



**FIRST CONGREGATIONAL CHURCH, U.C.C.**

**GATHERED IN 1840**

**WINCHESTER, MASSACHUSETTS**

**OUR 172<sup>nd</sup> ANNUAL MEETING**

**March 21<sup>st</sup>, 2012 at 7:30 P.M.**

## **FIRST CONGREGATIONAL CHURCH STAFF**

The Rev. Dr. George W. Waterbury, Pastor

The Rev. Dr. Norman Bendroth, Senior Sabbatical Minister (Sep 2011-Feb 2012)

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

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

Ms. Jane Ring Frank, Minister of Music

Mr. Justin Leavitt Pearl, Church School Coordinator

Mr. Jeffrey Mead, Organist

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

Mr. Bradley C. Ross, Building Manager

Ms. Sarah Marino, Office Manager

Ms. Gay Williams, Bookkeeper

## **FIRST CONGREGATIONAL CHURCH OFFICERS**

Penny Sparrow, Moderator

Anne Hoenicke, Clerk

David Peretti, Treasurer

Keith Russell, Assistant Treasurer

Robert Stone, Historian

Leslie French, Librarian

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## **AGENDA AND WARRANT**

### **FIRST CONGREGATIONAL CHURCH IN WINCHESTER** **NOTICE OF 172<sup>nd</sup> ANNUAL CONGREGATIONAL MEETING**

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

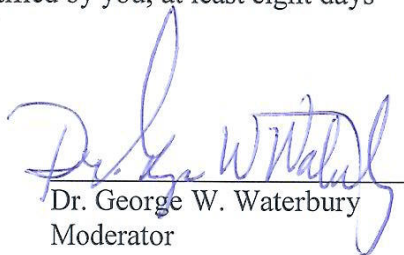
#### **GREETINGS**

You are hereby requested to notify the members of First Congregational Church in Winchester, Massachusetts qualified to vote therein, to meet in Chidley Hall at the Church on Wednesday March 23<sup>rd</sup> at 7:30 p.m. to act on the following matters:

- ARTICLE I: To hear and act upon reports of gifts and bequests, if any, to the Church since the last Annual Meeting,
- ARTICLE II: To hear and act upon the reports of the Ministerial Team, the Treasurer, and the Chairpersons of the various Commissions and Committees of the Church and any other written reports which the Church may vote to receive,
- ARTICLE III: To elect officers, Commission and Special Committee members to serve the Church and conduct the affairs of the Church for their designated terms and to elect delegates to other bodies as appropriate,
- ARTICLE IV: To approve the church's Purpose Statement, as recommended by the Council of Ministries, and to affirm the direction of the work of Holy Destinations,
- ARTICLE V: To transact such other business as may properly come before the meeting,

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

Winchester, Massachusetts  
March 15, 2012

  
Dr. George W. Waterbury  
Moderator

# **AGENDA AND WARRANT**

172<sup>nd</sup> ANNUAL MEETING

7:30 P.M.

March 21, 2012

7:15 pm	Distribution of Annual Reports	Upon Arrival
7:30 pm	Words of Greeting	The Rev. Dr. George W. Waterbury, Pastor
	*Affirming the Covenant (see p. 4)	All Present
	*In Memoriam	Skip Waterbury, Pastor
	Reading of the Roll of Church Members and Our Extended Church Family who died in 2011	
	Hymn - "For All The Saints" (see p. 4)	All Present
	Establishment of the Quorum and Call to Order	Penny Sparrow, Moderator
	Approval of Minutes of Congregational Meetings since last Annual Meeting:	Penny Sparrow and All Present
	– Minutes of the 171 <sup>st</sup> Annual Meeting held March 30, 2011.	
	– Minutes of the Congregational Reno Garden Meeting held June 19 <sup>th</sup> , 2011	
	– Minutes of Congregational Budget Meeting held Feb 12 <sup>th</sup> 2012.	
<b><u>The Warrant (see Notice of Annual Meeting)</u></b>		
Article I:	Hear and act upon reports of special gifts and bequests, if any, to the church since the last Annual Meeting.	David Peretti, Treasurer
Article II:	Hear and act upon reports of the Ministerial Team, the Treasurer, the Chairpersons of the various Commissions and Special Committees of the Church and any other written reports which the Church may vote to receive.	Various Report Preparers and Presenters
Article III:	To elect Officers, and Commission & Special Committee members to serve the Church and conduct the affairs of the Church for their designated terms, and to elect delegates to other bodies as appropriate.	Penny Sparrow, Moderator Peter Rosenberger & Cindy Wankowicz, Leadership Development Co-Chairs
Article IV:	To approve the church's Purpose Statement, as recommended by the Council of Ministries, and to affirm the direction of the work of Holy Destinations	Bruce Lauterwasser, Holy Destinations Committee
	Motion 1	
	We approve the recommendation of the Council of Ministries that we adopt the Statement that 'The Purpose of First Congregational Church of Winchester is to be "A Christ- centered, nurturing community: growing in faith, serving in love, welcoming all with joy."'	
	Motion 2	
	We call upon the Holy Destinations committee to engage the entire congregation in a prayerful journey to transform our church, building upon our successes and traditions, but	

## **AGENDA AND WARRANT**

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simultaneously embracing a spirit of innovation that allows us to live fully into our Statement of Purpose. Thus we call upon this committee to produce:

- A plan for the first specific steps of this journey to be introduced into the 2012-2013 church year. This plan to be completed before the conclusion of the 2011-2012 church year
- A comprehensive five year road map and organizational structure that will fully describe our understanding of God's purpose for us. This plan to be completed during the 2012-2013 year and presented on or before the 2013 Annual Congregational Meeting

We authorize the Council on Ministries to augment the Committee membership to meet this new challenge.

Article V:	To transact other business as may properly come before the meeting.	Penny Sparrow, Moderator
	Remarks by Head Deacon	Anne Hoenicke
	Motion to Adjourn	Penny Sparrow, Moderator
	*Hymn - "God of Grace and God of Glory" (vs. 1 and 5)	All Present
9:00 pm	Benediction	*Standing

## **CALL TO ANNUAL MEETING**

The 172<sup>nd</sup> Annual Meeting of The First Congregational Church in Winchester, Massachusetts, United Church of Christ, is called on Wednesday, March 21<sup>st</sup> at 7:30 p.m. in Chidley Hall.

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

We, the members of this church, covenant and bind ourselves to strive to know the will of God; to walk in the ways of the Lord, made known and to be made known; to exalt the worship of the 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 brotherhood.

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

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

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

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

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

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

## **CHURCH MEMBERSHIP STATISTICS**

Clerk's Record of Membership Statistics-Annual Report for the Year 2011

### **SUMMARY**

<b>Total Membership December 2010</b>	<b>485</b>
<b>Total Received into Membership 2011</b>	<b>+38</b>
Confirmation	+17
Letter of Transfer	+ 3
Confession of Faith	
Reaffirmation of Faith	+ 9
Reactivated from Inactive	+ 9
<b>Total Released from Membership 2011</b>	<b>-48</b>
By Letter of Transfer	
Withdrawn By Request	-2
Moved to Inactive	-41
By Death	-5
<b>Net Change</b>	<b>-/+ -10</b>
<b>Total Membership December 2011</b>	<b>475</b>

### **RECEIVED INTO MEMBERSHIP 2011 - Total New Members Received (38)**

#### **By Confirmation (17)**

Brian Phillip Carney  
 Russell Joseph Carter  
 Nicholas Rutherford Gallop  
 Matthew Thomas Kahl  
 MacKenzie Mae Koss  
 Alexander Tucker LaViolette  
 Ryan Daniel Ludwig  
 Kristen Rene Malia  
 Michael James Marotta  
 Megan Lynn Miranda  
 William Arthur Noble  
 Julia Elaine Page  
 Lucy Elizabeth Page  
 Emily Diane Smith  
 Madeline "Mimi" Roy Thompson  
 Michael George Turner  
 Katherine Michelle Zavez

#### **By Confession of Faith (0)**

None

#### **By Letter of Transfer (3)**

John "Jack" Paul Howland  
 Aaron David Kneiss  
 Nancy Jaquith Kneiss

#### **By Reaffirmation of Faith (9)**

Teresa "Terri" Diana Cader  
 Regina Marie Campbell  
 Susan Allison Vitters Howland  
 Lisa Marie Loughlin  
 Jerry Eugene Mechling  
 Tamara Alicia Murray  
 Jan Alan Pechenik  
 Christine Gaffney Tresselt  
 Taylor Fleming Tresselt

#### **Reactivated From Inactive (9)**

## **CHURCH MEMBERSHIP STATISTICS**

Clerk's Record of Membership Statistics-Annual Report for the Year 2011

### **RELEASED FROM MEMBERSHIP 2011 - Total Released from Membership (48)**

#### **By Letter of Transfer (0)**

none

#### **Moved to Inactive (41)**

David W. Bauman  
Rebecca "Becky" Bratt  
Benjamin MacDonald Bratt  
Timothy "Tim" Byran  
Laura Begien Bryan  
Courtney Elizabeth Bryan  
Ronald William Chabot  
Shane Connolly  
Paige Elizabeth Connolly  
William MacIver Crabtree  
Nancy C. Dahm  
Lori K. Howland Davis  
Julie Alice Devaney  
Diane C. Donovan  
James "Jim" M. Donovan  
Karen E. Donovan  
Robin M. Donovan  
Susan Hooker Drum  
Eric Burgess Hood  
Brett Katharine Howley  
Patrick Richard Howley

#### **Withdrawn By Request (2)**

Courtney Margaret Bowman  
Robert Alfred Bowman

#### **Moved to Inactive**

Scott Alan Huff  
Paul Johnson  
Rosalie Johnson  
Kim Khazei  
Jonathon Andrew Lord  
Meghan Malia  
Shannon Ruth Malia  
John 'Johnny' Thomas Malia  
Cheryle Fox Malia  
Sarah Dunn Martin  
Kevin Scott McArdle  
Laura Ann Montgomery  
Sarah Hall Montgomery  
Nathan "Nate" Peterson  
Claudia G. Piper  
Eric Leroy Simpson  
Andrew Joseph Sullivan  
Sally P. Tyrie  
David C. Tyrie  
David Eric Van Aken

#### **By Death**

Ruth Sayre Ayres (fm)  
Frank J. Clare Jr. (m)  
Ruth Richardson Emery (m)  
Walter John "Jack" Farrell, Jr. (m)  
Virginia B. Gay (m)  
Rev. Dr. Joseph Neville (fm)  
Carol Jorgensen Pullin  
Dr. Philip Everett Richardson (fm)  
Renee Hubert Spencer (m)  
Jeanne H. Wentworth (fm)  
m – member, fm – former member,  
i – inactive member (5 active members)

#### **Extended Church Family**

Alice Eugenia "Jean" Hissey Blanch (Grandmother of Jena Roy)  
Reuben Hayes Brasher (father of Rev. Ginger Brasher-Cunningham)  
James C. Crabtree (father of John Crabtree)  
Daniel D. Dinsmore (uncle of Sarah Marino)  
Robert Hall (father of Kris Montgomery)  
Charles F. Navien (husband of Susan Navien)  
Dr. Philemon Cheverton Roy, Jr. (father of Jena Roy)  
Julie H. Skolds (mother of Karen Knouse)  
Harold Galen Weir (father of David Weir)

### **BAPTISMS 2011 (8)**

Christopher Ryan Anderson  
Lucy Hawthorne Considine  
Ethan Louis Kendall  
Lauren Ann Kendall

Reed Wallace Kendall  
Sonia Helena Kneiss  
Natalie Elizabeth Mason  
Harper Joy Holland McDaniels

## **REPORT OF THE MINISTRY TEAM**

For the past six months it has been my joy to serve as your Sr. Sabbatical Minister. I deeply appreciate your warm welcome, enthusiastic response to my ministry, caring support, and willingness to do some significant work together. This is the ninth church I have served (seven have been in an interim capacity) and First Congregational Church in Winchester ranks as one of my best experiences. Let me simply list bullets of some of our salient accomplishments.

- **Holy Destinations.** To Skip Waterbury's credit, he had many in leadership and in the congregation read Tony Robinson's book , *Changing the Conversation*. This provided education to the church about the changing landscape of Christianity and ministry in our time. It also put the church on a track to define itself and to prepare for a new ministry in anticipation of some staff changes in the next few years.

The HD team met faithfully most Tuesday nights planning listening sessions, surveys, collating all of the input from meetings, crafting possible Purpose and Vision statements based upon what we were hearing, and praying for the insight of the Holy Spirit to hear God's voice in the midst of our babble. The result, I think, is a fine Purpose statement that will be presented at this meeting and I hope you will warmly embrace it, but more especially live into it. The next step is a Vision of concrete steps necessary to accomplish the Vision and then a Roadmap that lays out the tasks, timeline, people and accountability necessary to reach the goals.

- **The Staff.** The staff has had a wonderful working relationship. We began our time in September by establishing a covenant for working together, which we honored. Staff time was spent in worship (Judy took the lead most times, but we all rotated as well), checking-in, creative planning of worship with all of us bringing resources, coordinating the calendar, and sharing pastoral concerns of which we were aware. Sarah Marino joined us and this was a great addition for she knows the pulse of the congregation, plus is a cheerful and very competent Office Manager. This February we all attended a workshop offered by the Mass. Conference *on Building Resiliency into Staff Teams*. We were joined by a number of layleaders and it was a day of great learning and connection.
- **Worship.** With the support of the staff and diaconate we tried some innovative additions to worship that were new, but not disruptive. Those included: The Blessing of the Animals (the largest attendance of our regular services this year); Reformation Sunday, All Saints Sunday, Renewal of Baptismal Vows, Ash Wednesday, and use of guitar, oboe, violin, and saxophone in addition to organ and piano. Judy was especially helpful taking care of details, remembering protocols and traditions (things I wouldn't know), and did so cheerfully. Mid-winter worship was a huge success. People especially enjoyed the intimacy of the small group gatherings before worship and the creative, informal style of worship. Attendance was down from last year perhaps because people felt it was too chaotic and not their style. But the Worship Committee heard those concerns, made some vast improvements and we hope all will give it a try when it is done again.

Jane continues to pick some amazing contemporary and profound anthems from some modern composers which the choir has sung amazingly. Jeffrey is an amazing accompanist and cheerfully adapts to our suggestions. Worship leaders are consistently good.

## **REPORT OF THE MINISTRY TEAM**

- **Christian Ed.** I personally enjoyed offering classes in Christian Spiritual Practices and An Adult Christ at Christmas. Although they weren't heavily attended those who did so found them profitable. Judy continues to lead monthly Bible study and weekly Forum with the youth, in addition to ski trips, mission trips, and other learning and serving activities. The kids love her and it is a special ministry. Kathleen provides creative opportunities for people to experience multi-dimensional healing offering a class for the Sandwich Generation caring for aging parents, Reike, coordinating the Healing Service and more. Justin Pearl is a wonderful addition to our team and is attentive to details, obviously love the children, and has a consistently good Time for Youth on Sunday morning.
- **Commissions and Committees.** FCCW is blessed to have so many competent lay leaders. The Deacons and Council meet in the round, begin with worship, and try to limit ourselves to the most important matters that we can accomplish during the allotted time. Penny Sparrow, Karen Roberts, and Anne Hoenicke have been dedicated, thoughtful leaders, respectful both of process and the need to get things done.

The Financial Resources Commission did a marvelous job with our Stewardship Campaign. Jena Roy put together a "narrative budget" that demonstrated in photos and graphics that Stewardship was not about money, but ministry. The goal of \$470,000 was almost reached and there's still time to participate.

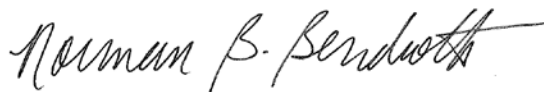
All groups met faithfully and did good work and I felt very good about the leadership (although there are a lot of meetings!!!).

- **Pastoral Care.** As a staff, we checked in regularly about those who might need special attention or care, those who were ill or hospitalized, or going through a difficult time. Kathleen was especially good at bringing those concerns--her radar is always up. We had a kind of "triage" where she would make an initial contact or visit and then pass on to the pastoral team if someone needed a call, Communion, or prayer. Health Ministries is a unique and wonderful gift to this community. People were also wonderful about bringing meals, sending cards, driving folks to doctor's appointments, or whatever was needed.
- **SGOT analysis.** The Deacons and Council asked me to share the document I wrote listing what I perceive are Strengths, Growth Areas, Opportunities and Threats to the First Congregational Church in Winchester. Remember they are through the lenses of my eyes and experience, but I hope they are helpful. The document follows this report.

