



The Joseph Priestley District of the Unitarian Universalist Association  
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## Chalice Lighters Grant Application for Existing Congregations Or New Congregation Organizing

To be submitted to the Growth & Extension Committee of the JPD  
 (Revised: 09/05)

Please refer to Chalice Lighters Grant Policies on the JPD web site (click on “Chalice Lighters” at [www.jpduua.org](http://www.jpduua.org)) for grant related policy, deadlines and information about assistance in completing this form. Any congregation may apply.

Name of Congregation: Unitarian Universalist Fellowship of Centre County (UUFCC)

Meets at (address): 780 Waupelani Drive Extension

Mailing Address: 780 Waupelani Drive Extension

State College, PA 16801 Website www.uufcc.com

Phone ( 814 ) 237-7605 Fax ( 814 ) 237-9790 E-mail office@uufcc.com

Project Manager: John Schmidt

Address: 691 Westerly Pkwy

State College, PA 16801

Phone (H) ( 814 ) 235-7698 (W)( 814 ) 863-0947 E-mail: jps28@psu.edu

### Section 1 - Information regarding the grant being requested

(attach separate pages as necessary)

1. Type of Grant: Check one: (note: staff grants are only given to establish and fill for the first time a permanent position in each category, with the exception asterisked below. The asterisk indicates a second grant may be awarded for the same position to a new congregation being organized.)

- |   |   |
|---|---|
| <input type="checkbox"/> Land Purchase                        | <input type="checkbox"/> Additional RE Professional         |
| <input type="checkbox"/> Building purchase/construction       | <input type="checkbox"/> Administrator                      |
| <input type="checkbox"/> Building expansion                   | <input type="checkbox"/> Music Director                     |
| <input checked="" type="checkbox"/> Innovative growth project | <input type="checkbox"/> Membership Coordinator or Director |
| <input type="checkbox"/> Minister (at least half time)*       | <input type="checkbox"/> New congregation organizing        |
| <input type="checkbox"/> Additional Min (at least half time)  | <input type="checkbox"/> Part-time to full-time (_____)     |
| <input type="checkbox"/> R.E. Professional*                   | Position  |

2. Grant Summary: Please briefly summarize how you will use these funds: (see **attachment A**)

*Chalice Lighter Grants have a clear agenda: to provide resources  
 to congregations choosing to become  
 "full service congregations" or to achieve significant growth.*

3. Land & Building

- A. What is the cost of the entire project? \$ \_\_\_\_\_
- B. How will it be funded (please include all sources of funding)?
- C. Have you planned a capital fund drive to support the project? Please describe.  
If completed, what were the results?
- D. If an expansion project, how much additional space will be realized and how will it be used?

4. Innovative Growth

- A. Describe your project: **(see attachment A)**
- B. How will this impact your growth? **(see attachment A)**

5. Staff Position:

- A. Will it be a full-time position? Yes \_\_\_ No \_\_\_
- B. If not full-time, how many hours per week? Hours/wk \_\_\_\_\_
- C. If not full-time, do you expect it to become full-time at some point in the future? (Explain)
- D. Show how compensation for this position is consistent with the UUA Fair Compensation guidelines.
- E. Please briefly explain how this position/function has been handled until now and how filling this position will help the congregation grow.

6. Please briefly explain how you believe this grant will help your congregation.

The current UUFCC Leadership is dedicated to encouraging the continuation and development of a vibrant UU community in central PA. As part of this effort, the congregation has recently endorsed a Long Range Plan (LRP) that identifies leadership development, volunteer coordination, and organizational restructuring as important to the success and growth of the UUFCC community. While UUFCC membership has leveled off in recent years, the Board of Trustees believes that successful implementation of this LRP will facilitate greater involvement by current and new members, increasing growth; thus, contributing to an expanded budget that will be self supporting of the activities proposed in this Chalice Lighter Grant application. Because the UUFCC's current budget is "stretched thin" with the 2005 hiring of a full time Director of Lifespan Religious Education, a Chalice Lighter Grant will help us implement these initiatives during this transition that will increase our membership and pledging units. In the long term, because the UUFCC includes members from surrounding communities, our success will be critical to UU growth in all of central PA.

7. By year, how much funding do you expect to provide for this function in addition to the grant?

Year 1 \$2000      Year 2 \$6000      Year 3 \$8000

8. Except for building or land purchase, please briefly describe how you plan to continue funding the function once the grant is completed.

9. When do you want/expect to begin using your grant? (Month/year) January 2007 (fiscal year 2006-2007)  
(Grants paid out monthly must be fully paid no more than 5 years from the date of award. Lump sum grants must be fully paid out 3 years from the date of award. Grants not fully paid by these deadlines will be forfeited.)

10. Describe how your grant application relates and/or contributes to your regional growth plan.

As identified and presented in the current LRP (see pages 10, 19-22), the leadership and members of the UUFCC recognizes that our membership is at the threshold between a Pastoral and Program size community. To bridge this threshold we have identified specific goals, which includes establishing a Volunteer Coordinator, leadership development, and re-organization of our governance structure. These were concerns also identified by an Alban Institute consultant (see Appendix I of LRP). The current UUFCC leadership is dedicated to achieving those goals identified in the LRP, which are consistent with the plans identified in this Chalice Lighter Grant application. A growing, vibrant UU community in central PA will be the consequences of this effort.

