

## **FIRST CONGREGATIONAL CHURCH STAFF**

The Rev. Dr. George W. Waterbury, Pastor

Rev. Ms. Judith B. Arnold, Minister of Youth & Parish Life

Ms. Carol Jones, Minister of Christian Education

Ms. Kathleen Zagata, RN, MS, CS, Minister of Cong'l Health and Wellness

Ms. Jane Ring Frank, Director of Music

Mr. Jeffrey Mead, Organist

Rev. Dr. Kenneth Orth, Pastoral Counselor (Affiliate)

Mr. Bradley C. Ross, Building Manager

Mrs. Sarah Marino, Office Manager

## **FIRST CONGREGATIONAL CHURCH OFFICERS**

Mr. David S. Mortensen, Moderator

Ms. Anne Hoenicke, Clerk

Mr. Peter Van Aken, Treasurer

Mr. Keith Russell, Assistant Treasurer

Mr. Robert Stone, Historian

Mr. Fred Greene, Assistant Historian

Ms. Marjorie Moore, Librarian

Mr. Whit Pederson, Auditor

Mr. Edward Lamson, Auditor

Mr. Ronald Tuccelli, Auditor

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Appendix: Roster for Commissions 2009-10

# **AGENDA**

169<sup>th</sup> ANNUAL MEETING

7:30 P.M.

March 25, 2008

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7:15 pm     Distribution of Annual Reports

7:30 pm     Words of Greeting

The Rev. Dr. George W.  
Waterbury, Pastor

\*Affirming the Covenant (see p. 1)

\*In Memoriam

Reading of the Roll of Church Members who died since  
last Annual Meeting

Hymn - "For All The Saints" (vs. 1)

Establishment of the Quorum

David Mortensen, Moderator

Call to Order

Approval of Minutes - prior Congregational Meetings

## **The Warrant (see Notice of Annual Meeting)**

Article I:     Hear and act upon reports of the Ministerial Team, the  
Treasurer, the Auditors, the Chairs of the various  
Commissions and any other reports which the Church may  
vote to receive.

Article II:    Report of special gifts and bequests

Article  
III:            Remarks from Treasurer on financial condition of the  
Church

Peter Van Aken

Article  
IV:            Hear status reports from the officers, the several  
commissions and the Capital Campaign Committee.

Article  
V:             Elect officers and members of established commissions and  
committees and delegates.

Article  
VI:            Transact other business

Clerk's Oath of Office

Remarks by Head Deacon

Julianne Zimmerman

Motion to Adjourn

\*Hymn - "God of Grace and God of Glory" (vs. 1 and 5)

Benediction

\*Standing

## **CALL TO ANNUAL MEETING 2008**

The 169<sup>th</sup> Annual Meeting of The First Congregational Church in Winchester, Massachusetts, United Church of Christ, is called for on Wednesday, March 25<sup>th</sup>, 2009 at 7:30 p.m. in Chidley Hall.

### **THE COVENANT THE FIRST CONGREGATIONAL CHURCH IN WINCHESTER**

We, the members of this church, covenant and bind ourselves to strive to know the will of God; to walk in the ways of the Lord, made known and to be made known; to exalt the worship of the true God; to work and pray for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human brotherhood.

### **HYMN: FOR ALL THE SAINTS**

For all the saints whom from their labors rest,  
Who thee by faith before the world confessed,  
Thy name, O Jesus, be forever blest,  
Alleluia! Alleluia!

O blest communion, fellowship divine!  
We feebly struggle, they in glory shine;  
Yet all are one in Thee, for all are Thine.  
Alleluia! Alleluia!

### **HYMN: GOD OF GRACE AND GOD OF GLORY**

God of Grace and God of glory,  
On thy people pour thy power,  
Crown thine ancient church's story;  
Bring her bud to glorious flower.  
Grant us wisdom, Grant us courage,  
For the facing of this hour,  
For the facing of this hour.

Save us from weak resignation  
To the evils we deplore;  
Let the search for thy salvation  
Be our glory evermore.  
Grant us wisdom, Grant us courage,  
Serving thee whom we adore,  
Serving thee whom we adore.

FIRST CONGREGATIONAL CHURCH IN WINCHESTER

NOTICE OF 168th ANNUAL CONGREGATIONAL MEETING

To the Clerk or Office Manager of First Congregational Church in Winchester, Massachusetts,  
GREETINGS:

You are hereby requested to notify the members of First Congregational Church in Winchester, Massachusetts qualified to vote therein, to meet in Chidley Hall at the Church on **Wednesday, April 2, 2008 at 7:30 p.m.** to act on the following matters:

- ARTICLE I: To hear and act upon the reports of the Ministerial Team, the Treasurer, the Auditors, the Treasurer of the Church School, the Chairpersons of the various commissions of the Church and any other written reports which the Church may vote to receive.
- ARTICLE II: To hear and act upon reports of gifts and bequests, if any, to the Church since the last Annual Meeting.
- ARTICLE III: To hear and act upon a recommendation to amend to Church's Bylaws by dividing the Facilities and personnel Commissions into two separate commissions.
- ARTICLE IV: To elect officers and members of established commissions and committees of the Church to conduct the affairs of the Church until the next Annual Meeting and delegates to other bodies as appropriate.
- ARTICLE V: To hear a special status report from the Capital Campaign Planning Committee and to consider whether to approve the continuation of its activities.
- ARTICLE VI: To transact such other business as may properly come before the meeting.

and you are hereby directed to serve this Notice by causing same (or a copy thereof) to be posted in the vestibule of the Church's edifice, duly certified by you, before the said meeting.

Winchester, Massachusetts  
March \_\_\_\_, 2008

\_\_\_\_\_  
George W. Waterbury  
Pastor

# **CHURCH MEMBERSHIP STATISTICS**

**2008 Annual Report  
Annual Meeting Held Wednesday March 25, 2009**

## **SUMMARY**

<b>Total Active Membership December 2007</b>	<b>572</b>
<b>Total Received into Membership 2008</b>	<b>+9</b>
Confirmation	0
Letter of Transfer	0
Confession of Faith	2
Reaffirmation of Faith	2
Reactivated from Inactive	5
<b>Total Released from Membership 2008</b>	<b>-27</b>
By Letter of Transfer	0
Moved to Inactive	16
Withdrawn By Request	2
By Death	9
<b>Total Membership in December 2008</b>	<b>554</b>

## **RECEIVED INTO MEMBERSHIP 2008**

### **Total Received (9)**

#### Confirmation (0)

Correction from last year:  
Alexis Eleanor Zavez was  
confirmed in 2007 but was not  
listed among the confirmands in  
the 2007 Annual Report.

#### Letter of Transfer (2)

Jody Collins-Skinner  
Robert Skinner

#### Confession of Faith (0)

#### Reaffirmation of Faith (2)

Karen Jane Hellmich  
Richard Avery MacNeille

#### Reactivated From Inactive (5)

Dudley Blodget  
Pamela (Pam) Budner  
Thomas E. Dunn III  
Judy Ann Campbell Hajjar  
Shirley Hebert

## RELEASED FROM MEMBERSHIP 2008

### Total Released (26)

<u>By Letter of Transfer (0)</u>  <u>Withdrawn By Request (2)</u> Mimosa (Mimsy) St. Clair Burr Gregory Quick Leiserson  <u>Moved to Inactive (16)</u> Carolyn Ruth Stone Berndt Megumi (Meggie) Fairchild Burr Elizabeth Clark Drummond Alexander Mark Gleason Arthur C.R. Gleason Katherine Huxtable Hood Mary Randell Knox Stacey Jennifer Kuy Edward (Ted) Nathan Lamson Jr Haley Elizabeth Lamson Andrew John Leiserson Caroline Theresa Marotta Anna McCall-Taylor Lisa Mills Shirley Elizabeth Mills Martha Manson Redding Eric Clifford Worth	<u>By Death (9 members)</u> Catherine (Kay) F. Anderson (m) Dorothy (Dot) H. Archibald Beattie (m) Paul J. Berberian (m) William (Bill) Timken Bird Duane Morris Bryson Katherine V. Budner John G. Butts Jr. Marjorie Rush Drake Merton Everett Ober Jr.(m) Gary L. O'Brien (fm) Lynne Peirce George Phillips (m) Lucille Phillips (m) Isabelle L. Parker Rogde (m) Russell Brown Strout (m) David Freeman Votaw Jr.(m) Stanley W. Wasel Marion Reynolds Waterbury Barbara Jencks Weedon (fm) Clara Newton Schwab Wisbach (fm)  m - member fm – former member
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### Baptisms 2008 (13)

Vida Catharine Bailey  
Colby Kipp Beliveau  
Tyler Parker Beliveau  
Josephine Marie Calderara  
Grace Bee Farina  
Theodore Giacomo Farina  
Jack Johnson  
William Robert MacNeille  
Tyler Arthur Malcolm  
Marcus Owen Rose  
Chloe Ryan Strout  
Campbell Mae Wallin  
Grace Maryann Wilhoite

## Ministry Team Report

Permit me to begin with an extended (if strained) metaphor:

As many of you know, I spend my summers on an island off the Atlantic coast of Virginia. In my time there I am frequently “captured” (maybe even mesmerized) by the never ending movement of waves breaking upon the sand. Sometimes they are gentle and peaceful. Other times they are large and graceful. Always they are present—an apparent reminder of eternity amidst the ever changing ebb and flow of momentary circumstances.

Some days, (perhaps because of particularly strong winds or because a storm is brewing out at sea) the waves come rolling in toward the shore at odd and often irregular angles and intervals—resulting in apparent chaos at the shore. Waves crash in against each other, swirling and foaming and churning up the sand and shells around them.

Eventually (by the next day or the next week) the winds recede and the waters return to a gentler, more normal pattern. And then what frequently becomes evident is that the ocean currents have rebuilt the shoreline. The ever present wave action which appeared so chaotic on the surface had been creatively at work beneath the surface, moving tons of sand, uncovering new channels, building new dunes—redesigning the shoreline, bringing apparent change—renewal—to the shape of the changeless.

It is here, in this metaphor, that I find myself moved to reflect on our life together at this time. I believe that God is at work—like the currents beneath the waves—redesigning what Christian community does (and will) look like in the future. We know (or at least can anticipate) that what church will look like twenty years from now will be different (possibly very different) from what it looked like twenty years ago. Some things will have grown and others will have died off—and in all of it God will be working within us, birthing the church of the future—creating from the present new forms with which to experience “*eternity amidst of the ever changing ebb and flow of momentary circumstances.*”

Right now what can be seen most easily is the confusion on the surface. There is much good happening among us, even while there is also much that is confusing.

- We are attracting a number of new people to our worship and community life—but there are fewer people stepping up to formal church membership.
- We have had many people increase their giving to the church significantly this year (even in this troubling economy), while we have a growing list of people who over the last few years have chosen not to pledge at all.
- We have a growing number of small groups meeting to support and nurture one another (including the new “Parents of Teens” group and a just beginning group for those facing unemployment), while it is harder than ever to field a full slate of volunteers to support the structure and programs of the church.
- Our worship has become (by many peoples’ judgment) more vital, personal, and engaging—yet regular attendance in worship is a challenge.



This list could be much longer, but you get the point. The shape and texture of the new is not yet clear, while the present is straining under the weight of a past that is no longer serving us as effectively as it previously has. The winds of cultural change are blowing the waters at strange angles and colliding with the waves of tradition and institution. We will need the best of creativity and courage as we move forward.

But in such a time as this our future, I would contend, is to be more “discovered” than “created.” It is to be found less in bolstering what is dying away than in discerning and embracing what the Spirit is already at work creating in and among us.

In 2004, as we began our “Holy Conversations” visioning process, the deacons and ministry team spent some retreat time seeking a biblical story that we felt best framed the task and challenge before us. We ultimately decided on the story of Jesus contending with a storm on the Sea of Galilee, inviting Peter to step out of the boat and join him on the water—the consummate act of putting faith ahead of fear that makes a creative response to any adaptive challenge possible. This is what faithful living in Christian community is all about. And this is why, in part, I am so profoundly proud of our congregation that in the midst of this difficult economy we have moved forward with our “Let Our Light Shine” capital campaign to revitalize our spiritual home. As I have said before, I think that one of the most moving testimonies to the faith of our forbearers was the fact that, when our first sanctuary was burned to the ground in the 1850’s, this small congregation of about 100 people rebuilt two years later. The new sanctuary they built is the 600 seat space we enjoy today—a testament to their belief that God was preparing a future they could not see, but for which they could hope and prepare. Today’s Capital Campaign being conducted in the face of unprecedented national and global economic challenges is no less an act of faithful living into the new future which God is creating among us.

