

First Parish  
Unitarian Universalist



in  
Needham

Annual Report

2018-19





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**WARRANT FOR CONGREGATIONAL MEETING  
FIRST PARISH IN NEEDHAM, UNITARIAN UNIVERSALIST  
SUNDAY MAY 19, 2019, 12:30 PM**

From: Tracy Zendzian, Clerk of First Parish in Needham, Unitarian Universalist

Greetings. In the name of First Parish in Needham, Unitarian Universalist, you are hereby required to notify and warn the legal voters of said First Parish to assemble in the church sanctuary, 23 Dedham Avenue, in Needham, Massachusetts, on SUNDAY, May 19, 2019 at 12:30 pm then and there to act on the following articles, to wit:

ARTICLE I To hear reports from the President, the Minister, and such others as have reports.

ARTICLE II To elect the following candidates put forward by the Nominating Committee as Officers and Representatives of the Parish for the upcoming church year. For 1-year terms: President, Vice President, Clerk, Treasurer and Auditor. For 3-year terms: Trustee of Invested Funds, Nominating Committee, and two members of Parish Committee. One member of Parish Committee will be elected for a 1-year term to fill the position being vacated by nominee for President.

As President – Darren Zinner  
As Vice President – Eliot Jekowsky  
As Treasurer – Erik Bailey  
As Clerk – Tracy Zendzian  
As at-large member – Ann Barrett  
As at-large member – Susan McGarvey

And to elect the following candidates for the listed positions:

For Nominating: Carolyn Lynes  
For Trustee: Phil Murray

ARTICLE III To authorize the Parish Committee to appoint up to six delegates of First Parish to the UUA General Assembly.

Article IV: To amend the bylaws of First Parish in Needham governing distributions from the invested funds to the annual church operating budget.

Bylaw Article VIII - Duties of the Officers, Section 6 - Trustees

ORIGINAL:

Subject to any restrictions applicable to income earned on restricted gifts, legacies, or special purpose funds, the Trustees shall pay over to the Treasurer annually a percentage of the funds equal to the previous year's Consumer Price Index (CPI) as defined by the Bureau of Labor Statistics, bounded by a minimum payment equal to two percent of the applicable funds and a maximum payment equal to five percent of the applicable funds. Funds to be defined as the unrestricted funds value at the beginning of the church's fiscal year. The amount to be distributed will be determined by multiplying the beginning value by the percentage determined by the Trustees. The distribution must be approved or declined, in whole or in part, each year by the Parish Committee prior to the conclusion of the Fiscal Year.

**PROPOSED (APPROVED BY TRUSTEES AND PARISH COMMITTEE):**

Subject to any restrictions applicable to income earned on restricted gifts, legacies, or special purpose funds, the Trustees shall pay over to the Treasurer 3.5% of the unrestricted funds and 4.0% of the Buehrens Fund based on market values as of June 30. With recommendations from the Trustees, these distributions must be approved or declined, in whole or in part, each year by the Parish Committee. These distributions shall be paid in the next fiscal year following the June 30 calculation.

Trustees shall pay over to the Treasurer disbursements of other restricted funds (Memorial, Music, Ministerial Settlement, Ed Lane Lyceum) in a timely manner upon request of the relevant committee and the Treasurer. Payments from the restricted funds must be used for programming and/or capital expenses related to the intent of the restricted fund. Parish Committee shall approve any payment(s) exceeding \$2,500 from each restricted fund within the fiscal year. Parish Committee shall approve the creation of any new restricted fund, or the closing of any existing restricted fund.

ARTICLE V To hear the report of the Treasurer and determine an operating budget for fiscal year 2019-2020.

ARTICLE VI To conduct such further business as is necessary.

Hereof fail not, and make due return of this warrant, with your doing thereon, at the same time of said meeting. Given under our hands this April 30th.

Darren Zinner, President	Beth Sargent, Vice President
Erik Bailey, Treasurer	Tracy Zendzian, Clerk
Karla Barbieri	Jackie Boni
Katherine Calzada	Byron Doerfer
Joan Mecas	Alan Robins

By virtue of the warrant I have notified and warned the legal voters of First Parish in Needham, Unitarian Universalist, of the meeting called thereon by posting a copy of said warrant in newsletters and mailings on May 6th, being at least ten (10) days before holding of the meeting, and causing a notice of the meeting to be mailed to the last known address of every voting member of the Parish.

Attest: Tracy Zendzian, Clerk

**MINUTES OF THE 2017-18 ANNUAL CONGREGATIONAL MEETING**Article I -- Reports

Report from Gail Hedges, President, and from Rev. Catie Scudera

Article II – Election of officers and other positions

Slate of new officers presented by Alan Robins. Unanimously approved.

Article III—General Assembly

Unanimously passed article to allow Parish Committee to appoint up to six delegates to General Assembly.

Article IV—Bylaw change

Seeks to change bylaws to change name of Trustees of Invested Funds to Endowment Trustees. Nancy Simpson-Banker explains the thinking behind the change, and that it is based on a recommendation from the consultant who helped with the Wake Now Our Vision campaign. There was a question about what the endowment is, which was answered by Gray Brown. Several other questions were asked and answered. George Rappolt proposes an immediate vote, and the article passes unanimously.

Article V—Budget

Erik Bailey [once and future treasurer] takes us through the highlights. He explains the change in our Geo Index from 5 to 6, putting us in a higher salary category, and what effect that will have in the future. He also explains that Rev. Scudera has not yet had a raise, and with the change in Geo Index she is now below the minimum salary on the Geo Index 6 chart. There is a lot of discussion at this point, and a lot of questions. Jim Sargent proposes amending the budget to put in a line item for a \$5,000 bonus for Rev. Scudera. Erik Bailey points out that this would require \$5,000 to be taken out of somewhere else in the budget. Liz Rover Bailey says she will offer a motion during the “other business” portion of the meeting to give Rev. Scudera up to a \$5,000 bonus after the budget has been reconciled, providing there is a surplus. The budget is passed unanimously.

Article VI—Social Action presentation

Clark Taylor has a short presentation letting the congregation know that Social Action would like to be able to hang flags/banners letting passersby know what our church stands for. He is not one of the folks primarily involved with this so didn't have a lot of details, but Becky Siebens and Marianne McGowan were unavailable. No vote was taken as this was purely informational.

Article VII—Rev John Buehrens/Minister Emeritus vote

Dave Blom opens the discussion by speaking in favor of this motion. John Gallo spoke in opposition. There is much further discussion from quite a number of members. The essence is that some members felt hurt and disrespected by some of Rev. Buehrens behavior, and many members had not heard anything about this behavior while Rev Buehrens was minister here. Discussion was lengthy. There was a motion to refer the article back to Parish Committee for further consideration and vote at a later time, but after it

was pointed out that Rev. Buehrens would be unlikely to accept the position if he was not successful this time, that motion failed. The final vote on the article was 26 in favor, 26 opposed, and 5 abstentions. The 90% threshold was not met, and the article failed.

Article VIII—Other business

Florence Graves announced that our Needham Lyceum series will be renamed the Ed Lane Lyceum series, and will be endowed, with the money being used to pay speakers in the series. The goal is to raise \$50,000, and after talking to folks who they considered “lead donors”, \$35,000 has been raised already. The vote to honor Ed Lane in this way was unanimous.

Liz Rover Bailed moved “to authorize the Parish Committee to grant Rev. Catie Scudera a one-time bonus of up to \$5,000 based on whatever surplus we might have after this year’s financials are finalized”. The motion passed with one no vote and the rest yeas.

Tabby Rappolt reported that the Immigration Ministry had found a Level 1 Sanctuary congregation in the local area that could use our support, and let the congregation know that volunteers will need training and that there will be a training session offered in June.

Bell Awards were presented to Marianne McGowan, Jen Robins and Katie Edwards, Jessie Bowen, and Muriel Gehman. In addition, special Bell Awards were announced for Rep. Joe Kennedy and his aide Lisa Nelson, who helped with Irina Georgieva’s citizenship paperwork.

The meeting was adjourned at 3:13pm.

