

FIRST CONGREGATIONAL CHURCH STAFF

The Rev. William Burhans, Lead 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 & Worship Arts

Mr. Benjamin Pulaski, Minister of Faith Formation: Children and Youth

Mr. Jeffrey Mead, Organist

Ms. Sarah Marino, Office Administrator

Mr. Edward Banzy, Building Manager

Mr. William Lewis, Building Superintendent

Mr. Jose Foronda, Bookkeeper

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

FIRST CONGREGATIONAL CHURCH OFFICERS & VOLUNTEERS

Sarah Gallop, Moderator

Bruce Lauterwasser, Treasurer

Keith Russell, Assistant Treasurer

Anne Hoenicke, Membership Registrar & Archivist & Associate Treasurer

Nancy Kneiss, Communications Design

Leslie French, Librarian

Rebecca Beltz, Church Auditor

Edward Lamson, Church Auditor

Edward Martin, Church Auditor

Lisa Loughlin, Delegate to the MBA Sector of SNEUCC

Bill McCarter, Delegate to the MBA Sector of SNEUCC

Laurie Roby, Delegate to the MBA Sector of SNEUCC

Table of Contents

Church Staff and Officers	1
Table of Contents	2
Warrant	3
Call to Annual Meeting	4
Report of the Membership Registrar	5
Reports of the Ministerial Team	
Lead Pastor	7
Associate Pastor	8
Report of the Leadership Team	10
Report of the Music & Worship Arts Ministries	11
Report of the Diaconate.....	13
Reports of the Faith Formation Ministry	
Children and Youth Faith Formation Ministry (CYFFORM)	14
Adult Faith Exploration Ministry	16
Church Librarian	17
Report of the Ripley Chapel Programming Group.....	17
Report of the Personnel Ministry	18
Report of the Facilities Ministry	19
Report of the Environmental Justice Ministry	21
Report of the Dwelling Place Ministry	23
Report of the Reno Garden Ministry	23
Report of the Ripley Chapel Working Group.....	24
Report of the Communications Team	29
Report of the Financial Resources Ministry	30
Report of the Outreach Ministry	31
Report of the Health Ministry	33
Report of the Treasurer	34
Operating Budget vs. Actual Receipts and Disbursements 2019	36
Endowed Funds - General/Unrestricted Use & Restricted/Designated Use	38
Savings/Spending, Reserve Funds & PassThrough Funds and Reserve Funds	39
Expenditures Related to Mission & Outreach	42

Appendices:

A: Minutes of the 179 th Annual Meeting May 5th, 2019.....	44
B. Minutes of Congregational Budget & Steeple Vote Feb. 2, 2019.....	49

**First Congregational Church in Winchester
Notice of 180th Annual Meeting**

This communication notifies the members of First Congregational Church in Winchester, Massachusetts qualified to vote therein, to meet virtually via the video conferencing platform Zoom on Sunday May 17th, 2020, immediately following the morning worship service, to act on the following matters:

- ARTICLE I: To receive and place on file the annual report of the congregation which:
- includes the reports of the Ministry Team, Treasurer, Leadership Team, and Membership Registrar
 - includes minutes of the Congregational Meetings held since May 5th, 2019, and any other written and oral reports which the Church may vote to receive
 - may include reports of the Sustaining and Living Ministries of the Church, as appropriate
- ARTICLE II: To thank those who served on Ministries for the 2019-2020 program year and vote on the slate of officers (Treasurer, Moderator, Clerk,) for one-year terms (2020-2021) and the slate of new Leadership Team members for the three-year terms (2020-2023)
- ARTICLE III: To hear and act upon reports of special gifts and bequests to the Church since the last Annual Meeting
- ARTICLE IV: To transact such other business as may properly come before the meeting

This notice is made by such written and electronic means considered to be reasonably effective as notice of an upcoming business meeting of the Church, and is made at least eight days before the meeting.

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



Winchester, Massachusetts
April 30th, 2020

Sarah E. Gallop
Moderator

The 180th Annual Meeting of the First Congregational Church in Winchester, Massachusetts, United Church of Christ is called on Sunday, May 17th after Worship via Zoom.

**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 verse 3
Tune: SINE NOMINE
R. Vaughan Williams**

Still may your people, faithful, true, and bold,
live as the saints who nobly fought of old,
and share with them a glorious crown of gold.
Alleluia! Alleluia!

**CLOSING HYMN: My Hope Is Built on Nothing Less verses 1 & 3
Tune: SOLID ROCK L. M. with refrain
William B. Bradbury**

My hope is built on nothing less
than Jesus' love and righteousness;
I dare not trust this earthly frame,
but wholly lean on Jesus' name.

Refrain:
On Christ, the solid rock, I stand;
all other ground is sinking sand,
all other ground is sinking sand.

His oath, his covenant, his blood
support me in the whelming flood;
when all around my soul gives way,
he then is all my hope and stay.

[Refrain]

MEMBERSHIP REGISTRAR'S REPORT FOR JAN 1 TO DEC 31, 2019

SUMMARY

Total Membership End of December 2018	413
Total Received into Membership 2019	+14
Confirmation	+
Letter of Transfer	+6
Confession of Faith	+
Reaffirmation of Faith	+4
Reactivated from Inactive	+4
Total Released from Membership 2019	- 11
By Letter of Transfer	-1
Withdrawn by Request	-1
Moved to Inactive	-6
By Death	-3
Net Change	+3
Total Membership End of December 2019	416

RECEIVED INTO MEMBERSHIP 2019 - Total New Members Received (14)

<p><u>By Confirmation</u></p> <p><u>Reactivated from Inactive</u></p> <ol style="list-style-type: none"> 1. Kasey Sullivan Rowe (originally joined 2000 by confirmation) 2. Shannon Eleanor (Rowe) O'Neill (originally joined 1995 by confirmation) 3. Michael Edward Gobes 4. Vanessa Linsey Gobes 	<p><u>Adult New Members</u></p> <ol style="list-style-type: none"> 1. Karen Bellacosa 2. Jane Ring Frank 3. Ben Glen Gibson 4. Shannon Elizabeth (Ely) Gibson 5. Eric Peter Nordstom 6. Erin (Conroy) Nordstom 7. Nancy O'Connor 8. Thomas "Tom" O'Connor 9. Edwin "Ed" Valeriano 10. Joani D. Valeriano
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RELEASED FROM MEMBERSHIP 2019 - Total Released from Membership (11)

<p><u>By Letter of Transfer Out (1)</u></p> <ol style="list-style-type: none"> 1. Sally (Wilkes) Hawksworth <p><u>Withdrawn by Request (1)</u></p> <ol style="list-style-type: none"> 1. Cynthia "Cindy" A. (Wanstall) Stone 	<p><u>Moved to Inactive (6)</u></p> <ol style="list-style-type: none"> 1. Susan M. Leathers 2. David G. Leathers 3. Suzanne Morris 4. Paul Morris 5. Carline Orelus 6. Lyonel Orelus
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Members Released by Death in 2019

(3 active members)

Members, Former Members, Inactive
Members, and Participants

1. Mary Janet (Baxter) Barger, m
2. Kyle Nathaniel Glacken, i
3. Lillian Elyse Glacken, p
4. Jean Hunter (Maintain) Higgins, m
5. Janice E. Wilson, m

m - member, fm - former member, i -
inactive member

p - participant

Extended Church Family 2019

Warren Holmes Arnold III, brother of Rev.
Judy Arnold

G. Jeffrey Ashworth, brother-in-law of
Maryann McCall-Taylor

Harrison Crane Bicknell Jr., father of
Cathy Crabtree

Marie Collamore, friend of Judy Arnold

Lorraine C. (Stigbert) Gardiner, wife of the
late Rev Mr. Robert W. Gardiner, both of
Stoneham

Earl W. Hannibal, dear friend of Rev Judy
Arnold and Carol Johnson

Dr. Lane M. Heller, father of Elizabeth
Page

Barbara Roby Hoekelman, sister-in-law of
Laurie Roby

Extended Church Family 2019 (continued)

Sandra Dale (Eriksen) Johnstone,
mother of Jane Simek, sister of
Beverly (Eriksen) Pierce

Herbert "Herb" Lauterwasser, father
of Bruce Lauterwasser

Brian Scott Lewis, brother of Bill
Lewis

Jeffrey Mitchell "Mitch" Lortz Joseph
V. Nagle, Jr, brother-in law of
Pamela and James Balfanz

Marilyn C. (Chefalo) Preston, mother
of Lauren Preston (who became a
member of this church in 1966)

Jerome "Jerry" Rosenberger, brother
of Peter Rosenberger

Sally Ann Soltis, aunt of Aaron Kneiss
Stephen P. Spofford, husband of
Elizabeth Spofford (Rev. Childey's
granddaughter)

BAPTISMS 2019 (6)

1. Silas Evander Hamnvik-Ard
2. Sidney Mae Biswurm
3. Madison Nordstrom

4. Ford Nicholas O'Neil
5. Grady Elle Roy
6. Hope Cary Sandak

REPORTS OF THE MINISTERIAL TEAM

Lead Pastor, Rev. Will Burhans

A year ago during the Annual Meeting, I offered a State of the Communion Address where I offered an account from my Lead Pastor perspective of where we found ourselves at this moment in time as a church. I urged the congregation to look forward to the next 5 years with three specific initiatives in mind - Spirituality and the Arts Programming for Ripely Chapel, Greening of our Church through an Environmental Justice focus, and an after-school program to better meet the needs of our town youth. Each of these initiatives had an important intersection with the town which I highlighted as critical to our mission and vitality. Along with the many events, missions, activities, and programs that the church annually and faithfully offers, these 3 initiatives took form, re-form and root within our community... at least they did so for the 8 months leading up to the global pandemic and quarantine.

Our Music Minister, Jane Ring Frank offers within this larger Annual Report a detailed account of the wonderful creative offerings that awakened the Ripley Chapel space into this new day. From September 2019 through the beginning of March 2020 we held concerts, lectures, prayer services, meetings, and much more in Ripley and these offerings brought hundreds of people through our doors. We were amazed and edified by how eager people were for just this sort of creative and beautiful space in Winchester. The numbers made clear that our vision for what could be possible in a renovated Ripley was in fact what was needed and appreciated in our town. Unfortunately, with the dawning of quarantine, the space has sat largely empty along with the rest of the church and yet we are deeply committed to figuring out how this wildly successful venture can continue to bring new life and joy even in the midst of physical distancing measures.

With the leadership of Rev. Jessica and Barrie McArdle, our Environmental Justice Ministry established a firm foothold within our congregation and continued to encourage us towards important greening initiatives and awareness of environmental stewardship as an expression of our faith commitment as a Christian church. Our church website will soon reflect this commitment to environmental stewardship and in the coming year once the Steeple Renovation has been completed (a big and important work of the stewardship of this building!) we will be revisiting the possibility of solar panels on our roof to further reduce our carbon footprint on this hill in Winchester. Rev. McArdle's annual report to follow highlights the good and faithful work that the Environmental Justice Ministry has been doing over the past year.

Thirdly, while we are not considering a children and youth afterschool program like I had initially encouraged, interestingly enough, that demographic is exactly where we find a major focus in this year with the announced departure of Ben Pulaski, our Children and Youth Minister. As hard as it will be to say goodbye to Ben, thanks to him and the many adult volunteers for Stepping Stones, Middle School, and Forum, these programs are in very good shape and we will be considering deeply how a ministerial leader in this area can take us to the next level of program development. By prayerfully discerning the right person to lead us into a new day, we have the potential of serving an even wider swath of the town's youth and inviting them to deepen their journey of faith and experience the joys of involvement in the Christian Church.

Currently our faithful Leadership Team is working to envision the next 5 years with these initiatives in mind, even as they work in tandem with the Ministry Team to support the church through this uncharted territory of a world impacted by COVID-19. This has undoubtedly been the primary focus of your Ministry Team over the last 3 months of this program year as we've sought to continue to foster church in this new on-line physically-distanced reality. It has been a gift for me to be a part of a team that has creatively and conscientiously worked to keep this church communicating, connected, prayerful, worshipful, and even playful in the midst of it all. And what we've heard from this generous congregation is much gratitude and appreciation for the work we've done. It's good and easy to work for a community of faithful people like First Church Winchester!

Now we look to the future, to a gradual process of re-gathering, to a new way of being church that involves incorporating the lessons we've learned over the last intensive 3 months. We are now aware that God is our foundation, that we in ourselves are the stones of God's holy temple, and whether we are in the same space or not, physically close or not, we are still church together, called to be the instruments of God's love in a world that needs all the love it can get these days. May we be open to being continually formed and reformed by God into the community that serves God's purposes in this world. It is an honor to be on this journey with you and to dream of where God will lead us.

In Christ,
Rev. Will Burhans

Associate Pastor, Rev Judy Arnold

Dear Friends

Well, what a year we've had together: a year of blessings, a year of challenges and heartache, a year of growth and a year of our Lord. God's hand has been present and seen in all of it. In this letter, I hope to tell you a little of how your Associate Pastor participated in some of it.

As a member of the Adult Faith Exploration Ministry, I've participated in a couple of educational offerings for the Congregation. We presented the second of three 11th hours on the theme People of the Book. This one was on Christianity. We used a PBS series, From Jesus to Christ, to present Christianity. It was a 3-part video series that focused on the development of the church as an institution. We've already presented on Islam and we hope to have Judaism in the coming Fall.

Adult Faith also offered the third segment of Bible Studies from the Massachusetts Bible Society. This one was an overview of the New Testament. The class was offered two times - one morning session led by Rev. Will and one evening one which I led with the help of Karen Roberts and Laurie Roby. Anne Hoenicke arranged the logistics for both the sessions which was very helpful. The evening class was attended by about 9 people and occasionally welcomed morning participants with scheduling conflicts. The curriculum emphasized the different genres of New Testament Books and had lots of opportunities for people to talk in pairs or small groups. We really enjoyed the learning and the community.

Another opportunity for the community to be together while being challenged was the Tuesdays with Jesus, our Lenten prayer, soup and presentation program. This year we

decided to adopt the practice at many monasteries where the group eats in silence while one member reads aloud. Will and I chose a book by Parker Palmer, *On the Brink of Everything*. His essays were honest and engaging and gave us a lot to think about and process. We got through two sessions face to face and did the last 4 on Zoom.

I've talked about our having an Art Show of works by the artists among for a long time. I envisioned it on display racks in Chidley Hall. I never dreamed we would have the exact right space for it. The renovated Ripley Chapel, with a picture rail, is the perfect venue for exhibiting visual art. I was so blessed to have this opportunity to fulfill my vision. I eagerly embraced it. And, it turned out exactly as I had hoped. In between conception and delivery, I benefitted greatly from Tracy Burhans's experience and energy. She was one of the four artists who exhibited. The others were Steve Haggett, Barry McArdle, Karen Swyers and Kiyomi Yatsuhashi. The exhibit title was *Through An Open Window* to honor the new clear glass window overlooking the pond. We had a gala Opening Night Reception with a sumptuous array of food and wine. And, I was able to create and play a jazz playlist as background music. How often in life do you get to share your favorite music to a room full of people. The exhibit was up for over three weeks and attracted drop in visitors throughout. Along with all the other wonderful events in Ripley, the exhibit helped to fulfill our goal of bringing the community into the church.

I suspect that in our thinking and speaking for a long time to come, we will divide our world into pre and post Covid-19. When this pandemic began, we opened our minds to what worship means. The four walls no longer defined the church. We were just getting good with our streaming when it became clear we could not be together, even for that short time. So we reluctantly went to video. Reluctant no more, we've discovered the gift of video. It has allowed us to include so many people in each worship service. It has given us the vehicle we've been long searching for to include children in worship; and to keep parents from the constant effort to keep them silent and occupied. (Just as an aside, children making noise in church does not bother us.)

We've gotten to see people's kitchens or studies; and we've gotten to interact with more intention and less distraction. We won't say that Zoom is preferable to face to face communication, it is not. But many meetings have lasted longer than originally planned because we've been sharing our grocery trip stories or just our experience of quarantine. We created a fund for members and friends of our congregation to turn to when the reality of the 'new normal' hits. The Covid-19 Financial Response Fund was generously funded by our congregation and is there when you need it.

What lies ahead, you wonder. So do we. The entire world is unrecognizable in many ways right now. And much though we yearn to 'go back to normal', God has presented us with a truth about our society that we cannot ignore in the coming months and years. Perhaps this time will be looked back upon as the moment when true transformation began. God has been with us through every high and low. Knowing that God is with us in what seems too hard to bear has given us the impetus to respond with a determination to take risks, sacred risks, as in Ripley Programming. Our hearing God's loud call to not walk away from church because we couldn't do it in the way we knew how gave all of us the courage to remodel our life together. And, now, we can feel God nudging us toward whatever is next. Let's welcome it with joy.

