

## **FIRST CONGREGATIONAL CHURCH STAFF**

The Rev. William Burhans, Lead Pastor

The Rev. Maeve Hammond, Associate Pastor

Jane Ring Frank, Minister of Worship & the Arts

Margaret Keeler, Minister of Children & Families

Jeffrey Mead, Organist

Sarah Marino, Office Administrator

Edward Banzy, Building Manager

William Lewis, Building Superintendent

Luis Fonseca, Building Custodian

## **FIRST CONGREGATIONAL CHURCH OFFICERS & VOLUNTEERS**

Sarah Gallop, Moderator

Dina Pradel, Vice Moderator

Janet Hall, Treasurer

Carrie Ehrbar, Clerk

Anne Hoenicke, Membership Registrar & Archivist & Associate Treasurer

Nancy Kneiss, Communications Design

Leslie French, Librarian

Bill McCarter, Historian

Rebecca Beltz, Church Auditor

Edward Lamson, Church Auditor

Edward Martin, Church Auditor

Lisa Loughlin, Delegate to the MBA Sector of SNEUCC

Bill McCarter, Delegate to the MBA Sector of SNEUCC

Laurie Roby, Delegate to the MBA Sector of SNEUCC

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## AGENDA & ARTICLES OF MEETING

FCCW 184<sup>th</sup> Annual meeting – Immediately after Worship  
May 5<sup>th</sup>, 2024

Celebrating our Friendship in God

"Love one another as I have loved you.  
In doing this, you will be my friends." - Jesus.

Welcome

Opening Prayer

Moderator's Opening Remarks

- Call to Order
- Establishment of Quorum

Opening Hymn: For all the Saints (verses 1 and 3)

Tune: Sine Nomine  
R. Vaughan Williams

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

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

Covenant

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

Strategic Plan Updates

Lead Pastor Reflections

Associate Pastor Reflections

In Memoriam

Approval of Minutes of Congregational Meetings since last Annual Meeting

Articles of Business

- I. Receive annual reports and place on file
- II. Express gratitude service on ministries and carry out elections
- III. Hear and act on any special gifts and bequests
- IV. Hear any other business as may properly come before the meeting

Closing Hymn: This is a Day of New Beginnings (verses 1 through 4)

New Century Hymnal #417

Brian Wren

*This is a day of new beginnings,  
Time to remember and move on,  
Time to believe what love is bringing,  
Laying to rest the pain that's gone.*

*For by the life and death of Jesus,  
God's mighty Spirit, now as then,  
Can make for us a world of difference,  
As faith and hope are born again.*

*Then let us, with the Spirit's daring,  
Step from the past and leave behind  
Our disappointment, guilt and grieving,  
Seeking new paths, and sure to find.*

*Christ is alive, and goes before us,  
To show and share what love can do.  
This is a day of new beginnings;  
Our God is making all things new.*

Closing Prayer

Adjournment

# CALL TO ANNUAL MEETING

## First Congregational Church of Winchester Notice of 184<sup>th</sup> Annual Meeting

This communication notifies the members of First Congregational Church in Winchester, Massachusetts qualified to vote therein, to meet on Sunday May 5<sup>th</sup>, 2024, immediately following the morning worship service, to act on the following matters:

ARTICLE I: To receive and place on file the annual report of the congregation which includes:

- reports of the Ministry Team, Treasurer, Leadership Team, and Membership Registrar
- reports of the Sustaining Ministries of the Church, and may include reports of Living Ministries as appropriate
- minutes of the Congregational Meetings held since May 7<sup>th</sup>, 2023, and any other written and oral reports which the Church may vote to receive

ARTICLE II: To thank those who served on Ministries for the 2023-2024 program year and vote on the slate of officers (Moderator, Treasurer, Clerk) for one-year terms (2024-2025) and the slate of new Leadership Team members for two three-year terms (2024-2027).

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

ARTICLE IV: To transact such other business as may properly come before the meeting. This notice is made by such written and electronic means considered to be reasonably effective as notice of an upcoming business meeting of the Church, and is made at least eight days before the meeting.

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



Sarah E. Gallop  
Moderator

Winchester, Massachusetts  
April 20<sup>th</sup>, 2024

# MEMBERSHIP REGISTRAR'S REPORT for JAN 1 to DEC 31, 2023

## SUMMARY

<b>Total Membership Beginning of January 2023</b>	<b>291</b>
<b>Total Received into Membership 2023</b>	<b>+6</b>
Confirmation	+
Letter of Transfer	+
Confession of Faith	+
Reaffirmation of Faith	+6
Reactivated from Inactive	+
<b>Total Released from Membership 2023</b>	<b>-23</b>
By Letter of Transfer	- 5
Withdrawn by Request	-
Moved to Inactive	-11
By Death	- 7
<b>Net Change</b>	<b>-17</b>
<b>Total Membership End of December 2023</b>	<b>274</b>
<b>Received as Ecumenical Friends</b>	<b>+2</b>

Memo: Emerging Relationship, Potential Member, and Participating Non-Members: ~110

## RECEIVED INTO MEMBERSHIP 2023 - Total New Members Received - 6

<p><b><u>New Members</u></b></p> <ol style="list-style-type: none"> <li>1. Carol M. (Kingston) Andrus</li> <li>2. Paul Walter Andrus</li> <li>3. Marianne Theresa (Passaggio) Iacuzzio</li> <li>4. Kate Ryan Isley</li> <li>5. Mark David Vaughn</li> <li>6. Kathryn "Katie" (Switzer) Shanahan</li> </ol>
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Welcomed as Ecumenical Friends

1. Christiane Dutton
2. Don Dutton

# MEMBERSHIP REGISTRAR'S REPORT for JAN 1 to DEC 31, 2023

RELEASED FROM MEMBERSHIP Jan 1 - Dec 31, 2023 - Total Released from Membership (23)

<b><u>By Letter of Transfer Out (5)</u></b> <ol style="list-style-type: none"><li>1. Thomas "Tom" Edwin Dunn III</li><li>2. Nancy B. O'Connor</li><li>3. Thomas "Tom" O'Connor</li><li>4. Rebecca "Becky" (Dye) Parkhill</li><li>5. Stuart Trent Parkhill</li></ol>	<b><u>Moved to Inactive (11)</u></b> <ol style="list-style-type: none"><li>1. Joan F. (McNeil) Bird</li><li>2. Allyson Elizabeth Lord Cullinan</li><li>3. Hannah Rose Lauterwasser</li><li>4. Gabriella McKinley</li><li>5. Andrew "Drew" Thomas McPherson</li><li>6. Jordan Miranda</li><li>7. Justin David Miranda</li><li>8. SaraMarie Wynne Puzanghera</li><li>9. Katherine "Katie" Skinner</li><li>10. Margaret "Maggie" Royes Splaine</li><li>11. Marc C. Thompson</li></ol>
<b><u>Withdrawn by Request (0)</u></b>	

## **Released by Death Jan 1 - Dec 31, 2023**

Members (7), Former Members, Inactive Members & Participants

1. AnnMarie (Paquin) Anderson (p)
2. Joseph P. Barger (m)
3. David Douglas Burhans - Rev. Will Burhans' father
4. Frank Brooks Cowgill (m)
5. Jay Maxwell Finn (m)
6. Nathaniel J. Gardiner (p)
7. Michael Edward Haddad (p)
8. Michael A. Howland (m)
9. Nick Iacuzio (p)
10. Lois Littell (p)
11. Harrison Lyman Moore (p)
12. Marjorie (Hill) Moore (m)
13. William E. Northfield (fm)
14. Richard "Rick" Magee Osgood Jr. (m)
15. Priscilla "Pinky" L. (Warren) Samoiloff (p) 2022
16. Cynthia A. (Wanstall) Stone (fm)
17. Elizabeth Ann (Wickes)Thompson (m)

m - member f - former member i - inactive member p - participating non-member

## **BAPTISMS 2023 (8)**

1. Ada Frances Isley-Vaughn
2. Oona Mae Isley-Vaughn
3. Winifred Jane Isley-Vaughn
4. Madeline Rose Mahoney
5. Fiona Elizabeth Metrano
6. William Daniel Nissen
7. Anderson Marcus Gibson
8. Elizabeth Jane Gibson

# REPORT OF THE MINISTRY TEAM

## **Lead Pastor Annual Report September 2023-June 2024 Rev. Will Burhans**

We entered into this program year in our newly established 4-person Ministry Team formation with Rev. Maeve fully integrated into her role as our Associate Pastor, Jane Ring Frank as the newly-titled Minister of Worship and the Arts with a few more hours added to her job, Maggie Keeler stabilized finally after many years of interim work as our part-time Minister of Children and Families and myself as your Lead pastor entering my 8<sup>th</sup> year with First Congregational. Both Rev. Judy Arnold and Kathleen Zagata of course leave a blessed legacy of good and faithful ministry for us to build upon and our new team is strong, connected and inspired for years of service to this congregation ahead. Sarah Marino and Ed Banz of course (along with Bill Lewis, Louis Fonseca, Jeffrey Mead, and Brian McArdle) work so hard to support our efforts in ministering to the congregation. I feel proud of our team and blessed to be working with all of these faithful people committed to the good of our church.

We moved into our 3rd year of the strategic plan with a pared-down Ministry Team, leaning into the creative arts through Ripley Presents, Artist Studios on the third floor, and other arts expressions, renewed emphasis on the children and youth programs with Maggie and Maeve each playing their important parts, and through the work of Roots and Branches that manifesting the dream of small groups of spiritual vitality within the church. While the strategic plan required our letting go of the Health Minister position, we were committed to maintaining the Health Ministry as one of our “sustaining ministries”. While there have been some growing pains in the effort, The Health Ministry Team with Regina Campbell chairing the group and Rev. Maeve as pastoral liaison has maintained critical programs and explored new ways of serving its purpose of “strengthening the relationship between Christian faith and health of mind, body and spirit.”

The heartbeat of our community is our worship of God which brings the Ministry Team into regular, intensive and creative work together on a weekly basis through all the various and rich seasons of the liturgical year as we seek to blend biblical themes with the music, prayers, sermons, and children’s program. We have continued to maintain our on-line presence thanks to the good work of Brian McArdle and Chris French (Brian’s back-up) which has enabled people from both far away and local homes and care centers to join us as a part of our worshipping community. Our worship ideally inspires us then to move out in love to the people around us as well and corporately we continued to do that this year through our commitment to our mission partners in the Dwelling Place, Outdoor Church, and Mass Coalition for the Homeless along with various offerings that our dedicated Outreach Ministry has collected for the good of many people in need.

The year has also held some difficulties for us as a congregation. Many beloved people have moved away over the last few years and the latest departures included the O’Connor Family and the Parkhills. We’ve also had some significant deaths of pillars of our community including Paul Rahmeier, Marjorie Moore, and Elizabeth Thompson, among others. In response to the sheer numbers of people moving away over the last few years, the Ministry Team and I dug deep into a project to welcome new people moving into Winchester which we dubbed publicly “The Welcome Home Project” and privately “The Marsha Lamson



Project” since Ted generously encouraged us to use some of the memorial gift money in honor of Marsha for this purpose. It has been a lovely practice in hospitality that has been very sweet and appreciated by our neighbors.

There has been some struggle post-pandemic to know what is needed for our youth programs which continue to draw slim numbers of youth and have not rebounded from where the programs used to be. We’ve been grappling as a Ministry Team with what our families and youth are needing these days. Rev. Maeve and Maggie have worked diligently to provide opportunities and some of them have taken and others not. They have begun to build relationships with other youth ministers in the area to foster some collaborating opportunities (see her annual report for greater details). As in so many organizations these days volunteers are hard to come by, especially for our children’s programs but the faithful few have had wonderful success with Maggie in providing some lovely Stepping Stones programs for our children and that program seems to be on the rebound.

There are so many volunteers to thank and acknowledge but a critical person to lift up this year is our faithful and skilled Moderator, Sarah Gallop, who is stepping down after 5 years of service. As the one who probably works closest with the Moderator, your Lead Pastor is so very grateful for these many years of having Sarah’s wisdom, clarity, hard work, faithfulness and joy to accompany us in all the inevitable ups and downs of work within the church. Much of the Moderator’s work most people do not see but let me tell you that Sarah has been such a gift to the smooth running and faithful work of the church through the pandemic and beyond. I can’t imagine having gone through these years without her.

Deep gratitude goes to God for the church of Jesus Christ and how His Spirit continues to be active, involved, and powerful in the calling, shaping and directing of our ministries together. May we continue to be open to where God is leading us in the coming year in Jesus’ name, amen!

Yours in Christ,  
Rev. Will Burhans

**Associate Pastor Annual Report**  
**Rev. Maeve Hammond**  
**April 20, 2024**

*Youth Ministries*

During the 23-24 programming year, I continued to lead Forum (high school youth group) and co-lead Junior Forum (middle school youth group) with Maggie Keeler, Minister of Children &

Families. Much like the 22-23 programming year, these past months have been full of challenges, joys, and lessons. With the support of Lead Pastor Rev. Will Burhans and Maggie Keeler, I presented on the current state of our youth ministries to Leadership Team. Maggie and I regularly meet with Winchester Interfaith Leaders for Youth (WILY). We discuss our ministries and are actively planning crossover events. In conversations with WILY and using our own FCCW data, we have found that students are drawn to activities that are flexible, hands-on, and meaningful (in terms of service, community-building, and personal/spiritual development).

### *Worship & Congregational Life*

I have enjoyed both adapting the services creatively and honoring their traditions throughout special and regular seasons, such as Taizé services once a season (All Souls'/All Saints', Ash Wednesday, and Summer Solstice). I also look forward to more moments of worshipful, laying-on-of-hands healing. During the Lenten series, Rev. Will and I worked closely with Buddhist minister Sunada Tagaki from Mindful Purpose, who led us in a six-week series called Mondays with Jesus & Buddha on what we as Christians can learn from Buddhist meditation.

### *Pastoral Care & Grieving in Community*

Rev. Will and I are in constant communication about pastoral and congregational care. We are present to attend to the needs of folks who have been sick, hospitalized, grieving, making funeral and end-of-life arrangements, and in need of spiritual companionship. We remember to facilitate outreach opportunities (i.e., arranging rides, regular pastoral visits and check-ins, delivering Easter lilies) to our home-based church friends. I continue to lead Grieving in Community, a support group for the spectrum of loss, three times a month. I offer two in-person gatherings on Wednesdays and one online gathering over Zoom on Tuesdays. I work with a group of close to ten folks who have attended in person and/or online this programming year.

### *Health Ministry*

23-24 marks the first programming year of Health Ministry (HM) without the guidance of Kathleen Zagata, former Minister of Health and Wellness. Leading up to the start of the programming year, Rev. Will and I had conversations with new and long-standing members of HM to address group needs and cultivate a new understanding of the group's hopes, visions, and role within the church. As such, we have made the effort to transition HM into a committee structure: most members commit to serving three-year terms and a pastoral liaison provides guidance, spiritual grounding, and connection between them and the church. In this transition year, HM has had fall and spring retreats, monthly meetings over Zoom, opportunities to assist with worship and community outreach (i.e., visitations, laying-on-of-hands healing service, writing a monthly church newsletter, knitting and sending mini-prayer shawls, organizing a biking expedition, sending cards to church members), and leadership roles with Women's Advent Gathering (WAG) and Service of Light (SL). After reflection and conversations with HM, we have decided to move WAG and SL out of their jurisdiction. Instead, a special committee of volunteers will plan WAG with the limited assistance of the Ministry Team, and the Ministry Team will plan and lead SL.

