

## **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**

Dina Pradel, Moderator

Janet Hall, Treasurer

Patricia Brady, Clerk

Anne Hoenicke, Membership Registrar & Archivist

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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# First Congregational Church of Winchester

## Notice of 185<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 4<sup>th</sup>, 2025, 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 5<sup>th</sup>, 2024, 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 2024-2025 program year and vote on the slate of officers (Moderator, Treasurer, Clerk) for one-year terms (2025-2026) and the slate of new Leadership Team members for two three-year terms (2025-2028).

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.



Dina R. Pradel  
Moderator

Winchester, Massachusetts  
April 24<sup>th</sup>, 2025

The 185<sup>th</sup> Annual Meeting of the First Congregational Church in Winchester, Massachusetts, United Church of Christ is called on Sunday, May 4<sup>th</sup> after Worship in the Sanctuary and via livestream.

## AGENDA & ARTICLES OF MEETING

FCCW 185<sup>th</sup> Annual meeting — Immediately after Worship  
May 4<sup>th</sup>, 2025

Faith in Action: Building a Space for  
Stewardship and Service

*"If you love me, feed my sheep"*  
- John 21:15.

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.*

Year in Review

Lead Pastor Reflections

Open Door Updates

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. Carry out elections

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

# MEMBERSHIP REGISTRAR'S REPORT FOR JAN 1 TO DEC 31, 2024

## SUMMARY

Total Membership Beginning of January 2024	274
Total Received into Membership 2024	+8
Confirmation	+
Letter of Transfer	+
Confession of Faith	+
Reaffirmation of Faith	+6
Reactivated from Inactive	+2
Total Released from Membership 2024	-13
By Letter of Transfer	-
Withdrawn by Request	-
Moved to Inactive	-11
By Death	- 2
Net Change	-5
Total Membership End of December 2024	269

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

## RECEIVED INTO MEMBERSHIP 2024 - Total New Members Received: + 8

<u>New Members</u>	<u>Reactivated</u>
1. Edward T. Chidsey	1. Christina Elizabeth Peretti
2. Rachel Marie (Kokko) Chidsey	2. Laura Ann (Montgomery) Malone
3. Matthew F. Gardiner	
4. Kristen Eleanor Herlihy	
5. Andrew "Drew" Curtis Holman	
6. Elizabeth "Libby" (Barney) Holman	

RELEASED FROM MEMBERSHIP Jan 1 – Dec 31, 2024: Total 13

Released from Membership: Inactive, Transfer Out, Withdraw by Request: 11

<b><u>Moved to Inactive: 11</u></b> 1. Russell Joseph Carter 2. Christopher "Chris" D. Corvi 3. Suzanne "Sue" Lyn Corvi 4. Deborah (Bryant) DePeter 5. Benjamin "Ben" Glen Gibson 6. Shannon Elizabeth (Ely) Gibson	7. Sarah (Jones) Girotti 8. Clara Joan Lauterwasser 9. Matthew Ralph Marotta 10. Stephen Morris 11. Linda (Shantz) Sullivan
<b><u>By Letter of Transfer Out (0)</u></b> None	<b><u>Withdrawn by Request (0)</u></b> None

Released From Membership by Death Jan 1 – Dec 31, 2024: 2 members

Members, Former Members, Inactive Members & Participants

1. Carol Ann Johnson (p)
2. Ruth (Beckley) McDowell (fm)
3. Elinor "Ellie" (Lindsey) Neville (m)
4. Paul Wilfred Rahmeier (m)

----- BAPTISMS 2024 -----

1. Andre Perez (adult)

# REPORT OF THE MINISTRY TEAM

## **Lead Pastor Annual Report May 2024-May 2025 Rev. Will Burhans**

The year 2025 marks for me 25 years in parish ministry and 10 years with First Congregational Church in Winchester (as well as 30 years of marriage to Tracy who behind the scenes sustains my pastoral ministry in untold ways, for which I am so grateful). My 10th year as your pastor and as head of the Ministry Team has been rich and fulfilling in all the usual ways, leading worship, working with a gifted team of ministers in Jane, Maggie and Maeve, supporting the congregation pastorally in beautiful, sad and challenging times, planning and organizing ministries and programs with wonderful lay people, visiting folks in home and hospital, baptizing and burying and marrying and renewing vows. There is rarely a dull moment in this work and so many times of spirit-filled encounters for which I am grateful.

This program year finds us in year 4 of our strategic plan and some strong and Spirit-filled movement towards what we had envisioned for ourselves as our strategic objectives. We spoke of branching out through the arts as an important focus. Our Ripley Presents program that Jane Ring Frank manages has rooted in and branched out at a whole new level this year as Jane has made strong connections for us through the Winchester Cultural District and the Winchester News, such that word is getting around about the artistic offerings we are making available to the town from a widely attended Open Studios Art show to a very successful ecumenical Organ Festival (where Jeffrey Mead played beautifully), and many excellent concerts from an eclectic collection of musicians who Jane wrangles into Ripley to great effect. This has become a successful endeavor that is garnering attention not just from our town but also beyond (Jane has received job offers from other churches interested in facilitating spirituality and arts programs at their church).

The children and youth ministries have gone well this year as well, another strategic objective of ours, and there seems to be some stability and even growth in these programs after many years of struggling for consistency since the pandemic. We established a strong group of highschoolers for our Confirmation program that we hope to build on in the coming years and Rev. Maeve had a solid group of Middle Schoolers who enjoyed their Sunday evening times together. Maggie maintained a consistent and vital program for our children on Sunday mornings along with special events at other times and we have families becoming members of the church this spring largely because of her good and faithful work with their kids. It has been a gift to have a stable and creative working relationship amongst the 4 of us on the Ministry Team as we plan various activities, services, faith experiences for the people of our church. And in fulfillment of another strategic objective we had another very successful year of small groups blessing



the lives of congregation members thanks to the dedicated work of Penny Sparrow and Jonathan Goodell.

Another important aspect of the strategic plan was referred to as “sustainable facilities planning” and the Leadership Team of the church took the step this year of charging a gifted group of lay people to be our Open Doors Working Group. This group engaged the congregation in the serious work of evaluating our current needs, dreams, desires for our facility and how it might serve us better and more sustainably in future years. Ben Keeler, Andrew Sansom, Renee Spaulding, Penny Sparrow and Jonathan Goodell have done a wonderful job of spearheading this effort and as we come around to another annual meeting we are in a good place to make some serious decisions about how we move forward as a congregation in our building with some new sense of clarity about what we need to shift our resources from upkeep of too-large-a-building to bolstering our ministries and outreach. All along through another year our Building Manager Ed Banzy and our Building Superintendent Bill Lewis have been managing and fixing and cleaning our building with the support of a dedicated group of men on the Facilities Ministry. We need to bolster and support that lay Facilities team even as we make plans to re-envision our facility to better meet our needs.

Another significant aspect of this year for me as your Lead Pastor was the planning for my 2025 sabbatical coming this summer and fall. I applied for a Lilly Grant with a particular plan but it did not pan out. The disappointment of that required me to re-evaluate my plans intentionally and prayerfully for quite a while. As a result I landed on a plan that feels remarkably Spirit-filled and “just right” for what I need at this significant juncture in my ministry with you. Amazing how the Spirit of God works in and through our defeats and disappointments at times! I am grateful for Dina Pradel and Suzy Kahl as my sabbatical team and their support of my sabbatical plans and process.

Finally, I’d be remiss not to mention Sarah Marino in the office who always does a remarkable job keeping so many balls in the air and plates spinning in her role as Office Manager, helping our whole church project run smoothly for which we all on the Ministry Team and leadership roles of the church are grateful! Overall, this was a rich and meaningful year that involved some important foundational work for what is to come in the years ahead. May God continue to bless our work so that we can better serve Christ’s purposes in this world.

In Christ,  
Rev. Will Burhans

# Associate Pastor Annual Report

## September 2024 - May 2025

### Submitted by Rev. Maeve Hammond on April 22, 2025

#### *Overview of 2024-2025*

This November marked two years of serving at First Congregational Church in Winchester and two years after my ordination. It is an honor and privilege to serve as the Associate Pastor of FCCW, now having been part of three distinct programming years (22-23, 23-24, 24-25). I am also pleased to share that the 2024-2025 programming year has proven to be very rich in terms of content and spiritual offerings and consistent in terms of congregational and community participation. In this annual report, I will reflect upon the various aspects of my position: youth ministries (Junior Forum and Forum/Confirmation), worship and congregational life, pastoral and grief support, committee leadership, and community outreach.

#### *Youth Ministries*

This programming year, we noticed a significant increase in consistent and reliable youth participation in both our Junior Forum (middle school) and Forum/Confirmation (high school) groups. Hurray!

Junior Forum has 5-10 active participants, depending on the week and the event. We hold weekly programming at 5 PM on Sundays. We prioritize fellowship and friendship-building, movement and play, prayer, and age-appropriate Christian education. We have very rarely needed to cancel evening programming, as we consistently have a critical mass of youth who reliably participate, as well as youth who come occasionally. Outside of evening programming, we offer service/mission (environmental clean-up, the Dwelling Place, Build-A-Bed) and worship opportunities (reading Scripture, Christmas pageant, attending services, supporting Confirmands).

Forum/Confirmation has 15 active participants, all of whom regularly attend our evening programming, as well as service/mission and worship opportunities. This programming year, we rolled Forum and Confirmation into one. We meet biweekly for ninety minutes for games, fellowship, a spiritual practice, and an interactive lesson on an aspect of the Christian experience in the UCC tradition. Confirmands have actively joined our service projects and worship opportunities (see Junior Forum section for details).

Overall reflection: A core group of dedicated and active families and youth makes a huge difference in the “feel” and success of youth ministry at FCCW. We have found that consistency in programming (i.e., predictable structure), a sense of meaning and welcome, close-to-home and opt-in/opt-out projects, and worship opportunities help foster a sense of connection and belonging among the group.

### *Worship & Congregational Life*

This programming year, the Ministry Team has continued to do a beautiful job of blending tradition with innovation. I hope this combination shows in our liturgy, attention to gendered and non-gendered language in Scripture readings, sermon themes, music and hymn choices, and congregational participation of wider age ranges and younger voices. We continue to receive good feedback on our seasonal Taizé services in Ripley Chapel and both our regular and liturgically-significant worship services in the Sanctuary. It is a joy to create worship opportunities in humble gratitude for the love of God, the peace of Christ, and the connection of the Holy Spirit.

Outside of worship, Rev. Will and I (with the help of our Adult Ed Formation committee, Health Ministry, and members of our community) led this year's Tuesdays with Jesus Lenten Series: Death & Dying Well. Attendance was high (averaging 25 people per session), and conversations were rich and meaningful. We used a microphone and recorded sessions, as well, to make the experience more accessible and inclusive.

One of the biggest ongoing conversations this programming year has been the work of the Open Doors Working Group. Rev. Will and I regularly engage the Leadership Team, members of ODWG, and the congregation in conversations about the use of our building, its sustainability, its legacy, and how/who we want to be for the next generation of being the church/Church.

### *Pastoral Care & Grieving in Community*

Rev. Will and I continue to be in constant communication about pastoral and congregational needs. We hope to be present to care for folks in all stages of their lives, especially those who experience medical, physical, mental, emotional, and relational

hardship. We are also continuing to facilitate outreach opportunities that engage lay-led care, such as pairing up folks to give rides, deliver flowers, and pay visits.

I continue to lead Grieving in Community, a support group for the spectrum of loss. This programming year, we shifted to only meeting in person on Sundays after hospitality hour in the Palmer Room (with the exception of meeting virtually for 1:1 care over Zoom or the phone, if needed). While we were consistently meeting biweekly, we started meeting in March to accommodate the busyness of the spring season. I expect we will resume biweekly meetings in the fall.

### *Committee Leadership*

This programming year saw the emergence of the new Justice Ministry, a combination of efforts from the Environmental Justice and Racial Justice committees. In the fall, we held a postcard-writing event during hospitality hour to encourage folks to register to vote and get out the vote. We also share information on local social justice happenings. On Pride Sunday (6/1) during worship, one of our youth members will give a testimony and help folks write letters to their representatives during hospitality hour.

Health Ministry enjoyed its first year in its new iteration as a committee with three-year terms, a chair (or two co-chairs), and a pastoral liaison. We have taken on many projects, including a health-and-wellness worship service (with laying-on-of-hands prayer time), beginning the Caregiver Support Network, purchasing and installing an AED for the church lobby, reorganizing the Health Ministry closet (available to anyone for use), holding an Eleventh Hour on stress management and meditation, and partnering with Honoring Choices Massachusetts. We've done a lot!

Women's Advent Gathering (WAG), previously under the umbrella of Health Ministry, has become its own sub-committee with no terms. Women from the church plan, organize, and put on WAG as volunteers, and I support them in terms of liturgy, building/facilities use, and communications.

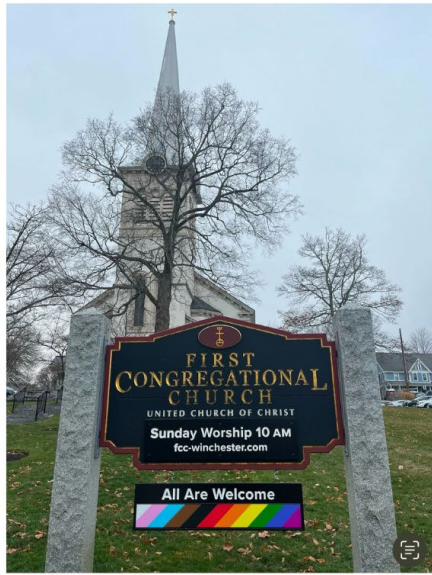
In addition to these groups, I am a pastoral liaison for the Outreach Committee, the Leadership Team, and the Diaconate. Outreach helped raise thousands of dollars for the new stove/oven at The Dwelling Place, award grants to incredible organizations, deliver joy to our church friends through the annual ReachOut event, and spotlight TUPIT (Tufts University Prison Initiative). As previously mentioned, the Leadership Team continues to consider the major decisions of the church, including the use of its building and budget. The Deacons provide invaluable support to the Ministry Team and the congregation. It is a joy to work with people who hold a wide array of gifts and talents.