**rites of passage**

**NEW MEMBERS**

Elizabeth Morris	James Rawson
Anne Brain	Julia Gallo
Rana Mana-Doerfer	Zoë Bailey
Jeanne Rawson	Eleanor Mackey

Total membership as of 4/17/2019: 267.

**DEATHS & MEMORIALS**

Carol S. Knapton	Norman Abbott	Ada Suydam
Dawson Brown	Pauline Harrington	Kathleen O'Brien Powers
Greta Merchant	Eleanor Weeks	Laura Long
Mary G. Pooley	Scott Muldoon	

This year, we also mourned with many First Parish families at the loss of their close family members and friends.

**BIRTHS AND DEDICATIONS**

Rashid Ertoshi Capen

Anna Lynn Beatrice Loftus

We celebrate with our many First Parish members and friends who have welcomed grandchildren into their lives this year.

## PRESIDENT'S REPORT

By Darren Zinner

The First Parish bylaws state that the President is the chief executive officer of the church, but that definition still didn't quite prepare me for what the job truly entailed. Now that I have finished my first year in the role, I recognize that the main function of the position can be found in the root words of the job description: president/preside and executive/execute.

Having presided over a year's worth of Parish Committee meetings, I want to highlight a number of significant accomplishments in the past year. In several ways, 2018-2019 was a year in which we fully implemented many of programs we set in place last year. The Worship Café has been up and running all year, allowing 15-25 parishioners to enjoy Sunday services in a more relaxed atmosphere. And by creating more space in the sanctuary, we are more ready to welcome new visitors and members.

We welcomed several new staff members to our community this past year, executing on decision we made previously. Sally Fritsche joined us as a student minister, making First Parish once again a "teaching congregation." Roberta Altamari became our Interim Director for Lifespan Religious Education, starting a process to review and reinvigorate our RE programs. (We were so enamored of her work that we asked Roberta to stay for another year.) These new employees became the "glue" that helped hold our church together, along with Suzanna, Irina, and our current staff, during two maternity leaves, Rev. Catie's concussion in the fall, and her sabbatical in the spring.

We also executed on several big projects this year. We conducted our five-year Congregational Survey, in which nearly 150 members responded to 50+ questions about our satisfaction and goals in the church. As I wrote in a February blog post, the data show that we are a healthy, happy church community. Not surprisingly, we don't look that different than when we took the survey five years ago, suggesting that we are true to our values and stable in our commitment.

We also finalized the Safe Congregations Policy, a 42-page document that outlines a set of policies to maintain a safe environment while fostering spiritual growth. Ranging from building safety to the supervision of children during off-site trips and overnights, the Safe Congregations Policy provides guidance for prevention, education, and responses needed to keep our community safe. Many thanks to the Safe Congregations Task Force, who worked on this document for over three years. Be sure to attend upcoming listening sessions as we look to roll out and implement these ideas.

The future is bright. As evidenced from our survey, we believe we are living up to our Covenant to one another. Our community is strong and supportive, and we continue to "live our beliefs through action and care for our world." I believe next year will see more focus on expanding our reach outside our walls into Needham, our surrounding communities, and beyond.

## MINISTER'S REPORT

by Rev. Catie Scudera

For the first time in my five years at First Parish, I have been plagued by health issues. As I write this report, I'm weathering my third head cold of the year and gently treating a tooth that has been prepped for a new crown. However, these colds and crown simply don't compare to the concussion I sustained in early November. I was debilitated by headaches, fatigue, mental foginess, and greatly restricted "screen time" through the end of December, and my symptoms didn't fully subside until the end of January. I thank all of you for your support and understanding while I was recovering, and especially for all the First Parish staff members and lay leaders who took up additional responsibilities during that time (particularly Rev. Sarah Lammert, who with just two days' notice preached the Sunday after my diagnosis). My special thanks go to our two newest staff members, Sally Fritsche and Roberta Altamari, who were only still integrating into the First Parish community when suddenly they were asked to shoulder the lion's share of work I could no longer do. They have both given so much to First Parish of their talents and experience, and we are blessed to have them on our staff through June 2020. After this experience with my concussion, our Committee on Ministry is drafting a policy document to clearly outline when and how to delegate responsibilities in the event that the minister is unexpectedly incapacitated. As I wrote for our congregational newsletter and blog, two of the primary lessons I learned during my recover were that the congregation can lead and care for itself without me, and yet as well that the congregation does need its minister. I am so grateful to be well again and back at my full capacity to serve First Parish.

Our First Parish staff and lay leadership, especially Pastoral Care, also took up additional responsibilities during my month-long sabbatical in India. While I strove to pre-plan as much as possible to make my four weeks away less stressful for First Parish leadership, we could not have predicted a series of difficult pastoral crises and the resignation of our LRE Program Assistant/Youth Program Coordinator, Alexis Capen, almost immediately after my departure to India. I am deeply grateful for the congregation for honoring the tradition of sabbatical; I loved my time with the American UU Partner Church Council pilgrims and the orphaned children of the A. Margaret Barr Children's Village and hope to incorporate what I learned and experienced into my ministry at First Parish. And, I am so grateful for our leadership team of lay people and religious professionals who cared for the congregation, emotionally and institutionally, while I was away.

During my sabbatical time of rest and rejuvenation, my thoughts about First Parish went again and again to the work we have left on our 2020 strategic goals. The mission of First Parish in Needham is to create a welcoming, diverse, and compassionate religious community that celebrates the sacredness of all living things, nurtures lifelong spiritual and ethical growth, and works for social and environmental justice locally and throughout the world. To move us closer to achieving that high vision, we gave ourselves four goals to focus on from spring 2015 to spring 2020: 1) growing our membership; 2) securing our long-term financial stability; 3) making social and environmental justice more central to our collective identity; and, 4) deepening our multigenerational fellowship and learning opportunities.

As I wrote in last year's report, we have moved forward in our goals to strengthen our financial foundation and to make social and environmental justice central to our congregational identity and practices. The Lane Lyceum Fund (announced at last year's Annual Meeting) is part of both of these efforts. This new invested fund is an enduring source of money for continuing education (or, as I like to think of it, "continuing Ed") at First Parish, in the legacy of our member of blessed memory, Ed Lane.

Over \$40,000 was given to establish this fund; this is an especially generous amount considering the big boost in pledge commitments last year and our successful participation in the UUA's Wake Now Our Vision campaign for planned legacy gifts (through which First Parish will receive about \$30,000 from the UU Veatch Fund for our general endowment). In 2019, our first two Lane Lyceum Fund-sponsored events reflected Ed Lane's lifelong commitment to racial justice: a film showing of *Traces of the Trade* and interactive lecture with DeWolfe family descendants, and an anti-racism lecture and workshop facilitated by Unitarian Universalist activist and author Chris Crass. With the financial support of the Lane Lyceum Fund and under the energetic and dedicated leadership of our Continuing Ed Committee, I'm sure we will regularly host great events like these for many years to come. I am grateful for all of our Lane Lyceum Fund donors, and to the key lay leaders who organized and supported the fundraising campaign (Nancy Simpson-Banker, Florence and Sam Graves, Rick Vincent, and, of course, Helen Lane).

We're also grateful for our new auction co-chairs, Jen Packard and Rana Mana-Doerfer, who raised \$6,000 through our holiday mini-auction and are already thinking ahead to our "big auction" in the 2019-2020 church year. Though our total pledge commitments this year is less than last year, our average pledged amount has gone up—as reflected in our membership numbers (and discussed later in this report), we have fewer households participating in the congregation currently, yet those who are participating are very generous in their pledge donations. I appreciate that the Parish Committee is recommending a raise for me, especially given how tight the budget is this year. For my own professional development, I completed a weeklong Executive Certificate in Religious Fundraising program from the Lilly Foundation's Lake Institute on Faith and Giving. I hope what I learned will benefit the congregation's future Budget Drives and other financial campaigns.