### *Additional Committee Connections*

In addition to my roles on Ministry Team and Health Ministry, I am also a pastoral liaison to the Outreach Committee, Leadership Team, and Deacons. I also collaborated with the Environmental Justice Ministry on reducing our plastic use and waste as a church and planning a sustainable dinner for Forum.

### *Community Outreach*

In August 2023, the Ministry Team, with the help of consultant Kimberly Fox based in Los Angeles, started the Welcome Home project. Welcome Home reaches out to newcomers in Winchester and warmly greets them with a baked good and invitation to learn more about our church and community. In addition to creating materials, I have also gone on home visits with Rev. Will. Beyond Welcome Home, I have also intentionally reached out to the wider community: coffee with interested churchgoers, collaborated with WILY, planning the

Interfaith Peace Shabbat with Temple Shir Tikvah and Epiphany Episcopal, connecting with local UCC and PCUSA colleagues in person and over Zoom, leading an interfaith, ecojustice-focused, youth retreat with New England GLOW, serving on the Presbytery of Boston's Committee for the Preparation of Ministry, representing FCCW at a careers panel for admitted students at Harvard Divinity School, attending the SNEUCC's annual social justice conference, and organizing a pride-themed photo exhibit called Authentic Selves with Family Diversity Projects and Winchester's Network for Social Justice. I am excited to continue growing my ecumenical and interfaith outreach in the spirit of Christ's fellowship.

### *Gratitude*

I am deeply grateful to First Congregational and the loving, Christ-led, and dedicated people who make our church a spiritual home. I feel so blessed to serve this community and have a hand in the many ways we serve God by serving our community. I hope to continue growing as a pastor and a Christian at FCCW and learning from the wisdom and (com)passion of many.

## **REPORT OF THE MUSIC AND WORSHIP ARTS MINISTRY**

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

Rabindranath Tagore (1861-1941)

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

### **Part 1: What went well for the ministry (September 2023 - Spring 2024):**

- Choir participation has remained strong, committed, and faithful, despite facing the loss of so many choir members.
- Weekly worship continued with engaging music provided by both **professionals and volunteers of the Music program**. A **Jazz Trio** moved us with beautiful stylings for the Blessing of the Animals and for Earth Day; **soloists, duets, quartets** graced our Sanctuary all year. **The Carilloneers**, under Jeffrey Mead's skillful direction, brought beauty and delight to our services with their sparkling music.
- In December, the choir, soloists, organist, and guest instrumentalists offered **Antonio Vivaldi's *Magnificat***, as a part of our yearly Lessons and Carols service. In May, the Music program offers Schubert's glorious *Mass in G*.
- The music program navigated a series of milestones: **Marjorie Moore's** beautiful memorial service; **Paul Rahmeier's** moving and tender memorial service, blessed by the addition of Sounds of Grace; a warm and joyful **Thanksgiving service**, a festive **Hanging of the Greens**, a heartfelt **Lessons and Carols**, and a stunning **Christmas Eve service**.

- **Lent, Holy Week, and Easter** were deep and meaningful this year - accompanied by grand and stirring music with instrumentalists and soloists. Holy Week was particularly rich and soulful.

**What the Ministry struggled with (September 2023 to Spring 2024):**

- We continue to feel the loss of members - in both the Choir and the Carilloneers. Despite the sadness of those who have died, are ill, or have moved away, we continue to offer praise and prayer in music with energy and faith. The high standards of the program remain - due to the extraordinary generosity and commitment of our volunteer Choir and Carilloneers.
- Both the Choir and the Carilloneers continue to welcome new members with joy. We hope that a few of you will be brave and try us out!

Respectfully submitted,  
Jane Ring Frank, Minister of Worship and the Arts

## **REPORT OF THE LEADERSHIP TEAM**

Over the past year, the Leadership Team (LT) focused on its primary responsibilities of advancing FCCW's [Strategic Plan](#) (now three years in) and overseeing the church's financial affairs, including the budgeting process. The LT partnered with the Personnel Ministry to conduct an evaluation of Pastor Will, review proposed staffing changes, and approve a new Sabbatical Policy. In addition, LT communicated with all sustaining ministries - and some living ministries - providing support and/or guidance when needed.

In terms of the LT's operations and customs, the group had eight in-person meetings and carried out its business by e-mail (instead of in-person meetings) on two occasions. The year kicked off with an annual orientation for all LT and Ministry Team members. Following that, every meeting featured About Me presentations from lay members with the goal in mind of getting to know one another better. All decisions were made by reaching consensus, save for the approval of the proposed annual budget: it is LT's practice to record a formal vote on that critical deliverable.

The LT shared other key responsibilities among its members: serving as liaisons to selected ministries, providing prayers and food for meetings, serving on the nominating committee, and planning the congregational budget and annual meeting presentations.

LT's work in 2023-2024 was characterized by thoughtful and deep discussion about a number of weighty topics, including: addressing the continuing needs of our aging building (with the Facilities Ministry), planning for reductions in our church's carbon footprint (with the Decarbonization Task Force), responsibly managing our finances (with the Treasurer, Associate Treasurer, and Financial Resources Ministry), and reviewing the spiritual engagement of children and youth (with the Associate Pastor, Minister of Children and Families, and the Children and Youth Faith Formation Ministry)

In all of its work, the LT continually referred back to FCCW's strategic plan as a guidepost for review, decision making, and planning. While the plan is only three years old at this time, current societal trends and pressures (competing priorities for youth, market and inflation impacts, the nature of national discourse, and changing demographics) have required some slight retooling of the plan in a few areas. This is a natural and appropriate response as the plan has always been considered, and can only continue to be effective, as a living document.

The LT wishes to thank members David Carpini and Jenny Splaine who are rotating off, as well as Carrie Ehrbar who served as Clerk during the past year. A warm welcome to new Moderator Dina Pradel and new LT members Ben Keeler and Joanie Valeriano.

A personal note: It has been my great pleasure to serve as Moderator over these past five years, and as Vice Moderator for one year before that. During this period, I had the opportunity to work with nearly twenty different LT members as they rotated on and off, as well as numerous church officers, members of the Ministry Team, and Ministry chairs. I have witnessed the highest level of skill and expertise, abundant kindness, keen vision and insightfulness, compassionate discernment, so much hard work, and probably most heartwarming: steadfast dedication to our church. FCCW's future is bright.

Sarah Gallop, Moderator

For the Leadership Team: Vice Moderator Dina Pradel, Treasurer Janet Hall, Associate Treasurer Anne Hoenicke, Clerk Carrie Ehrbar, Lead Pastor Will Burhans, Associate Pastor Maeve Hammond, Minister of Worship & the Arts Jane Ring Frank, Minister of Children and Families Maggie Keeler, Mike Bailey, David Carpini, David Page, Laurie Roby, Jenny Splaine, and Christine Tresselt.

## **REPORT OF THE DIACONATE**

The Diaconate experienced a very meaningful year in service to the congregation, the pastors, and to one another.

In fulfilling the stated purposes of the Diaconate, we were able to tend to the ritual life and other needs of the church by welcoming congregants, organizing and implementing name tags, collecting the offering, preparing and serving Communion, delivering poinsettias and lilies, and assisting in transportation to church activities/services for some of our community. We also served at memorial services, new member ceremonies, and baptisms.

We were pleased to participate in the new Welcome Home initiative by delivering bread loaves to new residents in the community. We also further achieved FCCW's goal of being more environmentally responsible by transitioning from plastic to glass communion cups. The manual was revised to conform with our current needs and practices.

The oversight of the Pastors and Deacons Fund is one of our most impactful functions. Congregants generously donated a total of \$3,704, for the calendar year 2023. We were able to offer \$2,200 in assistance for recipients who experienced extreme hardship when unexpected life events occurred. The additional income from the endowed investments, in addition to contributions in the offering plate, enabled us to meet these requests.

Finally, we held several meaningful gatherings, beginning with a retreat in the fall that created memorable moments and relationships. At the time of this report, we have a Life Deacon event scheduled that provides an opportunity to express our appreciation to our past Deacons, many of whom have continued to serve with us throughout the year. Our last official event will be the installation and dinner, welcoming new Deacons Rich Crawford, Julia Daggett, and Robin Delurey, and honoring the outgoing Deacons John Keeley, Liz Sayre, who has graciously served as a Life Deacon for a two-year term, and Janet Vaughn. It has been a wonderful year of collaboration and congeniality, and we are excited for the new year with the introduction of Rich, Julia, and Robin to the team.

Respectfully submitted by:

Janet Vaughn (Head Deacon), Liz Sayre, John Keeley, Kate Carpini, Tony McPherson, Andy Gallop, Carol Andrus, Petra Sansom, and Branda Wilhoite.

## **REPORT OF THE FAITH FORMATION MINISTRY**

### **Men's Discussion Group**

The men's discussion group Platypus group has met weekly on Wednesday mornings throughout the year with exception of July and August. Meetings are virtual, though there has been talk of returning to in-person. Hybrid we have found too cumbersome technically. We have a regular attendance of between seven and ten.

Most of our discussions center around the politics, economics, and social progress of present-day life at home and abroad. We feel the loss of our co-founder Paul Rahmeier, and struggle to preserve his legacy of seeking benefit through the interplay of dissenting opinions in an atmosphere of mutual respect and trust.

A persistent challenge is to attract the interest of younger men of the congregation. We urge anyone who reads beyond the comics and sports in the morning paper to give us a try. Contact [chris.noble@yahoo.com](mailto:chris.noble@yahoo.com) to be put on the list

- Peter Rosenberger

### **Roots and Branches Report April 2023**

2023 - 2024 was the second year of Roots and Branches. In the first year we looked at the book of Ruth. This year our topic was Let Me Ask You A Question - Conversations with Jesus. Each session had a topic that focused on one or two of the many questions that Jesus is recorded as asking. For example, 'Who do you say that I am?' or 'Do you see this woman?'

There were 5 regular groups, 4 of them in homes and one hybrid group (some people were on zoom) in the church. More than 50 people signed up for these groups. Additionally this year we experimented with a drop-in group immediately after Sunday worship at church, with childcare provided. We were hoping that this would make it possible for some of the parents of younger children to attend, but we were unsuccessful in this, though a few other congregants did attend. This group was scheduled less frequently, but the other groups had 8

sessions planned, with the option for a couple more. As last year, each group had a different day and time and made their own schedules to match the availability of the participants. We expanded our group of leaders this year. These were Laura Bailey, Sarah Gallop, Betsy Goodell, Jonathan Goodell, Terry Marotta, Eileen Morris, Elizabeth Page, Laurie Roby, Liz Sayre, Penny Sparrow, Cindy Wankowicz. We were thrilled to have this thoughtful leadership in place and are grateful for their willingness to serve our community in this way.

We trust that these groups fulfilled our ambitions to help our faith to grow, equip us each for service and to increase our knowledge and love of our community.

Respectfully submitted by the planning group,  
Jonathan Goodell, Penny Sparrow, Cindy Wankowicz

## **Report of Church Librarian**

The Church Library exists mainly for supporting our congregation's theological understanding and spiritual growth, as well as providing books for reference/research. It also holds some of the church's historical records. It is also an important resource for the clergy and staff. Although still not heavily used by the congregation, it is an important part of our "growing in faith" mission.

Weeding out of old, unused books has continued as well as checking the accuracy of the card catalogs and shelf list. Attempts have been made to locate unreturned and missing books. The projects in the library are ongoing and slow-moving. They involve cleaning, organizing, and updating. It takes 5-10 minutes to undo each discarded book's cataloging, which makes for a long process. Discarded books are being given to the En Ka Society for the upcoming fair.

The project most visible to the congregation continues to be the book display table in the lobby. This is a constantly changing display of library books relevant to church seasons, topics the church is exploring, or some other important subject matter. It would be nice to see more borrowing of these books, but it's possible the location just does not catch people's attention. Suggestions are very welcome for how to increase circulation.

Although perhaps the days of abundant use are over, the library has a fine collection of wonderful, (though mostly older) books that can inspire us, educate us, strengthen us, and call us to be better versions of ourselves.

I still think the church needs to make a decision about the future of the library. Is there a desire to really revive it, or is status quo the way to go? There is too much work for one person to complete all the tasks necessary to make it an updated, vibrant place, but it is a beautiful room with many treasures.

Respectfully submitted,  
Leslie French

## Children and Youth Faith Formation (CYFFORM) Annual Report for 2023-2024

*Ministry Members:* Kate Carpini, Shannon Gibson, Tomye Little, Tim Malcolm, Kris Montgomery, Michelle Stewart, Maggie Keeler (Minister of Children and Families), Rev. Maeve Hammond (Associate Pastor)

*Program Volunteers:*

*Stepping Stones* - Liz Copeland, Kristen Herlihy, Nancy Goodwin, Phoebe Goodwin, Carolyn Plosky

*Junior Forum* - Michelle Stewart, Eve Moura

*Forum* - Jane Ring Frank, Karen Bellacosa, Eileen Morris, Andy McKinley, Jonathan Goodell, Betsy Goodell, Sarah Malcolm

*Tell the congregation about one to three items that went well for your ministry this past program year. For example:*

- After many years of flux, we have a wonderful team.
  - Rev. Maeve continues to lead the high-school Forum and co-lead the middle-school Junior Forum with Maggie.
  - We were happy to have Maggie Keeler transition from an interim role to a regular part-time role as Minister of Children and Families. She continues to direct the children's programs (Stepping Stones and nursery) while working to expand our offerings for families.
  - We were lucky to be able to hire two Winchester elementary teachers to job-share the nursery supervisor position. They have been a wonderful addition to the team, maintaining a warm and welcoming spot of our children.
  
- Our children and youth programming continued to rebuild.
  - Stepping Stones (preK- grade 5) gathered on the front lawn during the Sunday service throughout the fall and moved into Tucker room once



it got too chilly. Averaging 10-12 children weekly and often seeing 15 kids, we hope to be able to split into two classes next fall. We've also been excited to welcome several new families to the church and to Stepping Stones.

