

## **FIRST CONGREGATIONAL CHURCH STAFF**

The Rev. Dr. George W. Waterbury, Pastor

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

Ms. Kathleen Zagata, RN, MS, CS, Minister of Congregational Health and Wellness

Ms. Jane Ring Frank, Director of Music

Mr. Kendrick Oliver, Church School Coordinator

Mr. Jeffrey Mead, Organist

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

Mr. Bradley C. Ross, Building Manager

Ms. Sarah Marino, Office Manager

## **FIRST CONGREGATIONAL CHURCH OFFICERS**

Tom Kahl, Moderator

Anne Hoenicke, Clerk

David Peretti, Treasurer

Keith Russell, Assistant Treasurer

Robert Stone, Historian

Marjorie Moore, Librarian

## TABLE OF CONTENTS

Church Staff and Officers .....	Preface
Agenda and Warrant .....	2
Call to Annual Meeting .....	4
Notice of Annual Meeting .....	5
Report of the Clerk: Church Membership Statistics for 2010 .....	6
Report of the Ministerial Team .....	8
Report of the Diaconate .....	9
Report of the Music Ministries .....	10
Report of the Worship Committee .....	11
Report of the Christian Education Commission	
Children/Youth Committee .....	14
Adult Committee .....	16
Church Librarian .....	17
Report of the Health Ministry Commission .....	17
Report of the Membership Commission .....	19
Report of the Outreach Commission .....	20
Report of the Treasurer .....	23
Report of the Financial Resources Commission .....	29
Report of the Capital Campaign Committees	
Capital Campaign Implementation Team .....	32
Report of the Facilities Commission .....	33
Report of the Personnel Commission .....	34
Report of the Leadership Development Commission .....	36
Appendices:	
A: Minutes of the 170 <sup>th</sup> Annual Meeting April 7 <sup>th</sup> , 2010.....	39
B: Minutes of Congregational Budget Meeting Feb 13 <sup>th</sup> , 2011 .....	44

# AGENDA AND WARRANT

171<sup>st</sup> ANNUAL MEETING

7:30 P.M.

March 30, 2011

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7:15 pm	Distribution of Annual Reports	Upon Arrival
7:30 pm	Words of Greeting	The Rev. Dr. George W. Waterbury, Pastor
	*Affirming the Covenant (see p. 3)	All Present
	*In Memoriam	Skip Waterbury, Pastor
	Reading of the Roll of Church Members who died in 2010	
	Hymn - "For All The Saints" (vs. 1)	All Present
	Establishment of the Quorum and Call to Order	Tom Kahl, Moderator
	Approval of Minutes of Congregational Meetings since last Annual Meeting:	Tom Kahl and All Present
	- Minutes of the 170 <sup>th</sup> Annual Meeting held April 7 <sup>th</sup> , 2010.	
	- Minutes of Congregational Budget Meeting held Feb 13 <sup>th</sup> 2011.	

## The Warrant (see Notice of Annual Meeting)

Article I:	Hear and act upon reports of special gifts and bequests, if any, to the church since the last Annual Meeting.	David Peretti, Treasurer and David Mortensen
Article II:	Hear and act upon reports of the Ministerial Team, the Treasurer, the Chairpersons of the various Commissions and Special Committees of the Church and any other written reports which the Church may vote to receive.	Various Report Preparers and Presenters
Article III:	To elect Officers, and Commission & Special Committee members to serve the Church and conduct the affairs of the Church for their designated terms, and to elect delegates to other bodies as appropriate.	Tom Kahl, Moderator Peter Rosenberger & Cindy Wankowicz, Leadership Development Co-Chairs
Article IV:	To acknowledge the 10 <sup>th</sup> Anniversary of the vote to become an Open & Affirming Congregation.	Kaye Nash & Jena Roy
Article V:	Moved: that the Congregation approve the plans for the Reno Memorial Garden as distributed, with the following stipulations:  a. That the plans be developed in greater detail by the landscape architect and approved by the appropriate town officials - the conservation commission, Board of Health, etc.  b. After such approvals have been obtained, the completed plans will be brought to a congregational meeting for a final vote.  c. That a complementary committee be appointed by the moderator to develop the administrative policies for the Garden, attending to such questions as who may make use of the Garden, what fees shall be charged, how shall a maintenance fund be created and sustained, etc. It has been suggested that such an administrative committee	Paul Rahmeier

## AGENDA AND WARRANT

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could include representatives from the diaconate, the facilities commission, the finance commission, the worship committee, and the ministerial team.

d. That the policies and procedures recommended by this administrative committee be brought to the Council on Ministries for final approval.

Article VI:	To transact other business as may properly come before the meeting.	Tom Kahl, Moderator
	Clerk's Oath of Office	Tom Kahl, Moderator
	Remarks by Head Deacon	Debra Damren
	Motion to Adjourn	Tom Kahl, Moderator
	*Hymn - "God of Grace and God of Glory" (vs. 1 and 5)	All Present
9:00 pm	Benediction	*Standing

## **CALL TO ANNUAL MEETING**

The 171<sup>st</sup> Annual Meeting of The First Congregational Church in Winchester, Massachusetts, United Church of Christ, is called for on Wednesday, March 30<sup>th</sup> 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 171<sup>ST</sup> ANNUAL CONGREGATIONAL MEETING

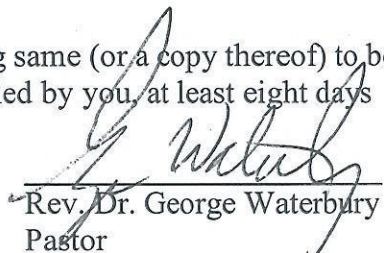
To the Clerk or Office Manager of the First Congregational Church in Winchester, Massachusetts, GREETINGS

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 March 30<sup>th</sup> at 7:30 p.m. to act on the following matters:

- ARTICLE I: To hear and act upon reports of gifts and bequests, if any, to the Church since the last Annual Meeting,
- ARTICLE II: To hear and act upon the reports of the Ministerial Team, the Treasurer, and the Chairpersons of the various Commissions and Committees of the Church and any other written reports which the Church may vote to receive,
- ARTICLE III: To elect officers, Commission and Special Committee members to serve the Church and conduct the affairs of the Church for their designated terms and to elect delegates to other bodies as appropriate,
- ARTICLE IV: To acknowledge the 10<sup>th</sup> anniversary of the vote to become an Open & Affirming Congregation.
- ARTICLE V: Moved: that the Congregation approve the plans for the Reno Memorial Garden as distributed, with the following stipulations:
- a. That the plans be developed in greater detail by the landscape architect and approved by the appropriate town officials - the conservation commission, Board of Health, etc.
  - b. After such approvals have been obtained, the completed plans will be brought to a congregational meeting for a final vote.
  - c. That a complementary committee be appointed by the moderator to develop the administrative policies for the Garden, attending to such questions as who may make use of the Garden, what fees shall be charged, how shall a maintenance fund be created and sustained, etc. It has been suggested that such an administrative committee could include representatives from the diaconate, the facilities commission, the finance commission, the worship committee, and the ministerial team.
  - d. That the policies and procedures recommended by this administrative committee be brought to the Council on Ministries for final approval.
- 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, at least eight days before the said meeting.

Winchester, Massachusetts  
March 22, 2011

  
Rev. Dr. George Waterbury  
Pastor

## CHURCH MEMBERSHIP STATISTICS

Clerk's Record of Membership Statistics-Annual Report for the Year 2010

### SUMMARY

<b>Total Membership December 2009</b>	<b>530</b>
<b>Total Received into Membership 2010</b>	<b>+9</b>
Confirmation	+0
Letter of Transfer	+2
Confession of Faith	+0
Reaffirmation of Faith	+4
Reactivated from Inactive	+3
<b>Total Released from Membership 2010</b>	<b>-54</b>
By Letter of Transfer	-3
Withdrawn By Request	-3
Moved to Inactive	-43
By Death	-5
<b>Net Change</b>	<b>-/+ -45</b>
<b>Total Membership in December 2010</b>	<b>485</b>

### RECEIVED INTO MEMBERSHIP 2010 - Total New Members Received (9)

By Confirmation (0)

By Confession of Faith (0)

By Letter of Transfer (2)

Karen Lynne Swyers  
Michael "Mike" Jason Clare

By Reaffirmation of Faith (4)

Deborah Bryant DePeter  
Sarah Jones Girotti  
Abigail "Abby" Susan Heisler  
Rebecca "Becky" Cavin Tellefsen

Reactivated From Inactive (2)

Robert "Bob" Pratt Bigelow  
Katharine "Kay" MacKenty Bigelow  
Katherine "Katie" Huxtable Hood Ragosa

### RELEASED FROM MEMBERSHIP 2010 - Total Released from Membership (54)

By Letter of Transfer (3)

Thomas M. Clough  
Charles "Chip" Parker Harris III  
Heather Dyer Harris

Withdrawn By Request (3)

Thomas Mahon Hayden  
Elizabeth (Liza) Patricia Pine  
Lauren Marie Tuccelli

Moved to Inactive (43)

Matthew David Albertelli  
Donna Marie Doudt DeConto  
Stephen James DeConto  
Jenna DeSimone  
Robert J. Drummond  
Sybil D. Drummond  
Sandra "Sandy" Kay Giusti  
Andrew Forbes Hall  
Peter Mason Harris  
J. Keith Joung  
Minnie Park Joung

## **CHURCH MEMBERSHIP STATISTICS**

Clerk's Record of Membership Statistics-Annual Report for the Year 2010

### **RELEASED FROM MEMBERSHIP 2010 – Continued**

#### **Moved to Inactive (continued)**

Erich Eugene Kasprk	Helen Uzzell Roby
Joan Marie McCarthy Kasprk	Harrison George Roby
Kathy Heindel Kuy	Chris Lee Rockhold
Olive Lagergren	Karen M. Rockhold
William E. Lagergren	Laura Suzanne Snebold
Fionna May Laugharn	Bekki Stevens
Diane Elizabeth Marian	David Patrick Sullivan
Eric Marian	Mark Robert Sullivan
Deborah "Deb" J. Mills	Brian Ober Swanson
Michele Mills	David Tillman Tucker
Elisabeth "Lisa" L. Neville	Sylvia Smith Templeton
Richard "Ben" Benjamin Oram	Laura Christine Vitale
Nicole Charlotte Penna	Stephen "Steve" Andrew Waterbury
Gertrude (Trudy) L. Rae	Mark Alan Waterbury
Munet Ramos-Johnson	Alec Gallen Weir
J. Andrew Richter	Alicia Suzanne Weir

#### **By Death (5 active members)**

Frank "Bill" Olmstead Adams (m)  
Stacy Ann Allen (i)  
Paul N. Anderson, Jr.(m)  
Robert Conrad Ericson, (i) Life Deacon  
Mary N. Lee MacLeod (fm)  
Elva W. (Holmes) Raphael (m)  
Robert Whitman (m)  
Dorothy J. (Jones) Williams (m) Life Deacon

#### **Extended Church Family**

Anthony (Tony) Burns (brother of Vicki Waterbury)  
Edward Henry Hoenicke (father of Anne L. Hoenicke)  
James E. "Gene" King (father of Miriam Marotta)  
Betty Luetlich (grandmother of Debbie Johnston and great-grandmother of Shelley and Greg Johnston)

m – member, fm – former member,  
i – inactive member

### **BAPTISMS 2010 (18)**

Ella Jane Berndt	MacKensie Alice Morse
Ella Elizabeth Centurelli	Zoe Hannah Morse
Jacob Michael Crosby	Jameson Porter Sawyer
Graham Michael Dorr	Benjamin Huxtable Ragosa
Logan Joseph Gorman	Benjamin Munn Stilwell
Mary Louise Hager	Bjorn Tellefsen
Savannah Mary Hecker	Dagfinn Tellefsen
Aubrey Chambers Hood	Boden Parker Wallin
Charles Huxtable Hood	
John Preston Hood	



## REPORT OF THE MINISTERIAL TEAM

In the Team Ministry's report written a year ago, we made the following comments about what we saw for the year ahead:

. . . *the way forward seems to be pointing toward more change in the offing.*

- *The Education and Personnel commissions are working to find a replacement for Summer Shaud who has accepted a more full time position and will complete her interim time with us in May.*
- *The capital campaign implementation committee is hard at work on preparing another round of construction projects to begin this summer.*
- *The Worship Committee, Deacons, Education Commission and Ministry Team are working to bring to fruition our plans to experiment with an alternative worship and faith formation model for 6 weeks beginning next January.*
- *The Council on Ministries has charged a Long Range Planning task force to help us between now and next May develop a strategic plan and roadmap for addressing ongoing challenges of membership, leadership, financial stability, and organizational vitality.*
- *In the fall of 2011 I will leave for a six month Sabbatical period and preliminary discussions are already underway to plan for the church's interim process during that time.*

As we write this year's report it seems we have been pretty much on point.

- Kendrick Oliver is more than halfway through the year as our Church School Coordinator.
- The Capital Campaign Implementation Committee saw us through—among other things, updating our office and classroom space and installing the wonderful new ramp to make access to the second floor possible to those with physical challenges. Just a short list remains to achieve the goals for this second year. Additionally we are currently actively working with ideas and plans for a Memorial Garden.
- We had an energy filled 5 week “mid-winter worship” experience which offered all ages the opportunity to study and worship together. The Worship Committee, Deacons, Education Commission and Ministry Team are still collecting feedback about that experience in order to learn what worked and what gifts and burdens a time like that offered.
- The Long Range Planning task force (dubbed “Holy Destinations” committee) has had a busy year, indeed. You may remember that the congregation was invited to join in a “summer read” of Tony Robinson's book, *Changing the Conversation* which we then explored together in workshops in September. This helped us frame the cultural context of protestant churches today as well as develop some common vocabulary for moving forward. Tony, himself, came to work with the congregation in October and has continued to consult with the Holy Destinations leadership as they move forward in leading toward discerning a God given “road map” for our future. While the timeline to completing this has expanded from May to sometime in the fall, the process and leadership move forward with clarity and vision—guided by the work we began with Tony.
- The Deacons, assisted by the Personnel Commission and our MACUCC Area Minister, Wendy Vanderhardt, are working to find appropriate sabbatical pastoral coverage for the time Skip will be away beginning in September. (Plans are also in the works for Judy to take her sabbatical in the fall of 2012.)

