

FIRST CONGREGATIONAL CHURCH STAFF

The Rev. Dr. Marlayna Schmidt, Interim Pastor

The Rev. Ms. Judith B. Arnold, Associate Pastor

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

Ms. Jane Ring Frank, Minister of Music

Mr. Benjamin Pulaski, Church School Program Director

Mr. Jeffrey Mead, Organist

Mr. Bradley C. Ross, Building Manager (Sexton)

Ms. Sarah Marino, Office Manager

Ms. Gay Williams, Bookkeeper

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

FIRST CONGREGATIONAL CHURCH OFFICERS

Penny Sparrow, Moderator

Anne Hoenicke, Clerk

Elizabeth Cooper, Treasurer

Keith Russell, Assistant Treasurer

Robert Stone, Historian

Leslie French, Librarian

TABLE OF CONTENTS

Church Staff and Officers	Preface
Agenda and Warrant	2
Call to Annual Meeting	4
Report of the Clerk: Church Membership Statistics for 2013	5
Report of the Ministerial Team	7
Report of the Diaconate	8
Report of the Music Ministries	10
Report of the Worship Committee	12
Report of the Christian Education Commission	
Children/Youth Committee	13
Church Librarian	15
Report of the Health Ministry Commission	16
Report of the Outreach Commission	17
Report of the Treasurer	18
Report of the Financial Resources Commission.....	24
Report of the Facilities Commission	27
Report of the Personnel Commission	29
Report of the Leadership Development Commission	31
Report of the Transition Team.....	32
Report of the Welcoming Ministry.....	35
Report of the Innovation Fund.....	36
Appendices:	37
A: Minutes of the 173 rd Annual Meeting April 23, 2013.....	
B: Minutes of Congregational Budget Meeting Feb 2 nd , 2014	
C: Report of the Membership Committee (omitted by mistake)	

AGENDA AND WARRANT

174rd ANNUAL MEETING

11:30 A.M.

March 16, 2014

~11:15/11:30 am Words of Greeting and opening prayer/grace		The Rev. Dr. Marlayna Schmidt, Interim Pastor
Facilitated Table Discussions		All
Opening of the Formal Meeting		Penny Sparrow, Moderator
*Affirming the Covenant		All Present
*In Memoriam - Reading of the Roll of Church Members who died in 2013		Marlayna Schmidt, Interim Pastor
*Hymn - "For All The Saints" (vs. 1 and 2)		All Present
Establishment of the Quorum and Call to Order		Penny Sparrow, Moderator
Approval of Minutes of Congregational Meetings since last Annual Meeting: <ul style="list-style-type: none"> - Minutes of the 173rd Annual Meeting held April 28, 2013. - Minutes of Congregational Budget Meeting held February 2nd, 2014 		Penny Sparrow and All Present
<u>The Warrant</u>		
Article I:	To receive and place on file the reports of the Ministerial Team, the Treasurer, and the Chairpersons of the various Commissions and Committees of the Church and any other written and oral reports which the Church may vote to receive.	Penny Sparrow and All Present
Article II:	To consider the recommendation of the Treasurer, the Personnel Commission and the Financial Resources Commission, endorsed by the Council on Ministries, to amend the 2014 budget that was approved by the congregation on Feb 2, 2014, in light of the increased revenue that resulted from an additional stewardship appeal.	Elizabeth Cooper, Treasurer
Article III:	To receive a report on the progress of the Transition Team's 2013-2014 activities.	Transition Team
Article IV	To affirm Officers, Commission & Committee members, Deacons and Delegates to other bodies willing to serve the Church and conduct the affairs of the Church for the 2014-2015 program year.	Penny Sparrow, Moderator Peter Rosenberger Leadership Development Chair
Article V:	Hear and act upon reports of special gifts and bequests, if any, to the church since the last Annual Meeting.	Elizabeth Cooper, Treasurer
	*Hymn - "Now Thank We All Our God" (vs. 1 and 2)	All Present
2:00 pm	Benediction	Rev. Judith Arnold, Associate Pastor

FIRST CONGREGATIONAL CHURCH IN WINCHESTER
NOTICE OF 174th ANNUAL CONGREGATIONAL MEETING

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

GREETINGS

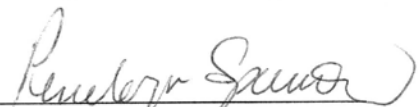
You are hereby requested to notify the members of First Congregational Church in Winchester, Massachusetts qualified to vote therein, to meet in Chidley Hall at the Church on Sunday March 16th following the morning worship service to act on the following matters:

- ARTICLE I: To receive and place on file the reports of the Ministerial Team, the Treasurer, and the Chairpersons of the various Commissions and Committees of the Church and any other written and oral reports which the Church may vote to receive.
- ARTICLE II: To consider the Treasurer's, Personnel's and the Financial Resources Commission's recommendation, endorsed by the Council on Ministries, to amend the 2014 budget that was approved by the congregation on Feb 2, 2014, in light of the increased revenue that resulted from an additional stewardship appeal.
- ARTICLE III To receive a report on the progress of the Transition Team's 2013-2014 activities.
- ARTICLE IV: To affirm Officers, Commission & Committee members, Deacons and Delegates to other bodies willing to serve the Church and conduct the affairs of the Church for the 2014-2015 program year.
- ARTICLE V: To hear and act upon reports of special gifts and bequests, if any, to the Church since the last Annual Meeting,
- 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.

Non-members are warmly invited to join with us at this meeting, though will not take part in voting.

Winchester, Massachusetts
February 28th, 2014


Penelope J. Sparrow
Moderator

CALL TO ANNUAL MEETING

The 174th Annual Meeting of The First Congregational Church in Winchester, Massachusetts, United Church of Christ is called on Sunday, March 16th at 11:30 a.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 one true God; to work and pray for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human community.

OPENING HYMN: FOR ALL THE SAINTS verses 1&4

Tune: SINE NOMINE

R. Vaughan Williams

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!

CLOSING HYMN: NOW THANK WE ALL OUR GOD verses 1 &2

Tune: NUN DUNKET

Johan Cruger

Now thank we all our God
With heart and hand and voices,
Who wondrous things hath done,
In whom this world rejoices,
Who, from our mothers' arms,
Hath blessed us on our way
With countless gifts of love,
And still is ours today

O may this bounteous God
Through all our life be near us,
With ever joyful hearts
And blessed peace to cheer us,
The one eternal God
Whom earth and heaven adore
For thus it was, is now,
And shall be evermore.

CLERK'S RECORD OF MEMBERSHIP AND BAPTISMS
Annual Report for the year 2013 Annual Meeting held March 16, 2014

SUMMARY

Total Membership December 2012		468
Total Received into Membership 2013		+11
Confirmation		+11
Letter of Transfer		+
Confession of Faith		+
Reaffirmation of Faith		+
Reactivated from Inactive		+
Total Released from Membership 2013		-18
By Letter of Transfer		- 4
Withdrawn By Request		-
Moved to Inactive		- 8
By Death		- 6
Net Change	-/+	- 7
Total Membership December 2013		461

RECEIVED INTO MEMBERSHIP 2013 - Total New Members Received (11)

By Confirmation (11)

1. Henderson "Henry" Bailey
2. Anna Regina Campbell
3. Morgan Mae Mahoney
4. Russell Thomas Mahoney
5. Michael Morris
6. Hope Victoria Puzzanghera
7. Isabelle "Isa" Anne Ritenhouse
8. Ryan Thomas Roche
9. William "Will" Franklin Skinner III
10. Kathryn "Katy" Marie Turner
11. Katherine Gabriella Wankowicz

By Confession of Faith (0)

By Letter of Transfer (0)

By Reaffirmation of Faith (N)

Reactivated From Inactive (N)

CLERK'S RECORD OF MEMBERSHIP AND BAPTISMS
Annual Report for the year 2013 Annual Meeting held March 16, 2014

RELEASED FROM MEMBERSHIP 2013 - Total Released from Membership (18)

By Letter of Transfer (4)

Ann Thompson Miller
Rev. Dr. George 'Skip' Walter Waterbury
Victoria 'Vicki' Leah Waterbury
Christopher Downer Righter

Withdrawn By Request (0)

Moved to Inactive (8)

Steven Richard Bratt
Jessica Bailey Cate
Michael Christopher Cate
Evander Scott French III
Paula Giancola
Kevin B. Keuchler
Martha Trudeau Tucker
Michael J. Tucker

By Death (6 active members)

Members, Former Members, and Inactive Members

Emily Jarvis Chatfield (m)
Truman Shelton Dayton (m)
Jenness Pearl Eugley (fm)
Alfred Elwell Fernald (m)
Marion Youngken Gowdy (m)
Elizabeth 'Betty' Nichols Hamilton (m)
Maxine M. Lybeck Kajander (m)
Ann C. Cuddeback Redmond (i)

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

Extended Church Family

Rev. Dr. John Dykstra Eusden
- father of Sarah Gallop

Henry Pierre Kayulu
- son of Malcolm and Penny Sparrow

Louise C. Quick,
- mother of Anne Leiserson

William Wendell Wickerham
- son of Michele Wickerham

Katherine Virginia (Anderson) Worth,
- mother of Clifford Worth

BAPTISMS 2013 (7)

Emily Anderson
Alex Gustav Berndt
Joshua Scott Malcolm
Ryan Christopher Murphy
Henry Penna
Giulianna Scappini
Caroline Elizabeth Stilwell

REPORT OF THE MINISTERIAL TEAM

There are blessings meant for you to hold onto,
clutched like a lifeline, carried like a candle for a dark way,
tucked into a pocket like a smooth stone reminding you that you do not go alone.

This blessing is not those. This blessing will find its form only as you give it away,
only as you release it into the keeping of another, only as you let it leave you,
bearing the shape, the imprint, the grace it will take only for having passed through your two
particular hands.

(from “Blessing the Talents” by Jan Richardson, *The Painted Prayerbook*, 2011)

The above poem is one that Jane shared with the ministry team during an opening worship at one of our recent weekly meetings. We prayed it as a prayer—both in our team meeting that week and in our Sunday morning worship service on February 9th, when our theme was “letting our light shine” (as opposed to hiding it under a bushel basket.)

This year has continued to be a time of transition (for both the church and the ministry team), and a time in which we have consciously focused on the Light and Blessings of God. As a team we have reflected on ways we have seen God’s Light shine through our ministries in recent years; we have acknowledged circumstances that have functioned somewhat like bushel baskets; and we have shared our joys and dreams of ways in which we hope God can continue to shine through our individual and shared ministries.

As your interim pastor, it has been my joy to work with such a talented and faith-filled group of colleagues. I have especially appreciated: Rev. Judy Arnold’s wonderful humor, honesty, and thoughtfulness in both her worship leadership and in the way she deeply and compassionately listens to the people she is talking with; Jane Ring Frank’s amazing organizational skills and her ability to find and implement musical and liturgical resources that seamlessly weave a theme throughout a worship service; Kathleen Zagata’s ability to step back and reflect on a situation, name the dynamics she sees, and brainstorm ways to address the issues and minister to the people involved; Ben Pulaski’s enthusiasm for living out his faith and expressing it in ways that people of all ages can understand and his willingness to “think outside the box” and try new ways of ministry; and Sarah Marino’s welcoming spirit, her skills at graphic design, and her efficient running of the office and keeping track of everything that needs to be done.

As a ministry team, we work to help the church share the Light of God with the world, through our individual and collective ministries that “bear the shape” of our “particular hands,” to quote from Richardson’s poem. We pray that our work of ministry will help FCC Winchester continue to fulfill its purpose of being “a Christ-centered, nurturing community, growing in faith, serving in love, and welcoming all with joy.”

Respectfully submitted by Rev. Dr. Marlayna Schmidt, Interim Pastor, on behalf of the Ministry Team, which includes Rev. Judy Arnold, Jane Ring Frank, Sarah Marino, Ben Pulaski, and Kathleen Zagata.

REPORT OF THE DIACONATE

*Our purpose is to be a Christ-centered, nurturing community;
growing in faith; serving in love; welcoming all with joy.*

The Diaconate welcomed FCCW's 2013-2014 transition period with a sense of openness and renewed energy. The Diaconate had begun some preliminary work last year in reflecting on the history of its role, current responsibilities, and future aspirations. That exploration revealed a desire to enhance our brainstorming and communication with the Ministry Team and to become more effective spiritual leaders, among other things. We opened the year with a yearning to more fully embrace the Purpose Statement, and have actively explored how best to live into it.

In acknowledgement of the complex nature of the transition period, the head deacon responsibilities were divided among the three senior members of the Diaconate. After collectively sharing the leadership role from May through August, Sarah Gallop served as head deacon from September through November, David DuBard served from December through February, and Marcie Troisi will serve from March through May. This arrangement has worked out well and has allowed each person to lead in the manner that is most meaningful and rewarding to him/her.

Our participation in summer worship seems to grow every year. The informal nature of the summer services provides deacons (and all lay people) with the opportunity to experiment with different leadership roles including leading bible study, reading scripture, offering sermons, and serving as worship leader. This past summer, the Diaconate was also called upon to provide support for several memorial services.

The shared experience of our October retreat "Exploring Spiritual Leadership" with the Ministry Team was enriching and rejuvenating. We discussed ways to connect more fully with the Purpose Statement and came away with several ideas which we implemented:

- In our desire to become more effective spiritual leaders as we care for the congregation, we are trying to seek people out and spend more meaningful time with them on their own faith journeys (faith, service, welcome).
- We joined with the Ministry Team and Choir for pre-worship prayer on Sunday mornings (faith).
- We added an allergy-safe item to the communion plate (welcome).
- We agreed that Marlayna will provide background context about worship to the Diaconate in advance of Sunday services. Deacons will then transfer that information to congregants in a personal manner. Marlayna will also include that context in the weekly e-mail blasts for members of the congregation (faith, welcome).
- In an effort to be more inclusive and transparent, we implemented an open call to service on the Diaconate (welcome).
- In order to employ our spiritual leadership capabilities, we are trying to take advantage of the fact that nearly every one of us serves on other church committees and can help to advance FCCW's Purpose in those venues (service).
- We explored our personal connections to the Purpose Statement and shared individual thoughts on how we feel called to certain aspects of it. We encouraged one another to pursue other church activities that are personally meaningful (faith, service, welcome).
- At the New and Retiring Deacons dinner in June, we'll consider some sort of "commissioning" for the retiring deacons to encourage their continuing spiritual growth and leadership at FCCW (service).