- Junior Forum (grades 6-8) has been meeting weekly on Sunday mornings with the exception of the first Sunday of the month when we meet at 5:00 PM. The group has remained small (averaging 3-5 students).
- Forum (grades 9-12) continues to meet at 7 PM. Forum welcomed the return of many of the traditional activities, including the Christmas Pageant, Youth Progressive Supper, SoulCollage® with Jane Ring Frank, and service over spring break (The Dwelling Place). We have also had meaningful dinners and conversations together, played games, celebrated each other's accomplishments, made care packages for Forum alumni, held a sustainable dinner with the Sierra Club, and made blankets for the Forum room and hospice. Our numbers are still not what they were pre-pandemic and seem to ebb and flow during the year (average 3-5 youth at each session with a low of 2 students and a high of 6). Rev. Maeve and Rev. Will look forward to offering Confirmation next programming year to our high schoolers.
- We planned several opportunities for families to give back to the community.
  - We once again teamed up with the Winchester Family Action Network to supply Thanksgiving meals for families in need. This year we were able to donate more than 50 Thanksgiving baskets to Woburn's Council of Social Concern.
  - Together with the Outreach Ministry we brought the Mass Coalition for the Homeless Bed for Every Child Initiative back again for a third year. This year we welcomed nearly 40 congregants from ages 85 to 5 to build 11 beds that will go to children on their waitlist.
  - Stepping Stones collected more than 1600 diapers for Haitian immigrant families in Woburn as part of the fall stewardship campaign.

- Families also helped stock the shelves of the En Ka Food Pantry by bringing boxes of cereal to the Easter Egg Hunt this year. Folks were so generous that we overflowed their cereal aisle.
- Junior Forum and Forum combined forces to make cookies for and serve at The Dwelling Place for an afternoon of service over spring break. In total, we had around a dozen participants! The youth really seemed to enjoy the meaningful work and flexibility of the service project.
- Rev. Maeve and Maggie formed the Winchester Interfaith Leaders of Youth (WILY) with youth leaders from other houses of worship in Winchester and are building an interfaith professional community to support one another in their work. Together we celebrated an Interfaith Peace Shabbat with Temple Shir Tikvah in January and are planning a youth service project for the fall.

*Tell the congregation about one to three items that your ministry struggled with, for example:*

- We have been slowly rebuilding our numbers for Stepping Stones this year but were unable to split into multiple classes because of a lack of teachers. We are hopeful that we will be able to offer multiple classes in the fall. However, we have concerns about our youth programs which have been slower to rebound. We were forced to cancel the ski trip planned for January and the mission trip that was planned for April because of a lack of signups and have seen weekly numbers ebb and flow throughout the year. Junior Forum had a stretch in January - February when we were unable to have even our Sunday morning program because of poor attendance (1 youth). Rev. Maeve, Rev. Will and Maggie have met with a representative from the Yale Youth Ministry Institute for some guidance and are planning to explore what other churches in the Boston area are doing.
- As is the case for many ministries within the church, we have a small group of volunteers who are shouldering much of the work. This year we invited parents to help in the Stepping Stones class and have had a good response.

We hope that some of these parents will be interested in volunteering more in the future.

*Additional: gratitudes!*

- Maggie and Rev. Maeve wanted to express their gratitude to this year's group of committee volunteers. You have provided valuable feedback and encouragement. We especially want to thank Kate Carpini and Michelle Stewart, who are rolling off of CYFFORM after many years of service to the committee.

## **REPORT OF THE PERSONNEL MINISTRY**

The Personnel Ministry strives to take excellent care of the employees of the church. We are responsible for policies and frameworks, while also serving as an informal or dotted-line connection to those employees.

After a few years of flux, this year brings us a rather stable employee/ministry team, and we welcome that stability!

One of our key accomplishments was finalizing the significant revision to the Employee Handbook, an effort that began in 2023. We continue to refine any areas that need further clarification.

Navigating the balance between salary adjustment recommendations and our budget has been challenging. In addition, when the scope of some of the roles has increased, we aim to thoughtfully and prayerfully recommend the best decisions. And that's not always easy.

We are so pleased to have John Keeley back on our Personnel after his illness. We haven't loaded him up with too many tasks just yet but his insights are so important to our discussions and he is a vital member of our group.

## REPORT OF THE HEALTH MINISTRY

*Tell the congregation about one to three items what went well for your ministry this past program year. For example:*

- We held the Women's Advent Group event. In advertising the event, we added inclusivity language for the LGBTQ community this year for all to feel welcome. There were about 75 people in attendance. There was a clothing drive for pajamas and baby onesies for women who were residents of the Casa Merna.
- We held the Service of Light service event that was well attended. The event is well scripted from years past and is ready to pass on to the Ministry team in future years.
- We have started to talk about ways we envision the future direction and purpose of Health Ministry
- We started a monthly " Hmmm... " Health Tips Newsletter Column in the Church Newsletter
- We began a knitting ministry for prayer shawls within cards
- The walking group continues to be strong and attracted some additional regular walkers
- Our card ministry is continuing
- We began brainstorming program development and will be ready to bring this to the congregation in Fall 2024.

*Tell the congregation about one to three items that your ministry struggled with, for example:*

- We struggled with needing more Ministry support , communication, and leadership in the fall and early winter. It was a time of transition with being Kathleen's first year gone. We found it difficult not having a Ministry person as leader of the group who had dedicated time and an awareness of church calendar issues for program initiatives. Specifically, planning and executing WAG an SOL within 2 weeks of each other was very difficult for a small group of volunteers most of whom were dealing with personal and partner health issues.
- These difficulties were discussed in detail with Will and Maeve in January. They were very supportive and amenable to trying to make things work better. In the spring months Maeve has taken a more active role in planning and attending meetings and has planned a retreat.
- The Ministerial Team will take over SOL and WAG this coming year.

**Optional:** COVID Reflections, *if not already covered in the above two items:*

- How has your group emerged from the COVID19 pandemic?  
Our group seems to have emerged fine from the COVID pandemic. We have adapted our meetings to be on Zoom and have run hybrid church wide programs to include all members. Some members miss the monthly in-person meetings with dinners that were a tradition prior.  
\*What did you do/are you doing for **team building** or re-building?

Maeve planned a wonderful retreat in the fall and will have another one in April 2024.

- What are you doing that is **new**?  
Knitting ministry for prayer shawl cards and the health column in the newsletter is new this year.
- What are you **returning** to that your team missed doing for the past 4 years?  
Nothing
- What have you **stopped** doing that seems no longer needed? Zoom meetings have effectively replaced in person meetings for most members
- Have you chosen in-person, Zoom, hybrid, and/or live stream for your group's meetings? For your programs and events? How do these options feel? Zoom for group meetings. Programs and events have been hybrid which has been very meaningful to church members who are unable to attend in person

## **REPORT OF RIPLEY CHAPEL PROGRAMMING**

*At first you might find that nothing happens there.  
But if you have a sacred space and use it, eventually something will happen. Your sacred space is where you find yourself again and again.*

(Joseph Campbell)

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

### **What went well for the Ministry (September 2023 - Spring 2024):**

- Ripley Chapel played host to moving and thoughtful worship services and meetings, including three Taizé services (with a special nod to our Ash Wednesday service), three SoulCollage® workshops, Roots and Branches and other gatherings/meetings. These rich programs were offered in person to an engaged congregation.
- We offered a healthy diversity of in-person and live stream concerts and events from Ripley Chapel, under the umbrella of **Ripley Presents**. We saw our audiences returning in person, and we live streamed the events to an enthusiastic virtual audience! We are increasing audience size and ticket pre-sale as the pandemic recedes.
  - In November, Ripley Presents hosted a book reading and author talk with **Stephen Kiernan** - "The Glass Chateau." In honor of the book, Nick Wankowicz kindly offered a tour of our glorious Sanctuary stained glass windows the week before Kiernan's talk.
  - Also, in November, Ripley Chapel was one of the participants in Winchester's first (and hopefully annual) **Open Studios**. We featured the art of Tracy Vartenigian Burhans and Jenny Olsen to great acclaim. The chapel exhibit attracted at least 100 people during the day of the event!

- In December, Ripley Presents hosted pianist extraordinaire, **Sarah Bob**.
- Also, in December, Ripley Chapel was home to a 3-week storytelling event with Master Story Teller, **David Sewell McCann**.
- In January, the **Aryaloka String Quartet** executed a stunning program with an enthusiastic audience.
- In March, the **Atwater-Donnelly Trio** delighted our audience with traditional American and Celtic folk music.
- In April, Ripley Presents hosted our favorite local band - **Hank Wonder** - who rocked us with their special brand of Country and Southern Soul music.

**What the Ministry struggled with (September 2023 - Spring 2024):**

Two of our events - Midwinter Storytelling for children and families and our Open Mic Night for Youth were cancelled due to lack of interest. We are working hard to discern what works for our families, children, and youth. We remain enthusiastically committed to listening to how we can best support the families of our church.

Respectfully submitted on behalf of Ripley Programming,  
Jane Ring Frank, Minister of Worship and the Arts

## REPORT OF THE FACILITIES MINISTRY

***Items that went well for our ministry this past program year.***

The good news is that there are many items that went well for us to report on for this section. We are accomplishing a significant number of projects around the campus with our small team of dedicated volunteers. We also have paid facilities team of Building Manager Ed Banzy, superintendent Bill Lewis and Custodian Luis Fonseca who handle daily and weekly operations.

The team:

Facilities Ministry has continued with a Rotating Chair to handle the work load of the position which is significant. New member Jerry Vaughn joined, and Dick Sayre rolled off after several years of service.

We could use one or two additional members of this ministry and one more person who can focus on building envelope projects.

Major Projects - Professionals Hired:

- Neighborhood Cooperative Nursery School (NCNS) bathrooms were remodeled
- The FEMA grant project finished up, led by a project team of one, Bruce Alexander(!), with installation of new doors at the Dix and Vine Street entrances
- Jane's office refresh
- New elevator door laser safety system installed
- Colonial Stone hired to replace Abbe Patio wall after damage by flower delivery.
- Sewage drains were cleared repeatedly, due to problems and clogs. Implemented annual pump out.

- **Small and Medium projects: lay volunteers**

Lay team members are contributing to projects that match their skills - whether it is touch up painting or plastering, portico entrance repair, fixing furniture, installing a doorknob, door repairs, patching concrete, hanging pictures, calling for appliance repairs, etc. We work in teams of two or three to get a project done. This approach is working well. One fun project was the deployment of the 25 replacement tables that arrived on a weekday. The long wooden tables were at end of life and needed to be replaced. A volunteer crew of 8 folks (a facmin supplemental brigade) snuck out of their ‘work from home’ offices and came down to the church to meet the delivery truck and carry 8’ and 6’ foot tables to various locations around the church.

***Items that our ministry struggled with.***

So, you know the proverbial good news/bad news phrase. Well, there are also several items that this ministry struggled with this year, most of which are not new, but rather long-term struggles.

- The current status quo for heating the building continues to be expensive, the system is hard to manage on a day-to-day basis, and we have repeated heating-system crises. The expenses are related to the repairs of the system, in addition to the cost of the methane gas (or call it natural gas, fossil gas, or fracked gas) we burn. In 2023, we spent \$12,940 on equipment replacement, maintenance, and repairs, and an additional \$28,712 on gas. In 2024 through March 31<sup>st</sup> we spent \$19,839 on heating related maintenance & repair and \$16,039 on gas. We plan to install a larger condensate pump after the heating season costing \$20,000, and expect the burner will need to be replaced in the next year or two, costing roughly \$5000. Decarbonizing our heat has the potential to save considerably on maintenance and repair expenses.

Replacement, repair, fixes, & re-fixes etc.	Pandemic						
	Building Mostly Closed						
	2018	2019	2020	2021	2022	2023	2024 YTD
Total Equipment Expenses	\$21,903	\$29,966	\$8,314	\$53,678	\$24,749	\$12,940	\$19,800
Methane Gas Fuel Costs	\$31,926	\$28,224	\$22,995	\$20,407	\$24,602	\$28,712	\$16,039
<b>Total Heating Costs</b>	<b>\$53,829</b>	<b>\$58,100</b>	<b>\$29,508</b>	<b>\$74,035</b>	<b>\$49,002</b>	<b>\$40,712</b>	<b>\$35,839</b>

\*2021 \$48K replaced all 8 cast iron boiler sections

Equipment Expenses = All Heating System Components:

Boiler components, Steam Traps, Valves, Motors, Radiators, Condensate Pump, etc

- The Building Evolution Corporation (hired by the Decarbonization task Force) prepared a Current Conditions Performance Assessment. They identified a number of significant

building envelope issues that need to be addressed before it makes sense to electrify our heating system by installing heat pumps. We are failing at energy efficiency, a first principle of decarbonization. Quite simply, *we are wasting heat*. The envelope issues include insulating the sanctuary attic, insulating under the Parish House roof and under the flat roofs, insulating walls where feasible, closing numerous air gaps, and adding insulated windows throughout the entire building.

- The report determined that our heating *distribution* system is at its end-of-life. BEC also determined that the Parish House and 2 flat rubber roofs are also at end-of-life. Significant expenditures will be necessary to address these items. (Note: An important conclusion of the BEC report was that we will still need a fossil fuel burning boiler to heat the sanctuary during the deep winter season. Heat pumps can handle the large space in the shoulder seasons of fall and spring, but they will need to be supplemented with steam heat from a boiler -the load will be smaller and the use of the boiler will be less frequent.)
- We are doing our best to budget, plan for and anticipate annual interior and exterior maintenance costs. It is hard to get out ahead of these costs, rather than just be in a reactive mode. We have made progress in this area by creating a 5-year capital needs plan and presenting to the Leadership Team. We will continue to refine and revise this plan going forward.
- Combined Operating Budget (*Op Bud*) expenditures and Savings/Spending Fund (*SSF*) expenditures have averaged \$110K per year for the past 5 years - on average, \$60K operating budget expenditures and \$50K savings fund expenditures. The \$50K average spend from the SSFs is larger than the ~\$20-25K annual 5% draw from the facilities maintenance designated endowed funds.
- In our 5-year plan we estimate needing to spend a total of \$260K in 2024 and \$1.6 Million in 2025. These estimated costs exceed the combined operating budget and Facilities Maintenance SSF funding levels. These large expenditures include items such as electrical system upgrades, Palmer room storm windows, roof insulation and replacement, Chidley door replacement, boiler condensate pump & tank, and eventual burner replacement.

### ***What is new***

- Paul Andrus is the liaison to the Decarbonization Task Force
- The Facilities Ministry is beginning to look at building envelope suggestions from the engineering study

### **Gratitude**

We had extra helpers this year

- Bruce Alexander shepherded the FEMA Grant Door safety project, complying with all reporting requirements, bidding procedures and public notices. A huge thank you to Bruce for rising to the challenge on this.
- Lynne Rahmeier and Regina Campbell helped out with the planter by the Vine St gate - summer watering, Christmas tree planting and even Easter eggs on the evergreen trees!

A huge thank you goes to each of the Facilities Ministry members who put in their time, talent, and energy this past year to keep the building functioning properly so that we can be a nurturing, worshipping, caring community that grows in faith, serves with love, and welcomes all with joy.



Lay Volunteers: Paul Andrus, Joe Carter (yes, he comes back from the Vineyard to help out and Zooms into meetings!), Dick Sayre (rolling off), Ted Lamson, Jerry Vaughn (new member) and Peter Woolford.  
Professional Staff: Ed Banzy, Bill Lewis, Luis Fonseca

## **Building Manager Report for May 2023 through April 2024**

(Events are not in chronological order and were accomplished by the Facilities Staff in conjunction with contractors as noted.)

