

Live Oak Unitarian Universalist Church
2013-14 Annual Report



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.

Table of Contents

Table of Contents

2013-2014 Interim Minister Annual Report	4
2013-2014 Ministerial Intern Annual Report.....	6
A. Executive and Finance.....	7
1. Board of Trustees and Policy Committee	9
a. Nominating Committee	10
b. Executive Team.....	10
c. Finance Committee	12
d. Stewardship Committee	13
f. Denominational Affairs Committee	17
g. Governance Committee.....	18
h. Interim Transition Team.....	18
B. The Five Ministries	20
1. Congregational Life	22
a. Membership Team	22
b. Fun and Fellowship Team.....	23
c. Pastoral Care Team.....	23
d. Library Team	25
e. Groups	25
2013-2014 Wisdom Circle Chalice Circle Annual Report	29
2013-2014 Women’s Labyrinth Ritual Group Annual Report	29
2013-2014 Women’s SoulCollage® Annual Report.....	30
2013-2014 Women Together Chalice Circle Annual Report.....	30
2. Spiritual Life	31
a. Worship Team.....	32
2013-2014 Worship Team Annual Report.....	32
1.) Soundboard	32
3.) Worship Setup	33
c. Children’s Choir	35
d. Chalice Pathway Team	36
e. Labyrinth Team.....	36
3. Religious Education	38

a. Religious Education Program (Children and Youth)	39
4. Community Outreach	44
CROP Walk:.....	45
ESL:.....	45
Hands on Housing:.....	45
Hill Country Community Ministries:.....	45
Homeless Outreach:	46
Immigration Action:.....	46
NAMI Walk:	46
Prison Outreach:.....	46
Share the Plate:	46
UUSC:	47
5. Administration and Operations	50
1.) Lockup Team.....	52
2.) Technical Response Team.....	52
3.) Green Team.....	53
b. Administration.....	54
1.) Church Administrator.....	54
a.) Website Team.....	56

2013-2014 Interim Minister Annual Report

Minister: Rev. Linda Bunyard

Second Year of Interim

By August, 2013, the Ministerial Search Committee was beginning to be a presence on Sundays, getting input from congregants about what they wanted in a minister. My work here changed. There was less buy-in to the main tasks of transition ministry, key members stopped supporting my leadership in some areas, fewer people were willing to serve on teams.

In addition the Board President had a life-changing event and was less and less present; while the Vice-President, who was dealing with a serious health issue, stepped up to lead meetings. I lost my relationship with the Board which would normally develop through regular meetings with the President and Vice-President.

Still, there was clearly a lot to be done in the second year.

Interim Transition Team

The Interim Transition Team was winding down with just one process and event left: the History Project. (See Interim Transition Team report) I thanked them for their service in December and they disbanded.

Executive Role of Minister

In a policy style governance model, the Minister is allowed to use his or her experience and resources to insure that the many programs of the churches are working smoothly. This means that the Minister is valued for expertise and leadership ability, an assumption that is not held by many of our small to midsize congregations. The only way one Minister can do this work is with a "management team" (called Executive Team at Live Oak) of hard-working lay people.

The executive role became more defined as I worked with the Executive Team. (See Executive Team Report) Two of the original members from 2012 left the Team to work in other areas. We were able to fill only one of the potential three lay positions. We rearranged the liaison roles and I took on several key Teams. We concentrated on strengthening the communications through Program Council meetings and encouraging each Team to develop their Procedures. (Only the Board of Trustees can make Policy in this style of Governance.) We reported on the Five Ministries to the Board each quarter and handled issues as they came up.

This executive role for the Minister is usually found in midsize and larger churches so Live Oak UU is ready for the growth that should come.

Chief of Staff

The Minister needs to understand the role of Chief of Staff. I recently had training with Susan Beaumont on church staff issues and have continued to shore up procedures, forms, official files.

With Tim Buckley's help a new Personnel Handbook is ready for the 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 and their job descriptions as the basis for spring evaluations.

Efforts to find members trained in human resources did not yield a Personnel Team so the Executive Team has been the de-facto Personnel Team. This has worked well this year.

In the second year my working relationships with each of the three has deepened. It takes a while to build trust and collaboration. I deeply value each of them for the great service they give, their skills, and their professional expertise. I have instituted Recognition Days for all three positions and hope that this continues. Thanking paid staff publicly is as important as thanking volunteers.

Ministerial Intern

Betty Skwarek has been a half-time Ministerial Intern this year. I am her supervisor and she has an Intern Committee. (See Betty's report.) She is a veteran of UU church work having been a Director of Religious Education in other churches for fifteen years. Her main goal with this internship was to move from that role into the role of preacher and ministerial leader.

We have spent several hours a month in training and conversation since last August. She has led Sunday services once a month. This allowed me to be a guest minister in local UU churches, because it was good for her to be THE minister on Sunday.

This relationship is ending this month with her graduation from Meadville Lombard Theology School, but her relationship with the congregation may continue.

Worship

In this second year of Sundays, my sermons have been chosen to address some aspect of preparation for a new minister. I attempted to stretch theological thinking in the congregation, prepare them for life transitions, and have spoken honestly about what it is like to be a parish Minister.

Pastoral

It is always a privilege to be with members of the church in times of life crises, illness and bereavement. I have been sought out by some for conversations and responded in various ways to issues that came to my attention. The Pastoral Care Team is well organized and so that has allowed me to be more creative in my responses to people. I visit people in hospitals when it seems appropriate, visit them in their homes, take them to lunch, make phone calls and use email, and send handmade cards. The role of the settled minister in Pastoral Care will need to be negotiated next year.

Professional Development

I have been fortunate to be in a monthly class on Family Systems Theory for Congregations led by Doug Hester, a Lutheran minister from San Antonio, who does this work as his main ministry. Several local UU colleagues have been in that class and we have met separately to discuss how the class content is relevant to our own congregational settings. This has been a great learning for me.

District and Cluster

Last year I went to both the District UU Ministers Association retreat and the District Spring Meeting. I wasn't able to travel for those this year but it is very important for Ministers to have this time with colleagues for study and conversation and encouragement.

The monthly cluster meetings of ministers have been a great experience. We share issues in our ministry settings and give advice and support and resources.

Leaving Live Oak

I have been leaving Live Oak since my first service on “change.” Interim ministers must “join the system” to a certain extent but always with the understanding that we are only temporary sojourners in this land. With the understanding that I have been here for a very clear purpose I have been able to love the congregation deeply, enjoy the work thoroughly, and now to find joy and satisfaction in what we have done together.

I am so glad that Live Oak UU Church was my last full time interim setting. It has been the best!

2013-2014 Ministerial Intern Annual Report

Ministerial Intern: Betty Skwarek

This year I served as half-time ministerial intern. Rev. Linda Bunyard was my supervisor. Laura Cavanaugh, Jon Durbin, Danielle Sullivan, and Susan Thomson and Rev. Meg Barnhouse from First Unitarian Universalist Church in Austin were my Committee.

The purpose of internship is to give ministerial students an opportunity to practice their skills in a congregational setting. My internship ran from August 15, 2013 to May 15, 2014. I also did some work before and following the internship.

Rev. Bunyard and I usually met twice a month and I met with the committee once a month to discuss my work. I also attended Executive Committee, Board, Worship, Pastoral Care, and staff meetings as time allowed, and I tutored for the ESL program. I was responsible for preaching once a month and for helping as worship leader.

In August and early September I had a whirlwind introduction to the congregation that included staff and board retreats plus introductory meetings with various committees. Rev. Bunyard, the committee and I worked on my learning/service agreement in September and October. In December we prepared a mid-term report for Meadville Lombard and in April we prepared the final report for Meadville Lombard and for the Ministerial Fellowship Committee. Committee members attended all the services that I led or helped lead and gave me feedback. They and Rev. Bunyard also helped me make decisions about how I might best serve the congregation and gain needed experience.

I am very grateful that Rev. Bunyard and this congregation welcomed me as an intern here. This has been an unusual internship because it has been split between Live Oak and Hospice Austin, but it has been very rewarding.

The most important part of my learning has been my growth as a preacher. With each experience in the pulpit, the writing and the presentation have become easier. Rev. Bunyard gave me a variety of special Sundays that broadened my experience including a child dedication, a new member ceremony, plus Dias de los muertos, Martin Luther King, and Easter/Passover/ Earth Day Sundays.

This year has been particularly interesting to me as I have watched Rev. Bunyard help this congregation prepare for a new minister, a rare opportunity for an intern. Seeing the progress that has occurred over the year has been instructive.

