



ANNUAL MEETING

2020

First Parish United Church of Westford MA

June 14 2020

Prepared by Kathleen Wooten, Office Manager

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PARISH WARRANT –Modified to include Auditor’s Report for FY 2018

Annual Meeting May 19, 2019

TO: Angela Harkness and Ellen Martins
Co-Chairs of the Prudential Committee of the First Parish Church United, Westford, MA

Greetings:

You are hereby required in the name of the Commonwealth of Massachusetts to notify and warn all the Members of the First Parish Church United of Westford qualified to vote in Parish affairs to meet in the Fellowship Hall of the Church in said Westford, on Sunday, May 19, 2019 A.D. at 11:45a.m.to act on the following, to wit:

- First: To hear the report of the previous Annual Meeting held May 20, 2018;
- Second: To hear the report of the Interim Minister;
- Third: To hear the report of the Board of Deacons,
- Fourth: To hear the report of the Pastoral Relations Transition Committee
- Fifth: To hear the report of the Prudential Committee;
- Sixth: To hear the report of the Treasurer; to hear the report of the Auditor
- Seventh: To hear the report of the Investments Committee;
- Eighth: To hear the report of the Pulpit Supply Committee
- Ninth: To hear reports from committees appointed by the Prudential Committee:

Religious Education	Property Committee	Outreach Committee
Personnel Committee	Fellowship Committee	Historical Committee
Stewardship & Finance	Adornments/Decorations	Technology Committee
Green Action Committee	Caring Coordination Committee	Music Committee
Action for Social Justice	Minister Search Committee	

Tenth: To formulate and adopt the budget for the fiscal year running July 2019 through June 2020;

Eleventh: Bylaw Amendments: Article VI: To vote to change the terms of the officers of Moderator, Clerk, Treasurer and AssistantTreasurer from one year to two years or act in relation there to. Amend Article VII: to vote to change the term of Auditor from one year to two years, or act in relation thereto.

Twelfth: To elect the following:

- Moderator for a term expiring June 30, 2020;
- Clerk for a term expiring June 30, 2020;
- Treasurer for a term expiring June 30, 2020;
- Assistant Treasurer for a term expiring June 30, 2020;
- Auditor for a term expiring June 30, 2020;
- Three members of Prudential Committee to fill 3-year terms expiring June 30, 2022;
- One member of Pastoral Relations Transition Committee to fill a 3-year term expiring June 30, 2022;
- One member of Pulpit Supply Committee to fill a 3-year term expiring June 30, 2022;
- Two members of Board of Deacons to fill 3-year terms expiring June 30, 2022;
- Two members of Nominating Committee to fill 3-year terms expiring June 30, 2022;
- One member of Investment Committee to fill a 3-year term expiring June 30, 2022;

Thirteenth: To transact any other business that may legally come before this meeting.

Hereof fail not and make return of the warrant and your doings therein at the time and place above mentioned. Given under our hand this 25th day of April, 2019.

Lesley E Macomber
Lesley Macomber, Clerk

I, the said Cochairs do say that I have served the above warrant by posting a true attested copy thereof, no less than fourteen days before the date of the holding of said meeting, and by causing a copy of said warrant to be mailed to each household in the Parish wherein reside members of the First Parish Church United of Westford.

Ellen M Martins
4/25/19

Angela Harkness
4/25/19

First Parish Church United Annual Meeting Minutes 2019

Meeting Begin Time: 12:15 pm

Meeting End Time: 1:50 pm

Agenda:

Opening Prayer – Kathleen Hepler

See warrant agenda

Action Items

Item	Responsible Party
Meet with Claire on record retention	Lesley Macomber
Investigate how committees store documents	Lesley Macomber
Global Church retention	Lesley Macomber

Decisions

1	Acceptance of annual meeting minutes from 2018	Approved
2	Accept interim minister report	Approved
3	Accept deacons report	Approved
4	Accept Pastoral relations transitions committee report	Approved
5	Accept Prudential Committee Report	Approved
6	Accept the Auditor’s Report for the fiscal year FY 2018, along with the adjusted Treasurer’s Report of FY2017.	Approved with 1 abstention
	Accept the Treasurers Report	Approved
7	Accept the Investment Committee	Approved
8	Accept the Pulpit Supply Committee	Approved
9	Accept amended motion to accept Reports from committees appointed by the Prudential Committee not requested for hold but not reports included (Technology and Green Action)	Approved
	Common Threads	
	Personnel	
	Accept reports for committees held (see below)	Approved
10	Adopt the budget for FY2020	Approved
11	Bylaw amendments	Approved
12	Elect positions	Approved
13	New business: Recycle plastic cups	Approved
14	Motion to adjourn	Approved
15		

Notes:

- Propose that we have someone to summarize what is in the report rather than read the entire report
- Propose to integrate music with youth programs to engage students in church

- Membership committee should maintain contact with church students as they age past the RE program
- Social Justice activism may make some members uncomfortable. Discussion around taking the activism outside of the church to create boundaries between spirituality vs social justice orientation. Proposal to hold a forum on spirituality vs social justice for people to be able to express opinions and concerns. Dirkje Legerstee
- As we consider changes to the Bylaws, or our HR policies, we should consider a process for terminating elected officers and under what circumstances this would be done. General terminology is "Recall of elected officer".

New fundraiser ideas

- Bingo (Rock and Roll or other)

Held Committee summary reports

- Religious Education Committee (Jen S)
- Personnel
- Social Justice (Tom Clay)
- Property (Bob Shaw)
- Minister search committee (Charlie Trantanella)

Motion:

Proposal to modify the Moderator and Clerk to 2 year terms and keep Treasurer and assistant treasurer to one year terms.

- Treasurer and Assistant Treasurer are roles more critical to have continuity
- Several motions for not accepting the amendment
- Yes vote is to approve amended bylaw as submitted by Steve of the motion
 - Not accepted

Vote to accept originally amended bylaw:

- 23 in favor of the originally worded amendment
- 10 opposed

Nominations:

- Scott Harkness nominated to Nominating Committee
- Mary Jane Brunelle nominated to Nominating committee
- Assistant Treasurer of Pru Com – Alan Heinhold (who is willing)

PARISH WARRANT

Annual Meeting June 14, 2020

TO: Angela Harkness and Amy Burk
Co-Chairs of the Prudential Committee of the First Parish Church United, Westford, MA

Greetings:

You are hereby required in the name of the Commonwealth of Massachusetts to notify and warn all the Members of the First Parish Church United of Westford qualified to vote in Parish affairs to meet in the Fellowship Hall of the Church in said Westford, on Sunday, June 14, 2020 A.D. at 11:45a.m. to act on the following, to wit:

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- Fifth: To hear the report of the Prudential Committee;
- Sixth: To hear the report of the Treasurer;
- Seventh: To hear the report of the Investments Committee;
- Eighth: To hear the report of the Pulpit Supply Committee
- Ninth: To hear reports from committees appointed by the Prudential Committee:

Religious Education	Property Committee	Outreach Committee
Personnel Committee	Fellowship Committee	Historical Committee
Stewardship & Finance	Adornments/Decorations	Technology Committee
Green Action Committee	Caring Coordination Committee	Music Committee
Action for Social Justice		

Tenth: To formulate and adopt the budget for the fiscal year running July 2020 through June 2021;

Eleventh: To elect the following:

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- Clerk for a term expiring June 30, 2022;
- Treasurer for a term expiring June 30, 2022;
- Assistant Treasurer for a term expiring June 30, 2022;
- Auditor for a term expiring June 30, 2022;
- Three members of Prudential Committee to fill 3-year terms expiring June 30, 2022;
- One member of Pastoral Relations Transition Committee to fill a 3-year term expiring June 30, 2022;
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- One member of Investment Committee to fill a 3-year term expiring June 30, 2022;

Twelfth: To transact any other business that may legally come before this meeting.

Hereof fail not and make return of the warrant and your doings therein at the time and place above mentioned. Given under our hand this 14th day of June, 2020.

Lesley Macomber, Clerk

I, the said _____ do say that I have served the above warrant by posting a true attested copy thereof, no less than fourteen days before the date of the holding of said meeting, and by causing a copy of said warrant to be mailed to each household in the Parish wherein reside members of the First Parish Church United of Westford.

Report of the Interim Minister

Rev. Kathleen Hepler
June 2020

Two months ago, the COVID19 Virus required the leaders of First Parish Church United to make some important decisions for the benefit and welfare of all. The week of March 8th a decision was made to discontinue in-person worship on Sundays and move to virtual worship. Access to the building was limited to a few people for essential activity only. I was impressed by the conversation that The Prudential Committee had in making these decisions.

What has followed has been a testament to the good will and graciousness of so many people here and speaks to the strength of your congregation. Worship has gone virtual and I was tutored in how to navigate Zoom by the Office Manager, Kathleen Wooten and by Church Member, Chris Sanders. They have both "hosted" the technical aspects and consulted on so many things. The response has been good (with a few funny glitches along the way!)

One benefit of this crisis for the staff is the realization that we can have virtual meetings going forward. Because of extreme differences in schedules, we have not been able to have staff meetings previously. It has been gratifying to realize we can continue this.

Director of Religious Education, Nicki Tracey, has created a weekly video story for young children, hosted RE meetings, and maintained the "Mystery Friends" Program which links adults with children through anonymous letter writing. This has been a highly successful program and a great way to help build community during this difficult time. Nicki and I are working on an assessment of the RE program during this time as well. Both she and Youth Advisor, AJ Ryan, have expanded their knowledge through various courses on-line.

Your Music Director, Sandy Morgan, has provided beautiful music for every Sunday Service. Kudos to Sandy and the choir for providing a beautiful anthem for Easter Sunday. Choir Member Stephanie Devlin and her son, Ethan, spent many hours making it work technically. As you know, Sandy will be leaving us in June. The Search Committee for her replacement (Ellen Martins from Pru Com, Scott Harkness from Personnel, Tom Lumenello and Sunny Killoran from the Music Committee) is attempting to keep the process going within the restrictions we all have.

Office Manager, Kathleen Wooten, has continued to respond to the email and phones from her home. She has been immensely valuable and patient in teaching me about Zoom. She has also put together the congregation's Annual Report and is considering new approaches to advertising rentals in the future. Of course, all the while she has published the newsletter and the weekly emails and is working with Beth Perkins on the website.

Much of my time has been spent in preparation for worship, reaching out to people via phone, meeting with various committees, providing a weekly meditation/prayer session, teaching the Affirmation Class with 8th and 9th graders, and consulting with leaders both inside the congregation and without. Until March the four Journey Groups continued to meet

The Deacons and I have started a conversation about how we might transition into in-person worship whenever those listening to science deem it safe. It will have to be a process in stages. For instance, some people will feel comfortable returning whenever it is possible. Others will have to wait longer to do so. Therefore, we will live-stream every service so that people can continue to be present virtually.

(Interim Minister's Report – continued)

I have nothing but admiration for the way this congregation has handled this unique and frightening time. Even though none of us would choose this time in our common lives, we have only begun to realize the good things we are learning from it. Blessings to those in the congregation who have worked on the front lines all through this pandemic...doctors, nurses, health administrators and the like. Heroes all.

You can read the report of the Search Committee to know that they are busy continuing to interview candidates for your new minister. It takes a tremendous amount of time and skill. You are well represented by them. As you can imagine, the pandemic has affected their ability to move at the same pace as before. I have agreed to stay on for the fall in order to give them the time they need.

A few things to consider going forward:

In our time remaining together, I am hoping that the congregation will take a good look at the process for assessment of professional clergy that the Pastoral Relations Committee has developed. This approach would seek to assess the entire congregation as well as the minister in its effort to make feedback and conversation about the church "as a system" normal and supportive of all. More information about this will be forthcoming from the committee.

Consider streamlining your committee structure to require less people for the work of the congregation. This is based on the understanding of what younger generations have the time and interest to participate in. As churches struggle to adapt to what is true about life now in our world, many are re-considering the way in which things are organized.

I want to say how meaningful it has been to work with the leaders of the congregation this year as well as last. Angela Harkness and Amy Burk as co-chairs of the Prudential Committee are both skilled and conscientious. They and the other members of Pru Com are a pleasure to work with.

Most important, my intent is to continue to support the wonderful work that you do in taking care of each other, your Outreach Programs, the Action for Social Justice Team, and the Green Team. These are such challenging, and sometimes absurd times in our national life. The talents and the love of the people of First Parish Church United in Westford is so sorely needed! Communities like yours have much to offer for the healing and transformation of the world.

Respectfully Submitted,
Rev. Kathleen Hepler, Interim Minister

Baptisms:

Elise Jean Bulger 9/22/19
daughter of Lynn and Josh Bulger

Marriages:

Asia Tracy and Jordan McRae 9/21/19

Deaths:

Matthew Maienza 4/16/2020
son of Janice and Joe Maienza
Sondra Olson May 28th, 2020
wife of Gordon Olson

Report of the Deacon Committee

Members

Mark Tincknell, Chair
Susan Cusson
Scott Henderson
Janice Maienza
Desree Polevy
Marianne Sanders
Katie Sawrey
Valerie Trantanella

In 2019-2020, new deacons Katie Sawrey, Janice Maienza, Desree Polevy, and Sue Cusson replaced Karin Drowne, Bob Shaw, Jeff Kott, and Rob Morrison. We thank the old deacons for their service.