REPORT OF THE DIACONATE

During the course of the year, the deacons once again provided key logistical support for Advent, Christmas, Blessing of the Animals, Midwinter Worship, Holy Week and Easter services. We also hosted the Life Deacons Breakfast and the New and Retiring Deacons Dinner.

In closing, we feel blessed that the practice of welcoming and serving our congregation at Sunday morning worship is a grateful and thankful ministry. We have a warm faith community among ourselves, feel humbled to collect the offering and serve communion, and so enjoy greeting everyone who walks through the door.

Respectfully submitted,
Head Deacons David DuBard, Sarah Gallop, and Marcie Troisi

On behalf of Laura Bailey, Barry McArdle, Taylor Tresselt, Lisa Loughlin, David Peretti, and Tom Roche

REPORT OF THE MUSIC MINISTRIES

You are the Lord of our music; the Author of all that creates our sound.

Music in itself is a most wondrous gift of praise.

Thank you for the ears to hear it and the voices to lend to it.

*Keep us always mindful, Lord, that we are here to give it away so that other ears
might know what we have known, other spirits soar to the heights, as ours have,
other hearts be touched by your love, as ours have. Amen.*

(from "Choir Prayers" by Jeanne Hunt)

Music Ministries at First Congregational Church continue to thrive and grow. I would very much like to thank the Ministry Team, Staff, Deacons, Senior Choir, Carilloneers, and all musicians for a year of growth, experimentation 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 part of our faith tradition. With the addition of Marlayna's gentle and truthful leadership, it has been a wonderful year.

I deeply appreciate the congregation's support of my second trip to Myanmar. It was a challenging, inspiring mission experience, and I am grateful for the time away to work with the music students of Gitameit Music Conservatory and the children of Metta Home Orphanage. I was thrilled that Dr. Kevin Leong was available to replace me during the month of January. He brought talent and loving humor to our Midwinter Worship.

The Senior Choir has experienced incredible stability and musical growth this year, thanks to the dedication of singers of all ages. We have added a few new singers to our ranks, and we enjoy their talents and contributions to the larger group. Our regular Sunday participation is high and energized. These are volunteers who, twice a week (Thursday evenings and Sunday mornings!), give so much to our community and especially to worship. And most of them work with other commissions and programs too. Their commitment to this church is astounding and miraculous.

As a result of the hard work of special congregants, children continue to be involved in music at First Congregational Church. While music for children at FCC is still a work in progress, I heartily thank Deirdre Giblin, Cindy Wankowicz, Michelle Stewart and Gretchen Clarke for their faithful volunteerism; they have lovingly shepherded the children of our church in melody and song.

The Carilloneers, handbell ensemble extraordinaire, continue to offer their most joyful noise to the Lord. And I thank them especially for their continued trust in me *and* patience with me, as I learn and develop with them. They are faith-filled and talented and funny and they offer me (weekly) a growing edge that all at once challenges and delights me.

In December's Advent Lessons and Carols service, a highlight of the Christmas season, the Senior Choir offered Antonio Vivaldi's *Magnificat*, for chorus, soloists and instrumental chamber ensemble. Accompanied by organ and a talented string quartet, we had a glorious and celebratory morning of worship, prayer, poetry, Bible readings and music.

On Cantata Sunday, April 6, 2014, the Senior Choir will present Gabriel Fauré's enduringly beautiful *Requiem* for chorus, soloists, strings, harp and organ. It has been many, many years

REPORT OF THE MUSIC MINISTRIES

since the FCC choir has offered this beloved piece, and I am particularly excited to rehearse it and bring it to life as prayerful worship.

Finally, my special thanks must extend to a talented staff of musicians: Jeffrey Mead, organist; Susan K. Navien, soprano; Peter Owens, tenor. It is as much a pleasure to work with you today as when we began together (eleven years at the church for me – much longer for Susan and Peter!), and I thank you for so generously sharing your gifts and talents.

Respectfully submitted,
Jane Ring Frank, Minister of Music

<u>Sopranos</u> Pamela McPherson Susan K. Navien Elizabeth Sayre Penny Sparrow Marcie Troisi Cindy Wankowicz Helen Wargelin Carol Weir	<u>Altos</u> Rebecca Beltz Mern Ebinger Kellee Fiske Nancy Jaquith Kneiss Karen Lauterwasser Marjorie Moore Elizabeth Page Lynne Rahmeier Alex Rohall Connie Rosenberger Susan Sawyer Peggy Wargelin
<u>Tenors</u> John Fiske Bruce Lauterwasser Peter Owens Peter Rosenberger Robert Skinner	<u>Baritones/Basses</u> Bruce Alexander Stephen Cole Fred Greene William McCarter Andy McKinley Cam McPherson Tony McPherson David Mortensen Paul Rahmeier John Sawyer Will Skinner

CARILLONEERS, 2013-14: Bruce Alexander, Kate Alexander, Asako Burr, Chas Burr, Fred Greene, Bruce Lauterwasser, Clara Lauterwasser, Karen Lauterwasser, Tony McPherson, Becky Miranda, Steven Rohall, Cindy Wankowicz.

REPORT OF THE WORSHIP COMMITTEE

Our purpose is to be a Christ-centered, nurturing community:
Growing in faith, Serving in love, and Welcoming all with joy.

The charge of the Worship Committee (formed in 2006): To help the congregation make a deeper connection with God and with one another; to deepen and enrich our worship experience; to explore and experiment with new and various forms of worship within the context of our traditions.

The Worship Committee takes our charge very seriously, and we are blessed to have such committed, thoughtful, creative and faithful members in our midst. If we thought last year was exciting and challenging, it is safe to say that not much has changed this year in that regard. And yet change is the currency of the day at First Congregational as we strive to live fully into our newly adopted purpose. Some times it feels like a balancing act – how to open ourselves to new ideas and experiences and yet also hold on to deeply meaningful traditions. We do not take this work lightly, but hopefully and joyfully.

So what is new this year? In June we said goodbye to Skip, and in August we welcomed Marlayna as our Interim Minister. Her gifts of humor, energy and the ease with which she expresses her own faith will serve to guide us into our new life as a congregation. As a committee, we welcomed new members, Lucy Willoughby and Aaron and Nancy Kneiss. We officially closed the Garden in November with a service on the cycle of life, and will be looking for more opportunities to fully utilize this beautiful gift from the Reno Family. Expanded offerings in Holy Week, which were new last spring, will be continued this year: an all night Maundy Thursday/Good Friday vigil and an Easter sun rise service to complement our traditional Maundy Thursday and Sunday morning Easter services. What is brand new will be an informal, inter-generational service on Wednesday evenings during Lent, piloted and led by Jena Roy and Ben Pulaski. While not exactly new but revived, we will be offering a printed devotional to anyone who seeks a daily practice during Lent.

Continuing this year are some relatively new offerings as well as familiar and beloved traditions: Cantata Sunday, the lay led summer services, the Blessing of the Animals, the Service of Light during Advent, the Christmas eve pageant and candlelight services. In January, we offered the fourth Midwinter Worship series which we continue to refine and improve. For instance, responding to feedback after our first season when the senior choir did not sing, we have welcomed back their continued ministry of leading us in song and praise. Working with the ministry team, we continue to incorporate more creative elements in worship, such as altar-building, liturgical drama, and the use of concrete symbols. We were able to recruit new people to lead our small group discussions and added a movement option led by Kathleen Zagata and Anna Campbell. Our intention from the beginning was to explore all church worship and offer everyone an opportunity to grow their faith in small groups by examining where we find God's presence in our daily lives.

Going forward we plan to take a deeper and closer look at personal and collective prayer, explore possibilities for collaboration with other commissions, increase our visibility in the community, and continue to provide worship that grows our faith, lovingly serves all who worship with us and is welcoming to all.

Respectfully submitted by Laurie Roby for the Worship Committee: Judy Arnold, Jane Ring Frank, Sarah Gallop, Aaron Kneiss, Nancy Kneiss, Laurie Roby, Liz Sayre, Taylor Tresselt, Lucy Willoughby and Julianne Zimmerman

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

For the first time in a number of years, we were able to begin the fall term of our Church School, now known as 'Stepping Stones', with the same leader we had the year before. We are so pleased that Ben has chosen to continue with us in our work here, especially as the church transitions to a new chapter after Skip's retirement. We appreciate all the hard work the Transition Team is doing to help us move forward in ways that will enable us to best live into our purpose.

Growing in Faith – In autumn the church school curriculum, "Grow, Proclaim, Serve", draws upon stories from the Old Testament. This year we learned about Deborah, Hannah, God's Calling of Samuel, Choosing a King, Samuel Anointing David, David and Goliath, David's Son Building a Temple, and Elijah and the Ravens. On November 10 we joined the rest of the congregation for the Blessing of the Animals service in Chidley Hall, and on Stone Soup Sunday kicked off our musical component by sharing a joyful rendition of "This Little Light of Mine" during the worship service. We enjoyed Advent lessons as we prepared to welcome the Christ child at Christmas, returned to the traditional Christmas pageant for the Family Service on Christmas Eve, and sang a fun, upbeat version of "Oh, Come Little Children" under the fearless direction of Cindy Wankowicz. Attendance during the fall term averaged 33 students per week and, as expected, dropped off to about 20 in winter term as many families are away on weekends. During Mid-Winter Worship we joined our curriculum to the rest of the church, studying stories about the people closest to Jesus during his ministry on earth. We also provided some opportunity for the kids to participate in the worship service that followed.

Based on practical feedback from our amazing Shepherds, in the spring term we are returning to the smaller, age-specific classroom settings, rather than beginning classes with the large group format. Shepherds have said the current curriculum makes it amazingly simple to prepare each week, and is awesomely great for the children. We are continuing our study of Christ's ministry as we move into Lent. As of March 2nd attendance had rebounded to an average of 30 students. With the generous help of Cindy Wankowicz and Deirdre Giblin we look forward to preparing two songs for the worship service on Palm Sunday. Stepping Stones Sunday, when the children take on the worship service, is on June 8th. Based on a moment in a recent session of our parenting course with Rick Irving, our theme will be "I am a Beloved Child of God". Stay tuned!

Serving in Love - Our mission project for the fall term was once again decorating and distributing grocery bags to collect food for the Boston Grow Clinic, with the help of the entire church. This annual tradition is such a meaningful way to communicate to the children the reality of the need of others. In March we will be visiting a nursing home to do crafts with the residents.

In addition to the small ways we try introduce our children to service in the Stepping Stones program, the main way Christian Ed lives into our purpose of 'Serving in Love' is the loving service of our commission members and our Shepherds, without whom none of our work is possible. This is an all-volunteer operation, and our volunteers are awesome. We are so thankful for the parents who have volunteered as shepherds so far this year – we cannot do it without you! We are indebted and forever grateful to Jody Collins-Skinner who has left our commission to join the Transition Team, and Lucy Willoughby, now serving on Worship Committee. Michelle Stewart is an amazing addition to our team this year. We have great people on the commission, but we really, truly need more of them. The recent discernment exercise conducted by the Transition Team really highlighted how much this congregation values a strong Christian

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

education program for our kids. Anyone who would like to help us grow and shape the Stepping Stones program will be welcomed with open arms.

Welcoming All With Joy - We are thrilled to welcome several new families this year, and are committed to make Stepping Stones a positive experience for everyone. Currently we are working to create more welcoming, centralized classroom spaces on the 3rd floor for the older Stepping Stones classes. Parents, please share anything you feel might be helpful in continuing to grow and improve the Stepping Stones program, particularly if your child has any special needs or responds to certain approaches better than others. We are happy to welcome Jessica Lima as our new nursery supervisor, and are so grateful to Gabby Wankowicz and Julia Gallop, two of our amazing youth here at church who have been so wonderful in supporting her. Finally, thank you to our dear friend Jena Roy, whose faithful heart and creative spirit are so welcome as continued support to Ben as he grows in his work with us. Check out their Final Friday Family Fun Nights - all are welcome!

The Youth began the year with a Back-to-School outing at Gordon College where we did team building challenges. Both ends of the age spectrum brought special gifts and we really worked as a team. Forum started that same weekend. Journey to Adulthood classes began the next Sunday. Both classes have been active in the classroom and beyond. Rite 13 held a coat drive. J2A held a bake sale. Both groups helped out at the Blessing of the Animals. The Advent season brought some familiar activities – Bean Supper, Pageant, and the Youth Progressive Supper. The Forum youth finally decided how to spend the money Outreach set aside for them to use. They bought clothes for the Refugee Resettlement and Immigration Services in Atlanta. This was an organization they served on their Mission Trip there last year. Our ski weekend this year was held at Attitash. The Carters and the Fernando/McKinleys chaperoned. The Youth earned money to support their mission trip at the Easter Egg Hunt and the Pancake Breakfast. On the upcoming Mission Trip to Staten Island they will work in shelters, food pantries and at community meals. They will also work on home repairs from the destruction of Hurricane Sandy.

The J2A class is being taught by Andy Gallop, Steve Cole, Susan Rozmanith and Andrew Beltz. The Rite 13 class is being taught by Elizabeth Page, Susanne Inglis, Peter Woolford and Tony McPherson. The 6th Grade is in a Gap Year – before starting Rite 13 next year. They have been meeting and following a Faith Practices Curriculum from the UCC. Many adults in the congregation have taught the class.

Eleven Youth decided to be confirmed after an 8 week class. They joined the church in a Confirmation Ceremony on May 5. The church Youth, 6th grade and above, will be leading the congregation in worship on Youth Sunday – May 18th. We hope you will be there.