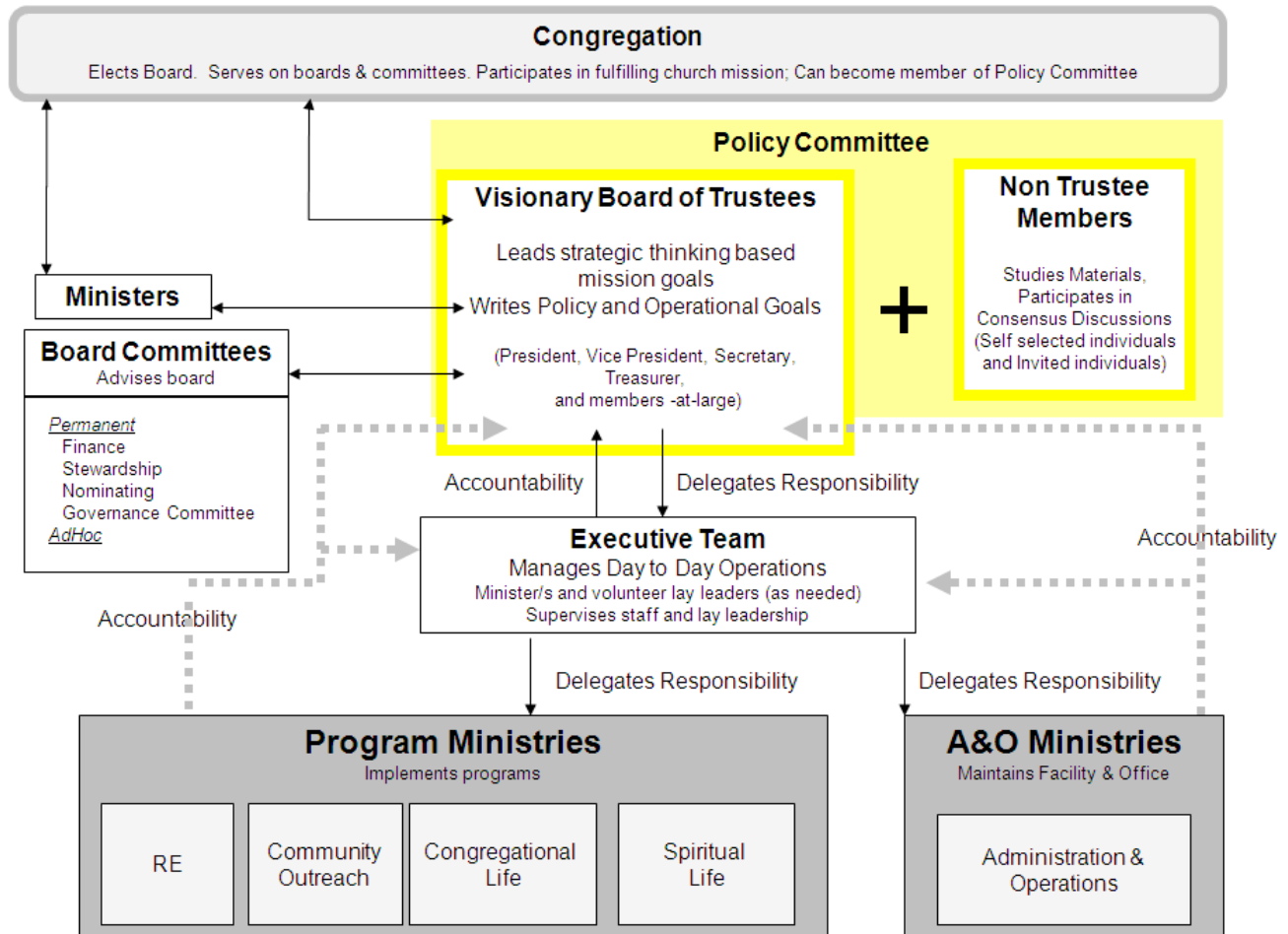
Late this year, I started tutoring in the ESL program and plan to continue to participate as a teacher or tutor after my internship ends. I am really enjoying working with the students and have been very impressed with the work that is being done.

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 reported 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 Policy Committee is made of the Board of Trustees plus church members who commit to regular attendance and participation in the church governance. The members of the Board of Trustees are elected at the May Congregational Meeting.

At the May 2013 the following members were elected:

- Lee Bruns, President
- Alice Sessions, Vice President
- Amy Thomas, Treasurer
- Becca Gagnon, Secretary
- Bob Moyers, Assistant Treasurer
- Sanjiv Sarwate, Trustee (two year term)

Jen Swan (Trustee) and CT Goss (Trustee) continued terms that will expire at the May 2014 Congregational Meeting. In addition, the Policy Committee consisted of Katharine Marvin (resigned in December 2013) and Tina Thomas. The Policy Committee met on the second Sunday of each month with the exception of May 2014.

The Policy Committee is charged with determining church policy and ensuring that this policy is in accordance with the vision and mission of the church. All meetings are advertised in advance and are open to all members and friends of Live Oak UU Church. Meeting minutes are posted on the church website.

The PC worked this year to refine our meeting agenda in order to allow more time for thoughtful discussion on matters actually having to do with church policy. The agenda items are broken down into consent, discussion, and action items. A big factor in allowing us to be more efficient is the regular review of minutes and reports from Finance, Facilities, and Ministerial Search committees, as well as reports from the Minister, Ministerial Intern, and DRE in advance of each meeting. This allows the governing body to know what's going on in the church and raise issues for discussion that may need to be addressed at the policy level without getting bogged down in minutia.

The policy committee was also involved in some way with these activities this year:

- Retreat to set priorities for the year
- Healthy Congregations workshop
- Planning, work-shopping, presenting, and passing the annual budget, notably bringing all staff to UUA fair compensation guidelines
- Reflected on communications shortfalls in presenting a contentious budget
- Two interim ministry appraisals
- Review and approve several contracts
- Reviewed and re-affirmed our definition of membership
- New exterior sign (spearheaded by PC members in ad-hoc team)
- Numerous town hall meetings (mostly teaming with MSC)
- Approved Ministerial Intern Betty Skwarek

- Defined official owner and residence of the bylaws
- Facilitated semi-annual congregational meeting and special congregational meeting for ministerial candidate vote

For more information about participating in our church governance, please contact President Lee Bruns, VP Alice Sessions, Secretary Becca Gagnon, or the persons holding their respective positions following the May 2014 Congregational Meeting.

a. Nominating Committee

2013-2014 Nominating Committee Annual Report

Chair: Sharon Fitzpatrick

Members: Tim Buckley, Kathi Lunny, Doug Martin, Juanita Mosier

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

Accomplishments:

The Nominating Committee identified, recruited and publicized candidates for the Board, Assistant Treasurer and Nominating Committee positions for election in May 2014.

b. Executive Team

2013-2014 Executive Team Annual Report

Convener: Reverend Linda Bunyard

Members: Doug Martin 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.

In policy style governance the Minister works with a small team of lay members to oversee the programs and operation of the church. This model gives the Minister the opportunity to give leadership to these areas but not have to do all the work that is done to nurture the programs.

The lay members on the Executive established in March, 2012, have changed, with Tim Buckley and Grace Glenn moving on to other roles in the church. Doug Martin joined the team in the fall of 2013 but we were unable to find two other members during this busy second year of interim. Diane Stepakof-Fay, Church Administrator, continues to meet with us providing vital information and follow-up for certain issues.

Accomplishments:

Communications Council

In the absence of a Communications Team or Council the Executive Team has convened meetings and conversations with Website Team, people involved with the Live Oak Facebook pages, Electronic Communications Team, the DRE and Administrator and other interested members. The continuing agenda includes all communications from bulletin boards to electronic media.

Program Council

Quarterly gatherings of the Program Council have continued: May 28, 2013; August 27, 2013; January 28, 2014 (by email); April 29, 2014 (with Rev. Crawford). These meetings continue to draw about twenty leaders of various Teams, Groups, Committees and Board. They have proved to be an important communication tool because of the give and take of conversation. The Program Council has a yearly cycle of agenda items that range from calendaring, to planning for the fall Volunteer Opportunities Fair, to budget and stewardship deadlines, and leadership development.

Volunteer Opportunities Fair

Through the Program Council, this was organized and held after the service on Sept. 22, 2013.

Live Oak Procedures Manual

The call for procedures, documents, forms beginning at the Program Council virtual meeting in January has produced great results. The Procedures Manual is being compiled and edited and should be available in June in electronic form as well as a binder which will be kept in the office. Each of the documents has the capability of being updated individually. Dates of origin and updates will be on each document.

Personnel Handbook

When Tim Buckley left the Executive Team in the spring of 2013 he took with him the task of researching and drafting the Personnel Handbook. The results of his work and the Executive Team's refining is now in the hands of the Board for approval.

Annual Report of the Congregation

The second Annual Report, a document containing reports from the Five Ministries, Board Committees and program staff is in your hands.

c. Finance Committee

2013-2014 Finance Committee Annual Report

Interim Chair: Sharon Fitzpatrick

Regular Members: Mark Anderson, Jon Durbin, Grace Glenn, Doug Martin, Bob Moyers (assistant treasurer), Amy Thomas (treasurer), Vasu Vasudevan

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 financial matters.

Accomplishments:

- During 2013-2014 the Finance Committee continued monitoring the financial health of the church. This has been especially critical during another budget deficit period. The costs associated with calling a settled minister have had to be considered. Live Oak lost another important renter this year: Tae Kwon Do. Diane continues to do an excellent job of keeping the church rented; increasing efforts are underway to make Live Oak a venue for unique ceremonies. Since rentals usually account for 25 – 27% of Live Oak's income, continued efforts in this area will be closely tracked.
- The capital replacement fund has dropped to approximately 60% of the \$30,000 funding target. This is a concern as we have an aging building. However, the concern is mitigated the ABM contract which includes A/C repair/replacement.
- Made recommendations about the 2013 surplus in order to assist in funding the ministerial search and replenishing, to a small extent, the capital replacement fund.
- Developed a Financial Procedures Manual that helped with the successful transition to a new Treasurer.
- Provided analysis to the Policy Committee recommending that Live Oak participate in the revised UUA/TIAA CREF retirement plan; communicated changes to minister and staff.
- Worked with the Facilities team and Policy Committee to approve a fundraiser for the new Live Oak sign.
- Gathered input and prepared the 2014 budget for presentation to the Policy Committee; developed a high level presentation for the congregation.
- Provided input to the Ministerial Search Committee's packet that was made available to prospective candidates.
- Continued progress on cleaning up financial records: 1) EIN and church address corrected; 2) working on Records Retention Plan and inventory of financial files; 3) filed new form 8822-B required by IRS; 4) organized assistant treasurer files.

d. Stewardship Committee

2013-2014 Stewardship Committee Annual Report

Co-Chairs of Stewardship Committee

Jon Durbin and Grace Glenn agreed to be co-chairs of the Stewardship Committee in July 2013. Jennifer Swan worked on the committee along with the co-chairs. Other church members that have worked on the Stewardship Committee in the past did not participate as they were working on the Minister Search Committee or were otherwise unavailable.

Structure of 2013 Pledge Campaign

The Stewardship Committee decided to emphasize the possibilities of what Live Oak could accomplish in the church and in the community if members donated abundantly. Therefore the Committee selected "Imagine the Possibilities" as the theme for the 2013 pledge campaign.