This was the second year working with interim minister Kathleen Hepler. With support of the deacons, she made minor changes to the order of service and worship experience throughout the year. We incorporated children into some deacon activities, including communion.

After the coronavirus shutdown in March, the deacons began supporting the virtual worship services on Zoom. Deacons Katie Sawrey and Mark Tincknell began working on the program of worships for summer 2020.

This year the deacon committee revised several documents, including the deacon duties, and resources for greetings and readings.

Rev. Hepler will continue as interim minister through the end of 2020. Beyond that we will have a new minister, and we hope, a settled minister. Music Director Casandra Morgan is also leaving. We also look forward to working the new minister, and the new music director.

Respectfully submitted,
Mark Tincknell
Chair, Deacon Committee

Report of the Pastoral Relations Committee

This year we have studied possible models for the Pastoral Relations Committee, and assessed its purpose as it relates to the mission of FPCU. We began this conversation to improve the ways in which the professional minister and the congregation interact. The current model has not worked as well as it might in the past, and the interim period is a good time to do this.

Rev. Kathleen shared some information about systems theory that she hopes will inform our work. Basically, this is seeing the church community including the minister and staff as one interacting and interdependent system. Most ministers no longer accept a model of ministerial assessment that is simply whatever information the committee might hear in the congregation, or only conflict resolution. Systems theory invites tools to be developed that normalize conversations around clarity of job and committee descriptions, positive reinforcement, care for things that need improvement, and a high value on learning. We chose assessment tools which will be presented to the Prudential Committee for approval. They give precise ways to increase

regular feedback and conversation about the functioning of the whole system. Below is a revised statement of the purpose for the Pastoral Relations Committee and brief descriptions of each area of focus.

Purpose: The Pastoral Relations Committee shall nurture and promote the integrity of the relationship between the professional minister and the congregation by facilitating mutual, candid, honest communication.

Focus Areas:

Professional Ministerial Advisement: Regular meetings that support the success of the professional minister in fulfilling their agreed upon job description, goals and relationship with the congregation.

Professional Ministerial Assessment: Yearly assessment based on job description, goals, and relationship with the congregation. Use of 360° model that utilizes both self-assessment and a group of 4-6 agreed upon congregational leaders that could include committee chairs, other members, and staff.

Congregational Assessment: All entities in the church will use the same process and tools to achieve a regular annual review of purpose, role, goals, and effective group process.

Conflict Engagement: Be available to educate the congregation about conflict engagement and to normalize its inevitable role in group life. Assure that agreed-upon processes are implemented when needed.

With our continued work, we feel the current name of 'Pastoral Relations' may no longer express the full purpose of the committee. We advise a conversation about what might more adequately express this new model. And, we intend to present a worship and/or congregational workshop about this new way of looking at the relationship between the congregation and its professional minister.

Respectfully Submitted, Wendy Bell Tom Lumenello
Kimberly Mason Desree Poley Marcia Stokes Martha
Kennedy (Prudential Committee Liaison)

Report of the Prudential Committee

Members:

Angela Harkness, Co-Chair
Amy Burk, Co-Chair
Ellen Martins
Glen Anderson
Erin Heinold
Martha Kennedy
Carolyn Lumenello
Andy Macey
Linn Flint, Treasurer
Lesley Macomber, Clerk

What began as a church year filled with optimism and enthusiasm for the impending calling of our next settled Minister ended in a way none of us anticipated with COVID-19. This report of the Prudential Committee is a look back at the work we did prior to and during church closing based on our dedication to our Covenant: "In the love of truth and in the spirit of Jesus, we unite for the worship of God and the service of all." As we reflect on the year in review, we recognize that we were fortunate to be able to stand on the shoulders of other dedicated parishioners as we pursued the best for the Church.

1. At our August 2019 monthly meeting, we reviewed the 2018-2019 church year goals to assess what we had accomplished.
 - Work intentionally to introduce the Interim Minister to the members of the congregation and help initiate the formation of relationships
 - Support the Settled Minister Search by exploring best practices in building the Search Committee; educate the congregation on the Search process; support the Settled Minister Search Committee once selected and keep the Congregation informed on the progress of the Search
 - Revamp and revitalize our efforts at "Inreach" to and among members of the Congregation
 - Begin to explore the idea and process of VISIONING for the long-term future of our Church

We determined that during 2018-2019:

- Rev. Kathleen was actively engaged in all relationships with paid employees, committee members, and an ever-growing number of parishioners. She continuously kept our best interests in mind in terms of maintaining healthy practices and considering future practices that would serve us well.
 - The Search Committee was functioning at a highly collegial and productive level, for which we are so grateful. We noted the ongoing need to keep the Congregation informed on the progress of the Search.
 - Our efforts at "Inreach" needed more thought and effort.
2. In recognition of the upcoming year two of Interim Minister transition, the Prudential Committee set the following goals for the 2019-2020 Church year.
 - Continue to support the Minister Search Committee. This was our highest priority.

- Use the guidance and advice of Rev. Kathleen to support healthy change in preparation for the arrival of the called minister. The primary examples of change were improved collaboration in and among committees and Right Relations.
3. The following are actions taken by the Prudential Committee this year in support of our 2019-2020 goals:

Much of our work this year involved assessing, updating, and improving numerous Church policies:

- A subgroup made a revision of the Safe Church Policy.
- Rev. Kathleen conducted employee reviews and informed PruCom of gaps and inconsistencies in our current practice. Upon committee consultation, she took action to make corrections and improve practice. Concurrent with this effort, we reviewed and amended the Personnel Handbook. The Church Administrative Assistant resigned mid-year. This transition was successfully guided and informed by our work in the area of the Personnel Handbook.
- A subgroup assessed and adjusted the Congregational Behavioral Policy.
- A subgroup assessed and adjusted the Committee Key Policy.
- We supported the budget and actions of the newly formed Membership Committee.
- A subgroup began collaboration with the Westford Police Department to assess Church Security on several levels. This initiative was temporarily halted as a result of COVID-19.
- A subgroup wrote the Right Relations Policy which includes policy for conflict, communication, responsibility, and committee work.

Collaboration was an ongoing interest of the Prudential Committee this year. We worked to assess and improve our own practice of collaboration as well as facilitate collaboration among committees.

- We identified a theme for the year that embraced our vision for unity and collaboration during year two of Minister Search. “Many Voices, Better Together” was our initiative to embrace the contribution of all parishioners, not just the most vocal or influential parishioners. We also engaged in collaborative change by transitioning to a shared Google drive in order to improve communication and efficiency.
- We renewed our commitment to be liaisons to working committees. We each serve as liaisons to at least one committee in that we attend monthly meetings whenever possible, and report back to the Prudential Committee to keep everyone else informed.
- We worked to facilitate several groups of parishioners interested in constructing a new Fall Fundraiser to replace the preexisting Yard Sale. Ultimately, the Antiques RoadShow was successfully run by a hard-working team of volunteers.
- A subgroup facilitated the jump start of a newly organized and revitalized Technology Committee. Participants engaged in rich discussion about

Church needs and volunteer roles in order to update the committee structure. Current practices were evaluated and updated in the areas of our websites, email, software, and databases. As a result, we have a collaborative and effective Tech Committee taking care of most of our current needs while looking ahead to areas for growth and improvement.

- A subgroup worked to address the situation of the Church basement in terms of building safety and volunteer responsibility. There is more work to be done in this area.
- In collaboration with Rev. Kathleen, we hosted a robust Congregational Council meeting. Rev. Kathleen led us through a meaningful exercise on inclusivity, and participants shared their committee's hopes and plans for the year.
- We analyzed the organizational leadership of the Church. A committee member constructed an organizational chart that allowed us to reflect on areas where we function productively and areas we might consider organizing differently. There is still more work to be done in this area.
- Initial discussions began with a consultant from our Unitarian Universalist denomination in the area of Right Relations, and this was temporarily halted due to COVID-19. The goal of this initiative is to assess our practice around how we interact with one another when disagreements arise and collaboration needs to improve. This is an area we wanted to actively engage in, in preparation for the arrival of a called Minister, and as an ongoing need of any healthy congregation.

We began the year with optimism and enthusiasm. Although life threw all of us a curveball this spring, we on the Prudential Committee are still full of hope and anticipation for great things to come next year. Although events have been quieter than usual at First Parish during COVID-19, we know that our Church is full of caring and creative people who are eager to continue sharing worship, work, and fun together. Thank you for the opportunity to serve and for allowing us to participate in the important governing decisions affecting all of us.

Submitted with gratitude,

Angela Harkness and Amy Burk, Co-Chairs

Report of The Treasurer

Annual Meeting FY2020 – June 14, 2020
First Parish Church United Westford, MA 01886

First, I want to thank our Assistant Treasurer, Alan Heinold, for diligently collecting, counting, reporting, and depositing the income received every week! I couldn't do my job of paying bills and balancing the accounts without Alan's support. *Thanks, Alan!*

At the close of every month, I write and email a report to the Stewardship and Finance Committee, the Prudential Committee, and all committee chairpersons and staff.

Operating Budget FY2020

Through April 30, 2020 - 83% of the year:

	Budget	YTD	% YTD/Budget
Income	\$ 274,380	\$ 210,521.42	77%
Expenses	<u>\$ 274,756</u>	<u>\$ 206,370.64</u>	75%
Surplus (Deficit)	\$ (376)	\$ 4,150.78	

The Coronavirus has hurt our income without plate offerings, building rentals, and the cancellation of the Pancake Breakfast and the Strawberry Festival. Fortunately, pledgers have been keeping up with their pledge payments, so we have some income.

Our expenses continue during the pandemic. We are paying full salaries to all employees and paying for utilities and insurance.

The church applied for the EIDL (Economic Injury Disaster Loan) stimulus and received \$6,000. Also, we have been approved for the Payroll Protection Plan (PPP) and expect to receive about \$31,000. These two items will greatly help. Thank you to Beth Perkins for completing the applications and doing the follow up.

Fundraisers

	<u>Income</u>	<u>Expenses</u>	<u>Net</u>
Consignment Sales	479.75	185.00	294.75
Greens Fest	16,044.95	8,749.49	7,295.46
Strawberry Festival – booth rental	4,637.40	4,419.48	217.92
Pancake Breakfast	0.00	0.00	0.00
What's It Worth? Appraisal	2,105.00	689.84	1,415.16
Totals	23,267.10	14,043.81	9,223.29

When the basement was cleaned, several items were put on consignment or sold at the Abbot yard sale.

The Greens Fest did well raising \$7,295 which was much higher than in 2018 when it earned \$5,945.

The Strawberry Festival received booth income and then when the SAF was cancelled the booth fees were refunded. There were still some expenses from 2019 and there are four booth refunds that have not been identified and paid out.

The new fundraiser, "What's It Worth?" appraisals did well for the first time. Income was \$1,295 for appraisals and \$320 for food sales. There was a \$100 donation. Expenses were \$100 for the appraiser, \$183.75 for advertising, \$6.09 for use of the Square for credit card charges. Also in income and expense is the starter cash of \$400.

Fund Accounts

These "Funds" are like savings accounts on paper for particular activities in the church. Money comes into a fund for a specific purpose and can only be spent for that purpose.

Major Repair/Maintenance: Income is transferred every month from the Operating Budget to this Fund. Expenses were for grease trap replacement, various electrical repairs (some due to insurance inspection), and the dumpster fence repair.

Children's Inreach and Outreach: Monies collected from the children's offering are equally divided between these two funds. Expenses were for stone benches and plaques.

Gift Committee: In July 2019, \$2,000 was transferred from the Gift Fund to the FY2020 Operating Budget. A gift was received and paid out for a finance program. An endowment gift was received and given to the Investment Committee.

Sabbatical Fund: In previous years, money was transferred from the budget to this fund. There were no transfers or expenses this year.

Fees/Deposits: The income is paid by the renter and expenses are paid out for building security deposit, custodian services, and event supervisor services.

Outreach: The Fund Income was received for Bahama Relief (\$537), the LaCoste Family (\$360), Thanksgiving baskets (\$210), Christmas Baskets (\$1200), the Trevor Project (\$229), MIRA (\$135), NAACP Legal Fund (\$267), Center for Reproductive Rights (\$190), and miscellaneous donations (\$100). The total income received was \$3,228.

Outreach Fund Expenses were LaCoste Family (\$360); Bahamas Relief (\$537), Thanksgiving Baskets (\$500), Christmas Baskets (\$1,000), the Trevor Project (\$229), NAACP Legal Fund (\$267), MIRA (\$135). The total expenses were \$3,028.

The Outreach Budget paid out \$1000 to MIRA and \$500 to the Youth Group trip to CityReach.

PruCom Discretionary: Income from FY2019 pledges received in FY2020 (\$3,499), and Strawberry Festival 2019 booth payment of \$80. Expenses were for transfers to the operating budget (\$9,550), Police detail for 2019 SAF (\$536), Anniversary cake (\$51.99), Finance webinar (\$30), training for new office manager (\$30), and Wi-Fi system updated and speakers (\$882.70)

Holding Fund: No activity.