### *Community Outreach*

I continue to seek connections with community partners and other denominations and faiths in Greater Boston. I helped support the second annual MLK Interfaith Peace Shabbat with Temple Shir Tikvah and Epiphany Episcopal Church. In the fall, I also had a chance to help strengthen interfaith and social justice relationships in Winchester by connecting WILY (Winchester Interfaith Leaders for Youth) with the Network for Social Justice. I am currently the co-chair of the Presbytery of Boston's Committee for the Preparation of Ministry, and I connect regularly with Presbyterian colleagues. I am in the process of facilitating a relationship with our Justice Ministry and the Greater Boston Interfaith Coalition (GBIO). Lastly, I am organizing our second annual pride-themed photo exhibit in Ripley Chapel. This year, we will focus on the representation of queer clergy with Family Diversity Projects' We Have Faith exhibit. I am excited to continue growing my ecumenical and interfaith outreach in the spirit of Christ's justice and fellowship.

With the help of the Leadership Team and Nancy Kneiss, we designed and installed an additional panel on our church sign to represent our Open & Affirming status. Unfortunately, the panel (along with similar artistic representations outside of houses of worship in Winchester) was stolen. We filed a police report and reordered the sign. Though this act of vandalism was disappointing, frustrating, and discouraging, we understand that this is unfortunately the risk of declaring Christ's radical call to love,

peace, and justice in our current political and social climate. We will continue to proclaim Christ's good news regardless of others' misplaced judgment, bigotry, and ill intent.



New LGBTQ+ panel approved by Leadership Team & Ministry Team installed on December 4, 2024



Missing LGBTQ+ panel and small damage to hooks on sign on February 4, 2025 -- exactly two months after installation

### *Gratitude*

I am deeply grateful to the Spirit-filled, loving, and dedicated community of First Congregational Church in Winchester. It is a blessing to worship, work, seek justice, process grief, and find hope with my siblings in Christ. It is clear to me that God is working among us in our efforts to create a more welcoming, inclusive, and loving home within the Body of Christ. I look forward to continuing growing as a Christian and as a faith leader alongside this beautiful church.

## **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.

### **What went well for the ministry (September 2024-25):**

- 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 dynamite **Jazz Trio** moved us with beautiful stylings for the Blessing of the Animals, for a January Ripley Chapel service, for the Blessing of the Palms, 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 artist, Justina Golden, offered the music of **Hildegard of Bingen**, as a part of our yearly Lessons and Carols service. In May, the Music program will bring Mozart's glorious *Mass in C*, the Coronation Mass, to life!
- The music program navigated a series of milestones: **Carol Johnson's** beautiful memorial service; **Fred Greene's** moving and tender memorial service, 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 2024 to Spring 2025):**

- 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**

This year, much of the Leadership Team's time was spent thinking about the physical space in which our ministry takes place, contemplating what it takes to keep our beautiful, historic and aging church facility running, and starting to imagine a future in which our property supports our congregation, community and mission in a sustainable way. In order to accomplish this, we did the following:

- Created a charge to commission an Open Doors Working Group that would present a vision for how our space could be used going forward to serve the current and future needs of FCCW and other constituents, and recruited a diverse group of members with complementary skills and a heart for the work ahead
- Worked closely with the Facilities Ministry to get intimately familiar with the building's history and condition (including a very insightful tour provided by Peter Woolford) and prioritize the most pressing maintenance projects ahead of us based on cost, safety and staging considerations
- Conducted a review of the many renters making use of the facility, coordinating with the Building Manager and the Ministry Team to review contracts, consider staffing support and communicate our decision to pause most rentals over the summer in order to complete needed repairs and maintenance

One thing that became apparent to us across the year was the dedication and ingenuity displayed by our Facilities Ministry and staff as they keep our building functioning and running smoothly with limited people and resources. We appreciate all of their contributions, and would love to get them more help. If you are interested in joining the Facilities Ministry, or getting more involved in the Open Doors Initiative, please reach out to Will, Maeve or a member of the Leadership Team. We look forward to entering the next phase of joyfully and prayerfully planning the future of our congregation and the "space" we hope to hold in the world as a modern church, together.

Dina Pradel

Moderator

On Behalf of the Leadership Team

## **REPORT OF THE DIACONATE**

The Deacon's have had a meaningful year tending to the rituals of our church.

We successfully fulfilled our purpose by welcoming congregants on Sundays and special events (Winchester Open Studios, Organ Extravaganza), collecting the offering, preparing and serving communion, welcoming new members, serving at baptisms, memorial services and summer services in Ripley. We worked with the ministry team to take winter worship to Ripley Chapel. It has been a joy to get to know church members, and potential church members better this year.

We grew together as a group by attending our Deacon retreat in the fall (unfortunately only a one day event, but still very meaningful) and monthly meetings both in person and on Zoom as needed. We held our annual Life Deacon event in March and were joined by 60+ Life Deacons. It was a special time and provided us the opportunity to say thank you to so many Life Deacons who help us serve each week and we're thrilled every year when the attendance is so high. This year at the Life Deacon event, we had

an informative presentation from our Open Doors Working Group, which I think the Life Deacons very much appreciated.

As administrators of the Pastors & Deacons Fund, here is our report from our treasurer:  
P&D Fund 2024

Starting Balance (both accounts): \$14,838.99

- Starting Balance P&D Jan 1, 2024: \$12,669.00
- Starting Balance WSB Jan 1, 2024: \$ 2,169.99

Contributions:

We received contributions in total of \$7,013.00

- From Congregation: \$5,427.00
- From loan repayments: \$1,350.00
- From accrued interest: \$ 236.00

Disbursements:

We made six disbursements for a total of \$12,300.00

We were able to meet the needs of 4 families/individuals this year-

Ending Balance (both accounts): \$9,576.99

- Ending Balance P&D Dec 31, 2024: \$3,357.00
- Ending Balance WSB Dec 31, 2024: \$6,219.99

As we wind down our church season, we again will have our Deacon Installation dinner where we will welcome new deacons Richard Carbone, Betsy Goodell and Andy McKinley. We are very excited to have these three wonderful church members join the Diaconate. We will honor the outgoing deacons, Kate Carpini, Andy Gallop, who graciously served as a Life Deacon for 2 years, and Tony McPherson. These three will join the prestigious Life Deacon ranks of our church.

Respectfully submitted, Kate Carpini (Head Deacon), Andy Gallop, Tony McPherson, Carol Andrus, Petra Sansom, Branda Wilhoite, Rich Crawford, Julia Dagget and Robin Delurey.

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

### **Children and Youth Faith Formation (CYFFORM)**

*Ministry Members:* Rachel Chidsey, Gretchen Clark, Tim Malcolm, Kris Montgomery, 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, Rachel Chidsey, Libby Holman



*Junior Forum* - Eric Nordstrom, Niek Van Rensburg, Mark Vaughn, Kris Montgomery  
*Confirmation* - Jason Ryan, Sarah Malcolm

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

- Our children and youth programming continued to grow.
  - Stepping Stones (preK- grade 5) Averaging 10-12 children weekly and often seeing 15 kids, we hoped to be able to split into two classes this fall but were unable to do so because of a lack of adult volunteers to teach. 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 evenings at 5:00 PM. The group has remained small (averaging 5 students). Even with our small group the youth have 8-10 total participants. The group feels much more cohesive due to increased youth participation and interest in regular meetings and service/mission and worship opportunities!
  - Confirmation (grades 9-12) met every other Sunday at 7 PM throughout this year. Our high school attendance has increased significantly. We have fifteen students participating in Confirmation, who regularly attend our biweekly sessions and also help lead service/mission projects and worship services.
  
- We planned several opportunities for families to give back to the community.
  - We teamed up with the Winchester Conservation Commission to clean up the area around Jenks pond in October. We cleared away invasive species and picked up trash.
  - Junior Forum and Confirmation combined forces to make cookies for and serve at The Dwelling Place for an afternoon of service in November. In total, we had around a dozen participants! The youth really seemed to enjoy the meaningful work and flexibility of the service project.
  - We once again teamed up with the Winchester Family Action Network to supply Thanksgiving meals for families in need.
  - Together with the Outreach Ministry we brought the Mass Coalition for the Homeless Bed for Every Child Initiative back again for a 4th year. This year we welcomed approximately 40 congregants from ages 85 to 5 to build 10 beds that will go to children on their waitlist.
  - Stepping Stones collected toiletries as part of the fall stewardship campaign. The supplies were used to create bags of joy for guests of the Dwelling Place in December.
  - 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.

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

- As is the case for many ministries within the church, we have a small group of volunteers who are shouldering much of the work for children and youth programming (Stepping Stones, Junior Forum, and Forum).
- We continued to build 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.

*Additional: gratitudes!*

- Rev. Maeve, Rev. Will and Maggie want to express their gratitude to this year's group of committee volunteers and program leaders/teachers. You have provided valuable feedback and encouragement.

## **Report of the Adult Faith Exploration Ministry**

At FCC, we are fortunate to have an abundance of opportunities for adults to learn and to explore their faith, including such offerings as Roots and Branches, 2<sup>nd</sup> Wednesday Adult Bible Study, and others detailed elsewhere in the church Annual Report. In addition, two well-attended series were offered: "Disagreeing Well" in the fall, and "Tuesdays with Jesus" in Lent.

We are grateful to Sarah Gallop for bringing Rev. Nathan Barczi to FCC to lead a 3-session interactive workshop in October. This series, entitled "Disagreeing Well" focused on developing empathetic listening and constructive dialogue skills that helped prepare us for difficult conversations during a tense election season (and beyond!).

In the spring, AFEM helped facilitate a six-week Lenten series ("Tuesdays with Jesus"). Each week attendees enjoyed a simple meal of soup and bread together, followed by an hour discussing various aspects of "Death and dying well". Topics included Christian theology of death and the afterlife, normalizing conversations about death, and how to make our wishes around death known.

Challenges going forward include recruiting new members for the Ministry, and encouraging involvement of congregants who may not usually participate in Adult Faith Exploration/small groups.

Respectfully submitted,  
Elizabeth Page and Liz Sayre

## 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 2024 – Spring 2025):**

- 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 increase, and we live streamed the events to an enthusiastic virtual audience! We are gaining momentum; we have a known presence in the community; we are selling out on a regular basis.
  - In September, Ripley Presents hosted one of our favorite Indie-Pop Duos, **Late Night Thoughts**.
  - In October, the **Boston Saxophone Quartet** brought a unique blend of musicians, playing saxophone, flute, clarinet, oboe, and bassoon.
  - In November, Ripley Chapel participated in Winchester's annual **Open Studios**. We featured the art of Tracy Vartenigian Burhans, Jenny Olsen, Marisa Paterson, and Peter Owens. The chapel exhibit attracted at least 100 people during the day of the event!
  - In December, Ripley Presents hosted a quartet of beautiful singers: **Songs for the Waiting: an Advent Serenade**.
  - In January, the chapel rocked to the **Willie J. Laws Band**, a genre-bending sound tempered with the grooves of Motown, Memphis, and New Orleans.
  - February, Valentine's Day, played host to a **Valentine's Day Cabaret**, featuring pianist Scott Nicholas and graduate performers from Boston Conservatory.
  - In March, Ripley Presents offered an exciting **Organ Celebration Concert**, honoring Winchester's 175<sup>th</sup> anniversary and J. S. Bach's 340<sup>th</sup> birthday. 275 people from the community and from our church were delighted by this event!
  - 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 2024 – Spring 2025):

One of our events – Syldason – was cancelled due to a death in the family (November 2024). We will re-schedule the Balkan vocal/vibraphone duo for our 25-26 season. We are still 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**

### *June 2024 to May 2025 Program Year*

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

We accomplished a handful of projects around the campus with our small team of dedicated volunteers. We identified significant large scale maintenance projects, and supported the Open Doors working group as it works to define future uses of the building. The paid facilities staff of Building Manager Ed Banzy, Superintendent Bill Lewis and Custodian Luis Fonseca handle daily and weekly operations. We identified significant large scale maint

#### **The team:**

The Facilities Ministry has continued with a Rotating Chair to handle the workload of the position which is significant.

We could use two or three additional members of this ministry, a person to work with tenants, a Kitchen Czar, and a “handy” person who can focus on building maintenance projects.

#### **Major Projects – Professionals Hired:**

- bluestone steps repaired outside Vine Street lobby door and the long front steps
- Sewage drains were cleared repeatedly, due to problems and clogs. Implemented annual pump out.
- new emergency lighting fixtures installed, and old ones repaired.
- valves for steam heat zones replaced.

#### **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, parking lot striping, installing a doorknob, insulating and weatherstripping, hanging pictures, etc.

One fun project was adding seasonally closable insulated and weather stripped panels to the Fan Closet on the third floor. For 98 years we had large ductwork from Chidley Hall, Ripley Chapel and Tucker Room, vented directly outside all winter long. had large

The total spent for heating fuel (methane/natural gas) went down by \$3121, a 10.9% reduction (when gas prices were significantly higher and the Degree Days only lower by 3%). Let's credit newly installed steam valves, the new condensate tank, Ed Banzy carefully controlling building heat zones, prompt service by Fraser Engineering, and a number of insulating and air sealing projects that were completed before the heating season. (These were identified by the Decarbonization Task Force. were identified by the

### Funding:

The budget for Facilities interior and exterior maintenance was increased by 26% for 2025. We appreciate the support - the building needs it.