Before I close, I want to thank you from the bottom of my heart for my send off on Feb. 26. It was moving, humbling, encouraging and reminded me why God has called me to this ministry.

I hope our paths will continue to cross.

Grace, mercy and peace to each one of you,



## **REPORT OF THE MINISTRY TEAM**

Dear Friends:

Since Skip has been away these last 6 months, it falls to me to write this report for the Ministry Team. There's not a lot to add to Norm's letter. He wrote a very complete account of his six months with us. What I would like to say, for myself and the whole Ministry Team, is thank you. You – the congregation – have been amazing these past six months. From the initial blessing of providing your called pastors with a sabbatical to the tiny details you fretted over with us, it has been a wonderful time of discovery and cooperation. You enthusiastically supported Norm making him feel welcome, helping him to know the ropes. You carried out the duties of your commissions and positions as thoroughly as if they were your paying jobs. You partnered with us to think through challenges the church faced. You opened your hearts to one another around our purpose statement. You've boldly trekked down new paths with us. We've been on a journey together. It has been great and I know it will lead us into a great future.

With love and gratitude from the Ministry team,

Judy Arnold  
Skip Waterbury  
Justin Pearl  
Kathleen Zagata  
Sarah Marino  
Jane Ring Frank

## **REPORT OF THE DIACONATE**

Together with the ministry team, the deacons are responsible for the spiritual care and development of the congregation. The deacons guide the general direction of the church's total ministry, assist the ministry team in conducting effective ministerial programs, and serve as an essential component of the overall leadership of the church.

Deacons are both servants and leaders, servant leaders, if you will.

The Deacons lead by example - by listening, by teaching, by communicating, by learning. In Changing the Conversation Tony Robinson gives a working definition of leadership. "*Leadership ... builds capacity and sustainability within a congregation as it mobilizes a congregation to engage and make progress on its deepest challenges (p. 84).*" Leaders articulate purpose and core values, ask good questions, assess problems and challenges accurately, take strategic risks when necessary, and develop leadership gifts and capacities in others. Deacons strive to perform these leadership duties to the best of their ability.

Deacons serve as instruments of the Church's ministry of compassion. Deacons serve as greeters on Sunday mornings and as representatives of the whole congregation at Baptisms and at new member ceremonies. Deacons serve 'behind the scenes' preparing Communion elements in the sacristy and visibly in the sanctuary on Communion Sundays. Serving as a deacon is an honor, a calling, a joy, and a responsibility. Deacons serve with compassion and care to the best of their abilities. This year we experimented with leadership of the diaconate by splitting the head deacon role into two six-month terms, with Karen Roberts serving April through September 2011 and Anne Hoenicke

## **REPORT OF THE DIACONATE**

serving October 2011 through March 2012. We hope we provided one example of how leadership duties can be more enjoyable and less onerous when shared.

From April to September, we had a busy spring, a relaxed summer and a transitional fall. Our new deacons joined us in April, and our usual rapid march of spring events followed. We hosted the Life Deacons' Breakfast on Palm Sunday, served during Holy Week and Easter, held the New Deacons' Dinner in May, and undertook the Program Review of all of our church programs in June, with the participation of the entire ministry team. The Belief Statements newly emerged from the Holy Destinations process provided a helpful framework for the year's review.

At the Maundy Thursday service during Holy Week, we invited lay members of the congregation to take deacons' traditional places at the Communion table where the Last Supper is re-enacted. Because those who participated seemed to find this opportunity so meaningful, we plan to continue this practice. In June we were delighted to learn from our sabbatical search committee (Moderator, representatives from Personnel, and retiring Deacons combined) that Norman Bendroth had agreed to be our sabbatical minister. After a typical summer of relaxed, intimate services run by lay members of the congregation, on September 11th we led the congregation in bidding farewell and Godspeed to Skip, and welcoming Norm to our church.

From September to February, the sabbatical period was a time of growth, exploration and renewal for the deacons as well as for Skip and the congregation. With the guidance of our sabbatical minister, we learned to experiment more in worship — and take some risks — knowing that some things may not work, but are still worth trying. These very different approaches to worship were accepted with an open curiosity and a willingness to experiment with new forms. New things we tried in worship and elsewhere and hope to continue are:

- Blessing of the Animals. This service was very meaningful and was the best attended Sunday service other than Christmas and Easter!
- Midwinter Worship (MWW). We spent 4 weeks cultivating new spiritual practices. People seemed to particularly value the small group sessions.
- Small Group Spiritual Offerings. Our Sabbatical Minister led small group sessions, including one on Christian Spiritual Practices and an Advent series called "An Adult Christ at Christmas." Both Holy Destinations and Health Ministry offered a variety of small group sessions, each of which allowed the participants the chance to make spiritual connections with each other. Small groups continue to resonate with the congregation and there is clearly longing for more.
- Renewal of Baptismal Vows. The chance to renew baptismal vows was very well received, and nearly every person in the sanctuary, including the youth, came forward to experience the renewal. Many people commented on the personal significance of the ritual.
- Healing Service. We tried a healing service that included three healing stations in the corners of the sanctuary. Ministers and lay leaders offered prayers of healing and the laying on of hands to congregants.
- Communication Conduits. We've experienced enhanced communications and an energized collaborative spirit as a result of expanding participation in several existing groups. We've employed a joint e-mail process for the Diaconate and Worship Committee to debrief together about services. We've regularly included our Associate Pastor, Judy Arnold, and occasionally, other ministry team members and Holy Destinations representatives, in monthly diaconate meetings. The ministry team included our Church School Coordinator,

## **REPORT OF THE DIACONATE**

Justin Pearl, and Office Manager, Sarah Marino, in their weekly staff meetings, and we have all found that planning, coordination and logistical efforts are improved as a result.

- Outward, Community Facing. We are increasingly interested in becoming a more outward-facing congregation where we collaborate with other churches and town organizations to combine our good works. In this way, we can better serve the greater community and support initiatives that can further advance our mission of service while simultaneously expanding our membership.
- UCC Connections. We have become more connected with the UCC resources that are available to us. We intend to implement some best practices they recommend. We encouraged the ministry team and lay leadership to take part in professional development opportunities and we attended a conference together, ministry and lay leadership, on building resilient teams.

It is now March, and we have recently welcomed Skip back into our midst. Renewed energy and refreshment, after a time of both rest and growth, are the mood of the day.

Anne Hoenicke, Head Deacon

on behalf of Cathy Crabtree, David DuBard, Sarah Gallop, Bob Lord, Walter Ogier, Becky Parkhill, Karen Roberts and Marcie Troisi

## REPORT OF THE MUSIC MINISTRIES

March 2011

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

The Senior Choir has experienced incredible stability and musical growth this year, thanks to the dedication of singers of all ages. We have added a few new singers to our ranks, and we enjoy their talents and contributions to the larger group. Our regular Sunday participation is high and energized. These are volunteers who, twice a week (Thursday evenings and Sunday mornings!), give so much to our community worship. Thank you one and all.

As a result of the hard work of special congregants, children of all ages continue to be involved in music at First Congregational Church. Cindy Wankowicz, after many years of dedicated and spectacular service to the Junior Choir, has stepped aside. Deirdre Giblin, with Cindy's help and cheerleading, brought a new energy and joy to the Junior Choir, which has been re-formed to include the church school children. The Cherub Choir is a wonderful and joyous introduction to music for young children and is marvelously directed by Pam McPherson with assistance from members of the Youth program. Thank you, Cindy, Pam and Deirdre; we could not do it without you.

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

The Advent Lessons and Carols service, our traditional glorious musical and biblical highlight of the Christmas season, was updated this year to include a formal pageant with the children. Along with the traditional readings and carols, the Senior Choir offered James Woodman's radiant setting of the famous medieval legend, *A Midwife's Tale* in which Zachel, a midwife enlisted by Joseph to attend to Mary at the time of Christ's birth, tells her version of the nativity story. It was a joyful day of true intergenerational worship.

On Cantata Sunday, March 25, 2012, the Senior Choir will present Haydn's rarely performed oratorio, *The Seven Last Words of Our Saviour on the Cross*, Hob.XX/2, a deeply expressive and remarkably beautiful piece. I look forward to working with the choir on this marvelous piece of music; Cantata Sunday is one more opportunity for the choir to display ongoing excellence and commitment to music as worship. With the superb Jeffrey Mead at the organ and a professional string quartet, the chancel will be ringing with beautiful singing and playing.

Special thanks to a talented staff of musicians: Jeffrey Mead, organist; Susan K. Navien, soprano; Peter Owens, tenor; and Robert White, handbell conductor. It is as much a pleasure to work with you now as when we began together, and I thank you for sharing your gifts and talents.

Respectfully submitted,  
Jane Ring Frank, Minister of Music

## **REPORT OF THE WORSHIP COMMITTEE**

The Worship Committee continues to explore and identify the most effective means of bringing enhanced vitality to our worship services and helping the congregation to create deeper connections with God and with one another. Our role is to provide ideas and feedback to the Ministry Team and the Diaconate for consideration.

Our primary focus this year has been the Midwinter Worship series we introduced last year. It occupied a significant portion of our time last spring; unpacking our initial experiment, planning in the fall for a second series, and implementation in January. The timing of Midwinter Worship and the planning required for it meant that we weren't able to take full advantage of Norm's time with us for brainstorming other ideas. Some of that brainstorming shifted to the Ministry Team during their weekly meetings with Norm and some of the changes they undertook are listed below.

Overall, the response to this year's Midwinter Worship was favorable. Attendance was steady although the total numbers were down from last year. Having done this once before, the mechanics and logistics were smoother, and we were better organized. After reviewing feedback from last winter, we made some modifications: shortening the time frame to 4 weeks in January, tightening up the time on Sunday (starting a little later, and allowing less transition time between the small groups and worship); better marketing using a tri-fold that Norm designed and the all church email to announce the lectionary for the next Sunday and some of the small group offerings; better planning for the children in their Sunday School time, using the chapel as an initial meeting place and well-advertised lesson plans for each Sunday; adjustments to the music offering - retaining an informal choir and weekly practice, restoring the anthem and some familiar hymns while also introducing some new music. The general structure of the morning remained the same: the overarching theme of "*Living our Sunday in a Monday-to-Saturday World*"; a shortened, informal, intergenerational service conducted on one level; a more intimate seating of the congregation; increased lay participation including children; and dedicated space for the children in the front of the sanctuary. The number of small groups and the topics remained the same: *Talking with and About God, Gifts, Music, Daily Living, 40 Days in the Wilderness*. The focus also remained the same: using the lectionary for the day to explore our personal faith formation, and the connection between our spiritual lives and our day to day lives. We also opted for a less rigorous, more open-ended feedback form. We hosted a post Midwinter breakfast to gather feedback from our small group leaders.

### **Some of the Midwinter Worship feedback:**

A phenomenal response to the baptismal renewal

Kids seemed relaxed and at home in the sanctuary

The continued choir practice allowed the choir to participate in small groups

Deacons still need more help so that they can participate more

The whole experiment took considerable time and energy and created a great sense of community of the people involved

Lectionary – mixed response, some felt it enhanced their worship experience; others felt it a topic wasn't as important as the gathering of people

Value of small groups for faith formation

People uncomfortable, insecure about talking about their faith; perhaps some do not feel they know the Bible well enough

We all have different ways of experiencing the holy

## **REPORT OF THE WORSHIP COMMITTEE**

Enjoyed trying something new, but miss the traditional way of worshipping  
Felt the series was better organized and ran more smoothly than last year

### **Some of the highlights of the year:**

The continued use of lay preachers during the summer and Sunday morning Bible Study preceding worship  
Super Saturday worship workshop hosted by the Mass Conference  
Engaging (for both children and adults), thematic Times for the Young with Justin Pearl and occasional lay leadership  
World Communion Sunday as true intergenerational service; Communion at different stations  
Blessing of the Animals in Chidley Hall, which managed to be transformed into a worship space  
Reformation Sunday  
Communion of All Saints – interplay of scripture and visuals  
Stoned Soup Sunday – intergenerational service  
Hanging of the Greens  
Lessons & Carols with an inserted pageant  
Informal “pick-up” pageant on Christmas Eve early service for those families who travel at Christmas  
Hosting coffee hour with assistance from the choir  
An evening Ash Wednesday service in Ripley Chapel  
A healing service  
Faith Moments throughout the year

### **From the Ministry Team on changes to the order of worship:**

Added verse or quote at beginning for meditation or reflection  
Prelude after the welcome and announcements to create more reflective transition to worship  
A reading of a Psalm in the call to worship with a sung response; lay led litanies  
“Act of Praise” (Gloria) – printed words in bulletin  
Hymns that Norm knew but that may be unfamiliar to us; different forms of congregational singing  
Printed words of offertory; unison prayer of dedication; different lyrics to doxology  
Occasionally used bidding prayers; pastor/petition/congregation/sung or spoken response  
Occasional use of drama/skits  
Norm’s own style of preaching  
Use of conversational preaching  
Occasional change in the placement of sermons  
Attempted different ways of doing Communion

Respectfully submitted by Laurie Roby, Chair  
On behalf of the Worship Committee: Judy Arnold, Norman Bendroth (Sabbatical Minister), Jane Ring Frank, Sarah Gallop (Deacon Representative), Elizabeth Page, Liz Sayre, Taylor Tresselt, Skip Waterbury, Julianne Zimmerman

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

Although, this has been another year of transition for our Church School, we've been upbeat and busy. We have been extremely fortunate to have Justin Pearl as our Church School Coordinator this year. He has worked closely with Judy, the Christian Education Commission (Children and Youth) and the Ministry team. We've also welcomed Christine Vittorioso, as our Nursery Coordinator. She's been very faithful- despite a noticeable lack of nursery age children.

The Fall Term began with registrations on Homecoming Sunday. With a little tweaking to accommodate age groups, we were able to use the Rock Solid Curriculum for all the classes this year. We collected coins for UNICEF at Halloween. The church school decorated and distributed grocery bags for food Donations to the Grow Clinic at Thanksgiving. We enjoyed the Cherub and Junior Choirs' anthems at Thanksgiving and Christmas. We all owe a debt of gratitude to Pam McPherson for her wonderful work with the Cherub Choir, and to Deirdre Giblin and Cindy Wankowicz for their Junior Choir work. This year we held the Christmas pageant during worship the Sunday before Christmas. This made it possible for those families who go away on Christmas to participate. On Christmas Eve we experimented with an impromptu pageant as part of the Time for the Young – the experiment wasn't a full-on success but was a great learning experience.

During Winter Term, the whole church celebrated Midwinter Worship again with four weeks of classes for all ages and intergenerational worship. We shortened the time frame of the morning – beginning at 9:30 and ending at 11:05. The children began each Sunday in Ripley Chapel where a member of the Ministry Team set the theme for the morning and shared scripture with the children. Drawing upon themes from the life of Christ, lessons included discussions of the miracles, Jesus' love for children, healing, and following the teachings of Jesus. In connection to these lessons, each week also included an activity – baking bread, teaching adults, mazes through the church. Furthermore, each week, the children were involved in worship leadership in some way, most enthusiastically in their assistance with the collection of the offering. The children were a little more restrained in the sanctuary this year. As a congregation, we are still working on intergenerational experiences, but it is wonderful to see the level of comfort our children have in the sanctuary.

We are joyfully resuming our regular class schedule for Lent, looking forward to Easter and to sharing with the Congregation on Church School Sunday June 10<sup>th</sup>. Our theme this year will be God's Garden. We hope to make the Reno Garden a familiar and sacred place for our children.

Justin has been wonderful, both as a Church School Coordinator and a Worship Leader. The connection he has with the children is deep and special. The congregation looks forward to the Time for the Young eagerly each week. We hope that his academic career allows him to stay with us for the next few years. In any event, it has been made clear to us by the Ministry Team, the Council on Ministries and the Personnel Commission that the part-time position of Church School Coordinator is all the budget can support at present. Our commission, and many other members we have heard from, firmly believe that it is in the best long term interest of the entire church to develop this position into one that provides continuity, stability, vision and creative leadership for the Church School. It is still our hope that during the upcoming Vision and roadmap process of examining the church's needs for the future, we can find a way to make this happen. We need a strong Children's Education and Youth Program to serve the families of this

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

church, retain current members and attract new ones. It is the single most important and reliable way to grow and strengthen the membership of our beloved spiritual home.