Youth Group: Income was for the Spaghetti Supper (\$510) and a gift from Outreach Committee for the City Reach trip. Expenses were for the Spaghetti Supper (\$278.19) and for the trip to Common Cathedral (\$1050).

Pledge – Last Year: This is for people who paid FY2019 pledges in FY2020. The money is received in this fund and then transferred to the PruCom Discretionary Fund.

Pledge – Next Year: This is for people who pay their FY2021 pledge in FY2020. On July 1, 2020, these funds will be transferred to the Operating budget.

Closing Comments:

I will be closing the Treasurer's books on June 30, 2020. After that time, the books will be audited with reports presented to the Prudential Committee.

I will be happy to answer any questions and provide any additional information that someone may desire.

Linnea S. Flint
Treasurer

Notes on FY2021 Budget

Please note on the following pages of the Treasurer's Annual Report, the column on the far right, **FY2021 Recommended Budget**. This budget was created by a subcommittee of the Stewardship and Finance Committee. The entire S&F Committee approved it. The budget was then presented to the Prudential Committee who also approved it.

1. We were conservative regarding income in the first half of the year. Pledge income is assumed to only meet FY20's budget even though our stewardship campaign aims higher. Building use income is budgeted at one half of FY20's budget assuming low income in the first half of the new church year. We are projecting no surplus from this year flowing into next year's income, based on Q4 and FY20 deficit projections. FY21's total income is budgeted at \$257K vs. previous year's budget of \$274K.
2. Several large discretionary expenses are budgeted at zero or low figures until we see income results in the first half of the year. Full or partial restoration of these amounts could be possible if, in December, we have good income results. The items involved are the following (note that on the budget below these items are shaded with an asterisk):
 - Major Repair/Maintenance from \$3,000 to \$20,000
 - Outreach from \$3,000 to \$6,000
 - Denominational dues from \$0 to \$3,800 total for both denominations
 - Minister Sabbatical from \$0 to \$2,750A total of \$26,550 is held back for these items pending mid-year review.
3. We have funding adequate to pay for the Meetinghouse painting job, which could amount to \$53K more or less. This funding has been built up through the last few years' contributions to the Major Repair/Maintenance Fund. Property Committee has received bids and approval from PruCom. The job is to be done between May and September.

Questions are welcome. We will do our best to explain.

Regards,
Tom Clay, Steve Smith, Linn Flint
for the Stewardship and Finance Committee

Treasurer's Annual Report for FY2020 and Budget for FY2021

Account Summary

	6/30/2019	4/30/2020
Checking Account Balance	21,284.83	15,976.97
Savings Account Balance	70,698.44	100,982.78
Total Cash on Hand	91,983.27	116,959.75

		YEAR-TO-DATE ACTIVITY			
		6/30/2019			4/30/2020
		Begin Balance	Income	Expenses	End Balance
	Operating	0.00	210,521.42	206,370.64	4,150.78
	Funds:				
1	Major Repair/Maintenance	50,644.96	16,520.00	8,561.44	58,603.52
2	Children's Inreach	943.25	97.43	821.84	218.84
3	Children's Outreach	88.57	97.43	0.00	186.00
4	Gift Committee	4,552.69	330,539.00	302,539.00	32,552.69
5	Sabbatical Fund	6,000.04	0.00	0.00	6,000.04
6	Fees/Deposits	2,295.17	2,070.00	3,636.00	729.17
7	Outreach	729.32	3,228.00	3,028.00	929.32
8	PruCom Discretionary	15,182.08	3,579.00	11,080.69	7,680.39
9	Holding	0.00	0.00	0.00	0.00
10	Youth Group	1,102.19	1,010.00	1,328.19	784.00
11	Pledge - Last Year	0.00	3,499.00	3,499.00	0.00
12	Pledge - Next Year	10,445.00	5,125.00	10,445.00	5,125.00
	Total Funds	91,983.27	365,764.86	344,939.16	112,808.97
	Total All Accounts	91,983.27	576,286.28	551,309.80	116,959.75

		FY2019 Actual Reported	FY2020 Budget	FY2020 Actual 7/1/19 to 4/30/20	% of budget	FY2021 Recommended Budget
1	INCOME					
2	Pledges FY 2019	155,892	0	0	0%	
3	Pledges FY 2020	0	181,636	154,921	85%	
4	Pledges FY 2021	0	0	0	0%	182,000
5	Plate Offerings	8,975	7,000	4,538	65%	5,000
6	Invested Funds	24,353	23,714	17,785	75%	25,502
7	Fund Raising Yard Sale	6,466	0	0	0%	0
8	Fund Raising - NET	21,382	21,000	7,808	37%	21,000
9	Fund Raising - NEW	0	3,000	1,415	47%	0
10	Interest	496	480	292	61%	500
11	Church Building Use	27,457	26,000	12,212	47%	13,000
12	From PruCom Disc. FY19	13,826	9,550	9,550	100%	0
13	From Gift Fund	2,500	2,000	2,000	100%	10,000
14	Other	2,743	0	0	0%	0
15	Total Operating Income	264,090	274,380	210,521	77%	257,002
		FY2019 Actual Reported	FY2020 Budget	FY2020 Actual 7/1/19 to 4/30/20	% of budget	FY2021 Recommended Budget
16	EXPENSES					
17	Ministry of Pastor Eric	23,630	0	0	0%	
18						
19	Ministry of Interim Pastor					
20	Minister - Salary	23,654	30,508	26,493	87%	90,000
21	Minister - Housing	35,481	45,762	38,700	85%	
22	Self-Employment Tax	4,524	5,835	4,988	85%	6,885
23	Pension	5,913	7,627	5,704	75%	6,300
24	Insurance	1,104	1,424	1,204	85%	1,710
25	Discretionary	1,489	3,432	1,416	41%	4,050
26	Subtotal for Interim Pastor	72,165	94,588	78,505	83%	108,945
27						
28	Affirmation	0	120	0	0%	120
29						
30	Pulpit Supply	0	300	0	0%	0
31						
32	Board of Deacons					
33	Miscellaneous	0	0	0	0%	0
34	Altar candles and oil	0	0	0	0%	0
35	Worship supplies	0	100	0	0%	100
36	Palms for Easter	0	35	36	103%	35
37	Communion supplies	48	100	33	33%	100
38	Advent oil candles	0	200	0	0%	100
39	Maundy Thursday Supper	0	100	0	0%	0
40	Baptism supplies	0	30	0	0%	0
41	Subtotal for Bd./Deacons	48	565	69	12%	335
42						
43	Music					
44	Organist/Choir Director	9,745	12,771	9,501	74%	15,000
45	FICA/Medi - Church	341	977	727	74%	1,148

46	Substitute Organist	1,800	500	0	0%	500
47	Guest Musicians	0	225	0		0
48	Vestment Care	0	175	0	0%	0
49	Music	498	700	568	81%	400
50	Copyright License	129	135	0	0%	0
51	Organ Maintenance	0	525	701	134%	750
52	Piano Maintenance	135	400	130	33%	400
53	Subtotal for Music	12,648	16,408	11,627	71%	18,198
54						
55	Adornments/Decorations					
56	Altar arrangements	13	100	0	0%	0
57	Christmas Flowers	0	100	0	0%	0
58	Easter Flowers	133	100	0	0%	0
59	Miscellaneous	0	10	0	0%	100
60	Subtotal for A/D	146	310	0	0%	100

		FY2019 Actual Reported	FY2020 Budget	FY2020 Actual 7/1/19 to 4/30/20	% of budget	FY2021 Recommended Budget
61	Education Ministry					
62	RE Director	12,314	13,796	10,769	78%	13,796
63	RE Dir FICA/Medi - Church	942	1,055	824	78%	1,055
64	Teen Minister	3,494	4,981	3,520	71%	4,981
65	Teen FICA/Medi - Church	267	381	269	71%	381
66	Supplies/Curriculum/Programs	1,215	1,500	1,040	69%	1,200
67	Training Conferences	362	250	0	0%	0
68	Bibles	182	300	0	0%	300
69	Nursery Care	740	900	725	81%	900
70	OWL Training	0	750	0	0	0
71	Subtotal for Education	19,516	23,913	17,147	72%	22,613
72						
73	Property Maintenance					
74	Custodian Salary	12,655	14,385	11,416	79%	14,385
75	FICA/Medi - Church	968	1,100	873	79%	1,100
76	MH - Electricity (NG)	930	1,000	0	0%	0
77	MH - Electricity (Nexamp)	1,425	850	1,006	118%	1,100
78	MH - Gas	727	800	959	120%	1,300
79	MH - Water	204	250	142	57%	200
80	FH - Electricity (NG)	2,803	2,400	198	8%	250
81	FH - Electricity (Nexamp)	4,183	3,600	3,478	97%	4,400
82	FH - Gas	6,346	5,400	4,632	86%	5,900
83	FH - Water	534	600	398	66%	600
84	Water - Sprinkler System	1,098	1,100	811	74%	1,100
85	Trash Removal	1,610	1,584	1,220	77%	1,680
86	FH Cleaning	200	200	0	0%	0
87	Grounds	396	500	0	0%	0
88	Snow Removal	3,160	4,500	0	0%	4,500
89	Septic Work	0	0	0	0%	500
90	Elevator	1,772	2,000	2,387	119%	2,400
91	Alarm Inspections/Repairs	2,432	3,000	1,706	57%	3,000

92	AC/Furnace Maintenance	3,914	4,500	4,293	95%	4,500
93	Repairs/Service/Equip.	378	1,200	1,419	118%	1,200
94	Custodial Supplies	993	1,000	1,015	102%	800
95	Major Repair/Maintenance	17,000	20,000	16,520	83%	3,000 *
96	Subtotal for Property	63,728	69,969	52,473	75%	51,915
97						
98	Administration					
99	Office Manager	22,145	22,179	16,249	73%	21,348
100	FICA/Medi - Church	1,694	1,697	1,243	73%	1,633
101	OM Pension	2,547	2,218	1,311	59%	623
102	OM Substitute	275	275	2,473	899%	0
103	Technology Training	0	280	0	0%	0
104	Supplies/Duplication	1,000	1,200	608	51%	1,000
105	Postage	1,081	1,000	0	0%	500
106	Kitchen Permit	362	360	310	86%	310
107	Copier	3,070	3,000	3,259	109%	3,750
108	Subtotal - Administration	32,174	32,209	25,453	79%	29,164
		FY2019 Actual Reported	FY2020 Budget	FY2020 Actual 7/1/19 to 4/30/20	% of budget	FY2021 Recommended Budget
109	Technology					
110	FPCU Website Hosting	296	0	14	140000%	120
111	FPCU Domain	0	20	0	0%	63
112	Event Calendar	0	89	89	100%	89
113	SAF Website	0	120	0	0%	0
114	SAF Domain	0	20	14	70%	0
115	Software	0	350	144	41%	77
116	Equipment	111	50	0	0%	0
117	Verizon Telephone	1,497	1,320	1,166	88%	1,500
118	OOMA Phone Service	686	960	702	73%	852
119	Church Office Online	677	600	200	33%	0
120	Subtotal for Technology	3,267	3,529	2,329	66%	2,701
121						
122	Action for Social Justice	314	400	0	0%	400
123						
124	Caring	0	100	45	45%	100
125						
126	Coffee Hour	384	400	417	104%	400
127						
128	Fellowship	957	1,200	283	24%	800
129						
130	Green Action	119	100	53	53%	100
131						
132	Historical Committee	162	200	0	0%	200
133						
134	Investments	207	200	137	69%	200
135						
136	Membership	71	400	207	52%	400
137						
138	Minister Search Committee	514	4,000	2,294	57%	2,000
139						

140	Outreach Ministry	4,925	5,100	1,500	29%	3,000	*
141							
142	Personnel Committee	0	250	140	56%	250	
143	Prudential Committee						
144	UCC Dues	1,900	1,900	1,900	100%	0	*
145	UUA Dues	1,900	1,900	1,900	100%	0	*
146	Sabbatical	0	0	0	0%	0	*
147	Annual Meeting	174	260	0	0%	250	
148	Compensation reserve	0	235	0	0%	750	
149	Subtotal for PruCom	3,974	4,295	3,800	88%	1,000	

		FY2019 Actual Reported	FY2020 Budget	FY2020 Actual 7/1/19 to 4/30/20	% of budget	FY2021 Recommended Budget
150	Stewardship/Finance					
151	Postage - Bills Statements	738	500	220	44%	500
152	Vanco Fees	712	1,200	980	82%	1,200
153	Stewardship/Finance	177	100	57	57%	200
154	Paycheck Payroll Service	2,398	2,400	2,197	92%	2,700
155	Insurance - Building	10,447	8,950	7,546	84%	6,350
156	Worker's Comp.	1,344	1,400	-1,109	-79%	1,400
157	Insurance - Umbrella Policy	0	1,650	0	0%	1,650
158	Subtotal for Finance	15,816	16,200	9,891	61%	14,000
159						
160	Total Operating Expenses	254,765	274,756	206,370	75%	256,941
161						
162	Total Operating Income	264,090	274,380	210,521	77%	257,002
163						
164	Surplus/Deficit	9,325	-376	4,151		61

Report of the Investments Committee

**For the period 1/1/2019-12/31/2019
And 1/1/2020-03/31/2020**

The Investment Committee (IC) consists of three members, one elected each year by the congregation for a three-year term. The Investment Committee is charged under the by-laws to “hold, manage, invest, and reinvest...the funds of the Corporation entrusted to its care.” Funds have come from bequests and gifts of past and present members and friends, from the sale of church assets, and growth from investments.