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

There were 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 (natural) gas we burn. In 2024, we spent \$23,890 on equipment replacement, maintenance, and repairs, and an additional \$25,591 on gas.
- In 2025 through March 31st we spent \$19,473 on heating related maintenance & repair and \$19,815 on gas. We 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.

			Pandemic					
replacement, repair, fixes			building mostly closed					
	2018	2019	2020	2021	2022	2023	2024	2025 YTD
Total equipment expenses	\$21,903	\$29,966	\$ 8,314	\$53,678	\$24,749	\$12,940	\$23,890	\$19,473
Methane (natural gas) Fuel Costs	\$31,926	\$28,224	\$22,995	\$20,407	\$24,602	\$28,712	\$25,591	\$19,815
Total Heating Costs	\$53,829	\$58,190	\$31,309	\$74,085	\$49,351	\$41,652	\$49,481	\$39,288
			*2021 \$48K replaced all 8 cast iron boiler sections					
Equipment expenses = all heating system components:								
boiler components, steam traps, valves, motors, radiators, condensate tank and pumps, etc								

- The Decarbonization Task Force applied for a Mass Save funded insulation program for houses of worship in June 2024. We are still waiting for Mass Save

to respond to the proposal. We identified two significant obstacles to insulating the Sanctuary: we do not have a way to safely work in the attic above the Sanctuary, and our electrician (Mirley Electric) found knob and tube wiring in the space that must be removed before any insulation is installed.

- We are doing our best to budget, plan for and anticipate annual interior and exterior maintenance costs. It is hard to get 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 as Open Doors determines the plan for the future of the building.
- Based on inspections, we need to replace the playground fence and test/possibly replace the fire sprinkler heads.
- We identified an immediate need to replace electrical wiring in both the Sanctuary and Parish House. The work could cost in the millions of dollars and be disruptive to building use. Other pending large expenditures include items such as elevator controls, Palmer room storm windows, roof insulation and replacement, Chidley door replacement, and eventual burner replacement.

#### *What is new*

- Clipco added clearing snow from the Dix sidewalk from Church Street to the parking lot.

#### **Gratitude**

We had extra helpers this year

- Jen Richter took photographs of the water stains in the Sanctuary ceiling for a second time for comparison purposes.
- Andrew Sansom toured the Sanctuary attic to consider access for contractors
- Excellent service from our contractors: Mirley Electric, Fraser Engineering, Maillet Roofing , JJack McHugh Remodeling, Loftus Plumbing, Perennial Landscaping, Clipco, Painters Pride.

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, worshiping, 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!), Ted Lamson, Jerry Vaughn and Peter Woolford.

**Ministerial Liaison:** Rev Will Burhans

**Professional Staff:** Ed Banzy, Bill Lewis, Luis Fonseca

# Building Manager Report for April 2024 through April 2025

(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 September.
2. Exit Signs were installed, in February, at the rear of the Sanctuary to bring the area up to code as requested by the Winchester Building Inspector.
3. Emergency backup battery units were installed in the electrical panel room and Sacristy.
4. Meet town Building Inspector, Tom Kennedy, for safety inspection in September.
5. Meet with Cannistraro Construction about testing sprinklers in October.
6. Complete walk-through and discussion with Ted Lamson & Cannistraro for sprinkler replacement.
7. Call in October, with Lt. Jeff Russo, WFD, about deficient sprinkler report.
8. Doorknob was repaired from kitchen to playground by Bill Lewis in February.
9. FEMA work on Dix & Vine Street doors was completed in August.

## Painting:

10. Repainting was completed in the second floor Ladies Room in March.

## Personnel:

11. On going work with Human Resources to discuss future staffing per budget.
12. Complete reviews for Bill Lewis and Luis Fonseca in June.

## Roofing:

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

## Heating:

15. Fraser Engineering cleaned and tuned the boiler in August.
16. Fraser Engineering installed a new 100-gallon condensate pump in the boiler room in August.
17. Fraser Engineering repaired a leak in the Treasurer's office radiator in December.
18. Fraser Engineering installed a new heating valve for the Upper Office heating circuit in January.
19. Fraser Engineering replaced the steam trap in the Treasurer's office radiator in January.
20. Fraser Engineering repaired steam piping to the Vestibule radiators in January.
21. Fraser Engineering repaired a leak in the dungeon to the Vestibule radiators in January.
22. Manual low water reset was replaced with automatic reset in February.

- 23. Fraser Engineering installed a new heating valve for the Vestibule heating circuit in February.
- 24. Hartford Steam Boiler completed the boiler inspection in February

### **Plumbing:**

- 25. Backup in sewer ejector drain in January. John's Drains cleared the clog.
- 26. Unclog the drain in the NCNS Kindergarten sink in November.
- 27. The drain from lower-level Ladies Room backed up. John's Drains cleared the drain in November.
- 28. Loftus Plumbing reconnected the gas to the kitchenette in February.
- 29. Received quote for replacement of second floor Ladies Room vanity, sinks and toilets in June.
- 30. Loftus Plumbing replaced leaking valves in the lower Ladies Room ceiling in July.
- 31. Loftus Plumbing replaced right hand faucet in the second floor Men's Room in July.

### **Elevator:**

- 32. Elevator passed inspection in February.

### **Electrical:**

- 33. Meet with Mirley Electrical in October to discuss Knob & tube wiring in the Sanctuary ceiling.
- 34. Meet with Mirley Electric in May to inspect Chancel lighting.
- 35. Mirley Electric replaced bulbs in two (2) chandelier lights in the Sanctuary in April.
- 36. Meet with Ted Lamson & Mirley Electric to discuss knob & tube wiring in the Sanctuary ceiling.

### **Existing renters and new rentals:**

- 37. Relocated WFEE from Room 308 to Room 309 in January.
- 38. Completed new lease for WFEE in March.
- 39. Worked with Temple Shir Tikvah for details on Rosh Hashanah service in October.
- 40. Worked with Temple Shir Tikvah for details on Yom Kippur service in October.
- 41. Worked on new 5 year, NCNS contract in June.
- 42. Finalize new 5 year, NCNS contract in July.
- 43. I met with Tara Doubman from Glen Dougherty Foundation to store racing materials in December.
- 44. A Rental Team was created in February with Ed, Will, Joani Valeriano and Janet Hall.
- 45. Work with Neal Splaine to create a new, all inclusive, singular rental agreement for new and/or one-time renters.
- 46. Emailed all renters about building use restrictions. No building use on Holy Saturday, April 19<sup>th</sup>; Church will be closed in July & August; No Sunday use beginning in September, 2025.

### **Miscellaneous:**

- 47. Attend a bi-weekly meeting with Rev. Will.
- 48. Attend a bi-weekly Ministry Team meeting.



49. Attend a monthly Facilities Ministry meeting.
50. Engage in regular conversations with my HR contact,
51. Ongoing involvement with the Decarbonization Task Force. Attend zoom meetings as needed.
52. Worked with Janet Hall in preparation of rental income projections for the Annual Budget.
53. Installed the new wall map in lobby with Bill in April.
54. Bill installed AED in the lobby in March.
55. Interacted with Colonial Stone workers in March, who were replacing the front wall after being damaged during a funeral.
56. The kitchen refrigerator was repaired in September.
57. Engaged with the Open-Door Working Group as needed relative to building needs.

Respectively submitted.,  
Ed Banzy  
Building Manager

## **REPORT OF THE RENO GARDEN COMMITTEE**

**September 2024–June 2025**

### **The Garden**

We are pleased that almost all the *Rhus aromatica* (Fragrant sumac) has taken hold. After many tries, it looks like these plants will work in what has been a very difficult space to maintain plantings. The garden looks wonderful this spring, thanks to the efforts of Ted Lamson who has done a herculean job getting the garden in shape. Thank you, Ted. Robin Delurey continues her work keeping the fountain clean and working properly. A new pump was installed by Robin last year. We note that like *Rhododendrons* everywhere in the community after this cold winter, the ones in the garden have suffered. We will be fertilizing and trimming as needed in hopes that they will recover over the spring.

### **The Garden Financial Forecast**

We are pleased to report that the memorial gifts honoring Paul Rahmeier crossed the \$10,000 threshold for an endowment fund. A generous anonymous gift of an additional \$25,000 plus several other contributions brings the endowment to a point where it will help offset some operating expense on an annual basis. At the same time, the committee has adjusted the cost of placement in the garden with a portion of the cost (1/3) going the endowment. Barring any unforeseen very large expenses we hope these steps will keep the garden funds on a more secure financial foundation going forward. However, this is a garden with several very mature trees, and the unforeseen is always the next wind storm, plant disease, or snowfall away.

### **The Garden as a Community Resource.**

The church uses the garden for services when it is appropriate. But the garden remains a place where the church, but also the community, finds respite. On a nice day, you can usually find several people stopping for lunch or just spending time sitting on the benches looking over the pond. It's a peaceful spot, appreciated by everyone who takes the time to stop.

Respectfully submitted, Pam Budner for the Reno Garden Committee Elizabeth Cooper, Lynne Rahmeier, Robin Delurey, Julia Daggett, Regina Campbell, Jim Stansfield

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

Last year the FRM Chair role smoothly transitioned from Taylor to Ed, and the FRM continued its focus on the annual stewardship campaign. It is great to report that the Stewardship Campaign for 2025 was successful in having several households pledge for the first time and in having steadfast pledgers that increased their support. Together, the congregation exceeded the FRM's pledge goal and raised \$712,129. The FRM would like to especially thank Sarah, Janet, and Nancy in all of their behind the scenes support of the FRM to run a successful stewardship campaign. It goes without saying that the FRM is grateful to the generosity of each pledge and the clear impact it has on our faith community (as evidenced in the annual report of other ministries).

Beyond starting to work on the Stewardship Campaign for 2026, later this year we will review what FCCW is presently doing for planned giving. Maybe we can update what we are doing here.

Kind Regards,  
Edwin (Ed) Valeriano, FRM Chair

## **REPORT OF THE HEALTH MINISTRY**

Health Ministry enjoyed its first year in its new iteration as a committee with three-year terms, a chair (or two co-chairs), and a pastoral liaison, Rev. Maeve Hammond. We have taken on many projects, including a health-and-wellness worship service (with laying-on-of-hands prayer time), beginning the Caregiver Support Network, purchasing and installing an AED for the church lobby, reorganizing the Health Ministry closet (available to anyone for use), holding an Eleventh Hour on stress management and meditation, and partnering with Honoring Choices Massachusetts. We are also planning on supporting a mental health service in May and a bike ride in June.

**Health Ministry** Michelle Crawford, P. J. Dodge, Matthew Gardiner, Maeve Hammond, Mariane acuzzio, John eeley, Eileen Morris.

## REPORT OF THE PERSONNEL MINISTRY

The Personnel Ministry strives to care deeply and well for the dedicated employees who serve our church community. Our work focuses on ensuring fair and thoughtful practices around compensation, benefits, policies, and performance.

Here are some highlights of the past year:

- **Compensation Equity:** To ensure our employees are being paid fairly and competitively, we conducted a comprehensive salary analysis, which we undertake every three to five years. As part of this year's effort, we aligned Rev. Maeve's total compensation with current market standards.
- **Performance Reviews:** We manage annual performance reviews for all employees, providing a structured opportunity for reflection, feedback, and goal-setting.
- **Staffing Support:** We serve as non-reporting liaisons to the employees, giving employees an extra contact person if, when, and as they need or want it. With a custodial position that can be difficult to fill, we helped to recruit, hire, and onboard a new custodial team member.
- **Improved Record-Keeping and Continuity:** This year we fully transitioned to a secure digital system using a dedicated Google Drive owned and maintained by FCCW. Access is restricted to committee members, and the new system provides greater continuity as members rotate on and off the committee.
- **Sabbatical Preparation:** We are currently supporting the preparations for Rev. Will's upcoming sabbatical, ensuring a smooth transition and continuity in leadership during his time away.
- **Safe Church Policy Updates:** We are updating our Safe Church policy to create safer environments for children and vulnerable adults, both in person and online.
- **Open Doors participation:** The choices and decisions that FCCW makes about the future of our building has impacts on employees. Personnel gives voice to the employee implications of the various scenarios we, as a church, are considering.

We are grateful for the opportunity to serve the church through this important ministry.

Respectfully submitted,  
**Susan Rozmanith, Chair**

On behalf of the Personnel Ministry Team: Rev. Will Burhans, Ed Chidsey, Christian Ehrbar, Suzanne Kahl, and Aaron Kneiss

# REPORT OF THE MISSION AND OUTREACH MINISTRY

## **Program Year 2024-2025**

The Outreach team had a productive and busy year stewarding the mission contributions of the congregation towards nonprofit organizations serving critical needs in our community and around the world and encouraging direct involvement by all of us in bringing our talents and time to others.

Three highlights of the year are:

- We had our largest ever Christmas offering in support of a new oven for the Dwelling Place to provide hot meals and make the meal preparation by groups serving guests much easier. Thank you! We also supported the Allo Hope Foundation with our fall Just Peace offering and the Tufts Prison Initiative for our Easter offering.
- We provided several opportunities for connecting with each other around mission. These included Build-a-Bed in support of the Mass Coalition for the Homeless and our Reach Out Lenten event that brought a gift basket and a friendly visit to our home-bound members and to newer folks in our midst.
- We (meaning all of you!!!) made Christmas brighter for children served by Youth Villages and for those using the Woburn Food Pantry with Christmas wish list items and grocery gift cards.

Our challenges are:

- Our committee is a light lift, but we are in need of some new committee members with fresh ideas to help our outreach and connection work evolve and be vibrant.
- We wonder if it might be timely to refresh committee purposes and membership since synergies between committees might offer simpler opportunities.

We are grateful mostly for the good spirit and generosity of this congregation towards each other and towards our neighbors in need. Your gifts of time, energy, and money truly bring God's love to light and help us all be Christ followers.