The committee decided that in our campaign we would try to involve and engage as many members as possible and that we would encourage members to participate in imaging the possibilities of what the programs Live Oak could have if we had sufficient funds. We recruited many volunteers to assist with stewardship tasks and encouraged all members to get involved by promoting an Imagine the Possibilities exercise.

We accomplished these goals by involving volunteers to assist with stewardship tasks and by promoting an imaging exercise.

Launching the Fall 2013 Campaign

The 2013 campaign was launched in the last week of September with the mailing of a packet to members and friends of Live Oak. The packet consisted of a cover letter, a report with graphics that informed readers of the Live Oak expenditures for the past year, a pledge form, and an invitation to the stewardship brunch. The committee did not include the graphic sheet of suggested donations. Instead, we asked members to give until they felt good.

Pledge Form

The Stewardship Committee used a simple paper pledge form which asked members to write in the amount of their yearly pledge. Online pledging was not offered. A locked collection box, built by Richard Furney, was made available for members to deposit their forms. Toward the end of the campaign we allowed members who do not come to the church to make their pledge by email.

The use of a paper form turned out to be successful because

- no pledges were lost,
- Robert Moyers, the assistant treasurer, reported that it was easy to transfer the data from the paper form to the database, and
- we have a paper record of the pledges.

Publicity

Besides an every-member mail out, the Stewardship Committee made the pledge campaign visible to members through the use of

- large posters in the Narthex and Fellowship Hall,
- articles in the newsletter
- testimonials at the Sunday service
- the imagining exercise, and
- the stewardship brunch.

Testimonials were given at the Sunday services by Jon Durbin and Sheri Smith among others.

The imaging exercise consisted of hanging posters in the Fellowship Hall that asked members to write suggestions for the programs that they felt should have priority. By far the highest priority that the congregation identified was fair pay for our staff members.

Members were asked to write their suggestions on Post It notes and attach them to the appropriate poster. The responses to this exercise were compiled and a list of priorities was developed.

Stewardship Sunday – October 6, 2013

October 6th was chosen as Stewardship Sunday. The focus of the service was on stewardship. The choir put on a comedy skit on pledging and UU situations.

The Stewardship Brunch

The stewardship main event was a brunch following the Sunday service. It was served family style with a host at each table. Childcare was provided for babies and toddlers. Children sat with their parents. Approximately 150 persons attended and were served promptly.

The brunch was organized by Sue Buckley and Donna Durbin. Tim Buckley made a major contribution preparing and setting up the Fellowship Hall and by his work in the kitchen. An army of volunteers made the event possible by coming to prepare food on the Saturday before the event, hosting tables, and cleaning up.

The hosts were asked to lead a discussion at his or her table on imaging the possibilities for Live Oak if we had an abundance of funds. Members were asked to vote on their budget priorities on forms that were collected and compiled after the meal. Also, members were asked to complete their pledge forms before they left the Fellowship Hall.

The Brunch Program

After the meal the children were escorted outside for play time. The Live Oak youth, under the leadership of Chelsea Surfus, watched and played with the children.

The program after the brunch started with testimonials by Alice Sessions, Mark Anderson, Rebecca Maze, Patty Bissar, and CT Goss. Presentations were made with emphasis on personal stories about the importance of Live Oak to their lives and/or how generous pledging can make a difference.

Cost of Stewardship Campaign

The cost of the 2013 pledge drive was approximately \$1200.

Collecting the Pledges

Many pledge forms were turned in to the pledge box before the stewardship event. By the end of the stewardship event most of the pledge forms had been completed. After the event the stewardship co-chairs contacted the remaining members/friends by phone or email. This exercise resulted in a few more pledges and in getting an update from persons who were choosing not to pledge for 2014 or who had decided to leave Live Oak. The stewardship campaign was completed by about the third week of October.

Pledge Results

The 2013 campaign brought in pledges totaling \$168,672 from 108 pledge units. The average pledge was \$1,562.

Stewardship Committee Activities in 2014

Based on stewardship co-chairs' belief that stewardship should be a year round effort, plans have been made to accomplish this goal. The following are activities that are planned for 2014:

- recruiting members to serve on the Stewardship Committee,
- scheduling monthly testimonials at the Sunday service,
- encouraging "automatic bill pay,"
- educating new members on the importance of generous pledging,
- displaying a monthly graphic that demonstrates the cumulative actual versus pledged income,
- displaying pictures of the activities that were made possible by pledge income, and
- planning and executing the fall 2014 campaign.

At the first Sunday service each month, we have asked a member to give a testimonial with the theme "from you I receive." The members are asked to speak to what they receive from our Live Oak community, why they value their membership here, and why they support the church.

Stewardship Campaign in 2014

Since the 2013 campaign was so successful, we are going to use the same model in doing the 2014 pledge drive. We will have variations in the theme, activities, and events.

The stewardship event is scheduled for October 5th. The exact wording of the campaign theme has not been decided, but will continue last year's theme by including "Possibilities."

e. Endowment Committee

2013-2014 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: The committee began 2013 thinking that we would pass on funding grants, due to concerns about sufficient funding. However, by August 2013, it became clear that the market was improving and that we could offer some grant funding. As of 9/13/13, the total of the portfolio was \$397,662.69. Adjusting for inflation, according to the chained CPI, the original endowment amount would be \$386,899.68, leaving an excess of \$10,763.01. In addition to deciding to extend a request for proposals, the committee agreed to re-position some of the mix of funds in which the Endowment money is invested by looking at those areas of best and worst performance. It was agreed that it would be wise to decrease the position in bonds and increase, up to 60% of the stock portion of the portfolio, by increasing shares in healthcare and technology. As always, Jon will monitor the portfolio and consult with Dale and Rod as to any changes or concerns in the financial markets and will offer recommendations to the committee as needed. A request for proposals was sent out through the UU Ministers Group and the District, resulting in a number of applications being submitted via the application on the Endowment website. Our review of the applications focused on the following: how well they meet our application criteria, the importance of the need addressed, the level of innovation of the program, the program's sustainability, and the proposal's potential for impact.

The committee chose to fund the following organizations' programs:

•\$2,100 to Liberal Religious Educators Association (LREDA) to sponsor their mid-winter retreat

This important training, information sharing and networking event is for people active in their congregation's religious education programs. It has been a valuable resource for congregations throughout our region. An excerpt from LREDA's grant report follows: *Our chapter's inaugural midwinter conference was held February 7-9, 2014. Eighteen religious educators attended, included the keynote presenter, Rev. Annie Foerster. As stated in our grant request, we had hoped that the conference would pay for itself – and it did!The Live Oak grant money allowed us to pay the deposit for the facility before registration fees came in, but more important, it allowed us to budget the money necessary to have a great conference before we knew how far the fees would go. Now we can move forward to the 2015 conference and beyond, confident that we can provide continuing education and enrichment for district religious educators and knowing that we can fall a little short of breaking even without dire consequences. On behalf of the conference planning committee and the religious educators of the LREDA Southwest conference, I would like to thank the Live Oak Unitarian Universalist Church Endowment committee for its support.*

•\$4,000 for Friends of Miami-Dade Detainees through the support of the UU Congregation of Miami

The Friends group, an outreach service of their congregation's social justice committee, plans to set up a hot line for immigrant detainees at the Krome Detention Center. Friends of Miami-Dade Detainees will establish a free hotline and a community of support and assistance through a nationwide database of resources and expertise. The grant will pay for the establishment of this important outreach through funding of a part time bilingual hotline coordinator, and the first year of phone service, volunteer training and supplies. An interim grant report is due on 4/30/14.

Future Plans: The committee has recently welcomed Lee Bruns to our committee, to replace Rod Jensen, who is relocating to Colorado. Next steps include reviewing the various members' tasks on the committee, particularly to cover the technology support that Rod has provided, and preparing for providing grant funding again for 2014. The most recent Endowment snapshot shows that the investment strategy adopted is working: the current fund balance is \$410,538.73, compared to a CPI-adjusted original Endowment balance of \$388,609.68, leaving \$21,929.05 available to fund grants.

f. Denominational Affairs Committee

2013-14 Denominational Affairs Committee Annual Report

Committee Members: Mary Scheffler

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

Goals: A team goal is for the members of Live Oak to be more aware that we are part of the UUA and the newly formed Southern Region. Another goal is for the Heart of Texas (HoT) cluster of congregations to interact more. The cluster includes congregations in Waco, Corpus Christi, San Antonio, Victoria, New Braunfels, Kerrville (2), San Marcos, Belton, Georgetown, Cedar Park and Austin.

General Assembly Two adults and four High School Youth will attend the General Assembly in Providence, Rhode Island in June 2014: Patti Bissar, Emerson Kendall (Youth), Robert King (Youth), Keri Spiller (Youth), Erin Sullivan (Youth), Chelsea Surfus (Lead Youth Advisor)

SWUUC Summer Camp at U-Bar-U

One Junior High Youth and two High School Youth attended SWUUC Summer Camp at U-Bar-U in July of 2013: Keri Spiller, Erin Sullivan, Megan Sullivan

Dwight Brown Leadership Experience

No Live Oak members attended the DBLE, the week-long leadership training in August 2013.

SWUUC Fall Leadership Conference

Six Live Oak members attended the Fall Leadership Conference in Glen Rose, TX in November 2013: Patti Bissar, Donna Durbin, Mary Scheffler, Keri Spiller, Erin Sullivan, Chelsea Surfus

SWUUC Spring Business Meeting

Three Live Oak members attended the Spring Business Meeting in Dallas TX in April 2014: Mark Anderson, Gerrie Smith, Erin Sullivan

g. Governance Committee

2013-2014 Governance Committee Annual Report

Chair: Grace Glenn

Members: Alice Sessions and Doug Martin

Mission: The mission of the Governance Committee is to write church policies, guide the Policy Committee in the transition to policy governance, amend the bylaws as needed, and deal with other important governance issues as they come up

Accomplishments: The Governance Committee has been in transition while we have been searching for a new minister. Their main activity has been to begin preparing to write our church policies, which will be done during the summer of 2014. In addition the Committee will be searching for new members who are interested in helping with that task.

h. Interim Transition Team

2013-14 Interim Transition Team Annual Report

Convener: Reverend Linda Bunyard

Members:, Kathi Lunny, Larry Smith, Brian Winkelmann (Katherine Enyart left the Team to work on the Ministerial Search Committee)

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:**History Project**

We accomplished much of the agenda during the first year of interim. However, throughout the summer the team helped me with the History Project, which involved many long time members and some who had recently left the church. The History web page was updated with much input from several people. We created a history timeline and photo display. Sunday, November 3, 2013 we celebrated "*Live Oak at Twenty-One* with stories of *The Wiley Reverend* and *A Piano Named Sasha* and a reflection on the developmental stage that turning 21 represents.