Current Committee Structure

Chair: Steve Smith (term ends June 30, 2020)
Member: Melinda Raboin (term ends June 30, 2021)
Member: Cynthia Maloney (term ends June 30, 2022)
Treasurer: Linn Flint
Prucom Liaison: Andrew Macey
Advisor: Mike Egirous, Fidelity Investments

In July, 2019, Cynthia Maloney began her 3-year term, replacing David Greaves. Welcome to Cynthia and thanks to David.

Commentary

We are reporting on the calendar year, 2019, with supplemental information on the first quarter, January to March 2020. Reporting this way allows us to show annual results that correspond to the investment community view (calendar 12 months) with appropriate benchmarks, and we can report also on the first quarter of calendar 2020.

2019 was a banner year in the financial markets, and for FPCU's portfolio. During calendar 2019, our portfolio rose +20.74%. This was a very good return, although slightly down by 1.6% below our market benchmark of +22.38%*. The good performance in calendar 2019 was a bright spot, considering the down year of 2018 and the down first quarter of 2020.

In the first quarter of 2020, our portfolio was down -12.22% compared to our market benchmark of -10.50%*. The coronavirus COVID19 created a highly volatile and negative financial market in this time period. Our advisor, Fidelity Investments, expects a “U-shaped” downturn, with recovery in the 2 to 6 month timeframe. We were positioned well for the downturn with defensive strategies, and will be participating in the recovery, when it comes.

Moving forward, we will strive to equal or better our benchmark yields. A multi-year history of our fund balances is shown in the chart at the end of this report.

*Benchmark= 60% S&P 500 Index + 40% Barclays Aggregate Bond Index

The FPCU Investment portfolio will provide \$25,520.61 to the operating budget in the fiscal 2021 budget year, an increase from \$23,714.00 in FY2020. This amount is based on policy and reflects

4.00% of a 3 year lagging average of principal. After several years of small incremental moves downward, we have reached the “gold standard” of endowment management payout percentages. No further reductions are foreseen, and we will strive to hold to the 4% level going forward.

2019/20 Accomplishments

- We monitored our portfolio during the year with the help of our advisor, Mike Egiros of Fidelity Investments. Fidelity is also the custodian of all our funds and provides excellent reporting and website tools for the Committee. After 6 years with Fidelity, we are pleased with this relationship. Their website, reporting, advice and custody are all satisfactory.
- We continued our communication with the church through regular Parish Post and Weekly Church Emails. For example, recently, we provided the congregation info on our “defensive strategies” for coping with the turbulent market conditions of the first quarter of 2020.
- We placed continuing focus on Enduring Gifts and professional endowment management. In October, an Endowment Appeal went out to church participants that explained ways parishioners can provide for a gift to FPCU’s endowment. One new, generous gift was made to the Endowment in early 2020, and we are very appreciative of this donation.
- We held a reception in November which included previous and prospective donors and featured information on how FPCU’s endowment works and Legacy Giving.
- We continued research and discussion of Socially Responsible Investing (SRI—defined by ussif.org) and have been pleased with the performance of our chosen funds which reflect environmental, social, and governance (ESG) values, and also deliver competitive performance. Our commitment to Socially Responsible Investments has increased to 70% of our portfolio (excluding new gift), which is our goal in 2020. Our commitment to SRI has been made without sacrificing the total return of our investments.
- In addition, we have focused on Fossil Fuel Free investing (FFF—defined by fossilfreefunds.com) by finding SRI funds that are also 100% fossil fuel free and by evaluating new mutual funds in part for their high percentage FFF. This effort reduces the carbon footprint of our portfolio and reflects similar programs of UUA and UCC. At the current time, we have achieved an approximate 52 % level as a percent of the total portfolio (excluding new gift), achieving our FY20 goal of 50% totally fossil free investments. This reflects an increase from 39% the previous year. As with SRI, no sacrifice of total return has been required to achieve this goal.

2020/21 Directions

- Position FPCU’s portfolio for continued success in meeting or exceeding our benchmark as the market evolves.
- Continue effective communication with the parish.
- Build on the momentum of improved endowment management and the 1725 Legacy Society.
- Continue our research and careful moves toward higher goals of Socially Responsible Investments and Fossil Fuel Free Investments.
- Participate in and support the work of the Stewardship and Finance Committee.
- Implement a succession plan for the investment management function when Steve Smith rotates off the committee in June, 2020.

Date	Memorial	General	Total	Contributed to Church Budget; fiscal year basis
12/31/2010	\$473,685.11	\$54,185.46	\$527,870.57	\$27,000.00
12/31/2011	\$438,662.94	\$61,954.93	\$500,617.87	\$28,000.00
12/31/2012	\$470,301.79	\$49,877.54	\$520,179.33	\$28,000.00
12/31/2013	\$480,930.69	\$73,334.33	\$554,265.02	\$28,000.00
12/31/2014	\$436,233.57	\$103,034.15	\$569,267.72	\$28,000.00
12/31/2015	\$438,661.89	\$95,210.56	\$533,872.32	\$27,395.00
12/31/2016	\$464,971.42	\$92,166.94	\$557,138.36	\$24,861.00
12/31/2017	\$524,120.84	\$105,725.07	\$629,845.91	\$23,676.00
12/31/2018	\$446,188.19	\$145,352.88	\$591,541.07	\$24,353.00
12/31/2019	\$533,817.63	\$158,840.97	\$692,658.60	\$23,714.00
3/31/2020	\$733,367.05	\$173,062.50	\$906,429.55	FY 21--\$25,521 "pledged"

Steve Smith, Chair, Melinda Raboin, Cynthia Maloney, Linn Flint

Report of the Pulpit Supply Committee
(report not available at time of this printing)

Report of the Religious Education Committee

Members:

* Nicole Tracey, DRE	January 2012
*Andrew (AJ) Ryan, YGA	August 2018
* Juliana Merlino	February 2018
* Kara Mason	September 2014
*Heather Wright, Co-Chair 2019	September 2019
*Jenn Smagula	Returned August 2018
*Danielle Mucciarone, Co-Chair 2019	August 2018
*Pru-Com Liaison: Glen Anderson	2018

Member Since:

Background

The RE Committee's main mission is to provide and administer Religious Education to children from Pre-School through High School, reflecting the mission statement of First Parish Church United and our two denominations. We seek to lead the children in knowing the faith story of our Judeo-Christian heritage as rooted in the Bible, to understand the beliefs, traditions and practices of other world religions and to nurture a sense of social conscience, reverence for life, and responsible stewardship of the earth.

Our on-going goals include:

- Making the curriculum, workshops, and discussions fun and informative
- Having materials and supplies stocked, easily accessible and clearly labeled
- Clearly communicating (to teachers, students, & families) important information or specific instructions
- Building strong rapports with children & families; communicating/informing them, along with the rest of the congregation, about all the fun things going on in RE!

Thus, the children, teachers and families will not only enjoy their time in RE, they will feel more included and involved, and continue to participate in the program. *In turn, achieving our biggest goals.....increasing participation, improving attendance and recruiting more volunteer teachers, on a regular basis!*

Curriculum Focus

- **Pre-School/Pre-K**, led by various volunteers, continued using the UU curriculum **Chalice Children: A Tapestry of Faith Program for Children.** This curriculum introduced the basic tenets of our UU faith to young children and their families. Those tenets are our love, our covenantal community, our celebration of diversity, a personal sense of wonder and awe, and our hope and work for a better world. *Chalice Children* is based on the belief that preschool children gain a sense of belonging to their religious community and the Unitarian Universalist faith when they have concrete experiences with its people and places. In *Chalice Children*, children learned about our congregation's people and explored the physical building and surroundings that the congregation calls "home." Chalice Children is based on the philosophy that a child's spiritual development is related to the child's own direct experiences. A playroom at home or school is the laboratory for living. Children's toys are their schoolbooks. Their

paints and modeling clay are their pens and pencils. Young children discuss problems by reliving them in dramatic play. They question and wonder most vividly when in contact with real phenomena through touch, sight, or sound. Children learn the worth of other people when they encounter other children, experience conflicts in play, and discover that others have feelings, too.

- **Kindergarten through 2nd grade**, led by various volunteers, continued using the UU based curriculum: ***Picture Book Bible Tales***. This curriculum is fun, friendly and concise with teachable moments that introduce classic Bible Tales to young elementary children. This program encourages children to be wise and informed decision makers in their journey toward spiritual maturity. It acquaints them with tales that are part of our culture and show them how to find universal messages of inspiration and hope. Each lesson was complete with a specific book that best illustrates the classic Bible tale, using appropriate language for young children & engaging them in the story. And, each story highlights a specific UU principle, identity and belief.
- **3rd grade**, led by Nicki Tracey, continued to study the Bible using lessons developed by the DRE along with the third grade students! 3rd grade marks a special milestone at FPCU, as students spend their final year exploring Bible stories and get ready to move onto UU based curriculums, in an effort to help our children define who they are in the larger faith community. 3rd grade lessons continued to build on the foundations of Bible Stories learned in earlier grades and also took a closer look at what our church and faith deems important. Attention was focused on the Bible as a collection of individual stories and verses in two large sections, The Old Testament and The New Testament. Students had fun exploring the bible and story characters through fun games and activities like Bibleopoly & Bible Blurt! The last few lessons of the year are geared towards learning about our UU faith, as the curriculum they will do in future years is UU based. At the end of the RE year, 3rd grade students will receive 2 special books: 1. **The Newly Revised Standard Version (NRSV) Gift & Award Bible** is a bible that speaks in words that are used in everyday language, making it easier for young people to read and understand. 2. **Unitarian Universalism is a Really Long Name** by: Jennifer Dant. "Simple language and appealing illustrations offer children accessible answers to commonly asked questions such as: Who are we?"
- **4th-5th grade**, led by various volunteers, used the curriculum ***Windows & Mirrors: A Tapestry of Faith Program for Children***, which nurtures student's ability to identify their own experiences and perspectives and to seek out, care about and respect those of others. This program teaches that there are always multiple viewpoints and everyone's viewpoint matters and presents UU as a faith that is lived through identifying and acting on responsibility toward one another. The metaphor of windows and mirrors represents the dynamic relationship among our awareness of self, our perceptions of others, and others' perceptions of us. Students explored how their own individuality creates the "Lens" through which we all view others. In time, students will develop a heightened awareness of how they bring their own lenses to diverse experiences outside themselves. Students were also introduced to the reality and the impact of multiple perspectives and multiple experiences as we live in this world through the lesson's central stories and activities.

- **Youth Group** was led by Andrew (AJ) Ryan: “YG curriculum this year focused on introspection and faith. Throughout the curriculum YG with me discussing different aspects of faith while introspective and sharing how these aspects may affect them, the people, and the world around them. Reflecting on these topics help the youth discover what faith is and what it means to them, as well as how it may help with day-to-day life. As a youth grows older they find their own ideas and sense of meaning in many different things in this curriculum is meant to help nurture and foster this in a safe and respectful way.

Some highlights and key events from this year included:

- Our second Italoween dinner to raise money for our city reach service trip!
- Multiple group lessons focusing on Native American culture and spirituality
- Family gatherings to help gather and sort through a monumental amount of donations for our service trip!
- A phenomenal Christmas pageant that was put together by youth and volunteers!

What to look forward to next year:

Our city reach trip was unfortunately postponed due to unforeseen events, however it will be rescheduled to a later date! More information to come.”

Activities / Special Programs

- **World Religion focus this year: Native American Spirituality**
- **Field-Trips & RE Events:**

Aug '19	RE Family Night @Kimballs	
Monthly:	RE Family Nights	
Monthly:	Whole Congregation Activities	
9/8/19	RE Fall Open House	
10/26/19	Y.G. “Italoween Spaghetti Dinner”	
12/15/19	Christmas Pageant	
March '20	Y.G. City Reach Trip	
Apr/May '20	Native American Visitor / Guided	Hike
May '20	Family Night: Pizza Party / RE	Feedback & Discussion
6/14/20	RE Sunday & Picnic on the Common	Workshops, Group Lessons &
	Holiday Lessons:	

Workshops

(9/29/19) World Religion #1- *Native American Spirituality*

We discussed the importance of nature to the early Native Americans. They used the earth’s natural resources for food, shelter, clothing, tools, jewelry, entertainment- for everything! A representative from the Westford Museum showed us some locally found Native American artifacts. The children had fun trying to guess what each object was used for (arrows for hunting, tools for cooking, tools for building, etc.)