Children and Youth Christian Education Commission, 2013/2014: Gretchen Clarke - Chair, Judy Arnold - Associate Pastor, Benjamin Pulaski - Church School Program Director, Wendy Procops, Paul Rahmeier, Michelle Stewart and Cindy Wankowicz

REPORT OF THE CHRISTIAN EDUCATION COMMISSION:
REPORT OF THE CHURCH LIBRARIAN

The church library has had an uneventful year. It continues to have poor use, but still has its loyal followers. I have received some help over the year with winnowing books in the fiction area. Those deemed “not appropriate” by us have been stored in boxes until the results of the library survey have been analyzed. This survey, which is still available for you to fill out, has produced some thoughtful suggestions and has given me a sense of what the congregation would like to see in our library. It will help determine the future of this great resource as we strive to serve the needs of the congregation and align it with our purpose statement. Once some books have been discarded, there will be room on the shelves for all the books now confined to carts, making the library much neater and better organized. New materials can then be added. I look forward to making positive changes by incorporating fresh ideas from the congregation, which will, hopefully, stimulate greater use. I hope some of you will want to be involved.

It would be much appreciated if everyone would complete the short questionnaire/survey, which can be found online at <https://www.surveymonkey.com/s/QQWDGYW>. Paper copies are available at the back of the sanctuary and on the table in the reception area.

Respectfully submitted,

Leslie French, Church Librarian

REPORT OF THE HEALTH & WELLNESS MINISTRY 2013-14

To: Our Fellow Church Members

From: On Behalf of Your Health Ministry Commission: Bruce Alexander, Pam Budner, Teresa Cader, Anna Campbell, Leigh Carlisle, Maria Fernando, Steve Haggett, Janet Hall, Jodie Mullane

Date: 3/3/14

Re: Health Ministry Commission Annual Report 2013-2014 Program Year

SOME SAY...

SOME SAY WE HAVE OUR HEADS IN THE CLOUDS.

(Actually, that started last year. It was Health Ministry's 2012-2013 self description of our mission using cloud technology. It is equally true for 2013-14, but perhaps we hold Christ a little more in the center of our work.)

SOME SAY WE ARE LIKE AN UMBRELLA CAUSE WHEN IT RAINS WE SHINE!

(Actually that describes all of YOU who serve in the FCC's Health Ministry Network. Merci beaucoup! You do not have to speak French to know how much we appreciate your help and the coordinating efforts of your chairpersons:

Flower Committee- Suzanne Leslie, **Caring Network-** Susan Rozmanith, **Prayer Shawl**

Ministry- Karen Lauterwasser and **Healing Gifts of the Spirit-Reiki/ Healing Touch-** Deb Johnston

SOME SAY OUR MEETINGS ARE NOT CUT FROM CORPORATE CLOTH.

(At our monthly meetings, we break bread together, study scripture and share a collective pray about the stresses and changes in our individual lives. Sometimes, we laugh at ourselves especially at our mistakes. Then, we are ready to focus on ministry to others. We appreciated Dana Haggett and Jerry Mechling providing continuity by attending a meeting when their spouses were out of town.

SOME SAY WE ARE ADOLESENT.

(That is true. In January our commission turned 14 years old. At the Annual Meeting/All Church Birthday Party look for our Birthday cake on the gluten free, dairy free, nut free and processed sugar free cake table, most likely it will stand alone.)

SOME SAY OUR BEST WORK IS YET TO COME?

HEALTH MINISTRY CELEBRATES LIVING WATER March 19-25 with a Community Concert, Bible Studies, Worship and Visitation. Come and quench your thirst. For details on events, check the online church calendar and Facebook along with updates via email blasts and mailings.

SOME SAY WE ARE LIKE A TUG BOAT HELPING THE MOTHER SHIP TO

NAVIGATE. We aim to serve with love, welcome with joy and deepen faith as we live the connection- body, soul, spirit- in ministry to self and others. We hope the **Living Water Series** will be a glimpse of the Future Church in the Now.

ENOUGH ABOUT WHAT OTHERS IMAGINE. HEALTH MINISTRY WELCOMES WHAT YOU HAVE TO SAY. DROP US A LINE BY POST, EMAIL OR FACEBOOK.

Submitted with Congregational Health and Well-Being in mind.

Kathleen Zagata, RN, MS, CS

REPORT OF OUTREACH COMMISSION

The purpose of the Outreach Commission

The Outreach Commission develops and promotes opportunities for the members of First Congregational Church in Winchester 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

We continue to focus on alleviating hunger in children, combating homelessness, and helping women, teens and children at risk. We maintain our efforts to work with organizations where we can be physically involved. Further, we installed a monitor and laptop at the church to encourage communication of projects and engage the congregation.

Hands-on Outreach

- Little Red Wagon (monthly): Solicit and deliver bags of food for the local pantry at the Woburn Council for Social Concern.
- Massachusetts Coalition for Homelessness (Sept. – Nov.): School Supplies were collected for homeless children.
- Turkey Drive (Thanksgiving): Turkeys were collected from members of the congregation and the youth group delivered them to Pilgrim Church in Boston.
- Christmas Tree Giving (December): Hundreds of gifts were collected and distributed to individuals in need at Germaine Lawrence, Rosie's Place, and Woburn Council of Social Concern.
- Lowell Transitional Living Center (February): Volunteers from our congregation shopped, prepared, delivered, and served over 150 individuals at the LTLC.
- Cradles to Crayons (March): Collected items at Annual Meeting.
- Outdoor Church (every 5th Sunday): Volunteers make sandwiches in Chidley Hall and deliver to the homeless people of the Outdoor Church in Cambridge.
- Walk for Hunger (May): Members of our congregation collected funds and walked with others to support food shelters across New England.

Report of the outreach commission for 2013

Outreach Giving

The Outreach Commission manages the distribution of the portion of pledge income specifically set aside for Outreach. In 2013, \$96,100.00 was voted to be the budget, which was 14% of the overall pledge income.

Of that total, the Outreach Commission distributed \$41,200.00 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, approximately \$40,000.00 was distributed among many local and national charitable organizations, including Bread for the World, City Mission Society, Germaine Lawrence School, Lowell Transitional Living Center, MA Coalition for the Homeless, Merrimac Valley Habitat for Humanity, Mission of Deeds, NEADS, New Day Women's Residence,

REPORT OF OUTREACH COMMISSION

Pilgrim Church, Rosie's Place, The Children's Room, The Dwelling Place, Winchester Got Lunch, Woburn, Council of Social Concern and Women's Lunch Place.

We also contributed funds to support our youth mission Trip and Forum.

2013 Special Offerings

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

- Easter Offering (April): Our congregation contributed \$4,811.00 to support Winchester Got Lunch.
- Just Peace Offering (October): Our congregation contributed \$2,721.00 to support Jane Ring- Frank's mission trip to Myanmar.
- Christmas Offering (December): Our congregation contributed \$6,971.00 to support disaster from Typhoon Hyian. Outreach voted to match up to \$3,000.00 for a total of \$9,971.00.

Respectfully Submitted,
Cynthia Mahoney Co-Chair
Louise Ritenhouse Co-Chair
Outreach Commission

REPORT OF THE TREASURER – 2013

2013 started with great optimism. The congregation pledged a record \$496,369 for the ongoing programs of the church. It was a time of upcoming transition and great hopefulness. Much planning took place during that Spring of 2013 culminating in a joyous weekend of departure events for Skip Waterbury and the hiring of Interim Minister Marlayna Schmidt for however long it takes the church to recruit and transition to permanent church leadership. Financial commitments were made from our emergency reserve fund and from several generous donors to prepare ourselves financially for this interim period when we are supporting three full-time ministerial staff.

At the same time, Holy Destinations wrapped up its activity producing a purpose statement and a vision. As part of the process, the congregation decided to make a small investment (\$6,000) in new grassroots activities by creating an Innovation Funds from current operating budgets. The fund appears to need another year of congregational familiarity before it becomes an effective tool for real innovation.

By September, however, it became apparent that revenues were coming in very slowly. Even by May, it was clear that the optimistic non-pledge revenue budget was unrealistic. A shortfall of around \$10,000 was predicted in May and turned out to be reality by the end of December. At the same time, pledges were very slow to come in; enough so that by December we were facing a shortfall of approximately \$64,000 in pledge revenue. After an e-mail appeal, an additional \$34,339 was received in the last two weeks of December, leaving the pledge shortfall at \$18,761. The additional reduction in non-pledge gifts of around \$10.9K left us with a shortfall in income of around \$31,000. Fortunately on the expense side, spending was equally cautious and by the time the year ended, we recorded an operating deficit of \$9,479 after all closing transfer were complete. It was a discouraging year.

REPORT OF TREASURER

On the very positive side, however, the investments did wonderfully. A January 2013 opening balance of \$ 4,535,968 grew by the end of the year to \$5,131,422. We relied heavily on our invested funds this year and will do so next year as we continue our transition to new leadership. In addition to the usual more modest expenses against our restricted funds, we spent a total of \$77,209 from our emergency reserve for several important activities including salary, housing and benefits for our Interim Minister, an operating deficit this year, staff bonuses, funding the outreach underspend (a transfer between funds). We are budgeted to spend another \$93.5K in transition costs in 2014 also funded from the emergency reserve, taking it down to uncomfortably low levels.

In addition to the unusual transition events, a fire in February caused approximately \$32,000 in damage, most of it from water damage from the sprinklers. Fortunately, everything except our deductible of \$10,000 was covered by insurance. The \$10,000 came from the memorial reserve. An important lesson this year has been the value of communication including communication around financial issues. We will be sending out quarterly financial updates and giving statements, hopefully not to bore you, but to keep you more informed about where we are financially during the year. We're looking for feedback on what type of information would be most meaningful.

As always, I am moved by the generosity of the congregation, from those who pledge, those who give as generously as they are able without pledging, those who donate liberally to special offerings and to specific programs in the church, to those who give additional gifts when they see a need, often anonymously. Money is not a part of our purpose statement, nor should it be, but it does allow us the flexibility to live out our purpose, as best we are able, to be a nurturing, Christ-centered community, growing in faith, serving in love, and welcoming all with joy.

Enclosed with this report are:

- Operating Budget vs. Actual Receipts and Disbursements - 2013
- Report on Endowed Funds – 2013
- Report on Changes in Restricted and Reserve Funds – 2013
- Expenditures from Restricted and Reserve Funds – 2013

Respectfully submitted,
Elizabeth Cooper
Treasurer

REPORT OF TREASURER

2013 Operating Results			2013	2013				2013	2013	
			Budget	Actual				Budget	Actual	
	Surplus (Deficit)		-9,479			Facilities		-		
Income			\$ 496,369	477,608	4000	Copier rent & maintenance		3,500	3,319	
1050	Pledge Receipts				4010	Postage		2,500	2,429	
1100	General Endowment Transfer				4100	Office Expense		11,884	11,880	
1200	Jenks Endowment Transfer				4120	Telephone		4,400	3,952	
1250	Rental Income				4125	Electricity		10,300	11,221	
1300	Back Pledges				4130	Water & gas		3,400	3,374	
1350	Cash Collections				4140	Interior Maintenance		16,500	22,977	
1400	Unrestricted Gifts				4141	Exterior Maintenance		9,000	6,553	
1401	Non-Pledged Gifts				414_	Capital Reserve		2,000	2,000	
1500	Interest / Miscellaneous				4145	Rubbish removal		2,200	2,080	
1705	Transfer from Emergency Reserve Fund		4150	Sexton supplies		3,000	2,832			
B1>29	Transfer from Other Reserve Funds		-	0	4155	Snow removal		5,000	6,250	
	Income totals		785,800	754,773	4160	Insurance		32,000	32,474	
MEMO	Total endowment transfers		155,200	155,200	4170	Pianos & organ maintenance		1,100	2,325	
	percentage of Total Income		19.8%	20.6%	4200	Fuel		22,000	22,288	
Expenditures			-			Facilities total		128,784	135,954	
Personnel & Facilities Commission					Personnel & Facilities Total		647,794	635,163		
	Personnel				-	-	Outreach Commission		14.2%	14.7%
3100	Clergy including retired pastor*				110,306	108,014	"adjusted income"		677,200	653,013
3110	Housing Allowance including retired pastor*				76,014	78,764	5100	General appropriation	96,100	96,100
3105	Transition cost				48,000	43,484		Outreach Commission Totals	96,100	96,100
3120	Clergy pension & insurance including retired pastor*				59,014	54,199	Congregational Life			
3200	Office Staff				50,214	43,947	5500	Music	3,800	3,423
3220	Office Staff pension & insurance				5,460	5,768	5600	Diaconate	2,000	1,419
3300	Sexton regular hours				27,332	26,994	5625	Worship & Congregational Life	1,500	1,820
3320	Sexton pension & insurance				0	0	5630	Innovation	6,000	1,717
3400	Lay staff				90,142	90,459		Congregational Life Totals	13,300	8,379
3420	Lay staff pension & insurance				4,450	4,499	Other Commissions			
3500	Independent contractors				13,435	14,363	5700	Membership Life & Development	2,600	1,918
3600	Travel				800	1,413	5750	Health Ministries	2,350	1,494
3610	Professional expenses				2,800	1,355		Other Ministries total	4,950	3,412
3620	Sabbatical				2,000	2,000	Education Commission			
3630	Church FICA				27,043	22,700	5800	Church School	6,200	4,605
3640	Personnel contingency (& Bonus)				2,000	1,250	5825	Adult Education	800	185
*	Commitment to retired pastor ends 10/15/2014						5850	Youth Programs	7,200	7,001
	Personnel totals				519,010	499,209		Education Commission totals	14,200	11,791
							MAUCC Per Capita			
							5900	MAUCC Dues	9,456	9,407
								MAUCC Dues totals	9,456	9,407
								Expense totals	785,800	764,252

REPORT OF TREASURER

[illegible]