### **Safety/Security:**

1. The sprinkler system and alarm panel were inspected and tested in November.
2. Exit Signs and Emergency Back Up lighting were installed, in April, in the Vestibule to bring the area up to code as requested by the Winchester Building Inspector.
3. Three (3) lighting fixtures were replaced in NCNS hallway and outside one bathroom in February.
4. One (1) lighting fixture was replaced in the hallway outside the Family Room in February.
5. Six (6) lighting fixtures, that are being discontinued, and are currently installed in the corridors and Nursery, were purchased for inventory.
6. Ongoing work with Bruce Alexander, architects, and Kneeland Construction related to the FEMA grant for church safety upgrades and the replacement of the Dix & Vine Street doors.
7. Otis Elevator upgraded the elevator with new laser sensors for the doors and door release mechanisms were installed to open the doors manually in case of power failure.

### **Painting:**

8. Painting was completed in Jane's office in August.
9. Painting was completed in the second floor Ladies Room in March.

### **Personnel:**

10. Work with Human Resources to discuss future staffing per budget.
11. Interview and hire Luis Fonseca in March as Building Custodian.

### **Roofing:**

12. Annual slate roof repairs were performed in November.
13. Gutters were cleaned and dry wells were flushed in November.

### **Heating:**

14. Hartford Steam Boiler completed the boiler inspection in July.
15. Fraser Engineering cleaned and tuned the boiler in August.
16. Fraser Engineering installed a new motor on the condensate pump in the boiler room in December.
17. Manual low water reset was replaced with automatic reset in December.
18. Fraser Engineering installed a new heating valve for the Ripley heating circuit in January.
19. Fraser Engineering installed a new heating valve for the Nursery heating circuit in February.
20. Fraser Engineering installed a new heating valve for the Tucker/Chidley heating circuit in March.

**Plumbing:**

21. Handicap toilet drain clogged and backed up into the lower level slop sink in November. John's Drains cleared the clog.
22. Handicap toilet drain clogged and backed up into the lower level slop sink in February. John's Drains cleared the clog.
23. Drain from lower-level Ladies Room backed up. John's Drains cleared the drain in March.
24. Loftus Plumbing repaired a broken fitting in the drain of the Sacristy dishwasher in February.
25. Loftus Plumbing replaced two faucets in the second floor Ladies Room in March
26. Loftus Plumbing replaced two water feed lines in the second floor Men's Room in March.
27. Loftus Plumbing repaired/replaced broken fittings under the kitchenette sink in March.

**Elevator:**

28. Terminated our elevator service contract with TK Elevator in July.
29. Signed a new service contract with Otis Elevator on April 1.
30. Due to confusion with the Otis Elevator contract, the elevator was not yet inspected for 2024.

**Existing renters and new rentals:**

31. Added Karen Bernard School of Dance as a tenant in September.
32. Rick Wong departed as a renter in December.
33. Worked with Temple Shir Tikvah for details on Rosh Hashanah service in September.
34. Worked with Temple Shir Tikvah for details on Yom Kippur service in October.

- 35. Added Sharon Marrama as a renter for children’s Yoga in March.
- 36. Marisa Paterson, an artist, moved into Room 303 on March 1<sup>st</sup>.

**Miscellaneous:**

- 37. Attend a bi-weekly meeting with Rev. Will.
- 38. Attend a bi-weekly Ministry Team meeting.
- 39. Attend a monthly Facilities Ministry meeting.
- 40. Engage in a monthly call with my HR contact,
- 41. Ongoing involvement with the Decarbonization Task Force. Attend zoom meetings as needed.
- 42. Worked with Janet Hall in preparation of rental income projections for the Annual Budget.

Respectively submitted.,  
Ed Banzy, Building Manager

**Annual Report for FEMA NSPG Door Project April 2023 - April 2024**

Background

In January 2021, Bruce Lauterwasser, then Treasurer of FCCW, learned of a federal DHS/FEMA sponsored grant program designed for non-profit organizations such as churches, temples, mosques, and others. The Non-profit Security Grant Program (NSPG) is designed to help non-profit organizations that might be targets of terrorism or other violent threats to improve their facility’s security. Bruce L initiated conversations with Bruce Alexander, then Chair of the Facilities Ministry, and Ed Banzy, FCCW Building Manager. Together they defined a project that would replace three church doors, add outdoor and indoor security cameras, and a silent alarm (panic button) system. A grant proposal was submitted to the Massachusetts Executive Office of Public Safety & Security (EOPS&S), which is the state’s administrator of the FEMA program, in March 2021. The financial request was as follows:

Replace 3 doors (Dix Street, Vine Street, and Chidley Entrance)	\$53,300
Install security camera system	18,500
Install silent alarm system	<u>5,000</u>
Total requested	\$76,800

The application was filed in early March 2021. In September 2021, FCCW learned that it had been awarded a grant for the amount requested. The grant period was from October 2021 through December 2023. The grant was a reimbursement type system. The grantee incurs costs in accordance with the grant, pays them, and then submits reimbursement requests to EOPS&S. All funds to be reimbursed must be expended prior to 12/31/2023. Care must be taken to meet all federal and state procurement requirements and other rules of the grant program.

Bruce Alexander agreed to act as Project Manager on behalf of the church. After completing some administrative start-up work, a search for an architect to design the new doors began. FCCW signed an agreement with Torrey Architecture Inc. in April 2022. Design work on the doors proceeded through the summer and final designs were ready in September of 2022. At that point it was clear the cost of the doors would be higher than estimated so the security cameras and silent alarm systems were eliminated from the project. A bidding cycle was initiated following Commonwealth of Massachusetts rules. After a protracted and challenging bidding experience it became clear that costs for the doors was going to be much higher than expected. Market conditions in Metro-Boston for these commercial grade doors meant that at best the church would only be able to afford to do the two side doors of the church, the Vine Street (north) and Dix Street (south) doors. To complete the project the church would have to augment the grant funding with additional funds estimated to be approximately \$25,000. The Leadership Team approved these funds in January 2023.

### Project Completion Report

With the authorization of additional funds, the project solicited new bids under a revised bid structure. Only one response was received. We contracted with that bidder, Kneeland Construction Company of Medford, for \$74,250 on March 21, 2023. Kneeland is a well-established company that tends toward medium size commercial contracts and architect David Torrey had worked with them in the past.

During the late spring shop drawings, created by Kneeland's fabrication sub-contractor, were reviewed by David Torrey, revised, and signed off. As is typical of these projects there were significant delays during the summer awaiting the completion of the manufacture of the new doors and all parts needed for the installation. The on-site work began on September 19, 2023 with the demolition of the Vine Street door and the reframing of the door portal. A temporary door was installed so the doorway could be used during this period, especially to allow for emergency egress. On September 27, after the new permanent door was installed, David Torrey, Greg Dumas from Kneeland, and Bruce Alexander met on site to evaluate the progress to date. After a positive review the work on the Dix Street door began the next day.

By late October both doors were installed and functional with some finish work (trim, painting, etc.) to be done. American Alarm came on site and connected the new doors to the FCCW security access system so the doors could be placed back on their normal schedule for open and locked states. On December 22 all work was reported complete, and David, Greg, and Bruce met on site to examine the doors with the goal of creating a punch-list of any items needing attention. A small punch list was created and communicated to Kneeland via email. During January 2024 most of the punch-list items were resolved by Kneeland. Two items are still left to be completed as of the writing of this report and are expected to be completed around May 1, 2024. Those are specified items based on the approved door shop drawings: replacement of the current door handles with ones as specified and stops which will prevent the doors from being swung too wide open such that they strike the exterior wall of the church. Once completed and accepted by the church the final "retainage" payment will be made to Kneeland and the project will be complete.

Financials

	Revised Budget	Paid	To be paid
Architectural Services	\$31,920	\$25,413.67	\$ 0.00
General Contractor	74,250	63,180.65	6,069.35
Permit, Amer. Alarm and Misc.	<u>3,800</u>	<u>3,522.85</u>	<u>0.00</u>
Totals	\$109,970	\$92,117.17	\$6,069.35

Total Project Actual Cost: \$98,186.52  
Funding: FEMA NSGP grant \$76,800.00  
Make up funding: FCCW \$21,386.52

Respectfully submitted,

Bruce Alexander, Project Manager, FEMA Nonprofit Security Grant Program Project, 2021-2024

**REPORT OF THE RENO GARDEN COMMITTEE**

September 2023 - June 2024  
The Garden Proper

We continue to search for plantings that will take hold on the hill where nothing seems to grow. Last fall several Rhus aromatica (Fragrant sumac) were planted. At this early stage of spring 2023, it is unclear if they will be a success. Our landscape company will replant if necessary.

Yellow Daylilies were planted where ashes were interred. This spring we will have leaf mulch installed which is more beneficial to the earth, and not a huge difference in cost compared to bark mulch.

A brick honoring Kathleen Zagata who retired as our Health Minister in June 2023, was installed, along with a daylily planted nearby.

**The Garden Financial Forecast**

It is wonderful that the memorial gifts honoring Paul Rahmeier will establish an endowed fund for the Garden, a donor is offering a significant donation as well. Establishing an endowed principal will provide an annual 5% draw in perpetuity for the Garden. What a blessing!

The church has also added a small line item to the annual operating budget to support the Garden. Hopefully that line item will increase.

With several funding sources in place—endowment draw, the current savings/spending balance, fees, dedications, and operating budget support, we will be in good shape for the future. We will also need to manage operating expenses carefully and plan for capital expenses.

## **The Garden Caretakers**

We are very happy to welcome Julia Daggett and Jim Stansfield to the Committee. We have been a loosely organized group these many past years, with each of us offering our unique gifts and talents to the effort.

I thank Elizabeth Cooper, Robin Delurey, Regina Campbell, and Lynne Rahmeier for these gifts.

With that said, we will be moving to a more typical congregational committee format with 3-year terms and rotating of 2 on and 2 off.

Respectfully Submitted,  
Pam Budner for the Committee

## **REPORT OF THE FINANCIAL RESOURCES MINISTRY**

"Generations of Generosity," was the theme of the Financial Resource Ministry's Stewardship Campaign this year, inspired by the timeless message of Ephesians 3:20: "To God be glory in the church and in Christ Jesus throughout all generations."

We are extremely grateful for the continued generosity of the congregation!

- 122 Households have pledged financial support of the church for 2024
- This number is up from 115 last year despite the departure of 11 households
- \$635,000 was our pledge goal (the same as last year) and we exceeded this with pledges of \$659,179
  - o Important to keep in mind is that annual pledges makes up about 65% of our operating budget
- We leveraged the earlier work of Ben Keeler and Jen Murtie and, in partnership with the Leadership Team, took a small step toward considering what socially responsible investing means for the church. We then took a small step adjusting how our investments are allocated. We are particularly thankful to Janet Hall and David Dubard for their diligence in working through the mechanics of this.
- On the church's website, we are pleased to offer the congregation information regarding Planned Giving, in addition to a financial planning worksheet for planning purposes.

Rev. Will Burhans, Rev. Jonathan Goodell, Janet Hall (Treasurer), Anne Hoenicke (Assoc. Treasurer), Ben Keeler, Jennifer Murtie, Penny Sparrow, Taylor Tresselt (Chair), Ed Valeriano and John Wilson

## **REPORT OF THE MISSION AND OUTREACH MINISTRY**

2023-2024 Program Year

This Program year, the Outreach team had many successes to celebrate.

- We enjoyed each other and working together - we are a fun group!
- We collected back to school supplies and assembled backpacks during a summer coffee hour for Youth Villages so many children could start off the school year well supplied and in style.

- We organized our fourth annual Reach Out event this Lent season. This event is a chance for many friends and members of FCC to connect with some of our friends who are less able to join us for in person worship and events. Our Stepping Stones kids, teens, and many families and members worked together to prepare friendship baskets, a Lenten devotional, and cards. Thanks to those who then delivered these to some of our homebound members, enjoying a visit and shared smiles in doing so.
- In October, we delivered grants to 19 local organizations, averaging \$2200 per organization - these grants are funded from our pledges and collective weekly offerings for those in need.
- We delivered gifts, gift cards, and socks at Christmas to our neighbors, and our congregation joined together to build beds for the Mass Coalition for the Homeless this spring.
- Our three special offerings (Just Peace, Christmas, and Easter) went to some very special organizations. Together as a congregation, we sent these offerings to:
  - Just Peace: Clothing and housing support for Haitian immigrants arriving in Woburn
  - Christmas: Our friends at the Outdoor Church for their ministry to the homeless in Cambridge and Boston
  - Easter: Miracle Feet to help young people around the world receive effective treatment and the gift of healthy walking
- We ended the year with a cookout together (did I mention we like fun?)

We also have some challenges:

- We realize we need to think through how our committee can support. Inspire, and amplify great mission and outreach initiatives that happens and is led by our members to make service and community a joy and effective - these include Dwelling Place, Immigrant and refugees support, Habitat, Build-a-Bed, and others.
- A few folks have been on the committee for a while and generously past the 'desired' roll of date. We would welcome some new members.

From your Outreach Committee: Laura Baily, Sarah Girotti, Betsy Goodell, Maeve Hammond, Larisa Lindsay, and Virginia Seay

## Report of the Environmental Justice Ministry

The Environmental Justice Ministry advocates for eco-spirituality regularly through preaching, teaching, prayers, and liturgy throughout the church year.

The DeCarbonization Taskforce (DTF) came out of the work of the Environmental Justice Ministry. In particular, the DTF was charged by and responded to a sustainable vision set forth by FCCW's Leadership Team in lowering our carbon footprint.

Repair Café is the joint non-profit collaborative initiative of the First Congregational Church in Winchester, Environmental Justice Ministry, Winchester Unitarian Society Green Sanctuary, Sustainable Winchester and many local community individuals and repair experts. The knowledge is shared with others to inspire repairing rather than replacing. The Environmental Justice Ministry has hosted multiple Repair Cafes.

Earlier this year the Environmental Justice Ministry in conjunction with the Senior Youth Forum held a plant-based dinner event with a team from the Sierra Club invested in encouraging communities and households to adopt more sustainable eating habits through plant-based foods.

The Environmental Justice Ministry continues to promote the “Environmental Green Challenge” helping our church obtain a level 3 recognition.

## **Report of the Decarbonization Task Force**

Jessica McArdle stepped down as the chair of the DTF in January 2024. having done much to spearhead the work of this group. We are grateful for her leadership. We have been joined by two liaisons - Paul Andrus connects us with the Facilities Ministry and Mike Bailey does the same for the Leadership Team. These two are invaluable in helping us coordinate and communicate. Penny Sparrow agreed to serve as chair.

We have had a fruitful year as we received two engineering reports that we had solicited. These reports have provided us with exactly the kind of information we were looking for and will be invaluable in decision making going forward.