If the frame for 2009-10 was “change,” the one for 2010-11 is probably “constancy” (which can be but another way to speak of faithfulness.) I think it was Confucius who said, “A journey of a thousand miles begins with a single step.” Step by step, in every area of our church life, we have moved forward on our path with courage and determination. (And as long as we are talking about constancy, let's not forget this last year we celebrated 10 years of Health Ministry, and at this

## **REPORT OF THE MINISTERIAL TEAM**

Annual Meeting we will recognize our 10<sup>th</sup> anniversary as an Open and Affirming congregation. In both cases, the formally “new” have become integral to who we are and how we live together.) This is at the heart, it seems to me, of the task ahead for us—maintaining constancy of purpose in a rapidly changing world. The famous quote “The secret of success is constancy of purpose” is originally attributed to Benjamin Disraeli, a British politician from the 19th century. Think about a compass. No matter where you may find yourself on a journey, the compass faithfully points true north. It provides a natural constant, which never changes, allowing a navigator to successfully find his or her way through any terrain, geography, or region. Discovering and holding true to our “true north”—the love of God which we have come to know in the life of Jesus is just that. In all we have done and consider doing in the future, may we continue to write a narrative that is true to who God calls us to be.

Skip Waterbury  
For the Ministry Team

## **REPORT OF THE DIACONATE**

The diaconate has two main functions to allow the worship service to flow seamlessly to allow the Spirit to enter without distraction and to be spiritual leaders in the church by being faithfully present when called to serve in other capacities. With Holy Destinations moving into workshops and active purpose discernment the diaconate understood the need to be present even as test subjects. We said good-bye to Keith Russell as our Life Deacon liaison and welcomed Anne Leiserson to the post.

Intellectually the diaconate has focused on the teachings of Tony Robinson in his book “Changing the Conversation”. We carefully went over 5 of the chapters of this book. We were also called to be Bible Study leaders this summer for five weeks which allowed some of us to stretch in our own faith through teaching, reading parts of summer services and adding more deacons each week to cover the added duties.

This year was especially exciting with the Mid-Winter Worship changes. Everyone present seemed to catch the energy and yearn for more faith building. The diaconate stepped up and greeted an hour early at two locations, helped direct traffic and then greeted again at two other locations. Some of us were even able to attend a few moments of the interesting classes.

We also have two ongoing opportunities to work with the broader Congregational affiliation. The diaconate was called to support the In-Care process of parishioner Jena Roy as she continues her journey to becoming a pastor. We met with our area coordinator and set up a sub-committee including life deacons to work closely in this process. We wholeheartedly gave our recommendation for Jena to continue. As the diaconate supplies the pulpit, we are in the process of selecting the Sabbatical Pastor for Skip Waterbury’s’ sabbatical starting next fall.

We have grown as a group this year by devoting most of our September meeting to Joys and Concerns, bonding with the team at the fall retreat, and trying to be present to one another as Gods’ children. Our agenda pages have the verse “For where two or three are gathered in My name, I am there in the midst of them.” from Matthew 18:20. We humbly pray that we have fulfilled His path laid before us.

Respectfully submitted,

Debra Damren  
Head Deacon

## REPORT OF THE MUSIC MINISTRIES

March 2011

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 stability and musical growth this year, thanks to the dedication of singers of all ages. 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.

As a result of 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, which has been re-formed to include the church school children. 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. Robert 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, our traditional glorious musical and biblical highlight of the Christmas season, was updated this year with a special *Jazz Lessons and Carols* – retaining traditional lessons and songs, but featuring Rob Landes' *Jazz Gloria*, scored for chorus and jazz trio (piano, bass and drums). Our own Kendrick Oliver, Founder and Director of the acclaimed New Life Jazz Orchestra, supplied a first class trio for the piece (Danny Kirkhum, piano; Erik Privert, bass; Lee Fish, drums); the trio also gave us a jazz prelude/medley and postlude of favored Christmas carols and hymns.

The death of Chuck Navien brought a particular sadness to the choir this January. Husband of our beloved soprano soloist, Susan, Chuck was a most talented organist and church musician. The choir had the privilege of joining with other singers from the Boston area to offer Duruflé's *Requiem* as well as a number of additional pieces from the standard choral repertoire for Chuck's funeral. It was a truly moving experience and one that really spoke to our mission of ministry through music.

On Sunday, April 10, 2011, the Senior Choir will present Mozart's *Requiem Mass in D minor (K. 626)*, the composer's last and perhaps most deeply expressive piece. 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 the superb Jeffrey Mead at the organ and professional instrumentalists, 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; Peter Owens, tenor; and Robert White, handbell conductor. 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

## **REPORT OF THE WORSHIP COMMITTEE**

The primary focus and energy of the Worship Committee in 2010 has been the 5 week Midwinter Worship series (January 9 – February 6, 2011) which included an expanded Sunday morning faith development and worship experience beginning with a small group discussion format and Church School activity center followed by an all church worship service. This experiment has been a goal of the committee since its inception in January 2006 in support of our church's **Vision of Our Future** developed during Holy Conversations:

We are an intentional Christian faith community, and we know ourselves to be children of a loving God. Therefore we:

- Seek to continually deepen our spiritual journey – to cultivate faith both at our core and expressed in our daily activities in the world.
- Yearn for true community – to know ourselves and one another, and through those relationships, the Holy Spirit.
- Strive to live a committed Christian life – to follow Christ's example with our whole selves.

Two ideas that came out of Holy Conversations for embodying the above Vision were the “expansion of small groups for both faith development and community building and the experimenting with multiple worship formats, keeping what is dear and exploring new possibilities.” After much brainstorming, we decided to combine the two ideas in one expanded block of time on Sunday when most people were in the building anyway. Also, in the spirit of our Vision, we chose the theme, “*Living Our Sunday in a Monday to Saturday World*”, representing our desire to connect our faith journeys with our daily lives. We then carefully chose our small group topics: Words and Prayer, Gifts, Music, Daily Living, and Forty Days in the Wilderness. Some components of our all church worship service were lay leadership and participation of every age, physically changing the space in which we worshipped, a less formal order of worship, music led by an intergenerational “choir” and a shortening of our time in worship.

Below is a summary of the individual group experiences provided by the Worship Committee Liaison for each group.

### **Gifts (Sarah Gallop)**

Thoughtfully led by Fred Greene, Bruce Lauterwasser, and Martha Tucker, The Gifts Group explored the meaning of our individual and communal gifts, and the significance of the expression of gratitude in giving and receiving. Focusing on the weekly lectionary readings, we discussed the gifts of Jesus and the disciples, and the importance of recognizing and honoring the gifts that we all bring to our church community. These are talents, skills, ideas, beliefs, passions, and other aspects of our personalities and lives that make us uniquely who we are. We learned from one another about how we can enhance our lay ministries, nurture the gifts of those around us, and help to strengthen and deepen the Christian faith of our community. A summary of the five discussions can be found at <http://www.fcc-winchester.org/pdf/GiftsGroupSummary.pdf>.

## **REPORT OF THE WORSHIP COMMITTEE**

### **Music (Liz Sayre)**

During Midwinter Worship, the Music Group met each Sunday morning around the piano in the sanctuary. Our group, ranging in size from twenty to thirty-eight, had different levels of musical experience but the same level of enthusiasm and enjoyment of singing. Several participants brought their own musical instruments; while our director, Jane Ring Frank, supplied additional instruments to other interested “musicians”, and our organist, Jeffrey Meade, accompanied us on the piano. After reading each morning’s lectionary selection, we practiced and sang the music selections that would be used in the morning’s worship service. Some music was familiar, but most hymns, rounds and chants were new. During the worship service, we sat with our families or friends and led the congregation from there. During the last three sessions, we practiced a musical offering which we presented at the final worship service.

### **Daily Living (Penny Sparrow)**

During Midwinter Worship the Daily Living Group, led by Susan Sawyer, Doug Taylor, David Page and Kaye Nash, met each Sunday morning in the Palmer Room. We had a good sized group each week, ranging from about fifteen to nearly thirty. We suggested a different focus of conversation each week, in order to probe different areas of our daily lives. The topics were

1. our bodies
2. communication that respects our differences
3. the natural world around us
4. communication that supports relationships
5. work

Our conversations were very simply structured, flowing from the same question each week, namely, "As you reflect on today's topic, in what ways do you manifest your faith Monday to Saturday?" In all our conversations we were aware of two underlying threads of our thinking. These were, firstly, the ethics that underlie our daily practices and decisions and, secondly, the connection we make to our relationship with God. Though simply generated, the conversations were meaningful, relevant, thoughtful and interesting. Several people mentioned that the discussion and the *Difficult Conversations* book that was referenced were helpful in dealing with situations that arose during the week. Each week we left feeling that there was so much more to say and to hear, but with a new sense of mindfulness in our lives.

### **Forty Days in the Wilderness (Leaders: David Weir & Peter Rosenberger)**

For "Forty Days in the Wilderness", we met each week with an average of 12 parishioners, of whom 6 to 8 were faithful repeaters, the others "curious shoppers". The format included a brief discussion of the day's lectionary text from our two different points of view, one from a supposed “lost soul” and the other from “a man of God”. It was inevitable that a discussion followed from the others in attendance. Input was sought from each participant, largely with success. The wide range of opinions expressed created an atmosphere of safe discussion. There were some significant and varied discussions of individual faith, which was one of the goals of Holy Conversations. The feedback was very positive with one attendee stating that before our class, they would sit in the congregation during service thinking that they were alone in their beliefs, and now they know that there are a lot of others that felt the same way. Nobody expressed any concerns that they felt uncomfortable, but rather reported that they thoroughly enjoyed the group.

## **REPORT OF THE WORSHIP COMMITTEE**

### **Words and Prayer (Julianne Zimmerman)**

Sharing through discussion, study, silence, and music, the Words and Prayer Group sought a deeper understanding of the role of prayer in our experience of God's presence. Leaders Terri Cader, Trent Parkhill, and Lynne Rahmeier guided the group through contemplating *why we pray; how we pray; words and prayers that inspire us; how some words divide or hurt; and what happens when there is no answer, or the answer is no.* The Words and Prayer group also offered the gathering prayer for each week's service, led each week by a different volunteer from the group. We prayed alone, together, silently, aloud, through others' words, through our own, and wordlessly; through all of these we gained new perspectives on the meaning prayer brings to each of our Christian journeys, and new appreciation of one another.

### **Church School's Activity Center**

During Midwinter Worship, the children in Grades K-5 followed the regular winter term format of an activity center which met concurrently as the adults' small groups. Each week the activity center focused on a different topic, modeled after the adult small group discussion topics of gifts, music, prayer and daily living, with an additional topic of service and with an overarching theme of "gratitude." Kids from Rite 13 and J2A helped lead these groups. During worship, the children had the choice of sitting with their parents or on the specially created space on the floor at the front of the sanctuary. Each week, they were vibrant contributors to worship, assisting in altar building, prayer, creating a worship banner, baking bread for communion, and joyfully and enthusiastically contributing their instrumental and vocal skills. The teachers included Gretchen Clarke, Natalie Roche, Jody Collins Skinner, Kate Carpini, Annmarie Galli, Kathy Kendall, Lucy Willoughby, Kendrick Oliver, and Judy Arnold.

As we go to press with this report, the Worship Committee is still gathering and processing feedback, with another informal survey yet to be completed. What we do know already was that for the congregation, who patiently and gracefully stayed open to this experiment, Midwinter Worship has been both a challenging and an energizing experience, one which has provided and will continue to provide fertile ground for individual spiritual growth and deeper, enriching worship.

Also in 2010, the Worship Committee continued to support the inclusion of the following elements in our Sunday morning worship services:

Faith Moments (guided by Sarah Gallop)

Passing of the Peace

Lay Preaching and Liturgists

Lenten Practices (including the Lenten banners and the chanting and lighting of candles during the service of prayer)

Acolyte Program (guided by Mike Regentz)

Respectfully submitted, Laurie Roby, Chair

On behalf of the Worship Committee: Judy Arnold, Cathy Crabtree (Deacon representative), Jane Ring Frank, Sarah Gallop, Elizabeth Page, Penny Sparrow, Liz Sayre, Skip Waterbury and Julianne Zimmerman

## **REPORT OF THE CHRISTIAN EDUCATION COMMISSION: CHILDREN & YOUTH COMMITTEE**

This year has been another year of transition for our Church School. We were extremely fortunate and grateful to have had Summer Shaud step in and fill the void left by Carol Jones' departure in June 2009. Summer's own path in her ministry allowed us only one year with her, so it was necessary for us to find another replacement. Under Judy's leadership, and with assistance from Darlene Heikkinen of the Personnel Commission, the Children and Youth Education Commission once more served as ad hoc search committee to fill the part-time position of Church School Coordinator. This is not an easy position to fill, and many of the applicants were completely inappropriate for our needs. In the end we hired Kendrick Oliver who has been with us throughout this school year. In addition to his administrative experience as director of The New Life Jazz Orchestra, Kendrick is the son of a minister, and brought with him a deep spirituality. One of the first tasks he performed, with help from Judy and the Youth Ed. Commission, was to sort through and purge mountains of materials Carol had accumulated during her long tenure.

We are extremely grateful to Natalie Roche for her initiative, creativity, and organizational prowess, in setting up our new Christian Education Resource Room. Just outside the Health Minister's office we now have a space dedicated to books and materials for our teachers, including a filing system for teachers to share things they've used with others.

We are also thankful to Anne Hoenicke, John Fiske, and the CORWG for including us in the planning process for space allocation during capital campaign improvements. While in the end it made sense for us to continue mainly in the spaces we had occupied before, most of those spaces were repainted and re-carpeted, making for much nicer environments. Also, we came away with a clearer understanding of how we might utilize other spaces in the Church if necessitated, as we hope it will be, by growth in the membership and the Church School.

The Fall Term began as always, with the Church School Open house, coordinating registrations, facilitating UNICEF collections at Halloween and the decoration of grocery bags for distribution to the congregation to make food donations at Thanksgiving. We enjoyed the Cherub and Junior Choirs' anthems at Thanksgiving and Christmas. We all owe a debt of gratitude to Pam McPherson and family for all their wonderful work with the Cherub Choir, and to Cindy Wankowicz for the Junior Choir. On Christmas Eve the children enjoyed putting on a wonderful pageant in the sanctuary. We continue to be blessed by a lively and fully populated Nursery. Christina Peretti does a great job of handling both toddlers and teens. She's amazing.

Winter Term this year was completely different. As part of the Mid-Winter Worship experiment we had five weeks of lessons and activities which began at 9:15 and ended at 10:15 AM, when everyone from kindergarten up joined the rest of the congregation in the sanctuary for worship. Our overall theme was Gratitude, and we planned the multi-aged children's classes to mirror the adult classes that were offered: Words, Daily Living, Gifts and Music, and the additional topic of Service. Each week we tried to involve the kids in the worship service in some way, perhaps most noticeably in their assistance with the collection of the offering. The children were also enthusiastic music-makers! : While some people heartily enjoyed it, others perhaps found their boisterous presence in the worship service a little unnerving. If nothing else it provided an opportunity for the kids to gain a level of comfort in the sanctuary they didn't have before.