We also have exciting plans for the future. In line with our new purpose statement, we are addressing how to welcome children with different learning styles. The Christian Education Commission, Judy, Kathleen, and Justin have begun to formulate strategies for developing a more inclusive Sunday School program. Among the various proposals, there have been ideas regarding alterations in registration forms, emphasis upon small group activity, and the inclusion of multiple “learning stations” as opposed to the linear learning strategy that has been the norm.

Principle to the attainment of our goals will be the restructuring of the physical environment in at least one of our rooms. Currently, the majority of our rooms are adequately setup for our needs, with the strong exception of the 3<sup>rd</sup> and 4<sup>th</sup> grade class room (located upstairs, above the family room and sacristy). The furniture in that room is noticeably oversized, both too high for the students and too wide to properly arrange in the space. In light of this, we have begun looking into alternate furniture options.

As part of this, Justin has created a quiet room where Jeffrey Mead used to have his office. This space is sparsely furnished and contains an altar with the idea that children and their parents or teacher may find it good place to recover equilibrium after an upset.

As part of ongoing efforts to make us an intergenerational church in all of activities, we are beginning to involve children more in our regular worship services. We plan to include them as occasional leaders of the Call to Worship, prayer leaders and scripture readers. We already know they are dynamite as Offering Collectors. It is our hope that as children either participate or see other children participate in Worship, their understanding and tolerance of the ‘adult’ service will deepen.

The older youth program started off the year with a Back-To-School outing at Gordon College – for a High Ropes and Team Building Course. The Rite 13 and J2A programs continue to be active. Rite 13 is led by Kim Farina, Bruce Alexander, Suzy Kahl and Nick Wankowicz. They are currently preparing for the Rite 13 Ceremony in May. They’ve tackled lots of topics this year – and had several special classes. Mike Regentz led an etiquette class. And they’re looking forward to a Sky Zone outing on March 25<sup>th</sup>. J2A is being led by Doug Clarke, Barry McArdle, Janice Wilson and Andy McKinley. The J2A Youth will be going on a Pilgrimage in June. The site of it will be Ghost Ranch in Abiquiu, New Mexico. The Pilgrimage includes service projects but it also includes opportunities for growth, reflection and discernment. Our activities will be varied and include service, art, music, journaling, hiking, worship and small groups. Fund raising is underway. Our hope is that the youth will use part of this contemplative time to ponder their faith and decide if they’d like to take the Confirmation Class in the Fall. Both Rite 13 and J2A continued their regular classes during Midwinter Worship – but they met earlier to enable the kids to join the rest of the congregation in Worship.

High School youth meet each Sunday evening in Forum. This same group will be going on a Mission Trip to Miami in April with DOOR – Discovering Opportunities for Outreach and Reflection – a Mennonite Organization.

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

Judy will be going on Sabbatical in the Fall of 2012. Judy's sabbatical focus will be on Embodied Worship Experiences, in part through the walking of labyrinths. While she is away walking labyrinths and experiencing the sacred in new ways, we will be led in learning about walking the labyrinth as a spiritual practice. Judy received a grant from the Lilly Foundation to cover her sabbatical expenses and to provide leadership for these experiences. The grant also provides for coverage during Judy's absence. We're delighted that the coverage will come in the form of Jena Roy. Her love for the church and the children will make this transition a smooth one and we hope a learning experience for Jena as she moves toward ordination.

Finally, we cannot thank our Church School, Rite 13 and J2A teachers enough. Without their willingness to be there for our kids each week none of our work is possible. We will be looking to the congregation for help in filling the need for teachers in the coming year. In the Church School we will work to develop teaching teams so that the same people are not relied upon week after week and term after term. That's the plan for the Older Youth Leaders, too. But in the practice they've often elected to all 4 be at class together. We are also grateful to our newest commission member Lucy Willoughby, and to Wendy Procop, for her consistent and steadfast help on the commission this year.

*Children and Youth Christian Education Commission, 2011/2012*

*Gretchen Clarke, Chair, Judy Arnold, (Associate Pastor), Justin Pearl (Church School Coordinator), Jodi Collins-Skinner, Natalie Roche, David Weir and Lucy Willoughby*

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

The program year 2011 -2012 began on April 10, 2011, with an 11 hour "Great Books" discussion of "America's Four Gods", written by two sociologists of religion from Baylor University. Baylor's Institute for the Study of Religion invited thousands of Americans from diverse backgrounds and regions to evaluate, discuss, and compare their varying perceptions of God. The Baylor study showed that 95% of Americans claim to believe in God, but that our descriptions vary enormously. To what extent is God perceived as active (or passive) in our modern world? To what extent is God perceived as benevolent or judgmental?

Our local discussion, which began with a simple self-administered questionnaire, showed that within our congregation we also hold divergent conceptions of God. (Should we be surprised that New England Congregationalists hold a variety of opinions about God?)

On May 15, we turned to another contemporary issue: bullying. We referred to "The Bully, the Bullied, and the Bystander", a book by Barbara Coloroso. And we asked three young members of our community, each of whom grew up in our congregation, to tell us of their experiences with and knowledge of bullying. Alec Weir, now teaching English at Winchester High School, Laura Richter, now a staff assistant to our state representative Jason Lewis, and Matt Marotta, now a sophomore at Harvard College, each contributed to our understanding of this vexing issue.

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

In November and December, we engaged in another "Great Book" study. Marcus Borg's most recent book, "Jesus: Uncovering the Life, Teachings, and Relevance of a Religious Revolutionary", served as the base for three 11th-hour discussions. As we have learned from previous studies of Borg's work, he is stimulating, sometimes disturbing, and often inspiring.

Through the winter months, we worked with Kathleen Zagata and the Health Ministry Commission in planning a series of programs that will focus on the new Reno Garden. Those programs begin on March 25, and continue throughout the rest of this program year.

On February 19, as a prologue to those programs, we sponsored an 11th Hour review of "Facing Death", a PBS documentary study of families and physicians who are confronted by the painful and perplexing issues surrounding end-of-life decisions. This discussion was led by Jena Roy and Doug Taylor, and attracted a large and thoughtful gathering.

We also collaborated with our church librarian, Leslie French, in considering ways of stimulating greater use of our library. One step has been taken: the Chidley Hall stage now includes tables and sets of books, available for easy borrowing and returning. Try it some Sunday!

Linda Alexander, Nanci Barker, Teresa Cader, Eric Fieleke, Jack Howland, and Paul Rahrneier.

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

I am completing my first year as the new church librarian, having taken the reins from a dedicated, extremely long-serving church member, Marjorie Moore. Most of the year was spent learning about the job and the physical aspects of the library, as well as cleaning and refreshing things. I met with the Adult Education Committee several times to discuss ideas and concerns regarding the library. One idea that has been implemented is the location of a "Library Annex" on the carpeted stage in Chidley Hall, where folks can browse among some fiction and non-fiction books during coffee hour on Sundays. These books will be changed periodically, as will the books on the cart in the reception area. A thorough inventory and discarding of old, unused books is scheduled for this spring. Also, a survey/questionnaire is in the works to gather feedback about the library and to get ideas and suggestions on the future use of one of our church's great assets.

Respectfully submitted,  
Leslie French

## **THE REPORT OF THE HEALTH & WELLNESS MINISTRY 2011-2012**

During the past year, the Health Ministry has concentrated on making our mission--to extend the healing ministry of Jesus to ourselves and one another--an experiential part of the spiritual life of our church. Every encounter for Jesus was an opportunity to respond to pain, doubt and brokenness with the message that healing is always possible. Whether we are conscious of it or not, holistic healing is the part of our nature that restores balance, peace and well-being regardless of whether a cure or miracle is possible. Jesus' healing ministry was anchored in faith

## **REPORT OF THE HEALTH & WELLNESS MINISTRY 2011-2012**

and inclusive of everyone. People grew in faith when they experienced his healing. They also opened themselves to his healing because of their faith.

The Health Ministry has tried to align itself with the mission statement produced by the Holy Destinations process and the emerging envisioning work that will lead to concrete actions the church will take. The pervasive need for a stronger, more intimate, faith-based community has been heard by the Health Ministry as a call for more structured ways to minister to each other to support healing. By "experiential," we mean faith practices that enable us to live the mind-body-spirit connection, not just discuss it. As we outline our activities below, we'll highlight Health Ministry Pilots where we've tried to make our healing ministry more experiential.

**Bible Study at each HM Meeting:** In preparation for the Healing Service, we have opened our meetings with a brief discussion of Mark 1:40-45, where Jesus heals a leper. Norm led the first discussion. We found that studying this scripture together provided a deep reminder of our mission and stimulated us to hold the complexity of healing in our minds as we looked at ways to foster it in our work.

**Rotating Committee Chairs:** Faced with a small committee of people who also served on other committees, we decided to experiment with having a different chair each month. This helped people to uphold multiple committee work, while also enabling each of us to understand Health Ministry more deeply and take greater ownership of it. We mention this as a possible avenue for other committees to explore.

**Sharing Our Healing Gifts of the Spirit:** A Health Ministry Pilot. Kathleen inaugurated a series of monthly healing sessions focused on Healing Touch and Reiki. Sessions were announced in the *Spire* and open to everyone. This is an example of Health Ministry's move from a discussion of healing to an experience of it outside of worship. (2/27, 11/15, 1/24, 2/28, and 3/27)

**Health Ministry Healing Service, February 12th:** Health Ministry Pilot. We prepared for this by hosting a meeting to practice the laying-on-of-hands, inviting non-committee members and opening ourselves as givers and receivers. The church service itself focused on Jesus' healing of the leper and the congregation's active participation in asking for healing. Three stations were provided for the laying-on-of-hands and prayers in response to individual requests. There was widespread participation. Healing was extended to our church school, teens, and those at home and in nursing homes. The committee plans to offer another healing service next year.

**Meet You at the Garden Gate Orientation Program:** The memorial garden is intrinsically a place of healing. Kathleen has prepared an orientation document, which the Health Ministry Committee has studied. The Health Ministry is hosting programs in conjunction with the Reno Garden Committee and Adult Education and with Judy Arnold around her sabbatical study. We have planned two sessions related to the healing potential of the garden: an 11th hour talk on "**Faith and Gardens**" by the Rev. Sarah Thornton and "**Train the Trainers,**" for Labyrinth guides, led by the Rev. Katrina Clinton. We are also participating in the programs on death, grieving and family burial, leadership orientation for committees, staff and clergy, and the Spring Tea for Elders, which will be held in the garden.

## **REPORT OF THE HEALTH & WELLNESS MINISTRY 2011-2012**

**Supporting our Elders while Balancing Family, Work and Personal Needs:** A Health Ministry Pilot. Open to the community. On 3/27, Ken Orth will lead a session on "Forgiveness and Disappointments in the Elder-Adult Caregiver/Child Relationship."

**Ongoing Outreach:**

**The Caring Network** for meals, rides and support services.

Also: **The Flower Committee, The Prayer Shawl Ministry, Fellowships Teas and Luncheons for Seniors, including a concert by Jeff Mead, The Christmas Service of Light, Coffee Hour with Healthy Food Offerings, Ballroom Dancing, Exercise and Healthy Living Events, Life Line Screening, Mid-Winter Worship, and general mind-body-spirit information in the Spire.**

(A description of each of these activities can be found in the Health Ministry Annual Report for 2011.)

Our May HMC retreat will focus on the program year 2012-13 with special attention to the Church's new purpose statement and envisioning plan.

Thank you deeply to all those who contribute time and spirit to the programs of the Health Ministry.

Teresa Cader, March Chair

## **REPORT OF THE MEMBERSHIP COMMISSION**

The Membership Commission had to meet given people's different schedules. We organized the following church events during the 2011/2012 church calendar.

### **SEPTEMBER 2011 (\$415.43)**

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

- Hosted the Annual "Homecoming" Luncheon outside Donations \$458.00
- Subs from Bob's were a big hit! \$658.49, Chips and Soda \$214.94
- Expenses totaled \$873.43

### **NOVEMBER, 2011 (\$439.80)**

#### **Progressive Dinner**

- Moved the Progressive to the Fall 1st Saturday in November 5th. Rented tablecloths at Peterson Party \$102.00 Wine purchased 24 bottles \$239.76 we have 10 left for next year. Plants and balloons \$98.04
- Total expense \$439.80

#### **Stone Soup Lunch(\$209.64)**

- We purchased bread and bowls and butter \$62.36 Donations \$272.00

### **DECEMBER 2011 \$680.38**

#### **Annual Bean Supper \$744.62 Donated to youth mission**

Thank you Sally Hawksworth and Dave Weir for stepping up this year.

- Expenses totaled \$680.38 Donations totaled \$1,425.00

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

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

- Planned and hosted the All-Church Birthday Party on March 18<sup>th</sup> in Chidley Hall.
- Many people attended this popular pizza lunch, followed by birthday cake for dessert.
- Received \$410.00 in cash donations. Proceeds were to benefit Woburn Council.
- Expenses totaled \$420.46 I expect the cost will be the same for \$2012.

### **COFFEE HOUR \$136.89- 2011**

Juice and seltzer and coffee purchased 2011

Total \$136.89

### **COFFEE HOUR 2012**

New Item \$530.00 COFFEE POT TO REPLACE OLD PERCOLATOR \$250.00

CASE OF 24 REGULAR AND DECAF QUARTERLY \$70.00

NEW ENGLAND ORGANIC FAIR TRADE COFFEE

TOTAL FOR YEAR \$530.00

### **JUNE, 2012 (?)**

#### **Year End Barbecue**

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

Respectfully submitted,

Joan Theuer Membership Committee

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

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

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

## **Our Focus This Year**

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

## **Sharing Our Abundance This Year**

### **Hands-On Outreach**

- Little Red Wagon (monthly): Solicit and deliver bags of food for the local pantry at the Woburn Council for Social Concern.
- Food Drive (August): FCC participated in a Winchester-wide food drive in August to benefit the Food Pantry at the Council of Social Concern.
- Habitat for Humanity (approximately four times each year): Work groups from our church participated at sites in Lawrence.
- The Dwelling Place (monthly): Preparing and serving a meal to local families in need.
- Massachusetts Coalition for Homelessness (Sept – Nov 2011): School supplies were collected for homeless children, the congregation was very generous and we supplied backpacks, notebooks, pens, pencils, etc. to the MCH over a two month period.
- Turkey Drive (Thanksgiving): About 40 turkeys were collected from the members of the congregation; and the youth group delivered them to Pilgrim Church in Boston.
- Christmas Tree Giving (December): Hundreds of gifts were collected and distributed to some 100 individuals in need at Germaine Lawrence, Rosie's Place, and Woburn Council for Social Concern.
- Cradles to Crayons (March): This year we began collecting for Cradles to Crayons during our All Church Birthday Party.
- Dancing with Celebrities (February 2012): FCC Sponsored ten attendees of the FCC Ballroom Dancing troupe to the Autism Society's dance party in February 2012 held at St. Mary's.
- Winchester In Transition (February 2012): FCC endorsed the WIT meeting and workshop.

### **Outreach Giving**

The Outreach Commission manages the distribution of the portion of pledge income specifically set aside for Outreach. In 2011 \$83,906.00 was voted to be the budget, which was 13.2% of overall pledge income.

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

Of that total, the Outreach Commission distributed \$46,000 to Our Church's Wider Mission (OCWM), the fund for the United Church of Christ work beyond the local church – through our Conferences, National Ministries, and UCC-related institutions.

Of the balance of approximately \$40,000 was distributed among 20 local and national charitable organizations, including Dwelling Place, Esperanza, Grow Clinic, Habitat for Humanity, Mass Coalition for the Homeless (MCH), Mission of Deeds, Pilgrim Church, Respond, Room to Read, Rosie's Place, Woburn Council of Social Concern, Women's Lunch Place, City Mission Society, Lowell Transitional Living Center, and the UCC's One Great Hour of Sharing.

We also contributed funds to support our youth mission.

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

### **2011 Special Offerings**

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

- **Easter Offering (April): Our congregation contributed \$6,067.00 in response to a request to support Boston Community Capital.**
- **Just Peace Offering (October): Our congregation contributed \$2,643.00 to the Lowell Transitional Living Center.**
- **Christmas Offering (December): Our congregation contributed \$6,254.00 to the Mass Coalition for the Homeless for the "A Bed for Every Child" program. Also, we sold cakes and cookies for that program.**

**Respectfully submitted,**

Mike Regentz, Chair & Treasurer

Outreach Commission

## **REPORT OF THE TREASURER - 2011**

2011 was a year of slow recovery and limited growth. The financial whirlwinds of the previous three years made their presence felt once again even as some promising signs pointed to a better future.