Respectfully Submitted,  
Skip Waterbury, for the Ministry Team

## **Music Ministries Report**

### **March, 2009**

Music Ministries at First Congregational Church continue to thrive and grow. I would very much like to thank Skip Waterbury, the Ministry Team, Staff, Deacons, Senior Choir, Carilloneers, and all musicians for a year of growth and rich experience. It has been a great privilege to be with you all, and I appreciate the opportunity to participate in such a deep and committed tradition.

The Senior Choir has experienced incredible growth this year, thanks to the addition of so many new committed singers of all ages. Our roster is bursting at the seams, and our regular Sunday participation is high and energized. These are volunteers who give so much to our weekly community worship. Thank you one and all.

Thanks to the hard work of special congregants, children of all ages continue to be involved in music at First Congregational Church. Cynthia Wankowicz continues her able work with the Junior Choir, and, with Dr. Robert White at the keyboard, they make a joyful noise to the Lord! The Cherub Choir is a wonderful and joyous introduction to music for young children and is marvelously directed by Pam McPherson with assistance from members of the Youth program.

The Carilloneers, handbell ensemble extraordinaire, have continued their tradition of great music making under the direction of Dr. White. The lovely musical choices this year (many of them composed or arranged by Dr. White) have highlighted the group's excellence, and worship services are enhanced by their sonorous offerings.

The Advent Lessons and Carols service was a glorious musical and biblical highlight of the Christmas season. We were thrilled to present Benjamin Britten's *Ceremony of Carols* with harp – with so many musicians involved, it was a true intergenerational feast of song.

On March 29, 2009, the Senior Choir will present Luigi Cherubini's moving and lovely *Requiem* as a special Lenten music offering. I look forward to working with the choir on this marvelous piece of music; Cantata Sunday is one more opportunity for the choir to display their ongoing excellence and commitment to music as worship. With a superb string quartet and Jeffrey Mead at the organ, the chancel will be ringing with beautiful singing and playing.

Special thanks to a talented staff of musicians: Jeffrey Mead, organist; Susan K. Navien, soprano; and Peter Owens, tenor. It is a pleasure to work with you, and I thank you for sharing your gifts and talents.

Respectfully submitted,

Jane Ring Frank, Minister of Music

# **ANNUAL REPORT FOR THE HEALTH MINISTRY**

## **SEPTEMBER 2008-JUNE 2009**

The Health Ministry's program has encouraged our church community to enhance its faith by living the connection between wellness and spirituality, both personally and in ministry to others. We do this in a variety of ways by promoting healthy activities, by providing health and wellness speakers and programs, and by offering a helping hand to those in our community in need. Part of our health ministry is to explore the link between wellness, illness, and spirituality. Wellness programs include food, fitness and fun! Throughout the year, the Health Ministry Group sponsors lectures and programs geared toward healthy living and wellness.

The committee memberships under the guidance of Kathleen Zagata, Minister of Health and Wellness, included Branda Wilhoite, Sybil Smith, Laura Bryan, Cathy Crabtree, Cindy Mutterperl, Kris Montgomery, Pam Budner, Bob Shirley, Kathryn Scholl and Karen Martin. It has been a pleasure working with everyone.

As a way of looking at our ministry, we have divided the various activities into three areas – caring, healing, and health.

### **Caring Ministry –**

The caring network provided meals and rides during times of need. Sybil Richardson coordinated the distribution of the meals. This year, there were fewer meals provided than last.

The Flower Committee, coordinated by Sybil Richardson, created small floral arrangements and brought them to those at home due to illness or injury or to give someone a lift. At Christmas and Easter, large numbers of poinsettias and Easter lilies were distributed by the flower committee and church members to many in the church community.

The Prayer Shawl Ministry had a dedicated group of women knitting shawls that were given to acknowledge and comfort those in need. There was an active, creative group of people who love to knit and crochet together.

Tea at the Gables was a time of fellowship and conversation in November for the young at heart. Tea, goodies and the music of Bob and Marilyn White made for a wonderful afternoon.

The Ministry hosted a luncheon in February for the seniors – a wonderful venue for them to come together during a cold and dreary time for fellowship and food. Organized by Connie Rosenberger and Lynne Rahmeier, it was a delightful time for about 20 seniors. The Sounds of Grace Hospice Choir under the direction of Lynne Rahmeier serenaded the group with a lovely medley of songs – spiritual and old favorites.

A tea for seniors will be held in May.

### **Healing Ministry-**

In October two workshop on Healing Touch Spiritual Ministry explored the history of healing prayer and anointing in the Christian tradition. Lead by a certified healing touch practitioner, the programs offered an opportunity to experience the laying on of hands.

In December, a Service of Light was held to offer a respite from the pace and pressures of the season. Its purpose is to help people move from a sense of loss and

heartache to a sense of hope. Forty people attended this year – a big increase from last year.

#### Health Ministry-

The month of October saw the Health Ministry busily making smoothies, coffee, and healthy foods for our coffee hours.

The Ministry held a series of programs last fall entitled - Beyond Addiction. This series in which addiction “anything that begins to dominate and control our lives disregarding the cost to our well-being including such as work, drugs, food, money, worry, the Internet... was an attempt to make addiction a “talk-able” subject. First in the series, Rev. Kirk Byron Jones, author of the book, Addicted to Hurry, lead a discussion on “What’s the Hurry”. He offered spiritual strategies for slowing down and savoring the pace. Three evening programs lead by trained professionals dealt with addiction recovery. These included Drug and Alcohol Intervention, the Addicted Mind, and Youth Alcohol and Drug Treatment.

Touchstones, a woman’s group, presented programs of interest to women giving them an opportunity to enrich and deepen their faith. The group met Tuesday afternoons under the direction of Deb Johnston and Kathleen. Programs this year included in October and November - Healing the Hurried Spirit; in December - the Gifts of Stillness, Wholeness and Presence; in January and February – Contemporary Christians who embody the Holy Spirit; in March – Lenten Series and April – wrap up lessons.

A life line screening company provided non invasive ultrasound technology in vascular and osteoporosis screening for a fee.

The Health Ministry taught two Sundays in the Church School’s Winter Term. Sybil Richardson made collages with the children, Pam Budner did a Yoga class, while Cathy and Will Crabtree helped the children cook up some delicious healthy foods.

Cathy and John Crabtree planned an Adult Winter/Ski Retreat in late January at Sugarloaf Ski Resort in Maine. Besides the outdoor activities including skiing, skating and walking, the weekend provided a time for spiritual renewal and group discussion “Discovering Mountains” lead by Judy Arnold that nurtured mind, body and spirit

Exercise, also, was a major part of the dance classes offered on Sunday evenings. Thanks to the direction of Dave and Carol Weir, this program has successfully expanded from being a winter indoor exercise activity to a once a month dinner-dance starting in September.

A CPR class will be offered in the Spring.

We have spent some time this year reexamining our mission – an opportunity for our group to reevaluate and renew our purpose. It proved to be very enlightening and uplifting.

We have had a successful year and look forward to providing more programs and activities that meld spirituality and health and wellness.

## **REPORT OF THE DIACONATE 2008-2009**

Deacons are servants of the church. The word *deacon* comes from the Greek word *diaconos*, meaning *servant*. In Acts 6, it is recorded that the first deacons were chosen to support the early church leaders and to serve the community. We humbly continue this tradition of service.

While the deacons' service is most apparent in very practical tasks we perform to assist with Sunday and holiday worship services (greeting and passing the peace, serving communion, collecting offerings, making announcements, and witnessing baptisms), much of the diaconate's work in service to the church leadership and community is less readily visible.

This past year the diaconate has focused its service in spiritual leadership by listening for the ways "God is still speaking" to us as individuals and as a Christian community formed — much like the early church — of people with widely differing backgrounds, gifts, and perspectives. With that focus, we have made a sustained effort to discern God's presence with us as the source of our unity in diversity.

We have continued and deepened our practice of framing all of our activities with prayer and reflection. In our meetings, we begin and end with prayer, and we devote the first half hour of our time together to sharing joys and concerns and exploring the monthly centering point. This practice keeps our service mindful and faith-filled, and has led to unexpected epiphanies. As a key example, earlier this year we recommended that the ministry team invite the entire congregation to participate in serving one another communion. For many years deacons have experienced communion differently than the rest of the congregation, in that deacons both serve and receive communion, whereas the rest of the congregation has only received. Many members of the diaconate have found the experience of serving and receiving communion to be surprisingly moving. Steve Haggett voiced his desire for all members of our community to share in this fuller experience of communion, and the rest of the diaconate was delighted to endorse his suggestion. We have now shared communion twice with the invitation to all who take part to mindfully serve those next to them, either out loud (saying, "the bread of life," "the cup of blessing," or similar words) or in silent prayer. This small but meaningful change enables all of us together to become active participants in the Eucharist, and to enjoy a new experience of Christian unity in diversity.

As our church enters into our capital campaign, as we wish Carol a happy retirement, as one class of deacons "graduates" and another class joins, and as we meet the close of the church year and await the year to come, the deacons are grateful for the privilege of serving our church through all that changes — and especially through all that does not change. Looking back to the founding of our church in Winchester, and to the founding of our Church long before that, we are reminded that God's grace is ever present and we as Christians are always rediscovering it anew, both on our own and also with and through one another. We thank you for the opportunity to serve our community in this shared life of holy discovery.

Respectfully submitted,

Julianne Zimmerman  
Head Deacon

# **FACILITIES COMMISSION ANNUAL REPORT**

2008 has been somewhat of a transition year for your Facilities Commission with many new members and a new chairperson replacing the redoubtable Tim Bryan and others who contributed so much over the past several years. Much of our focus has been on finishing up projects and holding the building together in anticipation of major facilities work resulting from the Capital Campaign.

We under-spent our budget, primarily because fuel oil prices dropped significantly in the second half of the year and we had elected to stay with spot prices, rather than a fixed-price contract. We are continuing with this approach and have achieved significant savings so far in 2009. The idea of investing in geothermal energy would still be of interest, if prices escalate.

In the past few months we have worked on a number of vendor contracts, renegotiating each. Beyond fuel oil, this included telephone and internet services, the cleaning contract, and the landscaping contracts. To stay within the budget constraints of the 2009 budget, we have reduced the amount of cleaning and landscaping contracted. During 2008 an unusual amount of money was spent on landscape maintenance in order to ensure that the new lawn and shrubs were well cared for and established. In the coming year, both cleaning and landscaping expenses will be reduced, so we will watch these areas to ensure no lasting damage is done.

In a similar vein, we have revised and re-committed the rental agreements with the nursery school (3 years), the Winchester Fund for Educational Excellence (1 year), and the Winchester Multi-cultural Network (1 year).

The disrepair of the exterior paint and woodwork is apparent to all. What is less obvious is the condition of the various roofs. Over the course of the year there have been at least 6 significant leaks, two of which were repaired by professional services, but four were addressed by our sexton, Bradley Ross, in one way or another to keep the damages from spreading. There have been several instances of slates falling from the roof, this being an additional hazard beyond that of water leaks. Fortunately, no one has been hurt. The repair of the building's exterior envelope really must be job #1 and we will work hard to contract that work as quickly as Capital Campaign funding permits.

Bradley has also been instrumental in repairing our aging steam heating system. We have a good boiler, but the plumbing throughout the building requires continued attention. Steam leaks in Judy Arnold's office, and more recently in Chidley Hall, have caused significant local damage to walls, carpet, and paneling.

Marianne Carter, with significant help from Bob Lord, Tom Dunn, and many other volunteers, completed the re-painting and renovation of the kitchen. It looks so much better! Many thanks again to the Women's Association for funding this project.

Jon Galli led the effort to update our insurance coverage. In the process it became evident that we were significantly under-insured. The replacement cost evaluation came in at \$9.5 million vs. the \$5 million of our previous coverage! That has been corrected.

The Facilities Commission looks forward to the activities of the coming year. Clearly the Capital Campaign will determine much of what we need to do, such as supporting a general contractor and coordinating that work with the work of the church. There are also many projects that can be undertaken inside the church to make our facility a warm and inviting place. These need not consume substantial funds, especially if taken on by volunteers. Keep a look-out for opportunities!

Finally, if we look at the way we have managed our facility over the years, it's apparent to several of us that we don't have a useful understanding of the long term costs of building maintenance. We would like to establish a small team to study this issue and, at the very least, provide us with projections of what funds we should expect to spend over time to keep this beautiful structure healthy so we can continue to support the real work and purposes of the church.