With love and in Christ, Rev. Judith Arnold, Associate Pastor

REPORT OF THE LEADERSHIP TEAM

Part 1: Reflections about the program year prior to the Covid-19 pandemic (Sep 2019 to Feb 2020)

- What was going well
 - **Efforts to stay strategic.** We identified critical issues and delegated to task forces to work on solutions.
 - **Strategic planning book and ongoing exercises.** We read *Good Strategy/Bad Strategy* by Richard Rumelt and worked to use the concepts in our church strategy. Using this framework, we gave thought to what the next broad goals/areas of focus should be for our congregation, in living into our Purpose Statement, and how to get there.
 - **Guidance to major initiatives.** For these and other initiatives, a task force was authorized, recruited, managed, and in some cases sunsetted.
 - Steeple and clock repair project
 - Ripley renovations and programming
 - Safe Church policy
 - Planned Giving initiative
 - **Implemented:**
 - Budget Task Force and approved 2020 budget
 - Children and Youth Interim Minister Task Force
 - Covid-19 Financial Response Team/Fund
 - Four-Way Covenant with Rev. Jessica McArdle with Carleton Willard Village
 - Four-Way Covenant with Lisa Loughlin with Outdoor Church
- We struggled with...
 - Staying strategic. We are also the final decision making group for church issues. The operational issues of the church come back to this group.
 - Having unexpected items on the agenda that would consume considerable time. We struggled to find ways to determine how these issues could be handled by a task force or existing Ministry.

Part 2: Reflections about the Covid-19 pandemic (Mar 2020 to May 2020)

- The church community quickly transitioned to online, fully remote events starting March 15th. All church services and ministry meetings are now virtual. The Easter services were remarkably well produced.
- Leadership Team moved to weekly computer video meetings to help FCCW work through the challenges of the Covid-19 crisis.
- The Covid-19 Financial Response Team was established to assist the church and community in facing serious health concerns and potential financial hardship as a result of the global pandemic. There has been tremendous support from the congregation.
- Even as we all continue to follow state and local directives, we will be working with others on plans for how to resume church-based activities.
- Our community has stayed vibrant, strong and supportive. We pray for our healthcare workers on the front line of the battle, the first responders, and the workers at essential businesses who continue to work on behalf of all of us.
- The Ministry Team, the Leadership Team and all lay ministries have been in conversation about our church's response to the pandemic; what we need to be doing now and what we might need to be prepared for in the future. Let us as a church

continue to ask how we can tend to the most vulnerable populations around us who tend to bear the greater burden of any public health crisis.

Respectfully submitted by Rev. Judy Arnold, Rev. Will Burhans, Sarah Gallop (Moderator), Deirdre Giblin, David Peretti, Marty Rozmanith, Cindy Wankowicz, Jennifer Wilson, Peter Woolford

REPORT OF THE MUSIC & WORSHIP ARTS MINISTRY

The world speaks to me in colors, my soul answers in music.

Rabindranath Tagore (1861-1941)

Possessing a power of its own, music has the unique ability to communicate the landscape of the soul. Through choral and congregational singing, through bell ringers, through instrumental music, through traditional, jazz, gospel, and folk styles, we believe that music serves to glorify God, to magnify God's word, to unify, and to inspire. We at First Congregational Church are blessed with a talented organist, Jeffrey Mead, who graces our C.B. Fisk, opus 50, 1969 pipe organ and two vocal soloists/section leaders, Susan K. Navien and Peter Owens, who have been a cherished part of the worship life of the church for decades.

The music and worship arts ministry at FCC is a multi-faceted program, under the direction of Jane Ring Frank, Minister of Music and Worship Arts. It includes a large number of volunteers, both instrumental and vocal. The program supports the Senior Choir (Thursday night rehearsals and Sunday morning worship); the Carilloneers (Monday night rehearsals and periodic participation on Sunday mornings); Jazz Worship (2-3 times per program year). Additionally, the Senior Choir presents larger choral/instrumental works within the context of worship, at least two times per program year, an endeavor that includes additional rehearsals, commitment of time and organization.

Part 1: Reflections about the program year prior to the Covid-19 pandemic (Sep 2019 to Feb 2020)

Good news and Challenges:

- Choir participation has been strong, committed and faithful. Our numbers are high, which is gratifying. But what is striking is this: the volunteerism is nothing short of miraculous, with weekly rehearsals and worship. God's presence is vital and flowing with them and through them. The music is prayer and praise, and they support one another as "community within a community" with joy and determination.
- The Music and Worship Arts program experimented with Liturgical Dance. With many thanks to Laurie Roby, Rebecca Beltz and Johanna Kepler, we were given the opportunity to experience the life of the spirit through beautiful and meaningful movement. Jeffrey Mead ably and energetically took over the directorship of the Carilloneers. I have missed them, but the group has remained strong. Rehearsals have

- been well-attended. The results have been lovely. Congratulations to Jeffrey and to the Carilloneers!
- The program hit a bit of a bump in December, when the Minister of Music and Worship Arts was hospitalized. Jeffrey graciously stepped in to fill the gap and inspired the music program and the congregation with his good will and his talents.
- We continue to recruit new members to the music program. We are seeing a normal pattern of retirement and aging. Current Choir and Carilloneers members have been fantastic partners in recruiting and in encouraging fresh participation.

Initiatives:

- The choir took on an exciting six-week sermon series/musical response, scheduled for Lent, 2020. Rehearsing Franz Josef Haydn's *Seven Last Words* was a singular joy - moving, complex, satisfying. The collaboration with the Aryaloka String Quartet and with Jeffrey was a delightful treat for the music program. We were gratified in rehearsal; sad in the cancellation after the first week of Lent.
- Sadly, the Senior Choir lost both opportunities to present larger canonical choral works, both supported by professional instrumentalists. In December, we cancelled Schubert's *Magnificat* (as well as the traditional Lessons & Carols service), as a result of the Music Minister's illness.

And we were cut short, due to the pandemic, in our large-scale, six-week presentation of Haydn's *Seven Last Words*, in collaboration with the Aryaloka String Quartet.

Part 2: Reflections about the Covid-19 pandemic (Mar 2020 to May 2020)

- The loss of rehearsals and worship, since March, has been difficult and devastating for the ensembles of the church. The challenge? Singing, rehearsing, working together in a room means one thing: breathing *with one another* (to create art); breathing *on one another* (creating illness). This challenge feels daunting. The Carilloneers, in their close quarters, in their need to work closely (physically) together, will bump up against this same challenge. How do we re-create ourselves as worship partners, as worshipers, as artistic people of faith?
- The music program continued to meet on Zoom on Thursday evenings, at our regular rehearsal time. We averaged 30-40 participants. We used the time for sharing, for prayer, as a check-in, with opportunity for each person to offer their reflections, hopes, and anxieties about this suspended time. These virtual gatherings have been rich in generosity and spirit and faith. We also experimented with virtual music, virtual recordings (works in progress) and pre-recorded tracks.

Respectfully submitted, Jane Ring Frank, Minister of Music & Worship Arts

REPORT OF THE DIACONATE

Current Deacons:

Third Year: Michelle Crawford (head), Leigh DuPuy Carlisle, Jenny Splaine

Second Year: Carrie Ehrbar, Aaron Kneiss, Kathy Mortensen

First Year: Margaret McIndoe, Megan Scipione, Nick Troisi

Life Deacon Liaison: Bob Lord

Reflections about the program year prior to the COVID-19 pandemic (Sep 2019 to Feb 2020)

The deacons continued in their role tending to the ritual life of the church by welcoming members and participants to worship each Sunday, collecting the offering, helping to prepare and administer communion, and supporting the ministry team as needed. We also were honored to assist in baptisms, memorial services, and new member ceremonies. We prepared and served alongside our wonderful life deacons at the well-attended Christmas Eve services, and assisted at the Service of Light and Ash Wednesday Service.

Noteworthy experiences and contributions include the following:

- Successfully adapted October deacon retreat to a meaningful on-site version. Remained local so that deacons could participate in Ripley Chapel rededication and Blessing of the Animals services. We spent our Saturday with the Rev. Ken Orth, participating in exercises to deepen our connection with one another and exploring walking meditation through the Labyrinth in Reno Garden.
- On Saturday morning of the deacon retreat weekend, we worked to do a more thorough clean-up and organization of the sacristy, sanctuary, and chancel areas, with a particular focus on the increasingly cluttered narthex. We planned for the removal and storage of unused pew fronts and the installation of new hooks to hold activity bags used by children during services (both plans carried out at a later date, with the help of Building Superintendent, Bill Lewis).
- Prepared detailed instructions for Christmas Eve services preparation and execution to be incorporated into Deacon's Manual for use going forward.
- Celebrated our life deacons with our second annual wine and cheese event. Remembered and shared comments from many life deacons who were unable to join us at the event. Also enjoyed a special presentation of the 1970 letter from Joe Harris regarding his plea to do away with the "outdated practice" of donning morning suits. This was presented by Joe's daughter, Kate Harris Carpini, and samples of the traditional garb were on hand to see and even try on!
- We continue to faithfully work with the ministry team to administer the Pastor and Deacons Fund. We appreciate your generous support of this important fund. The balance of the Pastors and Deacons Fund (investment account plus bank account) as of the end of March 2020 is \$13,918. The expenditures for the 12 months ending March 31, 2020 were \$5,861.
- We have struggled to recruit three deacons this year. Starting with a list of ten, with two of the ten being "couple-asks," we have completed eight of the ten asks and are still short one deacon. See more about this below.

Reflections about the COVID-19 pandemic (Mar 2020 to May 2020)

While the deacons have been unable to carry out their mission in person since our last in-person service on March 8, we have been honored and thankful to serve in the following ways:

- Deacons have served FCCW's Virtual Visitation Network (VVN) under the leadership and direction of our Health Minister, Kathleen Zagata, in partnership with head deacon, Michelle Crawford. Through this network, members of the Diaconate connected and supported church members and participating non-members by focusing on three areas: Connection, Community, and Readiness. The VVN provided support in the form of conversation, resource materials, technical support, and supplies as needed. As of May 8, the VVN is in a period of transition to encouraging members to connect to church offerings online. There is a "Reach Out Day" planned for June when visitors will connect with one or two church members to say hello and let those members know they are in our thoughts.
- We moved our in-person meetings to online Zoom sessions, continuing on the first Wednesday of each month starting at 7 PM. For our last meeting together, the deacons enjoyed joining the Virtual Healing Circle in place of our opening prayer.
- Deacons participated in a pre-recorded Tenebrae service by recording assigned parts of *The Passion of Our Lord Jesus Christ*, which was then pieced together and combined with music to create a "movie" version of the service.

While we are excited to welcome two new deacons in the coming year, we continue to struggle to recruit a third. We do find that the COVID-19 pandemic has made the effort more challenging. There is evidence that some candidates we have asked are feeling the strain of the current situation and the uncertainty that lies ahead. We also find the role of the deacon unclear for the foreseeable future. We are in the process of determining the best way to proceed, knowing that we may need to consider a non-traditional approach during these unprecedented times. We plan to consult with the Ministry and Leadership Teams for further guidance on this matter.

Addendum: The deacons continued to reach out to candidates for the Diaconate and at the end of May our offer was accepted. We have three wonderful new deacons as we head into the 2020-2021 church year!

REPORTS OF THE FAITH FORMATION MINISTRY

Children and Youth Faith Formation Ministry (CYFFORM)

Ministry committee members: Maggie Keeler and Michelle Stewart co-chairs; Patricia Brady, Kate Carpini, Carolyn Polosky, Nick Wankowicz
Children and Youth Faith Formation Minister: Ben Pulaski

Part 1: Reflections about the program year prior to the Covid-19 pandemic (Sep 2019 to Feb 2020)

- We have a solid foundation in our Stepping Stones and high school programs. Curriculum and teachers are strong. The middle school program we took a redirection in November with a new teaching team as well as re-energized focus on the “Black Letters of Jesus” curriculum that the HS is using, as well, and feedback showed improvement.
- We successfully hired a Nursery Supervisor (Bri Connolly) in the spring of 2019. She has done a wonderful job in organizing and supervising the high school assistants, as well as implementing a new digital check-in.
- We have led 13 students on a year long journey of Confirmation, which was more in depth than previous Confirmation Classes.
- We made a commitment to the Outdoor Church to participate every month on the second Saturday of the month.

One to three bullet points (one sentence each) about what your ministry struggled with, for example:

- Our largest struggle will be in finding an interim for Ben’s position given his last day is June 14th, 2020. Thanks to the work the interim task force is doing (members: Rev. Will Burhans, Jennifer Wilson, Patricia Brady, Dina Pradel, Michelle Stewart) we are close to complete with a job description for the interim position. We are unsure how the Covid-19 climate will impact our job search. We are under the assumption that an interim will not be in place before Ben’s last day, therefore all transition work is being transferred via google doc to Maggie Keeler and Michelle Stewart who are meeting weekly with Ben to ensure we make this transition deadline.
- Teachers are also a focus of need. We are always struggling for more volunteers, particularly as we officially roll out the safe church policy as this policy requires two teachers/adults in each class.
- Zero fundraising was accomplished this year but given both mission trips were cancelled not as great of an impact; however, the hope is we are able to offer multiple mission trips for 2020-2021 and therefore will need fundraising to be a top priority for 2020-2021.

Part 2: Reflections about the Covid-19 pandemic (Mar 2020 to May 2020)

One to three bullet points (one sentence each) about anything you would like to share, for example:

- We cancelled both the April and June Mission Trips for Forum students.
- Forum has continued to meet weekly on Sunday evenings via Zoom. Middle School has several virtual game nights. Stepping Stones has had a weekly or biweekly story time for targeting preschool-grade 1.
- Time for the Young has been incorporated into the weekly virtual church service.
- Our committee has met monthly via zoom.

- Much planning and reflection is needed to understand how the Covid-19 pandemic could impact our ability to return to a typical teaching schedule by September or how we continue to foster a sense of community if social distancing prohibits in-person lessons/classes.

Adult Faith Exploration Ministry

Part 1: Sep 2019 to Feb 2020, prior to the emergence of the COVID19 pandemic

Things that were going well:

- The Fall 2019 four-part series from Frontline, "From Jesus to Christ: The First Christians," was well attended and was very informative about the life of Jesus and the early Christian church; you can still find the url for the program under "Past Programs" on the home page of the Adult Faith Exploration Ministry website. Great home viewing during the pandemic!
- The Winter 2020 "Introduction to the New Testament" Bible study class attracted two full sessions (a morning class and an evening class), and attendees thoroughly enjoyed the curriculum author's informative and easy-going style; much was learned by all, and the sharing among attendees was a favorite part of the classes.
- Our ministry group is working quite well as a team - one or two members who are particularly passionate about a topic take the lead on a program, and others find supporting roles according to their talents and inclination.

Things our ministry struggled with:

- We continue to be timid about inviting the community to our programs, opting instead to invite the members and participants of the congregation; we haven't fully explored this reluctance and haven't yet invited the community to our events.
- We've struggled with envisioning an approach to the subject of racism and unconscious bias, especially given the racial homogeneity of our town and congregation; we would like to bring a meaningful program on this topic to our church.
- In past years we have felt constrained in our programming by our rather limited budget; we were grateful and encouraged by this year's increased allowance (which would permit the hiring of an expert speaker and/or workshop leader from outside) and are disappointed that the pandemic has thwarted our efforts this spring.

Part 2: Reflections about the Covid-19 pandemic (Mar 2020 to May 2020)

- We realized right away that we would need to cancel any face-to-face programs for the spring; we had considered a spring session on Judaism to complete our 3-part exploration of the Abrahamic faiths - Judaism, Christianity and Islam. We hope to hold the Judaism session this fall, perhaps close to the time of the Jewish High Holy Days.
- Because of the social distancing and stay-at-home requirements that began in mid-March, we tried offering a relaxed Zoom check-in once a week (with a rotating group of fellow congregants). These sessions weren't well attended -- everyone having "discovered" Zoom in the meantime! -- so we discontinued them.
- We are uncertain how our ministry might proceed next September - we will try to find ways to explore our faith and satisfy our need for community, even if we still can't be physically gathered.

- Who ever imagined a world like this? We thank and pray for all those people who are on the front lines, caring for the sick and providing us all with essential services, often at such a cost to themselves and their families.

Faithfully submitted by Rev. Judy Arnold, Sarah Gallop, Anne Hoenicke, Andy McKinley, Karen Roberts (co-chair), and Laurie Roby (co-chair)

Report of the Church Librarian

Part 1: Reflections about program year (Sept 2019 to Feb 2020)

Positive:

- Sorting, discarding and cleaning were going well.
- Five new books for Easter reading were purchased.
- Book displays in the lobby were continued.

Struggles:

- Another water leak from above damaged about 30 books, many beyond repair. It is disheartening to realize that these leaks are a constant threat. Question - what to do about this problem?
- We still struggled with low readership.

Part 2: Reflections about the Covid 19 pandemic (Mar to May 2020)

- There has been no activity in the library at all and no way to borrow books.

Respectfully submitted,
Leslie French, Church Librarian

REPORT OF THE RIPLEY CHAPEL PROGRAMMING GROUP

As vital, sacred space, the newly renovated Ripley Chapel offers us the opportunity to enhance and deepen our spiritual lives. We aspire to offer engaging worship, healing circles, contemplative practices, centering prayer, yoga, as well as a vibrant resource for youth and children. And Ripley Chapel is home to rich artistic expression: concerts, art, poetry and more, where our neighbors and the larger community are most welcome.

The journey from Jena Roy's 2016 possibility musings to the Re-dedication of the Chapel in Fall 2019 was rich. With the congregation's support, with the Leadership Team's guidance and with the efforts of many, led skillfully and gracefully by Bruce Alexander, we opened the Chapel in October with a beautiful and moving Taizé service of re-dedication. From November to early March, the Chapel hummed along with energized and focused activity: worship services, spiritual practices, lectures, concerts, meetings, art exhibit and more. Events were well-attended and spirited, meeting our purpose of "welcoming all with joy."