## **REPORT OF THE CHRISTIAN EDUCATION COMMISSION: CHILDREN & YOUTH COMMITTEE**

We are eagerly resuming our regular class schedule for Lent, looking forward to Easter and to sharing with the Congregation on Church School Sunday June 12<sup>th</sup>.

It has been made clear to us by the Ministry Team, the Council on Ministries and the Personnel Commission that this part-time position is all that the budget can support at present. Our commission, and many other members we have heard from, firmly believe that it is in the best long term interest of the entire church to develop this position into one that provides continuity, stability, vision and creative leadership for the Church School. It is still our fervent hope that during the long term planning process of examining our needs for the future, we can find a way to make this happen. We intend to lead this charge with resolve and openness. We learned a lot from our experience working cooperatively with members of other commissions, including Facilities, Worship, Long Term Planning, and Adult Christian Ed. We are determined to find ways for the Church School to participate in all aspects of our church's life. We need a strong Children's Education and Youth program to serve the families of this church, retain current members and attract new ones. It is the single most important and reliable way to grow and strengthen the faith and the membership of our beloved spiritual home.

To that end, we had an initial meeting in January to begin to define our vision for the Church School program going forward. A few parents helped us brainstorm first steps in the process, along with Paul Rahmeier and Karen Roberts from Adult Ed. Karen kindly shared her previous experience on Youth Christian Education in a similar effort. We will begin this Spring with a survey of parents, to clarify their impressions, expectations and desires of the Church School. Jody Collins-Skinner and Natalie Roche both have many years experience as teachers in this church and others, and have provided wonderful initiative to our group. We are all enthusiastic and look forward to sharing our plans for the future.

The older youth program started off the year with a Back-To-School outing on Spectacle Island in Boston Harbor. The Rite 13 and J2A programs ended the last program year with a huge fund raising event to support the first Journey to Adulthood Pilgrimage. Ten kids and 5 adults (last year's leaders) followed the path of our UCC Abolitionist ancestors through New England, the Mid Atlantic States and ended up in Charleston, S.C. It was an amazing journey. The Journey to Adulthood program began its fifth year with 8 new leaders. Rite 13 is served by Kim Farina, Bruce Alexander, Suzy Kahl and Nick Wankowicz. J2A is led by Doug Clarke, Barry McArdle, Janice Wilson and Andy McKinley. They meet each Sunday morning – during the worship hour – and explore their faith and the special issues teens face. Five youth from last year's Rite 13 class went through the Rite 13 ceremony in December. An 8 week confirmation class began in October. Laurie Roby and Bruce Lauterwasser (former J2A leaders) helped to teach the class. On March 13<sup>th</sup>, 16 kids were confirmed. Two others will be confirmed at another service.

During Midwinter Worship Rite 13 continued to meet at their regular time. However, the Rite 13 kids joined the J2A kids during the 9:15 hour in leading and helping with the Church School Children. It was a big hit with the little ones, and the teens are pretty good at bringing out the shy ones.

Our Commission has a lot of volunteers to thank. First off, we cannot thank our Church School teachers enough. Without their willingness to be there for our kids each week none of our work



**REPORT OF THE CHRISTIAN EDUCATION COMMISSION:  
CHILDREN & YOUTH COMMITTEE**

is possible. We will be looking to the congregation for help in filling the need for teachers in the coming year, and work to develop teaching teams so that the same people are not relied upon week after week and term after term. Secondly, the J2A and Rite 13 teachers gave two years of their spirit and enthusiasm to the teens. The kids won't know the full value of that gift until years from now. They are lucky kids and we are a blessed congregation. Finally, we want to thank all the adults who have helped with the children, young and old. Every time a child feels the love of the congregation they are getting a deeper and truer glimpse of God's unconditional love.

*Children and Youth Christian Education Commission, 2010/2011:  
Gretchen Clarke, Chair, Judy Arnold, Associate Pastor, Jodi Collins-Skinner, Natalie Roche,  
and David Weir*

**REPORT OF THE CHRISTIAN EDUCATION COMMISSION:  
ADULT COMMITTEE**

Throughout most of 2010-2011, our committee has been relatively quiet. Because the Holy Destinations project has been very active throughout the year, we have collaborated by avoiding schedule conflicts with them. Furthermore, the Worship Committee's WinterTerm experiment was, in many ways, an intense period of adult education.

There are, however, two 11th-hour programs scheduled for April and May, 2011.

On April 10, we will resume our "Great Books" program by focusing on "America's Four Gods", written by two sociologists of religion from Baylor University, Paul Froese and Christopher Bader. Baylor's Institute for the Study of Religion engaged thousands of Americans from diverse backgrounds in analyzing the belief systems of the 95% of Americans who claim to believe in God. The study found that descriptions of God vary widely, especially along two axes: To what extent do I believe that God is active in our modern world? Or is God the creator who stepped back after creation and now is relatively passive, inactive? And is God primarily benevolent and forgiving, or judgmental?

If you don't have time (or inclination) to read the book, you might go online at [www.Americasfourgods.com](http://www.Americasfourgods.com) and take a brief quiz, which will help you recognize your own belief system.

On May 15, we will sponsor an 11th-hour discussion of bullying, an issue that has been on our public consciousness in recent months. We will make use of two sources in our program.

The first source is a book by Barbara Coloroso, "The Bully, the Bullied, and the Bystander." A relatively small and simply text, this is an easy read. Our second source is a panel of three young members of our community, each of whom grew up in our congregation. Alec Weir is now an English teacher at Winchester High School; Laura

## **REPORT OF THE CHRISTIAN EDUCATION COMMISSION: CHILDREN & YOUTH COMMITTEE**

Richter works for our state representative, Jason Lewis; Matt Marotta is a freshman at Harvard College. Because these three are all “closer to the ground” on this issue, they will bring valuable perspectives to the discussion.

Please join us for either or both of these 11th hour sessions.

Teresa Cader, Eric Fieleke, Paul Rahmeier, Karen Roberts, Vicki Waterbury, and Skip Waterbury

## **CHRISTIAN EDUCATION COMMISSION: REPORT OF CHURCH LIBRARIAN**

This has been a quiet year in the church library. Our only excitement came when we moved the majority of the children's books upstairs to the teachers' resource room at the request of the Sunday School, on the theory that they would be more likely to be used in classes if they were there where they would be more likely to be seen by the teachers when they were preparing for classes. I have had no report on whether this actually worked, as far as the books being more used than before, but as they were very little used before, I figure any change could only be for the good.

Meanwhile, back in the library, we accessioned 35 books in 2010, and continued bringing books down to coffee hour Sunday mornings - only, of course, not children's books. Again, thanks to Brad Ross for his assistance with book moving.

I have enjoyed my 25 years in the library, but continue to feel that I would be glad to pass on this responsibility to someone younger.

## **THE REPORT OF THE HEALTH & WELLNESS MINISTRY 2009-2010**

HM is rooted in the ministry of Jesus Christ – the ministry of healing, service, care, compassion, and hospitality. Jesus said, “I came that you might have life, and have it abundantly”. Jesus made clear that He was not just about fixing the sick; his intent was to heal in God’s name and to restore each person to fullness, well-being, and community – an abundant life. As God’s people, we are encouraged to live the sacred connection between body, mind, soul, and spirit in our daily lives.

This year is Health Ministry’s 10<sup>th</sup> anniversary. In the year 2000, as the new millennium began, our church had a radical idea. The vision was to implement a Health Ministry that would inspire us to deepen our faith by living the connection between wellness and spirituality, both for ourselves and in ministry to others. Kathleen Zagata, our Health and Wellness Minister, was to lead the way. She has been our teacher, our advisor, our compassionate companion. And we thank her for all she has meant to us. On Sunday, November 7, 2010, we celebrated this milestone after church with a special, healthy cake, children’s activities, and a retrospective slideshow produced by Kathleen.

## **REPORT OF THE HEALTH & WELLNESS MINISTRY 2009-2010**

For 10 years, HM has been part of the very fabric of our church. It has offered an invitation to people of all ages to explore what it means to be faithful stewards of our health and wellness and to take care of ourselves, so that we might be whole and compassionate people. With the help of many in the congregation over these years, programs and activities have been offered to help us live that connection.

### **Healthy Living Events and Exercise**

We organize multi-generational walks in the Fells. We schedule CPR and Advanced Directives classes as requested by the congregation.

### **Coffee Hour and Healthy Food**

One of our signature events is preparing and serving healthy treats (with nutrition information) during coffee hour. This year, our offerings were enjoyed all of November.

### **Ballroom Dancing**

Led by Dave & Carol Weir, this group of spirited and fun folks share dinner and dancing lessons in Chidley Hall, one Sunday evening each month during the winter season. Everyone is welcome!

### **The Caring Network**

Volunteers provide meals and other support services to our church families in times of need. This means a friendly voice, a hot meal, a ride, or a visit when circumstances interrupt the normal flow of our lives.

### **The Flower Committee**

The life of our altar flowers extends beyond our enjoyment on Sunday, as members of the Flower Committee create arrangements and deliver them to members at home who are ill or celebrating events like birthdays or anniversaries. For many of our members no longer able to attend on Sunday ---- this is a vital connection to the life of our church. At Christmas and Easter, HM organizes the poinsettias and lilies so members can deliver a flower greeting of joy.

### **The Prayer Shawl Ministry**

This is an active, creative group of people who love to knit and crochet together. They create shawls to be given to those needing comfort and solace or those celebrating joyous events.

### **Fellowship Teas and Luncheons**

These provide an opportunity for our seniors to gather and enjoy fellowship and music.

### **The Service of Light**

HM hosts this annual December service in Ripley Chapel, offering a respite from the pace and pressures of the season, and a moment to move from loss and heartache into the grace of hope.

### **Touchstones**

Led by Debbie Johnston and Kathleen Zagata, this vibrant weekly women's forum focuses on faith, health and wholeness providing programs for women to enrich and deepen their faith.

### **Bulletin Board**

The bulletin board in the church lobby has been used to highlight and reinforce our monthly "Living the Connection" message appearing in the Spire. It is used to share health living suggestions, poetry, and announcements.

Pam Budner and Kris Montgomery  
Co-Chairs, Health Ministry Commission  
2010 - 2011

## **REPORT OF THE MEMBERSHIP COMMISSION**

The membership commission tried to meet monthly, when possible, however, often had to meet virtually given people's different schedules. We organized the following church events during the 2010/2011 church calendar.

Assuming that expenses are the same as last year for those events that have not yet taken place, membership may slightly exceed our budget of \$2,400.

### **SEPTEMBER, 2010 (\$296.94)**

#### **Annual "Homecoming" Luncheon**

- Hosted the Annual "Homecoming" Luncheon inside Chidley Hall due to weather.
- Subs from Bob's were a big hit!
- Collected \$274 in donations
- Expenses totaled \$570.94

### **NOVEMBER, 2010 (\$197.56)**

#### **Progressive Dinner**

- Moved the Progressive to the Fall since it did not happen last Spring due to low signups
- Very successful
- Lots of positive feedback about having it in the Fall. Plan to do this again next year.

#### **Stone Soup Lunch**

- Worked with Financial Resources to plan the Stone Soup Luncheon on Nov.22<sup>nd</sup>

### **DECEMBER, 2010**

#### **"Wrapping Night" Wine/Cheese Social**

#### **Annual Bean Supper**

- Our commission voted last year to take on the responsibility of "finding someone" to run this annual community event that is held every year on the night of the town tree lighting. A big thank you to Mike Regentz and Sally Hawksworth for stepping up this year.

- Expenses totaled \$725.19
- Donations totaled \$1,438

### **FEBRUARY, 2011 (\$244.63)**

#### **MidWinter Worship Series**

- Funded some food expenses for this new series.

### **MARCH, 2011 (\$10.46)**

#### **All-Church Birthday Party**

- Planned and hosted the All-Church Birthday Party on March 13<sup>th</sup> in Chidley Hall.
- Many people attended this popular pizza lunch, followed by birthday cake for dessert.
- Received \$410 in cash donations. Proceeds were to benefit Woburn Council.
- Expenses totaled \$420.46

## **REPORT OF THE MEMBERSHIP COMMISSION**

### **APRIL, 2011 (?)**

#### **New Member's Sunday April 3<sup>rd</sup>**

Membership Commission will supply a cake/coffee reception following worship in Chidley Hall.

### **JUNE, 2011 (?)**

#### **Yearend Barbecue**

Plan and host the annual End of Year barbecue on June 12<sup>th</sup> which coincides with church school Sunday. This event is typically held on the front lawn and patio of the church.

### **COFFEE HOUR (\$284.80)**

Since the membership commission is responsible for getting other commissions to host coffee hour each month, Fred Greene kindly volunteered to work with the other commissions and put a schedule together to most of year. We were unable to find one member of the commission who could be responsible for this effort this year.

Respectfully submitted,

Jan Koss, Co-Chair & Susan Leathers, Co-Chair  
Membership Commission

## **REPORT OF THE OUTREACH COMMISSION FOR 2011**

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

The Outreach Commission develops and promotes opportunities for First Congregational Church in Winchester 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 the pledge income.

### **Our Focus This Year**

This year we continued our focus on our two primary causes; alleviating homelessness; and helping women, teens, and children at risk.

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

#### ***Hands-On Outreach***

- 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.
- Massachusetts Coalition for Homelessness: Sept – Nov 2010 - School supplies were collected for homeless children, the congregation was very generous and we supplied backpacks, notebooks, pens, pencils, etc to the MCH over a two month period.
- Turkey Drive (11/10): About 40 turkeys were collected from the members of the congregation; and the youth group delivered them to Pilgrim Church in Boston.
- Christmas Tree Giving (12/10): Hundreds of gifts were collected and distributed to some 100 individuals in need at Germaine Lawrence, Rosie's Place, and Woburn Council for Social Concern.
- Toiletries (12/10): Toiletries were collected and delivered to Pilgrim Church
- Cradles to Crayons: 3/10: This year we began collecting for Cradles to Crayons during our All Church Birthday Party.

## **REPORT OF THE OUTREACH COMMISSION FOR 2011**

### **Outreach Giving**

The Outreach Commission manages the distribution of the portion of pledge income specifically set aside for Outreach. In 2010 \$83,033.00 was voted to be the budget, which was 13.2% of overall pledge income.