REPORT OF TREASURER

Report on Changes in Restricted and Reserve Funds										2012				2013				2013			
										Final Balance 12/31/2012	Transfer from Restricted Endowment	Gifts and Fund additions	Other Endowment Transfers	less: Fund Expenditures (disbursements)	balance before "income" distribution	Average eligible balance	3.80% Add 2013 Investment Income	Final Balance 12/31/2013			
BIBLE FUND B0										0					0		0.00	0			0
CHIDLEY SCHOLAR. B1										13,569	527.54				14,096	13,832	525.63	14,622			14,622
MEMORIAL GIFTS B2										50,905		1,265.00		1,100.00	51,070	50,988	1,937.54	53,008			53,008
PASTOR'S SPECIAL B3										466	834.02	2,142.48		2,019.73	1,423	944	35.89	1,459			1,459
RIPLY CHAPEL B4										0					0	0	0.01	0			0
PALMER SPECIAL B5										63,795	6,803.89			969.98	69,629	66,712	2,535.05	72,164			72,164
PRUDENTIAL B6										8,391					8,391	8,391	318.85	8,710			8,710
STEEPLE LIGHTING. B7										3,836				200.00	3,636	3,736	141.97	3,778			3,778
CART FUND B8 Closed										0					0	0	0.00	0			0
MUSICAL B9 Closed										0					0	0	0.00	0			0
WALLACE MUSIC C0										1,319	720.29			1,200.00	839	1,079	40.99	880			880
FLOWER FUND C3										(218)		1,105.00		520.39	367	74	2.83	369			369
NHAUS FLOWERS C4										608	182.35				790	699	26.57	817			817
NHAYS LILIES C5										1,124	0.00				1,124	1,124	42.70	1,167			1,167
EBERLE FORUM and Redmond Youth										13,950	512.40	575.00		420.98	14,617	14,284	542.78	15,160			15,160
REDMOND YOUTH C7										(0)					0	0	0.00	(0)			(0)
YOUTH FOOD C8															0	0		0			0
PASTOR & DEACONS FUND C9										2,996.88	2,717.51	20,757.75		3,626.95	22,845	12,921	491.00	23,336			23,336
PODUSKA D0										13,791	1,254.30	3,660.00		11,377.63	7,328	10,559	401.26	7,729			7,729
DIRECTED GIFTS D1										19,777		5,017.97		3,984.00	20,811	20,294	771.19	21,583			21,583
LIBRARY FUND D2										3,102					3,102	3,102	117.88	3,220			3,220
OUTREACH ACTIVITIES D3										395					395	395	15.00	410			410
PENTECOST D6										1,234					1,234	1,234	46.88	1,281			1,281
CLYDE JONES D7										(11,079)					11,079	11,079	Closed	0			0
O.K.BLACK STAFF TRNG D8 Closed										0					0	0	0.00	0			0
JENKS SCHOLARSHIP E0										21					21	21	0.80	22			22
SENIOR HOUSING E1										17,615	0.00	0.00	0.00	0.00	17,615	17,615	669.38	18,285			18,285
JENKS OUTREACH & CARRYFWD F4										44,694			17,108.12	5,000.00	56,802	50,748	1,928.42	58,730			58,730
IRWIN MEMORIAL FUND G7										5,886					5,886	5,886	223.65	6,109			6,109
STEEPLE MAINTENANCE FUND G6										48,667	9,127.12			7,557.46	50,236	49,451	1,879.16	52,115			52,115
CAPITAL CAMPAIGN FUND E3										28		0.00			28	28	1.07	29			29
YOUTH PILGRIMAGE FUND H0										4,463					4,463	4,463	169.59	4,632			4,632
CAPITAL RESERVES FUND H1										6,238					8,238	7,238	275.05	8,513			8,513
LANDSCAPE FUND G9										(165)		2,000.00			-165	1,255	47.69	(117)			(117)
Van Aiken Fund										0	5,875.46			4,620.00	1,255	628	23.85	1,279			1,279
Music Expendable Fund										3,039	371.50			2,600.00	811	1,925	73.16	884			884
RENO GARDEN FUND										57,815		2,400		4,296	55,919	56,867	13,286	69,205			69,205
subtotal										398,421	28,926	38,923	17,108	49,493	433,886	417,573	26,572	449,378			449,378
										0			0		0	0					
KENDALL LOAN FUND F5										30,601					30,601	30,601	1,162.84	31,764			31,764
MEMORIAL RESERVE FUND F6										38,580				10,000.00	28,580	33,580	1,466.05	30,046			30,046
EMERGENCY RESERVE G0										149,268		23,625.97		77,208.89	95,686	122,477	5,672.20	101,358			101,358
SABBATICAL RESERVE F7										963		2,000.00			2,963	1,963	36.59	3,000			3,000
DESIGNATION PENDING										0					0	0					
subtotal										219,413	0	25,626	0	87,209	157,830	188,621	8,338	166,168			166,168
										11,194		14,025.00			13,763	12,479	0.00	13,763			13,763
CHRISTMAS & EASTER Funds D4										629,028	28,926	64,549	0	136,702	227,512	606,194	34,909	629,309			629,309

REPORT OF TREASURER

Expenditures from Restricted and Reserve Funds - 2013		
Fund	Amount	Use
Memorial Gifts	\$ 1,100	Missa Gaia, Cello for Xmas eve
Pastor Special Projects	\$ 2,020	Choir Director Interim, dolly to move pews, Interim Pastor discretionary, commission workshop
Palmer	\$ 970	Office computing
Steeple Lighting	\$ 200	Bulbs
Wallace Music	\$ 1,200	Lessons and Carols
Flower Fund	\$ 520	Easter, Baptismal Roses, flowers
Eberele & Redmond	\$ 421	Confirmation Breakfast
Pastor and Deacons	\$ 3,627	Income distribution, parishioner assist, grocery cards, individual assist
Poduska	\$ 11,378	Waterbury farewell dinner and gifts (offset by \$3,660 in contributions)
Directed Gifts	\$ 3,984	MCH bake sale, Just Peace, souper bowl, Andover Newton, Mystic River
Xmas/Easter	\$ 11,446	Lowell Transition Center
Jenks Outreach	\$ 5,000	Youth Mission Trip
Memorial Reserve	\$ 10,000	Fire deductible
Steeple Maintenance	\$ 7,557	Fire Sprinkler System
Reno Garden	\$ 4,296	Irrigation, maintenace
VanAiken Fund	\$ 4,620	Repair entrance steps
Music Expendable	\$ 2,600	Missa Gaia
Emergency Reserve	\$ 77,209	Staff bonuses, MS computer, Interim Pastor, Outreach underspend transfer, operating deficit
TOTAL Expense	\$ 147,047	

REPORT OF THE FINACIAL RESOURES COMMISSION

March 2014

Commission members:

Mike Bailey (chair), Becca Beltz, Doug Clarke, David DuBard, Rich MacNeille, Tom Roche, Jena Roy, Nick Troisi, Carl Turissini, Jennifer Wilson

The Financial Resources Commission's goals for 2014 are:

- Increase participation in the annual Stewardship (pledge) Campaign
- Raise awareness of Stewardship throughout the year
- Act as good stewards of the church's investment accounts

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

2014 Stewardship Campaign

For the second year, we conducted the Stewardship campaign earlier than in prior years (Pledge Sunday was November 3, 2013). Several church members inspired giving to the campaign by providing brief invitations to the offering during the worship services leading up to Pledge Sunday. These faith offerings invited others to share in their joy to support the mission of the church. We also used a Narrative Budget, to show how faithful giving through Stewardship is making a difference within and beyond our faith community.

As a result of giving that was somewhat slower than usual, we made in February 2014 an additional request to our faith community for support for the pledge campaign. That appeal, together with other efforts, resulted in more than \$40,000 of additional giving to the 2014 Stewardship campaign. Notably, several individuals responded to the February request by increasing their previous pledge commitments.

Income from 2014 pledge commitments totaled \$504,786, up 1% from the time of this report in 2013 (\$504,786 in 2014, \$500,000 in 2013). We have much for which to be thankful in the generous gifts our church received: 53 givers (37% of all givers) increased their pledges compared to 2013. We also received 14 new/returning pledges. Pledges this year included:

- 143 total pledges (55% of approximately 261 members), down from 148 pledges in 2013.
- Average pledge: \$3,530 (\$3,378 in 2013)
- Median pledge: \$2,000 (\$1,760 in 2013)
- Pledge range: \$35 to \$37,500

REPORT OF THE FINACIAL RESOURES COMMISSION

The following table describes the number and amount of 2014 pledges that increased, stayed the same, decreased, or were new/returning compared to 2013.

Pledge Category	Pledge Number	Amount Pledged	% of Total
Increase	53	\$264,225	52%
Same	49	\$143,666	28%
Decrease	27	\$76,245	15%
New/returning	14	\$20,650	4%
Total	143	\$504,786	100%

* Please note that these figures are based on pledge cards received; budgeted and actual results may vary.

The following chart reviews the pledges by pledged giving level in 2014 compared to 2013:

Giving Level in \$	Pledge Number		% of Pledges		% of \$ Pledged	
	2014	2013	2014	2013	2014	2013
20,000+	4	4	3%	3%	21%	18%
10,000-19,999	8	9	6%	6%	20%	23%
8,000-9,999	4	4	3%	3%	7%	7%
6,000-7,999	8	8	6%	5%	11%	10%
5,000-5,999	4	6	3%	4%	4%	6%
4,000-4,999	8	4	6%	3%	7%	3%
3,000-3,999	12	14	8%	9%	8%	9%
2,000-2,999	25	23	17%	16%	11%	10%
1,000-1,999	31	35	22%	24%	8%	9%
500-999	26	24	18%	16%	3%	3%
<500	<u>13</u>	<u>17</u>	<u>9%</u>	<u>11%</u>	<u>1%</u>	<u>1%</u>
Total	143	148	100%	100%	100%	100%

Invested Funds

	12/31/13	12/31/12	12/31/11	12/31/10	12/31/09	12/31/08	12/31/07
Value	\$5,131,422	\$4,535,968	\$4,066,829	\$4,230,694	\$3,716,275	\$3,388,997	\$4,874,549
Return	+17.7%	+12.8%	-1.4%	+12.3%	+17.4%	-26.1%	+7.4%

REPORT OF THE FINANCIAL RESOURCES COMMISSION

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 our 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: 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 Invested Funds balance grew 13.1% in 2013, the result of the 17.7% return on the portfolio offset by the budgeted \$156,000 drawdown to support the church’s operating budget plus some unusual ministerial transition expenses. Unrestricted funds currently comprise about 70% of the portfolio balance above, down from about 71% at the end of 2012. During 2014, the Unrestricted funds are expected to provide \$166,000 to fund operating budget needs, representing a 5% drawdown of the trailing 3-year average of these Unrestricted funds.

In 2013, equity markets appreciated markedly (S&P 500 Index +29.6%) while fixed income returns were negligible (Barclays US Aggregate Bond Index -2.0%), resulting in an outsized equity weighting at year end of roughly 71.5% equity, 26.3% fixed income, and 2.2% cash. Early in 2014, the portfolio weightings were rebalanced back to the long-term target allocation levels of 65% equity, 30% fixed income, and 5% cash, which is where it currently stands. At the end of February 2014, the portfolio balance is \$5.260 million, up 1.4% in the first two months of 2014, and now includes the Boston Community Capital funds.

Global financial markets anticipate that the modest global recovery will continue, although at below-average rates, through low interest rates, high unemployment and debt levels, and elevated policy uncertainty. Fixed income markets continue to offer historically low yields (10-year Treasury bond yielding 2.65%) and face the delicate process of the Federal Reserve beginning to unwind its extraordinary easy monetary policy actions of the past few years. Equity markets have risen roughly 50% over the course of 2012 and 2013, highly influenced by inflows from frustrated fixed income investors, to the point that frothy conditions are evident in some areas of the market. Expectations for modestly positive overall portfolio returns seem appropriate, hopefully in excess of the annual 5% draw from the invested funds

REPORT OF THE FACILITIES COMMISSION

Deb DePeter, Tom Dunn, John Fiske, Rick Forzese, Tom Church, Jan Koss and Sue Leathers

March 16, 2014

Much of the past year has been occupied with coordinating routine maintenance of the church and its grounds, in addition to handling unexpected property concerns due to last year's February fire.

Facilities activities of note this past year:

- Last summer, Connolly Brothers replastered and painted the Chidley Hall beam enclosures, replaced the broken windows, replaced the 2nd floor office ceiling tiles, painted, and did other work deemed necessary in the wake of the fire of February 1, 2013. Many thanks to John Fiske for working with the insurance adjusters in the wake of the fire, and coordinating this necessary work.
- Other repairs and improvements coordinated by John in the past year include the repair of the Portico steps, and the repair of the stair flooring of the Dix Street entrance.
- As in years past, the Facilities Commission sponsored an all-church work day in the Spring. Accomplishments included the cleaning of hallways and stair wells, the pulling of dandelions, and much much more! Many thanks to the hardworking volunteers!
- The Facilities Commission aimed to fulfill one of its missions as related to outreach by sharing our space with various local organizations. During the Summer, we coordinated with Winchester Got Lunch to provide space each week for them to assemble their weekly food deliveries. The Facilities Commission also extended leases with both the Winchester School of Chinese Culture and Winchester Players, who brought Fall and Spring productions to Chidley Hall.
- The Facilities Commission continued to foster its relationship with the Neighborhood Cooperative Nursery School by addressing school safety and security concerns together, and by helping the school prepare for its Spring Licensing last April. Thank you especially to Bradley for his role in this preparation.
- Tom Church conducted a comparative rental rate and facilities use survey by reaching out to neighboring churches about their policies and fees. This information helped the Commission draft a new lease for NCNS, which will go into effect this July. Rick Forzese has been instrumental in using this information to encourage the Commission to restructure its fees for facilities rental and use, something that is in progress.
- The Facilities Commission continues to coordinate with the Reno Garden Committee on issues including Fall and Spring clean-up, and matters relating to irrigation and the fountain pump. Thank you to Bradley for his continued efforts in troubleshooting these systems, and his care for the space.

REPORT OF THE FACILITIES COMMISSION

- Thank you to Tom Dunn for repainting the upstairs women's bathroom, and to Sue Leathers and Jan Koss for their help in assessing that space, and other interior spaces in need of improvement in the building.
- Rick Forzese was instrumental in transitioning the FCC to Clipco from Bob's Landscaping upon Bob's Petigillio's passing last Spring.
- Rick also oversaw the purchase of over \$1250 worth of portable sound equipment, and the creation of an AV cart, with particular eye toward use in Ripley Chapel.