## **REPORT OF PERSONNEL COMMISSION 2008-2009**

The Personnel Reviews were conducted in May and June, 2008, with a few, of necessity, postponed until the fall. The review committees comprised:

1. The FCC Team member
2. Skip Waterbury, Senior Pastor, or the supervisor of the member (e.g., Jane Ring Frank, rather than Skip, was present for Jeffrey Mead's review.)
3. A representative from the Personnel Commission
4. A representative from the commission pertaining to the Team member's ministry (e.g., Kathleen Zagata had a representative from Health Ministries)

Each Team member was given, by the Personnel Commission representative, a list of "Talking Points" that consisted of questions about the previous year and goals for the coming year. This gave the groups a platform for discussions about the team members' jobs. The staff did an excellent job of participating and listening to the feedback of others.

In the fall, the Personnel Commission was able to have approved our recommendation that we distribute a 3% cost of living raise to all the full-time and regular part-time staff members. Also, starting in September, the Commission agreed that we should raise raised Jane Ring Frank's allotted paid time from 14 hours to 18 hours per week, to reflect more accurately the amount of time she had been spending on the job. At Christmas time, however, the Personnel Commission, after consultation with the church treasurer, decided that it could not in good conscience give the staff bonuses, as a deficit in the budget for the year seemed inevitable. It was with regret that they made this decision; however, the state of the nation's economy had deteriorated significantly, and the returns on the Church's investments had declined as a result. There was no surplus from which to award bonuses.

At the end of 2007 the Office Manager, Marianne Motherway, fell at work and was on unemployment compensation for much of the spring. Ultimately she was not able to return to full-time work. In the interim the Church employed a temporary staff person, Sarah Marino, who was offered and accepted the position of Office Manager in May 2008.

Throughout the year 2008-2009, the Personnel Commission, in a process led by Darlene Heikkinen and helped by FCC member Susan Lennox (formerly a labor lawyer), completed a major revision of the Staff Handbook. Allowing time for FCC members to review the handbook through the end of April, the book will then be offered to the Council on Ministries at its May meeting as the current statement of FCC policy for its staff.

In the fall, the Personnel Commission began an active campaign to have all staff and volunteers who work with our youth submit to the Criminal History Systems Board for review (a CORI – Criminal Offender Record Information—request). Office Manager Sarah Marino filed the requests. Judy Arnold, Pastor/Youth, and Carol Jones, Christian Ed Director, made contact with parents and other volunteers. An announcement of the program was placed in The Spire, and forms were placed in open areas of the church. By mid-winter, Sarah announced in The Spire and the bulletin that the form could be accessed on the church website. The Senior Pastor, Skip Waterbury, is the only person who would be contacted if someone did not pass the CORI test, and that information would be placed in a locked file that only the Senior Pastor would have access to.

Starting in March of 2009, the Personnel Commission will be involved in the following activities for the spring:

Alex Rohall will represent the Commission on the committee to develop the job description and search and interview procedures resulting from the retirement of Carol Jones, Director of Christian Ed.

Lynne Rahmeier will lead a committee to plan the celebration for Carol's retirement, to take place June 7.

Members of the Commission will plan and execute the annual reviews of the Team Members, as described in the first paragraph of this report.

In conclusion, we would like to thank our staff by name:

Skip Waterbury, Judy Arnold, Carol Jones, Kathleen Zagata, Jane Ring Frank, Jeffrey Mead, Sarah Marino, Bradley Ross, and Gay Williams. We appreciate their enthusiasm, wisdom, and spiritual leadership; we feel that they are our greatest assets here at First Congregational Church.

Respectfully submitted by the Personnel Commission:

Lynne Rahmeier (chair), Darlene Heikkinen, Alex Rohall, and Penny Sparrow



**EDUCATION COMMISSION:**  
**Children and Youth Committee**  
**OUR VISION – A WORK IN PROGRESS**  
**ON-GOING PROGRAM INITIATIVES AND UP-DATES**  
**March, 2009**

Three and a half years ago the Education Commission, working through a subgroup of their members interested specifically in children and youth, addressed the issue of what our expectations and dreams were for our children – looking at our children’s lives not just in their church school classrooms, but within the wider on-going life and ministry of the congregation. They met together for a number of months in two small groups (*Curriculum* and *Program*), in February of 2006 hosted an evening dinner and brainstorming meeting for parents and teachers, and developed a visionary document (*Our Vision: A Work In Progress*) which suggested nine Program Objectives, each with a variety of “Strategies” for working toward those objectives.

The past three years have been spent in experimenting with these strategies, implementing those that seem the most fruitful in advancing our objectives and trying “other ways to do it” as they occur to us. This report is an evaluation of progress on individual strategies -- **WHAT WE’VE DONE/WHAT WE’RE DOING** – and suggestions for possible ways to move forward from this point -- **WHAT WE’RE TRYING/WHAT WE’D LIKE TO TRY.**

A final **SUMMARY: PARENTING AS A MINISTRY AND FAMILY LIFE AS A “SPIRITUAL PATH”** concludes our Report.

***OBJECTIVE 1: Create a sense of community and sharing within the program;***

<b><u>STRATEGY</u></b>	<b><u>HOW ARE WE DOING?</u></b>
<b>Children will identify themselves as part of a larger educational community, rather than as a member of “the third grade class,” through the development of opportunities to work and learn together across age and grade level divisions.</b>	We have continued to work on developing this strategy.
<b>Continue and develop current programs, such as Broadly-Graded Winter Term Learning Centers and All Church School events on holiday weekends, such as Columbus Day, Thanksgiving, and Memorial Day Weekends.</b>	We have continued to work on developing this strategy.
<b><u>WHAT WE’VE DONE/WHAT WE’RE DOING:</u></b> In addition to Winter Term Learning Centers and holiday weekend programs, we’ve also offered “Community Gatherings” during the year (ex. the Sunday that Church School begins), during which all the children in 1 <sup>st</sup> thru 5 <sup>th</sup> grades meet together in the Tucker Room for singing and get-acquainted games before going off to their classrooms, events like the “Epiphany Star Party as we regather after the Christmas break, etc.	
<b>Consider “Buddy” classes or mentoring programs between older and younger students/classes.</b>	We have not worked at developing this strategy.

**Organize a Children's Worship Service once a month in the Chapel.**

This has been a struggle over the past three years.

**WHAT WE'VE DONE/WHAT WE'RE DOING:** We tried to plan a regular Children's Worship, but ran into a number of obstacles:

- ❖ The Chapel wasn't a very "warm and friendly" place, so we tried switching to the Tucker Room.
- ❖ The original idea of having a different class responsible for leading worship each time became a burden to the teachers and took too much time away from their regular classroom activities.
- ❖ There was not a core group of volunteers available to take responsibility for planning and leading worship on a consistent, on-going basis.
- ❖ There was no clear, consistent vision on the Children/Youth Committee of the purpose and goals of the "Kid's Worship" Program, which led to muddy expectations and vacillating leadership.
- ❖ Everyone felt that a key ingredient for a successful Children's Worship Program was lively music and good music leadership, but that wasn't available on a volunteer basis and our attempts to hire a Church School Music Leader haven't been successful to this point.

**WHAT WE'RE TRYING/WHAT WE'D LIKE TO TRY:** (1) We'd like to continue to pursue the possibility of adding a Church School Music Leader to the staff. We understand that this is a challenge, given the current financial situation of the church, but we don't want either the possibility or the real need to be pushed too far back on the list of priorities. (2) As the church continues to consider the possibility of moving toward an all-church-worship, all-church-education hour for Sunday mornings, a Children's Church (or Kid's Worship) Program may very well become a necessity for those children too young to remain in the service for the entire time – another use for the Music Leader!!

***OBJECTIVE 2: Create a culture where children are more visible within the congregation and connect adults within the congregation more consistently to the children;***

**STRATEGY**

**The Time for the Young (TFY) will be given consistent time during the service on a regular, predictable time table.**

**TFY will be led by a variety of church members, clergy, interested adults, youth, etc., to allow for interactions with a wider group of community members.**

**HOW ARE WE DOING?**

We've been very successful with this, with much cooperation from both lay and staff leadership.

This has been harder to implement in a consistent way.

**WHAT WE'VE DONE/WHAT WE'RE DOING:** There are complications in scheduling volunteers for TFY:

- ❖ Not a lot of people feel comfortable in front of the congregation in spontaneous interaction with the children.
- ❖ Sometimes the schedule for TFY has to be held loosely and changed at the last minute because of something that comes up in the life of the congregation that needs to take precedence, with a resulting need to reschedule – or even cancel -- a volunteer.
- ❖ There are times when TFY needs to focus on a particular topic BECAUSE of what's happening in the life of the church or in the church year.

- ❖ And, since we've been working very hard to have a consistent, thematic order to Sunday Worship, often that requires the TFY to be specifically focused on a certain topic/story, not focused on something that a volunteer wants to talk about.

There are people, though, who either have something they really like to talk about (i.e. Nick Wankowicz and the sanctuary windows) or really enjoy talking with the children (Bruce Lauterwasser, Judy Arnold, Jena Roy, Sarah, Gallop, sometimes Kathleen Zagata). Often a group within the church would like to use the TFY to highlight a project and to draw in the children, as well as the congregation at large, to participate. Both the Outreach Commission and the J2A/Rite 13 classes either ask to this or can be "recruited" to do so. Recruitment for TFY will require a much more concerted effort for the coming year in light of Carol's departure.

**Plan one-day events, "Special Event Sundays," that are led by adults/teens other than regular church school teachers**

We've been able to do this – The Epiphany Star Party, etc. – and want to continue to look for more opportunities.

**WHAT WE'VE DONE/WHAT WE'RE DOING:** Usually just planning things and having materials set out, then "recruiting" parents and other helpers at the last minute works well. But it would be nice to do some longer-range scheduling and actually have small planning committees to work on specific events on a one-time basis. These planning committees could be recruited from actual acting committees or commissions of the church who would like to spend a morning with the kids around their own area of interest.

**Encourage the inclusion of children more fully in worship by reading, assisting with greeting and collection of offerings, the occasional use of more contemporary music, perhaps performed by the children, etc.**

This is getting better and better all the time.

**WHAT WE'VE DONE/WHAT WE'RE DOING:** The March Month of Service, the return of the Acolyte Program (with the Acolyte Commissioning Ceremony in the fall) and the increasing number of intergenerational worship services are all providing more opportunities for children to be fully integrated into the worship life of the church. The on-going participation of the Cherub and Junior Choirs also are valuable opportunities.

#### **WHAT WE'RE TRYING/WHAT WE'D LIKE TO TRY:**

- ❖ TFY might not be the best way to provide for consistent interactions for the children with a wider group of community members. Being addressed by a stranger for a few minutes in worship, especially if the "stranger" isn't comfortable interacting spontaneously and in an engaging way with a group of children from age 3 thru age 10 or 11, doesn't allow for much real "getting to know you." If we continue to move forward with our investigations of inclusive worship for all and a separate education hour for all, then the whole idea of a "Time For The Young" as a specific singling out of the children in worship may itself become passé. But for the moment the variety of voices and the opportunities for interaction that DO exist when volunteers participate are worthwhile enough to continue to try to schedule volunteers when possible.
- ❖ If we are able, eventually, to move forward with our plans for a Church School Music Leader, that should allow for more musical participation by the children and help support the subtle shifts in the worship music that we are all trying to help make happen. A Children's Music leader as a paid staff position becomes even more essential as we lose the volunteers who have so ably and generously directed our children's choirs in the past, with no other volunteers available in the near future.
- ❖ We've been working consistently at broadening the congregation's sense of their involvement in the nurture of the kids in the church, particularly in helping them see that it's not just the parents' responsibility to teach in the church school. We've been going back

to some of our older, more experienced adults/parents, whose children are already out of the church school, to teach, helping them, to understand and embrace their role as teaching mentors – and parenting mentors! – for the younger parents. This needs to be a major focus of our teacher recruitment going forward.

- ❖ Particularly in our Winter Term Learning Centers, we try to recruit adults who don't have children in the Church School to provide activities. This has worked best by going to specific commissions/committees – Health Ministry, Outreach, Global Warming Group, etc. – and asking them to lead a series of centers focusing on their own interests and ministries. This introduces the kids to a whole new group of adults they might not get a chance to know otherwise and helps the adult to recognize that the two groups have shared interests and can share their lives.
- ❖ We have been trying consistently to steer Commissions away from trying to interact with the children through their church school classes – asking the teachers to teach or talk to or do an activity with the children in the service of the Commission's projects and agendas. If they would like the kids to make something or do something or learn something, we strongly suggest that they schedule this for another time than classroom time and plan on facilitating it themselves, rather than asking the teachers to do this. It works best to plan projects for Chidley Fireside during Coffee Hour, but they could also be encouraged to take over responsibility for a Special Event Sunday or Community Gathering, etc. Of course, when a good idea comes up some teachers get excited and want to run with it!! – so this, again, can't be a hard and fast rule.
- ❖ We need to continue to advocate for more inclusion of our children in the worship life of the community and provide whatever resources and guidance we can as to how to make intergenerational services engaging and participatory for worshippers of all ages.