Of that total, the Outreach Commission distributed \$41,500 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 \$40,500 was distributed among 20 local and national charitable organizations, including Dwelling Place, Esperanza, Grow Clinic, Habitat for Humanity, Mass Coalition for the Homeless (MCH), Mission of Deeds, Pilgrim Church, Respond, Room to Read, Rosie's Place, Woburn Council of Social Concern, Women's Lunch Place, City Mission Society and the UCC's One Great Hour of Sharing.

In addition we responded to a call from the Mass Coalition for the Homeless to assist a family with their heating bill, we contributed \$266.00. We also contributed funds to support our youth mission and made a special contribution from our reserved funds of \$1,000.00 to support Jena Roy in her ministry education. Funds were needed to ship additional Relief Kits to Haiti, a check was sent for shipping to CWS for \$520.00. We responded to Mission of Deeds in their request for an update to their Technology and purchased a Server for \$2000.00. Finally, Pilgrim Church requested \$1,000.00 to help pay their fuel build.

For a listing of all funded organizations and amounts given, please see the Outreach Treasurer's Report.

### **2010 Special Offerings**

Special offerings are another way that our congregation shares its abundance with others in our community:

- Easter Offering (4/10): Our congregation contributed \$6,004.00 in response to a request to support the Haiti Medivac response to the devastation caused by the earthquake.
- Just Peace Offering (10/10): Our congregation contributed \$1,905.00 to the World Vision program to help the people of Pakistan rebuild their lives after the terrible flooding.
- Christmas Offering (12/10): Our congregation contributed \$4,094.49 to CWB, Communities Without Borders, to help educate the children of Africa that have been orphaned or affected by AIDS.

Respectfully submitted,  
Mike Regentz, Co-Chair  
Robin Delurey, Co-chair & Treasurer  
Outreach Commission

**REPORT OF THE OUTREACH COMMISSION FOR 2011**

Outreach Commission Distribution Worksheet -					2010	
	2010					
	Budget	Budgeted Expended	Budget unexpended	Unbudgeted		
General Fund	83033					
Carryover from previous year	5423					
Additional Income (Haiti gifts)				137.00		
Additional Income (coffee cake sales)				217.50		
Total Budget	88456			354.50		
UCC - Our Church's Wider Mission - includes MCC	41500	41500	0			
UCC - One Great Hour of Sharing	2000	2000				
Casa Myrna Vasquez	2000	2000				
City Mission Society	2000	2000				
Dwelling Place	500	500		1,500.00	paid Dwelling Place 4 year contrib.	
Esperanza	2000	2000				
FCC Youth Mission trip	2000		2000			
Germaine Lawrence - School & Library	2000	2000				
Grow Clinic (Failure to Thrive )	2000	2000				
Memmack Valley Habitat for Humanity	2000	2000				
Mass. Coalition for the Homeless	2000	2000				
Mission of Deeds	2000	2000				
Mission Safe	2000	2000				
Mission Trip -Adult						
New Day	2000	2000				
Pilgrim Church Building Fund	2000	2000				
Protestant Guild for Human Services	2000	2000				
Respond, Inc.	2000	2000				
Room to Read	2000	2000				
Rosie's Place	2000	2000				
Somerville Community Corporation	2000	2000				
Woburn Council of Social Concern	2000	2000				
Women's Lunch Place	2000	2000				
Haiti Relief Kit shipping CWS				540.00		
MCH- Cuumba family fuel oil				288.00		
MOD - Technology - Server donate				2,000.00		
Pilgrim Church Fuel fund				1,000.00		
<b>Total</b>	<b>82000</b>	<b>80000</b>	<b>2000</b>	<b>-4,951.50</b>		
Uncommitted in original budget	6456					
Uncommitted and unspent	3,504.50					
<b>Balance</b>	<b>1504.5</b>					
<b>Special Offerings 2010</b>						
Easter Offering	Haiti Medivac		6,004.00			
Just Peace Offering	World Vision Pakistan		1,905.00			
Christmas Offering	CWB		4,094.48			

## **REPORT OF THE TREASURER FOR 2010**

2010 was a year of recovery and growth. The financial whirlwinds of the previous two years calmed and some recovery was evident. Endowment values stabilized and the overall financial health of the Church improved.

2010 was also the second full year of the three year Capital Campaign. By the end of the year we were blessed with some \$1,312,806 in pledges against a goal of \$1,400,000. Of these pledges, some \$976,963 in gifts (nearly 75% of the total pledged) have been received. In order to take advantage of the momentum created by the construction program, the Church entered into a borrowing agreement with the Winchester Cooperative Bank. This allowed the Capital Campaign program to continue even as we wait for the balance of the pledge dollars to come in.

Our financial results for 2010 reflected not only an increase in the life and the activity of the church, but also the continuing financial support from our congregation. 2010 was a year of recovery for some financial supporters of the Church, but in many cases other members of the congregation gave more than their planned pledges. This generosity and the hard work of many helped to see us through the year which ended with a surplus of \$37,363.

On the revenue side, Pledge receipts were slightly less than budgeted but \$20,406 more than that collected in 2009. Endowment giving of \$157,000 was lower than 2009 as planned, but significant gains were made in the areas of Back Pledges and Non Pledge Gifts each producing totals well in excess of their 5 year averages. The net result was a total revenue sum of \$728,225 which was \$18,684 higher than budgeted and \$15,936 greater than 2009.

On the expenditure side, changes in the staffing mix saw reduced Personnel Costs. A change from oil heat to gas heat produced significant savings even as we added a new expense account (Capital Reserve) intended to set aside money for future repairs . All in all, the careful watch on expenditures by the Commissions and staff, resulted in under spending the expense budget by \$18,053.

During 2010 the Church invested funds generated \$103,478 in interest and dividend which were distributed to our Restricted and Reserve Funds and also reinvested in our Endowed Funds. This is down from previous years and is the unfortunate consequence of the financial turmoil of the previous two years. The good news is that by the end of 2010, the valuation of our endowment funds rallied to produce a year end gain of \$350,918 bringing the value of our endowment and reserve funds invested in Vanguard to \$4,230,694.

Notwithstanding the gains made in late 2009 and 2010, the loss in Endowment principal experienced in 2008 does continue to impact the ability of the Endowed funds to support our operating budget. It is our practiced to average out the endowment balances over a three year span. In this way, the gains or losses in one year are tempered by the activity of the years before and after. In 2010, this allowed us to average out the poor performance of 2008. In 2011, our budget will likewise be affected until such time as we have moved beyond the 3 year limit.

The following schedules are part of this report:

- Operating Budget vs. Actual Receipts and Disbursements - 2010
- Report on Endowed Funds – 2010
- Report on Changes in Restricted and Reserve Funds – 2010
- Expenditures from Restricted and Reserve Funds – 2010

Respectfully submitted,  
David M. Peretti, Treasurer.



## Ledger to Budget Detail

First Congregational Church

21 Church Street

Winchester, MA 01890

Transaction Date Jan 1 2010 to Dec 31 2010

	Amount	2010 Budget	Difference	Percent of Budget
<b>Income</b>				
<b>Income</b>				
Pledges	462,683.31	463,246.00	562.69	99.88 %
Gen. Endowment Availing	98,000.00	98,000.00	0.00	100.00 %
Jenks Endowment Availing	59,000.00	59,000.00	0.00	100.00 %
Rental Income	27,472.35	28,000.00	527.65	98.12 %
Back pledges	29,890.00	19,500.00	(10,390.00)	153.28 %
Cash collections	10,739.00	9,311.00	(1,428.00)	115.34 %
Unrestricted Gifts	1,000.00	5,000.00	4,000.00	20.00 %
Non-Pledge Giving	37,855.42	25,484.00	(12,371.42)	148.55 %
Interest & Gain/Loss on Stock	1,584.46	2,000.00	415.54	79.22 %
<b>Income Total</b>	<b>728,224.54</b>	<b>709,541.00</b>	<b>(18,683.54)</b>	<b>102.63 %</b>
<hr/>				
<b>Total Income</b>	<b>728,224.54</b>	<b>709,541.00</b>	<b>(18,683.54)</b>	<b>102.63 %</b>
<hr/>				
<b>Expenditures</b>				
<b>Fac &amp; Per Commission</b>				
Personnel				
Clergy	109,053.36	109,358.00	304.64	99.72 %
Housing Allowance	67,566.72	67,567.00	0.28	100.00 %
Clergy-pen. & ins.	54,637.62	58,840.00	4,202.38	92.86 %
Office Staff	42,645.74	45,678.00	3,032.26	93.36 %
Off. Staff-pen. & ins.	5,227.44	5,393.00	165.56	96.93 %
Sexton-regular hours	29,565.58	27,740.00	(1,825.58)	106.58 %
Lay Staff	82,021.92	84,379.00	2,357.08	97.21 %
Lay-pen. & ins.	4,273.30	4,274.00	0.70	99.98 %
Independent contractors	13,387.50	15,300.00	1,912.50	87.50 %
Travel	746.51	800.00	53.49	93.31 %
Professional expenses	2,355.00	3,000.00	645.00	78.50 %
Sabbatical	2,000.00	2,000.00	0.00	100.00 %
Church FICA	24,861.03	25,204.00	342.97	98.64 %
Personnel contingency	2,036.29	1,400.00	(636.29)	145.45 %
<b>Personnel Total</b>	<b>440,378.01</b>	<b>450,933.00</b>	<b>10,554.99</b>	<b>97.66 %</b>
Facilities				
Copier rent & maint.	2,686.91	2,750.00	63.09	97.71 %
Postage	2,840.42	2,700.00	(140.42)	105.20 %
Office Expense	11,586.86	12,000.00	413.14	96.56 %
Telephone	4,126.38	3,900.00	(226.38)	105.80 %
Electricity	10,331.15	11,700.00	1,368.85	88.30 %
Water & Gas	7,327.96	3,500.00	(3,827.96)	209.37 %
Maintenance	16,576.81	15,000.00	(1,576.81)	110.51 %
Exterior Maintenance	11,657.61	7,500.00	(4,157.61)	155.43 %
Capital Reserve	2,000.00	2,000.00	0.00	100.00 %

## Ledger to Budget Detail

Transaction Date Jan 1 2010 to Dec 31 2010

	Amount	2010 Budget	Difference	Percent of Budget
Rubbish removal	2,919.78	2,858.00	(61.78)	102.16 %
Sexton supplies	2,696.16	2,500.00	(196.16)	107.85 %
Snow removal	4,400.00	4,200.00	(200.00)	104.76 %
Insurance	34,278.75	35,020.00	741.25	97.88 %
Pianos & organ maint.	877.32	1,000.00	122.68	87.73 %
Fuel	22,227.98	32,500.00	10,272.02	68.39 %
<b>Facilities Total</b>	<b>136,534.09</b>	<b>139,128.00</b>	<b>2,593.91</b>	<b>98.14 %</b>
<b>Fac &amp; Per Commission Total</b>	<b>576,912.10</b>	<b>590,061.00</b>	<b>13,148.90</b>	<b>97.77 %</b>
<b>Outreach Commission</b>				
General Outreach Appropriation	83,033.00	83,033.00	0.00	100.00 %
<b>Outreach Commission Total</b>	<b>83,033.00</b>	<b>83,033.00</b>	<b>0.00</b>	<b>100.00 %</b>
<b>Cong'l Life</b>				
Music	3,398.95	3,740.00	341.05	90.88 %
Deacons	2,003.26	1,980.00	(23.26)	101.17 %
Worship & Cong'l Life	1,169.19	0.00	(1,169.19)	0.00 %
<b>Cong'l Life Total</b>	<b>6,571.40</b>	<b>5,720.00</b>	<b>(851.40)</b>	<b>114.88 %</b>
<b>Other Commissions</b>				
Member Life & Dev.	1,621.57	2,400.00	778.43	67.57 %
Health Ministry	2,114.71	2,120.00	5.29	99.75 %
<b>Other Commissions Total</b>	<b>3,736.28</b>	<b>4,520.00</b>	<b>783.72</b>	<b>82.66 %</b>
<b>Education Commission</b>				
Church School	3,888.54	6,760.00	2,871.46	57.52 %
Adult Education	826.72	900.00	73.28	91.86 %
Youth Activities	5,683.64	7,500.00	1,816.36	75.78 %
<b>Education Commission Total</b>	<b>10,398.90</b>	<b>15,160.00</b>	<b>4,761.10</b>	<b>68.59 %</b>
<b>MAUCC Per Capita</b>				
MAUCC Dues	10,209.70	10,421.00	211.30	97.97 %
<b>MAUCC Per Capita Total</b>	<b>10,209.70</b>	<b>10,421.00</b>	<b>211.30</b>	<b>97.97 %</b>
<b>Total Expenditures</b>	<b>690,861.38</b>	<b>708,915.00</b>	<b>18,053.62</b>	<b>97.45 %</b>
<b>Over/Under</b>	<b>37,363.16</b>	<b>626.00</b>	<b>(36,737.16)</b>	

## REPORT OF THE TREASURER FOR 2010

Report on Endowed Funds - 2010									
		2009				2010			
BOOK VALUES	Designated Use (generally used for)	Balance 12/31/2009	Disbursements into funds / budget	Transfers into funds / budget	Changes in Fund Principal	Add: 2010 Investment Income	Add: 2010 Capital Gain (Loss)	Balance 12/31/2010	
<b>Endowment with Unrestricted Use:</b>									
General Endowment:	Unrestricted	1,817,672	(98,000)			43,260	190,125	1,953,057	
Jenks Endowment	Unrestricted	1,089,019	(59,000)	0	2,000	25,939	114,001	1,171,959	
<b>Subtotals</b>		2,906,691	(157,000)	0	2,000	69,199	304,126	3,125,016	
<b>Endowment with Restricted Use:</b>									
Chidley Scholarship	Scholarships	9,812	(530)			234	1,026	10,542	
Pastor-Clewworth	Pastor's Fund	5,867	(317)			140	614	6,304	
Pastor-Mason	Pastor's Fund	9,646	(521)			230	1,009	10,364	
Palmer Special Needs	Unrestricted / Facilities	126,553	(6,836)			3,012	13,237	135,966	
Wallace Music	Music / Cantatas	13,397	(724)			319	1,401	14,393	
NHaus	Flowers & Lilies	3,392	(183)			81	355	3,645	
Eberle	Youth Forum	7,238	(391)			172	757	7,776	
Redmond	Youth Forum	2,293	(124)			55	240	2,464	
Pastor & Deacons-Hall	Pastor & Deacons	17,801	(962)			424	1,862	19,125	
Pastor & Deacons-Mason	Pastor & Deacons	15,964	(862)			380	1,670	17,152	
Poduska	Unrestricted / Technology	23,330	(1,260)			555	2,440	25,065	
Abbe Endowment	Unrestricted / Facilities	38,094	(1,029)			919	4,040	42,024	
Steeple Endowment Fund	Unrestricted / Facilities	70,680	(3,818)	100,000	0	2,905	12,767	182,534	
VanAken Endowment Fund	Unrestricted / Facilities	0		100,000	0	1,223	5,375	106,598	
<b>Subtotals</b>		344,067	(17,557)	200,000	0	10,649	46,793	583,952	
<b>Endowment Funds Invested in Vanguard</b>		3,250,758	(174,557)	200,000	2,000	79,848	350,919	3,708,968	
<b>Endowment Funds Separately Invested</b>									
Boston Community Capital	Affordable Housing	100,000						100,000	
<b>Subtotals</b>		100,000	0	0	0	0	0	100,000	
<b>Endowment Funds Totals</b>		3,350,758	(174,557)	200,000	2,000	79,848	350,919	3,808,968	