Projects currently in process:

- A thorough examination and assessment of our current phone system
- An examination into some leaks that have sprung, leading to plumbing concerns
- A continued evaluation of our Facilities Use policy, and rental rates
- An evaluation of problems relating to the Vinton Room folding partition

We express special gratitude to Bradley Ross, for his loving care of this complex facility.

Deb DePeter and Tom Dunn
Co-Chairs

REPORT OF THE PERSONNEL COMMISSION 2013-2014

Submitted March 1, 2014

In April, given the transitional nature of the Spring of 2013, the senior pastor (Skip) and the Personnel Commission requested of some of the staff that we not conduct the traditional annual review just this one year, and, instead, invite the staff members to write thoughts about their job and hopes for FCC in the coming years. Regular reviews were conducted for Ben and for Sarah.

Bob Lord and Karen Swyers joined the Personnel Commission in May, 2013.

In May, Personnel requested a one-time bonus for those staff members who have carried an extra load during the Spring, as the senior pastor has been winding down. The Treasurer was able to accommodate this request, and the Personnel Commission hosted a luncheon to honor and thank Judy, Kathleen, Jane, and Sarah.

Also in May, Personnel responded to Jane Ring Frank's request to spend much of January, 2014, in her personal ministry again in Myanmar teaching music with a group from Bard College, as in 2013. We offered to make connections for her with Outreach for funds to take with her, and recommended that her substitute be paid from the Pastor's Discretionary Fund. We will put contingency funds into the Personnel budget request for 2014-2015, in case Jane chooses to return on this venture.

In June we began looking at the Pastor Relations Committee Booklet Excerpts, meeting with Clerk Anne Hoenicke. Anne had attended a UCC Super Saturday workshop on PRCs and wanted to share what she had learned with the commission. We voted to pursue such committees in the fall for Senior Pastor, Associate Pastor, Minister of Health, Minister of Music, and Church School Program Director.

In September we decided to change the policy which the former minister had recommended, which was not to grant comp time when a holiday falls on a Monday for those who normally don't work on Mondays (in this case, Judy and Marlayna). Personnel endorsed the change in policy, thereby granting comp time when a holiday falls on a Monday and the staff person usually takes Monday as their personal day off.

In October, we discussed the review process, and recommended that, for the senior pastor, the Deacons consider the talking points and model that Personnel uses with all staff except the senior pastor. We recommend that they also involve someone from Personnel in the review.

Also in October, a letter about the forming of the PRC committees was sent to the relevant staff members (Judy, Kathleen, Jane, and Ben), explaining the procedure and asking for the names of two lay persons they will invite to form their group.

REPORT OF THE PERSONNEL COMMISSION 2013-2014

In November, we discussed Marlayna's draft for a FCC CORI policy, as such a policy is required by law. We had a church member who is a lawyer review it, and we are moving towards completing the document. When it is finished, we will bring it to COM for approval.

In December, we answered the six questions from the Transition Team. (See **addendum**)

We also recommended a raise for all staff in the 2014-2015 budget, a minimum of 1% if pledges come in below budgeted level, and increasing up to 3%, based on pledging .

Personnel recommended some additional coaching for Ben, which Jena agreed to be hired to perform. They will meet a few hours each week to help him develop some specific skills and strategies.

In January, we met with the staff involved with PRC, which we recommend now calling Ministerial Relations Committees, for lunch and a workshop led by Personnel member John Crabtree and Rev. Marlayna Schmidt. This meeting was preparatory to a meeting on March 2 with the committee members chosen from the congregation. The committees currently are planned as follows:

Marlayna Schmidt	Sarah Gallop and Dick Sayre
Judy Arnold	Bruce Lauterwasser and Janet Hall
Kathleen Zagata	Marianne Carter, Doug Taylor, Chris Noble
Ben Pulaski	Jena Roy and Michelle Stewart
Jane Ring Frank	Bruce Alexander and Debbie Johnston

Addendum: Six questions from the Transition Team

1. How is my commission living out the FCC purpose now?
We support the furtherance of the mission statement by facilitating harmony among staff, which allows them to further develop spiritual life with themselves and the rest of the congregation. Also, we welcome Marlayna with Joy.
2. Are we more focused on one part of purpose than another?
Yes. Freeing staff to develop spiritual life.
3. In terms of the purpose, what do we wish we could do that we aren't now doing?

REPORT OF THE PERSONNEL COMMISSION 2013-2014

Offer even more developmental and spiritual counseling to the staff.

4. What do we want to give up?

Less CORI involvement , particularly with the volunteer segment

5. How are we serving out neighbors outside our four walls?

We see our mission more focused inside our four walls so that the staff and volunteer leadership of the church may better concentrate their efforts on the Church's purpose, including those elements which are outward reaching.

REPORT OF THE LEADERSHIP DEVELOPMENT COMMISSION

2013 has been a quiet year for Leadership Development, chiefly because of uncertainty about what the Transition Team has in mind for the role of commissions and committees in a reorganized church. Nevertheless, we are ably served in all important leadership positions, both church officers and commission/committee heads.

Leadership will be changing in the Personnel and Membership commissions, at a critical time for both of these important efforts. Health Ministry Commission activities continue to expand, with Kathleen Zagata's able counsel and assistance. We currently need new members in the Adult Education and Membership commissions. We shall be looking for a new church historian, in anticipation of planning for celebration of the church's 175th year in 2015.

REPORT OF THE TRANSITION TEAM

As we write this report, we are six months into our ten-month program year. This is a unique year for our whole church – an in-between time with our interim minister ably guiding us over a threshold of transition and change. There is an energy, vitality and eagerness to move forward into our purpose and vision that is palpable. It is an exciting time; we are free to change, to break old habits, to try new things, and to grow, explore and experiment.

The Transition Team started the year by recommending the “Turning our Focus Outward, Connecting with our Neighbors,” workshop led by Rev. Paul Nickerson. The Ministry Team, the Transition Team and many lay participants attended the workshop, and the creative energy at the workshop was overflowing. We were reminded of the reasons churches need to make the effort to reach beyond the four walls of our building. We no longer live in an era where belonging to a church is part of American culture; rather, most people today, while still “spiritually hungry”, tend to be suspicious of religious institutions. So, it is up to the church to reach out and connect with our neighbors if we want to share the good news of God’s love with a hurting world.

Since then, the transition team has been hard at work on your behalf. We have had a two-fold focus:

- 1) Developing a 3-5-Year Strategic Plan looking at our purpose and vision and identifying specific ways we can reach our vision in the next 5 years.
- 2) Working on defining an Organizational Structure for the future.

1) Developing a 3-5-Year Strategic Plan

We gathered all the brainstorming ideas generated over the last 6 years – the creative ideas that abounded at the workshop, the Holy Destinations objectives, ideas from as far back as Holy Conversations and we generated some of our own Transition Team ideas too. One thing is for certain, our congregation, ministers, lay leaders and strategic planning teams, are NOT at a shortage for good, meaningful and purposeful ideas. 😊 We gathered 145 ideas - talk about abundant life! - and presented the top 55 of those to the congregation in February.

Then we asked the congregation to participate with us in setting priorities and telling us where their energy lies and where they felt the church’s energy should be focused. This was a fun and energizing activity with large wall charts, colorful sticky notes, and the ability to give either a Plus 1 or a Minus 1 vote on each and every initiative. There was a live session in Tucker, a follow up chance to move sticky notes up or down on the wall at coffee hour, and a way to participate online via a survey for those who couldn’t join us in person. People were able to see, live, which of the intriguing initiatives for growing in faith, serving with love, and welcoming all with joy literally “rose to the top”!

The highest priority initiatives and areas that will be shaped into a 3-5 year strategic plan are:

GROWING IN FAITH

- **A vibrant, well attended Sunday School** fully staffed by volunteers and professionals who feel guided, supported, and trained.
- **Small groups and mini-courses formed around spiritual topics** such as Christianity 101, Bible 101, Intro to UCC, and gifts discernment and personal ministry explorations – to begin or continue our faith journeys
- **More Special Services** such as Easter Sunrise Easter, Healing, and Blessing of the Animals

REPORT OF THE TRANSITION TEAM

- **Alternative Worship Service(s) not on Sunday mornings** such as meditative, family fun, prayer vigils, vespers, etc.
- **Enhanced Sunday morning worship**, including a variety of worship practices to enrich the worship experience for a wider range of ages, interests, needs and styles.

SERVING IN LOVE

- **Build capability and capacity for lay visiting** to create a cadre of folks called to visit the sick, elderly, new mothers, possibly using an established visiting ministry program such as a Stephen's Ministry.
- **Long term mission program** that starts with our youngest kids and builds to their Journey to Adulthood pilgrimage, that includes adults of all ages, and that partners with organizations that we already have a relationship with such as the Lowell Transition Living Center, Outdoor Church, Germaine Lawrence, etc.

WELCOMING ALL WITH JOY

- **Welcome visitors** so that their visit is comfortable and enriching; help them connect with a small group, establish relationships and a sense of belonging.
- **Increase community visibility and build community relationships** through media and events
- **Enhance our website** to be engaging, rich, attractive, and foster communication between groups.
- **Small Groups** formed around **life stage events, support needs and common interests**
- **Better signage** - more informative, more welcoming, more visible(!)
- **Connector job or ministry** - whose function is to help people gently find a place, to coordinate information sharing and **communication**, and to develop **gifts-discernment** programs for people to identify their gifts for ministry and to **connect** with others

2) Defining an Organizational Structure for the future.

Much of the work of the transition team this spring will be in this area. The priority initiatives listed above will help us to determine the kinds of lay and professional leadership that we will need over the next 3-5 years and beyond. In addition to the initiatives, we have asked each existing group and commission at the church to reflect on and answer the following six questions:

1. How is my committee/commission living out the purpose now?
2. Are we more focused on one part of purpose than another?
3. In terms of the purpose, what do we wish we could do that we aren't now doing?
4. What do we want to give up (e.g., are we doing something that has no relationship to our purpose)?
5. How are we serving our neighbors outside our four walls?
6. How does the current staffing structure support your group? Are there any changes you would like to see in the staffing structure that supports your group?

We are gathering each group's responses and reflecting upon them. As we reflect, we will be thinking about standing and flexible ministries, thinking about how to reorganize, perhaps changing some components of our leadership and governance structure, and defining a professional and lay ministry team with the suite of skills, gifts, and talents that position our church to fulfill its purpose, its mission. All the pieces of the puzzle need to fit together to form

REPORT OF THE TRANSITION TEAM

a coherent picture, professional team and lay leaders alike. This work will provide valuable input to the settled search committee once it is launched. The role of any settled pastor that we call may be defined quite differently in terms of responsibilities, authority, decision making, leadership style and we will take time to re-envision the role for the future.

Our goal is to have concrete recommendations for the congregation by June about strategic planning initiatives and an organization structure.

3) Our Team – We’re Not All Work and No Play and We Invite God to be Present

We think it is important to note how we function as a team in human community. We take time to pray together at the beginning and ending of every meeting to let our hearts and the Holy Spirit lead as we simultaneously use our heads and hands to accomplish our tasks. We remember to do team building activities, because it is healthy, fun and enriching and we are all in human and divine community together. And yes, we work! We carefully consider, we analyze, we read, review and discuss. We plan sessions for congregational input, we try new tools such as live voting using charts and sticky notes and online surveys. We have team meetings at church and in people’s homes and we use Google forms and docs for collaborating online between meetings. We are living, learning, growing and discerning together.

4) How Change Happens

As we do our work, we are keeping in mind a quote from a pastor/change-agent named Tom Bandy. Rev. Bandy writes, “Systemic change is **not** achieved through organizational change. It happens as bits and pieces of congregational life begin to behave differently, and then network with an ever-increasing number of other bits and pieces of congregational life to jointly behave differently.”

We know that our church has spent a number of years engaged in “reflection” on change and that many people feel it is well past time for action. We feel the same way, and, in fact, we feel that in many ways, a number of “small” actions have already begun, or, in Bandy’s words, “bits and pieces of congregational life [have already begun] to behave differently.” For example, the Parenting pop-up ministry (funded by the Innovation Fund) is thriving, the Welcoming Ministry has re-energized our practice of hospitality, new forms of worship are already emerging in prayer vigils, sunrise services and healing stations, the deacons have extended an open invitation to serve, and the Council on Ministries is more vital than it used to be.

Please continue to pray for our work—the work of the Transition Team and the work of the congregation—as we move from reflection to action. May God’s Light and Love—that has the power to transform our world—shine ever more brightly through all that we do.

The Transition Team - Judy Arnold, Andrew Beltz, Jody Collins Skinner, John Fiske, Jane Ring Frank, Anne Hoenicke, Sarah Malcolm, Sarah Marino, Ben Pulaski, Marlayna Schmidt, Penny Sparrow, Taylor Tresselt, Carol Weir, Kathleen Zagata

REPORT OF FCC WELCOMING MINISTRY

Originally called Holy Action Team Welcoming

Formed in June, 2012, this group was originally called HAT Welcoming, for Holy Action Team for Welcoming, and intended to find its own way to help create a welcoming atmosphere at FCC. The group that met a couple of times between June and September consisted of Mike Bailey, Fred Greene, Lynne Rahmeier, Mike Redding, and Christine Tresselt. Mike Bailey was unable to continue in the Fall of '12, Mike Redding needed to resign in January, '13, Liz Sayre joined in the Fall of '13, making the February, 2014, group Fred Greene, Lynne Rahmeier, Liz Sayre, and Christine Tresselt.

Actions:

The group initiated a Welcoming Table in the vestibule, with a Friendship Registry for newcomers to sign, giving contact information. Committee members forwarded that information to the Pastor and Associate Pastor, and also sent a follow-up email to the visitor, offering to be of whatever assistance might be appreciated. When there were upcoming events at the church, such as the Bean Supper, a committee member also sent an email.

An addition to the Welcoming Table was gold-rimmed name tags for the newcomers, and COM members were asked to explain to their Commission members that the tag designates a newcomer; please be welcoming. In March, 2014, the clergy will begin announcing on the first Sunday of the month the meaning of the gold nametag. Also, they'll announce the meaning of the new cards that will be in the pew.