Activities included:

1. Various forms of Shell Art: shell painting, shell necklaces, and shell shakers (instruments)
2. Totem Pole Painting
3. Model Teepee Construction
4. Animal Messages: students had their cards read to find out their spirit animal

(11/17/19) Social Justice-*RE Offering & Outreach Grant*

For this workshop, the youth group led the younger youth, teaching them about homelessness and discussing the City Reach trip they are planning for and collecting donations for.

We read the book: *The Lady in the Box* by Ann McGovern. It's a gently, powerfully told story that deals candidly with homelessness and how even children can help!

Activities included:

1. Decorating 3 Model Houses to show that a home provides: Love, Comfort & Safety
2. Sorting and organizing the donations collected

(5/17/20) World Religion #2- *TBD*

**Details for this workshop have not been finalized, due to the current pandemic.

Special Group & Holiday Lessons

(11/24/19) 1st Thanksgiving: Using the book *Squanto* we discussed the first Thanksgiving and why the Pilgrims and Native Americans were so thankful.

(12/1/19) Advent: This activity was once again made available to the whole congregation during coffee hour, allowing everyone to make an Advent wreath with fresh cut greens!

(12/8/19) Christmas Around the World: Students learned about different Christmas traditions from around the world. They had fun painting ceramic boots (to leave out for Le Befana like children in Italy), breaking open a piñata (like children in Mexico) and snacking on rice pudding (like children in Sweden)!

(12/22/19) Hanukkah: Children had fun making paper plate menorahs and playing dreidel as they learned about the miracle of the oil that burned for 8 days and nights, giving renewed hope and faith to the Jewish people.

(12/29/19) Game Day: Planned in accordance with ideas from the students, we dedicated one Sunday during RE to playing games!

(3/8/20) Purim/Spring: *Learning the story of Queen Esther and celebrating new life in springtime.*

(3/22/20) Native American Group Lesson: *FPCU member Dijerke, led us in learning Native American dances and their meanings.*

(3/29/20) Passover: *Our annual lesson on Passover with the infamous Seder snacks!*

(5/10/20) Mother's Day: *Celebrating our moms and making special gifts.*

(5/24/20) Group Lesson: *TBA*

NEW Accomplishments

- **Whole Congregation Activities:** The DRE planned for an activity each month for the whole congregation to take part in during coffee hour on each Communion Sunday. Activities included: scavenger hunts, FPCU's Tree of Thanks, Advent Wreaths, letter writing, valentines and human bingo!
- **Activity Booklets:** Each month, the DRE made cardstock booklets for children to work on during the Communion Services. These included info on that month's theme, discussion questions, that day's coffee hour activity, as well as some activities to keep them busy (word search, connect-the-dot, word scramble, etc).
- **Family Events:** The DRE planned for one Family Night each month, alternating weeknights Tues, Wed & Thurs. We had a successful turn out Aug-Nov. Dec-Feb not so much. The committee thought it best to not plan so many, instead plan for special ones-seasonally-in hopes of good turn outs for all.
- **CORI Checks & RE Policies & Safety Procedures:** To further ensure the safety of the children all volunteers are now required to have a CORI check done in order to work with our youth; clear communication of specific procedures and policies is given to families, and parents must sign off on this form as they register their child(ren) for RE. (Please see attached)
- **RE Resources for Monthly Themes:** Under direction from Rev Hepler (who chose themes), the DRE included theme-related resources in each month's newsletter specifically for parents/ families/children. Resources included brief write-ups, links to articles or child-friendly activities, and theme related books.
- **Time For All Ages:** Part of an on-going goal is to get the DRE up in front of the congregation to do a Time for All Ages. This was done successfully a few times this year. Both in actual services and in a virtual service.
- **Mystery Friends:** This project was planned for an in-church activity...where participants would hand-write letters and leave them on a table for their mystery friends to find. Due to the current pandemic, it was altered a bit and done virtually through email ...where participants are emailing the DRE their letters and the DRE is then sending them out to the mystery friends. This project has become a blessing in disguise. In a time where connection is limited, but greatly needed, Mystery Friends letter writing is bringing people together, while staying apart in the best way ever-by making new friends!
- **Webinar Trainings:** The DRE (& YGA both) completed 3-4 webinars this year. These were able to be completed with the extra time at home during the current pandemic. (See attached notes)
- **Teddy Bear Story Time:** Under request from Rev Hepler and in lieu of the current pandemic, the DRE used some Pre-School lessons to create a special weekly kid-time. Each story time was recorded and posted for families to watch at their own convenience. Each video had the DRE opening up a discussion topic, reading a book, and "assigning" a craft & activity to work on during the week.
- **Nursery Worker:** We are happy to announce Kiley's replacement: **Charlotte Ryan** will be our new Nursery worker beginning in September!
- **City Reach Donation Collection:** Youth Group students did an amazing job collecting donations not only from FPCU, but from their middle schools and high school! Donations varied from clothing and luggage to toiletries and sleeping bags & mats.

Reoccurring Accomplishments

- **Whole Congregation Worship (WCW):** Youth attendance may not have been very high on WCW Sundays, but we must remember it's not about quantity...it's about quality. And for those families who did attend WCW, their time together was quality time. We hope that with continuing WCW Sundays, more and more families continue to join us with their youth and in time we will see how these youth grow into active adults in the church.
- **Display Boards:** A purchase made with the "Strive" money a few years back continues to get good use for displaying RE info and photos!
- **Updated class and student info:** As with every year, all student and class/curriculum info is updated and current. This includes attendance data (see attached).
- **RE Offering** is divided to support both an in-reach and an out-reach program. This year's out-reach offering will go towards the *City Reach Project*. We were able to purchase 2 stone benches and 2 stone plaques for the outside of the church with our in-reach fund from previous years. Left over in-reach funds will continue to be saved for our next gift.

Current Totals as of March 2020: In-Reach = \$216.34 Out-Reach = \$183.50

- **3rd grade Bibles & UU books:** In addition to receiving a gift & award bible on RE Sunday, 3rd graders also receive the book *Unitarian Universalism is a Really Long Name* by: Jennifer Dant.
- **RE Sunday Family Picnic:** Gets better every year! Allowing one last chance for FPCU members & families to hang out and have some fun, before summer starts...or maybe a chance to get connected and stay connected throughout the summer!! Hoping this gets to happen with the current pandemic crisis.
- **Curriculum available on-line:** PS-5th grade curriculum is all available to view on-line, through various UU websites and as links on our RE web page.
- **Y.G. Spaghetti Dinner:** Successful year #2! The youth enjoyed doing it, the congregation enjoyed coming- this will be continued annually! Thoughts on how to make it more profitable for the Youth Group's fund have been shared....more donations (so less money is spent on purchasing the food), increase ticket price (but what will be the incentive for paying more?)... nothing has been decided upon yet.

Plans & Goals for Next Year:

- **Continue:** Whole Congregation Worship, Whole Congregation Activities, Mystery Friends, Family Nights (just not monthly-instead we will try for one big Family Night per season), Youth Group meetings/projects, spag dinners & events, etc.
- **World Religion:** Hinduism
- **Increase Committee Membership:** The RE committee continues to struggle for new members.
- **3rd Grade Bibles/Class:** As a way to keep the DRE more accessible to families/volunteers, the RE committee suggested not teaching the 3rd grade class on Sundays. Instead 3rd grade will join 4th & 5th grade and those who want a Bible at the end of the year will attend a special class (day/time to be held TBD). This will open up Bible presentations to older youth who may be new to church and are interested in receiving a bible!
- **Classrooms, Grades, & Curriculum:**

Room 1:	K-2nd	UU Bible Stories
Room 2:	PS/PK	Chalice Children UU curriculum

Room 4: 3rd-5th *Tool Box of Faith* UU curriculum
 Cozy Corner: 6th-12th Youth Group

- **Volunteer Trainings:** Try and continue to make things easier for parents wary of teaching i.e. hold more 'Teacher Trainings', on an as needed basis. Specifically, Hold a teacher training at the beginning of each church year. This will teach volunteers exactly what they need to do in order to lead a lesson. It will review each curriculum we use, show people where materials are, and answer questions.

Additional Items from RE Committee:

- Information night: Continue to hold information night in September each year to recruit new families.
- Put a one-page lesson summary into each folder to make it easier for volunteers to get a quick overview of each lesson.
- Continue to recruit more diverse volunteers. This includes retired teachers, or other church individuals who may have a gift for teaching, but who may not have children in the program, or high school or college students who may be education majors or who may be comfortable working with children.

RE Attendance Data 2019-20

<u>GRADE</u>	Total # of Registered Students	Range of Students in Attendance	Average # Students in Attendance
<i>Nursery</i>	~	0-4	1.5
PS/PK	4	0-5	2.2
KG	4	0-2	1.1
1st	2	0-2	0.3
2nd	3	0-3	1.3
3rd	6	1-5	2.4
4th	10	0-7	3.4
5th	2	0-1	0.4
YG	16	1-11	6.8
<u>PK-YG Total</u>	<u>47</u>	<u>6-30</u>	<u>17.9</u>

Above data is from Sept 8 – March 8
 (15 Sundays for RE; 24 Sundays for Nursery)

General Overview of WCW Services for Next Year:

9/13 WCW: RE Open House
9/20
9/27
10/4 WCW: Communion
10/11 WCW: Holiday wkend (Columbus Day)
10/18
10/25
11/1 WCW: Communion
11/8 WCW: Holiday wkend (Veteran's Day)
11/15
11/22
11/29
12/6 WCW: Communion
12/13 WCW: Christmas Pageant
12/20
12/27
1/3 WCW: Communion
1/10
1/17
1/24
1/31
2/7 WCW: Communion
2/14 WCW: Holiday wkend (Presidents Day)
2/21
2/28
3/7 WCW: Communion
3/14
3/21
3/28
4/4 WCW: Communion / (Easter Service)
4/11
4/18
4/25
5/2 WCW: Communion
5/9
5/16
5/23
5/30 WCW: Holiday wkend (Memorial Day)
6/6
6/13 WCW: RE Sunday

This calendar shows the definite WCW Services for 2020-2021
 Includes:
 - 5 Holiday weekends
 -Open House Sunday
 -Christmas Pageant
 -RE Sunday
 -7 Communion Sundays

I would like to add another WCW Service in the following months:
 January, March & April
 N

**Religious Education at First Parish Church United
 A Cooperative Program & Exploration in Faith Formation**

Thank you for registering your child for our Cooperative RE Program here at FPCU, we are glad you are here!

Please read the following policies and safety procedures designed to create positive and safe experiences for you and your children.

RE Policies & Safety Procedures

We are a Cooperative Program. Our classrooms are run by volunteers, parents and church members alike. As a cooperative program, we require the guardians of each registered student to volunteer. (Volunteering includes, but is not limited to teaching RE class, helping in the Nursery or with group lessons/workshops, and/or being part of the RE committee.) The RE Committee will assign dates for families to volunteer, during the month(s) families specify. If families are not able to teach on their assigned day, they must find a substitute, or someone to trade dates with.

Volunteers will be respectful, attentive and positive role models for our children, maintaining a safe and healthy environment for all. Volunteers are not hired professionals, so if your child requires special services, we require a guardian stay with them during class time.

Rule of 2: Our classrooms are required to have two un-related adults present. If this is not possible the classroom door must be left open.

Health: Please do not bring your child to RE if they have had the following symptoms in the previous 24 hours:

-Fever of 101 F	-Severe cough	-Vomiting or diarrhea
-Red, irritated and draining eyes	-Head lice	-Rashes of unknown origin

Allergies: All known allergies must be communicated to the RE Director and volunteer teacher(s).

Discipline problems includes any behavior that inhibits or threatens the safety and enjoyment of RE for any other student or volunteer. Including, but not limited to hitting, throwing objects, biting, swearing, repetitive disruption or disrespectful actions.

FPCU's Discipline Plan involves a sequential pattern that is recommended for handling discipline in the classroom: ignore, eye contact, gently call the child's name, involve them in the lesson (distract), remind them of Rules and Expectations, move closer to them, pause the lesson to redirect. If the child continues to misbehave the RE Director will be called to assist in the classroom. If the child needs to leave the classroom he/she will sit with the RE Director and parents will be notified of behavior either during church service or immediately following at pick up. Incidents may be recorded in an incident log to be shared with caregiver.

Drop off and pick up: *All children must be brought down to their RE classroom by a guardian, following *A Time for All Ages*. And, all children must be picked up from their classroom by a guardian immediately following service.

*Unless otherwise discussed with the RE director.

Emergency Procedures are posted in each classroom. In the case of a fire or evacuation, children will be escorted, by the RE teachers, across the street to the common to meet up with their guardians.