## REPORT OF THE TREASURER FOR 2010

Report on Changes in Restricted and Reserve Funds - 2010							
Restricted Funds	2009						2010
	Balance	Transfer from	Gifts and	Other	Less: Fund	Add: 2010	
	12/31/2009	Restricted	Fund	Endowment	Expenditures	Investment	Balance
		Endowment	additions	Transfers	(disbursements)	Income	12/31/2010
CHIDLEY SCHOLAR. B1	11,419	530				286	12,235
MEMORIAL GIFTS B2	43,607		1,775			1,088	46,470
PASTOR'S SPECIAL B3	1,968	838			(176)	56	2,686
RIPLEY CHAPEL B4	1,502					37	1,539
PALMER SPECIAL B5	46,310	6,836			(769)	1,207	53,584
PRUDENTIAL B6	10,268	1,029				264	11,561
STEEPLE LIGHTING. B7	3,936					96	4,032
WALLACE MUSIC C0	2,402	724			(1,000)	55	2,181
FLOWER FUND C3	(895)		1,551		(1,493)	(21)	(858)
NHAUS FLOWERS C4	100	183				5	288
NHAYS LILIES C5	1,042					25	1,067
EBERLE FORUM C6	6,335	391				160	6,886
REDMOND YOUTH C7	13,950	124			(2,750)	309	11,633
PASTOR & DEACONS FUND C9	3,530	1,824	1,981		(3,802)	86	3,619
PODUSKA D0	11,226	1,260			(1,187)	275	11,574
DIRECTED GIFTS D1	18,261		2,789		(2,777)	447	18,720
LIBRARY FUND D2	2,730		200		(53)	69	2,946
OUTREACH ACTIVITIES D3	366					9	375
CHRISTMAS & EASTER Funds D4	6,909		10,379		(9,974)	174	7,488
PENTECOST D6	1,143					28	1,171
CLYDE JONES D7	10,267					251	10,518
JENKS SCHOLARSHIP E0	1,579					39	1,618
SENIOR HOUSING E1	16,325					399	16,724
JENKS OUTREACH & CARRYFWD F4	45,168				(1,000)	1,093	45,261
IRWIN MEMORIAL FUND G7	5,356		100			132	5,588
STEEPLE MAINTENANCE FUND G6	27,094	3,818				709	31,621
CAPITAL CAMPAIGN FUND E3	26					1	27
YOUTH PILGRIMAGE FUND H0			16,291		(10,213)	74	6,152
CAPITAL RESERVES FUND H1			2,000			24	2,024
LANDSCAPE FUND G9 - Closed	(153)					(4)	(157)
<b>subtotal</b>	291,771	17,557	37,066	0	(35,194)	7,373	318,573
<b>Reserve Funds</b>	0						0
KENDALL LOAN FUND F5	28,789				(27,000)	374	2,163
MEMORIAL RESERVE FUND F6	29,753			10,000	(5,227)	786	35,312
SABBATICAL RESERVE F7	36,184		2,000			909	39,093
EMERGENCY RESERVE G0	108,931				(2,921)	2,629	108,639
<b>subtotal</b>	203,657	0	2,000	10,000	(35,148)	4,698	185,207
<b>Total Restricted &amp; Reserve Funds</b>	495,428	17,557	39,066	10,000	(70,342)	12,071	503,780

**REPORT OF THE TREASURER FOR 2010**

<b>Expenditures from Restricted and Reserve Funds - 2010</b>		
	<b>Expenditures (disbursements)</b>	<b>Specific Uses</b>
PASTOR'S SPECIAL B3	176	Banner
PALMER SPECIAL B5	769	Computer / office equipment
WALLACE MUSIC C0	1,000	Lesson & Carols Jazz Trio
FLOWER FUND C3	1,493	Chancel/Narthex arrangements; baptisms
REDMOND YOUTH C7	2,750	Pilgrimage
PASTOR & DEACONS FUND C9	3,802	Vouchers for transients; P&D gifts to Deacons, Hall & Mason funds
PODUSKA D0	1,187	Technical support / equipment.
DIRECTED GIFTS D1	2,777	Just Peace et al
LIBRARY FUND D2	53	Books
CHRISTMAS & EASTER Funds D4	9,974	MA Coalition for Homeless; Haitian Fund
JENKS OUTREACH & CARRYFWD F4	1,000	Support for in care parishioners
YOUTH PILGRIMAGE FUND H0	10,213	Expense for Youth Pilgrimage
	<b>subtotal</b>	
	35,194	
	<b>subtotal</b>	
	0	
<b>Total Restricted &amp; Reserve Funds</b>	<b>35,194</b>	

# **REPORT OF THE FINANCIAL RESOURCES COMMISSION**

**171<sup>st</sup> Annual Meeting**

**March 2011**

## *Commission members:*

Mike Bailey (co-chair), Brian Koss (co-chair), Doug Clarke, David DuBard, Rich MacNeille, Tom Roche, Jena Roy, Nick Troisi, Carl Turissini, Jennifer Wilson

The Financial Resources Commission's principal goals for 2011 include:

- Increase participation in the annual Stewardship Campaign
- Review the guidelines for managing the invested funds and make changes, if appropriate
- Initiate a planned giving program to further develop the Church's invested funds for future generations

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

## **2010-11 Stewardship Campaign**

Income from 2011 pledge commitments is currently tracking down slightly more than 1% from 2010's final total (\$444,078 vs. \$450,583). We continue to pursue pledges from individuals/families that have yet to respond, with the goal of closing our \$26,172 gap versus the church's 2010 budget goal totaling \$470,250. Given the state of the economy/job market and historical pledge activity, it will be difficult to hit this budget number, which is an increase of 4%, over last year's final total.

Details behind the totals:

- 153 pledges (56% of approx. 273 member families), down from 169 pledges in 2010
- 4 new for \$7,416, and 9 returning pledges for \$18,005
- Pledge range: \$100 to \$25,000
- 52 individuals/families increased their pledges, adding \$38,699 over last year.
- 19 individuals/families decreased their pledges by \$17,930 over last year.
- 67 individuals/families pledged the same amount as 2010, for a total of \$157,358
- Potentially 31 individuals/families have stopped pledging for \$52,935.
- Of repeating pledges, the average pledge increased 5.2%, adding \$20,769 over last year.

\* 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 2011/2010 pledged giving level:

<b>Giving Level</b>	<b>Number of Pledges</b>		<b>Percent of Pledges</b>		<b>Percent of \$ Pledged</b>	
	2011	2010	2011	2010	2011	2010
\$20,000+	3	3	16%	15%	2%	2%
10,000-19,999	8	6	22%	15%	5%	4%
8,000-9,999	3	3	6%	6%	2%	2%
6,000-7,999	3	7	5%	11%	2%	4%

# REPORT OF THE FINANCIAL RESOURCES COMMISSION

171<sup>st</sup> Annual Meeting

March 2011

5,000-5,999	7	8	8%	9%	5%	5%
4,000-4,999	4	2	4%	2%	3%	1%
3,000-3,999	13	14	9%	10%	8%	8%
2,000-2,999	24	25	12%	13%	16%	15%
1,000-1,999	45	48	13%	14%	29%	28%
500-999	27	31	4%	4%	18%	18%
<500	<u>16</u>	<u>22</u>	<u>1%</u>	<u>1%</u>	<u>10%</u>	<u>13%</u>
Total	153	169	100%	100%	100%	100%

*Continuing a trend from last year, pledge income and units has peaked and is now trying to hold at current levels. Given the severity of the economy, the success of a \$1MM+ capital campaign, and a decreasing pool of contributors, our ability as a congregation to hold our revenue numbers is truly commendable*

*Our greatest concerns continue to be the lack of new active members joining the stewardship campaign, the inability to fulfill pledges made in a difficult economy, and a dropping endowment income in the immediate future. 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.*

*We commit to focusing on adding new members through an all year stewardship drive and increasing our emphasis on planned giving throughout the coming years to add to our endowment.*

## Invested Funds

	12/31/10	12/31/09	12/31/08
Total value	\$4,230,695	\$3,716,276	\$3,388,997

Note: the totals above include investments in both unrestricted funds available to support the operating budget, and those accounts with various spending restrictions. Does not include balance in Boston Community Capital.

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.

Strategy and Asset Allocation: To achieve their investment objectives, the investment accounts are managed with a passive indexing strategy and a “style-neutral,” well-diversified approach. The Church has adopted a target asset allocation for typical investment environments as follows:

# **REPORT OF THE FINANCIAL RESOURCES COMMISSION**

**171<sup>st</sup> Annual Meeting**

**March 2011**

approximately 65% in equities, 30% in fixed income vehicles and 5% cash. By indexing, the invested funds seek to achieve long-term total returns (income plus appreciation) approximately equivalent to a weighted average of the relevant benchmark indexes.

The investment accounts performed well in 2010, participating in the steady upward trend of global equity markets that has been in place since March 2009. The overall portfolio returns were +12.3% in 2010, a satisfactory result given S&P500 returns of +15.1%, Barclays U.S. Bond Index returns of +6.5%, and the portfolio's conservative posture up until May 2010.

As previously reported, the Commission had recommended and the portfolio adopted a more conservative asset allocation during 2009 and in prior periods; as a result, the asset allocations in invested funds remained somewhat defensive. For example, beginning the 2010 calendar year, the asset allocation weightings were roughly 45% equity, 48% bonds, and 7% cash. As the global recovery momentum gradually built in 2010, the Commission gained confidence that portfolio weightings should be moved back towards the long-term target levels of 65% equities, 30% bonds, and 5% cash, and this reweighting was enacted in May 2010. At year-end 2010, the portfolio asset allocations were 65.0% equities, 28.9% bonds, and 6.1% cash, and remain unchanged at this writing.

During 2010, the valuation of financial assets across global financial markets increased for the second consecutive calendar year, reflecting the continued effects of extraordinary public policy interventions and economic recovery across the globe. Despite periods of heightened markets volatility, especially in the summer, stocks began a rally during the fall that continued to year-end. In 2010, the S&P 500 and an index of international equities (blended MSCI EAFE + EM, MSCI ACWI ex USA IMI) index increased in value by 15.1% and 10.7%, respectively. The broad U.S. bond markets also increased in value in 2010; the Barclays Capital U.S. Aggregate Bond Index was up 6.5% for the year.

In light of relatively benign market conditions, moderating global risks, and the gradual global economic recovery, the current portfolio weightings, which adhere to the long-term target weightings for the investment accounts, seem appropriate.

Performance: The following table reports the aggregate invested funds total returns for the three recent calendar years.

	12/31/10	12/31/09	12/31/08
Total return	12.3%	17.4%	-26.1%

Note: the totals above include investments in both unrestricted funds available to support the operating budget, and those accounts with various spending restrictions. Does not include balance in Boston Community Capital.

The majority of the Church's invested funds reside in index funds, and these investments performed in line with their respective benchmarks.

During 2010, the investment accounts provided \$157,000 to fund operating budget needs.



## **REPORT OF THE CAPITAL CAMPAIGN**

2010 saw the second year of major projects funded by the 2008 Capital Campaign. Once again we were fortunate to have the construction management services of John Moriarty Associates and architectural support from David Torrey of Menders, Torrey and Spencer, both of whom kept their fees to a minimum. It was a complex year of multiple projects, finishing the exterior maintenance and updating several interior spaces.

The entire exterior painting was undertaken, picking up where the 2009 painting of the East facade left off. This included the walls and windows of the sanctuary building as well as the many surfaces of the Parish House. Colors were changed from the previous all-white to a more pleasing combination. Windows were re-glazed where needed and masonry cracks repaired all around the buildings. This involved a substantial amount of lead paint and asbestos caulk remediation. Cast stone window sills were either repaired or replaced with granite. The cracks in the Ripley Chapel window mullions were sealed to prevent further deterioration.

On the advice of several stained glass restoration experts, the plastic covers over the twelve main stained glass windows on the Sanctuary were removed and discarded to prevent further deterioration of the leading. The windows were then waterproofed, as needed, and two of the panels that had buckled were flattened and fully restored. The maintenance of the Chancel stained glass is planned for 2011.

The roofing work addressed many areas of the Parish House, but the most important tasks were the repair of the main roofs and replacement of the 3<sup>rd</sup> floor dormer windows. There was much discussion about how best to deal with the slate above the playground, the concern being the danger from broken slate falling onto the children below. The final decision was to replace the slate on the dormers above the playground with an all-copper cladding. Many of the slates removed were salvageable and were stored or used in the repairs of the remaining slate roofing. Those slate roofs were repaired, not replaced as was done to the older sanctuary roof in 2009, but this did include replacing all of the copper ridge caps and valleys on the dormers. Several gutters and downspouts were replaced or repaired with sturdy copper ones. The seams in the large flat membrane roof above the 3<sup>rd</sup> floor were all repaired, especially at the edges and around all the skylights. The 3<sup>rd</sup> floor dormer windows were badly rotted in many cases and inefficient in all cases, so all were replaced with high quality new ones.

Several classrooms were renovated in accordance with the thoughts of a committee brought together by Anne Hoenicke. This included new carpeting, paint, and light fixtures for the large 3<sup>rd</sup> floor classroom, the classroom above the sacristy, the Stone room, and the former Christian Ed office. Wireless digital communication was extended to reach all these areas as well as Chidley Hall and the Sanctuary. New digital projectors and projection screens were purchased. In an effort to improve the support of the teachers, a new supplies closet was created out of the former coat closet on the 2<sup>nd</sup> floor. Cabinets and new lights were installed and several shelving units from the former Christian Ed office were re-used. Outdated furniture and materials were purged!