Our social and environmental justice work continues to show that First Parish lives into its covenant to "gather as a service community, to live our beliefs through action and care for our world." This fall was a particularly active time for us: many First Parishioners were trained and subsequently volunteered as sanctuary companions for our Level-1 Sanctuary partner in Newton (myself included); many participated in Progressive Needham's #EndFamilySeparation weekly Wednesday vigils, which were occasionally led by me or Sally; many educated and campaigned (under the leadership of our Welcoming Congregation team and the town-wide Needham Coalition for Trans Equality) for the successful #YesOn3 ballot initiative to protect trans public accommodations rights in Massachusetts; and, our church member Jan Galkowski, with support of our Green Congregation team, organized a major climate justice rally through the national Our Children's Trust/Juliana v. U.S. campaign. We've also supported well-loved local non-profits like the Generic Ministry, Pathways Family Shelter, and Louis D. Brown Peace Institute, participated in town-wide interracial dialogue dinners, sponsored anti-human trafficking trainings, and advocated for "green legislation" on local and national levels.

I must also highlight the work of Archives, Continuing Ed, and the Racial Justice Task Force for their research and guidance about the issue of slavery in colonial Needham and, indeed, even within our own congregation. We are also indebted to Dr. Gloria Greis of the Needham History Center for her valuable counsel and expertise, and I look forward to working with her in the coming months to perform more rigorous research into Needham's slavery history. Still, most shocking for me is that our founding minister, Rev. Jonathan Townsend, enslaved a man (Homer) for almost the entire duration of his ministry at First Parish, and took Homer's pay at times when Homer was forced to work as First Parish's sexton. For posterity, I write the names of all those we currently know were enslaved in our town (and often by our parishioners): Homer, Rose, Jethro, Phoebe, Prince, Sylvia, Jack, Violet, Boston, Jenney, and Primas.

Our work will continue on how to reconcile with this awful history, and, if possible, to make reparations. I hope that the work will expand outside our congregation to include the whole town of Needham (and our neighbors, particularly Dedham and Wellesley); I appreciate that the latest interracial dialogue potluck dinner at Temple Beth Shalom had Needham slavery and reparations as the topic of conversation.

Our Committee on Ministry has also kept up with reconciliation work of a different sort. At last year's Annual Meeting, we were surprised by a tense and divisive debate and vote about whether to confer the honorary title of minister emeritus on our former settled minister, Rev. John Buehrens. Just after last year's Annual Meeting, the congregation called in UUA New England Region staff member Meck Groot to lead us in a healing conversation. Before the time of our 2019 Annual Meeting, the Committee on Ministry will have sponsored two more such congregational circles with Meck Groot.

For our other two 2020 goals, we have our work cut out for us. As she describes in her own report, Roberta came in as our Interim Director of Lifespan Religious Exploration with great experience, skill, and energy — but, she faced a literal and programmatic mess, as Mark did not fulfill his promise to leave the office and program in good condition when he resigned. It has taken nearly this entire church year to simply clean up and reorganize the RE office, closets, and library, with great effort from Roberta and many volunteers. Despite the mess Roberta came into, she has provided excellent support and innovation for our children's and youth programming, as well as stellar collaborations and offerings through Continuing Ed. This includes restarting and rebranding PYC+, expanding youth group into youth ministry, offering Awakening Conversations and Spirited Conversations, organizing the Red Tent Women's Spirituality Circle, and supporting many other adult ed and multigenerational fellowship events. We are grateful to our RE, YAC, and Continuing Ed Committees for their ongoing leadership, as well as all those lay leaders who have provided extra assistance during Kate and Alexis's maternity leaves and in the wake of Alexis's resignation (especially Katherine Calzada, Darren Zinner, Mary Bilder, Kate Fitzgerald, and Amy Brown). Roberta has also led workshops, worship, and conversations about the interim process with support from her Transition Team (Traci Abbott, Rebecca Keller Scholl, and Tad Staley). With help from all these great volunteers, Roberta is both guiding us toward healing and understanding after months (if not years) of dysfunction and neglect from the RE office, and showing us through her service what we should expect from future DLREs. Next year, Roberta and the RE Committee hope to launch creative programming for our elementary school-aged children that can be advertised widely in the Needham and MetroWest communities. We'll also need to look ahead to hiring a new DLRE, launching a search committee and process by early spring 2020.

Most of the "big picture" thinking I did about First Parish while on my sabbatical was about membership, specifically, "How do we advertise ourselves and modify our membership process for the 21<sup>st</sup> century?" As mentioned above, our membership numbers are down after a "clean out" of our rolls. Succinctly put, over the past two years, the number of new members joining has not kept pace with our members who have moved away or died. We have much in place for a big increase in membership, but still need some more spirit of modernization and invitation to make that happen.

Last year, we introduced the Worship Café to give us more seating capacity, allow for church members to experience worship from home through our private YouTube channel, and potentially help us post high-quality excerpts of our services online. This February, Roberta organized a social media, marketing, and membership workshop with UU consultant Peter Bowden, and it was clear that our greatest social media need is video. We learned from him that potential Sunday morning visitors want to watch videos of the worship services, of staff members interacting, and of other congregational events before they come for

their first visit. He highlighted for us that YouTube is a powerhouse of search and social media, and we have almost no public presence on that site. Nor do we have many videos on Facebook or Instagram (restarted this year by myself, Roberta, Sally, and Liz Rover-Bailey). Despite this, Peter did have high compliments for our website and social media presence; we have a good foundation to build from for social media marketing. Lastly, Peter Bowden recommended we revamp how we welcome visitors and lead them toward formal membership, because most visitors now perform very extensive online research prior to their first visit to a congregation; they're often not looking for a 101-level class about the church, but instead are looking for special opportunities to meet the professional staff and lay leaders so they can get integrated into the congregation as quickly as possible.

Members of Parish, Communications, and Membership all attended this workshop, and are working to implement Peter's most critical suggestions by slightly updating our website, exploring how to add video to our website and social media, and revising our "membership cycle." We hope to complete a task begun at last year's Annual Meeting to display large banners on the front of our Meetinghouse and back of our program building declaring our closely-held values. Staff members in music and RE are considering which parts of their programs could be advertised in the wider community and how to do it most effectively. Our goal is to have First Parish more visible and recognizable in the local community, and attract visitors and new members who are spiritually and ethically open-hearted, dedicated in social and environmental justice, interested in music and the arts, part of younger families, and/or from diverse racial and socioeconomic backgrounds.

However, our Communications and Membership Committees alone can't increase the number of visitors and signed members. We need all of First Parish's members and friends to proudly talk about what we love at First Parish and invite our friends and neighbors to congregational events, out in the "real world" and online through social media. According to our large congregational survey fielded this fall by the Committee on Ministry and analyzed by our president Darren Zinner, the 150 First Parish respondents are pleased with the church's programming, values, and fellowship. With this love for First Parish, we need to get into the habit of inviting our friends to First Parish events and sharing how much the community means to us. For example, have you "liked" and "followed" First Parish on Facebook, Instagram, and Twitter (all found @uuneedham)? Please do, and remember to "love," comment, and share posts from the congregation to help us spread our social media reach. I'm sure more information and tips will come from Membership and Communications in the coming months about how everyone in our congregation can help us reach our goal to increase our membership.

Lastly, I would be remiss not to highlight three final aspects of our congregational year. First, Sally Fritsche has been an extremely valuable addition to the church staff, especially considering that she is still in training for the ministry. I believe I speak for the whole congregation when I write that she is highly gifted for parish ministry. I am pleased that she is finding First Parish an excellent teaching site, and that she will advise us as we search for a new two-year intern for the fall of 2020. Second, our Safe Congregations team has wrapped up their work, bringing our congregation up to UUA standards on safety issues well beyond basic children's RE policies and annual evacuation drills. Led by Susan Camuti, this team has made an invaluable contribution to First Parish's safety practices. Third, we honored ten years in our renovated buildings in fall 2018 with a special Lane Lyceum panel, worship, and celebration during social hour. Now that we are ten years in, Property Committee has made a comprehensive list of big maintenance issues likely to crop up over the next few decades, from replacing the boiler to repainting the sanctuary. In the near future, we will need a much larger annual budget for building maintenance to

ensure we can keep up with these kinds of repairs and improvements and keep our building looking as beautiful as it does today.