***OBJECTIVE 3: Facilitate a much greater emphasis on the role of the Minister of Christian Education as the primary minister to the children of the church;***

**STRATEGY**

**HOW ARE WE DOING?**

Reduce the amount of time spent on clerical and administrative tasks by developing a Church School Support Committee consisting of a group of volunteers from the congregation who take on small, clearly defined administrative and clerical tasks (such as purchasing supplies, maintaining the snack closet, registering students, keeping the church school database and class lists up to date, assisting with communication, etc.).

This is still a “work in progress.”

Allow greater involvement and presence of the Minister of Christian Education in Church School classes by developing a “shepherding” program in which designated volunteers oversee and become a contact and communication point for individual classes on Sunday mornings, particularly those with new or inexperienced teachers.

This is currently not in effect.

**WHAT WE'VE DONE/WHAT WE'RE DOING**

- ❖ We have developed Job Descriptions for a number of volunteer support positions. There are some people in place, who have accepted responsibility for specific tasks, and others who said they would be available to be called on when needed. In the coming year these

functions would be performed by the interim position of Church School Coordinator until the next Minister of Christian Education is in place.

- ❖ The plan for the “Shepherding” Program is that each member of the Church School/Youth Committee would shepherd one church school class, most likely the one they have a child in if they’re a church school parent. This frees up the CE Minister to spend significant time in the classroom – either teaching a class for a term or for one or more Sundays -- while also making sure that the other teachers feel supported by having someone (other than the CE Minister) who regularly checks in with them Sunday mornings. (We also developed a Job Description for a Classroom Monitor to address the same issue.) This is currently not possible because the Committee is short-handed, probably about ½ of the size it needs to be for the effective implementation of this and other strategies. An alternative plan is to recruit a team of teachers for a particular class for the entire year, with a Lead Teacher, or “Shepherd” to oversee the group.

**WHAT WE’RE TRYING/WHAT WE’D LIKE TO TRY:** Carol has been trying to regularly teach the Preschool (three year old) Class in the fall. It allows her to get to know the families of the very youngest children, especially since that age – and the preschool/Kindergarten area under the sanctuary – is the entry point for many new families. By teaching the Preschool Class for a few months, she can also regularly connect with and offer support for the teachers in the other, nearby classrooms, who are often our least experienced teachers, just beginning their classroom teaching “career.” In addition, it allows the parents of the three year olds to spend Sunday mornings among the worshipping congregation and get their roots settled into the worship life of the community.

When teaching the younger classes, we try to schedule a parent helper each week to provide “extra hands” in the classroom. This provides an easy, non-threatening introduction to church school teaching and is a good model for all of the classes to follow.

#### **OBJECTIVE 4: Develop leadership roles for older children;**

##### **STRATEGY**

##### **HOW ARE WE DOING?**

The proposed Children’s Worship should as much as possible be planned and led by the children themselves, working with their teachers, music leaders, etc.

Children’s Worship program currently not in effect.

Include appropriately aged children/youth in whole-congregation event planning/participation – Coffee Hour, Stone Soup Lunch, Christmas Fair, Stewardship Drive, Outreach projects, etc.

Currently not in effect through the Church School.

Ask each Commission to consider ways in which they can interact with and tap into the creativity and energy of our younger members.

Currently partially effective through recruiting participation in Learning Centers, special after-church projects, March Service Month, etc.

**WHAT WE’VE DONE/WHAT WE’RE DOING:** We are continually approaching the various commissions and committees, inviting them to do a TFY, organize and lead a Learning Center, plan an Outreach Project the kids can be involved in.

**WHAT WE’RE TRYING/WHAT WE’D LIKE TO TRY:** We need to continually be advocates for the children’s full inclusion and involvement in the life of the church – at Council on Ministries meetings and any other church groups we have either formal or casual contact with. In general, we don’t find resistance to this idea among the wider leadership, but mainly a lack of awareness. It’s important to help them to become “aware.” And that awareness may very well develop as our younger parents mature and begin moving into leadership roles, bringing with them their children and their desire to have them fully integrated into the life of the congregation.

**OBJECTIVE 5: Improve communication between parents and church school teachers/leaders;**

**STRATEGY**

Make more effective use of e-mail, newsletters, and internal bulletin board postings and a widely distributed, semester-based calendar with all activities children may be involved with during the year.

Develop a Church School Directory and work with our current church database to provide teachers/leaders with necessary parent contact info for the children in their class, particularly parents' first names and e-mail contacts for all families.

**HOW ARE WE DOING?**

This is working pretty well when done month by month in the SPIRE.

DONE!! – Thanks to Anne Hoenicke

**WHAT WE'VE DONE/WHAT WE'RE DOING:** Trying to develop a Church School calendar of children's activities for the entire year in September is almost impossible, because the church itself doesn't have such a calendar in place and because even the best plans need to change as the numbers of children and their needs change. But using the SPIRE to publicize a one month -- two month time period, with lots of advance warning about special days seems to work for most people.

Now that we have our new Church School/Youth Directory, we are trying to encourage teachers to stay in contact with their children and parents via e-mail, updating them on class projects and activities. Some are more successful at this than others – probably depending on how much they use e-mail and the internet for their own needs. We have sometimes sent e-mails for teachers to remind of classroom schedules and also send all-church school e-mails every few months to remind parents of calendar dates, the up-coming pageant, etc.

**WHAT WE'RE TRYING/WHAT WE'D LIKE TO TRY:** Now that we have the all-church e-mail system in effect, can the procedure be broken down into smaller bits, i.e., can we develop a mailing list for Church School Families, for individual classes? If so, we could more easily send out attractive e-mail messages to the whole Church School or targeted to certain classes.

Right now Sarah Marino is handling the church e-mail system, but asking her to deal with Church school e-mails also might be overwhelming. A Church School Administrative Assistant/Communications Coordinator (see Job Descriptions) who also had access to the e-mail system could send out Church School e-mails at the request of the CE Minister or of individual teachers.

**OBJECTIVE 6: Provide, better, more comprehensive support for volunteer teachers/leaders;**

**STRATEGY**

Develop a Teacher Resource Kit for each class, including a Teacher's Journal where Church School teachers/leaders can document successful lesson plans, strategies, and materials for teachers following them to use as a reference.

**HOW ARE WE DOING?**

We have Teacher Journals in place in the younger grades and plan on expanding into the upper grades year by year.

**WHAT WE'VE DONE/WHAT WE'RE DOING:** The idea for a Teacher Resource Kit, and in particular a Teacher Journal, came from meetings with church school teachers. As the list of “what to include in the Resource Kit” grew, especially through suggestion from those very thorough folk who want an example of everything!!, it became obvious that a notebook such as was being suggested – while do-able – would be overwhelming for most teachers. We decided to concentrate mainly on asking teachers to keep a Journal and to plan on providing hand outs and teacher folders more individually, according to the experience of the person involved and the things that they were specifically asking help with.

**Encourage year-long Teaching Team commitments that allow a group of volunteers to work with each other to schedule times they are available and times they will be away.**

This is a wonderful idea – there is a lot of resistance because people hesitate to make such a commitment.

**Use weeks where low church school attendance is anticipated to give regular teachers a break by designing one-day programs led by people other than the teachers.**

We're very successful at this.

**Develop a reliable list of substitute teachers and “extra hands” volunteers who are willing to step in on short notice as the need arises.**

This is working well. Teachers also feel comfortable asking one of the other teachers or one of the parents to substitute or come in to help when they can't be there.

**Develop a Master Teacher Program, through which “retired” but experienced teachers can act as mentors, advisors, and resources for current – and particularly – first-time teachers.**

We have a list of “Master Teachers” which wasn't being utilized by the teachers.

**WHAT WE'VE DONE/WHAT WE'RE DOING:** A few years ago we contacted a number of former teachers and made up a Master Teacher List (see included) that was distributed to then current teachers. But current teachers seemed hesitant to call anyone on the list. We met with the Master Teachers and they suggested that they actually be assigned an appropriate class where necessary, so that the current teachers would only have one name to call on and so that they – the Masters – could be more pro-active in checking in on their class.

**WHAT WE'RE TRYING/WHAT WE'D LIKE TO TRY:**

- ❖ Last fall we provided Teacher Journals for the PreSchool through 1<sup>st</sup>/2<sup>nd</sup> Grade classes and asked teachers to keep a record of their class schedule, lesson plans, ideas that worked, (with samples) etc. This would be helpful for teachers who took over for them as the year progressed and also for teachers who taught that grade and that curriculum in the following years. We've found that the least experienced teachers are more faithful about updating their journals and the more experienced ones, who tend to be more loose with their schedules and more often “make things up as they go along,” don't bother. They might be willing to participate more as we stress their role as Teacher Mentors. All in all, it's going to take a lot of encouragement and communication to get things going, but we believe the momentum will build as the resources accumulate and people see how valuable all that experience and all those ideas can be – especially for new teachers.
- ❖ The Master Teachers are still willing to serve and one way we've been using them is as lead teachers along with a less experienced team. We've been stressing their responsibility and their role as Teacher Mentors for so many of our younger parents who have essentially no experience in the language and the tools of the Christian faith. We're also directing them toward particular classes as a need arises – Trent Parkhill led a class on Communion for the

4<sup>th</sup> and 5<sup>th</sup> grade children AND their parents last fall that was very successful and his experience as a parent, a teacher, and a Deacon helped him to address many needs at once.

***OBJECTIVE 7: Research different curriculum programs available and update our present teaching curriculum, as necessary;***

**WHAT WE'VE DONE/WHAT WE'RE DOING:** In addition to the comprehensive, biblically based age-level curriculum from Cokesbury that we've chosen in the past (particularly for its excellent Teacher Books), we've also expanded to use other curriculums that are more specifically focused on our own programs goals for different classes and ages;

- A "favorite and familiar Bible stories" curriculum (*The Pray and Play Bible*) for the preschool (three year olds)
- A "foundations in faith" curriculum (*Stepping Stones of Faith*) for the PreKindergarten
- "'Rock Solid; Building a Heart of Faith", the new Cokesbury age-level curriculum for the Kindergarten, based on the idea of building on the children's own faith experiences.
- An introduction to baptism and communion (*Touch The Water, Taste The Bread*) for the 1<sup>st</sup> and 2<sup>nd</sup> grades
- *Getting To Know My Bible*" and an introduction to The Lord's Prayer (*Teaching The Lord's Prayer*) for the 3<sup>rd</sup> and 4<sup>th</sup> grades
- A Bible Survey class for the 5<sup>th</sup> (and sometimes 6<sup>th</sup>) grades in preparation for beginning Journey to Adulthood (*Tweens in Transition*), plus a concentration on service and mission.

**WHAT WE'RE TRYING/WHAT WE'D LIKE TO TRY:**

- ❖ This past year was the first year we specifically focused our fall term on unique, individual curriculums for each grade or age level. It doesn't provide the wonderful family connections that can happen when every child in the family is essentially studying the same Bible story in the way that a single curriculum does. But it does allow us to focus on our core teaching goals for each age/grade at a time during the year when attendance is highest and most consistent. During Advent there are many seasonal activities and resources available at all age levels. During January and February the 1<sup>st</sup> thru 5<sup>th</sup> graders are busy in the Winter Term Learning Centers, while the younger children continue on in their specific curriculums. For 2008-2009, eventually everyone except the three year olds will end up in the Rock Solid curriculum in the spring, when we together focus on the events of Lent, Holy Week, Easter, and the early church.
- ❖ If we continue to advance the idea of separate Sunday morning worship and education times for all ages, that will necessitate the development of some kind of Children's Church or Kid's Worship time during worship for the younger children. It might be interesting to consider the "Godly Play" curriculum for that time, also.
- ❖ If all ages are in education together, there would be the opportunity for parents and kids to share the same Church School Class. This would be a great opportunity for all ages and be particularly helpful for parents of young children. We've tried some of these classes with the parents and Preschool thru Kindergarten children – calling them "Hand In Hand" Classes --- and everyone has enjoyed them immensely. It's a great way to teach parents the basics of the Bible, Christian faith, etc. in a very non-threatening way, while meeting their expressed preference for not always being separated into groups and going in different directions from their children when they walk in the door on Sunday mornings.

***OBJECTIVE 8: Create two sub-committees of the Education Commission to specifically focus on Children/Youth Education and Adult Education;***



**WHAT WE'VE DONE/WHAT WE'RE DOING:** There is now a very active Adult Education Committee separate from the Children/Youth Committee. When the two committees originally separated, plans included meeting together occasionally as the full Christian Education Commission to communicate and coordinate programs, but that has never happened. It's not clear if joint meetings would have any particular value for the present.