Part 1: Reflections about the program year prior to the Covid-19 pandemic (Sep 2019 to Feb 2020)

- Although the road to completion was long and winding, Ripley Chapel, in its renovated and light-filled beauty, is a true gift to our congregation and to the wider community.
- Ripley Chapel played host to moving and thoughtful worship services (i.e. the Chapel Re-dedication and Ash Wednesday), Healing Circles (Kathleen Zagata and Health Ministry), Yoga (Christine Tresselt), Centering Prayer, Denominational Events of the U.C.C., community meetings and more.
- We had a successful run of concerts and events in Ripley Chapel, beginning in November 2019 (Atwater-Donnelly, Dominique Dodge, Hank Wonder, Ute Gfrerer, Cris Williamson, Reverend Judy's Art Exhibit). These events were well-attended and brought newcomers to our church building. With Marsha Lamson and Nancy Kneiss' guidance, we had tremendous success with our marketing efforts. With Sarah Marino's help, we captured names and contact information for future events. In our short season, the concerts paid for themselves - a result we could not have anticipated.
- We are grateful to Malcolm and Penny Sparrow, who donated the beautiful digital piano that now sits in the Chapel. The instrument has already been well-used and well-loved.
- One of our challenges: we will continue to expand our pool of audio/visual experts (John Crabtree, Rick Forzese, Bruce Alexander) who assisted us in critical ways over these months.

Part 2: Reflections about the Covid-19 pandemic (Mar 2020 to May 2020)

- March 6, 2020 (Cris Williamson in concert) represented the final live concert program of the year. With the Covid-19 pandemic, all scheduled events were cancelled. Energy and momentum were high, so it was particularly disappointing to cancel the year's remaining events.
- We cancelled a Poetry Reading (Teresa Cader), including youth poets and voices representing diverse cultures; we cancelled the Eco-Music Concert/Project, which included the participation of our Nursery School, a monarch butterfly waystation, and a concert supported by a grant from the Winchester Local Cultural Council. Our hope is to reschedule these events at some point in the future.
- The bright spot? Yoga continued on Zoom, filmed from the Chapel. The Healing Circles were partially filmed from Ripley Chapel; images of the chapel were used as part of our pre-recorded video services. It will be our challenge to find new ways to utilize this warm, beautiful and sacred space, as we move into the next program year.

Respectfully submitted,

Jane Ring Frank on behalf of the Ripley Chapel Programming Group

Reverend Will Burhans, Teresa Cader, Laurie Roby, Rob Skinner, Christine Tresselt, Cindy Wankowicz

REPORT OF THE PERSONNEL MINISTRY

Part 1: Reflections about the program year prior to Covid-19 pandemic (Sept 2019-Feb 2020)

- Working closely with and advocating for our Staff are the most rewarding aspects of serving on the Personnel Ministry. To support that teamwork, we continued to update the Staff Handbook, revamped last year, by adding updated guidelines such as our new inclement weather policy, a revised jury duty policy and Massachusetts' recently adopted Paid Family Medical Leave act. With an updated job description, we assisted the finding and hiring of our new FCCW Bookkeeper.

- As we do every five years, Personnel undertook an extensive Salary Equity Study, examining whether FCCW salaries are fair, equitable and in alignment with UCC guidelines as well as with comparable churches and businesses. We are happy to report that only one position required adjustment. Additionally, we recommended to the church's budgeting process a cost of living increase for all Staff and adjustments to the Personnel Contingency and the Staff Development Funds.
 - In consultation with our Team ministry and with the goal of making annual staff reviews more streamlined and consistent, we devised electronic self-evaluation forms, reflecting each job description, to be used by all Staff and Supervisors.

Part 2: Reflections about the Covid-19 pandemic (Mar 2020 to May 2020)

How fortuitous that we decided to introduce electronic forms; that's a perfect segue to reflect on how Personnel's work has changed in this Covid-19 pandemic time.

- This spring for the first time, Supervisors comment electronically on self-evaluations submitted by Staff; and during May and June, Zoom review meetings, facilitated by Personnel Staff Liaisons, will take place to complete the Annual Review process.
- With the support of the Leadership Team and the Treasurer, we recommended that all staff continue to receive full wages through the program year and when able, to work remotely.
- Our monthly Personnel Ministry meetings and subcommittee meetings were held via Zoom.

We feel blessed that Jerry Vaughn and Jennie Ryan, as new members of the Personnel Ministry, will join us full time in September. We continue to value greatly the presence and wisdom of our Lead Pastor, Reverend Will Burhans, who meets with us. At the end of the program year, we'll say good-bye to Tony McPherson and Liz Sayre.

In Faith, your Personnel Ministry:

Carole Cooke, Andy Gallop, Tony McPherson, Dina Pradel, Penny Sparrow, Liz Sayre

REPORT OF THE FACILITIES MINISTRY

The past year has been challenging for Facilities. Our building continues to require a great deal of attention, even when it is largely vacant for weeks on end. And the grounds call to us as well.

Highlights of the past year before the arrival of Covid-19:

- **Staffing adjustments** were planned and executed. Tyler Campbell, our sexton since Bradley Ross passed away in 2018, departed to take a very good career opportunity. During the summer of 2019, Ed Banzy assessed the question of how to move staffing forward in collaboration with the Personnel Ministry, members of the Facilities Ministry, and Rev. Will and the ministry team. Effective in September, Bill Lewis, our custodian for the past year and a half, was promoted to Building Superintendent with more hours and an expansion of his focus to repair/replace work in addition to the cleaning and maintenance work he had been doing. When combined with Ed Banzy, our Building Manager, the total Facility staff hours are now less than what we had when Tyler was with us. This arrangement is considered a work in progress and

conversations within the Facilities Ministry and with others about our needs for staff effort and how to achieve them have been ongoing.

- **Facilities Chair.** During 2018 and much of 2019 the Facilities Ministry had no chairperson; Ed Banzy stood in as the acting leader of the group. In June 2019 Bruce Alexander agreed to assume the role of chairperson expecting that the Ripley Chapel Project would be wrapping up by September and he could assume the role then. Bruce began his chairmanship in September as planned even though the Ripley Project was experiencing some delays to get completed. Bruce expects to complete his chairmanship in June 2021; the Ministry will be looking to recruit additional members and select a new chair in the coming year.
- **Facilities projects.** The past year included a number of notable projects. A vital one that you will never notice (hopefully) is the total **replacement of dual/redundant ejector pumps**. There are bathrooms and the kitchen on the Chidley level of the building. That level is below grade and requires pumping to discharge waste up to the street where the town sewer system is. We also **removed a large tree from the front lawn** on Vine Street opposite the Winchester Coop Bank. This tree was diseased and had become a significant safety risk. During the year most of the **thermostats in the building were upgraded** to WiFi capable thermostats which also provides much better control of their heating cycles based on the variable uses of the rooms. Ed Banzy is now able to monitor the heating of the building remotely and make sure we are not heating spaces that don't need it. A fair amount of repair work was done on the **Dix Street and Vine Street side doors** to ensure proper opening and latching and reduce their slamming shut. These will need extensive renovation in a future year. **Roof repairs** were made a number of times during the year to close up leaks that developed. **Boiler and plumbing repairs** (many) have been needed during the year.
- **Steeple repair and maintenance.** The Facilities Ministry is very grateful to the Steeple Task Force and their successful progress-to-date towards initiating the complicated program to restore our steeple and our clock to proper appearance and function. The Facilities Ministry is in the loop on the project and will assume full responsibility for the steeple and clock for the long term with an eye to preventive maintenance efforts so as to avoid an effort as big as the current one over the future decades.

Ministry challenges

- **Membership.** The Ministry currently has just 5 non-staff members. We have had some attrition in the past year without replacing those members. We as a congregation need to recognize the challenge our building and grounds represent and find 3-4 people who would be willing to commit themselves to joining our team. We are hoping for folks that can help us determine priorities, recognize the distinctions between simple maintenance versus upgrades and improvements, and develop short and long term initiatives consistent with our financial and staff resources.
- **Heating system.** We continue to find that the church's heating system (boiler, steam piping, radiators, valving, controls, recirculation pumps, and efficiency) is our greatest challenge. Both in terms of ensuring its reliability, maintenance, improvements, and cost to run.
- **Resources.** Our Ministry relies on two sources of funds to do our job: the annual budget and a number of special funds. In general this allows us to support basic maintenance and essential repairs and replacements. In some years we are able to elect some upgrade and improvement projects. This year we hope to be able to

upgrade the two small bathrooms in the nursery school, funds and project management time dependent.

Highlights during the Covid-19 period (February - May 2020)

- ❖ Facilities began early in this period to ensure that the church building would be as safe as we could make it. Kathleen Zagata was invaluable in guiding the efforts taken by Bill and Ed. By mid-March the building was mostly empty as the nursery school, Chinese school, and other tenants suspended their on site operations. The Facilities Ministry held its first Zoom meeting in March.
- ❖ By mid-April staff and church members were working from home or otherwise visiting the church very rarely. The streaming worship services which required a small number of people to be present in the sanctuary were replaced by virtual services which were created and delivered remotely.
- ❖ Facilities staff shifted the work focus from cleaning and sanitizing to undertaking repair and maintenance tasks. Ed and Bill collaborated with input from Ministry members regarding needs and priorities. Some contractors came on site for the last steps in the Ripley project (final work on the handicapped entrance and stripping of the hallway next to Ripley). Also we have had plumbing and boiler service performed as well as the beginning work for the steeple project. These workers seemed to be observing appropriate Covid-19 precautions. We expect our staff to do more efforts towards maintenance and repair projects in the coming months of 2020.
- ❖ As of mid-May the Facilities Ministry is focusing on getting restarted on some major efforts that were put on hold in March. Notable amongst these is the restoring of the Forum Room back to full use with a new floor and (perhaps) new windows. We are enlisting the help of the Faith Formation Ministry in this effort along with the guidance of Ben Pulaski.
- ❖ We assume that normal church life will not arrive before the end of the church year in June. But we are assuming we need to be ready for a new normal (TBD) in the fall and will stay focused on that goal.

FCCW Facilities Ministry: Bruce Alexander, Chair, Robin Delurey, Tom Church, Doug Taylor, Andy Spiegel, John Fiske (Emeritus), Rev. Will Burhans, Ed Banzy, Bill Lewis

REPORT OF THE ENVIRONMENTAL JUSTICE MINISTRY

From September 2019 through February 2020, Environmental Justice built momentum through:

- FCC took part in a town-wide dialogue/planning session identifying action items to improve Winchester's resilience to climate change.
- Following the 2019 Youth Climate Strike, FCC youth, Alex and Benjamin Kuchma, offered testimonies addressing the peril of climate change during worship.
- Joined in partnership with the Winchester Unitarian Church and 350.org
- Sponsored a Project Drawdown event with the Winchester Unitarian Church, Sustainable Winchester and the Town of Winchester.
- During worship, designer, Karen Bellacosa, spoke of the environmental waste of the fashion industry, promoting "Repair Cafes" as a means of creating a culture of sustainability.

- Using the theme of “Be a Light in a Dark Place,” on Epiphany Sunday, free LED lights (thanks to Habitat for Humanity & Doug Taylor) were made available during coffee hour. Information was also available on becoming carbon neutral.
- Planned a 50th Anniversary of Earth Day service in January, to be held in April. Also arranged with Dan Kuchma, professor at Tufts, to give an 11th Hour presentation on Renewable Energy. Youth also had plans during worship.
- Held a weekly viewing at our home to watch an Environmental speaker series sponsored by Northeastern University in January.
- Besides two meetings held in the fall to discuss the creation and format of an Environmental Justice webpage and logo (for the FCC website), a meeting was held on Feb. 23 to hear a presentation by Karen Bellacosa on building a coalition to launch a Repair Café for our church and the Town of Winchester. From that meeting (and just prior to the quarantine), a coalition including Sustainable Winchester, the Town of Winchester and other partners was building.
- Bruce Alexander & Ed Banzy provided inputs from Facilities, on the basis of cost effective and environmentally sensitive enhancements being made at FCC. Potentially, these enhancements could be applied toward the satisfying requirements for Level Two of the Green Congregation Challenge

As a new justice-based ministry within FCC, these are the challenges:

- The process of shifting a church’s culture and mindset to identify with climate justice, is far slower than the escalating climate threat itself.
- Environmental Justice is oft perceived as a threat to our economic security, and thus adopting its measures as faith-based practices requires a cultural shift.
- The biggest challenge Environmental Justice faces - is moving from a mindset that sees climate change as secondary in contrast to matters of public health, immigration, race, poverty and job creation. But as with the pandemic, climate change magnifies current social and economic injustices.

From March to May 2020 and following Covid 19:

- Plans for launching a Repair Café (that would be held three times a year) had to be temporarily set aside given concerns over health and safety. We had planned on holding a Repair Café at the Farmer’s Market this summer along with one to be held at FCC in the Fall.
- A beautiful logo for Environmental Justice was developed by Haliana Burhans and her boyfriend, to be later incorporated on FCC’s website.
- An online and celebratory Earth Day Worship service was held on Sunday, April 26 and in commemoration of the 50th Anniversary of Earth Day. Including natural imagery, jazz music, youth participation and testimonies by families, it emphasized FCC’s commitment to safeguarding God’s creation.
- Continuing work on Green Congregation Level Two, as well as with the UCC Environmental Ministry Team, which requires re-thinking our approach in light of the physical distancing restrictions.
- Given the assault upon our nation’s environmental protections and the science of climate change itself, we are strategizing how to promote environmental advocacy through voting.
- The Environmental Justice webpage development continues, thanks to Nancy Kneiss and Sarah Marino.

REPORT OF THE DWELLING PLACE MINISTRY

- We typically serve the same 25 - 30 guests each time. It's nice to get to know their faces and names.
- We have a variety of new groups in our community contacting us with offers to volunteer. This is a great way to introduce them to our church.
- We struggle with volunteers committing more than a few days prior to our serve date. This makes planning and shopping a challenge.
- Due to the Corona-Virus, we stopped serving our guests in the dining room and asking for volunteers. Beginning in March, we now prepare and pack dinners into "to go" bags and bring them outside where Lisa Loughlin and Pastor Bill distribute them directly to our guests.

Cindy Mahoney and Louise Ritenhouse

REPORT OF THE RENO GARDEN MINISTRY

Sept. 2019 - Feb. 2020

All Good!

1. We worked through the fall with landscape architect Jay Olmsted to discuss options for improving the pathway and labyrinth surfaces in the Garden, as well as border definitions.
2. After studying various design and material options, and with the input of Jack and Suzie Reno, a plan and contractor were decided upon. We are hopeful that the work will be completed this summer, 2020.
3. We are delighted to have Elizabeth Cooper join us as a new member on the Reno Garden Committee.

Challenges

1. Many perennials and shrubs, even though deemed hardy, have not lasted more than one season in the Garden. Even daffodils! Even pachysandra! Selecting plants that will be happy and healthy for the long term has proved to be frustrating. We have also had the death of a couple of trees that were original plantings—a Sweet Gum and a Kousa Dogwood.
2. We have to do better at coordinating the openness of the parking lot area when big equipment, like tree removal trucks, must enter the space to do their work.

March 2020 - May 2020

1. The initial spring cleanup, originally to have been done by Palm Sunday was canceled because of the coronavirus. It will be completed when the safety of the workers is clear.
2. *Savatree* arborist Hannah Hayes checked on the health of the trees and created a treatment plan for the coming season. At her suggestion they will also do a soil test

on a coupled of areas where things have struggled, as on the sloped bank where pachysandra has died off.

3. We had our first meeting of the spring season on Zoom.
4. We look forward to the completion of the improved pathways this summer as a prelude to the 10th Anniversary of the Garden.

Respectfully submitted,
Pam Budner for the Committee:
Maryann McCall-Taylor, Robin Delurey, Elizabeth Cooper

REPORT OF THE RIPLEY CHAPEL WORKING GROUP

Final Report for the 2020 Annual Meeting

This is the final report on the Ripley Chapel project. The last few tasks were completed in April 2020 and all invoices for the project have been paid.

A Vision Emerges. The initiative to renovate Ripley Chapel had been an idea that was around for probably as many as twenty years. The 1927 Chapel had not had any real updates since its construction beyond the addition of stain glass windows that replaced the original plain glass windows. By 2015 the Chapel was being used very little. It's rigid pews and archaic attributes made it inflexible for innovation and was not in favor within much of the congregation. The ideas for change was to make it flexible for different kinds of uses but to retain its character as a sacred space retaining most of its truly beautiful features such as the wooden beamed ceiling and the Mother's Window stained glass behind the altar that was dedicated soon after the Chapel was built. Two ideas in particular captivated many in the congregation - provide for movable seating so different configurations could be used for different kinds of services, and to provide for natural light to penetrate the space by changing or adding clear glass windows. There was a continued commitment to have the space be kid friendly - for much of the Chapel's history it was a principle place for children and youth to worship.