Conflict Management Workshop

Originally the Interim Transition Team's agenda included helping me teach conflict management. We did that briefly in various settings like the fall 2013, Program Council. However, the Board decided to co-sponsor a workshop for the Board, Policy Committee, leaders and members and so that work was done in March.

Disbanded the Team in December, 2013, with a thank-you gathering the Minister's house.

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.”

1. Congregational Life

- a. Membership Team
- b. Fun and Fellowship Team
- c. Pastoral Care Team
- d. Library Team
- e. Groups
 - Bookstuff
 - Bookworms
 - Everyday Relationships Chalice Circle
 - Friday Parents Chalice Circle
 - Hiking Club
 - Men's Linguistic Society
 - Parents with Young Children Chalice Circle
 - Quest
 - Sharing with Friends Chalice Circle
 - Wisdom Chalice Circle
 - Women's Labyrinth Ritual Group
 - Women's Lunch Group (formerly LOUWELLYN) Annual Report
 - Women's Soul Collage
 - Women Together Chalice Circle

1. Congregational Life

a. Membership Team

2013-2014 Membership Annual Team Report

Chair: Laura Cavanaugh

Members: Donna Durbin, Grace Glenn, Mary Hengstebeck, Pat Van Sprague

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

Accomplishments:

- Twenty new members joined.
- Two *Path to Membership* classes were held, one in October and one in March.
- Two New Member Recognition Ceremonies were held.
- Tours of the church and grounds were offered on the first Sunday of each month.
- Training for participating greeters was held in January, and one for new greeters was held in April.
- A way of tracking returning visitors was implemented.
- A project contacting visitors began.
- The Team participated in the fall volunteer fair.
- Membership Team documents were revised and compiled for inclusion in the Procedures Manual.
- A new Live Oak UU email address was created for the Membership Team.
- Membership wrote and designed a new informational brochure for visitors.
- Membership plans to write and design more materials for prospective new members, recruit and train more greeters, and potentially add members to the Membership Team.

Greeters Coordinator : Donna Durbin,

- Fourteen greeters welcomed guests each Sunday, welcoming a total of 200 for the year.
- Greeters during the past year: Amanda and Audrey Callinan, Laura Cavanaugh, Nancy Decker, Kristina Donna, Jon Durbin, Alaina and Ryan Farley, Sharon Fitzpatrick, , Grace Glenn, Mary Hengstebeck, Hella Holoubek, Kathi Lunny, Pat Van Sprague and Brian Winkleman.

b. Fun and Fellowship Team

2013-2014 Fun and Fellowship Team Annual Report

Co-Chairs: Carolyn Dower, Grace Glenn

Members: Tina Cordes, Amy Dark, Niranjana Sharma

Activities

Fellowship activities at Live Oak have been organized directly by the FFT, by other groups with the assistance of the FFT, or by others under the umbrella of the FFT.

The major fellowship activities at Live Oak during the past year have been the following:

- Circle Potluck Suppers every three months in at least two homes
- Second Sunday Lunches at the church after the service
- Coffee Hour after the service every Sunday
- Sunday Lunch Bunch that meets at a local restaurant on the first, third, and fourth Sunday after the service
- July Vacation to Ruidoso, New Mexico
- September Beach Vacation Weekend to Padre Island
- Camping Trips in the fall and spring
- Women's Ingathering Luau Supper
- Halloween Party and Labyrinth Walk
- Christmas Eve Party
- Valentine's Karaoke Chile and Chocolate Party
- Easter Egg Hunt
- Potluck supper for Rev Joanna Crawford
- Group hikes and walks

The FFT provides cakes as a farewell event for very active members who are moving away. FFT parties and activities are funded by donations for the Second Sunday Lunches.

c. Pastoral Care Team

2013-2014 Pastoral Care Team Annual Report

Chair: Sharon Fitzpatrick

Members: Kristen Anderson, Rev. Linda Bunyard, Mary Hengstebeck, Mary Scheffler

Mission: 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:

The Pastoral Care Team continues to

- provide meals as necessary;
- coordinate visits to patients in the hospital or other facility;
- coordinate rides to appointments, church and other transportation issues;
- maintain awareness of members with ongoing needs;
- send cards or emails or just chat with folks in need of support or who have suffered a loss;
- monitor the Joys and Concerns cards submitted during worship. This year we began publishing the Sunday Joys and Concerns to the Joys and Concerns email list so that church members who did not attend the service can share these items also.

Other accomplishments:

- Mary Hengstebeck and Doug Martin again coordinated the Day of the Dead remembrance.
- Kristen Anderson joined the team and added some much needed computer skills. She was instrumental in setting up a Care Calendar which we are using to coordinate meals.
- We have implemented a 10-minute “training” session at the beginning of each meeting to improve our skills as Pastoral Care Team members.
- Mary Scheffler and Sharon Fitzpatrick held a meeting to discuss issues of our hearing-impaired members. We updated a list that Tim Buckley prepared, “Tips on Encouraging All Members to Participate in Meetings”. We distributed this handout at the August 2013 Program Council Meeting and encouraged all committee chairs and team leads to use it. This is only a beginning; we lost two members this year and Mary Hengstebeck has been busy with the Ministerial Search Committee. This has left us short-handed.
- We reviewed and updated the Volunteer Assistance Forms.
- The Women’s Lunch group has a check-in which often raises issues that the Pastoral Care Team might be able to address. Sharon is now taking notes and providing a report to the team about these Joys and Concerns.
- Several meetings were spent creating a new End of Life Planning Form which replaced an earlier Life Crisis form. This form was discussed and distributed after Rev. Linda preached a sermon “Fully Living, Fully Prepared”. We are continuing to encourage members and friends to fill out a copy and file it in the minister’s locked file. It would be available in case of emergency.
- We are planning for the period between Rev Linda’s leaving and the settled minister’s arrival. The Pastoral Care Team will provide routine pastoral care during the summer. We expect to contract with Betty Skwarek for services beyond what we can handle: that is, significant crisis, illness or death. The Pastoral Care Team will administer the Ministerial Discretionary Fund during the interim period and determine when to call Betty for help.

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

d. Library Team

2013-2014 Library Team Annual Report

Chair: Carolyn Dower

Members: Donna Durbin, Grace Glenn, 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 elsalido2003.

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 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

2013-2014 Bookstuff Annual Report

Convener: Sheila Hoogendam

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

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

2013-2014 Bookworms Annual Report

Current Chair: Sharon Fitzpatrick, sharon.fitz@sbcglobal.net

Previous Chair: Nancy Decker, gndecker@psualum.com

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:** 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:

May – *Cuba Diaries* by Isadora Tattlin

June – *The Hungry Ocean: A Swordboat Captain's Journey* by Linda Greenlaw

July – *The End of Your Life Book Club* by Will Schwable

August – no meeting

September – *The Elegance of the Hedgehog* by Muriel Barbery

October – *A Lady's Life in the Rocky Mountains* by Isabella Bird

November – *The Hand That First Held Mine* by Maggie O'Farrell

December – *The Stranger* by Albert Camus

January – *The Bartender's Tale* by Ivan Doigs

February – *The River of Doubt* by Candice Millard

March – *Dying for Chocolate* by Diane Mott Davidson

April – *Life and Work of Gabriel Garcia Marquez*

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 January 12th.

2013-2014 Everyday Relationship Chalice Circle Annual Report

Contact Person: Sybil Vosler

Members: Tina Cordes, Louise Farina, Pat Hallander, Loretta Sedlock, 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 brought flowers to Pat Hallander and Loretta Sedlock after their medical emergencies.

2013-2014 Friday Night Parents Chalice Circle Annual Report

Facilitator: Sheri Smith

Members: Pam Farley, Ryan Farley, Mike Guentzel, Cindy LaGreca, Susan Laronde, Dawn Miller, Clint Miller, Sanjiv Sarwate, Sheri Smith, Shawn Smith

Mission:

- To provide support for Live Oak members and friends who are currently raising children in late elementary or middle school,
- To foster long-term relationships among our members and their children, and
- To encourage involvement with and commitment to the entire Live Oak UU community.

Accomplishments:

The group had its first meeting in January and has met monthly since then.

As our service to the church, we worked with the PYC group to provide the Second Sunday lunch in February.

2013 - 2014 Hiking Club Annual Report

Contact: Tim Buckley

Mission: The team's Mission Statement has been reviewed and is current.

"To explore some of the unpaved hiking trails in the Austin area."

Accomplishments: The team's webpage has been reviewed and is current.

During this past year the Hiking Club continues to meet weekly and we continue to find interesting places to hike in the Austin area. We average 8 to 10 hikers at each outing.

2013 - 2014 Men's Linguistic Society Annual Report

Contact: Tim Buckley

Mission: The team's Mission Statement has been reviewed and is current.

"To build a connection between the men with in our church and men in the UU community."

The team's webpage has been reviewed and is current.

Accomplishments: During this past year the Men's Linguistic Society has had a marked increase in attendance. We now have attendees from three Austin area UU churches. The format of having attendees lead the discussion on topics that interest them personally has resulted in interesting topics and active participation. Attendees are scheduled and committed to leading the discussion through out the coming year. Men from the local UU churches are invited to attend and it is not necessary to make advance reservations.