**WHAT WE'RE TRYING/WHAT WE'D LIKE TO TRY:** One of the things that happened when the Education Commission "split up" was that Marjorie Moore and the Library Committee no longer had a home and a regular meeting to attend to make themselves visible. Much more use could be made of the Church Library and of Marjorie's enthusiasm than is currently the case, in addition to supporting her and her efforts.

***OBJECTIVE 9: Encourage and assist parents to be more actively involved in nurturing their children's spiritual life;***

**STRATEGY**

**HOW ARE WE DOING?**

**Devise support systems, communication, etc. that will help parents be more committed to making sure their children attend church school on a regular basis.**

This needs to be discussed.

**Provide support for parents and programs for "raising children in the Christian faith."**

There are many possibilities that aren't currently being developed.

**WHAT WE'VE DONE/WHAT WE'RE DOING:** Ultimately, the center of the Christian church for families of young children is in the home and children will grow in faith supported and guided by their parents' faith development. Teaching church school is itself one of the strongest tools for learning faith and providing support for growing in adult discipleship. A well-functioning Teaching Team, meeting together to read the Bible Story, to plan lessons, to talk about the individual needs of their students, and to decide how each one will share their gifts in the classroom is already a "small faith formation group." In addition, we've offered a variety of classes and opportunities for support for parents of younger children (before and after church and during the week), most of which have not been well attended.

**Revive Family Events, such as fun nights, church family suppers, family mission trip or retreat.**

We're progressing – much more can be and needs to be done.

**WHAT WE'VE DONE/WHAT WE'RE DOING:** The Epiphany Party that Judy Arnold led in January for the second year was a great success. Last year Adult Ed sponsored a dinner and movie viewing – one movie for grown-ups, one movie for kids in two separate rooms -- that everyone enjoyed also. We offered a "Mindful Moms" Group on two Friday mornings a month for mothers of young children to bring their kids to play while the moms talked, etc., but there were no takers.

**WHAT WE'RE TRYING/WHAT WE'D LIKE TO TRY:** The number of programs that could be offered are endless and the ideas/resources are readily available. What is needed is some pretty sustained attention and coordination among Team and Commissions to consider offering opportunities for whole families to participate together. Programs in which parents and children stay together and share the learning seem to be the most well-attended at this age, offering opportunities for intergenerational experiential learning, rather than "classes" in which parents come together to learn separate from their kids. Another possibility is "parallel programming" – with time together at the beginning (for a meal?) and at the end (for worship?)

### ***SUMMARY: PARENTING AS A MINISTRY AND FAMILY LIFE AS A “SPIRITUAL PATH”***

In looking at the “problem” of lack of commitment on the part of the parents, lack of attendance by the children, unwillingness to teach church school, etc., there has been a lot of talk about what the parents SHOULD be doing and not enough dialogue with the parents about what their needs and desires are. One of the things we haven’t done is to sit down in a systematic way and actually ASK parents what it means to them to be “raising children in the Christian faith,” what resources do they feel they need, and what they would like to participate in – plus what would make it more possible or more likely that they would do so.

Parents can sometimes feel guilty because there are so many things that others seem to think they SHOULD be doing – from coming to church each Sunday, to teaching in Church School, to attending adult ed classes, to volunteering for mission and service projects, to trying to be good “disciples” and finding out what their “ministry” is. We think it’s helpful to think of parenting itself as a “ministry,” and possibly the primary ministry for parents of young children. What tools and supports do they need to be faithful to that ministry and what can we do to provide them?

In the final analysis, parents bring their children to Church School not so much because children are clamoring to attend (although sometimes they are), but because the PARENTS’ needs are being addressed on Sunday mornings in a way that makes their regular presence a priority for them. The first need to be recognized might be the need to find a stable, supportive, values-based community for their CHILDREN to be part of – “Now that our kids are 3 – or 4 – or 5 – we felt like it was time to get our family involved in a church.” But in the long run, the more the PARENTS’ needs for community, for connection, for support, for opportunities to serve, for awareness of the presence of God in their lives are being addressed, the more “present” and involved they’ll be. And since the parents are the first and most important “Christian educators” of their children, the more the parents are growing in faith and acquiring the tools for discipleship, the more their children will be. So perhaps the most important tool for implementing our Core Curriculum AND our Vision is a vibrant worship life and strong education/faith formation opportunities for ADULTS (and significantly for parents and children together) that meet parents where they are in their own faith journey.

The Children/Youth Committee’s absolute priorities the remainder of this year are 1) to assist in the search for and selection of the Church School Coordinator, and 2) to assure that teaching teams are recruited and committed for the Fall Term before the end of this Church School Year.

### **CHILDREN/YOUTH COMMITTEE:**

***Gretchen Clarke, Mary Ellen Eagan, Terry Marotta, Thomie Tucci, Cindy Wankowicz,  
David Weir. Judy Arnold (Minister for Youth) Carol Jones (Minister of Christian Education)***

## **YOUTH PROGRAM – GRADES 6 THROUGH 12**

The Youth Program continues to be healthy.

Forum: Sunday nights are the heart and center of the high school youth. Many (kids and mentors) started this program year with a little apprehension – so many kids went off to college, we wondered if Forum might feel empty. But, an influx of freshmen surprised and delighted us all. We are also delighted by the presence and leadership of Jason Parkhill, who has taken on an official role in leading this group.

Journey to Adulthood: The J2A program took another step forward this year, by adding the middle range group, J2A and beginning a second Rite 13 group. We were challenged space wise so decided to hold the J2A class at 9:00 a.m. We also held our breath to see if anyone would come – an hour early. But, come they did – not without grouching - but the group now seems to be in the habit and is doing well. Who wouldn't be led by Bruce Lauterwasser, Dave Weir, Laurie Roby and Janet Hall.

The second Rite 13 class began in September and has been lively (sometimes a little too much so). They've had several activities – including skating. They've also had the Souper Bowl service project – which was a great success. Again, these kids are blessed with great leaders: Jena Roy, Jason Parkhill, Penny Sparrow and John Crabtree.

Ski Trip: For the second year, we went to the Sheraton Ferncroft to have the dual delights of skiing and waterpark. This was the first trip for 7<sup>th</sup> graders and about 7 of them came. Hopefully that will begin an annual habit for them. Thank you to Denis Mullane, Dave Weir and Nick Wankowicz for chaperoning; and to Jason Parkhill for corralling.

Mission Trip: This year our mission trip was a local one. City Mission Society provided a great experience for a small group of kids and adults. We stayed in Brighton and felt like we were a thousand miles away. The kids worked with a Kids Vacation Camp, made a meal for 80 people, sorted and shipped books to prisoners nationwide and (their favorite thing) did demolition at a church parish house. We also worshipped in two non-traditional services and met people who changed our view of the world and widened our image of how God works. Jodie Mullane, Denis Mullane, Terry Marotta and Jim Donovan came along on certain segments as helpers and chaperones. This continues to be one of the highlights of the youth program.

The Youth took part in many church wide activities including the Bean Supper and the Cookie Walk. Many traditional activities still await us – the Easter Egg Hunt, pancakes, youth Sunday and year end overnight. And, we have a couple of first time activities too – notably the J2A class goes on an urban adventure to Philadelphia. And again, we send a wonderful group of kids off to college – the world is waiting for them and needs them.

Thank you to all who have provided support for this program with your donations, your prayers and your presence.

## **ADULT**

Continuing the pattern established by our predecessors, the adult education commission hosted a “Good Books” discussion of Randy Pausch's current best-seller, “The Last Lecture” during the 11th hour (following worship and coffee) in November of 2008. Approximately two dozen persons participated in the discussion.

Then in early February of 2009, we hosted a similar discussion of Thomas Friedman's book “Hot, Flat, and Crowded”. Again, about two dozen persons joined in the discussion. In good congregational style, some of us agreed with the author and each other, while others took issue with the author and with each other.

The third “Good Book” program, which intends to help us understand Islam in the USA, has been postponed until next fall because the church calendar for May and June is already too crowded.

During the five Sundays in Lent, we are engaged in a series of Sunday evening visual presentations, beginning at 6:30 p.m. and followed by discussions. The five programs are:

March 1, the documentary project called “One”.

March 8, a DVD study guide, “An Invitation to Journey” from a series entitled “Living the Questions.”

March 15, a viewing and discussion of “Babette's Feast.”

March 22, the provocative movie “Lars and the Real Girl”.

March 29, another study guide “Taking the Bible Seriously” from “Living the Questions”.

As we look toward planning next year's program, we welcome all suggestions for books, movies, topics, or questions that merit our attention.

Respectfully submitted by the Adult Education Commission: Paul Rahmeier, Mike Regentz, Karen Roberts, Martha Tucker, and Vicki Waterbury, with professional support provided by Carol Jones.

## **REPORT OF CHURCH LIBRARIAN FOR 2008**

2008 was a quiet time in the church library. We accessed 37 new books, including a number listed by the Massachusetts Bible Society as their choice for best spiritual books of the season. Thanks to the assistance of Brad Ross we have been able to make these new books, as well as children's books and books recommended by the Health Ministry, available Sundays at the coffee hour after church. Our entire collection, in the library, is available whenever the church office is open, by use of a key kept there. Typical new titles range from Run, by Patchett, to Addicted to hurry, by Jones. We are always glad to receive suggestions for new books, or offers of assistance in the library.

Marjorie Moore, Church Librarian

## **REPORT OF THE OUTREACH COMMISSION FOR 2008**

### **The Purpose of the Outreach Commission**

The Outreach Commission develops and promotes opportunities for Church members to share our abundance through hands-on service, information and advocacy events, and financial contributions in the form of special offerings. The Outreach Commission also makes distribution decisions on the funds set aside for Outreach in the Church's annual budget. These funds are derived from a percentage of pledge income.

### **Our Focus This Year**

This year we continued our focus in two primary areas:

- alleviating homelessness
- helping women, teens, and children at risk

### **Sharing Our Abundance This Year**

#### *Hands-On Outreach*

- Women's Lunch Place (2/08): Items were collected in conjunction with the All Church Birthday Party to provide birthday gifts for the residents at the Women's Lunch Place.
- Bread for the World/Offering of Letters (5/08): After church, adults, children and teenagers wrote letters to our congressmen to raise awareness of world hunger and to fight poverty through targeted legislation.
- Mission Trip to New Orleans (6/08): We reaffirmed our commitment to mission trips and the New Orleans area in particular by organizing a group for the third consecutive year following Hurricane Katrina. This year's group worked to rebuild a home in the neighboring town of Slidell
- Little Red Wagon (monthly): Solicit and deliver bags of food for the local pantry at the Woburn Council for Social Concern.
- Habitat for Humanity (approximately four times each year): Work groups from our church participated at sites in Lawrence.
- The Dwelling Place (monthly): Preparing and serving a meal to local families in need.
- Turkey Drive (11/08): Almost 40 turkeys were collected from the members of the congregation; the youth group delivered them to Pilgrim Church in Boston.
- Christmas Tree Giving (12/08): Hundreds of gifts to some 100 individuals in need at Germaine Lawrence, Rosie's Place, and Woburn Council for Social Concern.
- Toiletries (12/08): Toiletries were collected and delivered to Pilgrim Church
- Mission of Deeds linen drive (1/09): We collected twin sheets and blankets to stock the shelves of this organization that helps families set up homes of their own with a "free" store for them to select from.

## Information and Advocacy

- Mission Trip 11<sup>th</sup> hour: Video and testimony by the people who went on the New Orleans mission trip in June.
- Meals on Wheels: Recruited members of the congregation to help deliver meals once a month.
- Just Peace Sunday: Fran Bogle, Just Peace coordinator of the Metropolitan Boston Association of the UCC, offered the sermon during morning worship.

## Outreach Giving

The Outreach Commission manages the distribution of the portion of pledge income specifically set aside for Outreach. In 2008, \$101,000, which was 15.1% of overall pledge income, was allocated to Outreach. Of that total, the Outreach Commission distributed \$44,000 to Our Church's Wider Mission (OCWM), the fund for the United Church of Christ work beyond the local church – through our Conferences, National Ministries, and UCC-related institutions.

Of the balance \$51,112 was distributed among 20 local and national charitable organizations, including Bread of Life, Malden, Dwelling Place, Esperanza, Grow Clinic, Habitat for Humanity plus a match donation of \$7800 for our Easter offering, Massachusetts Coalition for the Homeless, Mission of Deeds, Pilgrim Church, Respond, Room to Read, Rosie's Place, Woburn Council of Social Concern, Women's Lunch Place and the UCC's One Great Hour of Sharing. We contributed to the Temple Ahavat Achim fund to enable repairs following a fire which devastated their synagogue. We also contributed funds to support our youth mission trip and our adult mission trip to New Orleans. For a listing of all funded organizations and amounts given, please see the Outreach Treasurer's Report.