Planning and Design Phase (Part 1). The vision for Ripley began to become a real possibility in the spring of 2016 when our beloved Rev. Jena Roy made an amazing gift of \$100,000 dollars. Jena was a long time member of FCCW and had been a great challenger of us all to imagine what could be. Near the end of her shortened life she made her gift as an unrestricted gift to the church. As she explained to the Leadership Team she was hoping to have it help with changes to Ripley but she didn't wish to impose that on us. Rather she trusted her church family to determine what was to come. With her generous challenge some formative meetings were held to determine an action plan. Jena was able to attend one of those meetings before her death in June 2016. These included discussions with architect David Torrey who had worked with the church back in 2007-09 on a capital improvement project.

By August 2016 a committee was assembled and the Leadership Team formally charged it with undertaking two projects and called it the Fisk Organ/Ripley Chapel Project Working Group. After some initial meetings the Working Group (WG) contracted with David Torrey for architectural services and the team began a process of collecting all the ideas for Ripley that had been suggested over the past years and organizing them with David's help. The

objective was to develop a “schematic design”, a basic sketch of all the design ideas integrated into a whole, and to assess the cost of the design concept.

[Concurrent with this early work on Ripley the organ restoration project got underway. Because a lot of work had been completed in the previous year in collaboration with CB Fisk Inc of Gloucester, MA who was the original maker of our Fisk Organ Opus 50 it was a relatively a straight forward effort to prepare and plan for the work to commence. Work on the organ began in February 2017 - we gave up the organ for Lent - and it was completed in time for Palm and Easter Sundays.]

During the first half of 2017 the WG refined its ideas and David Torrey prepared drawings of the schematic designs. Meetings and hearings were held with members of the congregation. At the 2017 Annual Meeting in May the congregation was presented with three options for the design of Ripley. The goal was to determine the scale of changes to Ripley and thus the order of magnitude of the cost the congregation wished to undertake. The congregation voted to pursue the middle of the choices, “Moderate-Significant” with an estimated cost range of \$220,000-\$605,000.

The WG then pursued a fund raising effort for the project. Led By Debbie Johnston and Taylor Tresselt the campaign was constructed during the summer and at its end in September \$348,050 was raised for Ripley. [It should also be noted that a donation of \$60,000 was also made by Margaret and Robert McIndoe to create the McIndoe Organ Maintenance fund to support the renovated and updated Fisk organ in perpetuity.]. Added to the funds donated in 2016 by Jena and many others following Jena’s passing the total on hand was now \$476,536. As a result of this generosity, and some serious promises of future donations the WG set its project cost ceiling at \$500,000. The WG, now named simply the Ripley Chapel Working Group, set to developing the final design within this guidance from the congregation.

In January 2018, at the recommendation of David Torrey, the WG decide to proceed with a Design/Build project and decided to engage Kaplan Construction of Brookline, MA as our tentative builder. The WG, David Torrey, and Kaplan finalized a number of schematic designs and developed cost projections for each. By early March it was becoming clear that the designs under consideration were significantly above the project’s financial ceiling and the WG decided to take a pause in the work to reflect on what we had learned and to set a modified course for completing a feasible design for Ripley.

Planning and Design Phase (Part 2). By June we had renewed our focus with a framework set to achieve the central goals for changes to Ripley at the cost of under \$500,000. We considered with whom we wished to continue our final design phase and decided to end our relationship with Kaplan Construction but continue with David Torrey as our architect with adjustments to our collaboration. We signed a revised agreement with David and shifted to the more traditional Design/Bid/Build method. By the fall of 2018 we were zeroing in on the highest value objectives of our design and preparing to go to bid. We also had help from two members of the congregation who are architects, Andrew Sansom and Jennifer Miller. They helped us both with specific details such as flooring but also toward gaining a better understanding of the Massachusetts building accessibility rules as they applied to a project such as ours. This help was key to scaling the design to achieve the WG’s goal of a space that is accessible and welcoming to all while keeping the project within the cost limits set.

In October 2018 our final design was set and architectural drawings were ready to go out to bid. We announced the bid on October 16 and solicited seven general contractors. On November 16 bids were due and four contractors submitted proposals. During the Advent season the WG considered all the proposals and selected Seaver Construction, Inc. of Woburn and by January 2019 a tentative agreement was reached.

Build Phase. On January 13, 2019 a Special Congregational Meeting was held. The congregation granted approval to the Working Group to proceed with construction with a budget of \$465,729. The Working Group was so grateful to the congregation for the support of this lengthy campaign to reach this milestone. After legal review by Pat Hall, Esq. the contract with Seaver was executed on January 23rd.

During the next few months, while we waited for Seaver to schedule the beginning of active construction, there was the culmination of another design effort. In the second half of 2018 an idea began to germinate among the Working Group - to include in the chapel design a focal point that could be used for special services and gatherings. It began as simple idea for a small sand pit that could be located in the center of the chancel where candles could be placed; with a cover for when it was not being used. Many, many iterations followed and the idea of a medallion emerged placed in the middle of the floor of the nave. Nancy Kneiss was recruited to help us. The WG looked at numerous ideas and drawings. In the end it was Nancy, with input from Rev. Will and Tracy Vartenigian Burhans, who created and then drew graphically the final design for the medallion.

Finally, after numerous promised start dates came and went, Seaver hired a new project manager and assigned him to our project. In May and June Steven Zieff met with Bruce Alexander as well as the WG and Ed Banzy. FCCW Building Manager, to get organized and set a hard start date. On July 9, 2019 construction began with the first stage of the demolition of the back wall of the chancel where the new clear glass window would be placed. Work proceeded apace with the projected substantial completion date of September 3; in time to support the Ripley programs being planned for the fall. That 56 day cycle specified in the contract assumed no delays outside the control of Seaver Construction.

Every Monday, there was an "owner's meeting" where Seaver, David Torrey, and Bruce Alexander and Ed Banzy would meet to review progress, discuss issues and upcoming work, and to verify the work was being completed in accordance with the architectural plans and specifications. By mid August some delays were beginning to present themselves. Change orders also were needed to address unexpected issues and/or costs above and beyond the "allowance" specified in the bid proposal and contract. (E.g a higher cost for the flooring product that was selected by the WG.)

Probably the most productive month of work was September where major components were delivered and installed including the new window looking out over Wedge Pond, the new, ADA compliant Chapel door, and the acoustical ceiling panels. Wall repairs were made, replacement and relocation of some of the steam radiators were completed along with the new radiator cover in the chancel. Walls were painted and the oak trim work was installed.

During this intense time help from others in the congregation were invaluable. Kellee Fiske and Tracy Vartenigian Burhans helped with the final paint color choices and other esthetic details in the room and the hallway outside. Karen Swyers began the work of repurposing the hymn board to hold a reproduction of the original listing of the mothers to whom the Mother's Window was dedicated 90 years ago. Because of the delays the Ripley programming timeline was adjusted.

By early October the final key steps toward achieving substantial completion were underway. The new engineered wood (walnut) floor was laid and the tiler was ready to set the medallion in the center of the floor. Notably, a major component of the project, the new Ripley Entrance door was seriously delayed. The fabricator of the door originally contracted with by Seaver was not making progress on finalizing the details of the door specs and scheduling the manufacture of the door. At the insistence of the WG Seaver agreed to find a different fabricator who would be able to deliver properly. The Ripley Programming committee had rescheduled the re-dedication worship service for October 18. The new chapel chairs had been delivered. A piano, donated for the chapel, was ready to be moved in. The audio/video system was installed. Seaver raced to achieve the agreed upon steps required for substantial completion and did so on October 16 - with one major exception. The tiler and Seaver found that laying the marble medallion was far more challenging than expected. After two aborted attempts the nine pieces were not setting in properly. That install would have to wait until after the re-dedication.

For all of us on the WG the rededication service was very satisfying. The idea of a new but still familiar chapel was coming into reality. Now the final push to full completion.

Seeking an ending. To finish the chapel required due diligence on all parties' part while not interfering with use of the chapel now that it was being used. Very quickly there were concerts and art shows as part of the Ripley Presents series. And there was yoga and other weekly and monthly events in the chapel. The first push was to get the medallion in place. Seaver got in touch with Czar Floors in Pennsylvania who fabricated the medallion. With their advice the final attempt to lay the nine pieces succeeded. Of course there was a punch list. Work was done on the back staircase which would be compliant with fire safety codes and lead to an egress route through Reno Garden in case of an evacuation. There were touch ups and other smaller items to be finished off.

But the biggest challenge was getting that long awaited Ripley Entrance door replaced with a wide door suitable for handicapped access, a power operator, and lots of glass to let light into that dark Ripley hallway. With a new fabricator/installer for the door, previous work had to begin again. From November through December 2019 there were shop drawings to analyze and clarifications as to what the architect's plans specified and what the fabricator was proposing to build. By January approvals on all sides was achieved and the door was placed in the work queue for manufacture. Finally, in mid-February the opening was prepared for the new door and then the door was delivered and installed on February 24. Over the next few weeks the final touches were completed; plastering, painting, installation of the threshold and weatherizing and tile work. The final step was for American Alarm to come on site and complete their work to set up an access keypad and then connect the door to our automatic access system. The door can now be scheduled for opening/locking the same as the parking lot gate and the Vine and Dix Street doors have been for a few years now. And members with key fobs and/or PINS can open the door even when it is locked. Ironically by this point the pandemic had arrived and all regular use of the Church and the chapel had been suspended.

On March 4, the Ripley hallway floor was cleaned and stripped (4 times). All work for the renovation of Ripley Chapel was complete. Now the only work left was to reconcile and pay all the final bills.

Financial Results. A project this big has many challenges including tracking to a budget and dealing with the unexpected. During the course of the project there were 11 change orders totaling \$48,898.46. Many of these were expected and were to be covered by the contingency line in the budget and/or by underspending in other line items. The last change order was unexpected.

The budget was adjusted during the project in two ways. The medallion cost was removed from the budget and replaced by an equal amount that would fund the Ripley Programming events that began in October 2019. The medallion was paid for from the Memorial Gifts Fund. This change had no effect on the bottom line of the project. The budget was increased by \$5,000 in the fall due to a generous gift from the Lord family. This timely gift allowed the WG to proceed with acquiring the video components of the A/V system which was not in the original budget. The WG felt it was really important for the future use of the chapel and children and youth programming to have the video in place. A reduced cost proposal was negotiated with Shanahan Sound and the work completed prior to the rededication service. Those adjustments brought the project budget up to \$465,729.

At the end of March Steven Zieff and Bruce Alexander met to consider the question of how the various delays during the project would be reconciled in the final billing from Seaver. This is how change order #11 was developed.

The church and Seaver entered into a contract using a standard contract format from the American Institute of Architects which is commonly used with a General Contractor (GC) in commercial projects. Such a contract is not a fixed price but rather a method of accounting for costs such that the customer pays based on actual costs while the GC is provided appropriate overhead and profit costs. Included in this accounting is a category called General Requirements (also known as General Conditions). General Requirements are costs of a project that don't fit into any of the direct construction cost categories (e.g. demolition, plumbing, electrical, etc.) and can be summarized as including site management, material handling, dumpster and scaffolding rental, and project management. In our contract with Seaver, General Requirements was estimated to be \$54,070 of the original \$374,000 total. General Requirements costs escalate when there are delays outside the control of the GC. These costs are calculated on a weekly rate basis. Our project was estimated by Seaver to last 56 days - that means it was supposed to end on September 3, 2019.

In our case Seaver has documented a total of 115 days of delay outside their control. Not all of these days are accumulative since some of these days overlapped. In the discussions with Steven Zieff, Bruce Alexander on behalf of the WG indicated we did not see that all these days were fully beyond the control of the GC and we reviewed the details of how our contract addresses these matters. After careful analysis of the circumstances of the various delays Bruce stated that 30 days of delays is something the church might see as fair. Steven agreed and Bruce stated he would need to get review and approval for this agreement. The 30 day factor would be used in the creation of Change Order #11 and would total \$22,160 of added General Requirements costs. The final requisition for payment to Seaver would be prepared based on this.

This development would mean the final cost of the Ripley Chapel project totaled \$509,780.11. This meant an overrun of \$26,436 in excess of the available funds remaining in the Music & Worship Arts Fund (\$22,160 for general requirements and \$4,276 of other extra costs accumulated during the project).

Bruce consulted with Bruce Lauterwasser, Treasurer, and the church leadership about this serious cost overrun. A decision was made to agree to this settlement and to draw the additional funds required from the Kendall Loan Fund. This is a fund within the church that can be used to borrow from ourselves when necessary. The borrowed funds must be repaid within 10 years based on current church policy. A repayment plan has not yet been decided. Discussions regarding this are ongoing. The payment to Seaver and all others such as David Torrey and American Alarm have been made.

Respectfully submitted for the Ripley Chapel Working Group,
Bruce Alexander, Project Leader

Fisk Organ/Ripley Chapel Project Working Group.

Rev. Will Burhans, Rev. Judy Arnold, Jane Ring Frank, Laurie Roby, Carolyn Plosky, Bruce Alexander, and Penny Sparrow (ex-officio as Church Moderator up to May 2019)

REPORT OF THE COMMUNICATIONS TEAM

Part 1: Pre-Pandemic

What went well?

- We continued to publicize annual events, such as the Blessing of the Animals, Advent, Christmas, Lent and Easter services.
- This year we took on publicity for the newly-launched Ripley Presents concert and event series, including press releases, signage, flyers, lawn and train bridge banners, website articles, and social media posts. Turnout was healthy and well-attended. Events paid for themselves and more. We are off to a good start for the new Ripley Chapel events and look forward to when concerts can happen again.

What did we struggle with?

We are a small group so each person is responsible for a lot, but no struggles were reported :)

Part 2: During Pandemic

- We stripped down the home page of the website to essential information about online worship and virtual activities during the week. Sarah continues to send out critical info in the weekly emails.
- We haven't met as a group during the pandemic, but there hasn't been much need as in-person church events have been suspended for now. The few projects that have come up we've handled in smaller groups by email or phone.

REPORT OF THE FINANCIAL RESOURCES MINISTRY

Things that went well in 2019 Church Year

- Stewardship - FRM had a another successful stewardship effort in the fall of 2020, increasing total pledge revenue from \$578,000 to \$614,600 -- an increase of 6.3%.
- Connection to donors - the FRM increasingly seeks to connect to donors in smaller groups and individually to educate about stewardship, cultivate faithful/regular giving and express appreciation. This includes outreach in person and by email. Educating donors on how critical their giving is to our church helps grow the fiscal and spiritual health of FCCW.
- Commitment from other ministry teams in supporting FRM through stewardship.

Things that have been a challenge in 2019

- Growing the number of pledges - our total pledge units dropped from 136 to 128 from the fall of 2019 to the fall of 2020. We continue to see an increase in average pledge amounts but total pledge units have been relatively flat for past six years.
- Planned Giving - new effort was begun in 2019 but initiative needs more resources to become successful. We believe that a stronger planned giving effort could bring meaningful results to both potential givers and the church.
- Adding new members to FRM committee. We added two new members in 2019, but the team has several members who have been on FRM 10+ years.

COVID-19 Challenges

- As of early May 2020, COVID-19 has led to a downturn in endowment fund assets in the 10% to 12% range.
- Although YTD 2020 numbers appear good, we must anticipate some drop off in pledge revenue due to crisis hardships. The Paycheck Protection Program loan (unanimously supported by the FRM) received by FCCW will help smooth fiscal hardship for the church, and allow it to remain generous in its mission.
- We anticipate that next fall's stewardship drive will present challenges to 2021 revenue and a need to more closely examine expenses. Depending on the pandemic environment, pressure could arise in other revenue areas such as rental income, as well.

REPORT OF THE OUTREACH MINISTRY

The Outreach Ministry continues to be good stewards of the money given to our ministry. out grants to so many deserving organizations. We gave a total of \$38,000 to 18 organizations. This year we voted to change the requirement that organizations can be funded for 3 years consecutively before they are non-eligible for 1 year to apply for a grant. We have had new organization applying and want to continue being able to give at an amount that will make a difference to an organization.

We were also able to support additional organizations through our special offerings. We gave the Just Peace offering of \$3436.00 to Puppies behind bars. This organization trains prison inmates to raise service dogs for wounded warriors and first responders, as well as explosive-detection canines for law enforcement.

Christmas offering of \$4004 to common cathedral. They are an outdoor congregation, housed and un-housed, sharing God's love through community, pastoral care, creative expression and worship on Boston Common.

Easter Offering of \$8000 was for the COVID-19 relief fund for help address financial hardships our church members and neighbors may face due to the pandemic. This year we also gave \$5000 to the Southern New England Conference to address Neighbors in Need.

We as a congregation are very supportive of the Christmas Giving Tree. We supported 20 girls and boys from Germaine Lawrence, 20 girls and 20 boys from Council for Social Concern and 100 pairs of socks for the Lowell Transitional Learning Center.

We continue to give \$3000.00 to underwrite a portion of the Youth Mission trips.

Outreach has 3 groups that work independently under the Outreach Ministry umbrella: Habitat for Humanity, Outdoor Church and The Dwelling Place.

Habitat for Humanity:

Andrew Beltz and Doug Taylor organize three to four Saturday workdays per year for Habitat for Humanity. Women, men, and youths age 16 through their 80's continue to turn out in good number to contribute their time and labor for a constructive and rewarding experience.

Outdoor Church:

We make sandwiches and snacks to deliver to the homeless men and women in Cambridge on the 5th Sunday of the month. This has been organized by Lisa Loughlin.