A colorful card will be in the pew to facilitate congregants in:

- 1) submitting a written prayer request.
- 2) requesting a visit or a check-in from the clergy.
- 3) requesting a meal.
- 4) alerting clergy to the needs of someone in the community other than themselves.

This committee would welcome additional members who are interested in finding ways to cultivate a culture of welcome at FCC.

REPORT OF THE INNOVATION FUND COMMITTEE

Mission/Objectives of the Fund:

The Innovation Fund is intended to foster the creation of new personal “ministries” among our congregation – i.e. new initiatives conceived and led by anyone in our church community, whether they be lay persons or members of our ministry team, which can help us to fulfill our agreed congregational Purpose: “...to be a Christ-centered, nurturing community; growing in faith, serving in love, welcoming all with joy.”

Publicity:

Spire Publication – October, 2013

COM Meeting Presentation – June 20, 2013, September 25, 2013

Programs/Expenditures to Date:

Sponsor	Program Description	Program Timetable	Total Cost
FCCW	Parent to Parent Program Rick Irving	Winter, 2013	\$ 600.00
Transition Team	Outreach Strategy for our Church 5 Attendees from FCCW Paul Nickerson Workshop	September 27-28, 2013	\$ 419.00
Transition Team	Connecting with Our Neighbors - Paul Nickerson Workshop “Outreach” Day to Educate our Members on how to reach out to our congregation and new members in ways that allow us to understand the needs of our community better so that we may embrace community needs better.	December 7, 2013 9am – 1pm	\$ 698.00
Christian Education Committee – David Weir	Eight Week Parenting Series - Church Parents Facilitator Rick Irving	Proposed Outcomes: 1.Small group, continuing parenting course w/religious content. 2.Small group parenting courses, led by FCCW members, open to the public with no religious content.	\$ 5,800.00 Over 2 years

APPENDICES

Minutes of 173th Annual Meeting
Sunday April 28, 2013 11:30 am – 1pm

Moderator Penny Sparrow began¹ by thanking all those who helped plan and prepare for this year's Annual Meeting. She then asked Paul Rahmeier to say a few words to acknowledge that this is Skip Waterbury's last Annual Meeting with us. Paul noted that by his reckoning, from Skip's first Annual Meeting to today's 173rd meeting, Skip has endured at least 4,143 total meetings! He has served through \$8M in church budgets, welcomed 592 members and 260 members have passed away. In the 23 years he has ministered to us he has served with 5 moderators, 6 clerks, 6 treasurers, and 176,412 simple sinners.

Skip Waterbury then led those present in the reading of the Covenant of the First Congregational Church in Winchester. Skip read the names of church members, former members and wider church family who died in 2012. He then asked for an opening note and all present sang the hymn, For All the Saints.

Penny Sparrow, moderator, declared that she had examined the Warrant for the meeting, found that it was properly posted with additional notice given in the Spire, Sunday Bulletins and weekly emails. She declared that there was a quorum present and declared the meeting called to order.

Penny asked for a motion to approve the minutes:

It was moved, seconded, and voted that the minutes of the 172nd Annual Meeting held March 21st, 2012 and the Congregational Budget Meeting held Feb 3, 2013 be accepted and placed on file.

Penny then turned to Article I: Receive and place on file the 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.

Penny said that the written reports are in the Annual Report that was made available online 2 weeks before the meeting and the bound hard copy report that was made available a week before the meeting and copies of which are on the tables. She then explained that each commission, committee or group was invited to prepare 1 slide to present to the congregation, a slide that represents the commission, committee or group. Each slide was then projected, for all to view and read.

See Attachment 1 for the slides presented.

Penny then explained that Bruce Lauterwasser was going to be speaking about the Holy Destinations topic. She thanked him for joining us this morning and expressed her gratitude to God that Bruce was feeling well enough to attend and speak on behalf of Holy Destinations.

Article II: To hear a special update from the Holy Destinations team and to consider whether

- to approve the church's Vision Statement, as recommended by the Council of Ministries,
- to affirm the continuation of the overall Holy Destinations process, and
- to establish a Transition Team for the 2013-2014 program year.

Bruce noted that a year ago we gathered here in this hall and approved our Purpose Statement. He then said he'd like to ask our indulgence for 3 minutes for a personal perspective on all this. He explained that he has been involved directly with Holy Destinations for a couple of years now, helping to facilitate

¹ This year's Annual Meeting was held on Sunday immediately after worship. The meeting started with a light lunch and informal, facilitated round table discussions, prior to the opening of the formal portion of the meeting.

Minutes of 173th Annual Meeting
Sunday April 28, 2013 11:30 am – 1pm

discernment sessions and all, but for 6 months he needed to step away a bit due to personal health issues – but stayed in touch via emails. It has been a very *intense* and *intent* process. The HD group itself has worked closely together, gotten to know each other personally, in a working kind of setting, and that has been wonderful. And there has been a great deal of the participation from many, many people in the congregation, throughout many sessions. But regardless of how much communication we do, we have done, and despite all the tremendous feedback we have received, it often felt that we were speaking on the edge of a canyon, and we are waiting to hear an echo, waiting, hoping.

So, just yesterday morning, Bruce said, he finally pulled out the Annual Report (that has been available for weeks!) and started reading it, from page 1 right through to the end. It was a consciousness changing experience! It was beautiful, articulate, clear, and throughout, Bruce said, he felt wave after wave after wave of that echo coming back. He was reading, seeing the Purpose come to life on the pages in front of him. From the Christian Education report to the youth activities to outreach and health ministry, he felt the Spirit, the Purpose infusing all that we do. This has been amazing and wonderful to both watch and be a part of.

Paul Rahmeier commented that we are all one body of Christ.

Penny and Bruce then turned to the motions at hand. The vision statement was available in a trifold at the tables and Motion 1 was projected on the screen.

Motion 1: To approve the Vision Statement, as recommended by the Council of Ministries.

See Attachment 2 for the Vision.

[Clerk's note: The Visions was had been made available for several weeks prior to the meeting, in the sanctuary, in the lobby area outside the office, at the Feb 10, 2013 11th hour HD session, and electronically via email.]

Penny asked for discussion. Carol Weir commented: "Well done!" Applause ensued. There being no further discussion,

It was moved, seconded and voted to approve the Vision Statement, as recommended by the Council on Ministries.

Penny then turned to the Motion 2.

Motion 2: To acknowledge and celebrate the engagement and involvement of lay leadership, the ministry team and the congregation at large in this past year's Holy Destinations process and affirm the continuation of the overall Holy Destinations process.

Bruce noted that we have come a long way, we set out on a journey and we are coming to the end of one leg of that journey. Penny asked for any discussion on the motion. There being none,

It was moved, seconded and voted to acknowledge and celebrate the engagement and involvement of lay leadership, the ministry team and the congregation at large in this past year's Holy Destinations process and affirm the continuation of the overall Holy Destinations process.

Penny then turned to the Motion 3.

Motion 3: To authorize the Council on Ministries to create a Transition Team that will guide the transition that will occur over the 2013-2014 program year, a team that is comprised of existing Holy

Minutes of 173th Annual Meeting
Sunday April 28, 2013 11:30 am – 1pm

Destinations team members for continuity, and augmented by the Head Deacon, the Interim Minister and new team members with fresh perspectives.

Bruce noted that last year HD at the Annual Meeting new HD team members were encouraged to join, and they did with passion and energy and were a very integral part of the group. Once again, we'd like to open the aperture and invite new people to join a Transition Team.

Skip commented that many people have participated since the beginning and they have been steadfast, responsive and responsible. But it is also a wonderful idea to allow some to roll off, some remain, some new.

Jon Lawton commented that we only know for sure what has gone on in the past and what is in the moment now, the future is never going to be quite clear.

Carol Weir commented on the part where it says that the Interim Minister will be part of the Transition Team. When we were interviewing candidates, they all said "Your church is so far ahead on the developmental tasks that need to be done during the interim period. I want to be a part of that!"

Penny asked if there was any further discussion. There being none,

It was moved, seconded and votes to authorize the Council on Ministries to create a Transition Team that will guide the transition that will occur over the 2013-2014 program year, a team that is comprised of existing Holy Destinations team members for continuity, and augmented by the Head Deacon, the Interim Minister and new team members with fresh perspectives.

Penny then turned to Article III: To elect Officers, and Commission & Committee members, Deacons, Officers and Delegates to other bodies to serve the Church and conduct the affairs of the Church for the 2013-2014 program year.

The slate of Commission and Committee members, Deacons, Officers, and delegates was projected on the screen. A representative from the Outreach Commission stated that Sara Marie Puzzanghera will also serve on Outreach. A representative of the Garden Committee said that Pam Budner will be added to the Garden Committee. After these updates from the floor, Penny asked if there were any additional changes or additions. There being none,

It was moved, seconded and voted "that the Officers, Commission & Committee members, Deacons and Delegates whose names are proposed in the slate presented to the meeting and added from the floor, be elected to serve the church.

Penny thanked those who are continuing to serve into next year and expressed gratitude at their willingness to play an active part in the transition working closely with the transition team and the ministry team.

Head Deacon, Cathy Crabtree, made a few remarks. She reflected that it seems only a short while ago that she started as a new deacon. She thanked her fellow retiring deacons, Bob Lord and Becky Parkhill, for their loving and faithful service to the church. She thanked all the deacons for teaching her so much and commented that it had been great hanging out with them. She expressed gratitude that our three new deacons Lisa Loughlin, David Peretti and Tom Roche have agreed to serve. They will be helping to shepherd us all through the times ahead, 'the times they are a changin'. Next year, there

Minutes of 173th Annual Meeting
Sunday April 28, 2013 11:30 am – 1pm

will be shared leadership for the Head Deacon role, between David Dubard, Sarah Gallop and Marcie Troisi.

Penny noted that there was no business under Article IV: Hear and act upon reports of special gifts and bequests, if any, to the church since the last Annual Meeting, there being none.

Article V: To transact other business as may properly come before the meeting

None.

Closing

Skip then led all assembled in the Hymn “God of Grace and God of Glory” and gave the Benediction.
Penny adjourned the meeting.

Attachments to the Minutes of 173rd Annual Meeting Held April 28, 2013

Slide Presentations by Commissions, Committees and Groups

Health Ministry



Worship



Christian Education— Kids and Youth



Holy Destinations

Our purpose is to be a Christ-centered, nurturing community; growing in faith, serving in love, welcoming all with joy.

Our church helps you grow and develop a faith that is an integral, relevant and meaningful part of your daily life.

We are a community that serves each other and the larger world with kindness and humility, in keeping with the teachings of Jesus.

We strive to help all feel the love of Christ so that no one is an outsider and all feel welcomed and loved.

Our organization and administrative structures focus on supporting our purpose effectively and efficiently.

Facilities

2012 Highlights

- Hurricane Sandy (major cleanup of trees)
- Spring cleanup (25 people helped)
- New chairs for the choir
- Replacement of outside doors in Chidley Hall
- Clock on steeple fixed (thanks to Spiderman Ross)
- Cleanup of water after sprinkler system testing
- Repair of floor in elevator
- New tool shed for Reno Garden
- Repairs and improvements for NCNS to meet inspections
- Chinese Cultural School became a tenant
- Winchester Players moved to Chidley Hall

Music



Easter Sunrise Service in the Reno Garden

Attachments to the Minutes of 173rd Annual Meeting Held April 28, 2013

Slide Presentations by Commissions, Committees and Groups

Diaconate

"Above All, trust in the slow work of God...
Only God could say what this new Spirit gradually forming in you will be"

-- Pierre Teilhard de Chardin

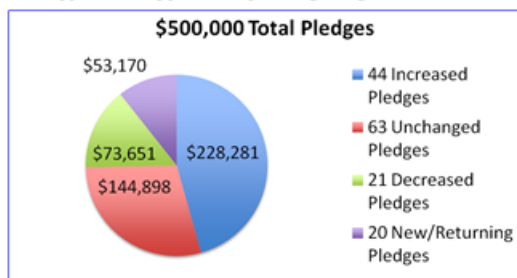


DEACON & TEAM RETREAT - OCTOBER 2012

Financial Resources

Summary Report April 2013

- We have many reasons to be thankful!
- Pledge commitments increased by more than 6% from 2012 to \$500,000.
- The number of pledges increased, as well!
- Invested funds (prior gifts) grew over 11% in 2012, even after drawing down \$155,000 to support the operating budget.



Personnel

2012-2013 Highlights

- Hired Benjamin Pulaski as Church School Program Coordinator
- Hired Camelia Chitescu as Nursery Supervisor.
- Supported ministry team during transitions:
 - Judy Arnold went on fall sabbatical, Jena Roy served as interim replacement.
 - Jane Ring Frank went on winter trip to Myanmar, planned music for midwinter worship and arranged for her substitute.
 - In the spring, Skip Waterbury began his transition toward retirement.
- Represented on Interim Pastor Selection Committee by Carol Weir.
- Represented on Holy Destinations by Walter Ogier.

Outreach



Membership

New Members

Andrew John Beltz
Sarah Carpenter
Emily Lynn Chatfield
Kellee Fiske
Scott Leslie
Suzanne Leslie
Daniel Francis O'Grady
Pamela Keen McPherson
Linda "Mollie" Pataro
Dina Ruth Pradel
Jennifer Richter
Marc Thomas Stewart
Michelle Stewart
Margaret "Peggy" Wargelin
Bradford Wargelin
Jennifer Wilson
John Wilson

Activities

- Fall Welcome Lunch
- Presentation of New Members to the Congregation
- Bean Supper Support (Thank you John Lawton!)
- Cookie Walk (Thank you Rte 13!)
- Stone Soup
- Coffee Hour and Fellowship Coordination
- Name Tag Distribution before Worship
- Year End Picnic

Matthew 18:20

"For where two or three are gathered in my name, there I am among them."