2011 was also the third full year of our Capital Campaign. By the end of the year we were blessed with some \$1,318,000 in pledges against a goal of \$1,400,000. Of these pledges, some \$1,160,000 in gifts (nearly 88% of the total pledged) have been received leaving \$158,000 in outstanding pledges. As reported previously in 2010, the Church entered into a borrowing agreement with the Winchester Cooperative Bank. This allowed the Capital Campaign construction program to continue at a high pace even as we wait for the balance of the pledged contributions to come in. By year end the loan balance was reduced from its high of \$220,000 to \$68,000.

Our financial results for 2011 reflected the strain that the uncertain economy placed on our congregation as lower revenues were not able to support existing programs and a deficit of \$9,570 occurred.

On the revenue side, Pledge, Back Pledge, Non-Pledge, Cash Collections and Endowment giving were all off from 2010 and from their 5 year average. Consequently, 2011 total revenue of \$668,196 was lower than budget by \$32,954 and lower than the 2010 receipts by \$60,089. On the expenditure side, expenses came in \$23,424 lower than the 2011 budget and \$13,096 lower than 2010 actual spending. Part of this reduction in expenses was a reaction to lower revenue expectations as some spending was deferred or eliminated when doing so would not affect core programs or outreach giving.

During 2011 the Church invested funds generated \$109,640 in interest and dividend income which were distributed to our Restricted and Reserve Funds and reinvested in our Endowed Funds. This is slightly above the previous year and good news in an environment of low interest rates. Unfortunately, the economic uncertainty mentioned above continued to plague the investment market and we were no exception, losing \$167,804 in 2011 to bring the value of our endowment and reserve funds invested to \$4,166,829.

One bright note is that 2011 was the third and final year that the great losses of 2008 enter into the calculation of endowment support. Our practice has been to take the average balance of qualified endowed funds from the previous three years when determining how much support is available for operations from endowed funds. That we were able to stick to that plan in face of great pressure bodes well for future years. In fact, 2012 endowment giving is a full \$5,000 higher than 2011. And absent a return to the turbulence of 2008, future years should see continued gains.

The following schedules are part of this report:

- Operating Budget vs. Actual Receipts and Disbursements - 2011
- Report on Endowed Funds – 2011
- Report on Changes in Restricted and Reserve Funds – 2011
- Expenditures from Restricted and Reserve Funds – 2011

Respectfully submitted,  
David M. Peretti, Treasurer

# REPORT OF THE TREASURER - 2011

## Ledger to Budget Detail

First Congregational Church  
21 Church Street  
Winchester, MA 01890  
Transaction Date Jan 1 2011 to Dec 31 2011

	Amount	2011 Budget	Difference	Percent of Budget
<b>Income</b>				
<b>Income</b>				
1050 Pledges	449,994.94	470,250.00	20,255.06	95.69 %
1100 Gen. Endowment Availing	94,000.00	94,000.00	0.00	100.00 %
1200 Jenks Endowment Availing	56,000.00	56,000.00	0.00	100.00 %
1250 Rental Income	26,584.24	26,600.00	15.76	99.94 %
1300 Back pledges	1,645.00	7,500.00	5,855.00	21.93 %
1350 Cash collections	9,528.96	9,800.00	271.04	97.23 %
1400 Unrestricted Gifts	1,200.00	5,000.00	3,800.00	24.00 %
1401 Non-Pledge Giving	29,144.00	30,000.00	856.00	97.15 %
1500 Interest & Gain/Loss on Stock	98.53	2,000.00	1,901.47	4.93 %
1705 Transfer to fund deficit	0.00	0.00	0.00	0.00 %
<b>Income Total</b>	<b>668,195.67</b>	<b>701,150.00</b>	<b>32,954.33</b>	<b>95.30 %</b>
<b>Total Income</b>	<b>668,195.67</b>	<b>701,150.00</b>	<b>32,954.33</b>	<b>95.30 %</b>
<b>Expenditures</b>				
<b>Fac &amp; Per Commission</b>				
Personnel				
3100 Clergy	107,789.48	110,086.00	2,296.52	97.91 %
3110 Housing Allowance	71,382.60	67,792.00	(3,590.60)	105.30 %
3120 Clergy-pen. & ins.	57,319.50	57,450.00	130.50	99.77 %
3200 Office Staff	44,128.87	46,861.00	2,732.13	94.17 %
3220 Off. Staff-pen. & ins.	5,114.75	5,155.00	40.25	99.22 %
3300 Sexton-regular hours	26,052.68	27,982.00	1,929.32	93.11 %
3400 Lay Staff	81,046.05	84,169.00	3,122.95	96.29 %
3420 Lay-pen. & ins.	4,339.60	4,311.00	(28.60)	100.66 %
3500 Independent contractors	12,399.00	14,800.00	2,401.00	83.78 %
3600 Travel	1,019.56	800.00	(219.56)	127.45 %
3610 Professional expenses	2,501.00	3,000.00	499.00	83.37 %
3620 Sabbatical	2,000.00	2,000.00	0.00	100.00 %
3630 Church FICA	24,665.53	25,309.00	643.47	97.46 %
3640 Personnel contingency	1,694.34	2,000.00	305.66	84.72 %
<b>Personnel Total</b>	<b>441,452.96</b>	<b>451,715.00</b>	<b>10,262.04</b>	<b>97.73 %</b>
Facilities				
4000 Copier rent & maint.	3,016.86	2,600.00	(416.86)	116.03 %
4010 Postage	2,535.74	2,800.00	264.26	90.56 %
4100 Office Expense	11,619.35	12,000.00	380.65	96.83 %
4120 Telephone	4,189.56	4,120.00	(69.56)	101.69 %
4125 Electricity	10,218.03	10,300.00	81.97	99.20 %
4130 Water & Gas	3,305.59	3,500.00	194.41	94.45 %
4140 Maintenance	14,152.28	16,000.00	1,847.72	88.45 %
4141 Exterior Maintenance	7,934.64	7,500.00	(434.64)	105.80 %
4142 Capital Reserve	2,000.00	2,000.00	0.00	100.00 %
4145 Rubbish removal	3,301.25	2,700.00	(601.25)	122.27 %

# REPORT OF THE TREASURER - 2011

## Ledger to Budget Detail

Transaction Date Jan 1 2011 to Dec 31 2011

	Amount	2011 Budget	Difference	Percent of Budget
4150 Sexton supplies	2,774.44	2,700.00	(74.44)	102.76 %
4155 Snow removal	4,790.00	5,000.00	210.00	95.80 %
4160 Insurance	27,249.00	35,500.00	8,251.00	76.76 %
4170 Pianos & organ maint.	782.17	1,000.00	217.83	78.22 %
4200 Fuel	22,085.70	21,600.00	(485.70)	102.25 %
<b>Facilities Total</b>	<b>119,954.61</b>	<b>129,320.00</b>	<b>9,365.39</b>	<b>92.76 %</b>
<b>Fac &amp; Per Commission Total</b>	<b>561,407.57</b>	<b>581,035.00</b>	<b>19,627.43</b>	<b>96.62 %</b>
<b>Outreach Commission</b>				
5100 General Outreach Appropriation	83,906.00	83,906.00	0.00	100.00 %
<b>Outreach Commission Total</b>	<b>83,906.00</b>	<b>83,906.00</b>	<b>0.00</b>	<b>100.00 %</b>
<b>Cong'l Life</b>				
5500 Music	3,601.88	3,740.00	138.12	96.31 %
5600 Deacons	1,932.17	1,980.00	47.83	97.58 %
5625 Worship & Cong'l Life	1,270.81	1,200.00	(70.81)	105.90 %
<b>Cong'l Life Total</b>	<b>6,804.86</b>	<b>6,920.00</b>	<b>115.14</b>	<b>98.34 %</b>
<b>Other Commissions</b>				
5700 Member Life & Dev.	1,990.32	2,400.00	409.68	82.93 %
5750 Health Ministry	1,359.99	2,120.00	760.01	64.15 %
<b>Other Commissions Total</b>	<b>3,350.31</b>	<b>4,520.00</b>	<b>1,169.69</b>	<b>74.12 %</b>
<b>Education Commission</b>				
5800 Church School	6,325.73	6,760.00	434.27	93.58 %
5825 Adult Education	340.08	900.00	559.92	37.79 %
5850 Youth Activities	6,115.88	7,500.00	1,384.12	81.55 %
<b>Education Commission Total</b>	<b>12,781.69</b>	<b>15,160.00</b>	<b>2,378.31</b>	<b>84.31 %</b>
<b>MAUCC Per Capita</b>				
5900 MAUCC Dues	9,515.10	9,594.00	78.90	99.18 %
<b>MAUCC Per Capita Total</b>	<b>9,515.10</b>	<b>9,594.00</b>	<b>78.90</b>	<b>99.18 %</b>
<b>Total Expenditures</b>	<b>677,765.53</b>	<b>701,135.00</b>	<b>23,369.47</b>	<b>96.67 %</b>
<b>Over/Under</b>	<b>(9,569.86)</b>	<b>15.00</b>	<b>9,584.86</b>	

## REPORT OF THE TREASURER - 2011

Report on Endowed Funds - 2011									
			2010						2011
BOOK VALUES	Designated Use (generally used for)	Balance 12/31/2010	Disbursements into funds / budget	Transfers into funds / budget	Changes in Fund Principal	Add: 2011 Investment Income	Add: 2011 Capital Gain (Loss)	Balance 12/31/2011	
<b>Endowment with Unrestricted Use:</b>									
General Endowment:	Unrestricted	1,958,497	(94,000)		34,565	50,698	(88,638)	1,861,122	
Jenks Endowment	Unrestricted	1,175,222	(56,000)	0	2,200	30,184	(52,772)	1,098,834	
<b>Subtotals</b>		3,133,719	(150,000)	0	36,765	80,882	(141,410)	2,959,956	
<b>Endowment with Restricted Use:</b>									
Chidley Scholarship	Scholarships	10,571	(506)			271	(474)	9,862	
Pastor-Cleworth	Pastor's Fund	6,321	(303)			162	(284)	5,896	
Pastor-Mason	Pastor's Fund	10,392	(497)			267	(466)	9,696	
Palmer Special Needs	Unrestricted / Facilities	136,345	(6,526)			3,498	(6,116)	127,201	
Wallace Music	Music / Cantatas	14,434	(691)			370	(647)	13,466	
N'Haus	Flowers & Lilies	3,654	(175)			94	(164)	3,409	
Eberle	Youth Forum	7,798	(373)			200	(350)	7,275	
Redmond	Youth Forum	2,470	(118)			63	(111)	2,304	
Pastor & Deacons-Hall	Pastor & Deacons	19,179	(918)			492	(860)	17,893	
Pastor & Deacons-Mason	Pastor & Deacons	17,199	(823)			441	(771)	16,046	
Poduska	Unrestricted / Technology	25,135	(1,203)			645	(1,127)	23,450	
Abbe Endowment	Unrestricted / Facilities	42,140	(1,009)			1,094	(1,913)	40,312	
Steeple Endowment Fund	Unrestricted / Facilities	182,901	(8,755)		0	4,692	(8,204)	170,634	
VanAken Endowment Fund	Unrestricted / Facilities	106,752			0	2,806	(4,906)	104,652	
<b>Subtotals</b>		585,291	(21,897)	0	0	15,095	(26,393)	552,096	
<b>Endowment Funds Invested in Vanguard</b>			3,719,010	(171,897)	0	36,765	95,977	(167,803)	3,512,052
<b>Endowment Funds Separately Invested</b>									
Boston Community Capital	Affordable Housing	100,000						100,000	
<b>Subtotals</b>		100,000	0	0	0	0	0	100,000	
<b>Endowment Funds Totals</b>			3,819,010	(171,897)	0	36,765	95,977	(167,803)	3,612,052

## REPORT OF THE TREASURER - 2011

Report on Changes in Restricted and Reserve Funds - 2011							
Restricted Funds	2010						2011
		Transfer from	Gifts and	Other	Less: Fund	Add: 2011	
	Balance	Restricted	Fund	Endowment	Expenditures	Investment	Balance
	12/31/2010	Endowment	additions	Transfers	(disbursements)	Income	12/31/2011
CHIDLEY SCHOLAR. B1	12,235	506				328	13,069
MEMORIAL GIFTS B2	46,470		1,885			1,246	49,601
PASTOR'S SPECIAL B3	2,686	800			(528)	74	3,032
RIPLEY CHAPEL B4	1,539					40	1,579
PALMER SPECIAL B5	53,584	6,526			(1,693)	1,472	59,889
PRUDENTIAL B6	11,560	1,009				317	12,886
STEEPLE LIGHTING. B7	4,032				(200)	103	3,935
WALLACE MUSIC C0	2,181	691			(800)	56	2,128
FLOWER FUND C3	(857)		1,675		(1,509)	(20)	(711)
N'HAUS FLOWERS C4	288	175				3	466
N'HAYS LILIES C5	1,067					28	1,095
EBERLE FORUM C6	6,886	373				186	7,445
REDMOND YOUTH C7	11,633	118	4,000		(1,190)	344	14,905
PASTOR & DEACONS FUND C9	3,620	1,741	1,533		(4,744)	76	2,226
PODUSKA D0	11,574	1,203			(806)	309	12,280
DIRECTED GIFTS D1	18,720		6,779		(6,779)	492	19,212
LIBRARY FUND D2	2,945					77	3,022
OUTREACH ACTIVITIES D3	375					(16)	359
CHRISTMAS & EASTER Funds D4	7,488		12,341		(10,181)	305	9,952
PENTECOST D6	1,171					31	1,202
CLYDE JONES D7	10,519					276	10,795
JENKS SCHOLARSHIP E0	1,618					43	1,661
SENIOR HOUSING E1	16,724					440	17,164
JENKS OUTREACH & CARRYFWD F4	45,260		6,121		(7,036)	1,123	45,469
IRWIN MEMORIAL FUND G7	5,588					147	5,735
STEEPLE MAINTENANCE FUND G6	31,621	8,754			(2,294)	916	38,997
CAPITAL CAMPAIGN FUND E3	27					1	28
YOUTH PILGRIMAGE FUND H0	6,152		745			171	7,068
CAPITAL RESERVES FUND H1	2,024		2,000			80	4,104
LANDSCAPE FUND G9 - Closed	(156)					(4)	(160)
RENO GARDEN FUND			11,500			151	11,651
<b>subtotal</b>	318,574	21,897	48,579	0	(37,761)	8,796	360,084
<b>Reserve Funds</b>	0						0
KENDALL LOAN FUND F5	2,210			27,000		413	29,623
MEMORIAL RESERVE FUND F6	35,312					928	36,240
SABBATICAL RESERVE F7	39,208		2,000		(29,202)	673	12,679
EMERGENCY RESERVE G0	108,639				(300)	2,852	111,191
<b>subtotal</b>	185,369	0	2,000	27,000	(29,502)	4,866	189,733
<b>Total Restricted &amp; Reserve Funds</b>	503,943	21,897	50,579	27,000	(67,263)	13,662	549,817

## **REPORT OF THE TREASURER - 2011**

<b>Expenditures from Restricted and Reserve Funds - 2011</b>			
	<b>Expenditures</b>		<b>Specific Uses</b>
	<b>(disbursements)</b>		
PASTOR'S SPECIAL B3	528		Banners
PALMER SPECIAL B5	1,693		Computer / office equipment
STEEPLE LIGHTING. B7	200		NSTAR Charge for steeple lighting
WALLACE MUSIC C0	800		Cantata and other related expense
FLOWER FUND C3	1,509		Easter/Christmas flowers, plants, etc.
REDMOND YOUTH C7	1,190		Confirmation gifts
PASTOR & DEACONS FUND C9	4,744		Vouchers for transients; P&D gifts to Deacons, Hall & Mason funds
PODUSKA D0	806		Technical support / equipment.
DIRECTED GIFTS D1	6,779		Just Peace et al
CHRISTMAS & EASTER Funds D4	10,181		Collections for Communities without Borders, et al
JENKS OUTREACH & CARRYFWD F4	7,036		Support for in care parishioners
STEEPLE MAINTENANCE FUND G6	2,294		NSTAR Energy Efficiency program
	<b>subtotal</b>	37,761	
EMERGENCY RESERVE G0			
	<b>subtotal</b>	0	
<b>Total Restricted &amp; Reserve Funds</b>	<b>37,761</b>		

## **REPORT OF THE FINANCIAL RESOURCES COMMISSION**

### *Commission members:*

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

The Financial Resources Commission's principal goals for 2012 include:

- Increase the effectiveness of the annual Stewardship Campaign
- Initiate a planned giving program to further develop the Church's invested funds for future generations

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

### **2012 Stewardship Campaign**

Income from 2012 pledge commitments is currently tracking up 2% from 2011's final total (\$466,173 vs. \$457,078). We continue to pursue pledges from individuals/families that have yet to respond, with the goal to reduce the deficit from the 2012 budget for pledge receipts totaling \$470,250. We have much for which to be thankful: 63 givers (44% of the total) increased their pledges compared to 2012. However, we did not reach our goal to increase pledging from 2011 by 7.5%; our budgeted amount exceeds the 2011 total by less than 3%. Other information:

- Total of 144 pledges (51% of approx. 277 member families), down from 153 pledges in 2011
- Average pledge: \$3,250 vs. \$2,900 in 2011
- Median pledge: \$1,900 vs. \$1,500 in 2011
- Pledge range: \$100 to \$30,000

Pledge	Total	% of
Category	Number	\$ Pledge
Increase	63	288,068 62%
Same	57	137,675 30%
Decrease	16	29,850 6%
New/returning	8	10,580 2%
Total	144	466,173 100%

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

## **REPORT OF THE FINACIAL RESOURES COMMISSION**

The following chart shows pledge to date by 2012/2011 pledged giving level:

Giving Level	Number of Pledges		% of Pledges		% of \$ Pledged	
	2012	2011	2012	2011	2012	2011
20,000+	4	3	3%	2%	21%	16%
10,000-19,999	7	8	5%	5%	19%	22%
8,000-9,999	2	3	1%	2%	4%	6%
6,000-7,999	6	3	4%	2%	9%	5%
5,000-5,999	7	7	5%	5%	8%	8%
4,000-4,999	3	4	2%	3%	3%	4%
3,000-3,999	14	13	10%	8%	10%	9%
2,000-2,999	26	24	18%	16%	13%	12%
1,000-1,999	40	45	27%	29%	11%	13%
500-999	22	27	15%	18%	3%	4%
<500	13	16	9%	10%	1%	1%
Total	144	153	100%	100%	100%	100%

### **Other comments**

Every pledge was greatly appreciated. In particular, 63 givers increased their pledges from 2011, and 46 responded with pledges that equal or exceed our goal to increase aggregate pledges by 7.5% or more from 2011.