### 2008 Special Offerings

Special offerings are another way that our congregation shares its abundance with others in our community: Easter Offering (4/08): Our congregation contributed \$7,200 in response to the fire that ravaged the houses on Market street in Lawrence to help Habitat for Humanity relocate families and rebuild those houses. The Outreach commission matched the funds plus by adding \$7,800 of our remaining funds carried over from 2007. Merrimack Valley

Respectfully submitted,  
Bruce Lauterwasser, Chair  
Robin Delurey, Treasurer  
Outreach Commission

## 2008 Outreach Commission Distribution Summary -- December 31, 2008

	2008		
	Budget	Budgeted, Expended	Unbudgeted, expended
General Fund	101,000		
Memorial Gifts			
Carryover from 2007	9,935		
Carryover from 2006	0		
Total Budget	110,935		

UCC - Our Church's Wider Mission - includes MCC *	44,000	44,000	
UCC - One Great Hour of Sharing	2,000	2,000	
UCC Disaster Relief			3,000
Bread for Life Malden			3,000
Christmas Giving Tree			45
Casa Myrna Vasquez	2,000	2,000	
Dwelling Place	500	500	
Esperanza	2,000	2,000	
FCC Youth Mission trip 2008	2,000	2,000	
FCC Youth Mission trip 2009			2,000
Germaine Lawrence - School & Library	2,000	2,000	
Grow Clinic (Failure to Thrive )	2,000	2,000	
Habitat for Humanity, Greater Lowell			
Merrimack Valley Habitat for Humanity	2,000	2,000	
- Easter offering match			7,800
Mass. Coalition for the Homeless	2,000	2,000	
Mission of Deeds	2,000	2,000	
Mission Safe	2,000	2,000	
Mission Trip -- New Orleans	2,900	2,016	
New Day	2,000	2,000	
Pilgrim Church Building Fund	2,000	2,000	2,000
Protestant Guild for Human Services	2,000	2,000	
Respond, Inc.	2,000	2,000	
Room to Read	2,000	2,000	
Rosie's Place	2,000	2,000	
Somerville Community Corporation	2,000	2,000	
Temple Ahavat Achim (fire recovery)			250
Woburn Council of Social Concern	2,000	2,000	500
Women's Lunch Place	2,000	2,000	

Total	85,400	84,516	18,595
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Uncommitted in original budget	25,535	
Total expended to date		103,111
Carryover (budget - expended)		7,824

Easter Offering - Habitat for Humanity	7,200
Just Peace Offering - Brighter Horizon	1,425
Christmas Offering - Heifer Project International	5,620

## **2008 ANNUAL REPORT: MEMBERSHIP COMMISSION**

The Membership Commission undertook to plan and/or participate in the following church events and activities during 2008:

### January

Received and welcomed into membership: Christine Atkins and Frank Willwerth  
Natalie and Tom Roche  
Jessica and Michael Cate  
Patricia and Nathan Dowden  
Julia Dowden  
Aimee and Dan Burke

### March

Hosted the All-Church Birthday Party  
Hosted the Second Annual New Member Welcome Reception

### April

Organized the annual Progressive Dinner, with the cocktail and appetizer reception held in the Tucker Room at the Church.

### May

Celebration of 50 year members

### June

Hosted the annual spring picnic and barbeque, held on the front lawn and patio of the church.

### September

Hosted the annual "Homecoming" luncheon in Chidley Hall

### October

Helped with the reception following the Rite 13 service

### November

Helped to plan and host the Stone Soup luncheon, in coordination with the Financial Resources Commission

In addition to these community-building events, the commission both hosted coffee hours (following Sunday service), and coordinated other commissions that took over hosting coffee hour on a month by month basis. With the end to the parish visitors program, the commission undertook to pilot a greeting team program that aimed to help the deacons welcome and direct new guests to the church on Sunday mornings before worship. In addition, the commission ordered a sign for the front lawn that publicized our Advent and Christmas season services.

Respectfully submitted,  
Suzanne Kahl, Chair, Membership Commission



# **REPORT OF THE FINANCIAL RESOURCES**

## **COMMISSION**

### **169<sup>TH</sup> ANNUAL MEETING**

#### *Commission members:*

Nick Troisi, Brian Koss, Carl Turissini, Rich Macneille, David DuBard, Mike Bailey, Doug Clarke

#### *Responsibilities of the Commission*

- Develop policies and programs to enhance the financial well-being of the church
- Lead the annual stewardship campaign and other fund-raising programs;
- Oversee the church's endowment and other invested funds;
- Participate in the annual budgeting process.

First Church has two primary sources of income – the pledge giving of active members and the income generated from invested funds (previous gifts).

#### **2008-9 Stewardship Campaign**

Pledges for 2009 are anticipated to be down 5% from 2008 (\$463,246 vs. \$482,500). As of 3/1, \$457,500 with \$18,700 out of a possible \$37,900 more likely from active members with giving history. Giving us a total pledge of \$476,200, and assuming a historical pull thru of 98%, we should hit \$463,246 budgeted.

#### Details behind the totals:

- 174 pledges (approximately 275 member families) or 64%
  - 10 new for \$10,280, and 11 returning pledges for \$16,300
  - pledge range: \$0 to \$30,000
  - Good news: some were moved by the call for proportional giving enough to increase substantially
  - Bad news: potentially 35 pledges have stopped pledging for \$45K.
  - 33%('08-48%) of pledges increased; 42%(31%) remained flat; 25%(9%) decreased
- \* Please note that these figures are based on pledge cards received; budgeted and actual results may vary.

The following chart shows pledge to date by 2009/2008 pledged giving level:

Giving Level	Number of Pledges	Percent of Pledges	Percent of \$ Pledged
\$20,000+	3/2	2/1%	16/12%
10,000-19,999	6/8	4/4%	17/16%
8,000-9,999	3/3	2/2%	6/5%
6,000-7,999	8/6	5/3%	11/8%
5,000-5,999	5/8	3/4%	6/9%
4,000-4,999	5/3	3/2%	5/4%
3,000-3,999	15/14	9/8%	10/10%

2,000-2,999	28/30	17/17%	14/14%
1,000-1,999	34/44	21/30%	10/14%
500-999	32/37	20/17%	4/6%
<500	<u>23/19</u>	<u>14/11%</u>	<u>1/ 2%</u>
Total	162/174	100%	100%

*After four years of significant growth, pledge income has peaked and is now falling. Given the economy, membership and commitment trends, we are faced with some serious questions. As a result, we will not be able to support all of our growth aspirations given the available endowment income especially given heavy expectations of decreasing income for next two years minimum. The ongoing financial health of the church and the ability to maintain the current breadth of programs and ministries depends upon active members continuing to provide strong support of annual operating expenses through annual pledges as well as growth in endowment through gifts.*

### Invested Funds

	12/31/07	12/31/06	12/31/05
Regular Endowment	\$3,314,694	\$3,065,743	\$2,812,428
Jenks Endowment	\$1,559,855	\$1,449,721	\$1,297,277
Total	\$4,874,549	\$4,515,464	\$4,109,705

Objective: The investment objective for the invested funds is to grow the real (inflation-adjusted) value of invested funds after accounting for spending in support of annual operating needs. Additionally, we seek long-term total return (income plus capital gains) at least equivalent to that provided by a benchmark composed of appropriate percentages of the S&P 500 (Large Cap), S&P 400 (Mid Cap), Russell 2000 (Small Cap), MSCI EAFE (International), Barclays Aggregate Bond, and Salomon Brothers Non-US Government Bond (hedged) indices.

Strategy: To achieve these investment objectives the church has adopted a passive indexing strategy and a “style-neutral,” well-diversified approach. In benign investment environments, the church’s funds will be weighted approximately 65% in equities, 30% in fixed income vehicles and 5% cash.

The latter half of 2008 experienced unprecedented financial market turmoil and the start of what appears to be a severe global recession. The credit deterioration that began in subprime mortgages eventually spread to all risk-assets, exposing over-leveraged financial institutions to capital inadequacies and solvency concerns. As liquidity seized up, broader measures of economic health deteriorated, such as consumer confidence, employment, and housing. The federal government has stepped up with large amounts of rescue capital for the banks and stimulus spending for everything else, with the intention to calm the financial markets, restore confidence, and stabilize the economy. This historic level of government support speaks to the enormity of the problems, and the intended effects are yet to be achieved.

In this light, the commission made two adjustments to the endowment weightings meant to temporarily de-risk the portfolio. On 10/23/08, the equity weighting was reduced to 45%, and on 11/20/08, the equity weighting was further reduced to 35%. With continued equity market

deterioration in early 2009, the March 2009 weightings are roughly 32% equity, 53% bonds, and 15% cash. The Commission continues to monitor the capital markets for further weighting adjustments in light of the Church's tolerance of financial risk.

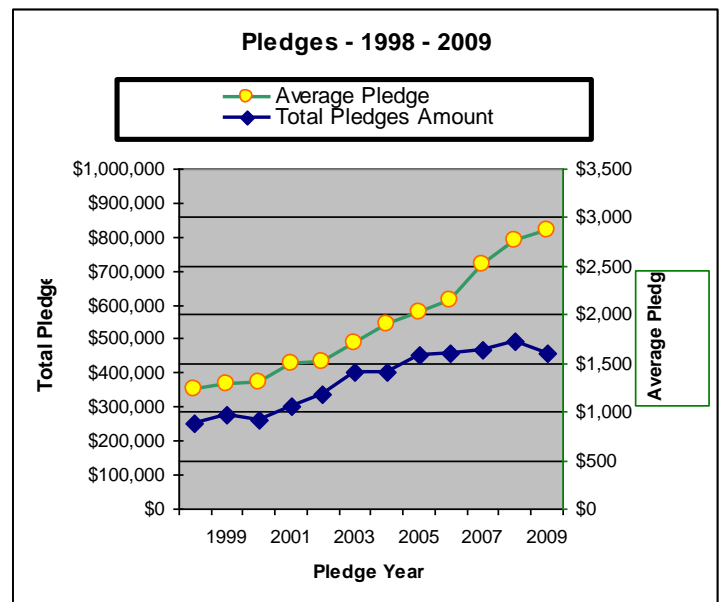
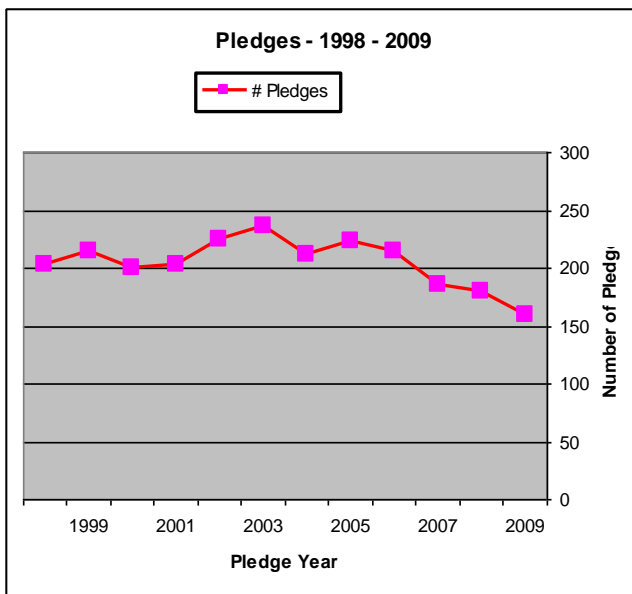
**Performance:** For the year ended December 31, 2008, the church's invested funds returned -26.1% vs. +7.4% in 2007, +13.1% in 2006, +6.4% in 2005, +10.3% in 2004, and +23.2% in 2003. The S&P 500 Index declined -37.0% in 2008. The bulk of the church's invested funds reside in index funds, and thus performed in line with their respective benchmarks.

Net cash provided to the church from invested funds in calendar year 2008 totaled \$256,000 (\$206,000 was budgeted and \$50,000 was a loan to begin the Capital Campaign), and more than the total investment income of \$132,155.

**Issues/Opportunities:** During the 2009 year, the Financial Resources Commission will focus further evaluating the following:

- We have reached a new "plateau" in pledging dollars, but our pledging units are continuing dangerous trend downward.
- We have to ask ourselves what makes people not give, not give all they can, and more importantly leave the Church all together.
- Why can't we get potential members to commit and commit for the long haul.
- In the last 5 years we have lost 73 pledging members for \$75k in annual income. Some are for understandable reasons like death, divorce or move, but others we have to ask why.
- We have added only 52 pledging members for less than \$55K during those same years. Obviously we can't sustain that negative trend. It leaves us exposed to times like these in particular.