Parents and caregivers are encouraged to share any questions or concerns with the RE Director or RE Committee Chair. RE Director: Nicki Tracey ntracey@firstparishwestford.org

Webinar: 1.5hours Creating a Safe Religious Education Program

Authors: Patricia Infante & Beth Casebolt

www.uua.org/leadership/library/creating-safe-religious-education-program

Basic Safety Policies & Tips

- Basic Infant/Toddler Safety:
 - outlet covers, doorknob covers
 - blinds with break-away pulls
 - age appropriate toys (inspected and cleaned regularly)
 - donated toys/furniture may not meet new safety standards
- Safety guards should extend beyond RE space
- Sit at the eye level of the child to see the hazards that attract them
- Have a first aid kit in RE spaces and in the kitchen
- Smoke detectors and fire extinguishers (know how to use them!)
- First Aid/CPR certified (if in charge of youth-any age)
- Transportation:
 - Drivers should be 25 years or older
 - Make sure vehicles are maintained
 - Avoid 15 passenger vans
 - Do all seat belts work?
 - Accident procedures...who to call, etc. (this should be pre-planned & known by all drivers)
 - Info on passengers (drivers should know & person in charge should know)

Liability Issues:

- safety policies are essential
- policies tell folks what to do
- legally it is worse to not follow your procedures than to not have one
- but not having policies for basics can be equally problematic legally
- you need to educate folks so they can follow the policy and procedures
- laws differ- check local and state laws to ensure compliance
- consult with insurance company

Basic Important Policies:

1. Ratios of children/youth to adults
 - Infants 1:4
 - Toddlers -5 years 1:6
 - 6years-8th grade 1:8
 - High School 1:10
 - *Local laws can lower these ratios
2. Always have 2 unrelated adults in the room
3. Background checks
 - how often? who? when? what type?
 - best practice is to do every 3 years
 - context and contact can determine if 'visiting' adults help with youth

Creating a Policy:

- once developed, look at it every 5 years and make needed revisions
- create a Safe Congregations Committee
- Conduct Needs Assessment
- What should policy include?**
 - volunteer and employee screening procedures
 - behavioral guidelines for paid and volunteer staff
 - who is responsible for screening and checking references

- volunteer and employee training
- frequency and responsibility for assessment
- responding to inappropriate behavior and procedures for incident reporting and resolution (explicit process and procedure to follow)
- Physical Safety Concerns:
 - Facilities Concerns: sharp edges, properly sized furniture, electrical safety, trips/falls outside
 - Health Concerns: trips/falls, allergies, universal precautions, food handling, use of kitchen equipment, vaccinations
- Emotional Safety for Children & Youth
 - Disclosure of Personal Health or Family Information
 - Adult/Child Relationship
 - Our Sacred Obligation...to nurture the spiritual & emotional dev't
 - Power dynamics
- Relational Safety for Children & Youth:
 - Sexuality & Sexualized Behavior Concerns
 - Comprehensive OWL Training Program
 - Internet/Social Networking
 - Social Media Policy
 - Peer to Peer Relationships
 - create classroom rules and covenants with clear consequences
 - bullying resources
 - Tapestry of Faith
 - Teaching Tolerance "Bullied" DVD
- Safety Training & Screening
 - Staff & Volunteer Training
 - all volunteers should receive annual safety training
 - teacher training/orientation
 - Youth Advisor Training
 - Age Particular training for OWL Leaders
 - Staff & Volunteer Screening
 - staff screening is mandatory
 - volunteer screening is strongly recommended

***Law & Mandatory Reporting**

- Check local/state regulations, legal requirements vary
- maintain a chain of command/ who to notify /who will be notified

***Dealing with Disasters**

- Evacuation and Disaster Plan (use maps)
 - this includes fire, earthquake, tornado, flood, intruders
 - evacuation plan posted and maps are important
 - pay attention to evacuating infants, toddlers and those with accessibility issues
 - drills for all types of disasters help educate people what to do
 - ask local emergency services to assess your facility and plans
- Intruders
 - get out & scatter vs lock down stay in place
- Trauma Response
 - UUA has its own Trauma Response Team

***Beyond OWL & Welcoming Congregations...**

- Sexually Healthy Faith Communities
 - Safe Congregations Assessment (check list)
 - Guidelines for Involving/Omitting Sexual Offenders?

{Safety Handbook, Forms and Sample Policies available at UUA.org}

Webinar: 1hour

Welcome to the Roller Coaster: Managing Change in the RE Program

Author: Patricia Infante

www.uua.org/leadership/library/welcome-roller-coaster-managing-change-re-program

Looking at the challenges of working through change of all types in your program, from introducing new curriculum to adding a second service. Examining the role of staff and leaders in change management. Introducing strategies to lower anxiety.

Change

Change is a process, not an event.

What can be changing in the RE program?:

1. change in people (those voices and faces that children experience on Sunday)
2. change of place (children connect with places and the way they feel, look, smell)
3. change of program (significant changes can disrupt their routine)

Energy Level vs Time when Change is announced:

-begins with high energy and excitement with anticipation to announce it... then it's announced and energy lowers as feelings of shock, guilt, anxiety, mourning, disorientation, turmoil, detachment, discomfort, etc may be felt/shared at the on point of the announcement...then there is a decision to either stick with it or drop it...and energy begins to increase again as people: search for the new, focused exploration, valid info, hope, finding new structure, reattachment, excitement..... (picture a roller coaster up-down-up)

Competing Priorities:

Children, Adults, Parents, Leaders

Children & Change

- watch for and address any anxiety, fear, sadness, grief, anger, etc you notice
- children are often very resilient
 - parents and adults are important models for resiliency (as it is a learned skill)
 - routine is important during times of change
- Strategies for helping children with change
 - let them know they are loved
 - answer questions, give them advance notice, stick to routines, let them grieve, give them time to adapt
 - plan a ritual or farewell event, use activities to encourage talking about the change or loss
 - maintain a positive attitude wherever possible

Adults & Change

- fear based anxiety
- seek to return to "what was"
- lack of focus on what is important
- self care may be disrupted
- rumors, secrets and other unhealthy patterns of communication
- Strategies for helping adults with change
- greatest barrier = fear.....what are they afraid of happening? Acknowledge that fear and anxiety are normal responses and offer an outlet for processing them
- acknowledge grief-
- never discount the feelings of others
- involve team members in planning, promote this time as a time for experimentation and creativity
- communicate early and often, address anxiety with as much transparency as possible
- leaders need to convey confidence that the situation is an opportunity and that the individuals in charge are competent
- deal with conflict as quickly as possible, particularly in emotionally charged situations
- if the change is significant you may want to create a plan that outlines tasks and assigns responsibilities
- bring volunteers together in fellowship, create small group opportunities, be prepared to offer pastoral care, encourage good self care
- if it is a policy or a strategy you have changed, stay with it- don't leave the door open for people to return to the status quo

CERG Faith Development Webinar: 1.25hours**Planning Teacher Training & Development**

Author: Patricia Infante

www.uua.org/leadership/library/planning-teacher-training-and-development

Every RE program should provide annual training and guidance for their volunteer staff before heading back to the classroom in the fall.

Training for Success

- Goals for Participants
 - practice tools...provide them with basic info on the how to and why something is taught, provide info on location of basic supplies
 - connection.... volunteers should feel connected to leader and other volunteers
 - reduce anxiety....give them tools to help bring anxiety down
- Goals for Program Leaders:
 - develop competency... and equip them for success
 - build trust... between volunteers and with program leaders (build relationships)
 - ensure safety... have policy / procedure in place... offer adult trainings (universal precautions, cpr, first aid)
- understand the needs
- define the objectives clearly
- tailor the program to your group

- include time for building relationships
- consider co-facilitation
- pay attention to the space
- practice hospitality
- build fun into the training!

Adult Learning Characteristics

- adults are internally motivated and self-directed
- adults bring life experiences and knowledge to learning experiences (coming from various religious backgrounds)
- adults are goal oriented
- adults are relevancy oriented
- adults are practical (hands on tools to get the job done)
- adult learners like to be respected

Length & Content of Training

Setting Up a Training:

- people are busy...so plan half-day training or series of short workshops
- Fall is especially hectic...consider multiple training dates, or on-going trainings, provide childcare

What to Include:

- Safety
 - physical, emotional, sexual
- Classroom Management
 - covenant/rules, inclusion, support & logistics (attendance)
- Developmental Characteristics
- Teaching as Faith Development
- Intro to Tapestry of Faith (if used)
- Basic FAQ's

Caring for Volunteers:

- be clear on what materials you will provide, how to obtain them, what they can purchase and how to get reimbursed
- be clear on what they can expect from you both in terms of logistics and time
- job description (basic & short)
- covenant (volunteer covenant)
- offer ways for them to remain connected to the larger congregation

Agenda Building:

- begin with chalice lighting/short reading
- share facilitation with 1-2 other people (who are your resources?)
- include time for introductions/ focus question is recommended
- add in a fun teambuilding exercise
- learning in sections should be in 15-20min chunks
- adult learners benefit from a case study or role play
- provide time for teaching teams to meet in small groups
- adults are resourceful: spend more time telling them where to find answers rather than providing them w the answers

Use of Technology

- if you are not comfortable with technology, recruit someone who is
- if you experiment with a webinar, have a partner
- consider whether technology adds value

Report of the Personnel Committee

April 13, 2020

The Personnel Committee members are Joan Bennett who has served as Chair and Scott Harkness. Joy Stickel is the third member but due to her work schedule has not been able to participate as much as she would like. Ellen Martins is the liaison to the Committee from the Prudential Committee.

The Personnel Committee undertook the major task this past year of rewriting the Employee Personnel Manual. It will be available to employees on or after July 1, 2020. The Prudential Committee and the Minister participated in this process.

In addition, the Committee made recommendations to the Prudential Committee for conducting various levels of background checks on RE volunteers, employees and anyone who handles cash. The recommendations were approved and implemented by the Prudential Committee. Joan Bennett, Scott Harkness and Ellen Martins served as the Committee members who worked on the search for the new Office Manager. Fortunately, that search went quickly and smoothly and resulted in Kathleen Wooten being hired as the new Office Manager.

Report of the Stewardship and Finance Committee

Committee Charter: Committee was created in October, 2017 to re-energize Stewardship and create a place for financial officers and committees to integrate and coordinate church finance activities and responsibilities. See Committee Description and FY20 Goals attached.

Membership: The committee is made up of the following:

1. Chairpersons elected by members: Co-chairs Tom Clay/Steve Smith
2. Treasurer: Linn Flint
3. Assistant Treasurer: Alan Heinold
4. Chairperson of Investment Committee: Steve Smith

5. Auditor: Leah Grenier
6. Member-at-large: Tom Clay
7. Member-at-large: Bob Shaw
8. Member-at-large: Alison Peternell
9. Prucom Liaison: Andy Macey

2019/20 Accomplishments:

1. Organizing work and meetings.
2. Monthly meetings of full committee, plus sub-committee work (stewardship, budget, audit, gifts, insurance).

3. Review of Treasurer's monthly reports. Supported Treasurer Linn Flint on issues as they came up.
4. Conducted Stewardship campaign (fall ask, schedule, spring letters, Sunday service testimonial, canvassing contacts, follow-up emails and phone contacts.)
5. Prepared budget and brought to annual meeting (Income planning, committee budget requests, suggested trade-offs, presentation to Prucom in April/May, presentation to annual meeting).
6. Integrated Endowment appeals with Stewardship appeals—timing and content, avoiding conflict and confusion.
7. Finalized a 8-year summary of fundraiser results; showing income, expense and profit.
8. Supported Auditor Leah Grenier; audit completed and report issued with detailed findings; committee working on recommendations regarding Policies and internal controls, distribution of duties.
9. Collaborated with Property Committee regarding funding of MH painting and insurance inspection corrective projects.
10. Insurance sub-committee (Steve, Linn, and Bob) worked to achieve improvement in commercial package for church—new carrier is GuideOne, better insurance while saving over \$2500 per year in premium. Loss prevention inspection and projects completed.
11. Gift Subcommittee handled a major new gift, part Endowment and part Church operations.
12. Large fundraisers internal control supported regarding cash handling, including having two people counting cash after each event.
13. Added to Finance Policy and Procedure Book containing policies, procedures, Job descriptions, plus a systems inventory.
14. Worked on communication and collaboration with Nominating Committee with elected positions of Investment Committee and Assistant Treasurer.
15. Communicated activities through Weekly Post, Parish Post, and messaging to/from Prucom through Treasurer Linn Flint and Liaison Andy Macey.
- 16.

Work still to be addressed:

1. Detailed goals for FY21 will be defined by August, 2021. Below are some preliminary areas.
2. Continue Stewardship program.
3. Help Church through tough budget year due to Coronavirus pandemic.
4. Support Search Committee on relevant matters.
5. Collaboration with Property on major maintenance priorities and funding.
6. Continued communication and collaboration with Nominating Committee.
7. Leverage the position Alison Peternell has on both Search (Treasurer) and S&F Committees to work collaboratively on financial matters of Search, including any possible issues on salary, travel expense, contract items, etc.
8. Finalize procurement/approval policy.
9. Analyze duties of financial officers for adequate distribution/sharing/delegation.
10. Build on Systems Inventory; review and evaluate alternatives.

11. Benchmarking of other churches, non-profits on organization, policies, controls, systems, etc.
12. Insurance actions, including video personal property inventory.
13. What more can be done in coordinating the finance work of the church: investments, treasurer, accounting, auditing, insurance, control, reporting, other committees.