Pledge growth (2%) fell behind expected expense growth, which will likely require non-pledge sources of revenue to make up the difference.

We receive several non-pledge financial gifts every year, for which we are very grateful. If those gifts were converted to pledges, it would ease the burden of financial planning for the year by increasing our confidence in receiving those non-pledged gifts.

The pledge campaign falls too late in the church year. In 2012, we intend to begin the pledge campaign in the early fall.

### **Invested Funds**

	12/31/11	12/31/10	12/31/09
Total value	\$4,066,829	\$4,230,695	\$3,716,276

## **REPORT OF THE FINACIAL RESOURES COMMISSION**

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

Objective: The investment objective for the invested funds is to grow the real (inflation-adjusted) value of invested funds after accounting for spending in support of annual operating needs.

Strategy and Asset Allocation: To achieve their investment objectives, the investment accounts are managed with a passive indexing strategy and a “style-neutral,” well-diversified approach. The Church has adopted a target asset allocation for typical investment environments as follows: approximately 65% in equities, 30% in fixed income vehicles and 5% cash. By indexing, the invested funds seek to achieve long-term total returns (income plus appreciation) approximately equivalent to a weighted average of the relevant benchmark indexes.

The investment account balance declined by 3.9% over the course of 2011, comprised of a -1.4% portfolio return and a net \$106,000 drawdown to fund the church’s operating needs. The overall portfolio return of -1.4% is in the context of the major market index returns of +2.1% for the S&P 500 and +7.7% for the Barclays Capital U.S. Aggregate Bond Index. Our -1.4% portfolio return trailed that of the US indices due to our 22% weighting in International Equities, which were down -14.5% in 2011 due to European economic turmoil. Through February, the portfolio return is +8.2% to date in 2012.

Despite volatile conditions in the markets for financial assets that persisted during much of 2011, the portfolio’s asset allocation remained within the target ranges during the year, and therefore no rebalancing transactions were made. At year-end 2011, sector weightings were 63% equity, 32% fixed income, and 5% cash, and current sector weightings are near the target weightings of 65% equity, 30% fixed income, and 5% cash.

Given market conditions, the current portfolio weightings, which adhere to the long-term target weightings for the investment accounts, continue to be appropriate for this portfolio’s investment objectives.

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

Year ending	12/31/11	12/31/10	12/31/09
Total return	-1.4%	12.3%	17.4%

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

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

During 2011, the investment accounts provided \$106,000 to fund operating budget needs.

## **REPORT OF THE FACILITIES COMMISSION**

Much of the past year has been occupied with coordinating routine maintenance with the development of the new Reno Garden reported elsewhere.

Facilities activities of note this past year:

- Taking advantage of a government-subsidized energy conservation program, we replaced 141 fluorescent lights and fixtures with lower energy versions throughout the Parish House, classrooms, and offices.
- We were very fortunate to be able to have the town repair the granite wall along the Vine Street parking lot which was dangerously close to falling. The repaired wall is beautifully done and retains all of the old granite sections.
- We sponsored an all-church work day in the Spring and had an absolutely great turn out. We repaired all the gardens around the building and cleaned the church inside and out. Many thanks to the many volunteers!
- We were able to improve our trash collection plan by using a number of trash bins stored in our Vine Street parking lot shed. The new arrangement with a local contractor cuts our costs about in half, eliminates the ugly dumpster, and includes handling of single stream recycling. Special thanks to David Mortensen for help in closing out the old contract.
- We are grateful to Jon Lawton for the carpentry and painting repairs to the 2<sup>nd</sup> floor men's and ladies' rooms. They are much improved.

Projects currently in process:

- Restoration of the leaded glass windows in the Dix and Vine Street side entrances
- New chairs for the choir room and the Sanctuary
- Replacing the broken recording system in the Sanctuary
- Installation of two low-flow toilets for the Sanctuary (and nursery school) restrooms

Final notes:

- The conversion of our heating system to natural gas a year ago is saving us at least \$10,000 each year in heating costs vs. what we would be paying for oil!
- Coordinating routine landscape maintenance with the needs of the Reno Garden will be especially important this year as the sprinkler system starts up, new plants develop, and we tend to the winter moth problems.
- As always, special thanks to Bradley Ross for his initiative, constant care, and control of costs!

Tom Dunn and Deb DePeter, co-chairs

## **REPORT OF THE PERSONNEL COMMISSION**

Membership of the Personnel Commission:

Elizabeth Cooper; John Crabtree; Doug McCall-Taylor; Joyce Mills; Lynne Rahmeier, chair; Carol Weir

In May and June, the Personnel Commission members held review interviews with all the staff except the senior pastor, Skip Waterbury, whose review is given by the Deacons. The reviews were also attended by Skip and a member of the commission or area of ministry (as in the case of music) served by the staff member.

In May two representatives from Personnel (Elizabeth Cooper and Lynne Rahmeier) joined three deacons (Chris Noble, Meg Trueb, and Debra Damren) and the moderator (Penny Sparrow) to interview candidates for the position of sabbatical minister during Skip's sabbatical. They selected Norman Bendroth, a career interim minister, to serve for the six months from September 2011 through February 2012.

Also in May, the commission gave the second interview for the Sunday School Director's position, and concurred with those from Christian Ed and Judy Arnold in offering the position to Justin Pearl. The understanding was that this was a one-year appointment, with the possibility of renewing it, depending in part on the staffing recommendation of Holy Destinations. The Commission continued to press for full compliance with CORI regulations, enrolling all adults (18 and older) who have contact with the children of the church.

In the Spring of 2011, we reviewed Judy Arnold's grant proposal for the Lilly Foundation for her sabbatical plans for September – November, 2012, and signed on with enthusiastic support. At the January, 2012, meeting, we endorsed her recommendation that we hire Jena Roy for 20 hours/weekly for the sabbatical period. Jena would spend 10 hours supervising the J2A, Rite 13, and Forum programs, and 10 hours as decided with Skip for preaching, visitation, planning, and other duties. The church school supervisor would continue to work with leadership from the Christian Ed Commission, and Judy felt that Bible Study could continue with the laity currently involved.

In December, 2011, Personnel recommended salary increases for all the staff, at the rate of \$500 per FTE. The treasurer, David Peretti, adopted this into the budget, and COM voted in the budget.

In February, 2012, the team, along with Sarah Marino (Office Manager) and some laity (Dave Weir and Bruce Lauterwasser from Holy Destinations, Anne Hoenicke (Deacon), and Lynne Rahmeier (Personnel) attended the MACUCC workshop on Team Ministry, held at the UCC headquarters in Framingham. Those who attended plan to share the materials and perspectives from this day's sessions with Skip when he returns.

The Personnel Commission was visited at its February, 2012 meeting by Dave Weir and Penny Sparrow from Holy Destinations, asking for feedback about what we see as the direction for the organization and the staffing of the church. We gave strong support for the continuation of the team ministry model. We had some questions about whether the amount of work required for keeping programs running could be accomplished with any decrease in the number or size of the commissions.

## **REPORT OF THE PERSONNEL COMMISSION**

Also at the February meeting, the Commission held an exit interview with Norman. Notes from that may be acquired from the Chair of Personnel.

We appointed John Crabtree to coordinate with deacons and staff for a farewell time and recognition for our Sabbatical Minister, Norman Bendroth, whose last Sunday will be February 26, 2012.

Cathy Crabtree and Lynne will coordinate with the deacons to plan a welcome back for Skip, in the form of a simple soup and bread supper at 6 p.m., preceding the March 21 Annual Meeting. It is intended to be an informal sharing of what we (Skip and the congregation) thought about, did, and learned during this sabbatical time.

Personnel Members completing their terms this March are Elizabeth Cooper-Fiske, Doug McCall-Taylor, and Joyce Mills.

In conclusion, we would like to thank our staff by name: Skip Waterbury, Norman Bendroth, Judy Arnold, Kathleen Zagata, Jane Ring Frank, Justin Pearl, Jeffrey Mead, Sarah Marino, Bradley Ross, and Gay Williams. We appreciate their enthusiasm, wisdom, and spiritual leadership; we feel that they are our greatest assets here at First Congregational Church, Winchester, MA.

## **REPORT OF THE LEADERSHIP DEVELOPMENT COMMISSION**

The Leadership Development Commission seeks to promote the participation of a maximum number of members and friends in the essential work of the church through its commissions and committees. We are particularly eager to get new members involved as early as possible. To this end we have worked this past year with the Membership Commission to provide name tags for the entire congregation, and to make them available in the church vestry rather than in Chidley Hall. We note with pride that at present the total roster of commissions and committees amounts to over half the number attending worship on a typical Sunday.

A major task for the past year was the search for a Church Treasurer. We have also enlisted new members for about half our commissions. We shall be presenting a slate reflecting these changes for ratification at the Annual Meeting.

Respectfully submitted,

Peter Rosenberger  
Cindy Wankowicz

## **REPORT OF THE HOLY DESTINATIONS COMMITTEE**

### **The reason for Holy Destinations**

In the fall of 2009, a small group of FCC members as well as the FCC ministry team were gathered under the leadership of then Church Moderator, Tom Kahl, to begin to reflect on the long term direction of our Church. The group began to look at both the external forces which are buffeting our church, such as the nationwide decline in attendance at mainstream Protestant

## **REPORT OF THE HOLY DESTINATIONS COMMITTEE**

attendance at mainstream Protestant denominations, as well as our internal challenges including an aging church infrastructure and a long-standing ministry team that will begin to experience changes in the coming years. Many of these discussions were framed by Rev. Anthony Robinson's Book, "Changing the Conversation - A Third Way for Congregations", that details the challenges facing churches like ours.

The committee presented a plan to the Council of Ministries which has two main sections and deliverables:

- Create a "Statement of Purpose" that articulates our church's core values and its vision for the coming years
- Create a "Roadmap to the Future" which documents in detail all of the tangible steps our church will take to attain its purpose including potential changes in organization, programs and infrastructure.

### **Purpose**

During the past year we have focused on Purpose, that is, discerning God's purpose for our Church. Late last spring we held purpose discernment meetings. Over the summer and fall, we studied the results and formulated a Purpose Statement. The original propose statement contained the expression "radically inclusive" as a purpose for FCCW. This expression was intended to highlight how radically accepting we are of many varieties of faith. The word "radically" however created a great stir and nearly 100 congregants participated in purpose feedback. This level of concern and involvement was not expected, but it was a wonderful result. We found that a significant portion of our congregation really did not like the word "radically". In the present Purpose Statement, we use the phrase "welcoming all with joy" rather than "radically inclusive". The Council of Ministries has reviewed, discussed, and recommended that the Church vote to support this Purpose Statement at the annual meeting in April.

### **The Purpose Statement:**

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

### **What is next?**

During the final stages of finding our purpose, we held several meetings, in which we envisioned our church living into our purpose. The results of the vision meetings have been combined with all relevant input from our other meetings, emails, surveys etc. These have been organized, distilled, and have resulted in a draft Vision Statement. We will be holding meetings during March for all to review and comment on the Vision. During the spring and summer we expect to finalize the Vision Statement. At the same time, we will form several teams of Church members to plan what will be required to realize our vision. This plan, our "Roadmap" will be in two phases: First – what we need to do during the next Church year, and secondly, what long term changes will be required over the next several years. In the fall we expect to present the plan to the congregation for approval and then we will start transforming!

## **REPORT OF THE HOLY DESTINATIONS COMMITTEE**

# **APPENDICES**

**Appendix A**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Minutes of the 171<sup>st</sup> Annual Meeting**  
**Held March 30<sup>th</sup> at 7:30 PM**

Skip Waterbury, Pastor, welcomed everyone to the 171<sup>st</sup> Annual Meeting of the congregation. All present affirmed in unison the Covenant of the First Congregational Church in Winchester. Judy Arnold led those gathered in an opening prayer. Skip then read the names of church members and the wider church family who died in 2010. Then all present sang the hymn, For All the Saints.

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

It was moved, seconded, and voted that *“the minutes of the April 7<sup>th</sup>, 2010 Annual Meeting and the minutes of the Feb 13<sup>th</sup>, 2011 Congregational Budget Vote meeting be accepted and placed on file”*.

Article I, to hear and act upon reports of gifts and bequests, if any, to the Church since the last Annual Meeting. David Peretti, Treasurer and David Mortensen

It was moved, seconded and VOTED *“that the Church adopt the recommendation of the Council on Ministries and acknowledge with gratitude the receipt of the donation of \$10,000 from the Estate of the late Martha B. Hebb and recommend to the Congregation that it vote formally to accept the gift with gratitude, and direct that the funds be invested, and the gift, interest and other earning therefore to be devoted, consistent with the donor's expressed interest.*

Article II, to hear and act upon reports of the Ministerial Team, the Treasurer, and the Chairs of Commissions and Committees and any other reports which the Church may vote to receive.

*Written Reports Received:* Ministry Team, Deacons, Music Ministries, Worship Committee, Christian Education Children & Youth, Christian Education Adult, Librarian, Health Ministry, Membership, Outreach, Treasurer, Financial Resources, Capital Campaign Implementation Team, Facilities Commission, Personnel Commission, and Leadership Development Commission.

*Oral Reports were given by:*

Worship Committee Laurie Roby, Chair

- No report to give, really, except, Please fill out the survey about Mid-Winter Worship. And, we are having a gathering of leaders on April 10th to gather feedback. Also, we are looking for ways to gather feedback from those who chose not to participate in the midwinter worship experience, but this is a hard group to gather feedback from.

Christian Education Comm. – Children/Youth Gretchen Clarke, Chair & Judy Arnold, Associate Pastor

- It has been a year of great energy within the CE commission, but struggles with the Church School program. We realized that we don't need to wait for long range planning to finish its work before we move forward.

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- We are excited and energized about moving past this temporary phase with interim Church School coordinators. We need a strong vibrant program for the children and we are committed to making that happen.

Health Ministry Commission Pam Budner & Kris Montgomery, Co-Chairs

- Heath Ministry is celebrating its 10<sup>th</sup> anniversary. It's been 10 years of enriching fellowship, faith and community by living the connection between wellness and spirituality both personally and in ministry to others.
- Highlights of this past year's programs and activities include: Ballroom Dancing, a walk in the Fells, the Spring Tea, a Fall Concert, Visitation, Hospitality Escorts, the Service of Light, the Flower Committee, Prayer Shawl ministry, Caring Network, Touchstones' Labyrinth walking and Advent Series, CPR and Advance Health Care Directives Classes, and Healthy Coffee hours.