Your Outreach team: Larisa Lindsay, Laura Bailey, Karen Bellacosa, Katie Shanahan, Marcie Troisi, Betsy Goodell, and Rev. Maeve

## REPORT OF THE JUSTICE MINISTRY

Our Members: Bruce Alexander, Linda Alexander, Karen Bellacosa, Will Burhans, Sarah Gallop (chair), Maeve Hammond, Jessica McArdle, Carolyn Plosky, Katherine Plosky, Branda Wilhoite, and Julianne Zimmerman

A sharpened focus on justice is needed in so many different areas of society and in our government. The possibilities for increased FCCW engagement around matters of justice

are numerous. Our ministry met several times during the program year to get to know one another, share our passions and ideas for action, and to try to forge a shared direction.

To help us advance our work, we held a retreat in March where we explored personal privilege, reviewed FCCW's justice-related activities, examined UCC, SNEUCC, and FCCW founding statements (nearly all of which call for justice work), and engaged in prayerful discernment about where we'd like to commit our energies.

To be clear, FCCW has a strong history of working to advance justice. Here are some examples:

Repair Café, Authentic Selves photo exhibit, PRIDEFest, pride parade, Immigrant Support Alliance (ISA), going to the Capitol to support immigrants, Dwelling Place, Standing Rock anti-pipeline protest in South Dakota, plant-based dinner with youth and Sierra Club, interfaith gun violence vigil on Town Common, interfaith MLK peace shabbat, composting, Decarbonization Task Force, ESG investing, Build-A-Bed, longstanding ties to ABC House, and of course, the fact that we are an Open and Affirming Church. Some of the primary themes that have come out of our discussions are:

- Seek synergies: We are inspired by many existing justice efforts, including: the [Greater Boston Interfaith Organization](#), [Shir Tikvah](#), [Poor People's Campaign](#), [Repairers of the Breach](#), and [NSFJ](#), and are learning more about how we might support their work
- Give testimony: we will invite the congregation to consider speaking about justice topics during worship
- Establish a "Justice Booth": we're thinking about starting a station of sorts that could be run by various Winchester organizations, including FCCW, at Town Day or the Farmers Market
- Share information: we'll place upcoming justice-related events in the e-mail blast to encourage participation and provide the link to SNEUCC's [Take Action](#) newsletter for all
- Mark accomplishments: we're thinking through how best to affirm our [Level Three](#) Green Congregation achievement
- Continue existing advocacy: on immigration, LGBTQIA+ support, climate action, homelessness, indigenous rights, and putting our facilities to their best use

Respectfully submitted,  
Sarah Gallop, Chair

## **REPORT OF SUPPORT FOR IMMIGRANTS, 2023-2024**

The Immigrant Support Alliance is a network of volunteers that welcomes and assists newly arrived individuals and families as they gain footholds in our communities.

This past year, Immigrant Support Alliance took significant steps to both expand our support for immigrants and include more volunteers from our communities. To expand our efforts, we improved our website to not only better highlight our work with a blog and news items but also to allow people to sign up to volunteer. In September, we had a booth at the Melrose Victorian Fair, which brought to our group volunteers who hadn't known of our work.

From September 2024 to April 2025, ISA continued its collaboration with Catholic Charities of the Archdiocese of Boston (CCAB) in renting an apartment in Medford and settling a family of four (dad, mom, and two elementary-school aged children) there. Volunteers helped to enroll the children in school and provided them with backpacks, showed the family how to use public transportation, shop for food, and find the medical and dental care they needed. The family is doing well. The dad has a full-time job; the mom is taking English classes and will get a job soon; and the kids are thriving in kindergarten and second grade.

In January, 2025, CCAB found itself overwhelmed due to a high influx of refugees prior to January 20. CCAB turned to ISA for help. But this time they had many families for us to help. So, we took a big breath and said, yes, we will do whatever we can. We put out the call for more volunteers. Folks from FCCW, Medford, Melrose, Malden, and Wakefield all responded and ISA set up started wellness visits with the families. Six members of FCCW volunteered to be a team that would support a refugee family that was being housed by CCAB in an extended stay hotel in Burlington. Volunteers visited the family (mother, a father, and their 8 year-old son) at least twice a week but many times more often so that they could take the family to a food bank, to medical and dental appointments, deliver donated clothing, and give English lessons.

ISA is now supporting the family in Burlington on a long-term basis. ISA also is supporting two other families who were housed in Peabody. We have never supported four families at once. But thanks to the influx of volunteers and some amazing donations that have come in over these past months we are well-positioned to serve these families. Those donations included an amazing gift of \$4,422.73 from the Ripley Presents Organ Extravaganza held in March.

These funds were incredibly timely since a long search for housing for the three recent refugee families made possible placement of the smallest family into a host home in Melrose and the two other families in a shared apartment in Everett beginning in May.

ISA funds coupled with major support from CCAB made renting that apartment happen. There have also been generous offerings of furnishings coming from FCCW members and many others throughout our ISA area.

This spring and summer will continue to be challenging as we help these three families take their first major steps toward finding employment and making strides toward independence.

## **REPORT OF THE OPEN DOORS WORKING GROUP**

The Open Doors Working Group (ODWG) is a team of five FCCW members, commissioned by the Leadership Team, tasked with taking the first steps in evaluating the use and care of our facility, and ensuring the facility's alignment with our mission and the congregation's priorities. There are both pressing challenges and important opportunities on FCCW's doorstep and the team worked diligently to answer important questions like "How might we take care of this facility now, and moving forward, in a way that best supports our God-given purpose?"

The working group and ministry team, along with leadership team, worked to set a strong foundation in faith and listening for what God is asking of us as we began formal activities. With that foundation in place, the group engaged a broader cross-section of church groups, living ministries, and staff in "listening sessions" to gather ideas, concerns, and inspiration. The ODWG also worked to refine our view on the current state of the facility, working with important contributors to our process including Facilities, Archives, and the teams responsible for the daily operation of the facility. Lastly, we reviewed resources the group could draw on via our faith network or other groups that have taken on similar facility reviews.

The ODWG then took on two important tasks: 1) Engaging the entire congregation in extended listening sessions and 2) working with the Leadership Team on establishing a set of guiding principles for facility use, operations, and future planning. Guiding principles solidified our "foundation for options" and were created with 1, 3-5, and 10+ year views in mind. The group is currently meeting regularly to discuss options, opportunities, and practical considerations of each. The extended listening sessions with the congregation were marked with lots of prayer, excellent engagement in person and virtually, and an openness to potential change.

The ODWG will conclude its formal activities with an Annual Meeting presentation highlighting opportunities for the FCCW facility and is working with the leadership team to create a plan and next steps based on those recommendations. The ODWG will produce a comprehensive report following the annual meeting that will be made broadly available

and formally filed with the moderator and leadership team. There will be many more steps in the FCCW facility's journey as we look to grow the impact of God's word, FCCW's mission, and ministries. We anticipate a next level of action in the year 2025-2026 and believe progress will be measured over some years to come.

The ODWG is blessed to have been looked to for help, for having the opportunity to learn so much about the church, and to have engaged with so many interested and involved congregants and partners! We thank the staff and congregation for their prayer, encouragement, and efforts.

## **REPORT OF THE TREASURER**

2024 was another good year for FCCW. We concluded the year with a surplus of \$33,347. We concluded we didn't need to replace a bookkeeper who left, and came under budget on snow plowing, office supplies and Church and Community programs.

We added 2 ESG funds to our endowment portfolio. You will see the market value and performance of these funds on Exhibit 5.

Many thanks to Sarah Marino, Office Manager, who keeps things running smoothly, Dave Dubard, who reallocates the endowment funds as necessary and Anne Hoenicke, who prepared the 5 exhibits which will follow my brief recap of each:

### **EXHIBIT #1:**

We passed a balanced budget of \$651,829. Thanks to pledges being over by \$10,000, we did not need to make a transfer from the Poduska Fund principal.

### **EXHIBIT #2a:**

We began the year with \$5,479,402.18 in total endowed funds. After a 5% disbursement to the corresponding spending and savings funds, a 5.09% (3 year rolling average) disbursement (\$223,000) to the operating budget and a 10%+ performance return, the balance was \$5,793,603.74 at year end, an increase of \$314,201.56.

### **EXHIBIT #2b:**

Our savings and spending funds began with a total balance of \$205,384. In addition, we started the year with \$112,794 in reserve funds (Kendall Loan, Memorial Reserve, Capital Reserve, Emergency Reserve and Sabbatical Reserve) for a total of \$318,178. We ended the year with a total of \$366,322.

### **EXHIBIT #3:**

Provides details and notes about the spending and savings funds 2024 expenditures, confirming that the funds were spent according to the designated purpose specified by



the original donor. Exhibit 3b shows the generosity of this congregation, including extended family - a total of \$53,000 in gifts were received for Endowed and Savings/Spending Fund specific purposes.

**EXHIBIT #4:**

Provides details for all Outreach Giving in 2024.

**EXHIBIT #5:**

Our endowment funds are held at Vanguard and self-managed. Currently, our goal is an allocation of 65% stocks, 30% bonds and 5% money market. In 2024, we added 2 ESG ETFs to the portfolio. David DuBard reallocates these funds as necessary, usually 3-4 times per year.

**Janet Hall Treasurer**

**Year End Surplus/(Deficit) - Revenues Exceeded Expenses by: \$ 33,347** Transfers to Emergency Reserve

<b>Exhibit 1: Final 2024 Operating Budget Results 1/1 to 12/31/2024</b>		<b>2024 Budget</b>	<b>2024 Actual</b>	<b>Over/(Under) Budget</b>	<b>Percent of Budget</b>
<b><u>Income</u></b>					
1050	Pledge Receipts	\$ 651,839	\$ 661,565	\$ 9,726	101%
1100	General Endowment Transfer	142,000	142,000	0	100%
1200	Jenks Endowment Transfer	81,000	81,000	0	100%
1250	Rental Income	126,758	123,576	(3,182)	97%
1300	Back Pledges	3000	2,260	(740)	75%
1350	Cash Collections	6,077	6,185	108	102%
1400	Unrestricted Gifts	2000	5,000	3,000	250%
1401	Non-Pledged Gifts	15,000	11,850	(3,150)	79%
1500	Interest / Miscellaneous	700	3,567	2,867	510%
1505	Donations Transaction Fees	-800	-539	261	67%
1510	Transfer from Poduska Fund principal	10,000	0	(10,000)	0%
<b>Income totals</b>		<b>1,037,574</b>	<b>1,036,464</b>	<b>1,110</b>	<b>100%</b>
<b><u>Expenditures</u></b>					
<b>Ministerial Salaries and Benefits - Clergy</b>					
3100	Lead Pastor Salary	90,143	90,143	(0)	100%
3105	Associate Pastor Salary	68,745	66,079	(2,666)	96%
3110	Lead Pastor Housing Allowance	74,000	74,000	0	100%
3115	Associate Pastor Housing Allowance	22,000	24,667	2,667	112%
3120	Associate Pastor Benefits	21,764	21,463	(301)	99%
3125	Lead Pastor Benefits	57,069	56,894	(175)	100%
<b>Total Clergy</b>		<b>333,721</b>	<b>333,246</b>	<b>(475)</b>	<b>100%</b>
<b>Other personnel costs</b>					
3600	Travel	2,000	780	(1,220)	39%
3610	Lead Pastor Professional Expenses	1,500	1,233	(267)	82%
3614	Lead Pastor Continuing Education	2,000	1,740	(260)	87%
3615	Associate Pastor Professional Expenses	500	527	27	105%
3617	Associate Pastor Continuing Education	500	519	19	104%
3616	Staff Professional Expenses	500	450	(50)	90%
3618	Staff Professional Development	1,000	813	(187)	81%
3620	Sabbatical	10,000	10,000	0	100%
3630	Church FICA	19,810	19,185	(625)	97%
3635	Workmen's Comp Insurance	4,000	5,306	1,306	133%
3640	Personnel Contingency	1,500	729	(771)	49%
<b>Total Other Personnel</b>		<b>43,310</b>	<b>41,281</b>	<b>(2,029)</b>	<b>95%</b>
<b>Worship excluding clergy salary</b>					
3400	Music Minister Salary	57,464	57,464	(0)	100%
3401	Organist	23,582	23,583	1	100%
3421	Music Minister Benefits	8,045	8,538	493	106%
3500	Independent Contractors Music	14,955	16,155	1,200	108%
4170	Piano Maintenance	1,250	1,050	(200)	84%
5500	Music Materials	2,200	1,754	(446)	80%
5600	Deacons	2,500	1,817	(683)	73%
5625	Worship & Congregational Life	2,000	1,773	(227)	89%
5630	WorshipAV/LS Independent Contractor	15,000	11,575	(3,425)	77%
<b>Total Worship</b>		<b>126,996</b>	<b>123,709</b>	<b>(3,287)</b>	<b>97%</b>
<b>Christian Faith Formation</b>					
3425	Church School Director	32,886	32,869	(17)	100%
3501	Independent Contractors Nursery	2,800	1,620	(1,180)	58%
3503	Nursery Supervisor	2,800	1,451	(1,350)	52%
5800	Church School	4,000	3,365	(635)	84%
5825	Adult Faith Exploration	800	1,500	700	188%
5830	Library	100	0	(100)	0%
5850	Youth Activities	6,000	4,593	(1,407)	77%
5860	Confirmation	1,000	367	(633)	37%
<b>Total Faith Formation</b>		<b>50,386</b>	<b>45,765</b>	<b>(4,621)</b>	<b>91%</b>