Dwelling Place Soup Kitchen

The Dwelling Place is a collaboration of area churches that prepares and serves meals at the United Methodist Church in Woburn for individuals and families in need. Our FCC is responsible for preparing and serving the meal on the third Saturday of each month. We typically have a team of eight individuals volunteering each month. Cindy Mahoney and Louise Ritenhouse are the new co-coordinators.

For the coming year we hope to continue to support congregational led outreach opportunities.

After many years of service, Jody Collins Skinner and Lisa Loughlin are stepping down from the Outreach Ministry. We are thrilled to welcome Leonore Efore who joined Outreach September 2019 and Patricia Brady Kuchma, Sarah Girotti and Lauren Seibold this coming September 2020.

It has been my pleasure to service as Chair of the Outreach Ministry. We are happy to have co-chairs Betsy Goodell and Janet Vaughn leading the team this coming year.

Outreach Ministry: Laura Bailey, Julia Daggett, Leonore Efore, Betsy Goodell, Lisa Loughlin, Janet Vaughn and Rev Will Burhans.

Respectfully submitted by Jody Collins Skinner, co-chair

Health & Wellness Ministry

assisting members connect faith & well being, mind, body, spirit in ministry to self and others.

2019-2020 Calendar -New: Monthly Healing Circles

-Health Ministry Sunday 2-9-20
"Facing into the storm"

-Advent & Lenten Visitation -Women's Advent Gathering -Fall Ripley Tea for Elders

-Spring Virtual Tea

Covid 19 Response

-HM met weekly to anticipate, plan and intervene.

-Virtual Visitation Network initiated March 2020

- * communication
- * spiritual connection
- * readiness & support



REPORT OF THE TREASURER

As I sit here during the first week in May of 2020, sheltering in place as a result of the COVID-19 pandemic, I am encouraged by the resiliency of our congregation as reflected in on-line worship attendance, continuing participation in small group ministries via Zoom, new initiatives to reach out and connect with and support one another, and unfailingly generous financial support for our ministries and programs. Perhaps my overarching feeling, however, is one of uncertainty, not knowing when or how we will emerge from the present crisis or ultimately what shape we will be in when we do emerge. This is true for both ourselves and our church. We will see.

But for now, let's think of more pleasant things, like our 2019 finances! For the second consecutive year we closed the year with a budget surplus (see exhibit #1), which was transferred to the Emergency Reserve Fund per church policy. Both income and expenditures were below plan. On the income side we came up short of our budgeted amounts for both pledges and non-pledge income. Some of the pledge payment shortfall did come in as back pledges early in 2020. These payments will appear in the 2020 ledger-to-budget reports. Expenditures were down as the result of both well controlled spending across our ministries and some unanticipated personnel changes. In the Fall we once again convened a diverse group of stakeholders to help construct a budget plan for 2020 and, aided by a very strong pledge campaign, were able to put together a budget which restores funding to ministries which suffered cuts in the 2019 budget, increases funding for other growing ministries, and funds some new initiatives such as programming for the newly renovated Ripley Chapel, a focus on Environmental Justice, and separately allocated funding for our Confirmation program.

With the strong performance of the stock market in 2019 our invested funds portfolio did very well. Exhibit #2 details each of our funds, broken out as either restricted funds (use of funds restricted to only the income generated) and spending funds (available for spending as needed). Exhibit #3 shows how our spending and reserve funds were used in 2019. Other than the annual draw from our endowment to support the operating budget, spending on facilities needs tends to be the largest component of our Funds expenditures each year. This will certainly be true in 2020 as we look forward to major repair work on the church steeple.

Exhibit #4 provides a break-out of our Outreach spending in 2019. There are a variety of sources of Outreach funds, including budgeted allocations for both discretionary spending and donations to our Conference, special offerings taken throughout the year, and an Outreach Activities spending fund. As reflected in exhibit #4, there are many organizations that receive financial contributions from our church and a number that benefit from hands-on assistance by various members of our congregation.

In closing, I want to acknowledge the outstanding work of our finance team. Our Financial Resources Ministry works hard to plan and execute the annual pledge campaign, as well as oversee the investment and uses of our church's funds. We are fortunate to have found Jose Foronda to take on our bookkeeping responsibilities following the resignation last Spring of Clarinda Massengill. Jose dove right in last Fall and has proven to be dedicated, efficient, and thorough. Assistant Treasurer Keith Russell continues to count, categorize, and document the weekly Sunday offerings (although he's currently on a pandemic hiatus). Anne Hoenicke, in her role as Associate Treasurer, continues to serve in countless ways from

chairing the 2020 Budget Working Group to preparing the exhibits that are included in this report, and countless tasks in between. And, as ever, I could not function in my role as Treasurer without the many talents of Sarah Marino, our Office Manager. Her extensive knowledge of our many processes, procedures, suppliers and church members and friends is invaluable as we work our way through the many weekly, monthly, and annual financial transactions that are the financial lifeblood of the church.

Enclosed with this report are the following exhibits:

1. Operating Budget vs. Actual Receipts and Disbursements - 2019
- 2a. 2019 Report on Endowed Funds - General/Unrestricted Use & Restricted/Designated Use
- 2b. 2019 Report on Savings/Spending, Reserve Funds & PassThrough Funds
3. 2019 Treasurer's Report of Expenditures from Restricted Savings/Spending Funds
4. 2019 Treasurer's Report of Expenditures Related to Mission & Outreach

Respectfully submitted,
Bruce Lauterwasser, Treasurer

2019 Ledger to Budget (Budget v. Actual) Final Q4 Thru 12/31/19 EXHIBIT #1		2019 Budget	2019 Actual	Delta + Over Budget - Under Budget	Percent of Budget 100% thru year
2019 Surplus Transferred to Emergency Reserve Fund		16,576			
Income					
1050	Pledge Receipts	590,000	579,091	-10,909	98%
1100	General Endowment Transfer	125,000	125,000	0	100%
1200	Jenks Endowment Transfer	70,000	70,000	0	100%
1250	Rental Income	63,400	66,973	3,573	106%
1300	Back Pledges	3,600	543	-3,058	15%
1350	Cash Collections	12,000	9,901	-2,099	83%
1400	Unrestricted Gifts	5,000	5,500	500	110%
1401	Non-Pledged Gifts	28,000	18,810	-9,190	67%
1500	Interest / Miscellaneous	100	336	236	336%
1505	Donations Transaction Fees	-1,100	-887	213	81%
	Income Totals	896,000	875,266	-20,734	98%
Expenditures					
Clergy Salaries & Benefits					
3100	Lead Pastor Salary & Housing	144,553	144,553	0	100%
3105	Associate Pastor Salary & Housing	55,070	50,785	-4,285	92%
3120	Clergy Pension & Ins.	63,704	66,681	2,977	105%
	Total Clergy	263,327	262,019	-1,308	100%
Other personnel costs					
3600	Travel	1,000	1,652	652	165%
3610	Lead Pastor Professional Expenses	2,000	2,046	46	102%
3614	Lead Pastor Continuing Education	1,500	1,600	100	107%
3616	Staff Professional Expenses	500	599	99	120%
3618	Staff Professional Development	2,000	1,987	-13	99%
3620	Sabbatical	0	0	0	
3630	Church FICA	21,006	-400	-21,406	-2%
3640	Personnel Contingency	900	980	80	109%
	Total Other Personnel	28,906	8,464	-20,442	29%
Worship					
3400	Music Minister Salary	41,925	41,925	0	100%
3401	Organist	17,695	18,595	900	105%
3421	Music Minister Pension and Insurance	5,933	5,852	-81	99%
3500	Independent Contractors Music	13,800	12,375	-1,425	90%
4170	Piano and Organ Maintenance	700	600	-100	86%
5500	Music Materials	2,350	1,838	-512	78%
5600	Deacons	1,500	2,316	816	154%
5625	Worship & Congregational Life	1,000	1,228	228	123%
	Total Worship	84,903	84,728	-175	100%
Christian Faith Formation					
3402	Minister of Faith Formation	51,346	51,346	0	100%
3422	Faith Formation Pension and Insurance	14,772	14,518	-254	98%
3501	Independent Contractors Nursery	4,696	3,397	-1,300	72%
5700	Welcoming	1,000	918	-82	92%
5800	Church School	5,000	3,743	-1,257	75%
5825	Adult Faith Exploration	1,000	676	-324	68%
5830	Library	0	0	0	
5850	Youth Activities	4,500	5,674	1,174	126%
	Total Faith Formation	82,314	80,273	-2,041	98%

2019 Ledger to Budget (Budget v. Actual) Final Q4 Thru 12/31/19 EXHIBIT #1		2019 Budget	2019 Actual	Delta + Over Budget - Under Budget	Percent of Budget 100% thru year
Health and Wellness					
3404	Minister of Health & Wellness	38,390	38,390	0	100%
3420	Health Minister Pension & Insurance	5,375	5,375	0	100%
5750	Health Ministry	1,500	1,568	68	105%
	Total Health and Wellness	45,264	45,333	68	100%
Mission and Service					
5100	General Outreach Appropriation	38,000	38,000	0	100%
5101	UCC United Church Mission	50,000	50,000	0	100%
	Total Mission and Service	88,000	88,000	0	100%
Business Office					
3200	Office Staff	51,897	48,175	-3,722	93%
3220	Office Staff Pension and Insurance	6,964	6,915	-48	99%
3502	Independent Contractors Office	13,728	6,522	-7,207	48%
4000	Copier rent & maintenance	3,380	3,194	-186	95%
4010	Postage	1,700	1,661	-39	98%
4100	Office Expense	14,000	15,199	1,199	109%
4120	Telephone	3,600	3,762	162	104%
	Total Business Office	95,269	85,428	-9,841	90%
Facility Maintenance					
3300	Facilities Staff	73,333	60,226	-13,108	82%
3320	Facilities Staff Benefits	8,765	4,436	-4,328	51%
3505	Independent Contractors Facilities	2,028	1,431	-597	71%
4125	Electricity	14,500	13,470	-1,030	93%
4130	Water & Sewer	2,800	4,274	1,474	153%
4140	Interior Maintenance	19,000	27,006	8,006	142%
4141	Exterior Maintenance	9,000	8,688	-312	97%
4142	Capital Reserve	0	2,000	2,000	
4145	Rubbish removal	2,200	2,180	-20	99%
4150	Sexton supplies	4,000	3,984	-16	100%
4155	Snow removal	8,000	8,670	670	108%
4160	Insurance	36,340	35,982	-358	99%
4200	Fuel	24,000	28,224	4,224	118%
	Total Facilities	203,966	200,572	-3,394	98%
All Church & Community Programs					
5630	Strategic Initiatives	0	0	0	
5640	Community Communications	1,500	1,451	-49	97%
5650	LT Discretionary	500	0	-500	0%
5660	All Church Events	2,000	2,423	423	121%
	Total All Church & Community Programs	4,000	3,874	-126	97%
Expense Totals		895,950	858,690	-37,260	96%
Income Totals		896,000	875,266	-20,734	
Net		50	16,576	16,526	

2019 Report on Endowed Funds - General/Unrestricted Use & Restricted/Designated Use	EXHIBIT #2A
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			(Note 2)	(Note 3)			
		Balance 12/31/2018	Distributed to Operating Budget	Changes in Fund Principal	Add 2019 Investment Income	2019 Portfolio Gain (Loss)	Balance 12/31/2019
General/Unrestricted Use:							
	General Endowment	2,398,678	(125,000)	5,033	76,667	424,155	2,779,534
	Jenks Endowment	1,359,493	(70,000)	0	43,420	240,215	1,573,128
		3,758,172	(195,000)	5,033	120,087	664,370	4,352,662
						82%	
		Balance 12/31/2018	Disbursed to Restricted Spending funds	Changes in Fund Principal	Add 2019 Investment Income	2019 Portfolio Gain (Loss)	Balance 12/31/2019
Restricted/Designated Use:							
Category	Full Fund Name						
Facilities Maintenance	Eugenia Elizabeth Palmer Special Needs Fund	153,810	(7,690)	0	4,790	26,501	177,410
Facilities Maintenance (Note 4)	Frederic E. Abbe Fund	59,420	(1,485)	1,485	1,924	10,642	71,985
Facilities Maintenance (Note 5)	Steeple Income Fund	206,328	(10,316)	2,552	6,468	35,781	240,812
Facilities Maintenance	Peter T. VanAken and Carol Gustafson VanAken Fund	132,821	(6,641)	0	4,136	22,885	153,201
Facilities Maintenance	Dorothy and Robert Beattie Family Fund	30,993	(1,550)	0	965	5,340	35,748
Music	Music Endowed Fund	17,368	(868)	0	541	2,992	20,033
Music	McIndoe Organ Maintenance Fund	64,160	(3,208)	0	1,998	11,054	74,005
Music	Cassie M. Wallace Fund	16,283	(814)	0	507	2,805	18,781
UCC Mission & Outreach	Mason / Skillings Denominational Support Fund	37,398	(1,870)	0	1,165	6,443	43,136
Those In Need in Church & Community	Mary Amy Hall Pastor & Deacons Fund	24,034	(1,202)	0	748	4,141	27,722
Pastor's Discretion	John Cleworth Pastor's Fund	7,131	(357)	0	222	1,229	8,225
Pastor's Discretion	Charles H. Mason Pastor's Fund	11,724	(586)	0	365	2,020	13,523
General/LT Discretion	Poduska Fund	28,354	(1,418)	0	883	4,885	32,705
Youth	Eberle Forum Fund	8,797	(440)	0	274	1,516	10,147
Youth	Redmond Youth Fund	2,786	(139)	0	87	480	3,214
Flowers	Palmer - Niedringhaus Easter Flower Fund	4,122	(206)	0	128	710	4,755
Divinity Scholarship	Howard J. and Frances Elder Chidley Memorial Fund	11,926	(596)	0	371	2,055	13,756
Subtotals - Restricted/Designated Use		817,454	(39,387)	4,038	25,573	141,479	949,157
						18%	
Total Endowed Funds - General Use plus Designated Use		4,575,626	(234,387)	9,071	145,660	805,850	5,301,819
						100%	

- Notes.
- General Endowment includes current principal of Burhans 2nd mortgage
 - General Endowment draw limited to 5% of 3-year rolling average balance, 5% one year balance for restricted/designated funds
 - General Endowment increase include 80% of \$2,500 (= \$2,000) Sherburne bequest, \$3,033 Burhans principal payments
 - Abbe bequest specifies that half of the income is added to principal until the fund reaches \$100,000.
 - Steeple Principal authorized by the congregation to be spent in 2020 on the repair of the Steeple.
- Steeple Income fund increase in endowment comes from profit sharing arrangement with cell tower owner.

Directed Use Endowed Funds	Percent of Restricted Endowed Funds	Category Total
Facilities Maintenance	72%	679,157
Music	12%	112,818
UCC Mission	5%	43,136
Those In Need in Church & Community	3%	27,722
Pastor's Discretion	2%	21,748
General/LT Discretion	3%	32,705
Youth	1%	13,361
Flowers	1%	4,755
Divinity Scholarship	1%	13,756
	100%	949,157

2019 Report on Savings/Spending, Reserve Funds & PassThrough Funds

EXHIBIT #2B

*=Supported by Income from an Endowed Fund

Category	Fund Name		Final Balance 12/31/2018	Transfer from Endowed Funds on 1/1/19	Gifts and Fund Additions	Less: Fund Expenditures	Add 2019 Investment Income	Final Balance 12/31/2019
Restricted/Designated Use Saving/Spending Funds (inv income, no gain/loss)								
Facilities Maintenance	Palmer Special Needs Spending Fund*		(225)	7,690		(7,424)	153	194
Facilities Maintenance	Prudential Spending Fund*		229	3,035	2,000	(5,248)	67	83
Facilities Maintenance	Steeple Lighting Spending Fund		3,845				157	4,002
Facilities Maintenance	Steeple Income Spending Fund* Note1		116,217	10,316		(6,639)	5,025	124,920
Facilities Maintenance	Van Aken Prudential Spending Fund*		163	6,641		(4,575)	184	2,413
Garden	Reno Garden Spending Fund Note 2		66,633		295	(8,147)	2,558	61,338
Music	Music Expendable Spending Fund*		1,450	868		(1,500)	64	882
Music	McIndoe Organ Maintenance Spending Fund*		2,346	3,208			227	5,781
Music	Wallace Music Spending Fund*		1,817	814			107	2,739
Mission & Outreach	Outreach Activities Spending Fund		45,335			(1,750)	1,813	45,398
Pastor's Discretion	Pastor's Special Needs Spending Fund*		691	943		(1,600)	34	67
Those In Need in Church & Community	Pastor & Deacons Spending Fund* Note 3		16,855	1,202	1,458	(10,200)	558	9,873
General/LT Discretion	Poduska Spending Fund*		7,118	1,418		(4,528)	256	4,264
Youth	Eberle Forum/Redmond Youth Spending Fund* Note 4		13,979	579	1,550	(3,952)	545	12,701
Youth	Peretti Scholarship Mission Trip Fund		10,658			(750)	419	10,327
Youth	Youth Mission Trip Spending Fund Note 5		45		13,450	(12,596)	19	918
Health Ministry	Irwin Memorial Health Ministry Spending Fund Note 6		11,262		3,360	(883)	510	14,248
Flowers	Niedringhaus Lilies Spending Fund*		2,500	103	820	(476)	113	3,061
Flowers	Flower Spending Fund Note 7		643		1,100	(1,422)	20	340
Flowers	Niedringhaus Flowers Spending Fund		1,722	103			74	1,900
Individualized	Memorial Gifts Spending Fund Note 8		5,783		3,055	(6,149)	173	2,862
Library	Library Spending Fund		4,326			(15)	176	4,487
Divinity Scholarship	Chidley Scholarship Spending Fund*		(17,672)	596			0	(17,076)
SUBTOTAL - Restricted/Designated Savings/Spending Funds			295,718	37,517	27,088	(77,855)	13,254	295,722
Reserve Funds : (inv income, no gain/loss)								
Facilities Maintenance	Memorial Reserve Fund Note 9		11,702		250	(12,919)	219	(749)
Facilities Maintenance	Capital Reserve Fund Note 10		24,228		2,000	(25,514)	509	1,223
Cash Flow Loans	Kendall Loan Fund Note 11		37,044				1,511	38,554
Cover Deficts/Retain Surpluses	Emergency Reserve Fund Note 12		9,692		16,826		738	27,256
Sabbatical Leave	Sabbatical Reserve Fund Note 13		14,157				577	14,734
SUBTOTAL - Reserve Funds			96,823	0	19,076	(38,434)	3,554	81,019
TOTALS Spending Funds and Reserves (Excludes pass through funds)			392,540	37,517	46,164	(116,288)	16,808	376,741

2019 Report on Savings/Spending, Reserve Funds & PassThrough Funds

EXHIBIT #2B

*=Supported by Income from an Endowed Fund

Category	Fund Name	Final Balance 12/31/2018	Transfer from Endowed Funds on 1/1/19	Gifts and Fund Additions	Less: Fund Expenditures	Add 2019 Investment Income	Final Balance 12/31/2019
Pass Through Funds : (no inv income, no gain/loss)							
FCCW Mission & Outreach	Housing Loan Fund Note 14	0	0	8,856	(8,856)	0	0
FCCW Mission & Outreach	Directed Gifts Fund	0	0	4,675	(4,675)	0	0
UCC Mission & Outreach	Christmas, Easter & Just Peace Fund	0	0	18,195	(18,195)	0	0
UCC Mission & Outreach	Denominational Support Spending Fund	0	1,870	0	(1,870)	0	0
SUBTOTAL - Pass-Through Funds		0	1,870	31,725	(33,595)	0	0
Grand Total - Spending, Reserve, PassThru		392,540	39,387	77,889	(149,883)	16,808	376,741

Notes.