Committee Members:
Joan Theuer (Chair), Chris Noble,
Peter Rosenberger, Becky Tellefsen
and Christine Tresselt

Adult Education

2012 Highlights

- Christmas Movie Night: *The Bishop's Wife*
- Science & Faith Book Discussion Series
- Unleashing Our Weekday Ministries Workshops & Retreat

Attachments to the Minutes of 173rd Annual Meeting Held April 28, 2013
Slide Presentations by Commissions, Committees and Groups

Reno Garden



2012: Inaugural Year

- Introduced natural & spiritual setting for church life activities
- Exceeded projected 2012 fund-raising goal for maintenance fund
- Developed Placement planning process with pastoral team
- Forged relationships with other commissions with similar focus



Treasurer

Financially, last year was good.

Let's make this year great.

•2012 Results

- \$23,582 operating surplus
- 2 special gifts for "transition" \$25,000 and \$10,000
- Special donation for music \$10,000
- \$73,000 in capital campaign pledges – paid off construction loan
- \$45,000 in gifts for Reno garden maintenance
- Endowment value went from \$4M to \$4.5M

•Pledges for 2013 are \$501,500 from 149 Pledging Units

•2013 Challenges

- Ministerial transition costs
- Meshing Holy Destinations dreams with financial reality
- Unrecoverable fire expense

Library



Come discover our Church's hidden resource.

Spiritual and topical books, old and new.

Can you give us a helping hand?

Stay tuned for an upcoming survey about the library.

LIBRARIAN, LESLIE FRENCH

Attachments to the Minutes of 173rd Annual Meeting Held April 28, 2013
Approved Vision

*Our purpose is to be a Christ-centered, nurturing community;
growing in faith, serving in love, welcoming all with joy.*

Our vision follows from our purpose statement and describes how we – the members, participants, lay leaders and ordained ministers - envision the future of our church.

Our church helps you grow and develop a faith that is an integral, relevant and meaningful part of your daily life.

First Congregational Church in Winchester (FCCW) is a place where you are encouraged to begin or expand your faith and develop a relationship with God, regardless of where you currently are on your personal faith journey or the clarity with which you understand that relationship. We help you to grow in faith by providing opportunities for all ages to learn and deepen faith in personal and meaningful ways, including active worship in a variety of settings, educational programs, small group faith explorations, compassionate action and service, and myriad opportunities to experience the Holy.

We help you find your own personal ministry and support you as you learn to share it with others wherever you find yourself working, playing, loving, contributing, shaping, resting, and caring in the world. We help you learn to participate in extending God's grace and Christ's compassion to all as you live every day in the world. While we understand that God's love is universal, we tell our story from the perspective of the life and teachings of Jesus Christ, as revealed in the New Testament.

We are a community that serves each other and the larger world with kindness and humility, in keeping with the teachings of Jesus.

Reaching out to each other and the world at FCCW is both a personal and a shared experience, reflecting both our understanding of God's compassion and our awareness that service in support of others enriches our faith development and builds our church community. We nurture those who are struggling and share God's healing presence with all who need it. We make significant commitments to meaningful missions that seek to produce visible good, actively reduce suffering and advance the cause of justice. We do this collectively as a church, as individuals, as youth and as families striving to make service part of daily life. We offer not only our financial gifts but also the gift of our whole selves - our time, hands and feet, hearts, minds, souls and strength.

We strive to help all feel the love of Christ so that no one is an outsider and all feel welcomed and loved.

We welcome you with joy and gratitude each day. We are open and affirming to all and celebrate the image of God in every person. We welcome the newest visitor, whether child or adult, and longest participating congregant equally, celebrating the unique gifts each brings to us and, in turn sharing the loving gifts that our church has to offer. We serve and nurture one another, providing fellowship of body and spirit, celebrating our joys and sorrows and supporting each other in times of need and plenty. We provide an oasis of peace in a harried world allowing time and space for the Spirit. We frequently gather in small groups to share common interests and to encourage each other's efforts to live out our personal ministries and to fulfill our collective purpose. Responding to God's love, we extend God's extravagant welcome to each other, to the town, to our neighbors and to the world.

Our organization and administrative structures focus on supporting our purpose effectively and efficiently.

Our whole organization is focused on supporting our purpose. We develop and cultivate the resources necessary to realize our purpose - human, physical, organizational, leadership, financial and communications resources. Our energy is focused on serving God and community rather than on the internal and administrative needs of our church. There is flexibility in our ministries to respond to and support changing priorities and needs. We are open to new ideas - trying new things, allowing flops and failures, learning as we go. Lay leadership works in faithful collaboration with professional ministry leaders to achieve the collective purpose of the church. And true to our Congregational roots, we actively encourage and empower congregational involvement in fulfilling our individual and collective ministries and purpose.

Attachments to the Minutes of 173rd Annual Meeting Held April 28, 2013

Slate of Commissions, Officers, Deacons, Committees

Continuing – C

New Next Year – N

Rolling Off – RO

CHRISTIAN ED - ADULT	
Jack Howland - Chair	C
Nanci Barker	C
Teresa Cader	C
Karen Roberts	C
Eric Fieleke	RO
Linda Alexander	RO
CHRISTIAN ED KIDS	
Gretchen Clarke	C
Judy Arnold	C
Jody Collins-Skinner	C
Wendy Procops	C
Ben Pulaski	C
Paul Rahmeier	C
Natalie Roche	C
David Weir	C
Cindy Wankowicz	C
Lucy Willoughby	C
Michelle Stewart	N
DEACONS	
Cathy Crabtree	RO
Bob Lord	RO
Becky Parkhill	RO
David DuBard	C
Sarah Gallop	C
Marcie Troisi	C
Laura Bailey	C
Barry McArdle	C
Taylor Tresselt	C
Lisa Loughlin	N
David Peretti	N
Tom Roche	N
FACILITIES	
Tom Dunn – Co-Chair	C
Deb DePeter – Co-Chair	C
Tom Church	C
John Fiske	C
Rick Forzese	C
John Lawton	C
Bradley Ross	C
Jan Koss	N
Sue Leathers	N

FINANCIAL RESOURCES	
Mike Bailey – Chair	C
Douglas Clarke	C
David DuBard	C
Rich MacNeille	C
Tom Roche	C
Jena Roy	C
Nick Troisi	C
Carl Turissini	C
Jennifer Wilson	C
GARDEN	
Liz Sayre	C
Marcie Troisi	C
Debbie Johnston	C
Pam Budner	N
HEALTH MINISTRY	
Bruce Alexander	C
Pam Budner	C
Teresa Cader	C
Maria Fernando	C
Steve Haggett	C
Janet Hall	C
Jodie Mullane	C
Leigh Carlisle	N
Susan Rozmanith	RO
Health Ministry Contacts	
Flowers – Kris Montgomery	
Caring Network –	
Susan Rozmanith	
Prayer Shawls –	
Karen Lauterwasser	
Dinner Dances – David Weir	
Reiki Healing – Deb Johnston	
LEADERSHIP DEVELOPMENT	
Peter Rosenberger- Co-Chair	C
Connie Rosenberger – Co-Chair	N
MEMBERSHIP	
Joan Theuer - Co-Chair	C
Christine Tresselt – Co-Chair (N)	C
Chris Noble	C
Peter Rosenberger	C
Becky Tellefsen	C

OUTREACH	
Cindy Mahoney Co-Chair	C
Louise Ritenhouse Co-Chair	C
Judy Arnold	C
Anne-Marie Galli Treasurer	C
Suzanne Leslie	C
Lisa Loughlin	C
Bill McCarter	C
Jena Roy	C
Janice Wilson	C
Sara Marie Puzzanghera	N
Kate Puzzanghera	RO
PERSONNEL	
Lynne Rahmeier – Chair	C
John Crabtree	C
Walter Ogier	C
Christine Tresselt	C
Carol Weir	C
Bob Lord	N
OFFICERS	
Moderator - Penny Sparrow	C
Treasurer - Elizabeth Cooper	C
Assistant Treasurer	
Keith Russell	C
Clerk - Anne Hoenicke	
C	
Librarian - Leslie French	
C	
Historian - Bob Stone	
C	
Delegates to MBA	
Laurie Roby	C
Jena Roy	C
WORSHIP COMMITTEE	
Laurie Roby - Chair	C
Judy Arnold	C
Jane Ring Frank	C
Sarah Gallop	C
Liz Sayre	C
Taylor Tresselt	C
Julianne Zimmerman	C
Lucy Willoughby	N
Elizabeth Page	RO

FIRST CONGREGATIONAL CHURCH IN WINCHESTER
CONGREGATIONAL BUDGET MEETING
FEBRUARY 02, 2014

Call to Order: After worship on Sunday February 02, 2014, members of the Congregation gathered in the Sanctuary. Moderator Penny Sparrow convened the meeting, noting that the meeting was properly noticed, and she declared the presence of a quorum.

Opening Prayer: We thank you, Lord, for this opportunity to share in making decisions towards supporting your work among us and through us. We ask you to surround us with wisdom and love as we consider together the budget for this year. We pray in Jesus' name. Amen

Article: Penny stated that there was one item of business before the meeting today:

“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.”

Penny then turned the floor over to the Treasurer, Elizabeth Cooper.

Copies of the proposed budget exhibit and a one-page summary of the Restricted and Endowed Funds assets were distributed to those present (attached as Exhibits 1 and 2 to these minutes). Elizabeth explained that last year David Page had requested that all of the assets of the church be presented for the budget discussion, so the restricted funds exhibit is included in the pages being handed out.

Elizabeth first thanked Sarah Marino and Gay Williams who keep things running on a day to day basis. She then thanked the Financial Resources Commission who puts in so much activity, time and effort to raise funds, make phone calls and think thoughtfully about our revenues. Third, she thanked the small budget committee that works through the details of preparing the budget. Finally, Elizabeth especially thanked David Peretti, even though she knew he would be embarrassed by it, for his immeasurable advice and guidance.

Elizabeth explained how to read the budget exhibit, showing Income and Expenses for the past 4 years in colored columns.

Elizabeth reported on the final results for the 2013 operating budget:

Overall

- We ended up with an operating budget deficit of \$23,800 for 2013. However, a large part of that was because a transfer from the Emergency Reserve fund was not made in a timely manner, which Elizabeth took full responsibility for. Our actual deficit would have been about \$3K. That deficit will be covered by the Emergency Reserve which is our tradition.

Income results:

- We had a more difficult year this past year, than the prior year, which was a great year. It was a difficult year for getting pledge receipts. Towards the end of 2013, we were behind on our pledges received. In mid-December, we sent out an email blast communicating that we were \$64,000 short of the revenues that were pledged.
- People responded to the email and we ended up \$26,000 below pledged amounts, up from \$64,000 below, but still \$26K short.
- Also, non-pledged gifts were below the budgeted estimate; it was too optimistic an estimate.

Expense results:

- On the expense side, the commissions did an extraordinary job keeping expenses under control.

Minutes of Congregational Budget Vote 02-13-2011

- Facilities did, however, spend more than budgeted on interior maintenance, because they had to. It was a very bad year and many things needed repair. The Council allowed them to spend what was necessary to fix what needed to be fixed.
- The Innovation Fund spent \$1.7K of its \$6K budget; probably due to lack of awareness of the funds, the congregation not knowing how to apply for funds to be used for the intent of providing funds for starting experiments that can benefit the church in the long term.

Elizabeth next presented the proposed Budget for the 2014 calendar year:

Overall

Until two weeks ago, Elizabeth said she thought she would have to present a deficit budget to the congregation.

- At that time, we had an estimate of \$470K in pledge revenues – less than last year's budget of just under \$500K [\$469K] and about the same as 2012's revenue budget. To create a balanced budget, I could cut back to 2012 spending levels and I presented this approach to the Financial Resources Commission (FRC). They received this idea with dead silence and shaking heads (no). They advised that the church should take a risk, to take the opportunity to invest in our future, recognize this is a unique transition year and keep spending at the 2013 level.
- Between then and now, a few things happened:
 - We had two back pledges come in for a total \$15K.
 - We had an anonymous donation of \$12.9K designated to offset transition costs for this year
- So, I stand before you today presenting a balanced budget due to the generosity of a donor and pledgers who remembered their back pledges.
- "Amen". "Praise the Lord."

Income Items:

- The \$470K budget for pledges for 2014 is a decrease of \$26K compared to last year's budgeted amount. Right now, we have \$461,241 pledged from 132 pledges. Last year, at this time, we had \$500K in pledges from 150 pledges. For this year's pledge campaign, those who have pledge have increased their giving by 7%. Elizabeth then asked Mike Bailey, chair of the FRC, to speak about the ongoing activities of the pledge campaign.
- Mike Bailey reported that the aggregate pledge amount to date is discouraging and that the number of pledges are down a net of 14. He noted that you may have received a new appeal letter in the mail to address the fall off. We are asking people to consider giving more, even though they have already given. The FRC is somewhat concerned about the drop off in pledges.
- Elizabeth then reported that there is good news - the endowment performance has been wonderful. The transfer to the operating budget from the endowment increased by \$10.5K. There is more good news for this year's revenue in the 2 back pledges mentioned earlier and the anonymous gift.
- The Transfer from Emergency Reserve line item represents the completion of the special circumstances of transition costs, the remaining obligation for 2014 from the \$128K of estimated total transition costs.

Expense Items:

- The first few personnel line items look a little different this year. Costs for the clergy – salary, housing, benefits, pension & insurance – are shown for all 3 clergy, including our commitment to our retired senior pastor, and that's why the line items are larger than in the past. (Last year the transition line item was separated out.)
- Personnel recommended a 1-3% salary increase. We were able to give a 1% increase that becomes effective in Sep, so this budget show 4 months of increased salary for 2014.

Minutes of Congregational Budget Vote 02-13-2011

- There is a reduction in the independent contractor amount that got shifted to the lay staff line item, as our Minister of Music has now taken on responsibility for the bell choir.
- The Facilities budget has increased; particularly Interior Maintenance is increased \$1,000. Snow removal, electricity, fuel and piano and organs have all been increased, although the piano and organ increase is hardly enough for what's needed.
- The Outreach budget is calculated as a percent of our revenues; if you flip back to the income side of the exhibit you'll see "OR" next to the revenue items used in the base of the calculation. Last year we were able to increase the percent from 13.2% to 14.2%, and we've been able to keep it at 14.2%. The total amount is less, since it's on a smaller revenue amount.
- We were able to increase the Innovation Fund by \$1,000 to \$7,000, representing a commitment to the future.