The first report was on Blower Door Testing, funded by a grant secured by Massachusetts Interfaith Power and Light and conducted by Carbon Cutters. The test quantified the air infiltration rate of 53,865 cubic feet per minute (cfm) for the church buildings. Several obvious areas of air infiltration were identified. *The simple conclusion of this report is that our building envelope is very leaky and we are losing huge amounts of energy through the holes.*

The second was a report from Building Evolution Corporation (BEC). We had asked for expert engineering help to outline a path forward - how should we go about decarbonizing? - and received directional guidance on how to proceed from BEC in Dec 2023. DTF contracted with BEC for this assessment, using money allocated by the Leadership Team. The BEC report contained a much-needed comprehensive current conditions assessment that will be valuable to both DTF and the Facilities Ministry.

In addition to the information received from the Blower Door Testing, the BEC report indicated that there is no point in pursuing heat pumps or other alternative approaches to decarbonization until problems with the building envelope are addressed. *Their assessment of current conditions revealed many systems at ‘end-of-life’, including heating and electrical, and other problems with the building because of insufficient investment over many years.* The report is full and detailed on current conditions and makes



recommendations for improvement priorities based on current building use. We didn't have enough budget to include cost estimates in the scope of the study..

The DTF is now faced with a challenge on how to proceed and has sought input from the Leadership Team. We need to know the priorities for the building use in upcoming decades to help prioritize recommendations. We know that any work done on the building needs to take into full account significant needs that have to be addressed even if we weren't trying to decarbonization.

Respectfully submitted,

Bruce Alexander, Paul Andrus (Facilities Ministry liaison), Mike Bailey (Leadership Team liaison), Ed Banzy, Will Burhans (Lead Pastor), Anne Hoenicke, Barry McArdle, Penny Sparrow (Chair)

## **Report of Support for Immigrants, 2023-2024**

Since reorganizing in January of 2023, Immigrant Support Alliance has grown in volunteers and seen our former clients continue to succeed in our communities. In addition, we have taken on new immigrants to support.

### **These efforts went well for our ministry:**

- We have once again partnered with Catholic Charities of the Archdiocese of Boston, this time to support an Afghan family of 4 (mom, dad, and 2 young school-aged children). We have found them housing plus donated furnishings and essentials they need. At the time of this report, ISA volunteers are helping to register the children for school, provide transportation to medical appointments, and ESOL lessons for all.
- We have held events that garnered more members from our communities. During September of 2023, ISA had a booth at The Victorian Fair in Melrose which attracted a number of folks wanting to learn more about the work we do. In January of 2024, we held an information session about the joys and challenges of being a host home to a refugee or asylum seeker. Several people from our communities expressed a willingness to be a host home.
- The Immigrant Support Alliance's finances are strong. As in the past, houses of worship that have been active with its work have provided grants. FCCW Outreach Ministry awarded ISA a grant in the amount \$3,000 in December. This support, added to that from other houses of worship and many individual donations have provided ISA with a solid foundation to underwrite our work.
- In late fall of 2023, a new ISA web site was activated ([www.immigrantsupportalliance.org](http://www.immigrantsupportalliance.org)). In addition to describing ISA's work, the website provides for a convenient way for individuals to contact ISA about volunteering and to donate on-line and receive an immediate emailed acknowledgement. It will be expanded further as time permits.

One challenge for ISA has been building the organization while we are supporting immigrants. As ISA has transformed itself to an independent organization, we have worked

to expand our work's reach and to encourage secular groups and individuals to join us in our mission. This remains a challenge to keep up while we are putting most of our time, energies, and funds to the support of our new Afghan family this spring.

## **REPORT OF THE TREASURER**

2023 was a great year for FCCW in so many ways. I will give the financial perspective. We have a five-million-dollar endowment which provides us so many opportunities. We also have a generous and committed congregation who pledge over \$650,000 in annual support of our staff, our church building and our various ministries and outreach. Our building is filled all week with a nursery school, an after-school program, music lessons, dancing lessons, artists, Tai Chi in addition to our choir practicing, our youth programs, etc., etc. It is very exciting and busy making our world a better place.

I am very grateful to Sarah Marino, Office Manager and Anne Hoenicke, Associate Treasurer for all they do to keep things accurate and transparent. There are a lot of moving parts and it truly takes a team.

Anne has prepared the 5 EXHIBITS attached to this report. I will give a brief recap of each:

### **EXHIBIT #1**

We passed a balanced 2023 budget of \$995,785 which included an \$8,000 transfer from the Poduska Fund principal (if necessary). Due to pledges and rents each being \$9,000 over budget, we did not need the Poduska transfer so our income was a total of \$10,000 over budget. On the expenses side, we saved a little here and there, most notably in snow removal, insurance, youth, Ripley Chapel, bookkeeping services, custodial services and nursery care. Our expenses were \$25,000 under budget. Following the church's policy, the \$34,974 year-end surplus was transferred to the Emergency Reserve fund.

### **EXHIBIT #2a**

We began the year with \$5,015,317 in total endowed funds. After a 5% disbursement to the corresponding spending and savings funds, our 5.72% disbursement (\$228,000) to the operating budget and a 14.2% stock market return, the balance was \$5,479,404 at year end, an increase of \$464,087.

### **EXHIBIT #2b**

Our savings and spending funds began with a total balance of \$217,224. In addition, we started the year with \$115,054 in reserve funds (Kendall Loan, Memorial Reserve, Capital Reserve, Emergency Reserve and Sabbatical Reserve) for a total of \$332,278. We ended the year with a total of \$318,178 in all these funds. This is the crux of our flexible budget! While not unlimited, we have access to these funds which make up approximately 20% of the endowment. They are restricted but can be used for such things as special music, retreats, building maintenance, flowers, etc. We receive gifts during the year for these funds, most often Memorial gifts, Pastor and Deacons Spending Fund, Flowers, Health Ministry and Music. In 2023, the biggest expenditures included Memorial Gifts spending fund (for visiting new residents of Winchester), Facilities Maintenance, and Reno Garden. At \$13K, our capital reserves were low at year end, compared to our increasing maintenance needs and a \$16 million valuation of our building. Specifics are listed in Exhibits #3A and #3B.

### **EXHIBIT #3**

Provides details and notes about the spending and savings funds 2023 expenditures, confirming that the funds were spent according to the designated purposed specified by the original donor.

### **EXHIBIT #4**

Provides details for all Outreach Giving in 2023.

Our Outreach Ministry allocated \$42,000 to various organizations. In addition, we supported our conference with \$41,962 going to the UCC United Church Mission and \$1,800 going to the Metropolitan Boston Association. Special offerings (Christmas, Easter, Just Peace) amounted to \$11,141 and the 2 funds for those in need received \$5,200 for a total of \$102,103. This represents 10% of our budget (though not in our budget since it includes pass through and restricted funds).

### **EXHIBIT #5**

Our endowment funds are held at Vanguard and self-managed, as the Financial Resources Ministry voted about 10 years ago to invest in 8 low-cost index funds. Currently, our goal is an allocation of 65% stocks, 30% bonds and 5% money market. David Dubard reallocates these funds 3-4 times a year when necessary. This exhibit shows our returns versus equivalent benchmarks.

In 2023, there was a lot of discussion concerning ESG (Environmental, Social and Governance) investing. As a church, we wanted to be an example of thoughtful and socially conscious investing. At the beginning of 2024, we switched 15% of our endowment's equity index mutual funds to ESG exchange traded funds (ETF's). We will revisit this as appropriate to analyze performance and all other aspects of this decision.

Janet Hall, Treasurer

**2023 Operating Budget Actual Results**  
Thru 12/31/2023

Year End Surplus		\$34,974	Xfer to Em Res
<b>2023 Budget</b>	<b>2023 Actual</b>	<b>Over/(Under) Budget</b>	<b>Percent of Budget</b>

<b>INCOME</b>					
1050	Pledge Receipts	\$ 630,000	\$ 635,454	\$ 5,454	101%
1100	General Endowment Transfer	145,000	145,000	-	100%
1200	Jenks Endowment Transfer	83,000	83,000	-	100%
1250	Rental Income	99,485	108,372	8,887	109%
1300	Back Pledges	3000	6,369	3,369	212%
1350	Cash Collections	6,000	6,148	148	102%
1400	Unrestricted Gifts	2000	0	(2,000)	0%
1401	Non-Pledged Gifts	20,000	21,341	1,341	107%
1500	Interest / Miscellaneous	300	783	483	261%
1505	Donations Transaction Fees	-1,000	-844	156	84%
1510	Transfer from Poduska Fund principal	8,000	0	(8,000)	0%
1705	Transfer to Emergency Reserve Fund	0	0	-	
<b>Income totals</b>		<b>\$ 995,785</b>	<b>\$ 1,005,622</b>	<b>9,837</b>	<b>101%</b>

<b>EXPENDITURES</b>					
<b>Ministerial Salaries and Benefits - Clergy</b>					
3100	Lead Pastor Salary	86,113	86,113	(0)	100%
3105	Associate Pastor Salary	81,201	81,200	(1)	100%
3110	Lead Pastor Housing Allowance	72,000	72,000	-	100%
3120	Associate Pastor Benefits	11,602	12,528	926	108%
3125	Lead Pastor Benefits	55,194	54,649	(545)	99%
<b>Total Clergy</b>		<b>306,110</b>	<b>306,490</b>	<b>380</b>	<b>100%</b>

<b>Other personnel costs</b>					
3600	Travel	1,000	2,156	1,156	216%
3610	Lead Pastor Professional Expenses	1,500	1,242	(258)	83%
3614	Lead Pastor Continuing Education	2,000	547	(1,453)	27%
3615	Pastoral Resident Professional Expenses	500	438	(62)	88%
3617	Pastoral Resident Continuing Education	500	403	(97)	81%
3616	Staff Professional Expenses	500	416	(84)	83%
3618	Staff Professional Development	1,000	550	(450)	55%
3620	Sabbatical	5,000	5,000	-	100%
3630	Church FICA	26,097	25,725	(372)	99%
3635	Workmen's Comp Insurance	4,000	3,161	(840)	79%
3640	Personnel Contingency	1,500	1,365	(135)	91%
<b>Total Other Personnel</b>		<b>43,597</b>	<b>41,002</b>	<b>(2,595)</b>	<b>94%</b>

<b>Worship excluding clergy salary</b>					
3400	Music Minister Salary	55,353	55,353	0	100%
3401	Organist	22,716	22,716	(0)	100%
3421	Music Minister Benefits	7,749	7,816	67	101%
3500	Independent Contractors Music	13,000	11,975	(1,025)	92%
4170	Piano Maintenance	750	910	160	121%
5500	Music Materials	2,000	1,794	(206)	90%
5600	Deacons	2,500	2,671	171	107%
5625	Worship & Congregational Life	2,000	1,531	(470)	77%
5630	WorshipAV/LS Independent Contractor	12,750	13,014	264	102%
<b>Total Worship</b>		<b>118,818</b>	<b>117,780</b>	<b>(1,038)</b>	<b>99%</b>

<b>Christian Faith Formation</b>					
3425	Minister Children & Families	26,886	31,686	4,800	118%
3501	Independent Contractors Nursery	2,970	1,585	(1,385)	53%
3503	Nursery Supervisor	2,869	525	(2,344)	18%
5800	Church School	2,000	1,828	(172)	91%
5825	Adult Faith Exploration	800	4	(796)	0%
5830	Library	100	0	(100)	0%
5850	Youth Activities	8,100	2,451	(5,649)	30%
5860	Confirmation	1,000	0	(1,000)	0%
<b>Total Faith Formation</b>		<b>44,725</b>	<b>38,080</b>	<b>6,645</b>	<b>85%</b>

**2023 Operating Budget Actual Results**  
Thru 12/31/2023

		Year End Surplus		\$34,974	Xfer to Em Res
		2023 Budget	2023 Actual	Over/(Under) Budget	Percent of Budget
<b>Health and Wellness</b>					
3404	Minister of Health & Wellness	20,807	20,807	0	100%
3420	Health Minister Benefits	2,913	2,913	-	100%
5750	Health Ministry	1,800	1,952	152	108%
	<b>Total Health and Wellness</b>	<b>25,520</b>	<b>25,672</b>	<b>152</b>	<b>101%</b>
<b>Mission and Service</b>					
5100	General Outreach Appropriation	42,000	42,000	-	100%
5101	UCC United Church Mission	40,000	40,000	-	100%
5102	Met Bos Association level Support	1,800	1,800	-	100%
	<b>Total Mission and Service</b>	<b>83,800</b>	<b>83,800</b>	<b>-</b>	<b>100%</b>
<b>Business Office</b>					
3200	Office Staff	61,251	57,655	(3,596)	94%
3220	Office Staff Benefits	13,896	13,411	(485)	97%
4000	Copier rent & maintenance	2,000	2,675	675	134%
4010	Postage	2,000	1,635	(365)	82%
4100	Office Expense	9,000	9,107	107	101%
4105	Technology	8,700	8,175	(525)	94%
4120	Wi-F--Telephone	6,240	4,408	(1,832)	71%
	<b>Total Business Office</b>	<b>103,087</b>	<b>97,066</b>	<b>(6,021)</b>	<b>94%</b>
<b>Facility Maintenance</b>					
3300	Facilities Staff	70,047	67,326	(2,721)	96%
3320	Facilities Staff Benefits	4,730	4,773	43	101%
4125	Electricity	13,600	13,001	(599)	96%
4130	Water & Sewer	4,000	3,863	(137)	97%
4140	Interior Maintenance	38,000	52,191	14,191	137%
4141	Exterior Maintenance	7,000	4,571	(2,429)	65%
4142	Capital Reserve	5,000	5,000	-	100%
4145	Rubbish removal	3,088	2,808	(280)	91%
4150	Sexton supplies	3,500	4,337	837	124%
4153	Lawn Services	7,000	6,560	(440)	94%
4155	Snow removal	10,000	6,295	(3,705)	63%
4160	Insurance	50,162	50,162	-	100%
4200	Fuel	36,000	28,712	(7,288)	80%
	<b>Total Facilities</b>	<b>252,127</b>	<b>249,597</b>	<b>(2,530)</b>	<b>99%</b>
<b>All Church &amp; Community Programs</b>					
5640	Community Communications	1,000	1,913	913	191%
5650	LT Discretionary	0	0	-	0%
5660	All Church Events	1,200	505	(695)	42%
5670	Ripley Chapel Programs	14,600	8,664	(5,936)	59%
5680	Environmental Justice	400	-320	(720)	-80%
5685	Racial Justice Ministry	400	0	(400)	0%
5690	Financial Resources Ministry	400	400	-	100%
	<b>Total All Church &amp; Community Programs</b>	<b>18,000</b>	<b>11,162</b>	<b>(6,838)</b>	<b>62%</b>
	<b>Expense totals</b>	<b>995,784</b>	<b>970,648</b>	<b>(25,136)</b>	<b>97%</b>

	2023 Actual Expenses	% of 2023 Total Expenses
Personnel	\$ 646,033	66.6%
Facilities	\$ 177,499	18.3%
Outreach	\$ 83,800	8.6%
Worship	\$ 17,249	1.8%
Business Office	\$ 17,825	1.8%
All Other Ministries	\$ 15,788	1.6%
Technology	\$ 8,175	0.8%
Children & Youth	\$ 4,280	0.4%