1. Steeple Income Fund: Entire amount authorized by the congregation to be spent in 2020 on the repair of the Steeple.
2. \$295 Gifts to Reno Garden in memory of Joyce Mills.
3. Communion Sunday plate collections for Pastor&Deacons' Fund \$1,458.
4. Eberle/Redmond: \$1,550 payments made for confirmation retreat, \$3,952 expenses incurred for confirmation retreat.
5. Youth Mission: \$13,450 family payments made for Mission Trip, \$12,596 expenses incurred for Youth Mission Trip to Alabama Rural Ministries project.
6. Irwin. \$2,500 gift in honor of a church member, \$100 donation, \$760 nature retreat payments, \$750 nature retreat expenses.
7. \$1,100 Flower donors throughout the year
8. \$3,055 Memorial gifts in memory of Isabel Hart and Janice Wilson.
9. Memorial Reserve established 1957 as a capital reserve. \$250 is 10% of unrestricted Sherburne bequest. Receives bequests up to \$30K goal.
10. Capital Reserve receives 2K from operating budget annually, when sufficient funds available.
11. Kendall Loan fund for no interest cash flow loans, to be paid back within 10 years.
12. Emergency Reserve established 1993. Receives 10% of unrestricted bequests up to \$30K balance goal. Received 2019 budget surplus.
13. Sabbatical Reserve pays 6 months pastor salary every 5-7 years. receives 2K from operating budget annually, when sufficient funds available.
14. 2nd mortgage home loan to FFCY Minister, repayment passthrough account, transferred to pledge income.

Spending and Reserve Funds Balances	%	Category Total
Facilities Maintenance	35%	132,085
Garden	16%	61,338
Outreach & Mission	12%	45,398
Cash Flow Loans	10%	38,554
Cover Deficts/Retain Surpluses	7%	27,256
Youth	6%	23,946
Sabbatical Leave	4%	14,734
Health Ministry	4%	14,248
Those In Need of Church & Community	3%	9,873
Music	2%	9,401
General	1%	4,264
Flowers	1%	5,301
Library	1%	4,487
Individualized	1%	2,862
Pastor's Discretion	0%	67
Divinity Scholarship	-5%	(17,076)

100% 376,741

124,920 authorized t be spent in 2020.

2019 Treasurer's Report of Expenditures from Restricted Savings/Spending Funds				EXHIBIT #3	
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Category	Savings / Spending Fund	Amount Spent	Use(s) Description	Fund Subtotal	Category Subtotal
Facilities	Palmer Special Needs Spending Fund	(3,675)	repair steam piping and install new valve		
		(2,250)	install new condensate pump		
		(1,499)	energy loan repayments for 2018 LED installation	(7,424)	
Facilities	Prudential Spending Fund	(5,248)	energy loan repayments for 2018 LED installation	(5,248)	
Facilities	Steeple Income Spending Fund	(5,500)	clean up, inspection, and repair of bell floor		
		(800)	assess needed repairs to steeple clocks		
		(325)	drone pictures of steeple		
		(14)	reimburse for lead paint testing at Fells	(6,639)	
Facilities	Van Aken Prudential Spending Fund	(2,375)	remove dying Norway maple tree from front lawn		
		(1,450)	second steam trap survey		
		(750)	energy loan repayments for 2018 LED installation	(4,575)	
Facilities	Capital Reserve Fund	(22,121)	replace failed ejector (sewage) pump		
		(3,394)	steam trap repair; valve replacement	(25,514)	
Facilities	Memorial Reserve Fund	(6,770)	heating pipe insulation		
		(4,650)	abestos pipe insulation removal & abatement		
		(1,499)	energy loan repayments for 2018 LED installation	(12,919)	(62,320)
Garden	Reno Garden Spending Fund	(2,945)	general tree care in Reno Garden		
		(1,700)	tree work with crane		
		(1,122)	Spring clean-up		
		(1,050)	design for new stone walks		
		(515)	deliver & install hay marsh bales for winter		
		(496)	general pruning & weeding of Labyrinth		
		(173)	items for work on pond		
		(97)	reimburse inscribed brick costs		
		(50)	inscribe one brick in memory of Joyce Mills	(8,147)	(8,147)
Music	Music Expendable Fund	(1,500)	hand bell choir stipend for 2019 service	(1,500)	(1,500)
Youth	Eberle Forum / Redmond Youth Spending Fund	(3,952)	Confirmation class Fall retreat	(3,952)	
Youth	Youth Mission Trip Spending Fund	(12,596)	Youth Mission Trip expenses	(12,596)	(16,547)
Health Ministry	Irwin Health Ministry Spending Fund	(750)	Nature Retreat expenses		
		(123)	reimburse for health needs for a church member		
		(10)	nursing home request from Kathleen	(883)	(883)
Flowers	Flower Spending Fund	(875)	Christmas poinsettias and greens for sanctuary		
		(547)	chancel flowers for worship	(1,422)	
Flowers	Niedringhaus Lilies Spending Fund	(476)	Easter lilies and tulips	(476)	(1,898)
General Use	Poduska Spending Fund	(4,444)	new computers for church staff		
		(49)	Thank-you gifts for outgoing Moderator		
		(36)	pizza for kids for Annual Meeting	(4,528)	(4,528)
Individualized	Memorial Gifts Spending Fund	(5,280)	downpayment (80%) for Ripley floor medallion		
		(797)	relocate antenna in sanctuary sound system		
		(72)	pew ropes for limiting seating options	(6,149)	(6,149)
Library	Library Spending Fund	(15)	reimburse for Christmas CD for Library	(15)	(15)

2019 Treasurer's Report of Expenditures Related to Mission & Outreach				EXHIBIT #4	
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Category	Savings / Spending Fund	Amount Spent	Recipient	Fund Subtotal	Category Subtotal
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Restricted Savings/Spending Funds

Outreach	Outreach Activities Spending Fund	(1,500)	Winchester Got Lunch, increase grant from 2018 level	(1,750)	
		(250)	Agape Spiritual Center, requested by Rev Will		
In Need	Pastor & Deacons Spending Fund	(10,000)	Pastor & Deacons Fund (WSB) Deacon Treasurer request	(10,200)	
		(200)	10 Stop & Shop \$20 gift cards for those in need		
In Need	Pastor's Special Needs Spending Fund	(1,600)	Pastor's Discretionary Fund, annual xfer to Pastor's fund	(1,600)	
Youth In Need	Peretti Mission Trip Spending Fund	(750)	Youth Mission Trip Spending Fund, aid to one participant	(750)	

Pass Through Funds

Outreach	Christmas, Easter & Just Peace Fund	(9,288)	Bridge Over Troubled Waters - 2018 Christmas offering	(18,195)	
		(6,213)	Heifer International - Easter offering		
		(2,694)	Puppies Behind Bars Just Peace/Blessing of Animals offrng		
Outreach	Directed Gifts Fund	(2,075)	UberEats gift cards for Judy during disability	(4,675)	
		(2,600)	UberEats buys for Jane/Steve during disability		
Outreach	Housing Loan Fund	(8,856)	2nd Mrtge FFCY Minister repayments xferred to pledges.	(8,856)	
Outreach	Denominational Support Spending Fund	(1,870)	MA Conf UCC annual check from Mason/Skillings Fund	(1,870)	
Subtotal for All Spending PassThru Funds		(149,883)			

Operating Budget - Outreach Ministry Grants

Outreach	Operating Budget Line Item 5100	(2,000)	BMC Grow Clinic	
		(2,000)	Budget Buddies	
		(2,500)	The Children's Room	
		(2,000)	Cooperative Metropolitan Ministries	
		(3,000)	MA Coalition for the Homeless	
		(2,000)	Merrimack Valley Habitat for Humanity	
		(3,000)	Mission of Deeds	
		(2,000)	More Than Words	
		(2,000)	Neighborhood Counseling and Community Services	
		(3,000)	The Outdoor Church of Cambridge	
		(3,000)	Refugee Immigration Ministry	
		(2,500)	Room to Grow	
		(2,000)	UTEC, Inc. United Teen Equality Center Lowell, Lawr, Hav.	
		(1,000)	Winchester Farmer's Market Community HUB, Inc.	
		(1,000)	Winchester Got Lunch	
		(2,500)	Year Up	
		(2,500)	Youth Villages Germaine Lawrence Campus	(38,000)

Operating Budget - UCC Conference United Church Mission giving

Outreach	Operating Budget Line Item 5101	(12,500)	Massachusetts Conference UCC	(50,000)	(135,895)
		(12,500)	Massachusetts Conference UCC		
		(12,500)	Massachusetts Conference UCC		
		(12,500)	Massachusetts Conference UCC/SNEUCC		

Total 2019 Operating Budget Income	875,266
Outreach Spending % of Total Income	16%

APPENDICES

First Congregational Church Winchester, Massachusetts
Sunday, May 5, 2019

The 179th Annual Meeting was held in the church's Chidley Hall.

At 11:10 AM, Taylor Tresselt, a member of the Leadership Team, welcomed people to the luncheon and meeting, offered a prayer of grace, and introduced a slide show outlining the work of the congregation's ministries.

After lunch, Lead Pastor, Will Burhans delivered a state of the commUnion address. He reviewed the activities in our congregation during the four years since he has come to FCCW and provided a quick sketch of the congregation as he sees it today. He sees a growing, supple, outward-facing group seeking to do God's work in the world.

He identified the growing number of activities at the church and the increasing numbers of members on the church rolls as indicators of a growing sense of community and increasing connection to God. Rather than simply being a chaplain in the walls of the church, Will sees our congregation's strides moving outside the doors of our church through actions such as interfaith activities, a youth sock drive, open doors for community concerts, support for the Dwelling Place, the Outdoor Church, outreach ministries and development of the Green Congregation team as important indicators of growing responsibilities to our communities and to the future. In a culture that is busy and stressed out, the church offers a place of stillness and prayer through programs that deepen our spiritual lives and our engagement with one another and foster a deeper relationship with God. These include existing programs and new programs such as Tuesdays with Jesus, Old and New Testament courses and centering prayer.

Will sees a gift of a beautiful and consuming church building that enfolds us, challenges us, anchors us to this place and requires a growing commitment to maintaining, updating, and expanding its systems. Ed Banzy, recently hired as the building manager, helps us get our heads around the building and its challenges.

Asking 'What is next?' Will responded he feels God asks more of us. This is the time to look down the road and step forward bravely and boldly to explore God's purpose for us. Now that our congregation has become increasingly supple, he feels it is critical that we do not turn in on ourselves, a tendency in other Protestant churches whose decreasing congregations force them to turn their buildings into condos and offices simply to survive.

Will feels it is time to change up the conversation from uninspiring conversations focused on maintaining what we have, to imagining what we can do in Winchester to survive and thrive. In short, we want our ancestors to cheer rather than haunt us!

Our church building has enough space to allow many more things to happen in these walls. Will sees a challenge to find ways for our team to help people direct their gifts to accomplish what God inspires them to do. As lead pastor, he feels the congregation

wants more of him than a caretaker. He sees his role is to assure that, rather than turning in on ourselves, we turn outward toward the town.

Will offered a three-part visionary challenge: ways not to look for more work, but rather to look for more to work towards. Rather than simply accomplishing the ongoing things that make us a church, he seeks areas to invest our effort that will inspire us toward the future.

Ripley Chapel will be a significant part of our new life together. Once the space is open, programs such as Ripley Presents are already scheduled to make us a destination that is part of the town's cultural and arts scene through events such as a local roots band, a nationally known folk singer, a blue grass band, a Celtic harpist and a poetry reading night. In addition to retaining its function as a house of prayer and healing through yoga and health ministry, Will sees that Ripley can return to its original function as a chapel that is a youth-centered space.

Will reflected on the position our church has in the town at large. Although ours is the church in the center of this town, the church and its members are no longer the powerholders in the town and the center of its activity. Of 25,000 residents, less than 200 are active here. Dozens of organizations that do not funnel through our church are responsible for the social and emotional needs of the town. A town-wide needs assessment done this last year has identified areas of need. Among these needs are more affordable housing, youth behavioral and mental health care, increasing needs of older adults, lack of adequate after-school care, and a felt need to respond to an impending ecological and environmental crisis.

A developing master plan for the town may respond to these needs. Will feels our congregation is at a juncture; as the church in the center of town we should respond. God invites us to listen to our town and respond to its concerns and figure out how to live in this building. In the next 5 years we are challenged to develop Ripley and join faithfully in the greening of Winchester through the greening of our building. The town's Select Board has voted to cut emissions and find ways to become carbon neutral by 2050. As a building that started this town, we need to be at the forefront of this effort. We could become a solar powered building to be gentler on the earth as one way to work toward God-powered lives.

Another way to respond to a town-wide challenge may be to develop and implement an after-school program using a model such as the Philly project which has been an inspiration to our youth and their leaders as they participated in the work on their mission trips. The project could meet unmet needs in our town. Our people have gifts we can leverage for the sake of our children that reflects the stained-glass window over the front door - Come unto me. Will envisions an unapologetically progressive, Christian program open to many faiths that would encourage a relationship with the Divine in their lives and a growing relation with others.

Will then showed a scroll that shows original sketches of the afore-mentioned window. It is one of a number of scrolls that we could consider framing and displaying.

Sarah Gallop and Cindy Wankowicz introduced this year's table topic discussion, asking people to discuss Will's three challenges:

- 1-To develop a spirituality and arts program for Ripley Chapel to promote beauty in the world, offer a dynamic sacred space for our children and youth, and develop ourselves further as a house of prayer through traditional and alternative spiritual practices
- 2- To look how we can live sustainably in our beautiful church building on this sacred piece of God's earth in the middle of Winchester in concert with the Town's effort to be carbon neutral by 2050.
- 3-To create a FCCW based after school program to provide a home for children who cannot be in their homes until later in the day – a place where youth are embraced and uplifted and encouraged in their relationship with God. This is in response to the town's expressed need for after school programs and concern about the behavioral health of our youth.

During the next few minutes, facilitators at each table led discussions to respond to Will's challenges. Each table was asked to generate questions around the challenges that could be addressed by the Leadership Team as they spend the next year or so working on the generation of a five-year strategic plan.

At 12:30, Moderator, Penny Sparrow, thanked all those involved in working to pull together the annual meeting and recognized Sarah Marino for her special efforts preparing and distributing the church annual report.

Noting a quorum was present and proper notice of the meeting had been posted, she declared the meeting in session.

Minutes of the May 2018 Annual meeting, the January 13 meeting to endorse the plans and proposed expenditures on the Ripley renovation and the Budget meeting of February 10, 2019 were unanimously approved without amendment and placed on file.

David Peretti led recitation of the congregation's covenant. Dierdre Giblin and Margaret McIndoe read the list of those who died in 2018 who were members and friends of the congregation.