As I did when I was on sabbatical, I will miss our faith community while I am away this summer on study leave and vacation. My time away begins in Spokane, Washington, at the annual UUMA Ministry Days and UUA General Assembly, where Sally and I will both participate. I will spend my study leave weeks on the East Coast (mostly in Needham, and one week at an AirBnB with my spouse and the dogs in Canada), preparing for next year's worship services, taking an online course in premarital counseling, and refreshing my knowledge in marketing and church membership. For vacation, we will be visiting family in the D.C. Metro Area and taking a Scudera family trip to Rehoboth Beach in Delaware. I will return to the First Parish office on August 19<sup>th</sup>—though, my return will be a bit in fits-and-starts due to two family weddings I am officiating, one on August 24<sup>th</sup> (co-officiated with Cole) in Boothbay Harbor, Maine, and another on September 1<sup>st</sup> in Syracuse, New York. I look forward to seeing you all at Ingathering Worship for our water communion and annual picnic on September 8<sup>th</sup>.

Blessings,

Catie Scudera

## MINISTERIAL INTERN'S REPORT

by Sally Fritsche

From the very start of my ministerial internship with First Parish in Needham, in August 2018, I have been welcomed into this community and given the space and tools I need to grow and develop as a minister. I am proud of the work I'm doing, and grateful for the support and opportunities this community has so richly provided. This report is a chance to pause at the midpoint of my internship, review the past year, and look toward what lies ahead.

I have worked hard over these past months to provide meaningful worship services, programs, and care to the Parish, with some successes, some shortfalls, and lots of opportunities for learning. I have led one Sunday service each month, and have preached on a great diversity of topics, including atheism, prayer, communion, the Holocaust, altruism, and our own tradition of taking an offering. I invited lay participation in a collaborative Hanukkah service, planned one of our Christmas Eve services, and worked with our DLRE, Roberta Altamari to lead a creative multigenerational St. Patrick's Day. I also regularly participated on Sundays in a supporting role: offering the pastoral prayer, leading meditations, preparing "Times for All Ages," and compiling announcements.

Before I arrived at First Parish, our Worship Committee and staff had been discussing a new format for our weekly Order of Service, but the update kept slipping to the bottom of everyone's busy to-do list. The new format was proposed as a way to allow us to reuse the covers each week, thus saving paper and making space for more community announcements. I took up the project, and after several rounds of revision, successfully launched our new Orders of Service in March 2019.

Outside of Sunday worship, I worked with Rev. Catie and our Pastoral Care team to offer support and ministerial presence to First Parish members going through hardship and loss. Soon after I arrived in Needham, news coverage of the US Supreme Court confirmation hearings led to many community members feeling triggered and traumatized, and that week I held vigil space for survivors of sexual assault. I also visited individually with congregants who reached out for advice, support, or a listening ear throughout the year. I served as the primary pastoral care provider on staff while Rev. Catie was away on sabbatical, which meant keeping in close contact with the lay pastoral care team and seeing to the ongoing needs of parishioners. There were several unexpected health scares in our community during that sabbatical month, and the pastoral care committee worked hard to make sure everyone was being visited and feeling the love and support of the church community. I strove to be a resource to the experienced lay pastoral care leaders, visiting congregants at home and in local hospitals, and even helping plan and officiate a memorial service for longtime member Kathleen O'Brien Powers.

During Alexis Capen's maternity leave, I was involved with our Festival of Lights preparation, as well as our youth programming at First Parish. I planned and led three youth group sessions, on the topics of media representation, religious poetry, and the spirituality of tattoos.

I also worked on First Parish's behalf in our larger community. I led UU services at North Hill Retirement Community on the first Wednesdays of alternating months. I participated in Needham's interfaith clergy group, and collaborated with the local Baptist and Presbyterian ministers to plan and lead an evening service for Ash Wednesday. I also attended and helped lead the #wednesdaywitness vigils held in the town common, in protest of family separations at

the US border. As the year has progressed, I have taken increasing responsibility for our social media presence, making posts to promote our services and programs, and responding online to global headlines and justice related news. I hope to continue to be a part of First Parish's outreach efforts in the months to come.

When I came to First Parish, I was largely unfamiliar with the day-to-day of parish ministry, and this year has given me invaluable experience and a deepened sense of my own vocation. I have gained new comfort and familiarity with the rhythm of the church year—the ebb and flow of Sunday mornings and longer term programming. I have had the opportunity to witness the “behind the scenes” work of volunteers and committee members, and regularly attended meetings with the Parish Committee, Worship Committee, Social Action Committee, and Pastoral Care Committee. I have been present while the Parish Committee discussed staffing and budgeting, and have met regularly with staff to plan and make decisions together. This is exactly the kind of practical wisdom I came to First Parish hoping to learn. Seminary can only teach a person so much, and this hands-on experience has gone a long way toward rounding out my knowledge and abilities.

My time at First Parish has affirmed my sense of call toward parish ministry. I began this process feeling torn between pursuing chaplaincy and settled ministry. I had encountered plenty of ministers and former ministers ready to warn me away from the sometimes complicated and dysfunctional world of church work, and I hoped that this internship would help me discern for myself whether I am more suited to chaplaincy or churches. What I have found with First Parish is a view into what a profoundly healthy church community can look like. I feel quite lucky to be working within a community that has such an involved membership, dedicated volunteers, and so many different engaging programs. I sense myself growing into a minister who could be very happy serving a place like this for many years. Of course, the work isn't all sunshine and roses—there have been overwhelming and difficult days—but the hardships of ministry here at First Parish have come *not* from bad behavior, hostility, or interpersonal drama, but simply from the larger unavoidable forces of illness, isolation, injustice, and loss.

I am looking forward to my second year serving here at First Parish. Now that I have a solid familiarity with the work, I will be able to expand my time and attention to include more areas of ministry. I hope to do more public social justice work, reaching out and speaking our UU values to the world beyond our parish. I also hope to gain some additional experience with youth and our Religious Exploration program for both kids and adults. Finally, I hope to work toward a deeper involvement with the larger Unitarian Universalist community. Here in the Boston area we are so lucky to have easy access to the Unitarian Universalist Association (UUA), and I hope to take advantage of that closeness before I eventually move away from New England. I am particularly grateful to First Parish for providing the professional funds I'll need to attend the UUA's General Assembly this summer—a great opportunity for denominational connection and development.

I am the first ministerial intern to serve under Rev Catie, and the first intern to serve at First Parish in several years. As we restart the internship program here, part of my role has been to pay attention to how it's going, and consider what it might look like in the future. I want to give a special thank you to the members of my internship committee: Dave Blom, Jim Leffingwell, Marcie Hebert-Maccaro, Rana Mana, and Lynne Rachlis. They have met regularly with me to provide feedback and help me reflect on my growth and development as a minister. They have been an invaluable sounding board and source of support over this past year. I am also very

grateful to have Rev. Catie as a supervisor. Despite her busy schedule within the church, she makes time for regular check-ins and theological reflection with me, and always makes me feel that my learning is a priority. I'm aware that some internships are treated by churches simply as a source of cheap labor, but Rev. Catie has very conscientiously kept the focus of this internship on my development goals and needs. She models healthy boundaries and self advocacy, and is clearly invested in bringing this community back to its roots as a teaching congregation.

I look forward to working with the Parish Committee next year in finding and recruiting a new intern to start in 2020—someone who will serve this community well, and who can benefit from all First Parish has to offer. In particular I am thinking about how we can craft a position that will be equitable and accessible to the broadest possible range of candidates. I recommend that the stipend provided be brought up to a level commensurate with our area's Geo Index Six wage ranking, and that we think creatively about how to defray commuting costs for future interns traveling to work in Needham. The Boston area is full of seminary students and aspiring ministers who will be able to bring unique skills and perspectives to First Parish, and all we have to do is put forth the effort of attracting them.

I will be using my time away from First Parish this summer to prepare for my evaluation by the UUA's Ministerial Fellowship Committee, the group that will officially determine whether I have the necessary skills to be an ordained and fellowshipped Unitarian Universalist minister. I will go before the committee in December 2019, and if they give me their approval, I will then be able to be ordained by a congregation, possibly by *this* congregation, as "Reverend" Sally Fritsche. The preparation for this evaluation is quite intense, but I have high hopes for the end result. July 2019 will be a month of filling out forms, composing personal essays, and tackling a monumental reading list. I will be happy to return to my work with First Parish in August, and will hopefully have a joyful milestone to celebrate in December.