**Exhibit 2a:**  
**2023 Report on Endowed Funds - Principal Restricted<sup>(1,2)</sup>**  
**General Purpose & Designated Purpose**

2022  
4,683,039 Total Endowed  
332,278 Total SSFs<sup>(3)</sup>  
5,015,317 Total Invested

2023  
5,161,226 Total Endowed  
318,178 Total SSFs (next ta  
**5,479,404** Total Invested

Category		Balance 12/31/2022	Minus Disbursed Qtrly to OpBud	percent disbursed	Changes in Fund Principal (Mortgage)	Balance before income & gain distribution	Add 2023 Investment Income	Add 2023 Portfolio Gain (Loss)	Balance 12/31/2023	percent of total invested funds
<b>General Purpose:</b>										
General	General Endowment (includes Burhans principal)	2,538,527	145,000	5.71%	3,488	2,397,015	73,547	321,031	2,791,593	50.9%
General	Jenks Endowment	1,449,166	83,000	5.73%	0	1,366,166	41,953	183,123	1,591,241	29.0%
<b>Total - General Use</b>		<b>3,987,693</b>	<b>228,000</b>	<b>5.72%</b>	<b>3,488</b>	<b>3,763,181</b>	<b>115,500</b>	<b>504,154</b>	<b>4,382,835</b>	<b>80.0%</b>
<b>Designated Purpose Use:</b>										
		To SSFs Disbursed 1/1/23								
Divinity Scholarship	Howard J. & Frances Elder Chidley Memorial Fund	12,516	626	5.00%	0	11,890	354	1,547	13,791	0.3%
In Need	John Cleworth Pastor's Fund	7,483	374	5.00%	0	7,109	212	925	8,246	0.2%
In Need	Charles H. Mason Pastor's Fund	12,304	615	5.00%	0	11,689	348	1,521	13,558	0.2%
In Need	Mary Amy Hall Pastor & Deacons Fund	25,224	1,261	5.00%	0	23,963	714	3,117	27,794	0.5%
In Need	Mason / Skillings Denominational Support Fund	39,249	1,962	5.00%	0	37,287	1,111	4,851	43,248	0.8%
Facilities	Eugenia Elizabeth Palmer Special Needs Fund	161,423	8,071	5.00%	0	153,352	4,570	19,949	177,872	3.2%
Facilities	Frederic E. Abbe Fund (1/2 income until 100K)	77,256	1,931	2.50%	1,931	77,256	2,274	9,925	89,454	1.6%
Facilities	Peter T. & Carol Gustafson VanAken Fund	139,397	6,970	5.00%	0	132,427	3,947	17,227	153,601	2.8%
Facilities	Dorothy and Robert Beattie Family Fund	32,527	1,626	5.00%	0	30,901	921	4,020	35,841	0.7%
Energy Conservation	Steeple Cell Antenna Income Fund <sup>(1)</sup>	29,902	1,495	5.00%	7,283	35,690	955	4,169	40,814	0.7%
General-LT Discretion	Poduska Fund <sup>(2)</sup>	29,758	1,488	5.00%	0	28,270	843	3,678	32,790	0.6%
Flower	Palmer - Niedringhaus Easter Flower Fund	4,326	216	5.00%	0	4,110	122	535	4,767	0.1%
Youth	Eberle Forum Fund	9,233	462	5.00%	0	8,771	261	1,141	10,174	0.2%
Youth	Redmond Youth Fund	2,924	146	5.00%	0	2,778	83	361	3,222	0.1%
Youth	Jance Wilson Youth Directed Fund	9,172	459	5.00%	0	8,713	260	1,134	10,107	0.2%
Music	Music Endowed Fund	18,228	911	5.00%	0	17,317	516	2,253	20,085	0.4%
Music	McIndoe Organ Maintenance Fund	67,336	3,367	5.00%	0	63,969	1,906	8,322	74,197	1.4%
Music	Cassie M. Wallace Music Fund	17,088	854	5.00%	0	16,234	484	2,112	18,829	0.3%
<b>Total - Designated Purpose</b>		<b>695,346</b>	<b>32,836</b>		<b>9,214</b>	<b>671,725</b>	<b>17,492</b>	<b>76,351</b>	<b>778,392</b>	<b>14.2%</b>
<b>Restricted Principal Total</b>		<b>4,683,039</b>	<b>260,836</b>		<b>12,702</b>	<b>4,434,906</b>	<b>132,992</b>	<b>580,505</b>	<b>5,161,226</b>	<b>94.2%</b>

(1) Steeple Income Fund Principal is Temporarily Restricted. It is the only designated purpose fund that mentions energy conservation as a purpose. Lease expires 2047.

(2) Poduska Principal is not restricted, it may be spent at LT discretion

(3) SSFs = Savings/Spending Funds

**Exhibit 2b**  
**2023 Report on Savings/Spending and Reserve Funds**

(Income, no gain/loss)

Category	Designated Purpose Savings/Spending Funds	Final Balance 12/31/2022	Transfer from Endowed Funds on 1/1/23	add: Gifts	less: Fund Expenditures	Balance before income distribution	Add 2022 Investment Income	Final Balance 12/31/2023
Divinity Scholarship	Chidley Scholarship Spending Fund	(13,231)	626			(12,605)	0	(12,605)
Individualized	Memorial Gifts Spending Fund	16,986		6,115	9,645	13,456	454	13,910
Facilities	Palmer Special Needs Spending Fund	13,884	8,071		16,715	5,240	405	5,645
Facilities	Prudential Spending Fund	7,821	3,558			11,379	339	11,718
Facilities	Van Aken Prudential Spending Fund	12,555	6,970		14,300	5,225	369	5,594
Facilities	Steeple Lighting Spending Fund	2,158				2,158	64	2,222
Energy Conservation	Steeple Cell Antenna Income Fund	10,419	1,495		400	11,514	349	11,863
In Need	Pastor's Special Needs Spending Fund	4,479	989		1,200	4,268	145	4,413
In Need	Pastor & Deacons Spending Fund	9,914	1,261	3,704	4,000	10,879	329	11,208
Flower	Flower Spending Fund	998		755	637	1,116	32	1,148
Flower	Niedringhaus Flowers Spending Fund	2,307	108			2,415	72	2,487
Flower	Niedringhaus Lilies Spending Fund	3,798	108			3,906	116	4,023
Youth	Eberle Forum / Redmond Youth Spending Fund	11,457	608			12,065	360	12,424
Youth	Peretti Mission Trip Spending Fund	11,434				11,434	341	11,775
Youth	Youth Mission Trip Spending Fund	17				17	1	18
Youth	Janice Wilson Youth Directed Spending Fund	1,176	459		600	1,035	40	1,074
General-LT Discretion	Poduska Spending Fund	2,327	1,488			3,815	114	3,929
In Need	Outreach Activities Spending Fund	29,473				29,473	879	30,352
Health Ministry	Irwin Memorial Health Ministry Spending Fund	14,494		450	911	14,944	439	15,383
Library	Library Spending Fund	4,969				4,969	148	5,117
Music	Music Expendable Spending Fund	4,925	911	500		6,336	181	6,518
Music	McIndoe Organ Maintenance Spending Fund	16,926	3,367		1,339	18,953	585	19,538
Music	Wallace Music Spending Fund	6,263	854		2,600	4,517	173	4,691
Garden	Reno Garden Spending Fund	41,675			9,833	31,842	1,096	32,938
<b>Total Designated Purpose Savings/Spending Funds</b>		<b>217,224</b>	<b>30,874</b>	<b>11,524</b>	<b>62,181</b>	<b>198,352</b>	<b>7,030</b>	<b>205,382</b>
<b>Reserve Funds</b>								
Cash Flow Loans	Kendall Loan Fund <sup>(1)</sup>	13,832				13,832	412	14,244
Facilities	Memorial Reserve Fund	2,353				2,353	70	2,423
Facilities	Capital Reserve Fund	5,262		5,000		10,262	231	10,493
Operations	Emergency Reserve Fund	68,912		93,733	93,824	68,821	2,053	70,873
Personnel	Sabbatical Reserve Fund	24,695		5,000	15,513	14,182	579	14,761
<b>Total Reserve Funds</b>		<b>115,054</b>	<b>0</b>	<b>103,733</b>	<b>109,337</b>	<b>109,450</b>	<b>3,346</b>	<b>112,796</b>
<b>Total Designated Purpose SSFs and Reserve Funds</b>		<b>332,278</b>	<b>30,874</b>	<b>115,257</b>	<b>171,518</b>	<b>307,802</b>	<b>10,376</b>	<b>318,178</b>
<b>Pass Through Funds</b>								
In Need	Housing Loan Fund	0	0	7,668	7,668	0		
In Need	Christmas, Easter & Just Peace Fund	0	0	12,181	5,718	6,463		
In Need	Directed Gifts Fund	0	0	5,423	5,423	0		
In Need	Denominational Support Spending Fund	0	1,962		1,962	0		
<b>SUBTOTAL - Pass-Through Funds</b>		<b>0</b>	<b>1,962</b>	<b>25,272</b>	<b>20,771</b>	<b>6,464</b>		

(1) Kendall Cash Flow Loan Fund is owed \$27,000 from Ripley Chapel cost overrun in 2019

**Exhibit 3A: 2023 Treasurer's Report of Expenditures from Savings/Spending Funds and Reserve Funds**

Category	Savings / Spending Fund Invested in Vanguard Portfolio	Amount Spent	Use(s) Description	Fund Total
Individualized	Memorial Gifts Fund	(6,620)	Welcome Home Initiative Materials & Consultant	(9,645)
		(2,575)	Mother's Window Exterior Night Lighting	
		(450)	Osgood Memorial Live Stream	
Facilities Maintenance	Palmer Special Needs Fund	(16,715)	NC Nursery School 2 Bathrooms Remodeled	(16,715)
	Van Aken Prudential Fund	(14,300)	Repair Masonry Crack in Mother's Window (Exterior)	(14,300)
Energy Conservation	Steeple Cell Antenna Income Savings/Spending Fund	(400)	Decarbonization - Materials for Blower Door Test	(400)
Outreach/In Need	Pastor Special Needs Fund	(1,200)	Xfer to Pastor's Discretion WSB (See WSB table below)	(1,200)
	Pastor & Deacons Fund	(4,000)	Xfer to Deacons WSB (see WSB table below).	(4,000)
Flower	Flower Fund	(406)	Chancel flowers for worship on open Sundays.	(637)
		(231)	Easter flowers	
Youth	Janice Wilson Youth Directed Spending	(600)	Painting of Youth Forum room	(600)
Health Ministry	Irwin Health Ministry Fund	(421)	Bonnie Jean Butler - Help for Ukraine	(911)
		(490)	Health Ministry Year End Retreat - Yoga, Sounding Bowls, Meditation Leader	
		(1,339)	C B Fisk Inc organ maintenance	
Music	McIndoe Organ Maintenance SSF Wallace Music Spending Fund	(200)	Professional musician Hanging of the Greens	(2,600)
		(1,800)	Professional Quartet Lessons & Carols	
		(300)	Service of Light Professional Musicians	
		(300)	Christmas Eve Professional Oboist	
Garden	Reno Garden Fund	(3,996)	Trees and Plants/Flowers Health Care For 2023	(9,833)
		(1,512)	Perennial Landscape Spring Clean Up	
		(3,610)	Cliff Cunningham Summer Work	
		(715)	Engraving	
		<b>\$ (62,180)</b>	<b>TOTAL SAVINGS/SPENDING FUNDS EXPENDITURES</b>	
Operations	Emergency Reserve Fund	(60,000)	Replace Damaged and Unsafe Abbe Patio	(93,824)
		(21,093)	Exit Lighting (EBU) by Mirley Electric - Part 3 of 4	
		(12,731)	FEMA Dix/Vine Doors Replacment Overrun	
Personnel	Sabbatical Reserve Fund	(6,893)	Lead Pastor's 30 Day Sacred Heart Retreat (Sabbatical Part 1)	(15,313)
		(8,420)	3 Retired Ministers Covering During Sabbatical	
		<b>\$ (109,137)</b>	<b>TOTAL RESERVES EXPENDITURES</b>	
		<b>\$ (171,317)</b>	<b>GRAND TOTAL EXPENDITURES 2023</b>	

**Exhibit 3B: 2023 Treasurer's Report of Gifts to Savings/Spending Funds**

Category	Savings / Spending Fund Invested in Vanguard Portfolio	Description	Gifts & Donations
Individualized	Memorial Gifts Fund	Gifts in memory of those who passed away in 2023	6,115
In Need	Pastor & Deacons Fund	Communion Sunday donations in P&D envelopes	3,704
Flower	Flower Fund	Chancel flowers for worship	755
Health Ministry	Irwin Health Ministry Fund	Anonymous Gift	450
Music	Music General Spending Fund	Anonymous Gift	500
<b>TOTAL SAVINGS/SPENDING FUNDS GIFTS &amp; DONATIONS</b>			<b>\$ 11,524</b>

**Exhibit 3C: Pastor's and Pastor & Deacon's Report of Expenditures from Winchester Savings Bank Funds**

Outreach/In Need	Pastor & Deacons Fund at WSB		Description
	2023		
	<b>Beginning Balance</b>	<b>\$ 804</b>	
	Deposit Source A	\$ 4,000	Deposit from the church's P&D Vanguard Savings/Spending Fund
	Deposit Source B	\$ 800	Loan repayments
	Expenditures	\$ (3,434)	Assistance with housing, rent, electricity & utilities bills. Cash assistance for in-person requests to Pastor and Associate Pastor
	<b>Ending Balance</b>	<b>\$ 2,170</b>	
Outreach/In Need	<b>Pastor's Discretion/Special Needs Fund at WSB</b>		<b>2023</b>
	<b>Beginning Balance</b>	<b>\$ 225</b>	
	Deposit Source A	\$ 1,200	Deposit from the church's Pastor's Discretion Vanguard Savings/Spending Fund
	Deposit Source B	\$ -	Donations - None in 2023
	Expenditures	\$ (350)	Payments to individuals for utilities.
	<b>Ending Balance</b>	<b>\$ 1,075</b>	