Xfer not needed

**Year End Surplus/(Deficit) - Revenues Exceeded Expenses by: \$ 33,347** Transfers to Emergency Reserve

Exhibit 1: Final 2024 Operating Budget Results 1/1 to 12/31/2024		2024 Budget	2024 Actual	Over/(Under) Budget	Percent of Budget
<b>Health and Wellness</b>					
5750	Health Ministry	1,800	1,792	(8)	100%
<b>Total Health and Wellness</b>		<b>1,800</b>	<b>1,792</b>	<b>(8)</b>	<b>100%</b>
<b>Mission and Service</b>					
5100	General Outreach Appropriation	46,000	46,000	0	0%
5101	UCC United Church Mission	40,000	40,000	0	100%
5102	Met Bos Association level Support	1,800	1,800	0	100%
<b>Total Mission and Service</b>		<b>87,800</b>	<b>87,800</b>	<b>0</b>	<b>100%</b>
<b>Business Office</b>					
3200	Office Staff	61,112	55,300	(5,812)	90%
3220	Office Staff Benefits	13,718	13,152	(566)	96%
4000	Copier rent & maintenance	2,700	2,229	(471)	83%
4010	Postage	1,800	2,491	691	138%
4100	Office Expense	7,000	5,873	(1,127)	84%
4105	Technology	8,700	6,755	(1,945)	78%
4120	Wi-F--Telephone	5,000	3,695	(1,305)	74%
<b>Total Business Office</b>		<b>100,030</b>	<b>89,494</b>	<b>(10,536)</b>	<b>89%</b>
<b>Facility Maintenance</b>					
3300	Facilities Staff	81,240	80,116	(1,124)	99%
3320	Facilities Staff Benefits	6,138	6,296	158	103%
4125	Electricity	13,600	14,916	1,316	110%
4130	Water & Sewer	4,000	3,707	(293)	93%
4140	Interior Maintenance	43,820	48,896	5,076	112%
4141	Exterior Maintenance	11,750	7,812	(3,938)	66%
4142	Capital Reserve	7,000	7,000	0	100%
4143	Reno Garden	1,000	1,000	0	100%
4145	Rubbish removal	2,808	2,808	0	100%
4150	Sexton supplies	4,800	4,788	(12)	100%
4153	Lawn Services	7,500	9,840	2,340	131%
4155	Snow removal	10,000	2,690	(7,310)	27%
4160	Insurance	54,175	54,175	0	100%
4200	Fuel	30,000	27,468	(2,532)	92%
<b>Total Facilities</b>		<b>277,831</b>	<b>271,513</b>	<b>(6,318)</b>	<b>98%</b>
<b>All Church &amp; Community Programs</b>					
5640	Community Communications	1,500	1,497	(4)	100%
5660	All Church Events	2,000	654	(1,346)	33%
5670	Ripley Chapel Programs	10,000	5,896	(4,104)	59%
5680	Environmental Justice	1,000	-621	(1,621)	-62%
5685	Racial Justice Ministry	400	400	0	100%
5690	Financial Resources Ministry	800	692	(108)	86%
<b>Total All Church &amp; Community Programs</b>		<b>15,700</b>	<b>8,517</b>	<b>(7,183)</b>	<b>54%</b>
<b>Expense totals</b>		<b>1,037,574</b>	<b>1,003,117</b>	<b>(34,457)</b>	<b>97%</b>
<b>Income - Expenses Net</b>		<b>0</b>	<b>33,347</b>		

	2023 Actual Expenses	% of 2023 Total Expenses
Personnel	\$ 671,070	66.9%
Facilities	\$ 185,100	18.5%
Outreach	\$ 87,800	8.8%
Worship	\$ 16,152	1.6%
Business Office	\$ 14,288	1.4%
All Other Ministries	\$ 13,626	1.4%
Children & Youth	\$ 8,325	0.8%
Technology	\$ 6,755	0.7%
	\$ 1,003,117	100%

## 2024 Treasurer's Annual Report

### EXHIBIT 2A Invested Funds

#### 2024 Report on Endowed Funds - Principal Restricted(\*)

##### General Purpose Funds

##### Restricted & Designated Purpose Funds

Restricted & Designated Purpose Funds			2024 Activity				0.0000%				
Category	Purpose: General		Starting Balance 12/31/2023	Percent of Total Invested Funds	Disbursed to to Operating Budget	Changes in Fund Principal	Balance Before Income & Gain Distribution	Add 2024 Investment Income	Add 2024 Portfolio Gain (Loss)	Ending Balance 12/31/2024	Percent of Total Invested Funds
General	General Endowment (includes Burhans principal)	5%, rolling 3yr bal	2,791,593	50.9%	(142,000)	3,612	2,653,205	83,263	184,809	2,921,278	50.4%
General	Jenks Endowment (1)	5%, rolling 3yr bal	1,591,241	29.0%	(81,000)	0	1,510,241	47,429	105,272	1,662,941	28.7%
Subtotals - General Use			4,382,834	79.9%	(223,000)	3,612	4,163,446	130,692	290,081	4,584,219	79.1%
Category	Purpose: Restricted or Designated				Disbursed to SSFs On 1/1/2024						
Divinity Scholarship	Howard J. & Frances Elder Chidley Memorial Fund	5% spending rule	13,791	0.3%	(690)	0	13,101	401	889	14,392	0.2%
In Need	John Cleworth Pastor's Fund	5% spending rule	8,246	0.2%	(412)	0	7,834	240	532	8,605	0.1%
In Need	Charles H. Mason Pastor's Fund	5% spending rule	13,558	0.2%	(678)	0	12,880	394	874	14,148	0.2%
In Need	Mary Amy Hall Pastor & Deacons Fund	5% spending rule	27,794	0.5%	(1,390)	0	26,404	808	1,792	29,004	0.5%
In Need	Mason/Skillings Denominational Support Fund	5% spending rule	43,248	0.8%	(2,162)	0	41,086	1,257	2,789	45,131	0.8%
Facilities	Eugenia Elizabeth Palmer Special Needs Fund	5% spending rule	177,872	3.2%	(8,894)	0	168,978	5,168	11,471	185,618	3.2%
Facilities	Frederic E. Abbe Fund (1/2 income until 100K)	5% spending rule	89,454	1.6%	(2,236)	2,236	89,454	2,702	5,997	98,152	1.7%
Facilities	Peter T. & Carol Gustafson VanAken Fund	5% spending rule	153,601	2.8%	(7,680)	0	145,921	4,463	9,906	160,290	2.8%
Facilities	Dorothy and Robert Beattie Family Fund	5% spending rule	35,841	0.7%	(1,792)	0	34,049	1,041	2,311	37,402	0.6%
Energy Cons	Steeple Cell Antenna Income Fund (2)	5% spending rule	40,814	0.7%	(2,041)	(12,568)	26,205	994	2,206	29,405	0.5%
General-LT Discretion	Poduska Fund (3)	5% spending rule	32,790	0.6%	(1,640)	0	31,151	953	2,115	34,218	0.6%
Flower	Palmer - Niedringhaus Easter Flower Fund	5% spending rule	4,767	0.1%	(238)	0	4,529	139	307	4,975	0.1%
Youth	Eberle Forum Fund	5% spending rule	10,174	0.2%	(509)	0	9,665	296	656	10,617	0.2%
Youth	Redmond Youth Fund	5% spending rule	3,222	0.1%	(161)	0	3,061	94	208	3,362	0.1%
Youth	Jance Wilson Youth Directed Fund	5% spending rule	10,107	0.2%	(505)	0	9,602	294	652	10,547	0.2%
Reno Garden	Reno Garden Endowment Fund (4)	5% spending rule	-	0.0%	-	37,325	37,325	571	1,267	39,163	0.7%
Music	Music Endowed Fund	5% spending rule	20,085	0.4%	(1,004)	0	19,081	584	1,295	20,960	0.4%
Music	McIndoe Organ Maintenance Fund	5% spending rule	74,197	0.0%	(3,710)	0	70,487	2,156	4,785	77,428	1.3%
Music	Cassie M. Wallace Music Fund	5% spending rule	18,829	0.3%	(941)	0	17,888	547	1,214	19,649	0.3%
Subtotals - Restricted & Designated Purpose			778,390	14.2%	(36,683)	26,993	768,700	20,395	45,268	843,065	14.6%
Total - General and Restricted&Designated			5,161,224	94.1%	(259,683)	30,605	4,932,146	151,087	335,349	5,427,284	93.7%

#### Notes:

- (1) Jenks Bquest: "Income from this principal gift shall be used as FCCW shall determine. Principal may be spent only on capital acquisitions and any asset built shall be named for James L Jenks, Jr and his wife, Evelyn M. Jenks"
- (2) Steeple Cell Antenna Income \*Principal is Temporarily Restricted. Only fund that includes energy conservation in its purpose. The Cell Antenna lease expires in 2047. \$7,432 received, \$20K spent for Decarbonization Engineering Study.
- (3) Poduska \*Principal is not restricted, it may be spent at LT discretion
- (4) Endowed Principal component of the Reno Garden Fund established in 2024. \$25K donor gift, \$12K gifts in memory of Paul Rahmeier. Donor restricted principal and purpose.

**Treasurer's 2024 Annual Report**

**EXHIBIT 2B      Invested Funds**  
**2024 Report on Status of Savings/Spending and Reserve Funds**

(See Exhibit 3  
for expenditures  
detail)  
0.001%  
3.06%

DR= Donor Restricted Purpose. All other funds are Board Designated Purposes

Category	Donor Restricted & Board Designated Purpose SSFs	Starting Balance 12/31/2023	Transfer from Endowed Funds on 1/1/24	Add: Gifts Received	Less: Fund Expenditures	Balance Before Income Distribution	Add 2024 Investment Income	Final Balance 12/31/2024
Divinity Scholarship	Chidley Scholarship Spending Fund <sup>(DR)</sup> (5)	(12,605)	690			(11,915)	0	(11,915)
Individualized	Memorial Gifts Spending Fund <sup>(DR)</sup>	13,910		12,735	(12,775)	13,870	425	14,295
Facilities	Palmer Special Needs Spending Fund <sup>(DR)</sup>	5,645	8,894		(10,160)	4,379	289	4,668
Facilities	Prudential Spending Fund <sup>(DR)</sup> (6)	11,718	4,028		(7,462)	8,284	368	8,652
Facilities	Van Aken Prudential Spending Fund <sup>(DR)</sup>	5,595	7,680		(10,160)	3,115	251	3,366
Facilities	Steeple Lighting Spending Fund	2,222				2,222	68	2,290
Energy Cons	Steeple Cell Antenna Income SS Fund	11,863	2,041		(9,000)	4,904	288	5,191
In Need	Pastor's Special Needs Spending Fund <sup>(DR)</sup> (7)	4,413	1,090	4,000		9,503	230	9,733
In Need	Pastor & Deacons Spending Fund <sup>(DR)</sup> (8)	11,208	1,390	5,452	(15,200)	2,850	236	3,086
Flower	Flower Spending Fund (9)	1,148		1,250	(1,167)	1,231	36	1,268
Flower	Niedringhaus Flowers Spending Fund <sup>(DR)</sup>	2,487	119			2,606	80	2,686
Flower	Niedringhaus Lilies Spending Fund <sup>(DR)</sup>	4,023	119			4,142	127	4,269
Youth	Eberle/Redmond Youth Spending Fund <sup>(DR)</sup>	12,424	670			13,094	401	13,494
Youth	Peretti Mission Trip Spending Fund	11,775				11,775	360	12,135
Youth	Youth Mission Trip Spending Fund	18				18	1	19
Youth	Janice Wilson Youth Directed Spending Fund <sup>(DR)</sup>	1,074	505			1,579	48	1,628
General-LT Discretion	Poduska Spending Fund	3,929	1,640			5,569	170	5,739
In Need	Outreach Activities Spending Fund	30,352				30,352	928	31,280
Health Ministry	Irwin Memorial Health Ministry Spending Fund	15,383			(207)	15,176	467	15,643
Library	Library Spending Fund	5,117				5,117	157	5,274
Music	Music Expendable Spending Fund <sup>(DR)</sup> (10)	6,518	1,004	1,000	(500)	8,022	238	8,260
Music	McIndoe Organ Maintenance Spending Fund <sup>(DR)</sup>	19,538	3,710		(843)	22,405	698	23,103
Music	Wallace Music Spending Fund <sup>(DR)</sup>	4,691	941		(375)	5,257	167	5,424
Garden	Reno Garden Spending Fund <sup>(DR)</sup> (11)	32,938		3,870	(3,930)	32,878	1,007	33,884
<b>SUBTOTAL - Savings/Spending Funds</b>		<b>205,384</b>	<b>34,521</b>	<b>28,307</b>	<b>(71,779)</b>	<b>196,432</b>	<b>7,038</b>	<b>203,470</b>
<b>Reserve Funds</b>								
Cash Flow Loans	Kendall Loan Fund	14,244				14,244	436	14,680
Facilities	Memorial Reserve Fund	2,423				2,423	74	2,497
Facilities	Capital Reserve Fund (12)	10,493		7,000	(6,069)	11,424	335	11,759
Operations	Emergency Reserve Fund (13)	70,873		34,974		105,847	2,703	108,550
Personnel	Sabbatical Reserve Fund (14)	14,761		10,000		24,761	604	25,365
<b>SUBTOTAL - Reserve Funds</b>		<b>112,794</b>	<b>0</b>	<b>51,974</b>	<b>(6,069)</b>	<b>158,699</b>	<b>4,152</b>	<b>162,851</b>
<b>TOTAL SSFs &amp; RESERVES WITHOUT PASS THROUGH</b>		<b>318,178</b>	<b>34,521</b>	<b>80,281</b>	<b>(77,849)</b>	<b>355,131</b>	<b>11,191</b>	<b>366,322</b>
<b>Pass Through Accounts - No Income, No Gain</b>								
	Housing Loan Fund Repayments	0	0	7,668	(7,668)	0		
	Christmas & Easter Special Offerings	6,463	0	22,415	(14,337)	14,541	(2024 Xmas gets disbursed in 2025)	
	Directed Gifts - Just Peace & BoA Special Collection	0	0	6,874	(6,874)	0		
	Denominational Support Spending Fund	0	2,162		(2,273)	(111)		
<b>SUBTOTAL - Pass-Through Funds</b>		<b>6,463</b>	<b>2,162</b>	<b>36,957</b>	<b>(31,152)</b>	<b>14,430</b>		