*Our Treasurer's harsh but real view on what we face...thank you Peter for these....*



## **REPORT OF THE TREASURER FOR 2008**

Our financial results for 2008 reflected not only an increase in the life and the activity of our church, but also the continuing financial support from our congregation. 2008 was a difficult year for some financial supporters of the Church, but in many cases other members of the congregation gave more than their planned pledges. Our Fiscal Year 2008 ended with a small surplus of \$5,487.

On the income side, Pledge Income was \$8,704 less than budgeted, but \$10,571 more than 2007. Total income was \$13,408 less than budgeted. \$206,000 of our endowment was used to support the general budget.

On the expenditure side, a mild winter and dropping fuel oil prices, combined with a careful watch on expenditures by Commissions and staff resulted in an underspending of the expense budget which more than matched decreased income. Thank you all. Total expenditures were \$18,895 less than the budget.

The major and most visible use of funds from other sources than the General Fund was for the work of the architect assisting the Capital Campaign Planning Committee in preparing the Master Plan. This was funded by a \$50,000 advance from the Steeple Endowment Fund as authorized by the Congregation.

In 2008 the Church spending on interior and exterior maintenance increased to \$28,785 from \$ 20,389 in 2007. This does not include \$4,390 of slate roof repairs from the Memorial Reserve fund. See the Report on Restricted and Reserve Funds and their use.

During 2008 the Church's invested funds generated \$132,155 of interest and dividends which were distributed to our Restricted and Reserve Funds and also reinvested in our Endowed Funds. This is down sharply from the \$250,808 in 2007 and is an unfortunate sign of things to come. The endowment funds experienced a loss in value of \$1,097,397 during 2008. See the Report on Endowed Funds for 2008.

These losses of Endowment principal will impact further the amount of endowed funds used to support the operating budget in the future. The Budget for 2009 projects lower income as well as the necessity to cut expenses. This is not a short-term problem in my opinion. I have proposed that a study committee be constituted to address these issues and other longer term problems like facilities maintenance.

The following schedules are part of this report:

2008 Operating Budget vs. Actual Income and Expenditures  
Report on Changes in Restricted and Reserve Funds – 2008  
Expenditures from Restricted and Reserve Funds - 2008  
Report on Endowed Funds - 2008

Respectfully submitted,  
Peter T. Van Aken, Treasurer

**Ledger to Budget  
Detail**  
First Congregational Church  
21 Church Street  
Winchester, MA 01890  
Transaction Date January 1, 2008 to December 31, 2008

		Amount	2008 Budget	Difference	Percent of Budget
<b>Income</b>					
<b>Income</b>					
1050	Pledges	473,796.30	482,500.00	8,703.70	98.20%
1100	Gen. Endowment Availing	128,000.00	128,000.00	0.00	100.00%
1200	Jenks Endowment Availing	78,000.00	78,000.00	0.00	100.00%
1250	Rental Income	28,271.84	29,075.00	803.16	97.24%
1300	Back pledges	4,605.00	12,000.00	7,395.00	38.38%
1350	Cash collections	9,616.17	8,650.00	(966.17)	111.17%
1400	Unrestricted Gifts	5,090.00	10,500.00	5,410.00	48.48%
1401	Non-Pledge Giving	22,620.00	15,000.00	(7,620.00)	150.80%
1500	Interest & Gain/Loss on Stock	317.28	0.00	(317.28)	0.00%
1750	Suspense	0.00	0.00	0.00	0.00%
<b>Income Total</b>		<b>750,316.59</b>	<b>763,725.00</b>	<b>13,408.41</b>	<b>98.24%</b>
<hr/>					
<b>Total Income</b>		<b>750,316.59</b>	<b>763,725.00</b>	<b>13,408.41</b>	<b>98.24%</b>
<hr/>					
<b>Expenditures</b>					
<b>Fac &amp; Per Commission</b>					
<b>Personnel</b>					
3100	Clergy	105,308.56	104,609.00	(699.56)	100.67%
3110	Housing Allowance	67,566.72	68,468.00	901.28	98.68%
3120	Clergy-pen. & ins.	53,684.71	55,513.00	1,828.29	96.71%
3200	Office Staff	38,765.32	29,326.00	(9,439.32)	132.19%
3220	Off. Staff-pen. & ins.	3,160.00	7,281.00	4,121.00	43.40%
3300	Sexton-regular hours	28,954.57	27,211.00	(1,743.57)	106.41%
3400	Lay Staff	104,350.77	102,390.00	(1,960.77)	101.92%
3420	Lay-pen. & ins.	15,995.43	16,377.00	381.57	97.67%
3500	Independent contractors	13,933.00	16,955.00	3,022.00	82.18%
3600	Travel	689.03	1,000.00	310.97	68.90%
3610	Professional expenses	3,232.46	3,500.00	267.54	92.36%
3620	Sabbatical	3,000.00	3,000.00	0.00	100.00%
3630	Church FICA	24,762.71	24,863.00	100.29	99.60%
3640	Personnel contingency	8,900.00	6,860.00	(2,040.00)	129.74%
<b>Personnel Total</b>		<b>472,303.28</b>	<b>467,353.00</b>	<b>(4,950.28)</b>	<b>101.06%</b>
<hr/>					
<b>Facilities</b>					
4000	Copier rent & maint.	1,809.00	2,064.00	255.00	87.65%
4010	Postage	2,862.99	3,500.00	637.01	81.80%
4100	Office Expense	15,450.97	13,000.00	(2,450.97)	118.85%
4120	Telephone	4,331.69	4,016.00	(315.69)	107.86%
4125	Electricity	10,497.54	10,362.00	(135.54)	101.31%
4130	Water & Gas	3,076.85	5,072.00	1,995.15	60.66%
4135	Laundry & linen	0.00	0.00	0.00	0.00%
4140	Maintenance	14,881.71	19,080.00	4,198.29	78.00%
4141	Exterior Maintenance	13,902.98	11,364.00	(2,538.98)	122.34%
4145	Rubbish removal	2,503.36	3,216.00	712.64	77.84%
4150	Sexton supplies	2,603.25	2,750.00	146.75	94.66%
4155	Snow removal	3,497.00	4,500.00	1,003.00	77.71%
4160	Insurance	28,365.85	29,509.00	1,143.15	96.13%



**Ledger to Budget****Detail**

First Congregational Church

21 Church Street

Winchester, MA 01890

Transaction Date January 1, 2008 to December 31, 2008

	Amount	2008 Budget	Difference	Percent of Budget
4170 Pianos & organ maint.	702.98	1,000.00	297.02	70.30%
4200 Fuel	29,618.95	47,338.00	17,719.05	62.57%
<b>Facilities Total</b>	<b>134,105.12</b>	<b>156,771.00</b>	<b>22,665.88</b>	<b>85.54%</b>
<b>Fac &amp; Per Commission Total</b>	<b>606,408.40</b>	<b>624,124.00</b>	<b>17,715.60</b>	<b>97.16%</b>
<b>Outreach Commission</b>				
5100 General Outreach Appropriation	101,000.00	101,000.00	0.00	100.00%
<b>Outreach Commission Total</b>	<b>101,000.00</b>	<b>101,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Deacons</b>				
5500 Music	2,632.69	2,800.00	167.31	94.02%
5600 Deacons & Cong'l Life	2,843.93	2,475.00	(368.93)	114.91%
<b>Deacons Total</b>	<b>5,476.62</b>	<b>5,275.00</b>	<b>(201.62)</b>	<b>103.82%</b>
<b>Other Commissions</b>				
5700 Member Life & Dev.	2,672.06	3,000.00	327.94	89.07%
5750 Health Ministry	2,360.59	2,650.00	289.41	89.08%
<b>Other Commissions Total</b>	<b>5,032.65</b>	<b>5,650.00</b>	<b>617.35</b>	<b>89.07%</b>
<b>Education Commission</b>				
5800 Church School	6,797.38	8,450.00	1,652.62	80.44%
5825 Adult Education	1,442.92	1,250.00	(192.92)	115.43%
5850 Youth Activities	8,071.25	7,500.00	(571.25)	107.62%
<b>Education Commission Total</b>	<b>16,311.55</b>	<b>17,200.00</b>	<b>888.45</b>	<b>94.83%</b>
<b>MAUCC Per Capita</b>				
5900 MAUCC Dues	10,600.50	10,476.00	(124.50)	101.19%
<b>MAUCC Per Capita Total</b>	<b>10,600.50</b>	<b>10,476.00</b>	<b>(124.50)</b>	<b>101.19%</b>
<b>Total Expenditures</b>	<b>744,829.72</b>	<b>763,725.00</b>	<b>18,895.28</b>	<b>97.53%</b>
<b>Over/Under</b>	<b>5,486.87</b>	<b>0.00</b>	<b>(5,486.87)</b>	

# Report on Changes in Restricted and Reserve Funds

2008

	Balance 12/31/2007	Transfer from Restricted Endowment	Gifts and Fund additions	Other Endowment Transfers	less: Fund Expenditures (disbursements)	Add 2008 Investment Income	Balance 12/31/2008
<b>Restricted Funds</b>							
BIBLE FUND B0 Closed	169				-169	Closed	
CHIDLEY SCHOLAR. B1	9,408	696				269	10,374
MEMORIAL GIFTS B2	41,975		670		-3,070	1,125	40,700
PASTOR'S SPECIAL B3	1,054	1,101	4,002		-1,054	85	5,187
RIPLEY CHAPEL B4	1,411					39	1,450
PALMER SPECIAL B5	28,881	8,982				920	38,783
PRUDENTIAL B6	9,763	1,261			-2,580	251	8,695
STEEPLE LIGHTING. B7	4,334				-200	117	4,251
CART FUND B8 Closed						Closed	
WALLACE MUSIC C0	1,805	951	600		-1,000	57	2,413
FLOWER FUND C3	491		2,184		-2,677	7	5
N'HAUS FLOWERS C4	0	141	52		-192	0	1
N'HAYS LILIES C5	1,366	100			-52	38	1,452
EBERLE FORUM C6	4,978	514				144	5,636
REDMOND YOUTH C7	11,516	163	2,000		-580	339	13,439
YOUTH FOOD C8 Closed	50		774		-824	Closed	
PASTOR & DEACONS FUND C9	3,729	2,396	2,537		-4,379	110	4,394
PODUSKA D0	9,350	1,656			-1,890	255	9,370
DIRECTED GIFTS D1	17,125		1,425			492	19,042
LIBRARY FUND D2	2,343		775		-381	70	2,807
OUTREACH ACTIVITIES D3	274		8,210		-8,210	8	281
CHRISTMAS & EASTER Funds D4	7,894		12,816		-12,289	225	8,646
PENTECOST D6	1,074					30	1,104
CLYDE JONES D7	9,647					266	9,913
JENKS SCHOLARSHIP E0	1,484					41	1,524
SENIOR HOUSING E1	15,338					423	15,761
JENKS OUTREACH & CARRYFWD F4	32,229		5,888			970	39,087
IRWIN MEMORIAL FUND G7	4,835		200			136	5,171
STEEPLE MAINTENANCE FUND G6	5,182	12,334				313	17,829
CAPITAL CAMPAIGN FUND E3	0			50,000	-49,975	0	25
LANDSCAPE FUND G9 Closed	0					Closed	
subtotal	227,706	30,294	42,134	50,000	-89,523	6,731	267,342
<b>Reserve Funds</b>							
KENDALL LOAN FUND F5	20,881		8,500		-2,250	664	27,795
MEMORIAL RESERVE FUND F6	32,285				-4,390	830	28,725
SABBATICAL RESERVE F7	29,122		3,000			847	32,969
EMERGENCY RESERVE G0	102,346					2,823	105,168
subtotal	184,634		11,500		-6,640	5,163	194,657
<b>TOTAL RESTRICTED &amp; RESERVE FUNDS</b>	<b>412,341</b>	<b>30,294</b>	<b>53,634</b>	<b>50,000</b>	<b>-96,163</b>	<b>11,894</b>	<b>462,000</b>