## REPORT OF DIRECTOR OF LIFESPAN RELIGIOUS EXPLORATION

By Roberta Altamari

It has been a fascinating year engaging in the interim process with you! The highlight has been meeting you all and witnessing what an extremely talented and dedicated community you are.

I have had wonderful “intentional support” from four committees/groups - the Religious Exploration Committee, Continuing Education Team, the Youth Adult Committee, and my DLRE Transition Team. With their enthusiastic support and many of you, we have resurrected new versions of beloved programs and introduced new programs for you to try. All programming and changes have been brought to you through the lenses of the interim process. As we explore, honor and balance the five developmental “interim” tasks (including “honoring our past”, “naming our present identity”, “sharing and growing leadership”, “exploring and connecting to resources”, and “visioning a sustainable future”), we find guidance for what to focus our energies on.

Starting with our children's religious exploration, our small R.E. Committee of four members (Dana Robinson, Jodi Rooney, Eva Janciewicz, and Hogie FitzGerald) and some other committed volunteers worked tirelessly this Fall getting programs up and running. We formally launched Spirit Play (a highly regarded Montessori based program); are trying U.U. Explorers (a curricula I wrote years ago introducing our UU principles through the lenses of our UU sources); and offered our “tried and true” favorites Our Whole Lives to three groups and Coming-of-Age to our 9th graders. Following the interim process of honoring our past while adding innovation, we relaunched Chalice Keepers with group classes and PYC as a multigenerational game night.

The children's program has had decreasing enrollment numbers for the last couple of years (as some families have moved away and many kids have grown up into the youth programming without new families replacing them), so this will be a significant area of focus for me and the RE Committee for the coming church year. What programming can we offer that will engaged and welcome new families? Particularly, with growing numbers of families who define themselves as “spiritual but not religious”, what can we offer that will be so special that children and parents alike will be happy to come to church?

It has been my pleasure spending a significant portion of my hours working with the youth of First Parish. What an incredible group of teens they are! I started the year out requesting feedback and some of the common concerns were too frequent changes in leadership, keeping the energy positive, and bringing successful fundraising and budgeting to the youth service trip. The maternity leave and unexpected resignation of Alexis Capen (our youth advisor and R.E. assistant) was very helpful for to be me jumping into the program to try to address some of these concerns and to start introducing the youth and the congregation to the “youth ministry” model of programming instead of the “youth group” model. The “youth ministry” model includes youth group and other programs to engage youth in various ways. This is particularly important for welcoming/keeping youth who don't like youth groups while still offering youth group for those who do. Like we do for adults, youth programming should not be “one interest fits all”. While I rarely would have the time or space to make this change so soon into an interim ministry, the staffing changes gave me a natural entry to do so. This plants a seed and opens space for interim process including asking questions such as “Should the DLRE be actively involved in Youth Programming leadership since they often stay in the job longer and have more training?” and “Should we offer other alternative programs to the teens in the future like Senior High OWL (which a few of us are enthusiastic about trying to do for next year)?”.

The first team I met with (back in July) was the Continuing Ed Committee (of Tad Staley, Tony Cicala, Amy Cicala, Si Si Goneconto, and Fred Kresse) and they were very energized. We have been exploring both visionary and practical aspects of offering continuing education at First Parish. There were congregants already leading a diverse offering of programs and we added to it with programs like Spirited Conversations and Red Tent Women's Spirituality. We highlighted the Lane Lyceums and kicked off a “racial justice” series to celebrate the adding of Rev. Ed Lane's name to them. The committee has been

and will continue to speak about how to streamline communications regarding events and the fact that continuing education can be a great resource for reaching people in the community who identify as "spiritual but not religious". Some say that if Unitarian Universalist congregations want to keep thriving, they will have to get innovative for how to reach this growing group of people who no longer want to associate with organized religion but would appreciate our values and theology (if they somehow come meet us). More on all of this to come.

I met with my DLRE Transition Team (of Rebecca Keller-Scholl, Traci Abbott, and Tad Staley) for visioning and to focus on the interim process. We spoke at length wondering if and what the community needs for healing after a stressful ending with the previous religious educator. We identified some ways we could offer optional individualized support and ultimately realized that building trust that it won't happen again (including by creating systems in which people know what is fair to expect of the RE office). Our next intention is to focus on how to work with the entire congregation to attract, welcome, and keep new families.

As I mentioned earlier, Alexis Capen resigned from serving in both the RE Program Assistant and the Youth Program Coordinator positions to spend more time with her baby. This resignation came the same year that I reported to the Parish Committee that the RE office may be over-staffed by ten hours as the UUA recommends 50 hours of professional staffing for a church of your size that wants to grow their RE program. Rev. Catie and I tracked my hours during the materiality leave season and I consistently worked 50 hours per week doing my job and most of what Alexis would have done if she had been here. I professionally believe that it is more important to fund the full-time DLRE (and minister) positions at fair compensation than to have extra hours of support staff (as the compensation package is a primary part of helping you attract and keep the highest caliber staffing). This staffing change also gave me the opportunity to use the interim process to guide us in discerning what role the ten hour assistant will be doing going forward.

While the commitment of our R.E. volunteers is very impressive, I do have some concerns about "burn-out". I will continue to be paying attention to the "system" here to make sure that our leaders feel supported and inspired from the Religious Exploration office, and that we are seeking assistance from more than the "same group of people". We would love help from congregants other than the parents of young children. As we consider innovative programming for next year, hopefully we can attract other leaders.

Although I went into detail about areas we'd like to grow (in numbers and depth), I want to end by holding up that we have much to be very proud of. It's been a great year overall!

Peace, love, and gratitude,

Roberta Altamari

## MUSIC DIRECTOR'S REPORT

By Irina Georgieva

### 2018-2019 First Parish Music Ensembles:

UURingers, Kate Loftus Campe, Music Director	First Parish Players, Dave Blom, Music Director
SongSquad, Kate Loftus Campe, Music Director	First Parish Choir, Irina Georgieva, Music Director
First Parish Singers Jim Sargent, Music Director	

I am once again pleased to highlight the achievements in our First Parish music program.

I am very proud that this year our five First Parish music ensembles have contributed regularly to worship: SongSquad, UURingers, First Parish Singers, and First Parish Players once monthly, and First Parish Choir, three times a month. The five music groups continue to provide a wide range of musical styles, including rock, jazz, blue grass, country, traditional Yiddish, bossa nova, gospel, and common practice choral genres.

I am thankful for our guest musicians for this year's Music Sunday, the women's choir Voices Rising, led by their artistic director, Leora Zimmer. Over thirty members of the group performed an uplifting and thought-provoking program of choral music. Voices Rising is based on feminist principles and is a diverse community which celebrates the women in the Boston Area. Next year we will welcome Matt Meyer who is a well-known Unitarian composer and performer who visits numerous congregations around the country and spreads his ideas of justice and love.

Each year on Easter, we strive to bring excellent and exciting music to our congregation. Jim Sargent and Kate Loftus Campe will provide music for the early, family-oriented service, and the choir will sing Haydn's *Te Deum* during the late service.

For a long time I have been searching for professional singers to support the choir and provide solo vocal music. I am extremely excited about First Parish Choir's new members who all join us from New England Conservatory's vocal department: Marcela Panizza, mezzo soprano, Lucas Hernandez, tenor, Shibo Sun, tenor, and Rafe Schaberg, bass. We also have been very happy to have Janelle Hollister, our beloved professional soprano section leader and soloist, for three years.

This year we have been fortunate to welcome four outstanding performers from Berklee College of Music: Tim Ray, jazz piano professor in the Piano Department, Orlando Cela, flautist and a conducting professor in the Composition Department, and George Russel, Jr. jazz pianist and the chair of the Harmony Department. We also hosted Jacqueline Schwab whose own original music our congregation has loved hearing for the past three years.

I am pleased to say that this summer along with the professional pianists who will provide music of diverse styles, our own First Parish volunteer musicians will share their musical talent during worship.

I would like to take a moment to thank you for your moral and financial support. Many of your contributions to First Parish go to support and grow the music program and make it possible to host brilliant musicians from the greater Boston community. All of us in the music program are grateful to have such a generous and dedicated community to help support our future. Thank you!