Membership Commission Jan Koss, Co-Chair

- First, a big thank you to our small commission – Joan Theuer, Becky Tellefsen and Deirdre Giblin. And another big thank you to Mike Regentz and Sally Hawkswoth for the bean supper.
- We had new member Sunday and we are planning the year end barbeque.

Outreach Commission Mike Regentz, Chair

- We are a great giving church, we give a lot of our funds and we are going to be working toward giving our hands and feet too. We will be having a booth at Town Day, habitat for Humanity and Project Linus are a few activities to highlight.

Treasurer David Peretti

- Capital Campaign. Of our total goal of \$1.4 million, we received \$1.3 million in commitments over a three-year giving period. Of those commitments, we have received approximately \$1 million. In making the repairs and capital improvements, we have spent approximately \$1,194K, so we needed and took out a loan from Winchester Cooperative Bank for \$195k and paid 4K in interest.
- In summary, thank you for making the commitments, thank you for paying the commitments and thank you for being so supportive during the process.
- Operating Budget. We ended the 2010 year with a ~\$37K surplus due to ~\$18K in unexpected revenue and ~\$18K in reduced expenses, primarily in the personnel category.
- Trends. Pledge income as a percent of total income increased, simultaneously our % reliance on endowment transfers to the operating budget decreased. Total

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pledge giving is up, but the number of pledging households continues to decrease – fewer households are each giving more. This puts us at risk when pledges leave, and is not a sustainable financial picture. It puts pressure on the budget, pressure on repairs to the facility, and restricts programs and services.

Financial Resources Commission Brian Koss & Mike Bailey, Co-Chairs

- Pledge Campaign. Our goal for this pledge year continues to be \$470 in total pledges, but we haven't reached it yet. Will need about \$25-30K more, but we can only get so much from the same people.
- We need to bring in fresh new pledging units. We only had 4 new pledge units and 9 returning. Those who have been giving have done an incredible job.
- Endowment Report. Our total balance is approximately \$4.2 million. 75% of that is unrestricted and supports the operating budget with a 3-year rolling average 5% draw down formula. The performance of the portfolio was 12% which we are pleased with and the markets are looking up.

Capital Campaign Implementation Team John Fiske, Chair;

- We've spent the capital campaign money on several projects this year with excellent support from JMA's David Leathers and architectural support from David Torrey. Improvements included dormers, roof repairs, casement window replacements, painting parish house, sanctuary repairs, ministry team office repairs and improvements, classroom improvements, more stained glass windows were repaired, and colors selected with guidance from Meg Trueb.
- A spontaneous round of applause broke out in thanks for John Fiske's hard work and the wonderful repairs to the facility. Skip thanked John saying this couldn't have happened without him –he was economical, supplied great energy, and ensured that improvements were aesthetic. We are profoundly in John's debt and it has truly been a privilege to have him.

Facilities Commission, John Fiske, Chair

- In our 'regular' facilities work, we switched to a dual fuel furnace that can help us save fuel costs as prices fluctuates between the two types of fuels. Steeple lights were repaired. The planter in the parking lot was damaged and repaired. There are new tulips planted out front. Energy conservation tasks are planned for next year and we will focus on the lawn over the summer.
- John thanked Bradley Ross for all that he does to keep the facility running – ingenious solutions, able to repair just about anything, watchful, careful and in constant motion!

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Personnel Commission Lynne Rahmeier, Chair

- Personnel functions as the Human Resources ‘department’ for all of the paid staff including the ministry team, except for the pastor. (The deacons function as the HR department for the Pastor.) We have set up a direct connection between each of the staff members and a member of the personnel commission.
- Expanded personnel reviews were conducted. The usual participants (the team member, the Pastor or the supervisor of the person, and a Personnel Commission representative) were augmented by a Deacon and one or more individuals from the commissions and activities related to the Team member's ministry.
- The Associate Pastor’s job description was expanded to include the Christian Education responsibilities that she has taken on. The Office Manager’s job description was rewritten to include all responsibilities.
- We are still in an interim phase for the Church School position and we are waiting for the Long Range Planning committee to complete its work in this area.

Holy Destinations Committee Tom Kahl, Chair

- We looked at our context and data about our congregation and read Tony Robinson’s book.
- We presented at the Life Deacons’ breakfast.
- We have conducted some small group sessions and now we are going to push for ways for larger participation from the congregation.
- We have a purpose/vision/roadmap framework for the process, and we have now named it Holy Destinations.
- Our next step is presentation of a draft purpose/vision this June for congregation-wide discussion and refinement.

It was moved, seconded and VOTED *“that the reports of the Ministerial Team, the Treasurer, and the Chairs of the Commissions and Committees, having been received in written form and/or presented orally, be accepted and placed on file.”*

Article III, to elect Officers and members of established Commissions and Committees. Peter Rosenberger, Leadership Development Commission Chair.

Peter thanked all those who were rolling off of Commissions for their service to the church. He gave special recognition to Marjorie Moore for her 24 long years of service as the Church Librarian. Warm applause ensued.

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It was moved, seconded and VOTED “*that the Officers and Commission and Committee members and Delegates (if any) whose names are proposed in the slate presented to the meeting, be elected for their designated terms of service.*”

Article IV, to acknowledge the 10<sup>th</sup> anniversary of the vote to become an Open & Affirming Congregation, was taken up.

Jena Roy & Kaye Nash lead those assembled in reading the Open and Affirming Statement of the church. They spoke of the wonderful cheers that the church receives when members march in the Boston Pride parade each year. They unveiled the new pew cards that will be a visible and tangible sign to people who enter the sanctuary that we are an ONA congregation. They asked for feedback on the cards before they produce a large batch for the sanctuary, lobby and other appropriate places for the cards.

Article V

Paul Rahmeier and Dick Sayre, Garden Design Committee, Chair and member, respectively, covered the following points:

- Four days ago, a garden design review discussion was held after Sunday worship. There was good discussion.
- A garden was one of the dreams we had for the capital campaign, but when we scaled back our fundraising from \$4 million to \$1.4 million due to the 2008 crash in the economy, the garden was no longer part of the capital campaign.
- Generous donors came forward last year to fund the garden. The donors, Jack and Suzie Reno, were joined by members of the church to form the Garden Design committee – Paul Rahmeier, Liz and Dick Sayre. They selected a landscape architect – David Jay – to guide the committee.
- The Design committee considered 5 sites and chose to site the garden on a portion of the Vine St parking lot and sloping down the back of the lot, overlooking the pond.
- The Design layout involves removing some parking spaces, replacing the ramp into Ripley Chapel, improving the slope and drainage for ice and snow in that area.
- Some key garden features are – a labyrinth, a fountain, handicap accessibility via a circular path that is an alternative to the steps.
- The hope is that the garden will be used for a variety of purposes – meditation and prayer, celebrations and also used for the scattering of ashes.
- We believe that this will be a significant addition to the life of the church. You have the written motion before you to see what we are asking you to vote on today.

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Paul and Dick then opened up the floor for discussion and questions and answers.

- Question: Who will be memorialized? Response: That will be determined by the Policy committee.
- Question: Will there only be ashes, or will there be plaques? Response: The design committee is discussing this but the current thinking is no plaques.
- Question: What will the garden be called, will it be called a Memorial Garden? Suzie Reno was present and suggested Reno Meditation Garden but said that there was flexibility on the name and it will be what the congregation determines it should be called.
- Question: Are there any impediments from the town about the spreading of ashes? Response: There are no impediments. We've had a preliminary meeting with the Conservation Commission and the Health Department and there is not a problem with this kind of activity, it is already happening in the town.
- Comment: It was asked that consideration be given to maximizing the use of/vista onto Wedge Pond. Response: The conservation commission requires a 250 foot buffer from the edge of the pond, so the garden will need to end before that buffer. We will clear out some of the woods, some of the underbrush, to allow for better views.
- Question: What do the neighbors think, how do they feel about ashes? Response: The neighbors are OK with the garden.
- Comment: It's great that we are returning to our history and our context. We used to have a cemetery on our church property near this location and now we will be using it in the same way we did 150-160 years ago.

It was moved, seconded and VOTED: *"that the Congregation approve the plans for the Reno Memorial Garden as distributed, with the following stipulations:*

- a. That the plans be developed in greater detail by the landscape architect and approved by the appropriate town officials - the conservation commission, Board of Health, etc.*
- b. After such approvals have been obtained, the completed plans will be brought to a congregational meeting for a final vote.*
- c. That a complementary committee be appointed by the moderator to develop the administrative policies for the Garden, attending to such questions as who may make use of the Garden, what fees shall be charged, how shall a maintenance fund be created and sustained, etc. It has been suggested that such an administrative committee could include representatives from the diaconate, the facilities*

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*commission, the finance commission, the worship committee, and the ministerial team.*

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

Presentation of 2011-2014 Class of Deacons and Announcement of the new Head Deacon.

Debra Damren announced the new class of deacons - Sarah Gallop, David DuBard and Marcie Troisi. She also explained that Karen Roberts will serve as Head Deacon from April through September and Anne Hoenicke from October through March.

Closing remarks by Pastor

Skip thanked Tom Kahl for his service as Moderator. He noted that Tom guided us through transitions in both the Moderator and Treasurer offices and that he helped with the Long Range Planning Committee. Skip acknowledged Penny Sparrow as the new moderator and said he was looking forward to her leadership.

Skip then turned to his plans for going on sabbatical. He noted that he is primarily looking at transitional ministry, just as this congregation is looking at transitions going forward. He explained that he doesn't intend to be here forever, that he will be retiring as he approaches retirement age and, yes, he will be bidding us farewell. He mentioned that he will likely be going to New Jersey to be near family. Skip remarked that during his sabbatical, he wants to learn how to be a Pastor for congregations in transition. The congregation will likely learn and recognize some of the pieces that a pastor has taken on over time. Skip reflected that our future together is not as long as the past and that looking both forward and back in a healthy and vital manner is important. Each year, Skip said, he is moved by the experience of seeing how much of the year has been done by you, that you make it happen, and he is touched by the way this community continues to hold one another.

Skip then led all assembled in the Hymn "God of Grace and God of Glory" and gave the Benediction

The meeting was adjourned.

Recorded: Anne L. Hoenicke, Clerk

**Appendix B**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Congregational Budget Meeting**  
**Held Feb 12, 2012**

Notification: A Special Congregational Meeting of the Church was called by the Sabbatical Minister, Norm Bendroth, via a warrant posted on the cork board in the church vestibule and sent via email. This warrant, dated January 30, 2012 and signed by the Sabbatical Minister, was posted 8 days prior to the meeting, in accordance with the By-Laws. Other notifications were also made – via email, in bulletins and on the church’s online calendar.

Call to Order: Members of the Congregation gathered in the Sanctuary following the morning worship service on Sunday February 12, 2012 at 11:15 am. Penny Sparrow, Moderator, convened the meeting. She noted that she had inspected the warrant and that it was duly posted. She declared the presence of a quorum. [Clerk’s note: A quorum is at least 50 people for an Annual Meeting or a meeting that involves appropriation of money or committing the Church to expense.]

Motion: Penny read the following motion aloud:

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

Copies of the 3-page, color-coded proposed budget were distributed to those present. (Attached as Exhibit 1 to these minutes.) Penny then turned the floor over to the Treasurer, David Peretti.

David explained the process for developing the budget. A budget committee was formed with representation from the major programs and commissions of the church. The committee met in December and January, drafted the budget and then presented it to the Council on Ministries. The Council voted to recommend this budget to the congregation. A budget session was held the prior Sunday after services to allow the congregation to review the budget and ask questions.

Budget Exhibit. David explained the budget exhibit:

- The left side of the exhibit provides historical information on past budgets and actuals (2009 in tan, 2010 in blue). This information, and the 5 year average guided the process.
- The green/middle column is the 2011 year’s budget and actual results.
- The yellow is column, is the proposed budget for 2012.

2011 Actual Results. David summarized the actual results for the 2011 year, which are one factor in determining the budget for 2012.

- We ended the year 2011 with just under a \$10K deficit (\$9,516). Revenue actuals came in ~\$30k less than budgeted, and expenses came in ~\$20K less than budgeted.
- I have been asked the question, “Where does the money come from to cover a \$9k shortfall?” The answer is that it comes from all of you. If in previous years we have an excess at year end, we put that aside into a reserve account so that we can cover any deficit years.

2012 Budget

Revenue

- David explained that the biggest component of total Revenue is the Pledge Income. The pledge estimate of \$470k is based on modeling and a “gap of faith”. We have the experience of the past 5, 6, 7 years and we have a reasonable expectation that our 2012 pledge campaign

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will provide \$470k. We now have \$467K in written pledges, so projecting \$470k is reasonable.

- The Endowment Income transfer is calculated as 5% of the 3-year average balance, a wise practice to smooth out large fluctuations in the balance. In 2008 we took a big hit, but this year will be the last year that reflects the 2008 downturn for the endowment transfer. We are fortunate to have an endowment of approximately \$4 Million. In 2012 we can finally drop out the 2008 balance, which gives us ~\$5K more in the operating budget from the endowment.

**Expenses**

- The Personnel figures include the 3% salary increase that started in Sep 2011 and will continue throughout 2012. It also includes the \$500 increase for each paid staff, pro-rated for part time. It is great that we were able to do this for our personnel.
- Facilities costs include everything that keeps the building and office running – insurance, snow, maintenance, copier, telephone, water, fuel, rubbish, etc. The budget is particularly tight. The Facilities Commission is amazing with what they are able to do with so little money.
- Outreach remains at the same 13% of adjusted income as last year. Although we want this to be higher, it needs to remain at 13% for this year in order to maintain a balanced budget.
- The remaining Commissions are mostly level funded compared with last year, except for the Christian Ed programs and the Deacons budget experiencing cut backs.
- Finally there is a per capita MAUCC dues line item based on our active membership headcounts.

**Conclusion**

- We are able to maintain all programs and services.
- We survived another year through the 2008 mess and it is now behind us.
- The budget supports the Personnel increases.
- We maintained our Outreach giving %.
- All this leads to a balanced budget for the year, based on our best estimates and reasoned assumptions.

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

- Judy Arnold noted that there was an error in the Christian Education Church School line item that needs to be corrected. The budget amount is correct, but the column showing the delta of 2012 budget vs. 2011 actual is not +\$6,200 but -\$126. David P. said that item will be corrected.
- Walter Ogier commented that the Capital Reserve amount continues to be insufficient, that setting aside only \$2,000 is minimal and not a good situation for the church. David Peretti agreed that the amount is not a large enough number for repairs. He said we set aside \$2,000 last year (and possibly the year before) and \$2,000 this year, but he agreed that this amount is no where near enough. It is really only a placeholder, reminding us that we need to think about this more and that this is an issue that we face and need to address.

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Moderator, Penny Sparrow, asked whether there was any more discussion, comments or questions. There being none, she asked for a second to the motion. It was seconded. Penny then called for a VOTE.

Official Recording of the Vote:

It was moved, seconded and VOTED to adopt the budget report and to appropriate the designated sums of money to be expended by the Church's Treasurer for the purposes set forth in that budget.

Jena Roy thanked David Peretti for all the work he has done to put this budget together.

The meeting was adjourned.