**Notes:**

- (5) Negative since 2016 due to deacons authorizing 2 tuitions at same time  
 (6) Endowment Xfer: \$2,236 from Abbe; \$1,792 from Beattie  
 (7) Anonymous donation  
 (8) Communion plate P&D envelope collections

- (9) Anonymous Donation  
 (10) Anonymous Donation  
 (11) Fees for Internment, Bench Engraving, Remembrance Bricks  
 (12) \$7K transfer from operating budget  
 (13) \$35K transfer of 2023 surplus from operating bdgt  
 (14) \$10K transfer from operating budget

## 2024 Treasurer's Report

### Exhibit 3A: 2024 Treasurer's Report of Expenditures from Savings/Spending Funds and Reserve Funds

#### Invested in Vanguard Portfolio

Category	Savings / Spending Fund	Amount Spent	Use(s) Description	Fund Total
Individualized	Memorial Gifts Fund	(12,775)	Transfer gifts received in Paul Rahmeier's memory to establish Reno Garden Endowed Principal fund	(12,775)
Facilities Maintenance	Palmer Special Needs Fund	(10,160)	Boiler condensate tank and pump	(10,160)
	Van Aken SSF	(10,160)	Boiler condensate tank and pump	(10,160)
	Prudential Fund	(7,462)	3 Exit/Emergency Back Up (EBU) lighting units in vestibule	(7,462)
Energy Conservation	Steeple Cell Antenna Income Savings/Spending Fund	(9,000)	Decarbonization Performance Conditions Assessment engineering study by Building Evolution Corp	(9,000)
Outreach/In Need	Pastor & Deacons Fund	(15,000)	Xfer to Deacons WSB (see WSB table below).	(15,200)
Flower	Flower Fund	(200)	Stop & Shop Gifts Cards	(1,167)
		(360)	Chancel flowers for worship on Sundays with no donors.	
		(252)	Christmas 2023 Cuetlaxochitl Plants	
		(303)	Easter flowers	
		(252)	Christmas 2024 Cuetlaxochitl Plants	
Health Ministry	Irwin Health Ministry Fund	(207)	Philips Headstart AED	(207)
Music	McIndoe Organ Maintenance Fund	(843)	C B Fisk Inc organ maintenance	(843)
	Music Expendable - General/All Music	(500)	Lessons and Carols, 12/15/24: Hildegard, Chants for the Blessed Virgin Mary, Justina Golden, chant specialist and guest vocalist	(500)
	Wallace Special Music Fund	(175)	Saxophonist Jim Repa Sunday Worship Pageant 12/22/2024	(375)
		(200)	Johann Soult's Cello, Service of Light 12/15/24	
Garden	Reno Garden SS Fund	(1,238)	Trees and Plants/Flowers Health Care For 2024	(3,930)
		(1,085)	Engraving costs - two names	
		(382)	Perennial Landscape Spring Clean Up	
		(880)	Perennial Landscape Summer Work - Pruning, weeding, etc	
		(179)	Mirley Electric replaced GFI receptacle at frog pond	
		(120)	2 Memorial bricks cost	
		(47)	Fountain maintenance, parts & repair	

\$ (71,779) TOTAL SAVINGS/SPENDING FUNDS EXPENDITURES

Category	RESERVES			
Facilities Maintenance	Capital Reserve	(6,069)	FEMA Grant final payment doors retainage	(6,069)

\$ (6,069) TOTAL RESERVES EXPENDITURES

Memo: Facilities SSF & Reserves Expenditures Total:  
(\$33,851) 43%

\$ (77,849) GRAND TOTAL EXPENDITURES 2024

### Exhibit 3B: 2024 Treasurer's Report of Gifts received

#### Invested in Vanguard Portfolio

Category	Endowed Principal Fund	Gifts	Description
Garden	Reno Garden Endowed Principal Fund	25,000	Gift from donor

Category	Savings / Spending Fund	Gifts & Receipts	Description
Individualized	Memorial Gifts Fund	12,735	Gifts in memory of Paul Rahmeier (xfered to Reno Principal Fund)
In Need	Pastor's Special Needs Fund	4,000	Anonymous Gift
In Need	Pastor & Deacons Fund	5,452	Communion Sunday donations in P&D Fund envelopes
Flower	Flower Fund	1,250	Chancel flower donors for worship
Music	Music General Spending Fund	1,000	Anonymous Gift
Garden	Reno Garden Savings/Spending Fund	3,870	Interment fees, engraving fees, brick fees, deposits

\$ 28,307 Total Saving/Spending Funds Gifts & Receipts

\$ 53,307 Total Received

### Exhibit 3C: 2024 Pastor's and Pastor & Deacon's Report of Expenditures

#### Funds held in Winchester Savings Bank Accounts

Outreach/In Need	Pastor & Deacons Fund at WSB	2024	Description
	Beginning Balance	\$ 2,170	
	Deposit Source A	\$ 15,000	Transfer from the church's P&D Vanguard Savings/Spending Fund
	Deposit Source B	\$ 1,350	Loan repayments
	Expenditures	\$ (12,300)	Provided four families assistance with moving expenses, medical bills, and a family crisis
	Ending Balance	\$ 6,220	

Outreach/In Need	Pastor's Discretion/Special Needs Fund at WSB	2024	Description
	Beginning Balance	\$ 1,075	
	Deposit Source A	0	Transfer from the church's Pastor's Special Needs/Discretionary Vanguard SSF Fund
	Deposit Source B	\$ 250	Donation
	Expenditures	\$ (606)	Payments for transportation and utilities for those in need
	Ending Balance	\$ 719	

**Exhibit 4: All Outreach Giving 2024**

Exhibit 4: All Outreach Giving 2024		Amount Donated & Disbursed 2024			Total Donated 3 Fund Types (46,000)
		Type of Fund			
		Operating Budget	Pass Through Funds	Designated Purpose Spending Funds	
Outreach Ministry Grants		(46,000)			
End Hunger NE		(3,500)			
Food Link		(1,500)			
Immigrant Support Alliance		(2,500)			
Lowell Transitional Living Center		(2,500)			
MA Coalition for the Homeless		(3,500)			
Neighborhood Counseling and Community Services		(3,500)			
Network for Social Justice		(1,500)			
Room To Grow		(3,750)			
The Outdoor Church of Cambridge		(2,000)			
UTEC, Inc		(4,000)			
Winchester ABC		(4,000)			
Winchester Farmers Market - Anna's Fund		(1,500)			
Woburn Council of Social Concern		(2,500)			
Women's Lunch Place		(3,500)			
Year Up United		(2,500)			
Youth Villages		(3,750)			
UCC Denominational Support		(41,800)		(2,273)	(44,073)
Total					
Metropolitan Boston Association		(1,800)			
Southern New England Conference, UCC - Proportional Giving		(40,000)			
Mason/Skillings Bequest Support for UCC in 2021				(2,273)	
Special Offerings - Pass Through Accounts			(14,298)		(14,298)
1. Christmas 2023 offering - OutDoor Church (disbursed in 2024)			(6,064)		
2. Easter Offering 2024 - Miracle Feet			(8,273)		
3. Just Peace Offering 2024 - The Allo Hope Foundation			(6,025)		
Memo: Christmas 2024 - Dwelling Place Stove \$14,242 disbursed in 2025					
Directed Gifts-Offering Plate Certain Sundays & Special Events			(849)		(849)
Blessing of the Animals Collection - Brother Wolf			(849)		
Outreach Saving/Spending Fund Disbursements				0	0
No expenditures in 2024				0	
Pastor's Spccial Needs Discretionary Fund WSB Acct				(606)	(606)
Pastor's discretion for special needs				(606)	
Pastor's & Deacons' Fund Disbursements from Deacons' WSB Savings Acct				(15,300)	(15,300)
Those in need in the congregation and community				(15,300)	
		Operating Budget	Pass Through Funds	Restricted Spending Funds	Grand Total
Grand Totals Amounts Donated 2024		(87,800)	(15,147)	(18,179)	(121,126)
Total Year End 2024 Operating Income		1,036,414			
Percent of Total Operating Budget Income		8%	1%	2%	12%
				(33,326)	
				Total Outside of Operating Budget	

## Exhibit 5 - Vanguard Portfolio - Performance Data

### Total FCCW Investment Funds

As of Year End 2024

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		\$	5,679,686
Burhans Mortgage Principal		\$	113,918
<b>Investment Funds as of 12/31/2024</b>		<b>\$</b>	<b>5,793,604</b>
As of 12/31/23, the portfolio consisted of 8 Vanguard Funds:			
<b>The stock funds are:</b>	<b>% of Ttl</b>		<b>Amount</b>
VEMAX Vanguard Emerging Markets Stock Index Fund	5%	\$	295,038
VEXRX Vanguard Explorer Fund.	5%	\$	271,810
VFIAX Vanguard 500 Index Fund	19%	\$	1,076,950
VIMAX Vanguard Mid-Cap Index Fund	5%	\$	303,776
VTIAX Vanguard Total Int'l Stock Fund	17%	\$	977,201
VSGX Vanguard ESG Int'l Stock ETF	8%	\$	426,329
ESGV Vanguard ESG US Stock ETF (large blend)	9%	\$	496,373
<b>Stock Subtotal</b>	<b>68%</b>	<b>\$</b>	<b>3,847,477</b>
<b>The bond funds are:</b>			
VBTLX Vanguard Total Bond Market Index Fund	25%	\$	1,396,655
VWEAX Vanguard High-Yield Corp Fund	5%	\$	276,107
<b>Bond Subtotal</b>	<b>29%</b>	<b>\$</b>	<b>1,672,762</b>
<b>The Cash/Money Market fund is:</b>			
VMFXX Vanguard Federal Money Market Fund	3%	\$	159,446
<b>Cash Subtotal</b>	<b>3%</b>	<b>\$</b>	<b>159,446</b>
	<b>100%</b>	<b>\$</b>	<b>5,679,686</b>



## Exhibit 5 - Vanguard Portfolio - Performance Data

### FCCW Total Return

As of 3/31/2025

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

	1 Year	5 Years	10 Years
<b>FCCW Portfolio* as of 12/31/24</b>	9.90%	7.70%	7.60%
<b>60/40 Split Index Blend (Taxable Bond)</b>	6.24%	9.58%	6.66%
<b>70/30 Split Index Blend (Taxable Bond)</b>	6.44%	11.24%	7.48%

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.

**\*The stock market was down 4% 1Q 2025.**

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

### Returns by Vanguard Fund

As of 3/31/2025

	1 Year	5 Years	10 Years
VEMAX Vanguard Emerging Markets Stock Index Fund.	11.18%	9.40%	3.99%
VEXRX Vanguard Explorer Fund.	-6.37%	14.11%	8.53%
VFIAX Vanguard 500 Index Fund	8.21%	18.55%	12.46%
VIMAX Vanguard Mid-Cap Index Fund	5.14%	16.21%	8.92%
VTIAX Vanguard Total Int'l Stock Fund	6.37%	11.44%	5.21%
VBTLX Vanguard Total Bond Market Index Fund	4.87%	-0.41%	1.44%
VSGX Vanguard ESG Int'l Stock ETF	5.97%	10.35%	N/A
ESGV Vanguard ESG US Stock EFT (large blend)	6.32%	17.88%	N/A
VWEAX Vanguard High-Yield Corp Fund	7.22%	6.10%	4.55%
VMFXX Vanguard Federal Money Market Fund	4.95%	2.59%	1.83%

# APPENDICES

## **First Congregational Church Winchester, Massachusetts**

### **Sunday, May 5, 2024**

The 184th Annual Meeting was held in person immediately following Sunday worship and was also live-streamed.

Moderator Sarah Gallop welcomed all.

Christine Tresselt provided an opening prayer.

Sarah called the meeting to order, declared a quorum was established, and thanked Leadership Team and Ministry Team members for leading various parts of the meeting. She also noted that we would be taking two required votes on minutes and elections.

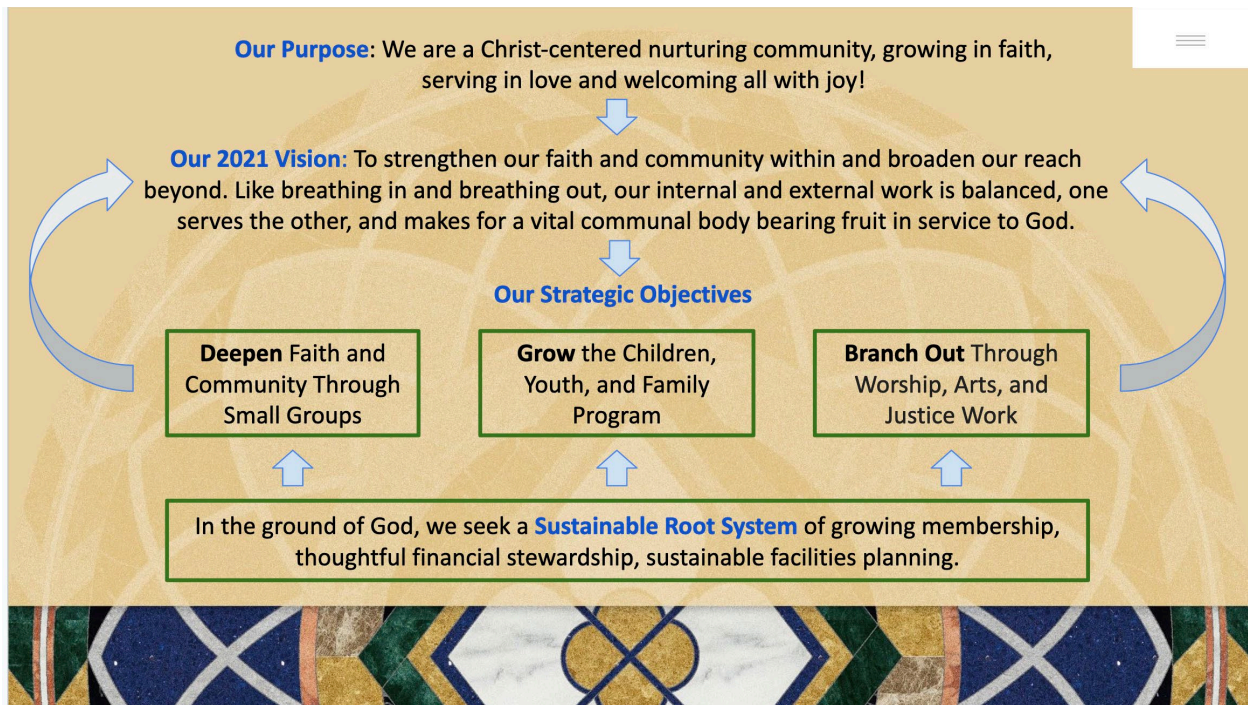
The opening hymn, “For all the Saints” was sung by all.