Warmest regards,

Irina Georgieva

## PARISH ADMINISTRATOR'S REPORT

by Susanna Whitman

The Parish Administrator's goals, set last year, for 2018 – 2019 were:

- Collaborate with lay members in review and revision of current accessible policy and procedures manual

**Progress:** Don Leathe has begun a project of systematically reviewing our Policies and Procedures Manual and recommending both new policies in areas not previously covered, as well as updates to existing ones. Most of these date from 2010 and many changes in technology and society necessitate this. We are beginning the project now. It will likely result in drafts for the Parish Committee's review and approval, over time on a rolling basis as he completes them. As there was a dog at worship a couple of weeks ago, the first policy may relate to dogs in the building.

- Develop systems for working with Wedding Coordinator, including possibility of recruiting a small team of wedding volunteers as we have for memorial receptions.

**Progress:** This has happened, based on a wedding in September 2017. Tabby Rappolt, Wedding Coordinator, is a very effective advocate for the congregation. She developed forms to explain and gather info from wedding parties to clarify plans and protect the building. We have not had wedding bookings since then with which to test these out for their effectiveness.

- Continue to support budding Finance Committee

**Progress:** The Committee has not begun this year. I am ready to support its work when it does.

- Gain access to work email account from home

**Progress:** At the time of writing, we are upgrading our wifi router to support a VPN (Virtual Private Network) which would enable viewing and responding to email from offsite. This would also enable other members of staff to also access their office desktop computers from home.

- Support the interim DLRE in their work and getting "on board" at First Parish

**Progress:** I have endeavored to support Roberta Altamari, Interim Director of Lifespan Religious Exploration, through orienting her to procedures and what the congregation offers and how it functions, from my knowledge and 5 years of experience here. I hope that I have been supportive and a team player.

### Report on Continuing Work

The office is staffed by Susanna Whitman, Parish Administrator, with several volunteers performing vital tasks to the congregation.

Frederick Francis ("Francis"), Sexton and Freddy Soto, Cleaner are valued and diligent members of staff who report to Susanna. They work well independently and although they only work 8 hours per week, each, they generally keep the building in better condition than expected. Many members are aware that Freddy's and Francis's roles are to clean the building generally, while church events still require members and friends to clean up after themselves. Additionally, Francis takes on much repair work during the year which saves the congregation calling on specialists, except in cases where a specialist is required.

Both Freddy and Francis serve as facilitators for rentals and special bookings at the church. They maintain the building during the events and ensure that renters respect the building.

Tom Pugh, Worship Services Producer, who works on Sundays to handle audio, video and broadcast connection, also reports to Susanna.

Our bookkeeper, Jenny Conley is not a member of staff, but works for us on contract. She works with Susanna, weekly and sometimes alternate weeks. She enters transactions, produces check runs, and reconciles.

### **Communications**

Many thanks are due to David Moore and Marianne McGowan who have produced the church e-newsletter, the *Bell Notes* for most of this church year. We are delighted that Jessie Bowen has just joined them to spread the load. David Moore also manages our website, having taken on this task after David Meccas handed over to him, since ably handling this important work for several years. David Moore also assists with managing email accounts. Many thanks to David Meccas for handling our Christmas Eve and Easter local newspaper ads for many years.

### **Finance**

Many thanks to Erik Bailey who has been our Treasurer this church year, continuing into next year. His oversight and work on the Annual Budget Drive have been very successful.

The day to day financial work of the congregation is handled by our paid Bookkeeper, Jenny Conley, our two volunteer Collectors, Bette Vogel and Amy Brown, and coordinated and supervised by Susanna Whitman, Parish Administrator; and all is overseen by our esteemed Treasurer, Erik Bailey. Susanna continues to be the person committee chairs should request financial reports from. Committee chairs and other leaders should feel free to request these and frequently as necessary. The production of reports is quick and easy.

The Parish Administrator initiated the option in Realm, enabling online donors to help us defray our online processing costs. Online donors can now elect to cover our online processing fee when donating.

At the end of last church year, through Summer into Fall, work continued with Nancy Simpson-Banker on the Lane Lyceum Fund, and also more occasionally on the Planned Giving initiative.

Work with the Annual Budget Drive Committee has gone smoothly. When pledges (the commitment to give) are received I enter them promptly in Realm. During the campaign there is daily communication with the Committee.

There is normally a monthly check in with the Trustees in the event that monies require transfer to or from the Trustees' and general operating accounts. Susanna tracks and reports transactions requiring transfer.

Our tax-exempt status granted by the Mass. Department of Revenue (Mass DOR) has been renewed. This occurs on a ten-year cycle, and the current one expires January 4<sup>th</sup>, 2019. Our certificate for the next ten years is on file in the office. Please request copies if you need to purchase things for the church tax free.

### **Building**

Many thanks to Mary Ann Oldfield who has served as Property Committee Chair these past two years. The Property Committee manages a great deal of the day to day building issues as they arise. The Committee is helped considerably by Francis, who undertakes many repairs, sometimes in coordination with Property Committee members. Each member is meant to have a portfolio, so that it's clear who staff

members can go to for expertise on various issues. This system has worked well. The staff and the Committee are a team.

### Office

Volunteers have always been essential to running the First Parish office.

- There is a varying group of volunteers, coordinated by Gail Hedges, who collate giving statement and giving statement/annual meeting warrant mailings, in October, January, and April (or May).
- A different group are Jane McKeon, Gail Lehman, and Ginger Shapiro, who rotate monthly collating the orders of service and sending out *Bell Notes* mailings to those not using email.
- Phil Lynes volunteers by assisting with technology hardware and software purchases and solutions, as well as purchase planning.
- Tom Gehman volunteers, serving to repair, augment, and upgrade equipment for the YouTube broadcast of the Worship Café.
- Many thanks to Gray Brown who repaired the office folding machine.
- Don Leathe took care of our annual certification with the UUA at the beginning of February. We report various statistics and factors, Rev. Catie, Erik Bailey, and Susanna supply the information to Don and he reports online.

This is how our annual national and regional dues are assessed. Don has carried out certification for us these past two years and it works well. He also updates our member list with the UUA to enable members to receive *UUWorld*. If any member does not receive this UUA magazine, please contact the office to ensure being added to the list.

## Changes in Work This Church Year

### Human Resources

This year was characterized by changes in staff. Roberta Altamari joined us as Interim Director of Lifespan Religious Exploration and Sally Fritshe joined us as Intern (or Student) Minister. Alexis Capen, Youth Program Coordinator left in March. Two members of staff, Kate Loftus Campe, Assistant Music Director for Youth & Multigenerational Programs, and Alexis Capen, were on parental leave for a few weeks.

The Parish Administrator, in conjunction with our HR volunteer, Bruce Barnett, is responsible for onboarding new staff, entailing setting up payroll, tax forms, direct deposit, eligibility to work (form i-9).

This year, due to staff changes, it was necessary to administer new benefits that had not been part of the work of the Parish Administrator in the past. This came as a surprise, and also demanded a great deal of time, particularly in the period October – December. The demands on time were three-fold, first it was necessary to obtain information about the benefits, the source was unclear but finally was discovered with repeated inquiries. Second, to acquire the knowledge and understanding of the benefits, where first outdated information was sent, which was followed up by current information. Lastly, was to spend the time necessary to follow procedures and implement and administer the benefits.

### Office

Having had such an increase in workload this year related to benefits administration, and at a different level of work, it became clear that there was a need for a sharp increase in volunteer assistance to run the

office effectively. I had met with a parish administrator of a large congregation (over 500 adult members) at a local AUUA (Association of UU Administrators) administrators' meeting, and learned from her that training a group of consistent, careful, conscientious office volunteers, who attended frequently, could make a big difference in work output. I realized that although this is not a large congregation, the workload was very much like that of a large congregation, and it would be necessary to staff the office with volunteers as if it were large.

In trying to accomplish the usual, necessary day to day work of paying invoices, sending mailings, filing, ordering and purchasing, dealing with vendors, and a range of other tasks--some weekly some seasonal--it would be necessary for volunteers to staff the office much more frequently. Two volunteers who were already volunteering agreed to come in for several hours each week to handle both routine and one-off tasks. Many thanks to Jane McKeon and Ginger Shapiro for their valued consistent and attentive office work.