Recorded:        Anne L. Hoenicke, Clerk

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1998 - 2012 Budget Worksheet			OutR	2009	2010	2010	2011	2011	2012	\$ change from	
			Base	Actual	Budget	Actual	Budget	Actual (Est)	Budget	11 Budget	11 Actual
Surplus (Deficit)				7,694	627	37,363	15	-9,570	0	611	37,348
<b>Income</b>				01/25/10	01/24/10	12/30/10	02/06/11	03/14/12	01/20/12		
1050	Pledge Receipts	OR		\$ 444,510	\$ 463,246	\$ 462,683	\$ 470,250	\$ 449,995	\$ 470,250	0	20,255
1100	General Endowment Trai	OR		123,000	98,000	98,000	94,000	94,000	97,000	3,000	3,000
1200	Jenks Endowment Transfer			73,000	59,000	59,000	56,000	56,000	58,000	2,000	2,000
n/a	Jenks funding of Health Ministry			0	0	0	0	0	0	0	0
1250	Rental Income	OR		28,331	28,000	27,472	26,600	26,584	26,600	0	16
1300	Back Pledges			6,800	19,500	29,890	7,500	1,645	5,000	(2,500)	3,355
1350	Cash Collections	OR		10,614	9,311	10,739	9,800	9,529	9,800	0	271
1400	Unrestricted Gifts	OR		1,000	5,000	1,000	5,000	1,200	5,000	0	3,800
1401	Non-Pledged Gifts	OR		24,453	25,484	37,855	30,000	29,144	30,000	0	856
1500	Interest / Miscellaneous			2,491	2,000	1,584	2,000	99	2,000	0	1,901
1705	Transfer from Emergency Reserv			0	0	0	0	0	0	0	0
B1>Z9	Transfer from Other Reserve Funds										
				-4.8%	-3.0%	2.0%	(0.01)	-8.2%	0.4%		
	<b>Income totals</b>			<b>714,199</b>	<b>709,541</b>	<b>728,225</b>	<b>701,150</b>	<b>668,196</b>	<b>703,650</b>	2,500	35,454
				\$ 444,510	\$ 463,246	\$ 462,683	\$ 470,250	\$ 449,995	\$ 470,250		
				\$ 470,332	\$ 446,683	\$ 446,683	\$ 463,246	\$ 446,683	\$ 463,246		
				(25,822)	16,563	16,000	7,004	3,312	7,004		
MEMO	Total endowment transfers			196,000	157,000	157,000	150,000	150,000	155,000	5,000	5,000
	percentage of Total Income			27.4%	22.1%	21.6%	21.4%	22.4%	22.0%		
	Pledge Receipts increase			444,510 (29,286) -6.6%	463,246 - 0.0%	462,683 18,173 3.9%	470,250 7,004 1.5%	449,995 (12,688) -2.8%	470,250 - 0.0%	0	0
				a/a	b/b	b/b	b/b	b/b	b/b		
				94.5%	94.9%	94.8%	96.4%	92.2%	96.4%		
				of '09 Goal 470,332	of '10 Goal 488,000	of '10 Goal 488,000	of '11 Goal 488,000	of '11 Goal 488,000	of '12 Goal 488,000		
					2009		2010	2011 E	3 yr average	5% Rule	Year
	General Endowment				2,022,663		1,953,236	1,846,400	1,940,766	97,038	97,000
	Jenks Endowment				1,213,294		1,171,712	1,108,000	1,164,335	58,217	58,000
					3,235,957		3,124,948	2,954,400	3,105,102	155,255	155,000

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<b>Expenditures</b>									
<b>Personnel &amp; Facilities Commission</b>									
	Personnel								
		176,287	176,924	176,620	177,878	179,172	186,011	(953)	(2,552)
3100	Clergy	108,720	109,358	109,053	110,086	107,789	109,996	(89)	2,207
3110	Housing Allowance	67,567	67,567	67,567	67,792	71,383	76,014	8,222	4,632
3120	Clergy pension & insurance	56,882	58,840	54,638	57,450	57,320	59,036	1,586	1,716
3200	Office Staff	39,937	45,678	42,646	46,861	44,129	49,573	2,713	5,444
3220	Office Staff pension & insurance	3,004	5,393	5,227	5,155	5,115	5,343	187	228
3300	Sexton regular hours	25,893	27,740	29,566	27,982	26,053	27,023	(959)	970
3320	Sexton pension & insurance	0	0	0	0	0	0	0	0
3400	Lay staff	101,452	84,379	82,022	84,169	81,046	81,037	(3,133)	(9)
3420	Lay staff pension & insurance	12,263	4,274	4,273	4,311	4,340	4,435	124	96
3500	Independent contractors	12,810	15,300	13,388	14,800	12,399	13,432	(1,368)	1,033
3600	Travel	64	800	747	800	1,020	800	0	(220)
3610	Professional expenses	3,319	3,000	2,355	3,000	2,501	2,800	(200)	299
3620	Sabbatical	2,000	2,000	2,000	2,000	2,000	2,000	0	0
3630	Church FICA	25,833	25,204	24,861	25,308	24,666	25,703	395	1,038
3640	Personnel contingency (& Bonus)	5,787	1,400	2,036	2,000	1,694	2,000	0	306
	Personnel totals	465,532	450,931	440,378	451,715	441,453	459,193	7,478	17,740
	Facilities								
4000	Copier rent & maintenance	2,479	2,750	2,687	2,600	3,017	2,500	(100)	(517)
4010	Postage	2,648	2,700	2,840	2,800	2,536	2,800	0	264
4100	Office Expense	11,694	12,000	11,587	12,000	11,619	11,549	(451)	(70)
4120	Telephone	3,545	3,900	4,126	4,120	4,190	4,200	80	10
4125	Electricity	11,461	11,700	10,331	10,300	10,218	10,300	0	82
4130	Water & gas	3,422	3,500	7,328	3,500	3,306	3,400	(100)	94
4140	Interior Maintenance	15,917	15,000	16,577	16,000	14,152	16,000	0	1,848
4141	Exterior Maintenance	6,019	7,500	11,658	7,500	7,935	8,000	500	65
414_	Capital Reserve		2,000	2,000	2,000	2,000	2,000	0	0
4145	Rubbish removal	2,468	2,858	2,920	2,700	3,301	2,200	(500)	(1,101)
4150	Sexton supplies	2,414	2,500	2,696	2,700	2,774	2,750	50	(24)
4155	Snow removal	4,142	4,200	4,400	5,000	4,790	5,000	0	210
4160	Insurance	32,949	35,020	34,279	35,500	27,249	32,000	(3,500)	4,751
4170	Pianos & organ maintenance	762	1,000	877	1,000	782	900	(100)	118
4200	Fuel	24,030	32,500	22,228	21,600	22,086	22,000	400	(86)
	Facilities total	123,950	139,128	136,534	129,320	119,954	125,599	(3,721)	5,645
	Personnel & Facilities Total	589,481	590,059	576,912	581,035	561,407	584,792	3,757	23,385

**Appendix B**  
**FIRST CONGREGATIONAL CHURCH IN WINCHESTER**  
**Congregational Budget Meeting**  
**Held Feb 12, 2012**

		%	13.6%	13.2%	13.0%	13.2%	13.7%	13.2%	0	0
<b>Outreach Commission</b>	"adjusted income"		631,908	629,041	637,750	635,650	610,452	638,650	3,000	28,198
5100	General appropriation		85,800	83,033	83,033	83,906	83,906	84,302	396	396
5200	Transfer to Jenks Outreach Res		-	-	-	-	-	-		
5300	Outreach/Social Action		-	-	-	-	-	-		
	<b>Outreach Commission Totals</b>		<b>85,800</b>	<b>83,033</b>	<b>83,033</b>	<b>83,906</b>	<b>83,906</b>	<b>84,302</b>	<b>396</b>	<b>396</b>
	<b>Congregational Life</b>									
5500	Music		2,043	3,740	3,399	3,740	3,602	3,740	0	138
5600	Diaconate		1,896	1,980	2,003	1,980	1,932	1,760	(220)	(172)
5625	Worship & Congregational Life				1,169	1,200	1,271	1,200	0	(71)
	<b>Congregational Life Totals</b>		<b>3,939</b>	<b>5,720</b>	<b>6,571</b>	<b>6,920</b>	<b>6,805</b>	<b>6,700</b>	<b>-220</b>	<b>(105)</b>
	<b>Other Commissions</b>									
5700	Membership Life & Development		2,196	2,400	1,622	2,400	1,990	2,500	100	510
5750	Health Ministries		2,096	2,120	2,115	2,120	1,360	2,150	30	790
	<b>Other Ministries total</b>		<b>4,291</b>	<b>4,520</b>	<b>3,736</b>	<b>4,520</b>	<b>3,350</b>	<b>4,650</b>	<b>130</b>	<b>1,300</b>
	<b>Education Commission</b>									
5800	Church School		4,256	6,760	3,889	6,760	6,326	6,200	(560)	(126)
5825	Adult Education		409	900	827	900	340	750	(150)	410
5850	Youth Programs		7,500	7,500	5,684	7,500	6,116	6,800	(700)	684
	<b>Education Commission totals</b>		<b>12,164</b>	<b>15,160</b>	<b>10,399</b>	<b>15,160</b>	<b>12,782</b>	<b>13,750</b>	<b>(1,410)</b>	<b>968</b>
	<b>MAUCC Per Capita</b>									
5900	MAUCC Dues		10,830	10,422	10,210	9,594	9,515	9,456	(138)	(59)
	<b>MAUCC Dues totals</b>		<b>10,830</b>	<b>10,422</b>	<b>10,210</b>	<b>9,594</b>	<b>9,515</b>	<b>9,456</b>	<b>(138)</b>	<b>(59)</b>
	<b>Expense totals</b>		<b>706,505</b>	<b>708,915</b>	<b>690,861</b>	<b>701,135</b>	<b>677,765</b>	<b>703,650</b>	<b>2,515</b>	<b>25,884</b>
	Percent increase over prior year		-5.1%	0.3%	-2.5%	1.5%	-3.3%	3.8%		
			b/a	b/a	b/a	b/a	b/a	b/a	a/b	a/a
	<b>Income over (under) expenses</b>		<b>7,694</b>	<b>627</b>	<b>37,363</b>	<b>15</b>	<b>-9,570</b>	<b>0</b>	<b>(15)</b>	<b>9,570</b>
			<b>2009</b>	<b>2010</b>	<b>2010</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>	<b>\$ change from</b>	
			<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>11 Budget</b>	<b>11 Actual</b>

## **C: Minutes of the Congregational Meeting Held June 19, 2011 Regarding the Reno Garden**

### **Minutes of the Special Congregational Reno Garden Meeting, held after the morning worship service, Sunday June 19<sup>th</sup>, 2011**

#### **Penny Sparrow, Moderator; Anne Hoenicke, Clerk**

Penny Sparrow called the meeting to order. She had examined the warrant for the meeting, and finding it to be in order and properly posted, declared that the meeting had been properly notified. She stated that a quorum of at least 25 members was present.

The following motion was before the meeting:

#### **The Motion:**

Moved, that the church adopt the recommendation of the Council on Ministries and vote:

- a) to accept and acknowledge with gratitude the gift from Suzanne and John Reno to pay for and be dedicated and used for the purpose of constructing a memorial garden in the northwest corner of the Church's property, intended to promote reflective meditation and to serve as a place for the discreet repository of ashes of the deceased;
- b) declare that the memorial garden shall hereafter be named and known as the Reno Garden;
- c) authorize and direct that the church hire such contractors and other professionals as necessary to oversee construction of the Reno Garden;
- d) authorize and direct the Treasurer, upon receipt of the gift, to deposit same in a local bank and disburse same as authorized by the Facilities Commission, with the advice of Suzanne and John Reno; and
- e) authorize and direct the "Reno Garden Policies and Procedures Committee" to draft policies and guidelines respecting use of and access to the Reno Garden, subject to adoption by the Council on Ministries.

Moderator Penny also drew attention to the written overview of the purpose and current status of the Reno Garden. See Attachments 1 and 2 to these minutes for copies of the handouts distributed.

**Moderator Penny then opened the floor for questions, comments and statements.**

#### **Judy Arnold, Associate Pastor**

Judy asked Suzie Reno if the intent of the garden is to have ashes of loved ones.

#### **Suzie Reno**

Suzie responded that she and Jack intend to have the garden be a place where ashes of loved ones will be placed.

#### **Sarah Gallop**

Sarah Gallop spoke from written comments, expressing gratitude for the gift of the Renos. She raised concerns about the presence of ashes in the garden and the lack of conversation within the

## **C: Minutes of the Congregational Meeting Held June 19, 2011 Regarding the Reno Garden**

church to address people's questions or concerns on the subject of ashes. She urged the church to provide a forum for discussion.

See Attachment 3 to these minutes for Sarah's written comments.

### **Bruce Alexander**

Bruce spoke in favor of spreading ashes next to the church.

### **Jena Roy:**

Jena spoke in favor of interring ashes at one's home church.

### **Fred Greene:**

Fred noted the difficulties of some, associated with the placement of ashes. He recommended continued conversation in the congregation. He suggested that we could consider a change to item (a) of the motion, as follows

- |   |
|---|
| a) to accept and acknowledge with gratitude the gift from Suzanne and John Reno to pay for and be dedicated and used for the purpose of constructing a memorial garden in the northwest corner of the Church's property, <del>intended to promote reflective meditation and to serve as a place for the discreet repository of ashes of the deceased;</del> |
|---|

### **Polly Keppler**

Polly expressed no personal preference on the subject of ashes.

### **Doug Taylor**

Doug reflected on the poor way our culture deals with death and said that discussion with the Church School about what death means and what having ashes of loved ones in a garden means would be healthy.

### **Carol Savage**

Carol expressed gratitude for the gift of the Reno family and spoke in favor of the use of the garden for the placement of ashes.

### **Anne Hoenicke**

Anne, speaking as a member and not in her role as clerk, spoke in favor of the garden, but expressed concern that the original discussion of 'spreading' ashes had recently changed to burying some or all of the ashes, following the advice of the Winchester Conservation Commission and Health Department. She suggested that it might be wise to delay taking a vote until the work of the Policy Committee on these issues is complete.

### **Carol Weir**

Carol expressed support for the garden and confidence that the details could be worked out, without delaying the proceedings. She considered the garden a way of showing leadership in the green revolution. She suggested that the record of the concerns raised at this meeting could help direct the Committee to address them, including developing the curriculum for discussions with the youth

### **Lee Roberts**

Lee spoke of the value of accepting the reality of death

## **C: Minutes of the Congregational Meeting Held June 19, 2011 Regarding the Reno Garden**

**Marcie Troisi** [Clerk's note: Marcie is a deacon and member of the Policies and Procedures Committee]

Marcie spoke of the ongoing work of the Policies and Procedures Committee and of the thoughtfulness that has been going into their deliberations. She said that their plans have included ideas developed from congregational feedback.

**Tony McPherson**

Tony pointed out that attitudes to practices relating to death can shift over time. Also that churches have, historically, adjoined cemeteries.

**Suzie Reno**

Suzie spoke of the Reno's intent for the garden, including the labyrinth, reflecting values they hold and giving people choices.

**Bruce Alexander**

Bruce suggested an amendment to the motion, in paragraph e), by adding words to direct the Policies and Procedures Committee "to sponsor communication and conversation by the congregation" before the clause "subject to.....".

**There was a second to this proposed amendment**

**Carol Savage**

Carol stated she felt that this amendment was unnecessary.

**Member**

A member asked if there would be further opportunities for conversation on issues of concern

**Moderator**

Penny stated that there will be opportunity for more conversation.

**Member**

A member said that the motion to amend could do no harm.

**David Mortensen**

David spoke in favor of the amendment and suggested that the sensitivities raised here will continue to guide the Policy Committee and the Council on Ministries.

**Moderator**

Penny, after consultation with our prior Moderator and another parliamentarian, declared that the motion to amend paragraph e) is a friendly motion. As such, the Moderator has the authority to declare that it be included in the entire motion, so that the amended motion in its entirety would be the vote taken.

**Kaye Nash**

Kaye spoke with appreciation for the openness of discussion and for the gift of the Reno's. She suggested that not having consensus was ok.

## C: Minutes of the Congregational Meeting Held June 19, 2011 Regarding the Reno Garden

### Sarah Gallop

Sarah also appreciated the conversation. She suggested that we amend paragraph a.), as referred to earlier under the comments of Fred Greene. She then suggested that discussions take place in the fall and a vote on the ashes be postponed a few months

### Member

A member suggested that the phrase about 'promoting meditation' remain.

The revised proposed wording of the amended paragraph a.):

- a) to accept and acknowledge with gratitude the gift from Suzanne and John Reno to pay for and be dedicated and used for the purpose of constructing a memorial garden in the northwest corner of the Church's property, intended to promote reflective meditation

**There was a second to the motion.**

**Paul Rahmeier** [Clerk's note: Garden Design Committee – Chair]

Paul spoke to the roots of the idea for a memorial garden coming out of the Capital Campaign visioning process and that this garden was always envisioned by the Capital Campaign Planning Committee, the Garden Design Committee and the donors as being for the placement of ashes.

### Penny Sparrow

The Moderator then called for a vote on the motion to amend paragraph a.) as seconded above.

A voice vote gave a clear majority of Nays, so the amendment did not pass.

The Moderator then called for a vote on the full motion, which included the friendly amendment to paragraph e.) A voice vote was taken and gave a clear majority of Ayes.

The Moderator declared the motion passed. She then adjourned the meeting.