2013-2014 Parents of Young Children (PYC) Chalice Circle Annual Report

Facilitators: Kristen Anderson and Amy Dark

Members: Ashleigh Barcuch, Amanda Callinan, Christopher Carroll, Jen Carroll, Tonda Dysart, Alyssa Goss, CT Goss, Julia Mitschke, Haley Norman, Kelly Schubert, Beki Siele, Amy Thomas, Jason Thomas

Mission:

- To provide support for 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 February.
- Our service to the community included buying groceries and preparing a meal for the Ronald McDonald House in January.
- We also encouraged our children to bring gifts to Santa at our Christmas Party. These items were donated to Toys for Tots.
- We have met twice a month and discussed a variety of topics including family rituals, nutrition, screen time, spirituality and tolerance.
- We welcomed two Live Oak babies this year (Max Mitschke and Lyra Barcuch), and provided support for the new parents.

2013-2014 Quest Annual Report

Convener: Sheila Hoogendam

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

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

2013-2014 Sharing with Friends Annual Report

Contact Person: Grace Glenn

Members: Laura Cavanaugh, Tina Cordes, Kristina Donna, Pat Hallander, Alice Sessions, Danielle Sullivan, Pat Van Sprague

Mission Statement: To meet regularly to support one another and to learn from discussions of matters that are important to our lives.

Accomplishments: Sharing with Friends organized at the Women's Ingathering in August, 2013. The group has been meeting on the second Friday of every month with discussion focusing on how to find happiness, satisfaction, and fulfillment. The discussion leader rotates monthly.

2013-2014 Wisdom Circle Chalice Circle Annual Report

Facilitator: Mary Scheffler

Members: Joe and Jan Nesheim, Lew Scheffler, Niranjana and Karen Sharma,

Mission: 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.

2013-2014 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). The group is open to women high school age and older and welcomes new members at any time.

2013-14 Women's Lunch Group (formerly LOUWELLYN) Annual Report

Facilitator: Jennifer Swan

Mission Statement: Live Oak UU Women Exchanging Laughs Love Yaps and Nourishment

Members: All Live Oak Women and their friends ages 16 and up are invited, usually 10-15 women in attendance.

Accomplishments:

- Changed the name to Women's Lunch group so that newcomers would know what kind of group we are.
- 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.

2013-2014 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 these 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

2013-2014 Women Together Chalice Circle Annual Report

Facilitator: Mary Scheffler

Members: Pat Hallander, Pam Leonard, Barb MacLeod, Juanita Moshier, Pat Van Sprague, Vera Vasudevan

Mission: 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. Children's Choir
- d. Chalice Pathway Team
- e. Labyrinth Team

a. Worship Team

2013-2014 Worship Team Annual Report

Chairperson: Kathi Lunny

Members: Carolyn Dower, Becca Gagnon, Rebecca Maze, Niranjana Sharma and Mary Scheffler

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

Accomplishments:

- Coordinated all aspects of the services (see related reports below).
- Incorporated increasing number of worship leaders and storytellers.
- Developed a variety of topics for services that promoted spiritual growth.
- Gave support to Immigration Action and Social Justice causes as well as musicians.
- Reviewed on a monthly basis the flow and effectiveness of past services.
- Engaged speakers for Sundays that the Minister was away and for the summer.
- With the Minister planned for member speakers and sharing services, i.e. "This I Believe."
- Provided scripts for hearing-impaired persons (Rev. Linda).
- Considered future needs of members for increased spiritual growth.

1.) Soundboard

2013-2014 Soundboard Team Annual Report

Chairperson: CT Goss

Members: Dennis Anderson, Nancy Decker, Ryan Farley, Phillip Russell, 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

2013-2014 Sanctuary Flowers Team Annual Report

Coordinator: 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. The sign-up sheet on the wall in the narthex is convenient and works well. The coordinator communicates by e-mail with the volunteers, helping them with the wording of their statements for the Order of Service before submitting them to the office administrator for printing. The cooperation of all who provide the altar flowers is appreciated. Newer members often find that sharing flowers is an easy way to begin participation in the life of our congregation.

3.) Worship Setup

2013-2014 Worship Setup Team Annual Report

Chairperson: Terry Conlon

Members: Laura Cavanaugh, Nancy Decker (leaving), Kristina Donna, Becca Gagnon, Kathi Lunny

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

2013-14 Peace Candle Lighting Team Annual Report

Coordinator: Alyssa Goss, until January, 2013, then Worship Team

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: This year the plan to have a parent coordinate the Peace Candle Lighters did not work well, despite attempts to make it easier with electronic sign-up. The Worship Team understands that Peace Candle Lighters can be 1) Families with or without children 2) New members 3) Team members or 4) Any individual. The Worship Team used both a sign-up poster (now on the Worship Bulletin Board) and conversations with people after the services to finish the year's calendar.

b. Music Program

2013-2014 Live Oak Choir Annual Report

Director: Rebecca Maze

Members:

Sopranos: Angela Baker, Susan Meitz, Rachel Sartin, Sheri Smith

Altos: Becca Gagnon, Jeanne Kyser, Kathi Lunny, Sheryl Mackey, Pat Naney, Liz Schwab, Jennifer Swan

Tenors: Bill Dower, Phil Russell

Baritones: Ed Boissevain, Steven Collins, Ricky Maze, Tim Stryker

Four new members have joined the choir this year, and 2 have ceased to be active choir members.

Mission: Enhancing the service through choral music.

Accomplishments:

Schedule: The choir will meet every Wednesday evening from late August to mid June (extended this year due to the final services of both the ministers, interim and intern). 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 services in which the choir sings.

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 September we sang a service with UU composer Jim Scott, and we will sing with Kiya Heartwood in June.

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 by members of the choir between 7 choral pieces. This year we presented "From Compassion to Action". We

highlight the accomplishments of some of our UU foremothers, the “Standing on the Side of Love” program, and our own Community Outreach Team.

Special Event: The Choir and Music Team were active in creating and performing this year’s stewardship Sunday Service, along with the participation of the youth and other church members.

Professional Development: Rebecca attended the 2013 UUMN conference in Dallas with a choir member, Susan Meitz. Also took some private lessons in Voice and Piano from specialists. Also did research on American Unitarian Universalist women since the 17th century, and studied other social reform movements in preparation for the choir service.

2013-2014 Music Team Annual Report

Convener: Rebecca Maze, Music Director

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

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

Projects:

Improvements in Acoustics

Bill Dower and CT Goss continue to plan for the installation of suspended microphones over the stage, to pick up the voices of dramatic groups on stage, as well as the children.

Drumming Group

There was Labyrinth drumming and a drum circle after church.

Musical Groups:

Funkatonic presented 2 services this year, including the readings used as a sermon.

Various church members have volunteered to play violin, guitar, piano, recorder, and flute this year.

Guest Musicians

Musicians hired to play for worship services--from outside our church. This year our guests have performed on the Indian Veena, various Asian instruments including the harmonium and tabla, violin, guitar, marimba, jazz piano, and harp.

c. Children’s Choir

2013-2014 Children’s Choir Annual Report

Facilitators: Sheri Smith and Susan Laronde

Mission:

To encourage a love of singing in the elementary aged children of Live Oak
 To foster relationships among the children in the group
 To further UU education through choice of meaningful music
 To share music with the congregation by singing in several services each year

Overview:

The Children's Choir meets monthly during regular religious education class times. We sing a variety of songs during each rehearsal, as well as practice different basic music techniques.

Accomplishments:

- Sang "The Rainforest Song" with Jim Scott
- Performed "I Can Be the Best I Can Be", "Firework", "Bring on the Rain Medley", "Two Mommies" and "Roar" for the congregation during 5 different services.
- Participated in the Children's Holiday Pageant, singing "Circle of the Sun", "Welcome Christmas" and "Chalice Lighting Song".

d. Chalice Pathway Team

2013-2014 Chalice Pathway Team Annual Report

Co Chairs: Hella Holoubek and Alice Sessions

Members: Alison Dieter, Richard Furney, Karen Sharma, Niranjana Sharma, Judy Snape.

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: In addition to new plantings we have done a lot of maintenance. We placed another bench and one memorial stone. We started a Memory Book that is placed in the Sanctuary. The book is another way of honoring dead family members or friends of Live Oak members.

e. Labyrinth Team

2013-2014 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:

The Labyrinth Team held several community walks.

2013:

June 23 —Summer Solstice Walk

Sept 14 —Fall Equinox Walk with drumming

Oct 26 —Divination Evening and Halloween Party, followed by Labyrinth Walk

2014:

March 1 - Labyrinth Walk with Firepit

March 1 - Labyrinth Workday

March 23—Birthday Celebration

May 3 - Labyrinth Walk and Maypole Dance

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. Children and Youth

- 1.) 2013- 2014 Director of Religious Education Report – Patricia Bissar
- 2.) Religious Education Team

b. Adult Faith Development Team

a. Religious Education Program (Children and Youth)

2013- 2014 Director of Religious Education Report

Director of Religious Education: Patty Bissar

Mission: To make Religious education one of the top two reasons that families come to Church.

Classes:

For the Summer Program, the Pre-K and Elementary classes used the curriculum, *World of New Friends, An Introduction to World Religions*. Each week the classes were introduced to a character from a different religion. The child character was represented by a paper doll from 12 of the World's major religions. In the first lesson, the Children created the dolls according to the description provided from the curriculum. We referred to one of our Sources – *Wisdom from World Religions*, which is an over-arching theme for each of our summer programs. Seventeen plus volunteers helped put on the Summer Program.

The program was very well received, as children and adults alike mentioned frequently how informative and fun the program was.