## Expenditures from Restricted and Reserve Funds - 2008

Restricted Funds Use 2008	Expenditures (disbursements)	<u>Specific Uses</u>
BIBLE FUND C0	\$ 169	Youth Bibles
MEMORIAL GIFTS B2	\$ 3,070	William's Family gift for picture book
PASTOR's SPECIAL FUND B3	\$ 1,054	To be determined by Pastor
PALMER SPECIAL NEEDS B5	\$ 2,580	Fire alarm repairs
STEEPLE LIGHTING B7	\$ 200	Electricity for Steeple lights
WALLACE MUSIC C0	\$ 1,000	Cantata Sunday
FLOWER FUND C3	\$ 2,677	Christmas and Easter Flowers
N'HAUS FLOWERS C4	\$ 192	Baptism Roses, chancel flowers
N'HAUS FLOWERS C5	\$ 52	Easter Lillies
REDMOND YOUTH C7	\$ 580	Music Leader
YOUTH FOOD C8	\$ 824	Youth snacks
PASTOR & DEACONS FUND C9	\$ 4,379	Summer Organist, balance to Deacon's P&D Fund
PODUSKA FUND D0	\$ 1,890	Upgrade Church computers
LIBRARY FUND D2	\$ 381	Library books
OUTREACH ACTIVITIES D3	\$ 8,210	New Orleans Mission Trip
CHRISTMAS & EASTER COLLECTIONS D4	\$ 12,289	Central Asia Institute, Lowell Habitat
CAPITAL CAMPAIGN E3	\$ 49,976	Architect for Capital Study, Feasibility Studies
	\$ 89,523	
 <b>Reserve Funds Use 2008</b>		
KENDALL LOAN FUND F5	\$ 2,250	Stewardship Consultant Report
MEMORIAL RESERVE F6	\$ 4,390	Slate Roof repairs
	\$6,640	



# Report on Endowed Funds

for CY 2008

2008

## BOOK VALUES

for CY 2008								
BOOK VALUES	Designated Use / generally used for:	Balance 12/31/2007	Disburse budgeted endowment to funds or budget	Principal Transfers into 2008 funds or budget	Changes in Fund Principal	Add 2008 Investment Income	Add 2008 Capital Gain (Loss)	Balance 12/31/2008
Endowment with Unrestricted Use:								
General Endowment:	Unrestricted	2,437,473	-128,000			65,632	-599,102	1,776,002
Jenks Endowment	Unrestricted	1,456,074	-78,000		2,000	39,213	-357,944	1,061,342
Subtotals		3,893,547	-206,000		2,000	104,844	-957,047	2,837,345
Endowment with Restricted Use:								
Chidley Scholarship	Scholarships	13,162	-696			354	-3,234	9,586
Pastor-Cleworth	Pastor's Fund	7,870	-416			212	-1,934	5,731
Pastor-Mason	Pastor's Fund	12,939	-685			348	-3,180	9,423
Palmer Special Needs	Unrestricted / Facilities	169,760	-8,982			4,570	-41,716	123,631
Wallace Music	Music/ contraltas	17,971	-951			484	-4,416	13,088
N'Haus	Flowers and Lillies	4,550	-241			122	-1,118	3,313
Eberle	Youth Forum	9,709	-514			261	-2,386	7,071
Redmond	Youth	3,075	-163			83	-756	2,240
Pastor & Deacons-Hall	Pastor & Deacons	23,879	-1,263			643	-5,868	17,390
Pastor & Deacons-Mason	Pastor & Deacons	21,414	-1,133			576	-5,262	15,595
Poduska	Unrestricted / Technology	31,295	-1,656			842	-7,690	22,792
Abbe Endowment	Unrestricted / Facilities	47,658	-1,261			1,300	-11,871	35,827
Sleeple Endowment Fund	Unrestricted / Facilities	233,120	-12,334	-50,000	-453	5,578	-50,919	124,992
Subtotals		596,402	-30,294	-50,000	-453	15,375	-140,350	390,680
Endowment Funds Invested in Vanguard								
		4,489,950	-236,294	-50,000	1,547	120,220	-1,097,397	3,228,025
Endowment Funds Separately Invested								
Boston Community Capital	Affordable Housing	100,000						100,000
Subtotals		100,000						100,000
Endowment Funds Totals								
		4,589,950	-236,294	-50,000	1,547	120,220	-1,097,397	3,328,025

## COMMISSIONS ROSTER 2008-2009

### DIACONATE

Tom Kahl	2006-9	781-721-9445
Elizabeth Page	2006-9	781-729-8373
Julianne Zimmerman-Head Deacon	2006-9	781-369-1297
Joe Carter	2007-10	781-721-1621
Steve Haggett	2007-10	781-721-7837
Janice Wilson	2007-10	781-729-8268
Debra Damren	2008-11	781-729-2037
Meg Shin	2008-11	781-538-5115
Chris Noble	2008-11	781-721-0302

### CHRISTIAN EDUCATION

#### Adult

Vicki Waterbury	2007-9	781-721-4760
Paul Rahmeier-Chair	2007-9	781-729-9464
Karen Roberts	2008-10	781-729-0518

#### Children/Youth

Thomie Tucci Co-Chair	2007-9	781-721-1227
Mary Ellen Eagan	2007-9	781-721-4824
Cindy Wankowicz	2007-9	781-721-5124
Terry Marotta- Co Chair	2008-10	781-729-2264
Gretchen Clarke Co-Chair	2008-10	781-729-3612

#### Library

Marjorie Moore	Librarian	781-729-7212
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### FACILITIES AND PERSONNEL

#### Facilities

Tim Bryan	2006-8	781-729-4925
Paul Richardson	2008-2009	781-729-1844
John Mutterperl	2007-9	978-468-2314
Joe Bianco	2007-9	781-369-1123
Bob Lord	2007-9	781-721-6917
Jon Galli	2007-9	781-721-4557
Bryan Tardif	2007-9	781-729-3396
Andy McKinley	2007-9	781-729-6538
John Fiske-Chair	2008-10	781-213-9383
Barry McArdle	2008-10	781-729-7622
Tom Dunn	2008-10	781-729-0640

#### Personnel

Lynne Rahmeier-chair	2008-10	781-729-9464
Alex Rohall	2007-9	781-721-6512
Darlene Heikkinen	2008-10	781-729-3876
Penny Sparrow	2008-11	781-721-0619

### FINANCIAL RESOURCES

Brian Koss, chair	2007-9	781-729-2790
David DuBard	2006-9	781-721-1180
Kevin Kuechler	2006-9	781-369-1447
Carl Turissini	2006-10	781-721-5810
Nick Troisi	2007-9	781-744-0126
Michael Bailey	2007-9	781-756-0188
Rich MacNeille	2008-10	781-729-7690
Douglas Clarke	2008-10	781-729-3612

### LEADERSHIP DEVELOPMENT

Susan Leathers, Co-Chair	2007-9	781-721-0483
Jan Koss, Co-Chair	2007-9	781-729-2790
Jean Mortensen	2007-8	781-729-7424

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**COMMISSIONS ROSTER 2008-2009**

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**HEALTH MINISTRY**

Carole Cooke	2006-10	781-729-1851
Cathy Crabtree	2006-10	781-721-2137
Sybil Richardson - co chair Flower Committee	2006-8	781-756-0400
Bob Shirley	2007-9	781-729-0093
Branda Wilhoite	2007-10	617-679-3488
Laura Bryan	2007-9	781-729-4925
Kathryn Scholl	2007-9	781-369-1123
Cindy Mutterperl	2008-10	978-468-2314
Kris Montgomery	2008-10	781-729-6259
Pam Budner-Co Chair	2008-10	781-756-0311
Karen Martin- Co Chair	2008-10	781-729-8451

**MEMBERSHIP LIFE AND DEVELOPMENT**

Vicki Waterbury	2007-9	781-721-4760
Suzanne Kahl-Chair	2007-9	781-721-9445
Fred Greene	2007-9	781-729-4365
Janet Hall	2007-9	781-721-2551
Barbara Rinn	2007-9	781-729-4457
Lisa Der	2007-9	781-729-0167
Christen Manning	2008-10	781-721-7278
Heather Harris	2008-10	781-729-3909

**OUTREACH**

Anne Leiserson	2007-9	781-729-1146
John Crabtree	2008-10	781-721-2137
Nancy Howley	2007-9	756-1502
Bruce Lauterwasser-Chair	2007-9	781-729-9087
Maryann McCall-Taylor	2007-9	781-729-2512
Melanie Zioze	2008-10	781-721-3446
Diane Lord	2008-10	781-721-6917
Carol Moriarty	2008-10	781-729-8885
Robin Delury	2008-10	781-729-2826

**MINISTRY TEAM & STAFF**

Skip Waterbury	Pastor	781-729-9180 x14
Judy Arnold	Assoc Pastor/Youth	781-729-9180 x23
Carol Jones	Christian Ed	781-729-9180 x15
Kathleen Zagata	Health	781-729-9180 x16
Jane Ring Frank	Music	781-729-9180
Ken Orth	Affil./Pastoral Couns.	781-376-0022
Sarah Marino	Office Manager	781-729-9180
Bradley Ross	Sexton	781-729-9180 x17

**OFFICERS**

David Mortensen	Moderator	781-729-7424
Anne Hoenicke	Clerk	781-721-0964
Bob Stone	Historian	781-729-1722
Peter Van Aken	Treasurer	617-901-8329
Keith Russell	Asst. Treasurer	781-729-5962
Mike Redding	Newsletter	781-391-7873

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**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Minutes of the 168th Annual Meeting**  
**Held April 2, 2008**

Copies of the Annual Report were distributed.

At 7:30 p.m., Rev. Dr. George Waterbury, Pastor, greeted the members present in Chidley Hall with opening remarks. This was followed by a unison reading of the Covenant of the church. Then followed a reading of the roll of church members who had died in the past year. With an opening note from Marjorie Moore, the hymn "For All the Saints" was sung.

David Mortensen, Moderator, acknowledged the efforts of the staff, commission chairs and others in preparing the reports and thanked the members of the choir for providing refreshments for the meeting. He announced that he had examined the warrant and notice of the meeting, that they were in order and duly posted. He declared that a quorum was established.

Minutes of the congregational meetings since the March 28<sup>th</sup>, 2007 annual meeting were approved.

The following business was conducted:

Article I – Reports by various Commission Chairs

It was moved, seconded and voted  
to accept and place on file the reports of the Ministerial Team, the Treasurer, the Chairs of the various Commissions and any other reports contained in the Annual Report.

There followed a series of individual oral reports from the chairs or spokesperson of each of the various Church Commissions describing their activities during the prior year, outlining ongoing and proposed projects and forecasting goals set by each.

Article II --Report of Gifts and Bequests; Peter Van Aken, Treasurer

Peter Van Aken formally acknowledged and asked that those present specially thank Pam Boerner for 25 years of service as assistant treasurer, where upon the members present joined in a warm applause in support of this recognition of her service.

It was moved, seconded and voted  
that the Congregation accept the gift from the Charles Doe estate. It was noted that Charles Doe loved supporting the Harvest Home Suppers and providing the recipes from the 99 Restaurants for those shared meals.

It was moved, seconded and voted  
that the Congregation accept the gift from the Jenks Outreach Reserve Fund in the amount of \$2,900.

Article III –Consider and Act on the Recommendation to Divide the Facilities and Personnel Commission into Two Separate Commissions; David Mortensen, Moderator

It was moved, seconded and voted  
that the Facilities and Personnel Commission be divided into two separate Commissions.

Article IV –Hear a Special Status Report from the Capital Campaign Planning Commmittee and Consider Whether to Approve Continuation of Activities.

Jena Roy, Capital Campaign Planning Committee Co-Chair

A special oral report on the status and activities of the Capital Campaign Planning Committee was presented by Jena Roy. Possible amount of monies to be raised was reported as \$2-4 Million. An overall master plan is under development including an Outreach component.

It was moved, seconded and voted  
to proceed with further Capital Campaign planning activities consistent with the direction and plans described by the Capital Campaign Planning Committee.

Article V -- Election of Officers, Commission Members and Delegates:

Susan Leathers and Jan Koss, Co-Chairs, Leadership Development Commission

The meeting received a proposed slate of nominees as approved by the Leadership Development Commission, as set forth in the written materials distributed to the meeting, after which the Moderator invited additional nominations from the floor of the meeting. There being none, it was moved, seconded and voted.

that the nominations be closed and the Clerk be instructed to cast one vote for the slate of officers, committee and commission members and delegates contained in the slate presented to the meeting.

In keeping with tradition, the 2008-2010 class of Deacons was presented:

Debra Damren,  
Chris Noble  
Margaret “Meg” Shin

Penny Sparrow, the retiring head deacon, announced that Julianne Zimmerman would be serving as the head Deacon until the next Annual Meeting.

There being no further business to conduct, it was moved and voted that the 168th Meeting of the Church be concluded at 9:15pm.

The meeting was formally adjourned with a reflective moment, followed by the singing of the hymn, "God of Grace and God of Glory" and the benediction by Rev. Skip Waterbury.

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David S. Mortensen  
Recording Secretary pro tem  
Clerk