## Section 2 - Information about your congregation

1. Please attach a copy of your long range plan that includes these five areas:  
 A. Membership    B. Programs    C. Facilities    D. Finances    E. Staff  
 When was it approved by your Board?                      April 2006  
 When was it approved by your congregation?              May 2006

JPD staff is available to work with your congregation to develop a long-range plan if you do not have one. If interested, contact Bob Johnsen at 202-257-3493 or [bob.johnsen@verizon.net](mailto:bob.johnsen@verizon.net))

### 2. Membership Trends

Please note: If year-to-date information indicates a significant change from prior years in any category, please briefly explain the change(s) on a separate page (see page 9-10 in attached draft LRP).

	Most Recent Complete Church year ( 7/5 - 6/6 )	Prior Year ( 7/4 - 6/5 )	2 Years Prior ( 7/3 - 6/4 )
Number of certified members	<u>250</u>	<u>268</u>	<u>260</u>
Number of friends	<u>154 (unofficial tally from UUFCC directory)</u>		
Average Sunday attendance	<u>148</u>	<u>127</u>	<u>104</u>
Number of children enrolled in RE program	<u>52</u>	<u>68</u>	<u>85</u>
Average Sunday RE attendance	<u>23</u>	<u>20</u>	<u>34</u>
Number of local visitors	<u>Not available</u>		
Number of new members	<u>17</u>	<u>13</u>	<u>20</u>
Number of members dropped and resigned	<u>35</u>	<u>5</u>	<u>23</u>
If available: moved away or died	<u>Not available</u>		

### 3. Financial Information

Number of pledge units	<u>182</u>	<u>197</u>	<u>184</u>
Total amount pledged	<u>182,207</u>	<u>180,000</u>	<u>175,000</u>
Total income (all sources)	<u>\$ 240,309</u>	<u>\$ 202,933</u>	<u>\$ 198,923</u>
Total expenses	<u>\$ 244,935</u>	<u>\$ 197,438</u>	<u>\$ 197,469</u>

Please attach:

- A. A copy of your year-end financial statements for the last two years (**see attachment B**)
- B. The current year's budget (**see attachment C**)
- C. Estimated budgets for the next five years showing how the proposed project will be supported in the future.

The initiatives identified in this application are identified in the LRP as important to the UUFCC leadership and congregation, so they will continue to receive the financial support proposed in #7 above (Year 3). The projected budgets provided in the LRP (p. 16) represent forecasted income and expenses, assuming growth of 10 members per year. A balanced budget has been proposed in 06/07 (**see attachment C**), because income is expected to be slightly greater and expenses slightly lower than presented in the 06/07 forecasted budget in the LRP (p. 16). With the initiatives identified in this Chalice Lighter Grant application, we anticipate that the improved budget in 06/07 to carry into the next five years, so the forecast will be slightly better than presented on p. 16 of the LRP and sufficient to support the proposed activities.

### Section 3 - Application requirements

1. **Long-range plan.** Have you attached your plan? Yes
2. **Financial information:** Have you attached year-end financial statements, current budget, and proposed 5-year budget projection? Yes
3. **Evaluation.** The Project Manager must provide an annual grant implementation report, including quarterly membership statistics and weekly attendance, using the form on the JPD web site. The annual written report will describe the efficacy of the grants, using whatever indicators the congregation believes are meaningful. The grant annual report should include the congregation's annual report, if one is produced. Do you agree to write and submit these evaluations and report? Yes
4. **UUA Full Fair Share Congregation.** Grant recipients must be and remain UUA Full Fair Share congregations. Is your congregation a UUA Full Fair Share Congregation? Yes
5. **JPD Full Fair Share Congregation.** Grant recipients must be and remain JPD Full Fair Share congregations. Is your congregation a JPD Full Fair Share Congregation? Yes
6. **Communication.** Do you agree to send a copy of your newsletter during the period of the grant to the G&EC Grant Manager identified in the letter notifying the applicant of the grant award? Yes

(Authorized by) Bob Newnham & Arian Zarkower, Co-Presidents Date: 07/30/2006  
 Board Chair / President

Applications approved by the congregation or applications that implement plans already approved by the congregation will be given the greatest consideration. Please indicate whether the application was approved by the congregation, the Board of Trustees (or equivalent) or both.

This application was approved by: Board on (date) 5/10/2006

**The Long Range Plan was endorsed by the UUFCC congregation on May 21, 2006.**

Deadlines for Applications: August 1 for applications for grants decided in September, December 1 for grants decided in January, and February 1 for grants decided in March. Intent to Apply must be received April 1, August 1, and October 1 respectively.

Send the completed application and pertinent attachments electronically to [office@jpduua.org](mailto:office@jpduua.org) and to [bob.johnsen@verizon.net](mailto:bob.johnsen@verizon.net) prior to the appropriate deadline.

Revised: 09/05