Co-Chairs, Tom Clay and Steve Smith

Stewardship and Finance Committee—Description

Purpose: The Stewardship and Finance Committee is charged with running the Stewardship Campaign and overseeing the financial operation of the Church.

Membership: Appointed by the Prudential Committee unless otherwise stated.

1. Chairperson
2. Member-at-large
3. Member-at-large
4. Member at-large
5. Treasurer—annually elected by Congregation
6. Assistant Treasurer—annually elected by Congregation
7. Chairperson of Investment Committee—annually chosen by 3-member committee elected by Congregation
8. Auditor—annually elected by Congregation
9. Prucom Liaison - All members are voting members.

Frequency of Meetings: Monthly meetings, as decided by the committee.

Areas of concern:

- Design and running of the Stewardship Campaign and related communication/education.
- Preparation of the Church Budget.
- All financial aspects of the Church including income and expenses, accounting, reporting, and control.
- Short and long range financial planning.
- Reviewing special activities/fund raising, annual giving, building use, rental agreements, and investments as sources of income.
- Financial record keeping and reporting systems—automated and manual.
- Internal control processes.

Specific responsibilities—Stewardship Campaign

- By December 15th, design the Stewardship Campaign and recruit primary participants.
- By January 15th, launch Stewardship Campaign.
- By February 15th, create a preliminary budget for use in the Stewardship Campaign materials.
- Jan. 15—Feb 28, Recruit canvassers, train canvassers, send letter to those being canvassed, canvassers set up dates for canvas calls.
- March 1-30, Kickoff Stewardship Campaign, Stewardship letter to those not being canvassed, Sunday Stewardship service, Canvassers begin making calls, Stewardship coffee after church.
- April 1-30, end Campaign and thank you's to all.

- Report pledge status to all pledgers both for fiscal year pledges and for calendar year taxes.
- Follow up in the Fall period to address unreceived pledges and new folks regarding pledge needs and how to give.
- Act as liaison between church pledgers and Prucom as to any health of the church issues that come up in contacts during canvassing or other contacts.
- Stewardship and Finance Committee members must hold individual pledge amounts strictly confidential, and adopt processes that assure this.

Specific Responsibilities—General Finances

- Review the financial picture of the Church on a quarterly basis. Make recommendations for adjustments as necessary. Alert Prucom of any problems.
- Communicate via Weekly Emails and Monthly Parish Posts relevant status and progress of all committee responsibilities.
- By Feb. 15th, present each Church Committee with instructions for budget preparations for the coming year.
- Receive budget requests from each Church Committee and create an annual budget.
- Recommend to Prucom by May 1st and annual budget that supports programs and activities for the ministries.
- Support the Church Auditor in determining the scope, timing and process of the annual audit.
- Maintain a five year projection of Church financial needs and sources.
- Work with Investment Committee to integrate Endowment appeals and the Stewardship appeal.
- Review Church fundraising activities and determine if additional activities are required, and coordinate with each Special Activity Chairperson.
- Review/approve all automated financial systems and suggest improvements.
- Review all financial record keeping and reporting systems and suggest improvements.
- Review and approve all financial and internal control policies and procedures, recommend improvements, and maintain a Policy and Procedures Book (and automated files) containing all relevant documents.
- Assure any tax filings required of the Church are timely submitted.
- Support the Membership Committee as needed and requested

Stewardship and Finance Committee—Goals for FY2020

1. Continue leadership of stewardship, including fall appeal and spring campaign, and pledge status reporting.
2. Lead the church budgeting process and propose a church budget for FY21 by May 1, 2020.
3. Support Auditor Leah Grenier's audit of FY19 with continued emphasis on internal audit/management controls.
4. Continue building the Finance Policy and Procedure Book and support the church wide P&P effort.
5. Support the new Technology Committee with our inventory of finance systems.
6. Continue monitoring and providing long term summaries of fundraiser results with appropriate recommendations.

7. Support new fundraiser to replace the yard sale.
8. Continue support of Property on their 5 year major maintenance plan and necessary funding plan.
9. Establish an Insurance Subcommittee and focus attention on cost and adequacy of coverage. *Draft, 10 October 2019*

Report of the Green Action Committee

At our Fall meeting the GAT decided to focus our attention on education. Thus, we worked on a theme for each month. Preparation began in the Fall

*January and February – Methods of Home Energy Reduction (thanks Susan)

*March – Where do you get your climate news? Also, suggestions for making a donation to a nonprofit organization doing great work around global warming.

*April - Solar Energy for Your Home (thanks Steve)

Steve learned from a poll of FPCU users of solar energy there is a very good satisfaction level of our households participating in solar, both community and rooftop. Four questions were sent to all known users of solar. Of 26 emails sent, we have 21 responses.

- Question One: Are you still a solar energy customer?—**100 % “YES”**
- Question Two: Have you been happy with your commitment?—**100% “YES”**
- Question Three: Is the customer experience with the solar provider and your utility satisfactory?—**98% “YES”**
- Question Four: Have you referred any friends, neighbors, etc. to the benefits of solar?—**Many have done this, 5 known takers from the 10 folks who did referrals.**

For our fourth year the GAT sponsored a town-wide Styrofoam Collection Day held the third Saturday in October at the Town Garage. We had planned to transfer our collection to the much larger Ayer Recycling Event to then be transferred to Gold Circuit in Palmer, MA. Our collection exceeded our expectations requiring Steve Smith and Bob Shaw to rent a truck for transportation to Palmer the following week. This proved to be an all-day job but they got it done!!

After considerable discussion and consultation with the Prudential Committee, a “Green” symbol was selected for our church sign in front. The discussion was needed to find a symbol that was not too specific nor too general but intended to say “we care about the environment and we have done many things to show we care.” It will now join the other two symbols—the rainbow and the wheelchair. Together they demonstrate the values we hold dear as a congregation.

My thanks to our invaluable team of activists: Steve Smith, Bill Harmon, Marian Harmon, (recording secretary) Bob Shaw, Ruth Coleman, Barry Bent, Susan Cusson, and Erin Heinhold (liaison with the Prudential Committee).

Dick Coleman, chair

Report of the Action for Social Justice Committee

Beth Perkins and Tom Clay, Co-Chairs

Our Focus Areas for 2019/2020

Immigration reform

Racial justice

Reducing Gun Violence

LGBTQ Rights

Rank Choice Voting

Climate Change

Lights for Liberty Over 150 people gathered on the common on July 12, 2019 to add their voices to the nationwide Lights for Liberty event protesting detention camps and inhumane immigration and refugee policies. The event was sponsored by Indivisible Westford and First Parish Church United. Thanks to the speakers including State Senators Ed Kennedy and Jamie Eldridge. Special thanks to organizers Emily Gilstrap, Beth Morrison and Beth Perkins and Sunny Killoran for providing sound system and photos.

Climate Action Now Rally First Parish Church United joined with Westford Academy students for the Climate Action Now Rally on October 17. We braved wind and rain to bring attention to the climate crisis. Westford Academy Sunrise Movement students led the rally and demanded local and national action. Students, selectmen, state representatives and community members spoke, sang and chanted. Co-sponsors Indivisible Westford and First Parish Church United.

The Last Dream In Sunday Nov 24, several members of Action for Social Justice visited Congregation Shalom in Chelmsford to view "The Last Dream" and listen to members of the TPS (Temporary Protective Status) community describe their heartbreaking stories and the amazing work the children and young adults have done to fight for the right to stay in our country. Their play has been shown at BU, Harvard and the US Capitol. Many TPS recipients have been living and thriving in the US for more than 10 years, some for 15 or 20 years, but they have never been afforded an opportunity to receive full citizenship. Our current administration has already cancelled protections for more than 300,000 immigrant recipients of TPS in the United States

MLK Sunday and Monday Action for Social Justice led the service on Sunday January 19. Several members of ASJ spoke about perseverance and hope in the struggle for justice. We watched a video by Mariana White-Hammond, a minister who is active in the intersection of environmental and social justice issues and how communities of faith can work in our communities to engage people in activism. On Monday we were thankful to join Congregation Beth Elohim in Acton for their MLK breakfast with Rev Mariana White-Hammond and to continue our MLK celebration later in the day at First Parish Church in Leominster where we heard from Renee Graham from the Boston Globe. We are grateful for

these two wonderful local events that provided us with connections and inspiration to increase our action for social justice in 2020!

Immigration and Refugee Sunday Thanks to Eva Millona from Massachusetts Immigration Refugee Advocacy organization (MIRA) for speaking so eloquently at FPCU on Sunday February 9 on the challenges the foreign born face in Massachusetts and the benefits our communities and economy reap when we fully integrate immigrants and refugees into our communities. Please check out MIRA's new website to learn more about their work. <https://www.miracoalition.org/>

Big Success in the Fight Against Climate Change in Westford

Action for Social Justice at FPCU joined other climate activists in town to advocate for the increased use of local, renewable energy in Westford and we were successful! The contract for the supply of electrical energy for all households and small businesses in town will renew in January 2021 and will include an additional 10% local, renewable energy in the default contract and options that will allow consumers to “opt-up” to 50% or 100% or “opt-down” to minimum renewables (for those who want lowest price). This will effect every household and it's a big improvement to our current contract which only includes minimum renewables with no options within the contract. The cost of the additional renewables is approximately \$2 per month and the cost of increasing renewables to 50% or 100% will be an extra \$9 or \$20 per month. Thanks to everyone who contacted members of our Select Board in support. Action for Social Justice will continue to be involved in the educational effort in Westford and you will be hearing more!

Report of the Property Committee

(report not available at time of this printing)

Report of the Fellowship Committee

We enjoyed another year of fun Fellowship activities. Homecoming Sunday in September was well attended and our ice cream social brought lots of families and friends together. The Youth Fellowship group organized another successful “Italloween Spaghetti Dinner” in the fall where our students were enthusiastic helpers. For a new fundraiser, the Fellowship Group organized a new event, “What’s It Worth?” style auction in our Fellowship Hall and the public was invited. Volunteers also provided some delicious homemade apple crisp, and a sandwich lunch combo that was very popular. Thanks go out to all our church members who helped set up, cook, organize, handle cash, and publicity, etc. With this fundraiser, we were able to contribute several thousand dollars to our church fund. Attendance at the annual festive Christmas Fellowship brunch was up this year, and there was lots of laughter and good food.

Additional yearly activities included a “Churchioke” sing along event, and the ever-popular Circle Dinners held at members’ houses, with some spectacular decorations in the Fellowship Hall for dessert. Having dinners for immigrants, and first Responders are only some of the thoughtful community outreach events we sponsor as a church. As Fellowship is a very active committee, it needs more volunteers to continue these active fun events. New ideas are always welcome to bring members of our church and community together in good fellowship.

Christine Robinson

Fellowship Chair – 2019

Report of the Adornments/Decorations Committee

(report not available at time of this printing)

Report of the Card/Care Coordination Committee

Members

June Kennedy, Chair

Sally Evans

Sue Smith

The Card Caring Committee of FPCU is responsible for sending cards and notes to members and friends of the Church. Included among the listing are cards for newborns, baptisms, dedications, high school and college graduations, sympathy, get well, and "thinking of you." Cards are also sent to the elderly and homebound. In addition, we send congratulations to Boy Scout Troop 159 Eagle Scouts and others who have been recognized for notable achievements. The Committee welcomes blank note cards and the fronts of used cards that are free of writing, from which we can create new cards.

The Committee acknowledges and thanks Betsy Taylor-Kennedy for her calligraphy contributions. This talent is much appreciated.

Respectfully submitted,
June Kennedy

Report of the Outreach Committee

Chairpersons: Sara Clay & Patti Mason

Prudential Committee Liaison: Angela Harkness

Share the plate coordinators: John Forcucci, Lisa Sama

Members: Tom Clay, Stephanie Devlin, Tricia Eckel, Scott Harkness, Donna Harrington, Robert Murphy, John Forcucci, Lisa Sama and many others when they can.

Projects & Events:

9/2019 September collection for the Bahamas hurricane victims via All Hands and Hearts Smart Response was \$537.

10/2019 October collection for Kevin LaCoste was \$360.

11/10/19 Leaf Raking (S. Devlin) and Luncheon (Erin Heinold and Kim Henderson).

11/18/18 Thanksgiving Families food drive and \$500 toward Cameron Senior Center Holiday Families (R. Murphy).

12/2019 Christmas Families donation of \$500 for gift cards for Target and \$500 toward food donations. (T. Eckel).

1/2020 First Responders "Thank you" Dinner held at FPCU. FPCU Outreach helped the Rotary Club with this town wide event.

1/2020 Share the plate collection \$209 for the Trevor Project.

2/2020 Share the plate collection \$267 for the NAACP Legal Defense Fund.

2/2020 Share the plate collection \$135 for MIRA, grant recipient (see below) in addition to the grant.

Grants:

We had hoped to fulfill the following grants in the spring of 2020, but because of the Covid 19 pandemic, the only one that was actually given was the grant to MIRA. The others have been tabled.

