Oak.

Accomplishments: A review of Safety at Live Oak revealed an environment that provides quite a bit of safety. We have procedures and policies in place to safeguard children and youth when they are at church or participating in church activities. The physical plant is well maintained. We have an active Facilities Team that addresses any safety concerns in a prompt manner.

Our insurance company, Church Mutual, surveyed our facility in the Fall of 2012 and found only some minor concerns. The City of Cedar Park fire marshall has inspected our facility within the last two years and any concerns found were taken care of.

The Team found some minor concerns.

- Some electrical outlets near a water source were not GFI outlets. Eleven were identified by David Fitzpatrick, outlets were purchased and their installation has been added to the facilities to do list.
- Tim Buckley removed all the oil based paints and aerosol cans from the main building and stored them in the Garden Shed.
- Gary Decker took about 20 cans of paint to the County Hazardous Waste Collection Day.
- Diane Stepakof-Fay added more information to the fire route maps.

The Team has chosen to conduct a first ever Fire Drill in May (2013). It will be a learning experience and annual Fire Drills will be conducted.

The other project is to initiate a discussion of a plan to respond to an Intrusion.

Also, a larger team needs to be formed with members to represent several areas of church life.

b. Administration

1.) Church Administrator

2012-2013 Church Administrator Annual Report

Diane Stepakof-Fay, Church Administrator

Accomplishments

Communications:

- Produced the weekly Order of Service, Announcements, Easy Worship file and "This Week" email.
- Developed a plan to start a weekly e-newsletter to consolidate the way information is provided to members and friends of Live Oak. Will begin educating the various teams on the new procedure and will start the e-newsletter in August.

Finance:

- Worked with the Treasurer to streamline the check writing process.
- Issued 1099s & W-2s.
- In March 2013, assisted the Treasurer in outsourcing payroll to ADP. Still have a few kinks to work out.

Facilities:

- Scheduled building use. There are approximately 60 individual events each week.
- Acted as liaison to our eight long term renters: Congregation Shir Ami, One World Montessori (left in December), Tai Chi (leaving in June), True Jesus Church, Adventure Tae Kwon Do, Bryan Sunderman: Guitar Teacher, Lea Deftles: Violin Teacher & Kids Yoga,
- Met with individual renters to write lease agreements, issue keys and do building orientation. Coordinated Sound Board operators for those renters requesting it. Live Oak hosts approximately 22 recitals a year plus several private events.
- Answered rental inquiries and showed the building to potential renters several times a week.
- Maintained a list of needed repairs for volunteers to do.
- Met monthly with the Facilities Team.
- Held several Building Use Trainings for key holders and other members.
- Coordinated two "Hands on Live Oak" workdays.
- Scheduled electricians, plumbers, pest control, AC/Heat maintenance & repairs, groundskeeper and any other needed repairs .
- Gathered estimates for boiler replacement.
- Oversaw remodeling of the PAR portable building.
- Researched and selected a new color copier.
- Purchased building, janitorial and office supplies.

Database:

- Entered members and friends into PowerChurch, the new database.
- Used new database to begin tracking visitors.
- Created and issued a new directory.

Team Support:

- Was asked to attend Executive Team meetings. Began attending in October 2012. Meets twice a month.
- Attended Facilities Team monthly meeting.
- Attended Program Council meeting.
- Attended Communication Council meeting.
- Attended Staff meetings once a month.
- Attended special meetings on various issues as they arose.

2.) Communications Council

2012-2013 Communications Council Annual Report

Note: This group has met once so far, but sub-groups continue to work on the action items.

Convener: Rev. Bunyard

Participants and Roles: Tim Buckley, Website; Laura Cavanaugh, Membership Team; Katherine Enyart, Yahoo moderator; Grace Glenn, Executive Team; Rob Sartin, Electronic Communications; Mike Schultz, Website; Janet Van Sickler, Executive Team and past Administrator; Jeannie Wiggerman, Newsletter Editor; Mary Hengstebeck, Doug Martin, Brian Winkelmann,
Staff: Patty Bissar, Director of Religious Education; Diane Stepakof-Fay, Administrator;

On-going Agenda:

Church Office communications, Yahoo and Chat Groups, Website, Facebook and Twitter, Monthly Newsletter

Accomplishments:

- Diane mastered the new software, data has been entered, Member Directory published.
- Rev. Linda and Patty have updated all the Bulletin Boards. Next step is to confirm who maintains what board.
- Jeannie letting go of monthly newsletter for health reasons.
- Diane and Rob are in conversation about eliminating Yahoo and Chat groups.
- Diane is preparing to use the Database's "all congregation emailing" and to use Constant Contact for a weekly newsletter later in the summer. Administrator to be the point person to receive all announcements and she will send them to appropriate publicity.
- Informing people through the Program Council meetings.

a.) Website Team

2012-2013 Web Team Annual Report

Chairpersons: Mike Schultz, Tim Buckley

Mission Statement: Maintaining Live Oak's presence on the World Wide Web.

Accomplishments:

- Maintained Church Website content, including a through checking of the accuracy of the content by Tim Buckley.
- Maintained the Drupal 6 Content Management System by installing the latest patches.
- Posted newsletter to the website each month.
- Created and posted audio for each week's service to the website.
- Attended a class on Drupal 7.
- Held a class on editing content on the website

END