After an opening hymn, For All the Saints, the congregation considered the following:

Article I: To receive and place on file the reports of the Ministry Team, the Treasurer, the Clerk, the Leadership Team, and the Chairpersons of the Sustaining and Living Ministries of the Church and any other written and oral reports which the Church may vote to receive

Moved that the reports of the Ministerial Team, the Treasurer, the Clerk, the Leadership Team and the Chairpersons of the various Ministries and Committees of the Church, having been received, be accepted and placed on file.

Seconded. No discussion. Approved by unanimous voice vote.

Article II: To elect the Officers of the church and new lay members of the Leadership Team and to thank all those who served on a Team/Committee/Ministry as they conduct the affairs of the Church for the 2019-2020 program year.

Peter Woolford let an interactive phone-activated program identifying those we wished to thank who have contributed to the life of the church in the past year.

Responses included:

Chairs, the vigil, Music program youth program, children's program state of the communion, feeding homeless, teachers, unconditional love, musicians, outdoor church, playing the organ, silence, leadership team, moderator, stepping stones, coffee hours and the vigil.

Taylor Tresselt rose to thank Penny Sparrow for her service as Moderator and for her leadership over the past eight years. The choir shared words of a hymn to thank her for her service. After singing the new hymn, the gathering honored Penny with a standing ovation.

Penny pointed out that in the proposed slate there is no Clerk and warmly encouraged someone to volunteer. She thanked Margaret for her service as Clerk.

Penny then proposed the slate.

Moved that the following be elected to serve for a one-year term, with the exception that the auditors are for a three-year term.

Assistant Treasurer: Keith Russell

Auditors Ted Lamson

Becca Beltz

Officers:

Moderator Sarah Gallop

Treasurer Bruce Lauterwasser

Seconded. No discussion. Passed by unanimous voice vote.

Penny thanked Taylor Tresselt for his service of a three-year term on the Leadership Team. Jennifer Wilson has agreed to remain on the LT and to begin a new three-year term, having stepped in last year to complete the final year of an unfinished term.

Moved that the congregation of First Congregational Church affirm Marty Rozmanith and Jennifer Wilson to be members of the Leadership team for a term of three years.

Seconded. No discussion. Passed by unanimous voice vote.

Head Deacon, Mike Bailey, announced changes on the Diaconate:
New Deacons: Margaret McIndoe, Megan Scipione, Nick Troisi,
Head deacon: Michelle Crawford.

Article III: To hear and act upon reports of special gifts and special gifts and bequests, if any, to the Church since last Annual Meeting

Bruce Lauterwasser presented details of the bequest from Tom Raphael

Motion: that the Congregation accept with gratitude the unrestricted bequest of Thomas Raphael of \$10,000 to be invested according to church policy: 80% to the General Endowment Fund, 10% to the Emergency Reserve Fund and 10% to the Memorial Reserve Fund.

Seconded. No discussion. Passed by unanimous voice vote.

Article IV: To transact such other business as may properly come before the meeting.

Sarah Gallop rose and asked Will to assist her. She presented him with a Big 50 hat celebrating his birthday on Thursday. Liz Sayre led in Happy Birthday.

No other business.

Final hymn: Now Thank We All Our God

Parting Prayer: Jennifer Wilson

The meeting adjourned at 12:55PM.

Respectfully Submitted,

Margaret McIndoe, Clerk

First Congregational Church of Winchester – Congregational Meeting
February 2, 2020

A meeting of the Congregation of First Congregational Church of Winchester (FCCW) was held on Sunday, February 2, 2020, following worship for two purposes: (1) to consider whether to approve the proposed budget for 2020 and (2) to consider whether to approve a repair/repaint of the Church's steeple and funding for such project. Moderator Sarah Gallop called the meeting to order in the Church's sanctuary at 11:15 a.m., and opened the meeting with a prayer. 58 individuals were in attendance, at least twenty-five of whom were active members qualified to vote, satisfying the FCCW's quorum requirements.

Budget

Before the Treasurer's budget presentation, the Moderator described the budget process, and recognized and commended the individuals who participated in the budget working group: Bruce Alexander (Facilities), Will Burhans (Ministry Team), Sarah Gallop (Moderator), Anne Hoenicke (Associate Treasurer), Bruce Lauterwasser (Treasurer) Tom Roche (Financial Resources), Liz Sayre (Personnel), Jody Collins Skinner (Outreach) and Nick Wankowicz (Children & Youth Faith Formation). She also described the Q&A session – open to all Church members and attendees -- that had taken place the prior week on both the budget and steeple project.

Treasurer Bruce Lauterwasser provided a review of the 2019 actual operating results, as well as an overview of the proposed 2020 budget. (The budget handout is attached to these minutes.) In 2019, the church spent approximately what was taken in (roughly \$860,000), with one significant unplanned item in the church's favor (an IRS refund for FICA/taxes that had been unintentionally overpaid in prior years). Accordingly, a surplus of approximately \$15,000 was able to be transferred to the Emergency Reserve Fund. Both income and expenditures were lower than expected. On the expense side, this is partly due to some facilities staffing reorganization. On the revenue side, this is partly due to a decrease in unpledged giving, as well as some pledged gifts for 2019 falling short. Payments on the differential may still be forthcoming in 2020.

For 2020, about 3% higher revenue/spending is planned vs. 2019 budget, although compared to 2019 actual figures, the increase is closer to 7%. Pledge income is projected up for 2020, with the stewardship campaign goal of \$615,000 having been reached. Rental income is also forecasted at a healthy increase, showing the benefit of some renegotiations to reflect market rates.

Staffing changes (especially re: facilities, bookkeeper hiring) resulted in some savings in 2019, which will continue into 2020 at a full year impact. Adding to the expenditure side, there are increases in youth programs (including a new line for confirmation), as well as increases for deacons and adult faith exploration. There are new line items for Ripley Chapel Programming and "seed" money for an Environmental Ministry. (The Ripley events may prove to be self-funding to a large extent, if not entirely.) The 2020 budget restores some items that had been

cut in the 2019 budget. The budget also recognizes the continued need to maintain our beautiful but challenging facility!

The Moderator recognized the tremendous contribution of the Treasurer and of Associate Treasurer Anne Hoenicke in their diligent and collaborative efforts on the budget. The Moderator asked for questions from the assembled members. The Treasurer answered questions, of which there were only one or two, including a request for additional detail on the tax refund described earlier.

It was MOVED (Tony McPherson) and SECONDED (David Peretti): **that the budget prepared for FCCW for 2020 by the Treasurer and presented to the meeting be approved.**

The MOTION PASSED by unanimous voice vote.

Steeple Project

The Moderator introduced the chair of the Steeple Task Force Dick Sayre (and acknowledged Bob McIndoe's good work as predecessor chair). The members of the Steeple Task Force also include: Tom Church, John Fiske, David Weir and Jerry Vaughn. Mr. Sayre provided handouts (attached to these minutes) and a video presentation showing the deficiencies of the steeple and describing the proposed work to be done: erection of scaffolding; removal of wood shingles; stripping, priming and replacing them; incidental repair work. Early work to prepare for steeple repair would begin in February, with full scaffolding in May for the bulk of the steeple activity to occur in the summer. The goal would be for the project completion in the fall, at a total cost of approximately \$348,350 (including contingency cost).

The Treasurer addressed proposed funding for the steeple project, referring as background to his reports provided to the congregation on endowed funds (attached to these minutes). The Treasurer highlighted in particular the Steeple Income Fund, which was funded in the early 2000s and restricted to facility maintenance use by vote of the congregation. Income from that fund was moved to an unrestricted "spending account" – the Steeple Maintenance Spending Fund. The two accounts now total approximately \$360,000 – which exceeds the projected project cost.

The Chair of the Facilities Ministry, Bruce Alexander, spoke on behalf of his Ministry (Andy Speigel, Robin Delurey, Tom Church, Ed Banzy, John Fiske, and Doug Taylor) about the steeple project. He indicated that the Facilities Ministry has long recognized the need for repair to the steeple, and the group supports the project, even amidst all of the demands of the building for long-term maintenance. The building will continue to have ongoing needs, but the steeple must be addressed.

The Moderator opened the floor for questions regarding the project. Questions, which were numerous and thoughtful, included: impact/timing of the Town's proposal to create a local historic district; treatment of the "ribs" of the steeple; when the last maintenance occurred; other projects that could be done while the scaffolding is in place; why cedar shake shingles will

be used vs. composite; coordination with the cell tower company; and scope of the congregational vote.

Rev. Will Burhans mentioned that he (and others) hoped there would be reason to come back to the congregation related to the church rooftop, specifically to consider adding solar panels to the building. The Treasurer mentioned that such a project would have an expense savings/payback.

It was MOVED (John Crabtree) **That the Steeple Task Force be authorized to request that the Treasurer remove funds from the Temporarily Endowed and Restricted Steeple Income Fund for the purposes of the steeple repair project – work that will be approved on an ongoing basis by the Leadership Team in collaboration with the Facilities Ministry – up to the total amount available in the fund at the time of withdrawal;** with friendly AMENDMENT (Malcolm Sparrow) to add: **further that such significant expenditure of funds by the church for the purpose described is hereby approved.**

Therefore, it was MOVED and SECONDED (Jerry Mechling) as follows: **That the Steeple Task Force be authorized to request that the Treasurer remove funds from the Temporarily Endowed and Restricted Steeple Income Fund for the purposes of the steeple repair project – work that will be approved on an ongoing basis by the Leadership Team in collaboration with the Facilities Ministry – up to the total amount available in the fund at the time of withdrawal; further that such significant expenditure of funds by the church for the purpose described is hereby approved.**

The MOTION PASSED by unanimous voice vote.

The Moderator expressed her thanks to all who had attended and participated in the meeting, and the meeting was adjourned at 12:20 pm.

Recorded by: Jennifer Wilson, Clerk, Pro Tempore

A handwritten signature in blue ink, appearing to read "Jennifer Wilson", is written over a horizontal line.

Operating Budget

2020 Budget Worksheet - Rev G		2019 Budget	2019 Actual	2020 Budget	Change 2019 Bgt to 2020 Bgt	Change 2019 Act to 2020 Bgt
Surplus (Deficit)		50	0	781		
Income						
1050	Pledge Receipts	\$590,000	\$577,721	\$614,600	\$24,600	\$36,879
1100	General Endowment Transfer	125,000	125,000	128,000	3,000	3,000
1200	Jenks Endowment Transfer	70,000	70,000	74,000	4,000	4,000
1250	Rental Income	63,400	66,973	75,583	12,183	8,610
1300	Back Pledges	3,600	543	500	-3,100	-43
1350	Cash Collections	12,000	9,901	11,000	-1,000	1,099
1400	Unrestricted Gifts	5,000	5,500	2000	-3,000	-3,500
1401	Non-Pledged Gifts	28,000	18,660	15,000	-13,000	-3,660
1500	Interest / Miscellaneous Income	100	336	500	400	164
1505	Donations Transaction Fees	-1,100	-887	-1,000	100	-113
1705	Trnsfr to/from Emerg. Res. Fund	0	-15,056	0	0	15,056
Income totals		896,000	858,690	920,183	24,183	61,493
Total endowment transfers		195,000	195,000	202,000	7,000	7,000
Percentage of Total Income		21.8%	22.7%	22.0%		
Expenditures						
Clergy Salaries and Benefits						
3100/10	Lead Pastor Salary / Housing	144,553	144,553	147,922	3,369	3,369
3105/15	Associate Pastor Salary / Housing	55,070	50,785	56,354	1,284	5,569
3120	Clergy Benefits	63,704	66,681	67,718	4,014	1,037
Total Clergy		263,327	262,019	271,994	8,667	9,974
Other personnel expenses						
3600	Travel	1,000	1,652	1,200	200	-452
3610	Lead Pastor Professional Expenses	2,000	2,046	2,000	0	-46
3614	Lead Pastor Continuing Education	1,500	1,600	1,500		-100
3616	Staff Professional Expenses	500	599	750	250	151
3618	Staff Professional Development	2,000	1,987	2,500	500	513
3620	Sabbatical	0	0	1,500	1,500	1,500
3630	Church FICA	21,006	-400	20,595	-411	20,994
3640	Personnel Contingency	900	980	1,200	300	220
Total Other Personnel Expenses		28,906	8,464	31,245	2,339	22,781
Worship						
3400	Music Minister Salary	41,925	41,925	42,902	977	977
3401	Organist	17,695	18,595	21,127	3,432	2,532
3421	Music Minister Benefits	5,933	5,852	6,015	82	163
3500	Independent Contractors Music	13,800	12,375	14,000	200	1,625
4170	Piano Maintenance	700	600	750	50	150
5500	Music Materials	2,350	1,838	2,500	150	662
5600	Deacons	1,500	2,316	2,150	650	-166
5625	Worship & Congregational Life	1,000	1,228	1,000	0	-228
Total Worship		84,903	84,728	90,444	5,541	5,716
Christian Faith Formation						
3402	Minister of Faith Formation	51,346	51,346	52,543	1,197	1,197
3422	Faith Formation Benefits	14,772	14,518	14,969	197	451
3501	Independent Contractors Nursery	4,696	3,397	1,846	-2,850	-1,551
3503	Nursery Supervisor	0	0	2,668	2,668	2,668
5700	Welcoming	1,000	918	1,000	0	82
5800	Church School	5,000	3,743	6,000	1,000	2,257
5825	Adult Faith Exploration	1,000	676	2,000	1,000	1,324
5830	Library	0	0	500	500	500
5850	Youth Activities	4,500	5,674	6,000	1,500	326
5860	Confirmation	0	0	4,000	4,000	4,000
Total Faith Formation		82,314	80,273	91,526	9,212	11,253
Health and Wellness						
3404	Minister of Health & Wellness	38,390	38,390	39,285	895	895
3420	Health Minister Benefits	5,375	5,375	5,500	125	125
5750	Health Ministry	1,500	1,568	1,500	0	-68
Total Health and Wellness		45,265	45,333	46,284	1,019	952

Operating Budget

2020 Budget Worksheet - Rev G			2019 Budget	2019 Actual	2020 Budget	Change 2019 Bgt to 2020 Bgt	Change 2019 Act to 2020 Bgt
Surplus (Deficit)			50	0	781		
Outreach and Service							
5100	General Outreach Appropriation		38,000	38,000	38,000	0	0
5101	UCC United Church Mission		50,000	50,000	48,945	-1,055	-1,055
Total Outreach and Service			88,000	88,000	86,945	-1,055	-1,055
Business Office			Percent of total income 9.4%				
3200	Office Staff		51,897	48,175	49,722	-2,175	1,547
3220	Office Staff Benefits		6,964	6,915	7,013	49	97
3502	Bookkeeper & Ind. Contractors Off		13,728	6,522	5,269	-8,459	-1,253
4000	Copier rent & maintenance		3,380	3,194	3,600	220	406
4010	Postage		1,700	1,661	2,000	300	339
4100	Office Expense		14,000	15,199	13,000	-1,000	-2,199
4120	Telephone		3,600	3,762	3,600	0	-162
Total Business Office			95,269	85,428	84,203	-11,066	-1,224
Facility Maintenance							
3300	Facilities Staff		73,333	60,226	56,695	-16,638	-3,531
3320	Facilities Staff Benefits		8,765	4,436	4,388	-4,377	-48
3505	Independent Contractors Facilities		2,028	1,431	4,553	2,525	3,122
4125	Electricity		14,500	13,470	13,500	-1,000	30
4130	Water & Sewer		2,800	4,274	3,000	200	-1,274
4140	Interior Maintenance		19,000	27,006	27,000	8,000	-6
4141	Exterior Maintenance		9,000	8,688	9,000	0	312
4142	Capital Reserve		0	2,000	2,000	2,000	0
4145	Rubbish removal		2,200	2,180	2,835	635	655
4150	Sexton supplies		4,000	3,984	3,000	-1,000	-984
4155	Snow removal		8,000	8,670	8,000	0	-670
4160	Insurance		36,340	35,982	39,540	3,200	3,558
4200	Fuel		24,000	28,224	25,000	1,000	-3,224
Total Facilities			203,966	200,572	198,511	-5,455	-2,061
All Church & Community Programs							
5630	Strategic Initiatives		0	0	0	0	0
5640	Community Communications		1,500	1,451	1,500	0	49
5650	LT Discretionary		500	0	500	0	500
5660	All Church Events		2,000	2,423	3,000	1,000	577
5670	Ripley Chapel Programs		0	0	12,500	12,500	12,500
5680	Environmental Stewardship		0	0	750	750	750
Total All Church & Community Programs			4,000	3,874	18,250	14,250	14,376
Expense totals			895,950	858,690	919,403	23,453	60,712
Percent increase over prior year					2.6%		
Income over (under) expenses			50	0	781		

BREAKOUT

Area	2020 Budget	% of Exps	2019 Budget	2020 Amt change	2020 % change
Personnel	631,732	68.7%	642,880	-11,148	-2%
Facilities	132,875	14.5%	119,840	13,035	11%
Office Expen	22,200	2.4%	22,680	-480	-2%
Outreach	86,945	9.5%	88,000	-1,055	-1%
Youth	16,000	1.7%	9,500	6,500	68%
Ministries	29,650	3.2%	13,050	16,600	127%
Total	919,403		895,950	23,453	3%