- a) Dirkje Legerstee – MAPS, an organization that assists with the education of families involved in deportation issues; also undertakes immigration advocacy (\$1,000.00 requested)
- b) Beth Peterson – MIRA, an immigrant advocacy organization specifically requested to assist with immigrant student education and integration into local school systems (\$1,000.00 requested)
- c) Patti Mason - Ending Hunger Enriching Lives packaging food for the hungry and needy as was done last year (\$1,000.00 requested)
- d) RE/Youth Group – Purchase of supplies for the needy for City Reach field trip (\$500.00 requested)
- e) Tom Clay – Lowell Transitional Living Center for the purchase of food and other necessities for the homeless (\$500.00 requested)
- f) Tom Clay—Westford Food Pantry (\$500 requested).

Ongoing:

Members have served dinner at the Lowell Transitional Living Center on the 1st & 4th Wednesdays of each month.

KIVA. Continued support and re-loaning of paid back loans through the KIVA organization. We started out with \$500 Outreach grant in 2011 and since then have re-loaned all the money and interest that has been repaid over the years.

Outreach to the food pantries in Lowell and Westford has been coordinated by Leah Grenier. Her team of volunteers takes the food donations to one of these pantries every week.

Respectfully,
Sara Clay
Outreach Co Chair

Report of the Historical Committee**Members**

June Kennedy Co-Chair, Janice Maienza Co-Chair
Bob Murphy
Bob Shaw

Mission Statement:

The First Parish Church of Westford Historical Committee maintains, organizes, and conserves the records of lasting value to the church for educational and research purposes. Materials housed in the archives are to be used for research only within the archives office and under the supervision of a member of the Historical Committee. Requests for use of materials are logged, including the requester, date, item(s) used, and purpose of request.

The Historical committee is charged with the preservation of First Parish's rich historical collection dating back to the 1720s. It has the ongoing responsibility of inventorying, cataloging, and preserving the records of lasting value to the church. Archival quality acid-free tissue, glue, folders, and boxes are used in the preservation work. The ultimate goal of the Committee has been, and will continue to be, the sharing of our heritage through exhibits, tours, celebrative services and parades, press releases, and church school classes. Many artifacts have been conserved at the Northeast Document Center in Andover, MA.

(Historical Comm, continued)

We continue to be indebted to Eagle Scout Michael Kevin Lauterbach II who helped in procuring a computer, printer, and scanner for the archives. Kevin's project created a spreadsheet to record the most important artifacts and documents in the collection. This digitized finding-aid makes searching and updating more convenient for the archivists and gives the Committee the means to explore and share historical information with researchers without directly handling fragile items. Kudos to Jan Maienza, Bob Shaw, and June Kennedy for pursuing this computer work.

Reverend Willard Hall's 1727 Record Book was scanned, restored and digitized at the Northeast Document Center in 20189. It contains the earliest records of the town, and is now available online at the J.V. Fletcher Library and Westford Museum websites. John Abbot's 1894 typed version of the book is also online as a Word document on the Museum's website. In early May 2020, committee member Bob Murphy was approached by Jeff Cooper, New England's Hidden Histories Director of the Congregational Library and Archives in Boston to digitize the entire history of the church, beginning with Reverend Hall and running to present. Mr. Cooper is seeking a grant to cover the expenses for this project, earmarked for 2021. Once digitized, the records would then be available to researchers around the globe.

Due to COVID-19, the annual Sunday school church history lesson is on hold for 2020. We plan to resume next year. The historical committee set up a display of church artifacts in the lobby in conjunction with the Antique Road Show held in October. The committee also acknowledged the 225th anniversary of our third and present meetinghouse with the altar arrangement featuring the original Pulpit Bible used in 1794, and from which Rev. Kathleen read. Also a snippet of the crimson cloth which draped the pulpit at that first service and a tithingpole adorned the altar. A fancy cake, outlining the church, was served at coffee hour. "From the Yellowed Page" continues to appear in the monthly Parish Post, highlighting various aspects of our church history. A "Did you know?" snapshot of FPCU history is being featured in the FPCU Weekly Email.

In the coming year we will continue to work with the accessioning and its paperwork, hyperlinking photos to the spreadsheet, and reorganize the physical contents in the vault. First Parish celebrates its 300th anniversary in 2025!

Respectfully submitted,
June Kennedy

Report of the Technology Committee

Chairs: Dave Peternell

Members: Beth Perkins, Jeff Lyman, Andy Macey, Chris Sanders, Glen Anderson, Carolyn Lumenello

Prucom Liaison Andy Macey

This year a new Committee was formed and named the *FPCU Technology Committee*. In the past, technology related issues were handled on an ad-hoc basis and mostly involved troubleshooting and simply "keeping the lights on". This new committee's role is expanded to include advancing the church's technology capabilities and improving existing hardware, software and technology related processes.

Significant accomplishments:

- Upgraded Wi-Fi coverage to include the Fellowship Hall as well as better coverage of all areas of the Meeting House (Cozy Corner, child care area, sanctuary, etc)
- Installed a 2-speaker Sonos Wi-Fi sound system in the Fellowship Hall to support various church functions
- Added a second speaker to the choir loft so that all choir members can hear the service
- Tightened up security of our various web sites
- Improvements to church admin's systems & processes:
 - Completely migrated to new iMac - old Dell Windows desktop no longer in use
 - Consolidation, integration and streamlining of calendars
 - Member directory moved to AirTable. Effort made to have AirTable be the "single source of truth" for member info
 - Implemented LastPass for password management
 - Standardized on G-suite as much as possible (still using some MS-Office products)
 - Files organized and backed up to Google Drive
 - Google Calendar is primary source for calendar events (feeds web calendar)
 - Integrated MailChimp with AirTable (for email blasts)

For more information contact the FPCU Technology Committee Chairperson, Dave Peternell dpeternell@gmail.com

Report of the Music Committee

Committee Members. Bill Harman,
Carolyn Lumenello,
Ellen Rainville,
Jeff Lyman,
Sandy Morgan, Music Director
Steve Cavanagh,
Sunny Killoran,
Tom Lumenello, Chair

Purpose & Goal.

The goal of the Music Committee is to oversee our church's music program. To this end we support the Music Director and Minister in presenting music to our church, maintain our music inventory and instruments, and support additional music programs within our church and community as they arise.

Our goal for the coming year is to continue this effort and to welcome and support in every way the arrival of our new Minister and new Music Director.

Several highlights for this past year.

- Music at worship services continues to be our major focus. Our Director's efforts emphasized training the choir in a variety of new skills to improve singing quality, bringing new music into

our portfolio, welcoming several new members to the choir, and increasing the opportunity for all choir members to sing solos, duets, and quartets. A major accomplishment was our Easter anthem. With inspiration from our Director and the help of Stephanie Devlin and son Aiden our “virtual Choir” sang at our Easter service, a memorable experience for all.

- In January, the Committee was informed that for personal reasons Sandy, our Music Director, would resign her position effective June 14, 2020. Sandy will be missed for her exciting approach to music and learning, her skill at the organ and piano, and her selection of beautiful music for our worship services. We all thank Sandy for her part in the life of our church.

As of this writing a Music Director Search Committee has been appointed and we wish them well in their search for our new director.

- Maintenance of our music infrastructure includes ongoing improvements to our music inventory and filing system, organ and piano upkeep and tuning, choir loft changes for convenience and personal safety in an emergency, and ongoing upkeep of choir robes and stoles.

Looking back over the year I am impressed with what our committee has accomplished and wish to thank them for their participation and assistance in making music at First Parish the best that it can be. I also wish to thank the many members of the congregation who have stepped forward on many occasions to share their appreciation for the music presented by our choir and Director.

Respectfully submitted,
Tom Lumenello

Report of the Nominating Committee

MEMBERS:

Mary Jane Brunelle	Mary Lyman
Gloria Gilbert	Linda Marple
Kim Henderson	

PRU COM. LIASON:

Andy Macey

MEETINGS:

March 19,2020	April 27, 2020	May 26, 2020
March 26, 2020	May14, 2020	June
April 23, 2020	May 20, 2020	

In the first week of March we scheduled the Committee Expo (Palm Sunday, April 8 th) and the necessary Bulletin and Parish post notices with Rev. Kathleen and with the FPCU Office to be sure that we were in sync with all other church activities. Unfortunately this later had to be cancelled with the closure of the church due to the COVID 19 restrictions.

Our first meeting was “on line” on March 19,2020. We regretfully accepted the resignation of Scott Harkness from the committee for personal reasons.

After determining the positions up to be filled as of July 1, 2020; we resolved to divide up the responsibilities each of us taking on one group to follow up and agreeing to share the responsibilities of the Nominating Committee as well as the Investment group. The first step is to determine of those able, who wanted to renew for a second term.

This year we began with the following openings: Possible Renew*

Clerk: *

Asst. Treasurer:*

Auditor:*

Prudential Committee: 3 positions**

Investments: 1 Position

Pastoral Relations: 1 Position

Pulpit Supply: 1 Position *

Nominating: 3 Positions *

Deacons: 3 Positions***

Our goals were as follows....

1. Update the list of actual openings and available Candidates following calls to those finishing their terms.
2. Update and distribute the Interest Survey as broadly as possible.
3. Retrieve the Nominations Spread Sheet from Chris Sanders and establish a process to continue filing the member data we use.
4. Establish a permanent Google Group type Nominating Committee Email to which all of the responses to Nominating Committee may be seen by the entire committee and addressed asap.
5. Institute the “Exit Questionnaire” to gather more info on people's committee experiences and future interests and to thank them for their service.

Throughout the season we have worked together to inform the Congregation of the ways they can be involved. The Interest survey with links to info on all committee opportunities elected and non elected, was sent out via All church Email, Parish Post and on its own to all of the church community. By May 31st we had received Surveys.

All Elected Committees were solicited for their own nominations on candidates by their respective Nominating Reps.

In conclusion we were able to fill most positions in spite of the COVID 19 challenges and meet regularly on line. Because of the unpredictability of peoples' schedules in the immediate future some were reluctant to commit to more responsibilities.

We have passed along to Pru Com :

There's a need to clarify the expectations and process with relation to the Pulpit Supply Committee. A disconnect/misunderstanding has developed for the Pulpit Supply Committee re: the Pastor's responsibilities and the Deacons and the Music Director and Music Committee's with regard to Summer services etc.

We would like to thank Andy Macey, our Pru Com Liaison for his support; those exiting their position for their years of service and those who completed their surveys and those with whom we spoke for sharing their thoughts, insights and plans for the future of FPCU. Your participation makes all of the difference. Thank you!

Nominating Committee 2020

Mary Jane Brunelle, Gloria Gilbert, Kim Henderson, Mary Lyman and Linda Marple

NOMINATING SLATE 2020
(as of 6/3/2020)

Clerk: Leslie Macomber 2022
Asst. Treasurer: Open 2022
Auditor: Leah Grenier 2022

Pru Com: Ellen
Martins*2023 Mary
Lyman 2023 John
Forcucci 2023

Investments: Alison Peternell 2023

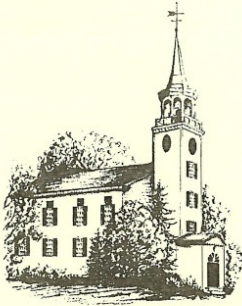
Deacons: Mark
Tincknell* 2023 Marianne
Sanders* 2023 Sue
Cusson * 2023

Nominating: Linda Marple* 2023 Steve Cavanagh 2023 Erin
Heinold 2022 (assumes the last 2 yrs of an unfinished term)

Pastoral Relations:
Linda Bedard
2023

Pulpit Supply Committee: Open 2023 Open 2021 (a candidate would
assume the final year of an unfinished term)

***An asterisk after someone's name indicates a
renewal.**



The First Parish Church United

48 Main Street
Westford, Massachusetts 01886-2506

Rev. Kathleen Hepler
Interim Minister

December 18, 2019

Auditor's Report for Fiscal Year ending June 30, 2019

The Auditor is chartered by the By-laws to "reckon and settle with the Treasurer, the Investment Committee, and any other persons and/or committees handling finances of the corporation".

During the audit of Fiscal Year 2019 ("FY19"), I met with Treasurer Linn Flint, Assistant Treasurer Alan Heinold and Investment Committee Chair Steve Smith. I reviewed the scope of work, the weekly/monthly statements, and the activities of the year. In addition, sampling was done for four weeks' receipts, randomly chosen, and I followed their accounting from Office Manager to Assistant Treasurer to Treasurer.

My conclusions are as follows:

1. In my opinion, after year-end reconciliations and adjustments and review, the books and records of the church finances as stated in the Treasurer's final FY19 reports are complete and accurate.
2. In my opinion, after review, the FY19 records and reports of the Investment Committee after audit adjustment are complete and accurate.

My review followed principles of internal auditing; as a part of that approach, internal controls and procedures were reviewed. Suggestions for improvements from the FY18 audit and actions taken were as follows:

- a. A Policy and Procedure book was established and content developed covering some major financial activities, some internal controls, and all financial automated systems used within the church.
- b. Job definitions of financial officers and others who work on financial activities, records, and reports were documented in the Policy and Procedure book.

Affiliated with the Unitarian Universalist Association and the United Church of Christ
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