Several offices were addressed. The Associate Pastor's office was entirely redecorated with new carpet, lighting, and shelving units. The former Christian Ed office was painted and prepared as a potential classroom space. The former supplies room across from the Chancel was modified to serve as a more effective Music Director and Organist's office. The doorway between this space

## **REPORT OF THE CAPITAL CAMPAIGN**

and the former Christian Ed office was sealed off, the ceiling was raised, lighting improved, and the room painted, making both these spaces much more usable.

The last project undertaken in 2010 was the construction of a ramp connecting the Sanctuary level with the second floor of the Parish House. In order to meet current code requirements for handicapped access, the project involved breaking through interior walls, capping off of old ventilation shafts, and encroaching approximately 5 feet into the original Henry Room. The result, however, fits well into the space, conserves storage spaces, and keeps the Henry Room a comfortable size and useful shape. Most of all, the ramp now allows, for the first time since the Parish House was created, full access to the several important function rooms (Henry, Tucker, and Palmer rooms) as well as the second floor ministerial staff offices.

In all of these projects, both inside and out, we owe special thanks to Meg Shin for her consultation and work on the decorative details.

As this report is written, the remaining plans for the Capital Campaign projects are being discussed. Two projects we want to address are repairs to the front portico steps and further life safety and accessibility enhancements. At this point, we have spent 90% of the amount pledged in the campaign and addressed all of the highest priority projects. With an \$11 million, 160 year old facility, there are many more projects that could be addressed. We all should be extremely grateful to the many donors who have made this work possible.

Capital Campaign Project Implementation Team: Marianne Carter, John Fiske (chair), Tom Kahl, David Peretti, Paul Rahmeier, Penny Sparrow

## **REPORT OF THE FACILITIES COMMISSION** **2010 PROJECTS**

With all the other activity surrounding the Capital Campaign Projects, the Facilities Commission tried to keep its focus on more modest projects, with one major exception: conversion of the heating system from fuel oil to a gas/oil dual fuel burner. This project turned out to involve multiple entities: Neighborhood Cooperative Nursery School, Conservation Commission, National Grid, a chimney sweep, and interviews with several furnace service companies. We elected to pursue this project because the cost of fuel oil was rising and two other churches in town (Unitarian and Episcopal) had had good luck with the dual fuel approach. Because the closest gas line that could support the volume we required was on Dix Street, we had to run a new gas line approximately 300 feet from there to the furnace room. This path ran directly through the NCNS playground and also was within 100 ft. of Wedge Pond and therefore under the jurisdiction of the Conservation Commission. Fortunately, NCNS was already planning to replace all of their playground equipment and re-mulch their play area. With the cooperation of both of these organizations we were able to contract with National Grid to install a 4" gas line and a new meter right outside the furnace room. The Winchester plumbing code required that the existing stone chimney have a stainless steel liner installed. Several quotes were received from furnace service companies, but Ranco Enterprises of Medford was by far the least expensive and offered continued local service. The new burner was installed just prior to the winter heating season and has been performing well. This project was expensive, but promises to pay for itself quickly. It cost almost \$33,000 and was funded by a \$27,000 loan from the Kendall Loan Fund and the balance from the Memorial Reserve. The costs broke down

## **REPORT OF THE FACILITIES COMMISSION**

as \$7,350 for the new gas line, \$7,240 for chimney work, and \$18,200 for the dual fuel burner. Our timing was particularly fortunate in that fuel oil prices have jumped up substantially while natural gas has stayed steady. The estimated savings for the 2010-2011 heating season, for example, will be ~\$18,000. The original plan was to repay the Kendall Loan Fund out of the Operating Budget over several years, but pledge receipts for 2010 exceeded expenses enough to allow a full repayment at year end!

Separately, but related to both the furnace work and the Parish House roofing work, the trees on the lake side of the Parish House were heavily trimmed

There has been an increase in the number of parishioners coming from The Gables assisted living facility. In an effort to help the Health Ministry and the Deacons with meeting the Gables bus, Bradley Ross obtained appropriate wireless communicators for the bus driver and whomever the Deacons have on duty.

Several volunteers took on helpful projects. Marsha Lamson and Kris Montgomery reworked the furnishings of the reception area outside the church office to provide a better Red Wagon collection area and informational displays. Rick Forzese and Bradley Ross made significant repairs of the steeple lighting. That lighting system is old and more repairs will be needed in 2011. Marcie Troisi, Deb DePeter, and Alex Rohall did substantial weeding out front once the painters and masons were out of the way. Marianne Carter and family planted many bulbs which we look forward to seeing in the spring of 2011. The large planter beside the Vine Street entrance gate was damaged by vehicles and/or plows. Rick Forzese and Tom Dunn made significant repairs, but we continue to be frustrated by repeated damage to that object and expect to face a continued need for rebuilding the wooden structure.

On the negative side, we encountered very large water bills during the summer and the source of that excessive consumption has not yet been discovered. At the same time, the sprinkler system failed during the hot summer months, causing much damage to the front lawns. It has been repaired by Bradley Ross and Tom Dunn, but it remains to be seen how well it will hold up. Repairs to the front lawn will be undertaken in 2011.

Facilities Commission Members: Marianne Carter, Deb DePeter, Tom Dunn, John Fiske (chair), Rick Forzese, Bradley Ross (ex officio), Marcie Troisi

## **REPORT OF THE PERSONNEL COMMISSION 2010-2011**

The Personnel Commission has one new member and one resignation in the 2010 reporting period. Doug Taylor joined the commission in October of this year and Skip Marotta resigned in February due to an increasing work load. In addition, Alex Rohall leaves the Commission at the end of this church year. We are actively seeking two additional members for the Commission. The Commission undertook a number of small projects this year:

- As a result of last year's performance reviews and some changes in responsibility, the position of Associate Pastor was updated to reflect additional Christian Education responsibilities.

## **REPORT OF THE PERSONNEL COMMISSION 2010-2011**

- The Office Manager job description was rewritten to coherently reflect the job responsibilities of that position.
- As a result of the changes in the Office Manager job description, the Commission undertook a study of regional wages for comparable positions, thinking that perhaps the pay for the current position was a bit low. Review of multiple sources of wage data including regional labor statistics, local school salaries, and several higher education institutions indicated that a salary adjustment was appropriate. These results prompted a suggestion for an 8% market adjustment in the salary of the church Office Manager, a recommendation which was approved by the congregation at the annual budget meeting.
- Several small but important changes were made to the Employee Handbook. The details of the maternity and family leave policies were clarified and changed in the handbook (these policies were voted on and approved in the last annual meeting). In addition, revisions were made to the wording on termination.
- Also as a result of last year's performance review, each member of the Personnel Commission was assigned as the contact for individual staff. Our hope is that this will encourage greater communication between the staff and Personnel.
- Continuing CORI participation is monitored by the Commission. This information is passed to the staff to assure compliance with church policies.

The approaching sabbaticals of Skip Waterbury (September 2011-February 2012) and Judy Arnold (September-November, 2012) were the topic of several meetings and continuing discussions. In conjunction with representatives of the Deacons, members of Personnel met individually with the ministerial staff about their advice on whether a full or part time sabbatical minister is needed, what the responsibilities of that person might be, and what opportunities and challenges they (the staff) see for themselves during the sabbatical period. These discussions will form part of the basis of the responsibilities for the sabbatical minister. The group meeting with the staff was impressed with the thoughtful, positive, and constructive responses of the ministerial staff. Further discussions will be held with the Deacons and church lay leadership about interim leadership during both sabbatical periods.

After three years of austere budgets, the Personnel Commission was pleased to be able to recommend a 3% raise for paid staff starting in September, 2011. Staff received a very modest \$500 per FTE increment last year, and no salary increases the two years prior to that. This proposal was adopted by the congregation at the annual budget meeting. We were also pleased to be able to offer a well-deserved \$100 bonus to the staff at Christmas.

As annual performance review time approaches again, Personnel will be reviewing the successes and failures of last year's performance review process, striving to make the annual review cycle a constructive process for the staff.

In conclusion, we would like to thank our staff by name: Skip Waterbury, Judy Arnold, Kathleen Zagata, Jane Ring Frank, Kendrick Oliver, 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. We also thank Alex Rohall for her work with the Personnel Commission.

Respectfully submitted,  
Personnel Commission,  
Lynne Rahmeier(Chair), Elizabeth Cooper, Joyce Mills, Alex Rohall, Doug Taylor

# **REPORT OF THE LEADERSHIP DEVELOPMENT COMMISSION**

## Slate of Commissions 2011

### CHRISTIAN EDUCATION – Adult

Paul Rahmeier – Chair	2007-12
Linda Alexander	2011-13
Nanci Barker	2011-13
Teresa Cader	2010-12
Eric Fieleke	2010-12
Jack Howland	2011-13

### CHRISTIAN EDUCATION – Child

Gretchen Clarke – Chair	2008-12
Jody Collins-Skinner	2009-12
Natalie Roche	2009-13
David Weir	2008-12
Lucy Willoughby	2011-13

### FACILITIES

John Fiske – Chair	2008-12
Tom Dunn	2010-12
Deb DePeter	2009-12
Rick Forzese	2009-12
Marcie Troisi	2010-12

### FINANCIAL RESOURCES

Mike Bailey – Co-Chair	2007-12
Brian Koss – Co-Chair	2007-12
Douglas Clarke	2008-12
David DuBard	2006-12
Richard MacNeille	2008-12
Tom Roche	2011-13
Jena Roy	2011-13
Nick Troisi	2007-12
Carl Turissini	2011-13
Jennifer Wilson	2011-13

### HEALTH MINISTRY

Pam Budner	2008-12
Teresa Cader	2010-12
Maria Fernando	2011-13
Jodie Mullane	2010-12
Susan Rozmanith	2010-12
Nick Wankowicz	2010-12

## REPORT OF THE LEADERSHIP DEVELOPMENT COMMISSION

### LEADERSHIP DEVELOPMENT

Cindy Wankowicz – Co-Chair	2010-12
Peter Rosenberger – Co-Chair	2010-12

### MEMBERSHIP

Joan Theuer – Chair	2010-12
Chris Noble	2011-13
Kristen Parkhill	2011-13
Peter Rosenberger	2009-12
Becky Tellefsen	2010-12
Christilne Tresselt	2011-13

### OUTREACH

Mike Regentz – Chair	2010-12
Leigh Kelliher	2009-12
Anne-Marie Galli	2011-13
Bill McCarter	2009-12
Kate Puzanghera	2009-12
Louise Ritenhouse	2009-12

### PERSONNEL

Lynne Rahmeier – Chair	2008-12
Elizabeth Cooper	2010-12
John Crabtree	2011-13
Joyce Mills	2010-12
Doug Taylor	2010-12
Carol Weir	2011-13

### SLATE OF OFFICERS 2011-2012

Moderator	Penny Sparrow
Clerk	Anne Hoenicke
Treasurer	David Peretti
Assistant Treasurer	Keith Russell
Librarian	Leslie French
Historian	Bob Stone

Respectfully submitted,

Cindy Wankowicz  
Peter Rosenberger

# **APPENDICES**

**Appendix A**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Minutes of the 170th Annual Meeting**  
**Held April 7<sup>th</sup> at 7:30 PM**

Skip Waterbury opened the meeting stating that it was his pleasure to call to order the 170<sup>th</sup> Annual Meeting of the congregation. All present affirmed in unison the Covenant of the First Congregational Church in Winchester. Skip then read the names of church members and the wider church family who died in 2009. Then all present sang the hymn, For All the Saints.

Tom Kahl began the proceedings. He declared that he had examined the Warrant for the meeting, found it to be in order, determined that the meeting had been properly notified and called, and that there was a quorum present for the evening.

Tom Kahl moved, and Skip Waterbury seconded, that *“the minutes of two Congregational meetings – 1.) the March 25<sup>th</sup>, 2009 169<sup>th</sup> Annual Meeting and 2.) the Feb 14<sup>th</sup>, 2010 Budget Vote meeting – contained in the 2010 Annual Report distributed at the opening of this meeting, be accepted and placed on file”*.  
*It was so VOTED.*

Article I was then taken up. Article I: “To hear and act upon reports of gifts and bequests, if any, to the Church since the last Annual Meeting.” David Peretti, Treasurer, took the floor and made the following motion:

*“Moved that the Church adopt the recommendation of the Council on Ministries and acknowledge with gratitude the receipt of the donation of \$100,000 from the Trust of the late Peter Van Aken in memory of Peter Van Aken and his first wife the late Carol E. Gustafson Van Aken, and recommend to the Congregation that it vote formally to accept the gift with gratitude, and direct that the funds be invested, the interest and other earnings therefrom to be devoted, consistent with the donor’s expressed interest, to the preservation, maintenance, upkeep and improvement of the Church’s physical facilities.*

*The motion was seconded by Skip Waterbury and a vote was taken.*

*It was unanimously VOTED to accept the gift and pass the motion.*

Article II was then taken up. Article II: “To hear and act upon reports of the Ministerial Team, the Treasurer, the Chairs of Commissions and Committees and any other reports which the Church may vote to receive.”

Worship Committee Laurie Roby, Chair

Laurie Roby, Chair of the Worship Committee that was initiated in 2006, made her debut speaking to the Annual Meeting about the activities of the Worship Committee. She spoke about the liturgy being the work of the people, that worship is participatory and multi-generational. She noted that our congregation longs for small groups that help create community and enrich our faith. The Worship Committee is planning a midwinter experiment on Sunday mornings for Jan 2011. We are a busy congregation with a lot of demands for our time, but we are already here on Sundays, so then plan is to meet together prior to church. The theme for this worship experience



**Appendix A**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Minutes of the 170th Annual Meeting**  
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is Lay Ministry – Living Your Sunday in a Monday through Saturday World, which was the topic of the guest speaker, Mary Luti, at the recent Life Deacons’ Breakfast. The theme was well received by those able to hear her, and the Worship Committee is enthusiastically embracing it for the Winterm worship experiment. Marjorie Moore noted that not everyone was able to hear this guest speaker and expressed interest in having her speak to a wider audience.

Long Range Planning Committee Tom Kahl, Chair

Tom Kahl noted that the formation of the Long Range Planning Committee is really a tribute to Peter Van Aken, who originally proposed forming such a committee at last year’s Annual Meeting (March 2009). Tom explained that there has been a convergence of several key currents:

- The need to reaffirm our mission and role in an increasingly secular society that eschews membership, yet seeks community and spirituality
  - Secular trends: pluralism, consumerism, individualism, rationalism
- The retirement of most of our ministerial team in the next five years
- Concerns about the long-term financial sustainability of our current programs
- Desire to align these considerations with the direction God is calling our congregation

The Council on Ministries commissioned Skip Waterbury, Pastor and Tom Kahl, Moderator in Sep 2009 to launch a Long Range Planning effort. The Long Range Planning Committee’s charge was created and discussed and it was approved by the Council in January. An initial core of the Steering Committee has been selected, with additional members to be invited to serve.