David Carpini read the FCCW Covenant.

### **Five-Year Strategic Plan Update**

Sarah shared that we are now three years into the five-year strategic plan. The purpose, vision and objectives remain relevant today, three years later. Many people are working on the advancement and implementation of various aspects of the strategic plan. Sarah reminded everyone that the Leadership Team read the book *Good Strategy, Bad Strategy* by Richard Rumelt in order to deeply understand what should be included in an effective strategic plan.

Ultimately the plan included three specific strategic objectives and an underlying “sustainable root system” that focuses on vital operations (membership, finances, facilities).



### ***Deepen Faith and Community Through Small Groups***

Laurie Roby (Leadership Team member) highlighted two of the small groups: “Mondays with Buddha and Jesus,” a six-week series hosted by Will and Maeve during Lent. Each session included a shared meal, a Buddhist teaching on loving kindness by Sunada Takagi, reflections on Buddhist/Christian connections, and group discussion; and the second year of “Roots and Branches” which is an eight-week series based on the theme “Let me ask you a question: conversations with Jesus.” Over fifty people participated in five groups.

Laurie shared a personal observation that ties in with the strategic plan’s vision – like breathing in and breathing out, what we experience here in the church, we take out into the world. The people she gets to know through small groups inform how she worships every Sunday. Those relationships enrich her worship.

### ***Grow the Children, Youth and Family Program***

Maggie Keeler and Maeve Hammond (Youth Ministry) continue to grow the youth programs. This year they have worked with non-profits, carried out seasonal rituals, laughed and played together.

In Stepping Stones, they use bible stories, games, art and science to explore big questions and cultivate their faith. They struggle to have enough teachers to help with this age group. Maggie was pleased to share that they will be offering a week-long summer camp in June.

It has been slow to grow Junior Forum (6<sup>th</sup> – 8<sup>th</sup>) and Forum (9<sup>th</sup> – 12<sup>th</sup>) post pandemic; there are fewer than five youth any given Sunday. Despite the small numbers they have meaningful conversations, serve together, and have fun! They are struggling to figure out how to move forward post pandemic.

### ***Branch Out Through Worship, Arts, and Justice Work***

Jane Ring Frank (Minister of Worship & the Arts) reflected on all the programs Ripley chapel has hosted this year – concerts, art exhibits, Taizé community chants, deep worship services, and community events – emphasizing that it is a beloved and sacred space where worship, art and justice converge.

She also mentioned that FCCW hosted Winchester Open Studios for the first time which was a wonderful way to invite the town into our church.

While Ripley has successfully hosted cultural projects, she continues to seek programs that both entertain and align with FCCW's mission and serve and inspire the families of our church. She also thanked the choir, JJeffrey Mead, and the Carilloneers (Bell Choir).

### ***Strengthen Our Sustainable Root System***

Mike Bailey (Leadership Team member) focused on our facilities – a part of the sustainable root system. We are stewards of this historic (built in 1854), beautiful facility that requires a lot to maintain it. We are at a crossroads: our facilities, a large and complex set of buildings, need significant repairs. We have challenges in three areas: preserving the building (roofs); safety (2<sup>nd</sup> oldest elevator in Winchester); and reducing the carbon footprint. We have significant challenges if we want to step towards decarbonization. Regardless of that goal, we have serious issues – i.e. a poorly performing heating system – with high price tags.

The Leadership Team would like to consider forming a group to create a vision for how we and future generations may use the facility. We want the group to *not* be anchored in what we are doing today. Would love your support. Once we have a vision, we can create a long-term capital plan.

On behalf of the Leadership Team, Mike recognized the work of the Ministry Team, Ed Banzy (the building manager), Ed's team, the Facilities Ministry, the Decarbonization Task Force, and many others who maintain our church home and helped raise our awareness of these issues.

### **Reflections from Associate Pastor Maeve Hammond**

Reverend Maeve shared some of what she and the church provide to our congregation and greater community, touching on youth ministries, worship and congregational life, health ministry, and outreach.

Regarding youth ministries, Maeve shared that they had a youth retreat in November on Creation Care. For Forum and Junior Forum, they have offered dinners, worship leadership, a retreat, service, opportunities to support peers, prayer, and spiritual and personal formation. However, she and Maggie are concerned about the structure of the youth ministries in a post-pandemic, highly scheduled world. Their numbers fluctuate from week to week, and the mainstays of youth group offerings don't draw the crowds like they had in the past.

Maeve and Will have thought creatively about how to reach the hearts and minds of the congregation in a purposeful Christ-minded way – such as more Taizé services, laying-on-of-hands healing, the Lenten series on Buddha and Jesus, and sermons and prayers that honor and respond to the stresses and joys of our lives. This purpose also ties into how they approach pastoral care and grief support.

The Health Ministry continues to thrive after Kathleen Zagata's departure, through the efforts of committed lay members, and Maeve who provides spiritual grounding and connection between them and the church. This year, Health Ministry has had monthly meetings and two retreats. Its leaders have assisted with visitations, a healing service, knitting and sending prayer shawls, organizing a bike outing, Women's Advent Gathering (WAG), Service of Light, and more. They do a lot, so they are taking Service of Light and WAG off their plate.

Through the Outreach Committee's special offerings three times a year, the Welcome Home project, WILY, the Peace Shabbat with Temple Shir Tikvah and Epiphany Church, the Dwelling Place, and the upcoming Authentic Selves pride-themed photo exhibit, and more, FCCW is committed to actively being the Body of Christ and serving God by serving the community, and prioritizing justice and the environment.

### **Reflections from Lead Pastor Will Burhans**

Reverend Will shared what a privilege it has been working with the Ministry Team, and so many others. He then painted seven images to remind us of **who we are as a church**.

- A pitch-black sanctuary with 100 people in it – our Maundy Thursday service. Our church is a house of prayer, to share our dreams and sorrow with God.
- Twelve people sitting in a circle with a person talking about Buddhism. A gathering of wisdom seekers; we are meaning makers.

- A full Ripley chapel, thumping with music and full of art, creativity, energy, and beautiful things. We are reclaiming the tradition of the Christian church being the patron of the arts.
- An Easter egg hunt; knocking on doors to welcome people to town. Our church is a community of hospitality.
- Sitting beside an anxious friend in the ER; crying over the loss of Paul Rahmeier. Our church is a place of care and healing.
- Bed builders; active outreach ministry. We turn outwards to the needs of others.
- The choir, sharing as a community with us, what is on their hearts and minds. Our church is a gathering of friends under the friendship of God.

Will concluded by thanking Sarah Gallop for her six year tenure as Moderator ( 6 years) and Vice Moderator (one year), and then recited a poem he had written for her.

### **In Memoriam**

Christine Tresselt introduced the slideshow and spoke the names of those we lost in 2023.

### **FCCW Annual Report**

Sarah Gallop acknowledged the annual report submissions, including two sets of minutes, thanked Sarah Marino and Anne Hoenicke for all their work on the annual report, and encouraged *all* to read the annual report.

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

RT CLE To receive and place on file the minutes of the two  
Congregational Meetings held on May 7, 2023 (annual meeting) and February 4, 2024  
(budget meeting).

There was no further discussion.

Kate Carpini made a motion to approve the two sets of minutes. Julianne Zimmerman seconded the motion. The VOTE was unanimously approved.

Jenny Splaine then presented slides of gratitude, thanking all who have served on Ministries for the 2023-2024 program year. There were over 100 names!

### **Approval of Slate**

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 2023-2024 program year and vote on the slate of officers (Moderator, Treasurer, Clerk,) for one-year terms (2024-2025) and the slate of lay Leadership Team members: two people for three-year terms (2024-2027).

#### Officers

Moderator – Dina Pradel (one-year term)

Re-elected Treasurer – Janet Hall (one-year term)

Clerk – TBD (one-year term) – note: Patricia Brady as subsequently named Clerk

#### Leadership Team:

Joani Valeriano (three-year term)

Ben Keeler (three-year term)

There was no further discussion. A motion was made by Bruce Alexander and seconded by Kellee Fiske 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 (Reverend Will, Jenny Splaine, Maggie Keeler and Janet Vaughn) for their work this year. She further thanked departing Leadership Team members David Carpini and Christine Tresselt, and Clerk Carrie Ehrbar.

Andy Gallop thanked the three departing deacons: Liz Sayre, Janet Vaughn and John Keeley and welcomed the three incoming deacons Rich Crawford, Julia Daggett and Robin Delurey. He also announced that Kate Carpini will be the head deacon.

Those in attendance then sang the closing hymn, "This is a Day of New Beginnings," accompanied by JJeffrey Mead on piano.

Janet Hall, Treasurer, announced that Lynn Rahmeier has dedicated all gifts from Paul's passing to start an endowment fund for the Reno Garden. Then Janet gave the closing prayer.



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, seconded, and unanimously approved. And then Peter Rosenberger reminded the Moderator that a vote to adjourn is not necessary 😊.

Respectfully Submitted,

Carrie Ehrbar, Clerk

# Budget Meeting February 2, 2025

## All-Church Meeting

Dina Pradel, Moderator

### Budget Presentation, Q&A, and Vote

#### Financial Overview (Treasurer's Report – Janet Hall)

- 2024 was a stable year with no major surprises.
  - Staffing and facilities expenses remained steady.Budget projections (pledges and rental income) were accurate.
- Income:
  - Pledge goal of \$700K was exceeded with \$710K pledged.
  - Rental income continues from diverse tenants (e.g., Chinese afterschool, nursery school, dance studio, Family Action Network).
- Expenditures included a 2.75% raise for staff.
- Note: Current operating budget does not address long-term capital needs.

#### Facilities and Capital Needs (Peter Woolford, Facilities)

- Facility Overview:
  - Historic buildings, oldest dating to 1854.
  - Funded via the operating budget, capital reserves, and savings.
- 2024 Maintenance Costs:
  - Interior: \$60K
  - Exterior: \$10K
  - Prior year: \$44K on heating equipment.
- Capital Reserve Starting Balance: \$95K

#### 2025 Priority Capital Projects (Safety & Maintenance)

- Fire sprinkler repairs: \$5K–\$50K
- Electrical work in EBUs, 3rd floor classrooms & studios & office: \$9k–\$10K
- Electrical work in EBUs, Sanctuary: \$8K–\$10K
- Replace playground fence: \$10K–\$20K
- Refresh upper ladies' restroom: \$15K–\$20K
- Replace bathroom exhaust fans: \$5K–\$20K

Note: First four are required by annual safety inspections.

#### Larger Long-Term Needs (Pending Open Doors Discernment)

- Sanctuary Electrical System Replacement:
  - Replace knob-and-tube wiring and fire alarm panel
  - Estimated cost: \$225K–\$275K
- Parish House Electrical Work:
  - Replace outdated circuit breakers and fuses
  - Estimated cost: \$200K–\$300K
- Additional Needs Identified by Decarbonization Task Force
  - Flat roof replacements, window replacements, insulation upgrades.
  - Total cost potentially in the millions (binder of recommendations received).
  - Some state funding (e.g., MassSave) is available, but requires costly conditions like wiring upgrades.

#### Action Items & Decisions (Dina Pradel, Moderator)

- Dina proposed approval of the 2025 Operating Budget and appropriation of designated funds as recommended by the Leadership Team.
- Motion was seconded and passed unanimously.

## Open Doors Working Group

**Members:** Ben Keeler, Penny Sparrow, Andrew Sansom, Renee Spaulding, Jonathan Goodell

#### Overview (Ben Keeler)

- Purpose of the group: to create a vision and options for the church facility that align with the congregation's values, mission, and future goals.
- Building is both a blessing and a burden—offers potential for ministry but also requires significant repairs and updates.
- Work builds on ideas that have circulated for years; not starting from scratch.
- Key guiding questions:
  - How does our facility support our ministry and worship?
  - How can we use our space to serve future generations?
  - How can we be faithful stewards of limited resources?
- Urged congregation to think beyond “replacing what’s broken” and instead ask:
  - What should this space become?

- Are there more creative or purpose-driven options?

### **Process (Penny Sparrow)**

- Group is currently in the listening and learning phase.
- Team has already met with Ministry Team, Diaconate, and Ed Banzy (Building Manager)
- Next step: congregational listening sessions to gather wider input.
- Also researching what other churches are doing with large, underused buildings and how congregations are adapting to new realities while honoring their heritage.
- Approach grounded in being open to the Spirit of God: where should we, as a community of faith, be open to moving next?