**At the June 19<sup>th</sup>, 2011 Special Congregational Meeting it was moved, seconded, and voted** that the church adopt the recommendation of the Council on Ministries and:

- a) accept and acknowledge with gratitude the gift from Suzanne and John Reno to pay for and be dedicated and used for the purpose of constructing a memorial garden in the northwest corner of the Church's property, intended to promote reflective meditation and to serve as a place for the discreet repository of ashes of the deceased;
- b) declare that the memorial garden shall hereafter be named and known as the Reno Garden;
- c) authorize and direct that the church hire such contractors and other professionals as necessary to oversee construction of the Reno Garden;
- d) authorize and direct the Treasurer, upon receipt of the gift, to deposit same in a local bank and disburse same as authorized by the Facilities Commission, with the advice of Suzanne and John Reno; and

## C: Minutes of the Congregational Meeting Held June 19, 2011 Regarding the Reno Garden

- e) authorize and direct the “Reno Garden Policies and Procedures Committee” to sponsor communication and conversation by the congregation, and to draft policies and guidelines respecting use of and access to the Reno Garden, subject to adoption by the Council on Ministries.

(Blue text indicates the friendly motion that was incorporated into the motion.)

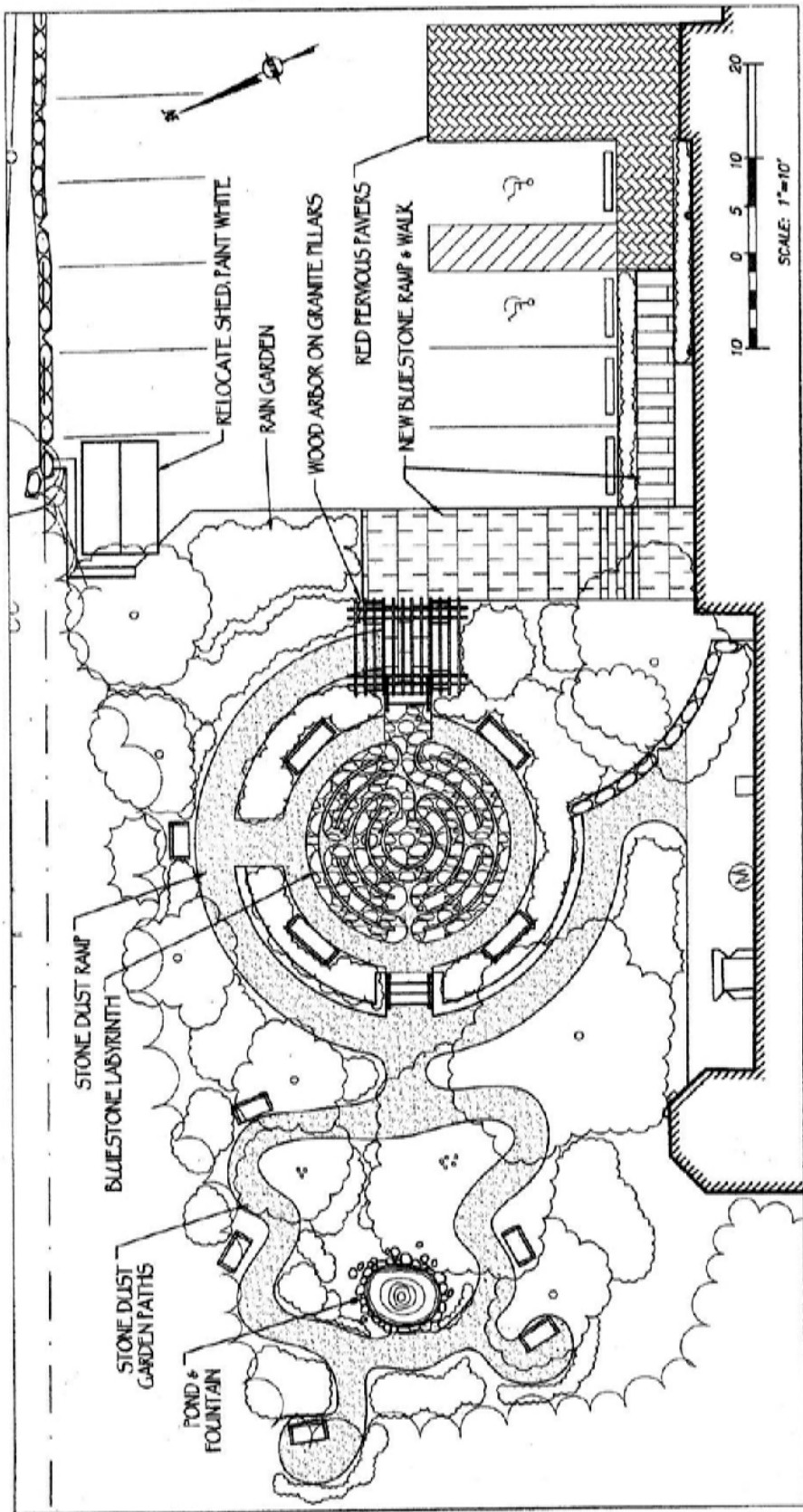
## **Attachment 1: Garden Purpose, Design Features and Illustrations Handout**

### **The proposed Reno Garden has two primary purposes:**

- a) to enable families of those who have died to bury the ashes of the loved one in a secure and comforting environment;
- b) to encourage members of our faith community to meditate prayerfully in a peaceful and naturally beautiful atmosphere.

### **Some of the key features of the Garden, as designed by the landscape architect David Jay, are:**

- 1) a granite and wood (cedar) arbor gateway;
- 2) a classic labyrinth, 22 ft. in diameter, with paths that are 16" wide, bluestone set on a bed of stone dust;
- 3) a pond, approximately 6' by 8', shallow, with a fountain in the center;
- 4) a variety of flowering trees, shrubs, and perennials, with white as the primary color of the blossoms;
- 5) a set of 10 benches set around the labyrinth, fountain, and garden;
- 6) eight large boulders, from 4-5' wide, half buried around the labyrinth;
- 7) 13 smaller boulders, 2-4' wide, half buried around the garden;
- 8) a walkway throughout the garden, with a grade of less than 5%;
- 9) installation of a precast concrete dry well, 500 gal., to receive rainwater from the church downspouts;
- 10) installation of three flood lights, activated by motion detectors, set approximately 30 ft. off the ground;
- 11) modification of the existing ramp from the Ripley Chapel entrance, to meet current building code and to facilitate handicap access to and from the church.



MEMORIAL GARDEN  
FIRST CONGREGATIONAL CHURCH  
21 CHURCH STREET  
WINCHESTER, MASSACHUSETTS

WEINMAYR/JAY ASSOC., INC.  
LANDSCAPE ARCHITECTS  
7 SOUTH STREET  
ROXBURY, MASSACHUSETTS, 02145  
(617) 354-8700 [weinmayr-jay.com](http://weinmayr-jay.com)

*ILLUSTRATIVE PLAN*  
1"=10'  
DEC. 6, 2010

SCALE: 1"=10'

**Attachment 1: Garden Purpose, Design Features and Illustrations Handout**



Attachment 1: Garden Purpose, Design Features and Illustrations Handout



## **Attachment 2: Motion and Reno Garden Overview Handout**

### **The Motion before you:**

Moved, that the church adopt the recommendation of the Council on Ministries and vote:

- f) to accept and acknowledge with gratitude the gift from Suzanne and John Reno to pay for and be dedicated and used for the purpose of constructing a memorial garden in the northwest corner of the Church's property, intended to promote reflective meditation and to serve as a place for the discreet repository of ashes of the deceased;
- g) declare that the memorial garden shall hereafter be named and known as the Reno Garden
- h) authorize and direct that the church hire such contractors and other professionals as necessary to oversee construction of the Reno Garden
- i) authorize and direct the Treasurer, upon receipt of the gift, to deposit same in a local bank and disburse same as authorized by the Facilities Commission, with the advice of Suzanne and John Reno; and
- j) authorize and direct the "Reno Garden Policies and Procedures Committee" to draft policies and guidelines respecting use of and access to the Reno Garden, subject to adoption by the Council on Ministries.

### **Reno Garden Overview**

#### **Purposes of the proposed Reno Garden:**

- 1.) Enable people to place the ashes of a loved one in a secure and comforting environment
- 2.) Encourage prayerful meditation in a peaceful and naturally beautiful atmosphere

#### **Current Status**

- 1.) The garden is the gracious gift of Jack and Suzy Reno
- 2.) Design is as shown. Conceptual drawings have been on display for some weeks. Discussion held at hearings to which the congregation has been invited. Features include those in the list.
- 3.) Approval has been obtained from the town for the construction and intended use of the garden
- 4.) A Policy and Procedures Committee is working on:
  - a.) Developing a policy on placement of ashes within the garden. NB It was originally anticipated scattering the ashes, but now expect to place them in the ground, in part because the town is discouraging the scattering of ashes.
  - b.) Who can use the garden for placing ashes; how names of those whose ashes are in the garden will be memorialized; how others whose ashes are not in the garden could also be honored and memorialized; fees for use of the garden for ashes, and any other policy and use guidelines that we decide are important.
- 5.) We intend to establish a fund for maintenance of the garden, so that maintenance costs do not come out of the church's annual operating budget. We know of donors who are interested in contributing to this fund.

### **Attachment 3: Sarah Gallop's Written Remarks Read Aloud at the Meeting**

#### **Sarah Gallop**

"I want to express my gratitude and thanks to the Renos for their enormous generosity, and to the committee for its vision and hard work.

In my mind, the design of the garden is beautiful – the site seems perfect overlooking the pond, and I imagine that the arbor gateway, labyrinth, fountain, greenery, and accessible paths will combine to create a welcoming and peaceful environment. I can envision people walking, reflecting, and seeking in this setting. What a tremendous gift."

"I hadn't understood that Memorial Garden in this instance meant that this natural sanctuary would serve as a repository for ashes. I assumed that the garden was being built to honor someone who had died. It wasn't until the March meeting that I learned of the planned presence of ashes. I raised some questions and concerns after that meeting and again at the open hearing last week.

I feel that the presence of ashes in the garden raises a spectrum of sensitivities that we haven't explored as a congregation. For me, I'm not sure what to think about the mix of uses in the garden. I imagine the water feature will feel life-giving and restorative. The labyrinth presents new possibilities around reflection and meditation, and I look forward to experimenting and learning with it. The natural beauty will speak for itself. But it's unclear to me how the presence of ashes will make me feel, or how they're supposed to make me feel.

Am I to reflect on those whose ashes are buried in the garden? What if I don't know them? Is the garden somber? Will I be disrespectful if I'm not solemn? Do I need to be careful where I'm walking? If I'm working down in the kitchen and look out the window at the ashes, what will I think? These are just a few of the many questions in my mind.

Right now, I feel that I'll be distracted by the ashes — and my questions about their presence — so that I won't experience the garden in the manner that I had imagined. At this time, I feel that the burial of ashes and placement of markers identifying those who have passed makes the garden a cemetery. I'm actually not sure how I feel about the idea of having a cemetery right next to the church today. But, my greatest concern is that we haven't really talked about it – how we're supposed to feel while we're in the garden, and what it means to be in the presence of ashes.

While I am only speaking, obviously, for myself, I imagine that there could be a diverse array of questions in our congregation that we would benefit from discussing. Questions about death, cremation, the ashes themselves, and the meaning, significance, role, and use of this kind of Memorial Garden.

I've had the high honor of participating in several pilgrimages to scatter loved ones' ashes. My husband and I plan to be cremated and buried in a small cemetery in NH looking out at the White Mountains. My ambivalence about placing ashes in this garden doesn't stem from a fear of death or cremation, or a distaste for scattering or burying ashes. My fear is that the presence of ashes in this case will cause some people to not want to embrace or use the garden, making it an exclusive, rather than an inclusive, resource, and that saddens me. I can't quite square how we can focus so intently on making the garden physically accessible (a feature that I fully support), when we are overlooking the importance of addressing whether it's emotionally accessible."

### **Attachment 3: Sarah Gallop's Written Remarks Read Aloud at the Meeting**

“One of the things I love most about our community is that we’ve become increasingly comfortable talking openly about issues where we may have very disparate experiences and views. I know that I have benefitted greatly from many of our small group sessions where we can raise questions, ideas, and uncertainties in an environment of trust and acceptance.

With regard to the Memorial Garden, I feel that we missed this step.

I also have questions about how the church school children and youth will interact with the garden. Do we have a sense of their varying views about having ashes in the garden? I imagine there’s abundant literature about how their various age groups perceive these issues. If we want them to participate in the garden, and I assume we do, will we create appropriate ongoing curriculum around death, cremation, and ashes so they can feel knowledgeable and comfortable about spending time in the garden?

We are so good at running processes where we share and help each other grow. I would love to see us set up a process where we can come together, perhaps in a facilitated fashion, to openly discuss the presence of ashes in the garden and explore what I imagine are wide ranging reactions, questions, and experiences. I believe such a conversation would strengthen us as a community around an important set of topics, and better prepare us to respond to this proposal.”

FIRST CONGREGATIONAL CHURCH  
Slate of Commissions 2012  
(New nominations in bold face)

CHRISTIAN EDUCATION – Adult

Linda Alexander	2011-13
Nanci Barker	2011-13
Teresa Cader	2010-13
Eric Fieleke	2010-13
Jack Howland - <b>Chair</b>	2011-13

CHRISTIAN EDUCATION – Child

Gretchen Clarke – Chair	2008-13
Jody Collins-Skinner	2009-13
<b>Paul Rahmeier</b>	<b>2012-14</b>
Natalie Roche	2009-13
David Weir	2008-13
<b>Cindy Wankowicz</b>	<b>2012-14</b>
Lucy Willoughby	2011-13

FACILITIES

Tom Dunn - Chair	2010-13
Deb DePeter	2009-13
Rick Forzese	2009-13
<b>John Lawton</b>	<b>2012-14</b>

Marcie Troisi	2010-13
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FINANCIAL RESOURCES

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

HEALTH MINISTRY

<b>Bruce Alexander</b>	<b>2012-14</b>
Pam Budner	2008-13
Teresa Cader	2010-13
Maria Fernando	2011-13
Jodie Mullane	2010-13
Susan Rozmanith	2010-13
Nick Wankowicz	2010-13

LEADERSHIP DEVELOPMENT

Peter Rosenberger – Chair	2010-13
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MEMBERSHIP

Chris Noble	2011-13
Peter Rosenberger	2009-13
Becky Tellefsen	2010-13
Christine Tresselt	2011-13
Joan Theuer – Chair	2010-13

OUTREACH

Mike Regentz – Chair	2010-13
Anne-Marie Galli	2009-13
Leigh Kelliher	2009-13
Bill McCarter	2009-13
Kate Puzzanghera	2009-13
Louise Rittenhouse	2009-13

PERSONNEL

Lynne Rahmeier – Chair	2008-13
Elizabeth Cooper	2010-13
John Crabtree	2011-13
Joyce Mills	2010-13
<b>Walter Ogier</b>	<b>2012-14</b>
Doug Taylor	2010-13
Carol Weir	2011-13

SLATE OF OFFICERS 2012-13

Moderator	Penny Sparrow
Clerk	Anne Hoenicke
Treasurer	<b>Elizabeth Cooper</b>
Assistant Treasurer	Keith Russell
Librarian	Leslie French
Historian	Bob Stone
Delegates to MBA	<b>Jena Roy</b> <b>Laurie Roby</b>

Respectfully submitted,

Cindy Wankowicz  
Peter Rosenberger

Leadership Development Commission

## **AUTOGRAPHS**

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**THE FIRST CONGREGATIONAL CHURCH IN WINCHESTER, UCC**  
21 Church Street Winchester, MA 01890 781-729-9180

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*An Open and Affirming Congregation*  
The Congregation, Ministers To The World  
Rev. Dr. George W. Waterbury, Pastor  
Rev. Ms. Judith B. Arnold, Associate Pastor  
Mr. Justin Pearl, Church School Coordinator  
Ms. Kathleen Zagata, RN, MS, CS, Minister of Cong'l Health & Wellness  
Ms. Jane Ring Frank, Minister of Music  
Mr. Jeffrey Mead, Organist  
Mr. Bradley Ross, Sexton  
Ms. Sarah Marino, Office Manager  
The Rev. Dr. Kenneth Orth, Pastoral Counselor (Affiliate)

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Websites: FCCW [www.fcc-winchester.org](http://www.fcc-winchester.org);  
MA Conference [www.macucc.org](http://www.macucc.org);  
Nat'l UCC [www.ucc.org](http://www.ucc.org)