A three-step process has been outlined by the committee for the entire congregation to engage in. These activities will build off of the Holy Conversations work that was done in 2004-2006. There is a communications strategy in place, with 11<sup>th</sup> hours, Spire articles and coffee table discussions. Step 1 is the “Discovery” phase that will occur from April - Jun 2010. This is about accurately describing and understanding our current situation, learning “what is going on around us?”, understanding our context. Step 2 is the “Purpose” phase that will occur from Sep 2010 - Mar 2011. This step will develop a “Statement of Purpose”. We will document and discuss our congregation’s mission and purpose. Finally, Step 3 is the “Roadmap/Vision” phase that will occur from Jan 2011 - Jun 2011. A vision and road map will be developed to guide us from our current context to the envisioned purpose and future. The road map will address the areas of: Faith formation – Church School, Youth, & Adult, Membership & Participation, Revenue, Expenditures (both Operating & Capital), Facilities, Organization – both lay & ministerial, Personnel/staffing model, and Outreach.

Christian Education Commission – Adult Paul Rahmeier, Chair

Paul reported that the Adult Christian Education Commission has gathered a list of at least 25 possible programs for next year, thanks to the responsiveness of so many who responded to the

**Appendix A**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Minutes of the 170th Annual Meeting**  
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commission's request for ideas and input. It should prove to be an exciting year with so many good ideas to choose from.

Christian Education Commission – Children/Youth Gretchen Clarke, Chair, & Judy Arnold, Youth Minister

Gretchen noted that the Christian Education Commission is doing their best to steer the Church School but that Carol Jones' departure has left a large hole to fill. We are delighted to have Summer Shaud with us for the 6 month - 1 year interim commitment she has made, but just can't keep her. So, we are starting the search process again, for a 2<sup>nd</sup> 1-year interim Church School coordinator. We are hoping for the Long Range Planning Committee to find a permanent solution to address the Church School's needs.

We are also aware of the Worship Committee's plans for the Winterm experiment, and the Commission is dealing with conflicting and varied feelings about how this experiment will work out. It will affect the children's classes (coming 1 hour earlier), and the nursery, and hopefully we can work out the right course of action for moving forward with the experiment.

Judy highlighted the thriving Youth programs of Rite 13 and Journey to Adulthood (J2A), noting what extraordinary lay leaders we have for those two segments of the youth program. They are so devoted, and commit 2 years to being with 2 grades of kids, to help form community, connection and continuity.

Marjorie Moore, librarian, and key support person for both the Children/Youth and Adult components of the Christian Education Commission, commented that there is a need for greater support of the library and her. She used to have a committee to support her, but now she is on her own, and the kids and parents don't check as many books out of the library as they used to. Bruce Lauterwasser suggested that there might be a way to use more technology in the classroom, helping to provide greater access to books and curriculum areas and library materials.

Health Ministry Commission Karen Martin & Pam Budner, Co-Chairs, Kathleen Zagata, Health & Wellness Minister

Karen and Pam explained that Health Ministry is all about healing, service, caring and compassion. It is about an intentional journey and being a lifelong faithful steward of health; addressing mind, body and spirit. They highlighted 3 of the many programs that were new or renewed in Health Ministry this year: Hospitality/Accessibility Escorts, Called to Care and the Carnival of Community. Hospitality Escorts are helping those with temporary or more permanent disabilities navigate the labyrinth of our beautiful building, with its multiple levels and complicated hallways. The Called to Care program is being reactivated to help those in crisis with assistance, visits, a caring presence. There will be training by Rev. Joan Murray in May. And the Carnival of Community was held in March, exhibiting the vast range of activities and rich opportunities to connect and serve within this faith community.

Membership Life and Development Commission Jan Koss & Susan Leathers, Co-Chairs

Sue Leathers highlighted the celebration we had in Nov 2009 honoring Skip's 35<sup>th</sup> Anniversary of his Ordination. (Skip was ordained on 11/17/1974.) She also noted that the Membership Commission has taken on the mantle of the Bean Supper. Progressive Supper – lack of sign up.

**Appendix A**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Minutes of the 170th Annual Meeting**  
**Held April 7<sup>th</sup> at 7:30 PM**

Will try in the fall, perhaps spring is not the right time. Gretchen Clarke expressed support of the bean supper, noting it is one of the few things that we do that reaches out to the wider Winchester community, not just those who participate or are members of this church.

Treasurer, David Peretti

David Peretti exclaimed how much he misses Peter Van Aken, our prior treasurer who passed away last year. As he has been learning the duties of treasurer, he has been assisted by two angels, Sarah Marino Office Manager, and Gay Williams, Bookkeeper, who do their very best to keep him out of trouble. David noted that, hopefully, he has been semi-coachable. He then reviewed the past year's (2009) annual operating results and noted that the budget for 2010 had been approved.

Financial Resources Commission Brian Koss, Co-Chair

Brian reviewed three key activities of the Financial Resources Commission - Stewardship, Managing Endowment Funds, and Planned giving. He remarked that we had received \$460K in pledges, and that is always seems like the story of the "loaves and fishes and EFTs" (Electronic Funds Transfers), in that miraculously we achieve our revenue/pledge goals. He noted that Stewardship never ends. This year they tried to focus on new pledges, but with only 8 new, we were not that successful with this endeavor. Moving to the endowment, it has been a challenge but we have a good allocation between equity, fixed income and cash. Finally, the commission is working on ways to address planned giving.

Capital Campaign Steering Committee Jon Galli, Co-Chair

Jon Galli reported that we had received commitments for \$1.31 million of our 1.4 million goal. We are hopeful that we will receive the remaining g\$90,000 in commitments. Jon also commented that we are planning a Celebration of Gifts for May 9<sup>th</sup>.

Capital Campaign Implementation Team & Facilities Commission John Fiske, Chair

John Fiske reported on all of the completed Capital Campaign projects. We made improvement to the Sanctuary and the Steeple which are the oldest parts of our facility. He especially highlighted the replacement of the roof, that cost approximately \$250,000.

Personnel Commission Lynne Rahmeier, Chair

Lynne Rahmeier reported that Judy Arnold's title had been changed to Associate Pastor. She continues her current responsibilities and Minister of Youth and Parish Life. There is no change to her pay or hours or duties as a result of the change, just a change in title. Lynne also commented that the personnel review process continues to function well with annual discussions with each of the staff. The Commission is also working on updating the Staff Handbook to include a maternity leave policy.

Deacons Steve Haggett Head Deacon

Steve spoke of the activities of the diaconate and highlighted the serving of communion. He announced that next year's head deacon will be Debra Damren.

**Appendix A**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Minutes of the 170th Annual Meeting**  
**Held April 7<sup>th</sup> at 7:30 PM**

In addition to the oral presentations given at the meeting, written reports are included in the bound hard copy of the Annual Report. The Head Deacon did not provide a written report. Commissions, Ministers and Officers that did not present but that did provide a written report were the Outreach Commission, the Music Minister, and the Librarian (Officer).

It was moved, seconded and voted “*that the reports of the Ministerial Team, the Treasurer, and the Chairs of the Commissions and Committees, having been heard and received, be accepted and placed on file.*”

Article III was then taken up. Article III: “Elect officers and members of established commissions and committees.”

Leadership Development Commission Peter Rosenberger, Co-Chair

Peter Rosenberger asked those assembled to refer to the list of Commission members that was handed out at the meeting, and asked that the meeting vote to elect these proposed commission members. It was noted that the list did not contain the list of officers and that they needed to be added. A question was raised as to whether auditors were being elected as officers. The answer was that we do not have a slate of auditors for this year. Members of the audience also offered a few corrections to the list – updates to the Christian Ed Adult Commission and the Personnel Commission.

It was moved, seconded, and voted that “*the nominations be closed and that the slate of Officers, Commission and Committee members whose names are proposed in the slate presented to the meeting be elected for their designated terms.*”

Skip Waterbury provided closing remarks. He highlighted the important work of the Long Range Planning Committee that will be developing our purpose over 2010 and 2011. Following that process he will be on sabbatical for 6 months and then he will be retiring about 3 years after that. He was sad to see that David Mortensen had abandoned us for the evening, because he had wanted to thank him for his long years of thoughtful, capable and caring service as Moderator of the church.

Skip then directed those assembled to sing the Hymn – “God of Grace and God of Glory”, gave the Benediction and adjourned the meeting.

**Appendix B**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Congregational Budget Meeting**  
**Held Feb 13, 2011**

A Special Meeting of the Church was called by the Pastor via a warrant posted on the cork board in the church vestibule. This warrant, dated January 29, 2011 and signed by the Pastor, was posted at least 8 days prior to the meeting, in accordance with the By-Laws. Other notifications were also made – a verbal announcement in the sanctuary on the Sunday preceding the special meeting was made by the Pastor. The Office Manager also sent an email notification 6 days and 2 days prior to the meeting, in lieu of notification in the weekly service bulletin, since no bulletins were published during the 5 weeks preceding the Special Budget Meeting due to the new midwinter worship format. During the service on Feb 13<sup>th</sup>, the Pastor made a reminder announcement, clearly stating that only members could vote in the proceedings, although non-members were welcome to attend and observe.

Members of the Congregation gathered in the Sanctuary following the morning worship service on Sunday February 13, 2011 at about 11:15 am.

Tom Kahl, Moderator, convened the meeting, declaring the presence of a quorum. [At least 50 people for an Annual Meeting or a meeting that involves appropriation of money or committing the Church to expense.] Tom explained the process of the meeting – first, a motion will be read, he will ask for a second, and then allow for discussion of the motion. The first part of the discussion will be a presentation by the Treasurer of the highlights of the budget and then questions and comments from the floor will follow. At the conclusion of the discussion period, a vote will be taken.

Tom read the following motion aloud:

To hear and act upon the budget report and the recommendation of the Council on Ministries that the budget be adopted by the congregation and to appropriate the designated sums of money to be expended by the Church's Treasurer for the purposes set forth in that budget.

Dick Sayre helped with handing out copies of the 3-page, color-coded detailed proposed budget to those present. (Attached as Exhibit 1 to these minutes.)

Tom then turned the floor over to the Treasurer, David Peretti. David explained that the budget format follows the same format as the past several years, so hopefully it is familiar. David noted that a budget committee met for a few meetings in December and January to develop the preliminary budget. It was then presented to the Council on Ministries, who reviewed it and then voted to recommend that the congregation adopt it. Finally, a budget hearing was held the prior Sunday after services.

David highlighted a few key areas:

Historic Information for Guidance

- The left side of the exhibit provides historical information on past budgets (2008 and 2009, yellow and tan colors). This information helped guide us as we prepared the current budget.
-

**Appendix B**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Congregational Budget Meeting**  
**Held Feb 13, 2011**

- The blue/middle column is the 2010 year's budget and actual results. David stated that it has been an interesting year because I have been in a panic all year that we would not make our revenue. Little did I know that December and generous givers would come to our rescue so that we came out quite well in the end. We ended the year 2010 \$37,000 to the good. We were able to use the excess funds in different ways. One was to pay off the loan we took from the Kendall Fund to install the new dual fuel (gas and oil) furnace. That initial outlay has allowed us to save money in our operating budget this past year on fuel cost, (taking advantage of the currently lower gas prices), and will continue to allow us to save in our operating budget each year, switching fuel sources as needed. Any excess funds accumulate for reserves for years that go the other way – when expenses exceed revenues.
- The far right column, in green, is the proposed budget for 2011.

Revenue – Page 1 of Exhibit 1

- Page one outlines the revenue portion of the budget. Pledge income at \$470,000 is a reasonable number for budgeting for 2011. Experience from the Financial Resources Commission helps us determine what we can reasonably expect, based on last year's and prior year's results and pledges received as of this time of year.
- The next revenue line item is the Endowment funds. Our current total endowment is about \$4.3 million. We draw from 2 large endowment accounts each year to support our operating budget. This is based on a 3-year rolling average formula, to help smooth out large fluctuations in the endowment balance, so there is less of a 'shock' to the operating budget. We anticipate that 2011 will be the last year of impact to the operating budget due to the huge down turn in the market and endowment balance in 2008.
- Other revenue line items are for rent for parking spaces and space leased to tenants. Some of this category includes reimbursements from our tenants for fuel costs and since the fuel costs were lower last year, the reimbursements were commensurately lower also. This is reflected in this year's budget as well.
- The final revenue driver is Non-Pledge Gifts. These are folks who give to the church, but not through a planned pledge. We love these gifts – it is just harder for the church to plan ahead because each gift is both a delight and a surprise.

Expenses –Page 2 of Exhibit 1

Personnel

- The Personnel line items reflect no change in personnel, hours or benefits since last year. There is a 3% across the board increase in salary reflecting a reasonable cost of living catch up, since there have been no increases (other than a 500 pro-rated stipend last year) in several years. There is an 8% increase for the office manager reflecting the quality of work performed, the amount of responsibilities taken on and comparison to similar positions.
- Since our 'payroll year' runs from Sep – Aug, the effect of this increase will be felt starting in Sep of 2011 for 4 months (Sep-Dec 2011). It will also be reflected in the 2012 year budget (months Jan-Aug). We think the endowment will have recovered by then and will provide a larger transfer to the operating budget in that year.

**Appendix B**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Congregational Budget Meeting**  
**Held Feb 13, 2011**

Facilities

- Facilities costs include everything that keeps the building and office running – water, fuel, paper, electricity, postage, phones, plowing, rubbish, etc. The budgets represent reasonable targets for us. We are already benefiting from reduced fuel costs due to the furnace conversion to gas/diesel fuel.
- There is not a lot of room here for ‘extras’ that come up. Actually, no room. If maintenance issues crop up during the year, there is not a lot of room to respond to them. We will have to find a way to fix things that come up, but we won't be able to fund them through this operating budget.

Expenses –Page 3 of Exhibit 1

- The last page is a series of Commissions and their programs and activities
- Outreach is based on giving a % of our revenues to outreach and charitable organizations. It remains at the same 13.2% of adjusted income as last year. The total amount is less than last year, as the adjusted revenue amount is lower. My expectation and hope is that we can begin to raise that amount and percent starting in 2012.
- The rest of the page, are the remaining Commissions, Christian Education – Adult and Kids/Youth, Membership etc. These are all the same level funding as last year, no increases and no reductions.
- Finally there is a per capita MAUCC dues line item – we have no control over the dollar amount, but we do have a process for reviewing our membership rolls to determine active membership headcounts.