**Exhibit 4: All Outreach Giving 2023**

	Amount Donated 2023			Total Donated 3 Fund Types (42,000)
	Type of Fund			
	Operating Budget	Pass Through Funds	Designated Purpose Spending Funds	
<b>Outreach Ministry Grants</b>	<b>(42,000)</b>			
Big Sister Boston	(2,000)			
BMC Office of Development	(2,400)			
Caties Closet	(2,400)			
End Hunger NE	(2,000)			
Essex County Habitat for Humanity	(2,400)			
Immigrant Support Alliance	(3,000)			
MA Coalition for the Homeless	(4,000)			
Mission of Deeds	(2,300)			
More Than Words	(2,400)			
Neighborhood Counseling and Community Services	(2,000)			
Network for Social Justice	(1,000)			
Room To Grow	(2,300)			
The Children's Room	(2,400)			
UTEK, Inc Youth Services	(2,400)			
Winchester Farmers Market - Anna's Fund	(2,000)			
Women's Money Matters	(2,300)			
Year-Up	(2,400)			
Youth Villages	(2,300)			
<b>UCC Denominational Support</b>	<b>(41,800)</b>		<b>(1,962)</b>	<b>(43,762)</b>
Metropolitan Boston Association	(1,800)			
Southern New England Conference, UCC - Proportional Giving	(40,000)			
Mason/Skillings Bequest Support for UCC in 2021			(1,962)	
<b>Special Offerings - Pass Through Accounts</b>		<b>(10,463)</b>		<b>(10,463)</b>
1. Easter Offering 2023 - Youth Villages Life Set program		(5,718)		
2. Just Peace Offering 2023 - Social Capital		(4,745)		
Memo:Christmas 2023 offering OutDoor Church - \$6,064 disburse in 2024				
<b>Directed Gifts-Offering Plate Certain Sundays &amp; Special Events</b>		<b>(678)</b>		<b>(678)</b>
Special Collection May - Service Dogs for Veterans		(245)		
Blessing of the Animals Collection -		(433)		
<b>Outreach Saving/Spending Fund Disbursements</b>				-
<b>Pastor's Spccial Needs Discretionary Fund</b>			<b>(1,200)</b>	<b>(1,200)</b>
Pastor's discretion for special needs (xfer to WSB)			(1,200)	
<b>Pastor's &amp; Deacons' Fund 2022 Disbursements to Deacons Savings Acct</b>			<b>(4,000)</b>	<b>(4,000)</b>
Those in need in the congregation and community (xfer to WSB)			(4,000)	
	<b>Operating Budget</b>	<b>Pass Through Funds</b>	<b>Restricted Spending Funds</b>	<b>Grand Total</b>
<b>Grand Totals Amounts Donated 2023</b>	<b>(83,800)</b>	<b>(11,141)</b>	<b>(7,162)</b>	<b>(102,103)</b>
<b>Total Year End 2023 Operating Income</b>	<b>995,785</b>			
<b>Percent of Total Operating Budget Income</b>	<b>8%</b>	<b>1%</b>	<b>1%</b>	<b>10%</b>
			<b>(18,303)</b>	
			Total Off Operating Budget	

## Exhibit 5 - Vanguard Portfolio - Performance Data

### Total FCCW Investment Funds

As of Year End 2023

The goal of the portfolio is 65% stock, 30% bonds and 5% cash

The portfolio asset allocation is overseen by David DuBard of the Financial Resources Ministry (FRM) and he reallocates quarterly or annually, or as necessary

Vanguard Total		\$	5,361,872
Burhans Mortgage Principal		\$	117,530
<b>Investment Funds as of 12/31/2023</b>		<b>\$</b>	<b>5,479,402</b>
As of 12/31/23, the portfolio consisted of 8 Vanguard Funds:			
<b>The stock funds are:</b>		<b>%</b>	<b>Amount</b>
VEMAX Vanguard Emerging Markets Stock Index Func	5%	\$	274,176
VEXRX Vanguard Explorer Fund.	5%	\$	262,601
VFIAX Vanguard 500 Index Fund	26%	\$	1,417,472
VIMAX Vanguard Mid-Cap Index Fund	5%	\$	286,928
VTIAX. Vanguard Total Int'l Stock Fund	26%	\$	1,376,269
	<b>Stock Subtotal</b>	<b>67%</b>	<b>\$ 3,617,446</b>
<b>The bond funds are:</b>			
VBTLX Vanguard Total Bond Market Index Fund	25%	\$	1,360,724
VWEAX Vanguard High-Yield Corp Fund	5%	\$	254,984
	<b>Bond Subtotal</b>	<b>30%</b>	<b>\$ 1,615,708</b>
<b>The Cash/Money Market fund is:</b>			
VMFXX Vanguard Federal Money Market Fund	2%	\$	128,718
	<b>Cash Subtotal</b>	<b>2%</b>	<b>\$ 128,718</b>
		<b>100%</b>	<b>\$ 5,361,872</b>

## Exhibit 5 - Vanguard Portfolio - Performance Data

### FCCW Total Return

As of 3/31/2024

FCCW returns compared to a composite of several indexes, including international stocks.

	1 Year	5 Years	10 Years
<b>FCCW Portfolio</b>	14.20%	7.50%	6.40%
<b>60/40 Split Index Blend (Taxable Bond)</b>	15.17%	7.53%	6.74%
<b>70/30 Split Index Blend (Taxable Bond)</b>	17.50%	8.66%	7.56%

A 65/35 performance split was unavailable.

It is a self-managed portfolio. There are no management fees.

Our portfolio has a substantial international stock element.

**FCCW 10 year returns currently lag these composites, but still respectable.**

The corresponding returns of the different Vanguard accounts are as follows:

### Returns by Vanguard Fund

As of 3/31/2024

	1 Year	5 Years	10 Years
VEMAX Vanguard Emerging Markets Stock Index Fund.	29.83%	15.01%	12.92%
VEXRX Vanguard Explorer Fund.	20.19%	11.07%	10.26%
VFIAX Vanguard 500 Index Fund	29.83%	15.01%	12.92%
VIMAX Vanguard Mid-Cap Index Fund	20.44%	10.93%	9.88%
VTIAX Vanguard Total Int'l Stock Fund	12.96%	6.16%	4.45%
VBTLX Vanguard Total Bond Market Index Fund	1.65%	0.37%	1.51%
VWEAX Vanguard High-Yield Corp Fund	9.11%	3.85%	4.23%
VMFXX Vanguard Federal Money Market Fund	5.32%	1.98%	1.34%

# APPENDICES

**First Congregational Church Winchester, Massachusetts  
Sunday, May 7, 2023**

The 183rd Annual Meeting was held following Sunday morning services.

Sarah Gallop, a member of the Leadership Team and Moderator, called the meeting to order. She welcomed all attending and said the meeting was an opportunity to look back on our year together and to look forward also. The Moderator declared a quorum was present and that the meeting was properly noticed.

An opening prayer was provided by David Carpini and the hymn For All the Saints was sung by all.

Jenny Splaine, a member of the Leadership Team invited all to read The Covenant of the church together.

The Moderator said that she wanted to take a few minutes to take everyone back to the five-year Strategic Plan which is now 2 ½ years old, in reviewing the actions taken this year in line with the approved initiatives to be undertaken in line with the three strategic objectives. In addressing the Small Groups Initiative, a slide show referenced the Small Groups group sponsored “Roots and Branches” series (more than 50 persons participating), the Soups and Saints series on Tuesdays during Lent with Will, Maeve and others and the development of the transition plan for the continuation of the Health and Wellness Ministry in addition to all the programs sponsored by the ministry throughout the year.

Nancy O’Connor, a Leadership Team member, spoke about the Grow the Children, Youth and Family Program initiative, highlighting the Associate Pastor search, which culminated in the hiring of our Pastoral Resident, Maeve Hammond, the ongoing process of rebuilding Stepping Stones, and other youth programs and the many other activities including those that had been suspended during the pandemic.

Christine Tresselt, a Leadership Team member, addressed the steps taken relative to the initiative to Branchout through Worship, Arts and Justice Work, including the “hybrid” services which have been shown to allow participation by more members in services and other church events. Also referenced were the Ripley Presents series and many other activities taking place in the Ripley Chapel and the Repair Cafes which are all open to the broader community. Christine further described that the church also makes spaces available to various artists from the community.

Jason Ryan, a Leadership Team member, speaking of the strategic plan initiative to Strengthen our Sustainable Root System, referenced the many responses to the survey circulated to the congregation 2 ½ years ago which provided much information in order to establish initiative priorities, including establishing a sustainable base for the church – financial, environmental and our facilities. Notable accomplishments this past year: a balanced budget; the work of the Decarbonization Task Force to address its charge to come back to the congregation with ideas for the facility to become carbon independent (a little complicated!); and the preparation by the Facilities Ministry of a five year capital needs plan, which included the rebuilding of the Abbe Patio this year, the rehabilitation of the church school/nursery school area bathrooms this year and the ongoing work to use the FEMA grant and other resources to replace two doors to the church building. Both Jason and the Moderator commended the work of Bruce Alexander in seeing through the “door project.”

The Moderator stated that she had received a letter to the congregation from Reverend Will, who is on sabbatical and read it (see attached) to all.

Reverend Maeve Hammond, Pastoral Intern, provided reflections, including an overview of her hiring (deciding “I need to be here.”) and first 6 months at the church, including her participation in many aspects of church life, including with various ministries and in particular, the health ministry and its ongoing transition due to Kathleen Zagata’s leaving, and involvement and continuous development of the youth program.

Christine Tresselt introduced the slide show and spoke the names of those who passed away since the previous annual meeting.

The Moderator thanked all who participated in creating the slide show.

Sarah summarized and invited all to read the Annual Report, a record of the entire year and all that occurred, calling out all that who were involved in preparing it.

The Moderator then announced that there would be a vote by the congregation on the following Article:

ARTICLE I: To receive and place on file the minutes of the two Congregational Meetings held on May 15, 2022 (Annual Meeting) and February 5, 2023 (Budget Meeting).

There was no further discussion.

A motion was made by Bruce Alexander and seconded by Joe Carter to approve the following:

That the Church accept the minutes of the May 15, 2022 Annual meeting and the February 5, 2023 budget meeting as presented and distributed to the congregation.

It was VOTED unanimously to approve the minutes.

Janet Hall then presented slides of Gratitude showing those who have participated in church life throughout the past year.

Mike Bailey offered thanks from all to Sarah Gallop as Moderator and member of the Leadership Team and all that she has done in the past year. Mike then announced the nominations for important leadership roles in the church for the terms indicated on the slides shown.

The Moderator asked for a motion to approve the next vote to be taken as noticed:

ARTICLE II: To thank those who served on Ministries for the 2022-2023 program year and vote on the slate of officers (Treasurer, Moderator, Clerk,) for one-year terms (2023-2024) and the slate of new Leadership Team members for two three-year terms (2023-2026).

Officers:

Sarah Gallop – Moderator (One year term)  
Vice Moderator – Dina Pradel (One year term)  
Treasurer – Janet Hall (One year term)  
Clerk – Carrie Ehrbar (One year term)

Leadership Team:

<u>Name</u>	<u>Length of Term</u>
David Page	Three years
Laurie Roby	Three years

There was no further discussion and a motion was made by Christine Tresselt and seconded by Joe Carter to approve the following vote:

That the slate of Church Officers and new members of the Leadership Team, as presented to the Meeting, be elected by the church.

The Vote was unanimously approved.

The Moderator thanked those on the Nominating Committee for their work this year. She further thanked those rotating off the Leadership Team, Nancy O'Connor and Jason Ryan, and Marianne Carter also rotating off as Clerk.

Janet Hall, Treasurer, reported that there were no gifts or bequests this year that needed to be approved. The Moderator thanked Janet for her service as well as the Associate Treasurer, Anne Hoenicke.

Liz Sayre, Head Deacon, announced that Carol Andrus, Petra Sansom and Branda Wilhoite are joining as first-year deacons and Andy Gallop is rejoining as a second-year deacon. Liz Sayre is joining as a third-year deacon. Janet Vaughn will be Head Deacon. She also thanked Mabs Harris and Joan Valeriano who are stepping down as Deacons.

Those in attendance then sang This is a Day of New Beginnings.

Nancy O'Connor and Jason Ryan gave the closing prayer.

The Moderator offered a special thanks to Sarah Marino for all her work on the Annual Report and otherwise in connection with preparing for the annual meeting.

The Moderator asked if there was any further business to come before the meeting. Hearing none, she asked if there was a motion to adjourn.

A motion to adjourn was made and seconded and was approved unanimously.

The meeting adjourned at 12:10 p.m.

Respectfully Submitted,  
Marianne Carter, Clerk

## **First Congregational Church in Winchester – Congregational Meeting February 4, 2024**

A meeting of the Congregation of First Congregational Church in Winchester (FCCW) was held in person and on livestream on Sunday February 4, 2024, following worship, upon notice given to the Congregation in accordance with the bylaws, to consider whether to approve the proposed budget for 2024. Moderator Sarah Gallop called the meeting to order and opened the meeting by welcoming all. She stated that the meeting was properly noticed and that at least twenty-five active members qualified to vote were in attendance, satisfying the FCCW's quorum requirements.

The moderator reviewed the budget process and timeline. The budget process began in September 2023 with the Treasurer and Associate Treasurer preparing the materials, then reaching out to the FCCW ministries. She described how multiple meetings were held to discuss the budget and weigh the factors to arrive at the draft budget. The draft budget was reviewed by the Leadership Team (LT), which arrived at the recommended budget being brought to the Congregation for approval at today's congregational meeting. She referenced the meeting materials, which were sent out in electronic form to the Congregation prior to the meeting and distributed again in physical form at the meeting.

### **Budget**

The Treasurer, Janet Hall, made a presentation about the 2024 budget. She discussed the preliminary budget prepared in October 2023, based on pledges and the expense projection at that time. The Stewardship campaign began in November 2023, when the Treasurer and Associate Treasurer continued working on the budget. She highlighted the following messages:

1. FCCW is in a good financial position. For the first time in the recent past, the budgeted income exceeds \$1 million.
2. In 2024, FCCW has a balanced budget and can support its ministries and missions. She recognized the success of the stewardship campaign towards the balanced budget. In pledge units, FCCW has 119 pledges in 2024, up from 115 in 2023, the first increase in pledge units since 2019. She mentioned that the staff and ministries supported the spiritual health of the congregation, contributing to the success of the stewardship campaign.
3. FCCW's income has three main components: pledge receipts (63%); investment account transfers (21%); and rental income (12%).
4. Concerns for the future included higher staffing costs, partly due to inflationary pressures, insurance costs and facilities costs that may increase. LT has begun discussion of alternative funding sources for the costs to maintain and improve FCCW's physical infrastructure.



In connection with the 2024 stewardship campaign, Treasurer Hall recognized the successful work by Financial Resources Ministry Chair Taylor Tresselt, and FRM members Ben Keeler, Jennifer Murtie, Penny Sparrow, John Wilson and Ed Valeriano, Will Burhans (ex officio) and Anne Hoenicke (ex officio). Note: Treasurer Hall is also an ex officio member of the FRM. She also thanked Anne Hoenicke, whose work was instrumental in preparing the budget.

The Moderator asked if there were any questions.

J. Valeriano asked about rental income. The Treasurer responded that among other tenants a school paid \$30,000 per year.

L. Bailey asked about changes to building maintenance needs. P. Woolford, Facilities Ministry said that there are some increased pressures on the building maintenance, including electrical and sewer. And there are increased demands on staff, with event coordination and with building maintenance. A. Hoenicke, Assoc. Treasurer said we added 5 hours to staff time to help support those activities.

L. Sanders asked about plans for Associate Pastor compensation. The Treasurer said that Rev. Hammond got ordained during the past year, making her eligible to reallocate her compensation among various categories, which is reflected in the 2024 budget.