Becca Malakoff, Co-chair, Social Action Committee, now handles check requests for the split the plate collection checks we send to the organizations on a monthly basis.

Office hours also changed this year to Mondays through Thursdays, 9 AM until 2 PM. The hours are the same as the past five years, but Fridays are different this year. In weeks when the parish administrator works on Sunday, Friday is a day off. In weeks beginning on Monday, Friday is a work from home day. This change means no longer having only four days off in four weeks. Summer hours were Tuesdays and Thursdays, 9 AM – 2 PM.

### **Policies and Procedures Manual**

As part of one of the above-noted annual goals for this role, Don Leathe has begun work on revising and updating our policies and procedures manual. Many thanks to David Mecsas, without whom we would not have the framework and the basis to begin as effectively. There is more information above.

### **Building**

This year a number of building issues have arisen and been dealt with. Ed Quinlan worked with Frederick Francis to repair radiators in the sanctuary. Francis painted the baseboards in the sanctuary.

Most recently, our tenant Needham Children's Center (NCC) noticed that there are rats living under the playground. It is thought that the combination of the local restaurants dumpster being uncovered and nearby and the new building occurring on Lincoln Street, may have encouraged them to tunnel there. We have had our pest control company serving the issue multiple times a week. Also, the directors of NCC have been dealing with the town of Needham and trying to engage all parties to take appropriate responsibility. We are partnering with our tenants in this effort. There is good will in that relationship.

### **Worship**

Beginning with the March 31st worship service we implemented a new legal-sized order of service, requiring both staff rethinking many variables and the congregation changing its practices at the end of worship services, for reusing the covers and recycling the inserts. The new legal-sized version saves paper, allows a larger font size, and has increased space for announcements—saving hours of Parish Administrator's editing time.

## COMMITTEE REPORTS

### ACTION BOOK GROUP

**Facilitator:** Cathy L. Livingston

Participants\*: Jeanette Anderson; Karla Barbieri; Anna Berkenblit; Elinor Brady, Cathy Livingston, Joyce McGovern, Elizabeth Morris; Geri Sheehan; Jackie Shepherd; and Pat Tholl.

\*Participated in at least one session

#### Mission Statement

The Group meets once a month to discuss books addressing current issues in our country. Selected books offer a deeper understanding of both past and current forces influencing actions at the national, state, and local levels. Our meeting time is divided into two parts: a) Discussing the book; and b) Sharing new learnings and insights, and potential action steps that each of us feels comfortable pursuing in an effort to preserve the core values of our democracy.

#### Summary of goals and accomplishments

List of Books read and discussed between October 2018 – June 2019:

- *The Soul of America: The Battle for Our Better Angels* by Jon Meacham
- *Tailspin: The People and Forces Behind America's Fifty-Year Fall – And Those Fighting to Reverse It* by Stephen Brill
- *The Death of Truth* by Michiko Kakutani
- *Rising Out of Hatred: The Awakening of a Former White Nationalist* by Eli Saslow
- *The Forgotten Americans: An Economic Agenda for a Divided Nation* by Isabelle Sawhill
- *How to be less stupid about race : on racism, White supremacy, and the racial divide* by Crystal M. Fleming
- *Heartland: A Memoir of Working Hard and Being Broke in the Richest Country on Earth* by Sarah Smarsh
- *Strangers in Their Own Land: Anger and Mourning on the American Right* by Arlie Russell Hochschild

Anticipate that at our last meeting for this Church year we will identify the key learnings as well as a list of action steps that we can each embrace in an effort to preserve the core values of our democracy.

#### Looking ahead — preliminary goals and issues for next year

- **Goal:** Continue to read and learn from our discussions as well as take positive steps for change.

## ARCHIVES COMMITTEE

**Committee Chair:** Jeanette Anderson

**Committee Members:** Anne Brain, Buffy Duhig, Muriel Gehman, Shirley Pratt, Louise Talbot

**Mission Statement:** Our mission is to collect, maintain and safely store any materials of continuing, historical interest to First Parish. Through periodic exhibits in our collection, we try to interest members in their historic past. Another of our priorities is to help the staff and committees answer

questions about past events. The present committee was organized in 1998. We meet twice a month on Tuesday mornings in the Youth Room.

### **Summary of Goals and Accomplishments:**

May/June 2018---The members of the Archives Committee acted as docents for three third grade, classes from the Eliot School who visited First Parish, May 29th, May 30th and June 1st. A tour of the sanctuary, a hands on demonstration of church artifacts, and a special ringing of the Paul Revere Bell supplemented the third grade social studies curriculum.

Sept./2018---The Archives Committee participated in the Volunteer Fair organized by the Program Council. A random sample of pictures of former, First Parish ministers were displayed to test the historical knowledge of visitors to our table.

Oct./2018---First Parish sponsored the annual Needham Historical Center and Museum Walking Tour. Archives Committee members opened the church for interested visitors and acted as docents.

Oct./2018---First Parish celebrated the 10th anniversary of the 2008 renovation. The Archives Committee, along with the Property Committee, displayed images and blue prints from the recent renovation in addition to earlier projects.

Jan./Feb.2019---The Archives Committee assisted the minister, the Racial Justice Task Force and the Adult Education Committee in researching slavery in Needham in the 18th century. The committee will continue to act as a resource for the ongoing study of enslaved persons in Needham.

### **Looking ahead — preliminary goals and issues for next year**

2019/2020---The Archives Committee is eager to help any committee if they wish to research their history at First Parish. We have annual reports, copies of the Bellman and Orders of Service, plus documents and articles for most committees.

## **COMMUNICATIONS COMMITTEE**

**Committee Chair:** David Moore

**Committee Members:** Jessie Bowen, Marianne McGowan, Susanna Whitman

**Mission Statement:** *The mission of the Communications Committee is to ensure that Parish communications meet the needs of our members and friends, staff, and visitors. To fulfill this mission, the committee oversees key print and online publications, facilitates the communications efforts of other committees, works to ensure that our information and communications infrastructure is up to the task, and coordinates special projects as needed.*

### **Summary of Goals and Accomplishments:**

- **Goal:** A review of our entire website: updating, editing, etc.

**Progress:** The entire website was reviewed over the past summer and updated as needed. This is an ongoing process wherein changes are made upon request or as circumstances require. Members of the Membership Committee are also reviewing the website and will make recommendations concerning new content and organization.

- **Goal:** Recruit new committee members in specific roles such as photo archivist, video producer, et al.

**Progress:** We have successfully recruited one new committee member, Jessie Bowen, who is working on the Bell Notes. We do not yet have a photo archivist per se, but all photos are now being sent to the office manager for archiving. Members of other committees who have expertise with producing video are meeting to consider new content for our website and will coordinate with us.

- **Goal:** Continue on-time delivery of 50+ issues of *Bell Notes* and weekly updates of [www.uuneedham.org](http://www.uuneedham.org).

**Progress:** The addition of Jessie Bowen to our committee made it possible for the committee chair to spend more time on web maintenance issues while continuing in the timely delivery of *Bell Notes*.

- **Goal:** Continue to improve [uuneedham.org](http://uuneedham.org), including: - Posting of sermon PDFs. - Continue developing a more robust blog, with multiple contributors, with a focus on committee contributions.

**Progress:** Sermon PDFs are posted as they are forwarded to the web master. The majority of postings to the blog, as distinguished from news articles, continue to be by staff members. Very few postings have been made by committee chairs or parish members.

- **Goal:** Continue to improve our Facebook presence, specifically by maintaining a current listing of events on Facebook and recruiting more “posters”.

**Progress:** Most postings on our web site are automatically reposted on our Facebook page. In addition there has been an increase in postings by the Interim DRE as well as the pastor. Members of the parish post the majority of “likes” and “comments”.

- **Goal:** Continue development of an online repository for our photo library.

**Progress:** This remains to be done.

**Other goals** that may be considered, resources allowing:

- Produce a high-quality "Welcome to First Parish" video for the website.
- Continue to work with other committees to optimize First Parish's use of the Realm database.
- Investigate online document-sharing solutions for First Parish.