The Fall, Winter and Spring Programs had the following five classes: Pre-K; Kinder & First; Second—Fifth; Middle School (6,7 & 8th 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, *Sing to the Power from the Tapestry of Faith* online Unitarian Universalist curriculum. This curriculum uses the metaphor of the four elements—earth, air, fire, and water—to investigate different forms of power we each can express. This program affirms our Unitarian Universalist heritage of confronting "powers and structures of evil with justice, compassion, and the transforming power of love." Participants experience their own power, and understand how it can help them to be leaders and how they can use their power as agents for positive change. The elementary classes use the Way Cool Sunday School Model. They meet for class on the second and fourth Sundays. The first Sunday there is an offering of Children's Choir or Wonderful Welcome class. The Third Sunday is Social Action Sunday with a project or educational class.
- The Middle School class used the UUA Building Bridges curriculum, a world religions program to deepen youth's understanding of the dynamic, fascinating, and varied world in which they live and fully grounded in Unitarian Universalist faith.
- The High School class planned and executed various fund raising events in order to raise funds for 4 youth and three advisors to travel to General Assembly in June, 2014. They also

planned the annual Youth Worship Service held in May, 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 – First	Second - Fifth	Six - Eighth	High School
11	9	25	11	8

Attendance averaged as follows for the following Semesters: 29 students on Sundays in the Summer semester; 35 students on Sundays during the Fall semester and 36 students on Sundays during the Winter and Spring.

SOCIAL ACTION: Our social action projects were headed up by the DRE and classroom teachers in the Fall Semester. Jen Carroll and Cindy LaGreca stepped into the roles of Children’s Social Action Co-Chairs in January. The projects and lessons the children participated in this Church School Year were: English as a Second Language at Live Oak, Guest at Your Table, Homeless Helpers Project – assembly and sale of food bags for the homeless, Valentine Cards for Kids in the hospital, Anti-Bullying education, a Hunger Project, learning about and participating in the local CROP Walk and Earth Day awareness.

SPECIAL EVENTS: These included: Water & Bubble Day & Family Sundae Fun Day (a summer’s end celebration, fun day and water awareness event), Halloween Labyrinth party, Holiday Pageant in December

DENOMINATIONAL EVENTS:

CONGRUITY CONFERENCE - Live Oak hosted the Cluster’s annual CongrUuity Social Action Conference in March, 2014. Patty Bissar, DRE, and Chelsea Surfus, Lead Youth Advisor, hosted this Middle School Cluster Conference. Youth from four of our Cluster Churches and their advisors attended. The Theme was “Building a Fair and Peaceful World.” The social action project was completed at the San Gabriel UU Fellowship in Georgetown, Texas. Patty Bissar acted as registrar and Melanie Jamison, & Mark Skrabacz coordinated the social action project, with a group of other volunteers. The 22 Youth and five adult advisors learned about and built two wicking garden beds which will grow vegetables to provide for the Care Community Center. The city of Georgetown is a “food desert” and this effort will help to make a difference in the lives of those unable to travel regularly to a grocery store.

YRUU PROGRAM – The youth and lead advisor, Chelsea Surfus planned a trip to the UUA General Assembly Annual Meeting in Providence Rhode Island. The group engaged in various fundraising to obtain the money needed to get 4 youth and three adults to General Assembly. They held a winter holiday event called Yule Fest selling fair trade coffee, tea and chocolate from Equal Exchange. They also sold homemade soap, cards and other holiday goods. They did a letter writing campaign, sending letters to the entire congregation asking for financial support for this faith development trip. They kept a bar graph of a tree to show the level of funds received. As of this writing, they have registered for the Conference, booked airline flights and Chelsea Surfus, Erin Sullivan and Emerson Kendall, were awarded volunteer positions to serve at the Conference which will reduce their registration fees.

FALL DISTRICT CONFERENCE

Chaplain and Pastoral Care Training -- In November , Patty Bissar, Director of Religious Education and Penny Burnette, Director of Religious Education at Wildflower UU Church co- facilitated this training, which was held at the annual District Fall Conference in Glen Rose, Texas. Eighteen individuals, including Live Oak members, Keri Spiller, Erin Sullivan and Mary Scheffler attended this training. Mary Scheffler brought many ideas back to the Pastoral Care Team. Chelsea Surfus, Lead Youth Advisor, attended the District Fall Conference workshop, Change is Not So Bad, with UUA Facilitators.

YOUTH SERVICE

Erin Sullivan served a one year term as a Youth Trustee on the SWUUC District Board. Erin also served as a Tri-Dean for our District U-Bar-U Youth Camp in July 2013.

Keri Spiller served as Dean of Live Oak's Youth Group this Church School year and she served as youth chaplain at seven youth events. Keri also served as a youth member of the Youth Adult Counsel for the Heart of Texas (H.O.T.) Cluster.

2013- 2014 Religious Education (Children and Youth) Team

Chair: Teresa Carr

Members: Dawn Miller, R.E. Assistant; Chelsea Surfus, Lead Youth Advisor; Heidi Goldman, Parent Liasion, (Oct & Nov, 2013) Michelle Peterson, Parent Liasion (March, 2014); Beki Siele, Parent Group Liaison; Danielle Sullivan, Youth Parent Liaison; Director of Religious Education, Patty Bissar; Rev. Linda Bunyard

MISSION:

- 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.

ADMINISTRATION AND PLANNING

On April 27, 2013, the R.E. Team hosted a Strategies of Faith Development meeting which was facilitated by Rev. Linda. The RE Team met for an extended period to discuss plans for the R.E. Program and developed a plan to include more families and other interested individuals in an in-depth discussion about things that were going well and to target areas for improvement.

FAMILY SUNDAE FUN DAY was held August 25th. This fun filled event, which was hosted by the R.E. Team, started with our annual celebration at the end of the Summer Semester. The children had an enormous amount of fun learning a little about water awareness, and then participated in both cooperative and competitive water games with the Youth helping to monitor the various stations. This year we expanded our year-end celebration to include a hot dog lunch after the Water & Bubble event. After lunch, parents and all interested adults met to discuss the direction of the R.E. Program (Strategies of Faith Development). Lots of good feedback was gathered and we implemented many of the suggestions. While the adults were having their conversation, the

children and youth were watching a movie and having ice cream. The feedback from this event was overall positive. The day was a little long. Plans for 2014 will be to hold the year-end Water and Bubble celebration and the Strategies of Faith Development discussion on another date.

The Team developed a plan to cover essential duties for three Sundays for the DRE position while Patty was on vacation in China Sept. 12th – 28th. All classes, except the Pre-K class used the Peaceful Planet curriculum for team building.

SUMMER PROGRAM

The Team decided on using *World of New Friends*, world religions curriculum created by *Shawnee Mission Unitarian Universalist Church*. Patty brought this idea to the Team from successful stories she heard from both Wildflower UU Church in Austin and First UU Church in San Antonio who had used this curriculum. The team planned three work sessions throughout the summer to do the prep work for this program. The children created the paper dolls that represented each Religion in the first session of the summer. We used Sign-up Genius software to recruit facilitators for the Sunday lessons. The feedback from the parents was that they liked using this method for calendaring the program and that their children, as well as themselves, enjoyed the curriculum very much.

We started discussions on a theme for the 2014 Summer Program and the title G.U.U.E.S.T. (Gifted U U's Expressing and Sharing Talents) will be used. Chelsea Surfus, Dawn Miller, Michelle Peterson and Beki Siele will serve as the Summer Program Team. Some of the topics to be presented by Live Oak members will be: Buddhist Pebble Meditation; The story of Sadako and the folding of 1,000 paper cranes, photography, drumming on the labyrinth, and more.

GRADE LEVEL CONFIGURATIONS AND CURRICULUM

The Team determined class/grade level configuration for the Fall and curricula for the Middle School and 3.4.5th grade Chalice Club class with information that Patty provided.. Building Bridges was chosen for the Middle School class and Sing to the Power, Tapestry of Faith curriculum was chosen for the Chalice Club – Upper Elementary class. "Sing..." is a new curriculum in the Tapestry of Faith series from the UUA. This curriculum uses the metaphor of the four elements—earth, air, fire, and water—to investigate different forms of power we each can express. This program affirms our Unitarian Universalist heritage of confronting "powers and structures of evil with justice, compassion, and the transforming power of love."

OPPORTUNITY FAIR

The Team created a wonderful booth for the Opportunity Fair on Sept. 22nd to display the work and stories that are used in our classes. The Youth also had a display highlighting what they had accomplished.

TEACHER INGATHERING / ORIENTATION

Two meetings were held to accommodate the schedules of our 21 volunteers on August 17th and September 7th. The Safety Policy was reviewed with a presentation prepared by Jon Porter, Attorney at Law who teaches this topic at several locations in the US. Everyone took a quick personality styles assessment and discussed the results in their teaching teams. There was also discussion regarding classroom issues that teachers can sometimes experience. Resources were discussed to address classroom concerns.

OUR WHOLE LIVES (OWL)

The Fall RE Team meetings had a portion of the agenda to engage in discussion of the upcoming O.W.L. Program which launched in Jan. 2014. Four classes were offered for Kinder & First grade; Fourth, Fifth & Sixth Grade, Middle School and High School. We had seven trained facilitators, four adult interns and one high school youth intern serving on our Teaching Teams. We graduated six Kinder & First grade children, 10 children in the fourth, fifth and sixth grade, 17 youth in the Middle School and 13 youth in the High School.

BUDGET AND STRUCTURE

Due to restrictions in the budget for 2014, an analysis was done of the expenditures from 2013 and the proposed 2014 R.E. line items and how this would impact the program. The Team also reviewed the multiple programs within the RE Program and made decisions on what could be handled by R.E. volunteers, RE Team members or other committees, such as the newly resurrected Fun and Fellowship Team. A spreadsheet developed by The Liberal Religious Educators Association (LREDA) was used to guide our decisions, along with the guidance of Rev. Linda and her vast experience with restructuring Church programs. We went over the DRE job description and yearly goals to determine what items the DRE would focus on and what could be covered by volunteer oversight.

b. Adult Faith Development Team

2013-2014 Adult Faith Development Team Annual Report

Convener: Rev. Linda Bunyard

Committee Members: the committee was disbanded awaiting new members after the September 21, 2013, Faith Development Workshop. No new members were gained from the three who attended the workshop. So for the 2013-14 program year most of the classes were led by the Interim Minister.