Operating Budget

Budget Savings vs. 2019		2020	
Facilities personnel (incl. benefits)		-\$20,800	change in facilities staffing model
Bookkeeper & Office Contractors		-\$8,459	lower rate for BK; Christine all Facilities, no office
Office Expense		-\$1,000	based on 2019 spend
Electricity		-\$1,000	LED savings
Sexton supplies		-\$1,000	based on 2019 actual spend
2020 Budget Increases by Category			
Category	2019	2020	Pct Increase
Youth	\$9,500	\$16,000	68%
Deacons	\$1,500	\$2,150	43%
Adult Faith Exploration	\$1,000	\$2,000	100%
All Church Events	\$2,000	\$3,000	50%
Interior Maintenance	\$19,000	\$27,000	42%
New Line Items		2020	Restored
Confirmation		\$4,000	\$2,000 Capital Reserve
Ripley Programming		\$12,500	\$1,500 Sabbatical Reserve
Environmental Ministry		\$750	+\$250 and +\$500 Staff Prof & Devlmt Expenses
INVESTED FUNDS STATISTICS FOR 2019			
End 2018 including Burhans principal (\$133,812.11)	\$4,968,166		
End 2019 including Burhans principal (\$130,779.19)	\$5,679,452		
2019 Gain / Loss	\$711,286		
2019 Percentage gain	14.3%		
2019 total withdrawals	\$254,646		
2019 withdrawals as percent of starting balance	5.1%		
End 2019 including Burhans principal (\$130,779.19)	\$5,679,452		
Endowment	\$4,352,969		
- General	\$2,779,730		
- Jenks	\$1,573,239		
Other Restricted Funds	\$949,223		
Spending Funds	\$377,260		
2 Steeple Income Funds (Restricted plus Spending)	\$365,748		

2019 Outreach Ministry Benevolences		Amount Spent 2019		
Outreach Ministry Grants	Operating Budget	Free Rent	Pass Through Funds	Restricted Spending Funds
	(not calculated this year)			
Organization/Program Supported	Amount			
BMC Grow Clinic	\$2,000.00			
Budget Buddies	\$2,000.00			
Cooperative Metropolitan Ministries	\$2,000.00			
MA Coalition for the Homeless	\$3,000.00			
Mission of Deeds	\$3,000.00			
More Than Words	\$2,000.00			
Neighborhood Counseling and Community Services	\$2,000.00			
Refugee Immigration Ministry	\$3,000.00			
Room to Grow	\$2,500.00			
The Children's Room	\$2,500.00			
The Outdoor Church of Cambridge	\$3,000.00			
UTEC, Inc.	\$2,000.00			
Winchester Farmer's Market Community HUB, Inc.	\$1,000.00			
Winchester Got Lunch	\$1,000.00			
Year Up	\$2,500.00			
Youth Villages Germaine Lawrence Campus	\$2,500.00			
Merrimack Valley Habitat for Humanity	\$2,000.00			
~Free Rent - ABC, ENKA, Boy&Girl Scts, WHS etc.		--		

Total Outreach Ministry Grants \$38,000

Metro Boston Area, Mass Conference and National UCC - Denominational Support

Mass Conference UCC UCM - Q1	\$12,500			
Mass Conference UCC UCM - Q2	\$12,500			
Mass Conference UCC UCM - Q3	\$12,500			
Mass Conference UCC UCM - Q4	\$12,500			

Total Operating Budget Support for UCM **\$50,000**
(UCM=United Church Mission)

Mason/Skillings Bequest - Support for OCWM in 2019				\$1,870
OCWM=Our Church's Wider Mission				

**Total to UCC
Mission & Outreach
\$51,870**

Special Offerings - Pass Through Accounts

1. Christmas Offering 2018 - Bridge Over troubled Water (disbursed 2019)			\$9,288	
2. Easter Offering 2019 - Heifer Int'l			\$6,213	
3. Just Peace Offering 2019 - Puppies Behind Bars			\$2,694	

\$18,195

Outreach Spending Fund* (persists)

Winchester Got Lunch				\$1,500
Agape Spiritual Center				\$250

***2019 Year End Balance of \$45,398 in this fund \$1,750**

	Operating Budget	Free Rent Not Calc'd	Pass Through Funds	Restricted Spending Funds	Total Spent all Types of Funds
Grand Totals Amount Spent 2019	\$88,000		\$18,195	\$3,620	\$109,815
Percent of Total Operating Budget Income	10.2%		2.1%	0.4%	13%
Total Actual Income 2019	\$858,690				

2019 Report on Endowed Funds - General Use & Directed Use

			Total Invested 12/31/18	4,968,166									
			Total Endowed Funds 12/31/18	4,575,626									
			Total Spending Funds 12/31/18	392,540		2019 Activity							
BOOK VALUES			Balance 12/31/2018	Percent of Total Funds Incl. Reserve and Spending	Disbursed to operating budget or restricted spending funds	Percent Disbursed	Changes in Fund Principal	Balance Before Year End income Distribution	Add 2019 Investment Income	Add 2019 Portfolio Gain (Loss)	Balance 12/31/2019		
					Disbursed Qtrly								
General Use:													
General Endowment (includes Burhans principal)			5% spending rule	2,398,678	48.3%	125,000	5.21%	5,033	2,278,711	76,667	424,155	2,779,534	
Jenks Endowment			5% spending rule	1,359,493	27.4%	70,000	5.15%	0	1,289,493	43,420	240,215	1,573,128	
Subtotals - General Use				3,758,172	75.6%	195,000	5.19%	5,033	3,568,204	120,087	664,370	4,352,662	82%
Directed Use:			Category of Directed Use			Disbursed 1/1/19							
Howard J. Chidley and Frances Elder Chidley Memorial Fund			Divinity Scholarship	5% spending rule	11,926	0.2%	596	5.00%	0	11,329	371	2,055	13,756
John Cleworth Pastor's Fund			Pastor's Discretion	5% spending rule	7,131	0.1%	357	5.00%	0	6,774	222	1,229	8,225
Charles H. Mason Pastor's Fund			Pastor's Discretion	5% spending rule	11,724	0.2%	586	5.00%	0	11,138	365	2,020	13,523
Mary Amy Hall Pastor & Deacons Fund			Poor & Need of Church & Community	5% spending rule	24,034	0.5%	1,202	5.00%	0	22,832	748	4,141	27,722
Eugenia Elizabeth Palmer Special Needs Fund			Facilities Maintenance	5% spending rule	153,810	3.1%	7,690	5.00%	0	146,119	4,790	26,501	177,410
Frederic E. Abbe Fund			Facilities Maintenance	5% spending rule	59,420	1.2%	1,485	2.50%	1,485	59,420	1,924	10,642	71,985
Steeple Income Fund			Facilities Maintenance	5% spending rule	206,328	4.2%	10,316	5.00%	2,552	198,564	6,468	35,781	240,812
Peter T. VanAken and Carol Gustafson VanAken Fund			Facilities Maintenance	5% spending rule	132,821	2.7%	6,641	5.00%	0	126,180	4,136	22,885	153,201
Dorothy and Robert Beattie Family Fund			Facilities Maintenance	5% spending rule	30,993	0.6%	1,550	5.00%	0	29,443	965	5,340	35,748
Poduska Fund			General	5% spending rule	28,354	0.6%	1,418	5.00%	0	26,937	883	4,885	32,705
Palmer - Niedringhaus Easter Flower Fund			Flowers	5% spending rule	4,122	0.1%	206	5.00%	0	3,916	128	710	4,755
Eberle Forum Fund			Youth	5% spending rule	8,797	0.2%	440	5.00%	0	8,357	274	1,516	10,147
Redmond Youth Fund			Youth	5% spending rule	2,786	0.1%	139	5.00%	0	2,647	87	480	3,214
Music Endowed Fund			Music	5% spending rule	17,368	0.3%	868	5.00%	0	16,500	541	2,992	20,033
McIndoe Organ Maintenance Fund			Music	5% spending rule	64,160	0.0%	3,208	5.00%	0	60,952	1,998	11,054	74,005
Cassie M. Wallace Fund			Music	5% spending rule	16,283	0.3%	814	5.00%	0	15,468	507	2,805	18,781
Mason / Skillings Denominational Support Fund			UCC Mission	5% spending rule	37,398	0.8%	1,870	5.00%	0	35,528	1,165	6,443	43,136
Subtotals - Directed Use				817,454	15.2%	39,387		4,038	782,105	25,573	141,479	949,157	18%
General Use plus Directed Use Grand Total				4,575,626	91%	234,387		9,071	4,350,310	145,660	805,850	5,301,819	100%

Notes.

General Endowment includes current principal of Burhans mortgage

General Endowment increase include 80% of \$2,500 Sherburne bequest, \$1,033 Burhans principal payments

Abbe bequest specifies that half of the income is added to principal until the fund reaches \$100,000.

Steeple Income fund increase in endowment comes from profit sharing arrangement with cell tower owner. Amount appears to be lower for 2020.

2019 Report on Spending and Reserve Funds

*=Supported by an Endowed Fund

			2019 Activity						
Fund Name	Category	Distribution Guideline	Final Balance 12/31/2018	Transfer from Endowed Funds on 1/1/19	Gifts and Fund Additions	Less: Fund Expenditures	Balance Before Income Distribution	Add 2019 Investment Income	Final Balance 12/31/2019
Directed Use Spending Funds									
Chidley Scholarship Spending Fund*	Divinity Scholarship	income, no gain/loss	(17,672)	596			(17,076)	0	(17,076)
Pastor's Special Needs Spending Fund*	Pastor's Discretion	income, no gain/loss	691	943		1,600	33	34	67
Pastor & Deacons Spending Fund*	Poor/In Need of Church & Commu	income, no gain/loss	16,855	1,202	1,458	10,200	9,315	558	9,873
Memorial Gifts Spending Fund	Individualized	income, no gain/loss	5,783		3,055	6,149	2,689	173	2,862
Palmer Special Needs Spending Fund*	Facilities Maintenance	income, no gain/loss	(225)	7,690		7,424	41	153	194
Prudential Spending Fund*	Facilities Maintenance	income, no gain/loss	229	3,035	2,000	5,248	16	67	83
Van Aken Prudential Spending Fund*	Facilities Maintenance	income, no gain/loss	163	6,641		4,575	2,229	184	2,413
Steeple Lighting Spending Fund	Facilities Maintenance	income, no gain/loss	3,845				3,845	157	4,002
Steeple Maintenance Spending Fund*	Facilities Maintenance	income, no gain/loss	116,217	10,316		6,639	119,894	5,025	124,920
Poduska Spending Fund*	General	income, no gain/loss	7,118	1,418		2,134	6,402	305	6,707
Niedringhaus Lilies Spending Fund*	Flowers	income, no gain/loss	2,500	103	820	476	2,947	113	3,061
Flower Spending Fund	Flowers	income, no gain/loss	643		1,100	1,422	321	20	340
Niedringhaus Flowers Spending Fund	Flowers	income, no gain/loss	1,722	103			1,825	74	1,900
Eberle Forum/Redmond Youth Spending Fur	Youth	income, no gain/loss	13,979	579	1,550	3,952	12,156	545	12,701
Peretti Mission Trip Spending Fund	Youth	income, no gain/loss	10,658			750	9,908	419	10,327
Youth Mission Trip Spending Fund	Youth	income, no gain/loss	45		13,450	12,596	899	19	918
Music Expendable Spending Fund*	Music	income, no gain/loss	1,450	868		1,500	818	64	882
McIndoe Organ Maintenance Spending Fund	Music	income, no gain/loss	2,346	3,208			5,554	227	5,781
Wallace Music Spending Fund*	Music	income, no gain/loss	1,817	814			2,631	107	2,739
Outreach Activities Spending Fund	Outreach & Mission	income, no gain/loss	45,335			1,750	43,585	1,813	45,398
Irwin Memorial Health Ministry Spending Fu	Health Ministry	income, no gain/loss	11,262		3,360	883	13,739	510	14,248
Library Spending Fund	Library	income, no gain/loss	4,326			15	4,311	176	4,487
Reno Garden Spending Fund	Garden	income, no gain/loss	66,633		295	8,147	58,781	2,558	61,338
SUBTOTAL - Directed Spending Funds			295,718	37,517	27,088	75,460	284,863	13,302	298,165
Reserve Funds :									
Kendall Loan Fund	Cash Flow Loans	income, no gain/loss	37,044				37,044	1,511	38,554
Memorial Reserve Fund	Facilities Maintenance	income, no gain/loss	11,702		250	12,919	(967)	219	(749)
Capital Reserve Fund	Facilities Maintenance	income, no gain/loss	24,228		2,000	25,514	714	509	1,223
Emergency Reserve Fund	Cover Deficts/Retain Surpluses	income, no gain/loss	9,692		15,306		24,998	707	25,705
Sabbatical Reserve Fund	Sabbatical Leave	income, no gain/loss	14,157				14,157	577	14,734
SUBTOTAL - Reserve Funds			96,823	0	17,556	38,434	75,945	3,523	79,468
TOTALS Spending Funds and Reserves (Excludes pass through funds)			392,540	37,517	44,644	113,894	360,808	16,825	377,633
Pass Through Funds :									
		passthru - no inc. or gain/loss							
Housing Loan Fund		passthru - no inc. or gain/loss	0	0	8,856	8,856	0	0	0
Christmas, Easter & Just Peace Fund	Outreach & Mission	passthru - no inc. or g	0	0	18,195	18,195	0	0	0
Directed Gifts Fund		passthru - no inc. or gain/loss	0	0	4,175	4,175	0	0	0
Denominational Support Spending Fund	UCC Mission	passthru - no inc. or g	0	1,870	0	1,870	0	0	0
SUBTOTAL - Pass-Through Funds			0	1,870	31,225	33,095	0	0	

Notes.

Memorial Reserve established 1957. Purpose is to function as a capital reserve. Receives 10% of unrestricted bequests up to \$30K balance goal per church vote in 1993.

Emergency Reserve established 1993. Receives 10% of unrestricted bequests up to \$30K balance goal per church vote in 1993.

Capital Reserve receives 2K from operating budget annually, when sufficient funds available

Kendall Loan fund for cash flow loans, to be paid back within 10 years.

Sabbatical Reserve receives ~2K from operating budget annually, when sufficient funds available.

Pays 6 months Pastor salary every 5-7 years

Directed Use Endowed Funds	Percent of Directed	Category Total
Divinity Scholarship	1%	13,756
Pastor's Discretion	2%	21,748
Poor & Need of Church & Community	3%	27,722
Facilities Maintenance	72%	679,157
General	3%	32,705
Flowers	1%	4,755
Youth	1%	13,361
Music	12%	112,818
UCC Mission	5%	43,136
	100%	949,157

Spending and Reserve Funds	%	Category Total
Divinity Scholarship	-5%	(17,076)
Pastor's Discretion	0%	67
Poor/In Need of Church & Community	3%	9,873
Individualized	1%	2,862
Facilities Maintenance	35%	132,085
General	2%	6,707
Flowers	1%	5,301
Youth	6%	23,946
Music	2%	9,401
Outreach & Mission	12%	45,398
Health Ministry	4%	14,248
Library	1%	4,487
Garden	16%	61,338
Cash Flow Loans	10%	38,554
Cover Deficits/Retain Surpluses	7%	25,705
Sabbatical Leave	4%	14,734
	100%	377,633

**FCCW Steeple Task Force
Two-Fold Project: A and B**



A. Reinforce and Install Planking in Steeple Interior

Contractor: Painters Pride, Inc. – Framingham, Ma.

Timing: Mid February

Purpose: Safe platform for Steeple Clocks repairs

Cost: Not to exceed **\$5,000**

B. Steeple Restoration

Contractor: Painters Pride, Inc. – Framingham, Ma.

Timing: If approved prior to January 30, 2020:

Scaffolding erected May 15 – June 30, 2020

Painting and replacement of wood shingles June -November 2020

Miscellaneous carpentry work June – October, 2020

Cost: (Including FCCW contingency of \$15,000): **\$348,350**

FCCW Steeple Task Force

1. Funding Sources

Steeple Income Temporarily Restricted Endowed Fund	\$240,800
Steeple Income for Facilities Maintenance Spending Fun	<u>\$124,900</u>
Total Available Funds	<u>\$365,700</u>

2. Materials and Process

Erect Scaffolding
Remove wood shingles via chute and use electric hoist to haul materials up.
Paint Weather Vane
Replace ½ round vertical moldings
Shore up interior ceilings

3. Consultants and Town Reviews

Lead Paint Inspector
Structural Engineer for scaffolding support
Building Commissioner, Health Department, Historical Commission, Conservation Commission(?)

4. Time Line

Request Approvals at FCCW LT	1/12/2020
Determine if Congregational Vote is required	1/12/2020
Inform Contractor before	1/30/2020
Contractor prepares Agreement	
Legal Review for FCCW	
FCCW Final Review and Signature on Contract	
Project commences with Erection of Scaffolding	

5. Steeple Clocks

Interior Planking Completed
Receive Estimate of Clock Repairs from Clock Works Inc.
Receive Estimate of exterior sheet metal flashing, clock face and carpentry
Forward Costs to Town for approval and reimbursement

6. Lighting

Find Lighting Consultant
Get proposals
Determine if Steeple lighting windows are necessary
Seek Historical Commission and Town Approvals