B. Alexander asked about the LT's ideas for a building stabilization fund. M. Bailey, LT member, described the discussion LT began about the potential to raise funding to support the FCCW physical infrastructure. One goal of this fund would be to provide new, sustainable resources that would dovetail with the FCCW's vision for the facilities, including decarbonization. Another would be to take pressure off the annual operating budget, avoiding the need for annual operating needs to compete for financial resources with longer-term facilities requirements.

C. Weir asked about the target for Outreach. The Treasurer responded that the current budget supports 8.5% of total spending, and the long-term goal continues to be 20%.

N. Kneiss asked about Maggie Keeler, Minister of Children and Families, status for the 2024 program year. The Moderator responded that the plan is for Maggie to continue to serve.

The Moderator asked for a motion **to approve the 2024 operating budget recommended by the Leadership Team to the congregation, and to appropriate the designated sums of money to be expended by, or at the direction of, the church's Treasurer, for the purposes set forth in that budget.**

Anne Hoenicke made the motion and Andy Gallop seconded. The Moderator called for the vote by show of hands. The MOTION PASSED with all present and voting aye, zero voting nay, and zero abstaining. The Moderator declared the motion approved. She gave special thanks to Treasurer Hall and Associate Treasurer Hoenicke.

A motion to adjourn was made by Bruce Alexander, seconded and the MOTION PASSED.

Recorded by M. Bailey

[a copy of the slide presentation of the budget is attached to these minutes]

2024 Budget LT Approved - Recommended to Congregation.xlsx

2024 Budget Draft Rev 5		2023 Budget	2023 Actual	2024 Budget	Change Bgt to Bgt		Change Act to Bgt Amt	
					Amount	%		
	2.68% <b>Surplus/(Deficit)</b>	<b>0</b>	<b>26,725</b>	<b>0</b>				
1050	Pledge Receipts 100.8%	\$ 630,000	\$ 635,329	\$ 651,839	\$21,839	3%	\$16,510	\$ 654,439 in pledges as of 01-24-2024
1100	General Endowment Transfer	145,000	145,000	142,000	-3,000	-2%	-3,000	5% of 3-year rolling avg balance of Endowment
1200	Jenks Endowment Transfer	83,000	83,000	81,000	-2,000	-2%	-2,000	5% of 3-year rolling avg balance of Endowment
1250	Rental Income	99,485	98,523	126,758	27,273	27%	28,236	
1300	Back Pledges	3,000	6,369	3,000	0	0%	-3,369	Most 2023 pledges already paid, so not expecting many back pledges
1350	Cash Collections	6,000	6,148	6,077	77	1%	-71	
1400	Unrestricted Gifts	2,000	0	2,000	0	0%	2,000	
1401	Non-Pledged Gifts	20,000	21,306	15,000	-5,000	-25%	-6,306	
1500	Interest / Miscellaneous Income	300	597	700	400	133%	103	
1505	Donations Transaction Fees	-1,000	-844	-800	200	-20%	44	
1510	Transfer from Poduska Fund principal	8,000	0	10,000	2,000	25%	10,000	Didn't need in 2023. May need in 2024. Poduska principal balance <b>\$34,471</b>
1705	Year End Transfer to/from Emerg Reserve Fund	0	0	0	0		0	
	<b>Income totals</b>	<b>995,785</b>	<b>995,428</b>	<b>1,037,574</b>	<b>41,789</b>	<b>4%</b>	<b>42,147</b>	
	Total endowment transfers	228,000	228,000	223,000	-5,000	-2%	-5,000	
	Percentage of Total Income	22.9%	22.9%	21.5%				22% of income from endowment is a healthy (not too high) percent
<b>Expenditures</b>								
<b>Clergy</b>								
3100	Lead Pastor Salary	86,113	86,113	90,143	4,030	5%	4,030	2.5% Personnel's recommendation. Starts in Sep. Applies to all employees. For each 1% change \$2,000 in 2024, \$6,000 in 2025
3110	Lead Pastor Housing Allowance	72,000	72,000	74,000	2,000			
3125	Lead Pastor Benefits	55,194	54,649	57,069	1,875	3%	2,420	For all eligible personnel, 3% medical increase, 9.6% dental increase
3105	Associate Pastor Salary	81,202	81,200	68,745	-12,457	-15%	-12,455	Includes base salary and FICA offset per clergy compensation requirements
31XX	Associate Pastor Housing Allowance	0	0	22,000	22,000		22,000	Housing allowance finalized for 2024 in Letter of Call
3120	Associate Pastor Benefits	11,602	12,528	21,764	10,162	88%	9,236	14% Pension 12 months in 2024 (2 months in 2023 after 1 yr wait period)
	<b>Total Clergy</b>	<b>306,111</b>	<b>306,490</b>	<b>333,721</b>	<b>27,610</b>	<b>9%</b>	<b>25,231</b>	
<b>Other personnel expenses</b>								
3600	Travel	1,000	2,156	2,000	1,000	100%	-156	
3610	Lead Pastor Professional Expenses	1,500	1,242	1,500	0	0%	258	Per WMB Letter of Call
3614	Lead Pastor Continuing Education	2,000	547	2,000	0	0%	1,453	Per WMB Letter of Call
3615	Associate Pastor Professional Expenses	500	438	500	0	0%	62	Per MKH Letter of Call
3617	Associate Pastor Continuing Education	500	403	500	0	0%	97	Per MKH Letter of Call
3616	Staff Professional Expenses	500	416	500	0	0%	84	Personnel policy
3618	Staff Professional Development	1,000	550	1,000	0	0%	450	Personnel policy
3620	Sabbatical RESERVE	5,000	5,000	10,000	5,000	100%	5,000	Sabb. Res balance before transfer <b>\$14,761</b> . Needs to be 40-50K.
3630	Church FICA	26,097	25,725	19,810	-6,287	-24%	-5,915	FICA includes all employees except clergy and independent contractors.
36XX	Worker's Comp Insurance	4,000	3,161	4,000	0		840	
3640	Personnel Contingency	1,500	1,365	1,500	0	0%	135	
	<b>Total Other Personnel</b>	<b>43,597</b>	<b>41,002</b>	<b>43,310</b>	<b>-287</b>	<b>-1%</b>	<b>2,308</b>	

2024 Budget LT Approved - Recommended to Congregation.xlsx

2024 Budget Draft Rev 5		2023 Budget	2023 Actual	2024 Budget	Change Bgt to Bgt		Change Act to Bgt Amt	
					Amount	%		
2.68% Surplus/(Deficit)		0	26,725	0				
<b>Worship excluding clergy salary</b>								
3400	Minister Music & Worship Arts Salary	55,353	55,353	57,464	2,111	4%	2,111	
3401	Organist	22,716	22,716	23,582	866	4%	866	
3421	Minister Music & Worship Arts Benefits	7,749	7,816	8,045	296	4%	229	
3500	Independent Contractors Music	13,000	11,975	14,955	1,955	15%	2,980	Balance General Music Expendable <b>\$6,518</b> , Wallace Special Services <b>\$4,691</b>
4170	Piano Maintenance	750	910	1,250	500	67%	340	
5500	Music & Worship Arts Materials	2,000	1,794	2,200	200	10%	406	
5600	Deacons	2,500	2,671	2,500	0	0%	-171	Pastor's & Deacons fund supported by endowment draw and communion cash collections
5625	Worship & Congregational Life	2,000	1,531	2,000	0	0%	470	
5630	Worship AV/LS Independent Contractor	12,750	13,014	15,000	2,250	18%	1,986	Ripley programming streaming is in Ripley Programming line item.
<b>Total Worship</b>		<b>118,818</b>	<b>117,780</b>	<b>126,997</b>	<b>8,179</b>	<b>7%</b>	<b>9,217</b>	
<b>Christian Faith Formation and Exploration</b>								
3425	Minister of Children & Families	26,886	31,686	32,886	6,000	22%	1,200	12 month position
3501	Independent Contractors Nursery	2,970	1,585	2,800	-170	-6%	1,215	2 Teens, minimum wage, no summer
3503	Nursery Supervisor	2,869	525	2,800	-69	-2%	2,275	1 job share, no summer
5800	Church School	2,000	1,828	4,000	2,000	100%	2,172	
5825	Adult Faith Exploration	800	4	800	0	0%	796	
5830	Library	100	0	100	0	0%	100	Library Fund <b>\$5,117</b>
5850	Youth Activities	8,100	2,506	6,000	-2,100	-26%	3,494	Eberle/Redmond youth fund balance <b>\$12,424</b>
5860	Confirmation	1,000	0	1,000	0	0%	1,000	
<b>Total Faith Formation</b>		<b>44,725</b>	<b>38,134</b>	<b>50,386</b>	<b>5,661</b>	<b>13%</b>	<b>12,252</b>	
<b>Health and Wellness</b>								
3404	Minister of Health & Wellness	20,807	20,807	0	-20,807	-100%	-20,807	Position no longer exists
3420	Health Minister Benefits	2,913	2,913	0	-2,913	-100%	-2,913	Position no longer exists
5750	Health Ministry	1,800	1,952	1,800	0	0%	-152	Irwin Fund balance <b>\$15,383</b>
<b>Total Health and Wellness</b>		<b>25,520</b>	<b>25,672</b>	<b>1,800</b>	<b>-23,720</b>	<b>-93%</b>	<b>-23,872</b>	
<b>Mission and Service</b>								
5100	General Outreach Appropriation	42,000	40,000	46,000	4,000	10%	6,000	4.4% Outreach savings fund bal = \$30,352
5101	UCC United Church Mission - SNEUCC Conf	40,000	40,000	40,000	0	0%	0	3.9% +\$2K(estimated) from Mason/Skillings=\$42K to Conference
5102	MetBosAssociation level Support	1,800	1,800	1,800	0	0%	0	0.2% Total \$41,800 + \$2K from mason/skillings to UCC entities
<b>Total Mission and Service</b>		<b>83,800</b>	<b>81,800</b>	<b>87,800</b>	<b>4,000</b>	<b>5%</b>	<b>6,000</b>	8.5% 2024 Outreach total as percent of total 2024 estimated income
<b>Business Office</b>								
3200	Office Staff	61,251	57,655	61,112	-139	0%	3,457	Includes Office Mgr and Bookkeeper
3220	Office Staff Benefits	13,896	13,411	13,718	-178	-1%	307	
4000	Copier rent & maintenance	2,000	2,675	2,700	700	35%	25	
4010	Postage	2,000	1,635	1,800	-200	-10%	165	
4100	Office Expense	9,000	9,107	7,000	-2,000	-22%	-2,107	
4105	Technology	8,700	8,175	8,700	0	0%	525	
4120	Verizon Wi-Fi/Telephones	6,240	4,408	5,000	-1,240	-20%	592	
<b>Total Business Office</b>		<b>103,087</b>	<b>97,066</b>	<b>100,031</b>	<b>-3,056</b>	<b>-3%</b>	<b>2,965</b>	

Blue text = new Line Item

SSF= Supplemented by a Savings/Spending Fund

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2024 Budget Draft Rev 5		2023 Budget	2023 Actual	2024 Budget	Change Bgt to Bgt		Change Act to Bgt Amt	
					Amount	%		
2.68% Surplus/(Deficit)		0	26,725	0				
<b>Facility Maintenance</b>								
3300	Facilities Staff	70,047	67,326	81,240	11,193	16%	13,915	Includes Ed B, Bill L, & to be hired
3320	Facilities Staff Benefits	4,730	4,773	6,137	1,407	30%	1,364	Grandfathered pension benefits
	Independent Contractors Facilities	0	0	0				
4125	Electricity	13,600	13,001	13,600	0	0%	599	25179
4130	Water & Sewer	4,000	3,863	4,000	0	0%	137	
4140	Interior Maintenance	SSF 38,000	52,191	43,820	5,820	15%	-8,371	Balance <u>\$25,179</u> for int & ext maintenance SSFs (Palmer, Prudential, Van Aken)
4141	Exterior Maintenance	SSF 7,000	4,571	11,750	4,750	68%	7,179	Prelim 2024 capital projects total between \$160,00 and \$240,000.
	Reno Garden	0	0	1,000				Annual maintenance expenses. SSF balance <u>\$32,938</u>
4142	Capital Reserve	RESERVE 5,000	5,000	7,000	2,000	40%	2,000	Total capital + memorial reserve balance <u>\$12,916</u>
4144	Kendall Loan Repayment	0	0	0	0		0	LT to discuss whether, when & how much to pay back of 27K Ripley overrun
4145	Rubbish removal	3,088	2,808	2,808	-280	-9%	0	
4150	Sexton supplies	3,500	4,337	4,800	1,300	37%	463	
4154	Lawn Maintenance	7,000	6,560	7,500	500		940	
4155	Snow removal	10,000	6,295	10,000	0	0%	3,705	
4160	Insurance	50,162	50,162	54,175	4,013	8%	4,013	8% Incr % from Ins Board for P&C coverage.
4200	Fuel	36,000	28,712	30,000	-6,000	-17%	1,288	
<b>Total Facilities</b>		<b>252,127</b>	<b>249,597</b>	<b>277,830</b>	<b>24,703</b>	<b>10%</b>	<b>28,233</b>	
<b>All Church &amp; Community Programs</b>								
5640	Community Communications	1,000	1,913	1,500	500	50%	-413	
5650	LT Discretionary	SSF 0	0	0	0		0	Poduska Savings Fund Balance = <u>\$3,929</u>
5660	All Church Events	1,200	505	2,000	800	67%	1,495	
5670	Ripley Programming	14,600	8,664	10,000	-4,600	-32%	1,336	
5680	Environmental Justice Ministry	400	-320	1,000	600	150%	1,320	
5685	Racial Justice Ministry	400	0	400	0	0%	400	
5690	Financial Resources Ministry	400	400	800	400	100%	400	Cost of stewardship campaign (video production and/or brochure printing, mailing)
<b>Total All Church &amp; Community Programs</b>		<b>18,000</b>	<b>11,162</b>	<b>15,700</b>	<b>-2,300</b>	<b>-13%</b>	<b>4,538</b>	

Blue text = new Line Item  
 SSF= Supplemented by a Savings/Spending Fund

<b>Expense totals</b>	<b>995,785</b>	<b>968,703</b>	<b>1,037,574</b>	<b>41,789</b>	<b>4%</b>	<b>68,872</b>
<b>Income over (under) expenses</b>	<b>(0)</b>	<b>26,725</b>	<b>0</b>			

BREAKOUT

Area	2023 Percent of Expenses	2023 Actual	2024 Percent of Budgeted Expenses	2024 Budget	2024 Amt change Act to Bgt	2024 % change Act to Bgt
Personnel	68%	659,047	67%	696,771	37,724	6%
Facilities	18%	177,499	18%	190,453	12,954	7%
Office Expense	3%	25,999	2%	25,200	-799	-3%
Outreach	8%	81,800	8%	87,800	6,000	7%
Youth	0%	4,334	1%	11,000	6,666	154%
All Other Ministries	2%	20,023	3%	26,350	6,327	32%