### **Vision (Renee Spaulding)**

- Goal: build a shared vision for the church's physical space.
- Three congregational sessions planned
- Sessions will be guided by reflection questions sent ahead of time.
- Emphasis on gathering ideas, prayers, and inspiration--and ensuring that all voices are heard

### **Final Thoughts (Ben Keeler)**

- This moment is a generational opportunity to reimagine the church as a community center for current and future needs.
- Historical context: in the 1960s, 900+ children attended Stepping Stones weekly; today's needs are different.
- He encouraged:
  - Participation, prayer, and open-mindedness.
  - Trust in the Working Group and Leadership Team to listen carefully and then make practical decisions.
  - Understanding that not every idea can be implemented, but every idea will be considered.

**Note:** These minutes were created from the church livestream; they were not captured live during the meeting.

**2025 Budget FINAL LT Approved Recommended to Congregation.xlsx**

2025 Budget FINAL		2024 Budget	2024 ACTUAL	2025 Budget	Change Bgt to Bgt		Change Act to Bgt Amt	SSF= Supplemented by a Savings/Spending Fund
Surplus/(Deficit)		0	(0)	0	Amount	%		
1050	Pledge Receipts 101%	\$ 651,839	\$ 661,565	\$ 710,000	\$58,161	9%	\$48,435	
1100	General Endowment Transfer	142,000	142,000	138,000	-4,000	-3%	-4,000	5% of 3-year rolling avg balance of Endowment
1200	Jenks Endowment Transfer	81,000	81,000	78,000	-3,000	-4%	-3,000	5% of 3-year rolling avg balance of Endowment
1250	Rental Income	126,758	123,576	136,028	9,270	7%	12,452	
1300	Back Pledges	3,000	2,260	5,000	2,000	67%	2,740	
1350	Cash Collections	6,076	6,185	8,000	1,924	32%	1,816	
1400	Unrestricted Gifts	2,000	5,000	4,000	2,000	100%	-1,000	
1401	Non-Pledged Gifts	15,000	11,850	12,000	-3,000	-20%	150	
1500	Interest / Miscellaneous Income	700	3,567	3000	2,300	329%	-567	
1505	Donations Transaction Fees	-800	-539	-800	0	0%	-261	
1510	Transfer from Poduska Fund principal	10,000	0	30,000	20,000	200%	30,000	Did not need this in 2023 or 2024.
1705	Year End Transfer to/from Emerg Reserve Fund	0	-33,347	0	0		33,347	
Income totals		1,037,573	1,003,117	1,123,228	85,655	8%	120,112	
Total endowment transfers		223,000	223,000	216,000	-7,000	-3%	-7,000	
Percentage of Total Income		21.5%	22.2%	19.2%				20% of income from endowment is a healthy (not too high) percent
<b>Expenditures</b>								Personnel's recommendation. COLA Increase takes effect in Sep
<b>Clergy</b>							2.8%	% COLA applies to all employees.
3100	Lead Pastor Salary	90,143	90,143	94,383	4,240	5%	4,240	
3110	Lead Pastor Housing Allowance	74,000	74,000	74,004	4	0%	4	
3125	Lead Pastor Benefits	57,069	56,894	60,014	2,945	5%	3,121	
3115	Associate Pastor Housing Allowance	22,000	24,667	30,000	8,000	36%	5,333	
3105	Associate Pastor Salary	68,745	66,079	69,609	864	1%	3,530	
3125	Associate Pastor Benefits	21,764	21,463	23,649	1,885	9%	2,185	
<b>Total Clergy</b>		<b>333,721</b>	<b>333,246</b>	<b>351,659</b>	<b>17,938</b>	<b>5%</b>	<b>18,413</b>	
<b>Other personnel expenses</b>								
3600	Travel	2,000	780	1,000	-1,000	-50%	220	
3610	Lead Pastor Professional Expenses	1,500	1,233	1,500	0	0%	267	Per WMB Letter of Call
3614	Lead Pastor Continuing Education	2,000	1,740	2,000	0	0%	260	Per WMB Letter of Call
3615	Associate Pastor Professional Expenses	500	527	750	250	50%	223	
3617	Associate Pastor Continuing Education	500	519	750	250	50%	231	
3616	Staff Professional Expenses	500	450	500	0	0%	50	Personnel policy
3618	Staff Professional Development	1,000	813	1,000	0	0%	187	Personnel policy
3620	Sabbatical	10,000	10,000	20,000	10,000	100%	10,000	Sabb. Res balance as of 12/31/24 <b>\$25,366</b>
3630	Church FICA	19,810	19,185	20,079	269	1%	894	FICA only. FICA includes all staff except clergy. (No MA PMFLA - excluded: churches, employers with <25 employees).
3635	Workmen's Comp Insurance	4,000	5,306	4,500	500		-806	Separated out from general (P&C) insurance which is under Facilities
3640	Personnel Contingency	1,500	729	1,000	-500	-33%	271	
<b>Total Other Personnel</b>		<b>43,310</b>	<b>41,281</b>	<b>53,079</b>	<b>9,769</b>	<b>23%</b>	<b>11,798</b>	

**2025 Budget FINAL LT Approved Recommended to Congregation.xlsx**

2025 Budget FINAL		2024 Budget	2024 ACTUAL	2025 Budget	Change Bgt to Bgt		Change Act to Bgt Amt	
					Amount	%		
	Surplus/(Deficit)	0	(0)	0				
Worship excluding clergy salary								
3400	Minister Music & Worship Arts Salary	57,464	57,464	58,948	1,484	3%	1,484	
3401	Organist	23,582	23,583	24,193	611	3%	610	
3421	Music Minister Benefits	8,045	8,538	8,253	208	3%	-285	
3500	Independent Contractors Music	14,955	16,155	16,360	1,405	9%	205	Balance General Music Expendable_ <b>\$8,260</b> Wallace Special Services <b>\$5,424</b>
4170	Piano Maintenance	1,250	1,050	1,000	-250	-20%	-50	
5500	Arts Materials	2,200	1,754	2,000	-200	-9%	246	
5600	Deacons	2,500	1,817	2,000	-500	-20%	183	Pastor's & Deacons fund supported by endowment and communion cash collections
5625	Worship & Congregational Life	2,000	1,773	2,000	0	0%	227	
5630	Worship AV/LS Independent Contractor	15,000	11,575	15,000	0	0%	3,425	Live Streaming regular worship services only. Moved other streaming to Ripley events/services.
	<b>Total Worship</b>	<b>126,996</b>	<b>123,709</b>	<b>129,753</b>	<b>2,757</b>	<b>2%</b>	<b>6,045</b>	
Christian Faith Formation and Exploration								
3425	Church School Director	32,886	32,869	33,733	847	3%	864	
3501	Independent Contractors Nursery	2,800	1,620	3,000	200	7%	1,380	
3503	Nursery Supervisor	2,800	1,451	2,800	0	0%	1,350	
5800	Church School	4,000	3,365	4,000	0	0%	635	
5825	Adult Faith Exploration	800	1,500	800	0	0%	-700	
5830	Library	100	0	100	0	0%	100	Library Fund \$5,274
5850	Youth Activities	6,000	4,593	6,000	0	0%	1,407	Eberle/Redmond youth fund balance \$13,495
5860	Confirmation	1,000	367	1,000	0	0%	633	
	<b>Total Faith Formation</b>	<b>50,386</b>	<b>45,765</b>	<b>51,433</b>	<b>1,047</b>	<b>2%</b>	<b>5,668</b>	
Health and Wellness								
5750	Health Ministry	1,800	1,792	1,800	0	0%	8	Irwin Fund Balance \$15,644
	<b>Total Health and Wellness</b>	<b>1,800</b>	<b>1,792</b>	<b>1,800</b>	<b>0</b>	<b>0%</b>	<b>8</b>	
Mission and Service								
5100	General Outreach Appropriation	46,000	46,000	46,000	0	0%	0	4.1% Outreach savings fund bal = \$31,281
5101	UCC United Church Mission - SNEUCC Conf	40,000	40,000	40,500	500	1%	500	3.6% +\$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>87,800</b>	<b>87,800</b>	<b>88,300</b>	<b>500</b>	<b>1%</b>	<b>500</b>	7.9% 2025 Outreach total as percent of total 2025 estimated income
Business Office								
3200	Office Staff	61,112	55,300	60,264	-848	-1%	4,964	
3220	Office Staff Benefits	13,718	13,152	13,933	215	2%	781	
4000	Copier rent & maintenance	2,700	2,229	2,253	-447	-17%	24	
4010	Postage	1,800	2,491	2,500	700	39%	9	
4100	Office Expense	7,000	5,873	6,500	-500	-7%	627	
4105	Technology	8,700	6,755	8,000	-700	-8%	1,245	
4120	Wi-Fi/Telephones	5,000	3,695	4,000	-1,000	-20%	305	
	<b>Total Business Office</b>	<b>100,030</b>	<b>89,494</b>	<b>97,450</b>	<b>-2,580</b>	<b>-3%</b>	<b>7,955</b>	

SSF= Supplemented by a Savings/Spending Fund

2025 Budget FINAL LT Approved Recommended to Congregation.xlsx

2025 Budget FINAL		Surplus/(Deficit)	2024	2024	2025	Change Bgt to Bgt		Change Act	
			Budget	ACTUAL	Budget	Amount		to Bgt Amt	
			0	(0)	0		%		
Facility Maintenance									SSF= Supplemented by a Savings/Spending Fund
3300	Facilities Staff		81,240	80,116	82,656	1,416	2%	2,540	Includes Ed B, Bill L, & Luis
3320	Facilities Staff Benefits		6,137	6,296	6,297	160	3%	1	Grandfathered pension benefits
4125	Electricity		13,600	14,916	16,000	2,400	18%	1,084	Balance \$18,976 for int & ext maintenance SSFs (Palmer, Prudential, Van Aken, Steeple Income & Lighting)
4130	Water & Sewer		4,000	3,707	4,000	0	0%	293	
4140	Interior Maintenance	SSF	43,820	48,896	60,000	16,180	37%	11,104	
4141	Exterior Maintenance	SSF	11,750	7,812	10,000	-1,750	-15%	2,188	
	Reno Garden		1,000	1,000	0				
4142	Capital Reserve		7,000	7,000	40,000	33,000	471%	33,000	Total capital + memorial reserve balance \$14,256
4144	Kendall Loan Repayment		0	0	0	0		0	LT to discuss whether, when and how much to pay back 27K owed.
4145	Rubbish removal		2,808	2,808	2,808	0	0%	0	See Insurance tab for history Worker's Comp Ins \$4.5K shown in Personnel line item 3635
4150	Sexton supplies		4,800	4,788	5,000	200	4%	212	
4154	Lawn Maintenance		7,500	9,840	9,000	1,500		-840	
4155	Snow removal		10,000	2,690	6,500	-3,500	-35%	3,810	
4160	Insurance		54,175	54,175	59,593	5,418	10%	5,418	10%
4200	Fuel		30,000	27,468	33,000	3,000	10%	5,532	
Total Facilities			277,830	271,513	334,854	58,024	21%	63,341	
All Church & Community Programs									
5640	Community Communications		1,500	1,497	1,000	-500	-33%	-497	Poduska Savings Fund Balance = \$5,739
5650	LT Discretionary	SSF	0	0	0	0		0	
5660	All Church Events		2,000	654	1,500	-500	-25%	846	
5670	Ripley Presents Programming		10,000	5,896	10,000	0	0%	4,104	
5700	Decarbonization Taskforce		0	0	0	0		0	
5680	Environmental Stewardship Ministry		1,000	-621	0	-1,000	-100%	621	Combined Environmental Stewardship and Racial Justice Ministries
5675	Justice Ministry		0	0	1,400	1,400		1,400	
5685	Racial Justice Ministry		400	400	0	-400	-100%	-400	
5690	Financial Resources Ministry		800	692	1,000	200	25%	308	Cost of stewardship campaign (video production and/or brochure printing, mailing)
Total All Church & Community Programs			15,700	8,517	14,900	-800	-5%	6,383	
Expense totals			1,037,573	1,003,117	1,123,228	85,655	8%	120,111	
Income over (under) expenses			0	(0)	0				

BREAKOUT

Area	2024 Percent of Expenses	2024 Actual	2025 Percent of Budgeted Expenses	2025 Budget	2025 Amt change Act to Bgt	2025 % change Act to Bgt
Personnel	68%	682,645	65%	730,174	47,529	7%
Facilities	18%	185,100	22%	245,901	60,801	33%
Office Expense	2%	21,043	2%	23,253	2,210	11%
Outreach	9%	87,800	8%	88,300	500	1%
Youth	1%	8,325	1%	11,000	2,675	32%
All Other Ministries	2%	18,204	2%	24,600	6,396	35%

# FacMin Top Priority Capital Needs in 2025

as of 1/21/25

			Facilities Totals			
			\$52,000	\$130,000		
Urgency	Category	2025 CAPITAL PROJECTS	ESTIMATED COSTS Low	ESTIMATED COSTS HIGH	Quote or Ballpark (bp) or Placeholder	Comments
Inspection Finding	fire safety	Fire Sprinkler system repairs	\$5,000	\$50,000	quote	Safety. Failed inspection
Tenants	electrical	EBU's - 3rd floor classrooms & studios & office	\$9,000	\$10,000	bp	complete EBU project
Building inspection	electrical	EBU's in Sanctuary	\$8,000	\$10,000	bp	Town Building Inspector
End of Life	grounds	replace playground fence	\$10,000	\$20,000	bp	WCNS inspection requires it
End of Life	bathroom	refresh upper ladies room	\$15,000	\$20,000	bp	needed
End of Life	electrical	bathroom exhaust fans	\$5,000	\$20,000	placeholder	roof top exhaust fans at end of life
POSTPONED ELECTRICAL REPAIRS			\$130,000	\$300,000		
End of Life	electrical	Sanctuary Attic Electrical upgrade	\$20,000	\$100,000	placeholder	knob and tube. New fire alarm panel
End of Life	electrical	Parish house electrical work, replace old circuit breakers/fuses	\$110,000	\$200,000	electrical quote, bp for building repairs	Safety - unsure of risk level. Risk of re-work/need to rip out later