Conclusion

- All this leads to a balanced budget for the year. This seems to be the last year of getting out of the hole of the 2008 market crash. It should be noted that during such difficult financial times we kept the ship moving.

At this point David Peretti opened the floor for questions and comments.

Walter Ogier noted that only a token amount – \$2,000 – is allocated to a capital reserve for maintenance, replacement and renovation. It was good to see this amount in last year's operating budget and again this year, but it is hardly enough. David Peretti responded that it is indeed nowhere near the amount of money we need to reserve to recognize our total replacements costs – as a business would, for example. The simple truth of the matter is that we simply do not have enough money to reserve properly for capital replacement expenses. By example, David noted that he himself would like to be taller, but there is nothing he can do about it, and frankly the church does not have the revenue it needs to properly reserve for capital replacements costs in the annual operating budget.

Marjorie Moore noted that we continue with our Capital Campaign renovations and asked about the Capital Campaign funds and whether they were related to this presentation. David Peretti confirmed that there has been ongoing capital campaign improvements, but those finances are separate from the annual operating budget.

Natalie Roche noted that the Church School budget was under spent and wondered what the cause behind that was and whether it might be due to the reduced hours in the Personnel area for

**Appendix B**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Congregational Budget Meeting**  
**Held Feb 13, 2011**

the Church School. David clarified that the line item on page 3 is not related to personnel costs – it is related to program activities. David asked for input from someone from Christian Ed/Church School regarding the under spending on program activities. Gretchen Clarke, Christian Ed Kids/Youth Chair, noted that we have had 2 new Church School coordinators each in the last 2 years, and as each one gets up to speed they (and the commission) may not know enough about programs and curriculum areas where funds need to be spent. We have lost historic knowledge and continuity in this area and are struggling to sort it all out. We are continuing to work on it

Moderator, Tom Kahl, called for a VOTE


Official Recording of the Vote:

It was VOTED that the Church adopt the recommendation of the Council on Ministries and adopt the Church's Annual Budget for calendar year 2011 (a copy of which is appended to these minutes of the meeting), and appropriate the sum of \$701,135 to be expended under the supervision of the Treasurer in accordance with that budget.

Skip stood to speak the final words of the meeting. He thanked David Peretti for all the work he has done to put this budget together. David, in turn, thanked the Financial Resources Commission, the Commission heads and the office staff for helping to develop the budget.

The meeting was adjourned.

Recorded:

  
\_\_\_\_\_  
Anne L. Hoenicke  
Clerk



**Appendix B**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Congregational Budget Meeting**  
**Held Feb 13, 2011**

1998 - 2011 Budget Worksheet		OutR	2008	2009	2009	2010	2010	2011	\$ change from		% TI	5-year
		Base	Annual Rpt.	Budget	Actual	Budget	Actual	Budget	10 Budget	10 Actual		average
Surplus (Deficit)			5,487	-28	7,694	627	37,363	15	611	37,348		16,702
<b>Income</b>			03/06/09	02/08/09	01/25/10	01/24/10	12/30/10	01/20/11				
			98.2%									
1050	Pledge Receipts	OR	\$ 473,796	\$ 463,246	\$ 444,510	\$ 463,246	\$ 462,683	\$ 470,250	(7,004)	(7,567)	67%	455,824
1100	General Endowment Trai	OR	128,000	123,000	123,000	98,000	98,000	94,000	4,000	4,000	13%	113,200
1200	Jenks Endowment Transfer		78,000	73,000	73,000	59,000	59,000	56,000	3,000	3,000	8%	68,300
n/a	Jenks funding of Health Ministry			0	0	0	0	0	0	0	0%	0
1250	Rental Income	OR	28,272	29,309	28,331	28,000	27,472	26,600	1,400	872	4%	29,309
1300	Back Pledges		4,605	7,500	6,800	19,500	29,890	7,500	12,000	22,390	1%	14,080
1350	Cash Collections	OR	9,616	9,678	10,614	9,311	10,739	9,800	(489)	939	1%	9,678
1400	Unrestricted Gifts	OR	5,090	5,000	1,000	5,000	1,000	5,000	0	(4,000)	1%	10,105
1401	Non-Pledged Gifts	OR	22,620	21,717	24,453	25,484	37,855	30,000	(4,516)	7,855	4%	16,986
1500	Interest / Miscellaneous		317	200	2,491	2,000	1,584	2,000	0	(416)	0%	879
1705	Transfer from Emergency Reserve Fund			0	0	0	0	0	0	0	0%	0
B1>Z9	Transfer from Other Reserve Funds										0%	0
<b>Income totals</b>			<b>750,317</b>	<b>732,651</b>	<b>714,199</b>	<b>709,541</b>	<b>728,225</b>	<b>701,150</b>	8,391	27,075	100%	718,361
			new	\$ 463,246	\$ 444,510	\$ 463,246	\$ 462,683	\$ 470,250				
			orig pledge	\$ 448,752	\$ 470,332	\$ 446,683	\$ 446,683	\$ 463,246				
			increase	14,494	(25,822)	16,563	16,000	7,004				
MEMO	Total endowment transfers		206,000	196,000	196,000	157,000	157,000	150,000	7,000	7,000		181,500
	percentage of Total Income		27.5%	26.8%	27.4%	22.1%	21.6%	21.4%				
	Pledge Receipts		473,796	463,246	444,510	463,246	462,683	470,250	(7,004)	(7,567)		455,824
	increase		10,571	(19,254)	(29,286)	-	18,173	7,004				6,038
			2.2%	-4.2%	-6.6%	0.0%	3.9%	1.5%				0
				<b>b/b</b>	<b>a/a</b>	<b>b/b</b>	<b>b/b</b>	<b>b/b</b>				
			96.0%	98.5%	94.5%	94.9%	94.8%	96.4%				
			of 08 Pledges	of 09 Goal	of 09 Goal	of '10 Goal	of '10 Goal	of '10 Goal				
			\$ 493,600	470,332	470,332	488,000	488,000	488,000				
				<b>2008</b>		<b>2009</b>	<b>2010</b>	<b>3 yr average</b>	<b>5% Rule</b>	<b>Yr</b>		
	General Endowmen			1,631,707		2,022,663	1,953,236	1,869,202	93,460	94,000		
	Jenks Endowment			975,131		1,213,294	1,171,712	1,120,046	56,002	56,000		
				2,606,838		3,235,957	3,124,948	2,989,248	149,462	150,000		

**Appendix B**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Congregational Budget Meeting**  
**Held Feb 13, 2011**

<b>Expenditures</b>												
<b>Personnel &amp; Facilities Commission</b>												
	Personnel											
		171,814	176,690	176,287	176,924	176,620	177,878	(953)	(1,258)	25%	171,725	
3100	Clergy	104,247	109,124	108,720	109,358	109,053	110,086	(728)	(1,032)	16%	104,673	
3110	Housing Allowance	67,567	67,567	67,567	67,567	67,567	67,792	(225)	(225)	10%	67,052	
3120	Clergy pension & insurance	53,685	56,983	56,882	58,840	54,638	57,450	1,390	(2,813)	8%	54,003	
3200	Office Staff	38,765	41,570	39,937	45,678	42,646	46,861	(1,183)	(4,215)	7%	36,876	
3220	Office Staff pension & insuran	3,160	2,529	3,004	5,393	5,227	5,155	237	72	1%	5,954	
3300	Sexton regular hours	28,955	27,636	25,893	27,740	29,566	27,982	(242)	1,583	4%	26,879	
3320	Sexton pension & insurance		0	0	0	0	0	0	0	0%	0	
3400	Lay staff	104,351	110,566	101,452	84,379	82,022	84,169	210	(2,148)	12%	94,916	
3420	Lay staff pension & insurance	15,995	16,830	12,263	4,274	4,273	4,311	(37)	(38)	1%	12,436	
3500	Independent contractors	13,933	13,257	12,810	15,300	13,388	14,800	500	(1,413)	2%	13,146	
3600	Travel	689	800	64	800	747	800	0	(53)	0%	620	
3610	Professional expenses	3,232	2,800	3,319	3,000	2,355	3,000	0	(645)	0%	3,178	
3620	Sabbatical	3,000	2,000	2,000	2,000	2,000	2,000	0	0	0%	2,200	
3630	Church FICA	25,824	26,871	25,833	25,204	24,861	25,308	(105)	(447)	4%	24,476	
3640	Personnel contingency (& Bonus)	8,900	1,384	5,787	1,400	2,036	2,000	(600)	36	0%	3,700	
	Personnel totals	472,303	479,916	465,532	450,931	440,378	451,715	(784)	(11,337)	64%	450,108	
	Facilities											
4000	Copier rent & maintenance	1,809	3,013	2,479	2,750	2,687	2,600	150	87	0%	2,155	
4010	Postage	2,863	3,000	2,648	2,700	2,840	2,800	(100)	40	0%	3,068	
4100	Office Expense	15,451	13,000	11,694	12,000	11,587	12,000	0	(413)	2%	12,511	
4120	Telephone	4,332	4,100	3,545	3,900	4,126	4,120	(220)	6	1%	4,053	
4125	Electricity	10,498	11,000	11,461	11,700	10,331	10,300	1,400	31	1%	10,819	
4130	Water & gas	3,077	3,500	3,422	3,500	7,328	3,500	0	3,828	0%	4,353	
4140	Interior Maintenance	14,882	11,000	15,917	15,000	16,577	16,000	(1,000)	577	2%	16,694	
4141	Exterior Maintenance	13,903	10,000	6,019	7,500	11,658	7,500	0	4,158	1%	6,647	
414_	Capital Reserve				2,000	2,000	2,000	0	0	0%	400	
4145	Rubbish removal	2,503	2,600	2,468	2,858	2,920	2,700	158	220	0%	2,673	
4150	Sexton supplies	2,603	2,600	2,414	2,500	2,696	2,700	(200)	(4)	0%	2,669	
4155	Snow removal	3,497	4,650	4,142	4,200	4,400	5,000	(800)	(600)	1%	3,731	
4160	Insurance	28,366	31,403	32,949	35,020	34,279	35,500	(480)	(1,221)	5%	29,929	
4170	Pianos & organ maintenance	703	1,000	762	1,000	877	1,000	0	(123)	0%	678	
4200	Fuel	29,619	31,500	24,030	32,500	22,228	21,600	10,900	628	3%	26,472	
	Facilities total	134,105	132,366	123,950	139,128	136,534	129,320	9,808	7,214	18%	126,852	
	Personnel & Facilities Total	606,408	612,282	589,481	590,059	576,912	581,035	9,024	(4,123)	83%	576,960	

**Appendix B**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Congregational Budget Meeting**  
**Held Feb 13, 2011**

<b>Outreach Commission</b>	%	15.1%	13.2%	13.6%	13.2%	13.0%	13.2%	0	(0)		
"adjusted income"		667,394	651,951	631,908	629,041	637,750	635,650	(6,609)	2,100	91%	635,102
5100	General appropriation	101,000	85,796	85,800	83,033	83,033	83,906	(872)	(873)	12%	90,549
5200	Transfer to Jenks Outreach Res	-	-	-	-	-	-	-	-	0%	
5300	Outreach/Social Action	-	-	-	-	-	-	-	-	0%	
<b>Outreach Commission Totals</b>		<b>101,000</b>	<b>85,796</b>	<b>85,800</b>	<b>83,033</b>	<b>83,033</b>	<b>83,906</b>	<b>(872)</b>	<b>(873)</b>	<b>12%</b>	<b>90,549</b>
<b>Congregational Life</b>											
5500	Music	2,633	2,240	2,043	3,740	3,399	3,740	0	(341)	1%	2,563
5600	Diaconate	2,844	1,980	1,896	1,980	2,003	1,980	0	23	0%	2,013
5625	Worship & Congregational Life					1,169	1,200			0%	234
<b>Congregational Life Totals</b>		<b>5,477</b>	<b>4,220</b>	<b>3,939</b>	<b>5,720</b>	<b>6,571</b>	<b>6,920</b>	<b>0</b>	<b>(318)</b>	<b>1%</b>	<b>4,809</b>
<b>Other Commissions</b>											
5700	Membership Life & Development	2,672	2,400	2,196	2,400	1,622	2,400	0	(778)	0%	2,313
5750	Health Ministries	2,361	2,120	2,096	2,120	2,115	2,120	0	(5)	0%	2,417
<b>Other Ministries total</b>		<b>5,033</b>	<b>4,520</b>	<b>4,291</b>	<b>4,520</b>	<b>3,736</b>	<b>4,520</b>	<b>0</b>	<b>(784)</b>	<b>1%</b>	<b>4,730</b>
<b>Education Commission</b>											
5800	Church School	6,797	6,760	4,256	6,760	3,889	6,760	0	(2,871)	1%	6,337
5825	Adult Education	1,443	1,000	409	900	827	900	0	(73)	0%	895
5850	Youth Programs	8,071	7,500	7,500	7,500	5,684	7,500	0	(1,816)	1%	7,082
<b>Education Commission totals</b>		<b>16,312</b>	<b>15,260</b>	<b>12,164</b>	<b>15,160</b>	<b>10,399</b>	<b>15,160</b>	<b>0</b>	<b>(4,761)</b>	<b>2%</b>	<b>14,314</b>
<b>MAUCC Per Capita</b>											
5900	MAUCC Dues	10,601	10,601	10,830	10,422	10,210	9,594	828	616	1%	10,296
<b>MAUCC Dues totals</b>		<b>10,601</b>	<b>10,601</b>	<b>10,830</b>	<b>10,422</b>	<b>10,210</b>	<b>9,594</b>	<b>828</b>	<b>616</b>	<b>1%</b>	<b>10,296</b>
<b>Expense totals</b>		<b>744,830</b>	<b>732,678</b>	<b>706,505</b>	<b>708,915</b>	<b>690,861</b>	<b>701,135</b>	<b>8,980</b>	<b>(10,242)</b>	<b>100%</b>	<b>701,659</b>
Percent increase over prior year		7.1%	-1.6%	-5.1%	0.3%	-2.5%	1.5%				
<b>Income over (under) expenses</b>		<b>5,486.9</b>	<b>-28</b>	<b>7,694</b>	<b>627</b>	<b>37,363</b>	<b>15</b>	<b>(589)</b>	<b>37,317</b>	<b>0%</b>	<b>16,702</b>
		<b>2008</b>	<b>2009</b>	<b>2009</b>	<b>2010</b>	<b>2010</b>	<b>2011</b>	<b>\$ change from</b>			
		<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>10 Budget</b>	<b>10 Actual</b>		