At this point Elizabeth Cooper opened the floor for questions and comments.

- Question: Jena Roy: The innovation funds that were unused in 2013, just to be clear, are they still set aside? Response, No.
- Comment: Jena Roy: I'm really struck by the \$5 million endowment and that it is up 10%. Why can we not do better by our clergy and staff? I think it is unjust and ungenerous. Why can't we give them 3 % raises?
- Two people called out their agreement.
- Comment: Rob Skinner: Could we consider, in the event that the pledge income will increase, (and it probably will with this discussion), that the increase could go towards increases in staff salaries.
- Response: Treasurer: For staff salaries, we will have to come back to the congregation. At the Council on Ministries, we talked about the possibility that there could be a motion to amend the budget at the annual meeting.
- Motion: Mike Bailey: I'd be willing to move that motion now, that those funds be directed to staff salaries at a higher level. The motion was seconded.

Discussion followed:

- Jena Roy. I want better than that. We have tons of money – gifts of the saints around me now, gifts of the saints that came before us. I'd hate to see us operate on a scarcity model. Jesus said put your worries off to tomorrow, this is the day that God has made (well, that part was the Psalmist, I'm mixing up my scripture quotes, but the point is) now is the time to honor our clergy, show our faith in our leadership, we are already becoming a new creation, we have so much hope and energy for the future.
- Carol Weir. That's an example of performative language.
- Lee Roberts: Salary increases occur in September, so we have time to deal with this until then.
- Member: We could adopt a change to the 5% spending 3-year rolling average spending rule.
- Comment: Mike Bailey: Doing the quick math, doing a one-time change would not be a significant disruption in the endowment, it would be more of a speed bump to the long term endowment.
- Comment: Elizabeth Cooper, Treasurer: Generally, it's not a good idea to dip into principle to support an operating budget. We could look at other accounts.

Minutes of Congregational Budget Vote 02-13-2011

- Comment: David Peretti: The spending rule that we have in place – using an average balance – was established in 2002 at an Annual Meeting. To change that would require notice and forethought. That's the rule that got us through the huge down-turn in 2008. It takes a long term view, it holds us to a difficult discipline, it dampens both the upswings, which is the hard part, but it also dampens the down swings, which saved us in 2008. It's not the right approach to change that rule/policy. If we are going to look at salaries, then let's let Personnel do a competitive assessment. We can't change this long standing policy [3-year rolling average 5% draw down] in one meeting without notice.
- Comment: Lee Roberts: When Karen and I joined this church 17 years ago, what this church was doing was unsustainable, draining the endowment. This policy allows a cushion, stability, gives us long term stability. We could end up spending it all in the next 5 years. This needs to be done with thought, and discussion.
- Comment: Karen Roberts: If we recommend that Personnel should do a salary review, they need to also look at salaries of the office, lay staff and our sexton. They should also be included in addition to clergy.
- Comment: Member: We should put out a request to increase staff salaries, whatever that happens to be, not limit it to 1-3%.
- Comment: Carol Weir: The FRC and Budget Advisory Committee (which I was on) discussed a Faith in our Future budget. Chances are the next 2 years are going to be exciting, we see a new future, we will be seeking a new pastor; it will be very energizing with new members. We could pass a deficit budget, or overspend our budget. As a Personnel Committee member, I'm not comfortable making a decision right now. Salary competitive analysis and review needs to be done periodically and hasn't been done recently, so we need to do that. We need to have faith in our future and commit to our staff.
- Comment: Dick Sayre: Let Personnel do their work: deal with salaries, make the best decision we can, that is fair to all. Defer the decision now, channel it to Personnel.
- Comment: Member: After this year, the salary line item for our retired minister will go way. There will be a net positive next year. We could do a one-time thing to have a deficit budget, to do the salary raises.
- Comment: David Mortensen: I'd like to compliment the budget preparers and the speakers on this discussion. We should study this in the next two months and make a recommendation by the time of the Annual meeting. Take it up then, not now.
- Comment: Carol Weir: So to clarify, we pass today's budget, and at the Annual Meeting pass an amended budget.
- Comment: David Peretti: I think that is a compassionate plan.
- Question: What's the motion on the floor? The Moderator asked the clerk to read the motion currently on the floor. At first, the clerk read the motion regarding changing the draw down rule. The moderator asked for the seconded motion, about salary increases.
- Clerk: The clerk read what she had been able to capture of the motion, including a friendly amendment from Mike Bailey: "This body directs Personnel to look at salaries of clergy and lay staff including office manager and sexton and direct them to come to the Annual Meeting with a recommendation as to how the budget may be amended."
- The amended motion was seconded.

Minutes of Congregational Budget Vote 02-13-2011

The Moderator asked if there was any further discussion. There was none. The moderator called for a vote and the motion passed.

Clerk's note: The wording of the motion was changed several times during the meeting, and discussion progressed at a rapid pace, so after the meeting there was a difference of opinion regarding what the actual "word for word" motion actually was. The following represents the combined understanding and agreed upon reconstruction of the intent of the motion by the clerk, the moderator, the treasurer, the chair of FRC, the head deacon, and the pastors.

It was moved, seconded and VOTED that in the event that the recently mailed appeal for additional pledge revenues is successful and results in increased revenue, the Personnel Commission is directed to:

- **conduct a salary survey of comparable pay in the market and a salary review of all paid staff – clergy, ordained and not ordained, office manager, sexton, etc. and**
- **come prepared to the Annual Meeting with a recommendation for possible salary increases and a motion to amend the budget as needed.**

The Treasurer then made some closing remarks. We will try to do more communication in 2014:

- Quarterly, we plan to publish a simple message about where we stand on pledge receipts, revenues and expenses. In an email and in the Spire.
- More frequent giving statements. Currently we send them two times per year, but the second is only for those that seem far behind on their pledges. Next year, we will probably do giving statements 3-4 times per year, and they will be for everyone.
- Finally, Elizabeth encouraged people to do their pledge giving through an automatic funds transfer – that means a steady/standard cash stream for the church, which we really need.

At the conclusion of the Treasurers remarks, both Mike Bailey and the Moderator noted that there still needed to be a vote on the main motion, to pass the budget.

Moderator: May I have a motion to:

adopt the budget report and to appropriate the designated sums of money to be expended by or at the direction of the Church's Treasurer for the purposes set forth in that budget.

The motion was so moved, and it was seconded.

The moderator asked if there was any further discussion. There being none, the moderator called for a vote and the motion passed.

It was moved, seconded and VOTED to adopt the budget report and the recommendation of the Council on Ministries and to appropriate sums of money to be expended by or at the direction of the Church's Treasurer for the purposes set forth in that budget.

The meeting was adjourned.

Recorded:



Anne L. Hoenicke, Clerk

Exhibit 1

[illegible]

2014 Budget Worksheet			OutR		2011	2011	2012	2012	2013	2013	\$ change	
			Base		Budget	Actual	Budget	Actual	Budget	Actual	2014	from
											Budget	2013 Budget
	Facilities											
4000	Copier rent & maintenance				2,600	3,017	2,500	3,472	3,500	3,319	3,500	0
4010	Postage				2,800	2,536	2,800	2,505	2,500	2,429	2,500	0
4100	Office Expense				12,000	11,619	11,549	11,942	11,884	11,880	11,900	16
4120	Telephone				4,120	4,190	4,200	4,452	4,400	3,952	4,400	0
4125	Electricity				10,300	10,218	10,300	10,162	10,300	11,221	11,681	1,381
4130	Water & gas				3,500	3,306	3,400	2,949	3,400	3,374	3,400	0
4140	Interior Maintenance				16,000	14,152	16,000	18,116	16,500	22,977	17,500	1,000
4141	Exterior Maintenance				7,500	7,935	8,000	14,521	9,000	6,553	9,000	0
414	Capital Reserve				2,000	2,000	2,000	2,000	2,000	2,000	2,000	0
4145	Rubbish removal				2,700	3,301	2,200	2,125	2,200	2,080	2,200	0
4150	Sexton supplies				2,700	2,774	2,750	3,112	3,000	2,832	3,000	0
4155	Snow removal				5,000	4,790	5,000	1,625	5,000	6,250	5,750	750
4160	Insurance				35,500	27,249	32,000	27,690	32,000	32,474	32,750	750
4170	Pianos & organ maintenance				1,000	782	900	1,075	1,100	2,325	1,200	100
4200	Fuel				21,600	22,086	22,000	19,123	22,000	22,288	22,400	400
	Facilities total				129,320	119,954	125,599	124,869	128,784	135,954	133,181	4,397
	Personnel & Facilities Total				581,035	561,407	584,792	576,809	647,794	632,113	693,784	45,990
Outreach Commission		%			13.2%	13.7%	13.2%	12.8%	14.2%	12.9%	14.2%	(0)
	"adjusted income"				635,650	610,452	638,650	656,177	677,200	646,023	660,785	(16,415)
5100	General appropriation				83,906	83,852	84,302	84,302	96,100	83,067	93,700	(2,400)
	Outreach Commission Totals				83,906	83,852	84,302	84,302	96,100	83,067	93,700	(2,400)
Congregational Life												
5500	Music				3,740	3,602	3,740	3,677	3,800	3,423	3,800	0
5600	Diaconate				1,980	1,932	1,760	1,612	2,000	1,419	2,000	0
5625	Worship & Congregational Life				1,200	1,271	1,200	1,723	1,500	1,820	1,500	0
5630	Innovation								6,000	1,717	7,000	1,000
	Congregational Life Totals				6,920	6,805	6,700	7,012	13,300	8,379	14,300	1,000
Other Commissions												
5700	Membership Life & Development				2,400	1,990	2,500	2,092	2,600	1,918	2,600	0
5750	Health Ministries				2,120	1,360	2,150	1,960	2,350	1,494	2,350	0
	Other Ministries total				4,520	3,350	4,650	4,052	4,950	3,412	4,950	0
Education Commission												
5800	Church School				6,760	6,326	6,200	3,318	6,200	4,605	6,200	0
5825	Adult Education				900	340	750	752	800	185	800	0
5850	Youth Programs				7,500	6,116	6,800	7,244	7,200	7,001	7,200	0
	Education Commission totals				15,160	12,782	13,750	11,314	14,200	11,791	14,200	0
MAUCC Per Capita												
5900	MAUCC Dues				9,594	9,515	9,456	9,358	9,456	9,407	9,456	0
	MAUCC Dues totals				9,594	9,515	9,456	9,358	9,456	9,407	9,456	0
	Expense totals				701,135	677,711	703,650	692,847	785,800	748,169	830,390	44,590
	Percent increase over prior year						3.8%		13.4%		11.0%	
						b/a	b/a	b/a	b/a	b/a	b/a	b/a
Income over (under) expenses					15	-9,516	0	23,582	(0)	(23,803)	(0)	0

Restricted and Endowed Funds Update

- Endowment did well: went from opening value of \$4.5M to closing value of \$5.1M
- Expenses this year from restricted endowed funds
 - General support \$155K
 - Skip's farewell \$11.3K offset by gifts of \$3.6K (Poduska)
 - Fire deductible \$10K (Memorial reserve)
 - Emergency Reserve \$31.2K – transition and bonuses
 - Fire sprinkler system repair \$7.5K (Steeple fund)
 - Outside step repairs \$4.6K (Van Aken fund)
- Additions
 - Operating surplus \$23.6K Emergency Reserve
 - \$20.7K gifts (Pastor and Deacons)
 - \$101K Boston Community Loan Fund (General Endowment)

REPORT OF THE MEMBERSHIP COMMISSION

The Membership Committee's current members are: Joan Theuer (Co-Chair), Christine Tresselt (Co-Chair), Peter Rosenberger, and Chris Noble. Throughout the year, the committee has been responsible for organizing several social functions that welcomed everyone from the congregation.

Actions: On September 8th, we hosted the Church picnic on the front lawn immediately following worship. All congregants were welcomed to attend the picnic catered by Bob's Foods and many folks brought lovely desserts to share. October 5th was the Progressive Dinner organized by Peter and Connie Rosenberger, Jon Lawton, Joan Theuer and several Facilities volunteers. Folks signed up to either host or bring food and the evening was kicked off with cocktails and appetizers served in the Tucker Room. November brought Stone Soup on the weekend before Thanksgiving. It was a lovely meal with a record breaking 15 delicious soups made by wonderful chefs from FCCW! All came together in Chidley Hall for the meal, and many giving hands helped set up the morning of the event. The Cookie Walk, which raises money for the food pantry for the Woburn Council of Social Concern, was planned for Sunday December 15th, but was canceled due to one of the many snow storms that came this winter. The next event for the committee is organizing the celebration of the Church as well as the congregation's birthdays with various cakes to be served at the Annual Meeting on March 16th. The last event for the 2013-2014 church year will be the picnic in June acknowledging the end of the Church School year and the move of worship services to the chapel.

Throughout the year, Membership also provided support for Coffee Hour in Chidley Hall after every service. A calendar was created and various commissions were gracious enough to serve for a month. Membership provided the calendar, support, reminders and replenishment of coffee supplies as needed. Peter Rosenberger also organized the nametags for the congregation every Sunday and provided assistance to those who needed it.

Prayerfully submitted,

Christine Tresselt

REPORT OF THE ADULT EDUCATION COMMISSION

Members: Jack Howland, Karen Roberts

Science & Faith Book Discussion Series

An 11th Hour Discussion Series held on 5/5, 5/19 and 6/2

The Adult Education Committee presented a series of discussions on Science and Faith. We looked at themes addressed in the following books

- The Great Partnership by Jonathan Sacks, Head Rabbi of the United Kingdom (theme: the cooperation between faith and science)
- The Sacred Depths of Nature by Ursula Goodenough (theme: science, faith and the origins of life)
- Einstein's God by Krista Tippett (theme: what are the implications of recent scientific breakthroughs for our faith)

A video lecture and discussion held on Monday 11/4 and Monday 11/18 in the Henry Room

For fifteen years Harvey Cox taught a course called Jesus and the Moral Life to undergraduates at Harvard. The course was consistently ranked as one of the most popular, often enrolling over 1000 students a semester. We aired the lecture twice, followed by very provocative discussions.