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

Accomplishments:

Theological Diversity Discussions--Summer, 2013

A monthly Summer class series facilitated was by Rev. Linda Bunyard on Theological Diversity Discussion Series. It was a drop-in conversation offered at two different times during one week a month: Tuesday evenings and Friday noon brown-bag. The discussions began around the UUA pamphlets on these topics: May--Atheism; June--Theism; July--Humanism; August-Christianity; and September-Buddhism

Our Heretical UU Story: Monthly October, 2013, through March, 2014 and May, 2014 Bonus Class. Rev. Bunyard facilitated this class using two main resources of the UUA and supplementing with other materials. Each class was about 2 hours long, with one hour of that being video.

Curricula: Our Unitarian Universalist Story: a Six-Session Program for Adults by Carol D. Meyer and Long Strange Trip: A Journey Through Two Thousand Years of Unitarian Universalist History by Ron Cordes (DVD) This was a comprehensive history class that covered almost 2000 years of history and theology. It was discovered this spring that there was a new (sixth) DVD and so there will be one more class on May 20th--the latest decades--Unitarian Universalism.

Faith Development Workshop

Re-imagining Faith Development for Adults of All Ages

This workshop had been rescheduled from an earlier date of June, 2013. It was held Saturday, September 21, 2013.

Facilitators: Ministerial Intern Betty Skwarek, Reverend Linda Bunyard

Resources for groups and curricula --books, DVDs, on-line curricula were discussed as well as some of the philosophy behind UU Adult Faith Development. These materials can found on the Live Oak UU website at <http://www.liveoakuu.org/content/adult-faith-development-team>

The Wi\$dom Path: Money, Spirit, and Life

Facilitators: Jon Durbin and Rob Sartin beginning April, 2014 and continuing monthly. Faith development and finances? The Wis\$dom Path explores your relationship with money.

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

The Executive Team has taken over this duty.

Next Steps

There will be a meeting on May 27, 2014, to discuss the UUA webinar **Beginning or Restarting Your Adult Faith Development Program** held earlier that day. Many members have expressed an interest in reforming the Adult Faith Development Team and we have high hopes that this will happen.

4. Community Outreach

a. Community Outreach Council

(CROP Walk, English as a Second Language, Hands on Housing, Hill Country Community Ministries, Homeless Outreach, Immigration Action, NAMI Walk, Prison Outreach, Share the Plate, UU Service Committee)

- 1.) English as a Second Language
- 2.) Share the Plate

Community Outreach Council Annual Report, 2013-2014

Chairperson: Jen Carroll

Team Leaders:

- CROP Walk-Sharon Fitzpatrick
- ESL-Mary Hengstebeck
- Hands on Housing-David Fitzpatrick
- Hill Country Community Ministries-Sharon Fitzpatrick
- Homeless Outreach-Lynn Slater
- Immigration Action-Tim Buckley & Larry Smith
- NAMI Walk-Vacant
- Prison Outreach-Alison Dieter
- Share the Plate- Brian Winkelmann outgoing, position open
- UUSC Reps-Larry Smith & Tim Buckley

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

Accomplishments and Statistics:

CROP Walk:

- CROP Hunger Walks are community-wide events that bring people together in a common mission: helping hungry people at home and around the world. A portion of the donations is used to support Hill Country Community Ministries.
- On March 30, 2013 Live Oak members and friends joined other local churches to participate in the Leander/Cedar Park CROP Walk. Live Oak UU participants: Sue and Tim Buckley and their granddaughters, Anna and Ellen, Gary and Nancy Decker, Donna Durbin, Dave and Sharon Fitzpatrick, Audrey and Rod Jensen and Janet Van Sickler.
- Jen Carroll provided information about CROP Walks as the March Social Justice lesson to children enrolled in RE.

ESL:

- See separate report

Hands on Housing:

- Live Oak participated in the all UU event with First UU on October 26th, 2013.
- Currently recruiting for all UU project on Saturday May 3rd.

Hill Country Community Ministries:

- Several Live Oak members volunteer at HCCM: Sharon Fitzpatrick, Kathi Lunny, Pat Naney

- Live Oak's June 2013 non-perishable food collection resulted in 448 pounds of food donated to the food pantry. This provided help to families whose children do not receive free/reduced price meals through their schools during the summer.
- The August Undie Sundays provided 81 packages of underwear (each package contained 3-6 items). This collection provided new underwear to children returning to school.

Homeless Outreach:

- For the past year, we have continued to supply teams to prepare meals for homeless men at the Austin Resource Center for the Homeless (ARCH) on the 5th Sunday and 5th Tuesday of each month. We have also delivered some donated items.

Immigration Action:

- During this past year the Immigration Action team has changed it's emphasis. Instead of having regularly scheduled meetings it was decided that the emphasis would be on becoming a communications resource on immigrations matters. As a result, members are informed on the latest events locally and nationally regarding immigration matters.
- Brought in Bob Libal, the Executive Director of Grassroots Leadership, to speak on advocacy responses to the crisis of immigration detention, private prisons, and mass incarceration.

NAMI Walk:

- Donna Durbin organized Live Oak members to raise money and join Wildflower UU and Austin First UU for the annual NAMI Walk on Saturday, September 28, 2013. The National Alliance on Mental Illness (NAMI) is a non-profit organization formed to offer services to individuals and families across the country affected by serious mental illness.

Prison Outreach:

- Since August of last year, the committee has been asking for signatures on birthday cards once a month, which we send to death row prisoners at the Polunski unit in Livingston. They have been very glad to get some sign that people have not forgotten them, and some of them have written to Live Oak thanking us and asking for more correspondence from anyone willing to write to them. Some of them get no mail other than the cards. A very successful project.

Share the Plate:

- See separate report.

UUSC:

- Mission Statement: To encourage the Live Oak UU Congregation to support the UUSC and its mission to advance human rights around the world.
- The team's mission statement and webpage have been reviewed and are current.
- During this past year the UUSC Team continued to encourage Live Oak to increase participation in the UUSC. To that end, the team's work and more importantly the church's participation has been recognized by receiving the UUSC's Creating Justice Banner Society.
- Our goal for this year is to increase Live Oak's UUSC membership from 25% to 50% of the congregation

2013-2014 English As a Second Language Annual Report

English as a Second Language (ESL) Team Members

- Team Facilitator – Mary Hengstebeck
- Teachers and Tutors (2013-2014): Liz Brannen, Christopher Carroll, Chrys Chumley, Katie Connor, Minor Crager, Alison Dieter, Jon Durbin, Neitha Engert, Don Gier, Beth Gomez, Mary Hengstebeck, Jeanne Kyser, Kathi Lunny, Joe Nesheim, Kim Ono, Jayne Polly, Mary Scheffler, Betty Skwarek, Sima Sohrabian, Larry Smith, Judy Snape, Rita Walker, Rachel Williams, and Sybil Vosler. The majority of teachers are LOUU members or friends.
- Other Support – Harry Polly organizes student notebooks and Donna Durbin provided food and supplies for end of session parties.

ESL Mission Statement

Teaching every day English to adults who speak another language.

2013-2014 Highlights

- Between March 2013 and April 2014, we have helped **144** students from **22 countries**. 48% of the students have attended one session; 30% two sessions; 15% three sessions; 3% four sessions; and 6% five sessions. Four of the students also participated in the 2012 to 2013 program.
- We teach 5 sessions a year. Within a session we teach 10 classes. Eight of the classes meet 1.5 hours twice a week. The other 2 classes meet for 45 minutes once a week. Morning and afternoon classes are taught in Leander and at the church. Evening classes are only taught at the church. Classes are divided into 3 categories: very beginning, beginning, and intermediate. 40% of the students attend multiple classes during the week.
- The English as a Second Language program works in partnership with the Literacy Council of Williamson County. They have provided training, and student materials.
- Students have the opportunity to receive extra help before and after classes in Leander for writing assistance, computer tutoring, or pronunciation help. About 1/10th of the students take advantage of this service.
- Intermediate students are given the opportunity to work with a writing tutor.
- The morning students have started the practice of going to lunch at a different type of restaurant once a month so they can find out more about America. Classes from Leander and Cedar Park join together for the outing.
- Two student have become US citizens.
- Purchased additional books to support Intermediate students.
- Purchased IPAD and iPhone applications to help students create sentences and improve their pronunciation.
- Students have met by themselves to continue their study while we were on a between session break.
- Developed process that allows teen agers to tutor ESL students.
- Students have created a sense of community and helped each other find jobs.
- Instructors enjoyed learning more about the similarities and differences of various languages and cultures.
- Instructors enjoyed working together and getting to know each other better.

Share the Plate Team

2013 Annual Report

Mission: To Share the Wealth of Live Oak

Team Lead: Brian Winkelmann

Team Advisors: Lynn Slater, Sharon Fitzpatrick, Larry Smith

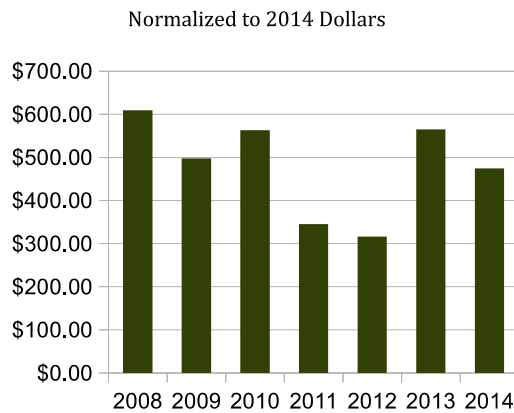
Results

The Share the Plate program, which began in 2008, collected a total of \$6689.56 (monthly average of \$557.46) in 2013.

Month	\$	Organization
Jan	713.28	New Orleans UU, CERG ¹
Feb	539.57	The Care Communities ¹
Mar	331.79	ARCH
Apr	291.75	Centers for the Survivors of Torture ¹
May	542.13	U Bar U
Jun	506.87	HCCM
Jul	820.61	RRASC
Aug	594.77	Casa Marianélla
Sep	626.16	Hands on Housing ¹
Oct	400.50	Descending Eagles
Nov	515.54	Hope Alliance
Dec	806.59	No More Deaths

¹First time recipient of Share the Plate

Average Monthly Contributions



Notes: For 2014, only the first four months are included. In 2008, only 8 months of contributions were collected. In 2009, only 11 months were collected.

Actions and Plans

In 2013 the STP program was expanded to include extending invitations to guest speakers to have a few minutes during service to discuss what their organization does, and to stay afterwards to provide more information or solicit volunteers. Space was also reserved for Share the Plate on a central bulletin board in the narthex. These changes appear to have created a substantial increase in the average 2013 contributions.

However, the current lead, Brian Winkelmann, does not do a consistent job, and due to the combination of not getting invites in time and the inevitable fact that some organizations can't send someone in some months, several months featured no guest speaker, which does appear to adversely affect revenue in those months, with a downward trend at the start of 2014.

Brian Winkelmann hopes to find a replacement for himself for the STP team in 2014.

Contact Information: Brian Winkelmann, bcwinkelmann@gmail.com.

5. Administration and Operations

a. Facilities Team

- 1.) Lockup Team
- 2.) Technical Response Team
- 3.) Green Team
- 4.) Congregational Safety

b. Administration

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

a. Facilities Team

2013-2014 Facilities Team Annual Report

Chair: Dave Fitzpatrick

Regular Members: Tim Buckley, Gary Decker, Nancy Decker, Sharon Fitzpatrick, Audrey Jensen, Jeanne Kyser, Rod Peterson, Mike Schultz, Diane Stepakof-Fay

Mission Statement: The Facilities Team is responsible for maintaining and enhancing Live Oak's physical facilities, as well as bringing in rental income.

Accomplishments:

- Standard maintenance projects included gradual replacement of lighting ballasts with more efficient ones, replacing lights as needed, painting the garden shed, upgrading the kitchen sprayer faucet, patching and repainting walls in main building and Common Ground, playground cleanup, plus dealing with locksmiths, plumbers, pest control contractors, and others as required.
- Hands-on-Live Oak (HoLO), sponsored by the Facilities Team, allows LOUU members (including children) to get involved in building fix up projects. Facilities held two successful HOLO projects, one in Fall, another in Spring.
- Safety/ accessibility -related projects included replacing power outlets near sinks with ground fault circuit interruptor (GFCI) outlets, installing signs above all fire extinguishers, installing new rails on the Acorn Bldg and Sauber Music Bldg ramps, planing down the ramps on the Acorn Bldg to allow full door swing. We also had safety inspections by Cedar Park Fire Department, Church Mutual, and our fire safety contractors. After analyzing the results of the fire drill sponsored by Congregational Safety, four reflective vests were donated for use by fire wardens, and we purchased a bullhorn.
- Entry way beautification, as the result of a fundraiser, was our only beautification project this year.
- Sign-related projects absorbed a lot of Facilities Team time and effort this year. We examined our existing signage, researched Cedar Park sign requirements, solicited bids, and, with Policy Committee, came up with a three-stage plan. Stage one was improving visibility of the existing sign by cutting back the brush and low-hanging branches blocking the view up from the RM620 side (completed). Stage 2, made possible by the letter sign fundraiser, was installing brushed aluminum letters on the building (completed). Informal stage 2-1/2 was to light the sign via outdoor extension cords and a photoelectric timer (completed). Stage 3 is to replace our old sign out front – deferred to future non-deficit years. We also purchased and installed identification signs for Common Ground, Sauber Music Bldg, and newly-renamed Acorn Bldg.
- Revised the Building Use Handbook to reflect some requested procedure changes.
- Worked with Executive team to develop a procedure for allowing art gallery displays in the building for 30-day periods with 15% commission to LOUU. Worked with Greg Davis to hang the first show.

Challenges:

- We have lost some valuable renters this year. Tai Chi moved to their own facility, vacating Common Ground. Tai Kwon Do closed the business, vacating Common Ground. One of the very good recital renters has moved to their own facility. We are working on advertizing the church, CG, Labyrinth and Chalice Garden as a unique venue for weddings, commitment ceremonies, etc.
- We had to demolish two sheds, due to water, termite, and mold damage. We knew that demolishing the Hands-on-Housing shed meant we have to clean out any nails and screws in the shed footprint and fill in with gravel (both done). We would also have to build an L-shaped section of fence. What we found was that water off the HoH shed roof hit the side of the Acorn Bldg, and the Acorn Bldg sheathing is warped. We are checking material costs for that repair. If we re-sheath it, this should be done before the fence installation.
- We have been unable to find a volunteer to run Congregational Safety since Nancy Decker stepped down.
- Gary and Nancy Decker and Rod and Audrey Jensen are moving away, leaving tremendous holes in our hearts and in our efforts. We thank them deeply for their service to Live Oak in general and to the Facilities Team in particular.

1.) Lockup Team

2013-2014 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.

2.) Technical Response Team

2013-2014 Technology Response Team Annual Report

Chairpersons: Mike Schultz, Gary Decker, Tim Buckley

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

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

- Started daily backups of the Church's main computer server.
- Installed a wireless access point in room 209.
- Installed a new printer in the music building.
- Repaired networking issue in the DRE's office.
- Repaired another networking issue in Room 209.
- Prepared a new machine for the DRE to use

3.) Green Team

2013-2014 Green Team Annual Report

Chair: Hella Holoubek

Members: Sue Buckley, Alison Dieter, Kristina Donna, David Fitzpatrick, Stephanie Kendall, Jeanne Kyser, Kathy Lunny, Kim Ono, Gerrie Smith, Judy Snape, Becky, Matthew & Gabe Southard.

Mission Statement: The mission of the Live Oak Green Team is to maintain the garden near the front door in order to provide an attractive and welcoming entrance to our church.

Accomplishments: We are planting and maintaining the front yard. Sue and Tim Buckley painted the front door a cheerful red and put out new planters to make the front door more inviting.

4.) Congregational Safety Team

2013-2014 Congregational Safety Team Annual Report

Chair: Nancy Decker, gndecker@psualum.com

Members: Nancy Decker, Mike Schultz, David Fitzpatrick

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 marshal has inspected our facility within the last three years and any concerns found were addressed.

The item from last's year's report concerning lack of GFI outlets was remedied by Gary Decker who installed new outlets to protect the eleven identified hazards.

A Fire Drill was conducted May 26th. This fire drill was useful as a test of our preparedness. The problems were small and correcting a couple of things will improve exit time. There is a separate report on the drill.

The team has not been active since the Fire Drill due to the absence of Nancy Decker during the summer and now her upcoming permanent departure and Mike Schultz's service on the MSC. This activity needs a leader and team who can build on what has already been done. Nancy Decker has created a CD with material available on the subject. It is in the office.

b. Administration

1.) Church Administrator

2013-2014 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. Recruited a volunteer to do the Order of Service beginning in March 2014.
- Developed a weekly e-newsletter to consolidate the way information is provided to members and friends of Live Oak. Began sending this out in August 2013.

Finance:

- Made entries into Quickbooks.
- Printed checks weekly.
- Issued 1099s.
- Run payroll through ADP monthly.

Facilities:

- Scheduled building use. There are approximately 60 individual events each week.
- Acted as liaison to our five long term renters: Congregation Shir Ami, True Jesus Church, Adventure Tae Kwon Do (left in March), Bryan Sunderman: Guitar Teacher, Lea Deftles: Violin Teacher.
- Cultivated four new long term renters: Gouri Karmakar: Tabla Teacher, Apuraya Chatteree: Indian Dance Teacher, All Things Spiritual, Singing Bowls Lady.

- Worked with three summer camp programs.
- 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.
- Purchased building, janitorial and office supplies.

Database:

- Entered members and friends into PowerChurch, the new database.
- Used new database to begin tracking visitors. Recruited a volunteer to enter visitors into Power Church beginning in March.
- Created and issued a new directory.

Team Support:

- Attended Executive Team meetings 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

2013-2014 Communications Council Annual Report

Convener: Janet Van Sickler, Executive Team

Participants and Roles: Tim Buckley, Website; Laura Cavanaugh, Membership Team; Katherine Enyart, Yahoo moderator; Rob Sartin, Electronic Communications; Mike Schultz, Website; Janet Van Sickler, Executive Team and past Administrator; Mary Hengstebeck, Doug Martin, and Brian Winkelmann.

Staff: Patty Bissar, Director of Religious Education and Diane Stepakof-Fay, Administrator

On-going Agenda:

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

Accomplishments:

- Member Directory published hard and soft copies available.
- Bulletin Boards defined and updated.
- Newsletter has been converted to weekly electronic published by church administrator using Constant Contact
- Yahoo and Chat groups are being used minimally as all official communication is going into the weekly electronic newsletter.
- Website updates are constant and it is getting much more functional use.
- Facebook and Twitter are set up and being utilized

Other forms of communication still in use:

- Announcement sheet in Order of Service
- Chat Yahoo Group – minimal use and mainly for non church items.
- Announce Yahoo Group – minimal use
- Other Yahoo Group Lists

a.) Website Team**2013-2014 Web Team Annual Report**

Chairpersons: Mike Schultz, Tim Buckley

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

Accomplishments:

- The team's webpage has been reviewed and is current.
- Maintained the Drupal 6 Content Management System by installing the latest patches.
- Posted newsletter to the website each month.
- During this past year the emphasis has been to encourage teams, committees, and interest groups to utilize their webpages to better communicate their activities to the church membership. There has been an increase of information and minutes posted on the webpages. But unfortunately, the website is not seen as tool for church communications and therefore the majority of church groups and programs do not update their webpages. The Web Team continues to be available to assist users who wish to utilize this resource.
- Also unfortunately the posting of the audio recordings of the services to the website have stopped due to Mike's commitments to the Ministerial Search Committee. Attempts were made to recruit another person to prepare the MP3's, but alas, none answered the call.