**Progress:** All of the above remain in the pending tray.

### Looking ahead — preliminary goals and issues for next year

- **Goal:** Continue to review our entire website: updating, editing, and implementing changes recommended by the Membership Committee.
  - **Goal:** Continue to recruit new committee members. As the term of the current chair will expire this June 30<sup>th</sup>, it is very important that someone with the skill set or willingness to learn step forward to continue maintenance of our web site. Outreach on the committee chair's part has as yet not yielded results, although it appears some parishioners working on the new marketing/communications strategy for First Parish may be interested and we will be reaching out to them.
  - **Goal:** Continue on-time delivery of 50+ issues of *Bell Notes* and weekly updates of [www.uuneedham.org](http://www.uuneedham.org).
  - **Goal:** Continue to improve [uuneedham.org](http://uuneedham.org), including: - Posting of sermon PDFs. - Continue developing a more robust blog, with multiple contributors, with a focus on committee contributions.
  - **Goal:** Continue to improve our Facebook presence, specifically by maintaining a current listing of events on Facebook and recruiting more “posters”.
  - **Goal:** Continue development of an online repository for our photo library.
-

## CONTINUING EDUCATION COMMITTEE

**Committee Chair:** Tad Staley

**Committee Members:** Tony Cicala, Amy Cicala, Si Si Goneconto, and Fred Kresse, Roberta Altamari, Interim Director of Religious Exploration (ex-officio).

**Mission Statement:**

**Summary of Goals and Accomplishments:**

**Looking ahead — preliminary goals and issues for next year**

As this year began, the Continuing Ed program spent time considering how to measure the success of the program. A guiding principle of our focus was *engagement* – attendance, participation and impact – not only among First Parish regulars but more broadly in our local community. We felt that Continuing Education was about outreach as well as enrichment, that the program was a natural way to connect with people outside our immediate membership, to extend our conversations and increase awareness of the spirit and principles of First Parish.

Throughout the year, we worked closely with Interim DLRE Roberta Altamari, who provided great energy and initiative, and spear-headed a number of attempts to extend our engagement. Her efforts included *Spirited Conversations*, a monthly discussion group at a local restaurant over optional drinks and a meal, and *Awakening Conversations*, a similar monthly program over morning coffee. Roberta also created the new *Red Tent* monthly program focused on women’s spirituality.

In the Fall, we hosted several excellent programs, including two conversations about conscientious food consumption, led by Eleanor Rosellini and Susan McGarvey; Will Rico sponsored programs on Bystander Intervention Training and the Immigration Reform work of the International Institute of New England; and Geri Sheehan coordinated a presentation by “A Faithful Response to Question 3”, in support of the ballot question on retaining protections for transgender people. We also hosted a wonderful celebration of the 10th Anniversary of the new building, led by Carl Franceschi. Roberta co-led a “Pronoun Party” Lyceum in November in collaboration with a member of the Youth Group, which was well-attended and very well-received.

A key focus of the Continuing Ed team was the Lane Lyceum. We felt that this was more than just a tradition, which now had an endowment, but it was a way to establish an ongoing brand for our outreach within the local community.

The Continuing Ed team partnered with the Racial Justice Task Force, and guided by Rev Catie, to assemble a series of very popular and well-attended programs to address the roots and experience of racial injustice. Highlights of that series were:

- In early March, we hosted Constance and Dain Perry, whose family was the focus of the *Traces of the Trade* documentary. Following a public viewing of the documentary, the Perry’s led a rich and impactful discussion on racism. This program, funded by the Lane Lyceum, brought in over 70 participants, including many from outside First Parish.
- Two weeks later, we invited Gloria Greis, Executive Director of the Needham History Center, to hold a Lyceum on “the History of Slavery in Needham”. This Sunday morning session was very well-attended, mostly by FP regulars, though there were some visitors.
- On March 24<sup>th</sup>, First Parish co-sponsored “It Happened Here: Slavery in Needham”, a community discussion and potluck dinner at Temple Beth Shalom.

- The Lane Lyceum funded a Tuesday evening talk by nationally recognized speaker Chris Crass, who led an engaging discussion on “Courage for Racial Justice, Courage for Collective Liberation”
- And on April 7th, Si Si Goneconto spearheaded a very popular and moving event called “Growing Up Other in Suburbia”, in which several young adults shared their experience going to school Needham and elsewhere when they were not part of the majority demographic.

The effect of this series was to appreciably improve the awareness First Parish and the Lane Lyceum within the broader local community.

In April and May, the Continuing Ed program is looking to host a series of events on Islam to coincide with Ramadan, beginning with a visit to the Islamic Center of New England in Sharon for “Open Mosque Day”.

Finally, the Continuing Ed team would like to invite anyone in the First Parish community to join us at any level - experiencing a program, offering to lead a program, or to join our committee. Please contact Tad Staley at [tstaley@gmail.com](mailto:tstaley@gmail.com).

## COMMITTEE ON MINISTRY

**Committee Convener:** Lynne Rachlis

**Committee Members:** Peter Farrow, Kath Lemon, Jim Leffingwell, Eliot Jekowsky, and Reverend Catie Scudera.

**Mission Statement:** The mission of the Committee on Ministry is to support the work and mission of First Parish by supporting the minister in her mission to serve the First Parish Congregation within its walls and within the larger communities of Needham and Metropolitan Boston; to support the ministries of the congregation in achieving their goals and growing their membership; and to support the general health and well-being of the Parish by promoting open communications and building trust between individual parishioners, the larger congregation, and Parish staff.

### **Summary of Goals and Accomplishments:**

#### **GOAL #1: Supporting the Minister**

The Committee on Ministry meets with the minister monthly. The Committee’s focus is on supporting her professional development goals including church administration and management, personal and professional time management, intern minister and staff supervision and program evaluation. The Committee encouraged Rev Catie’s participation in the 2018 Conference of the International Council of Unitarians and Universalists (ICUU) in Nepal and her return to India in March 2019 which has long been a personal source of spiritual inspiration.

#### **GOAL #2: Monitoring the Spiritual Health of the Congregation**

The Committee on Ministry evaluated the social and spiritual needs of the congregation by administering a Parish Survey. The prior survey was reviewed, irrelevant questions pruned, and new ones added. The survey was available online and on paper, member participation was encouraged, the results evaluated, and the findings shared with the congregation in a report by Parish President Darren Zinner. Based on responses from a substantial percentage of the congregation, the conclusion is that ours is a “Happy and

Stable” congregation. The Committee on Ministry continued to expand the lines of communication between and among congregants, staff, and committees through a variety of outreach efforts. The Committee monitored and supported the Worship Cafe which provides live-feed video of Sunday Services to Parish Hall and home-bound parishioners to support the individual preferences and disability-related needs of our community.

### **GOAL #3: Renewing Our Commitment as a Teacher Congregation**

The Committee on Ministry renewed the Parish’s longstanding mission of supporting new ministerial candidates with the engagement Ministerial Intern Sally Fritsche, Harvard Divinity School graduate. The Ministerial Internship Committee was reactivated in September 2018.

### **GOAL #4: Committee on Ministry Membership**

New members joined the Committee on Ministry in September 2018 including Kath Lemon who graciously offered to be the Committee’s “notetaker”, Peter Farrow, and Eliot Jekowsky. With the “retirement” of Lynne Rachlis at the end of her term of service in June 2019, and the potential departure of an additional committee member, the Committee on Ministry is in the process of actively recruiting 1-2 additional Committee members for September 2019. A new Committee Convener will be selected.

### **GOAL #5: Healing and Reconciliation**

The Committee on Ministry followed up the May 2018 Annual Meeting vote not to call Reverend John Buehrens to become Minister Emeritus to First Parish. In response to the difficult Annual Meeting discussions and the unanticipated outcome, a subsequent all-congregation meeting was held for further processing, and a thoughtful and respectful dialogue was facilitated by UUA Mediator Meck Groot. The Committee on Ministry continued discussion in its monthly meetings to assess congregations need for Healing and Reconciliation. Various courses of action were considered including two additional meetings to which all members of the congregation are invited to express their thoughts and guide the Committee’s decisions about next steps for 2019-20.

### **Looking ahead — preliminary goals and issues for next year**

#### **Goal #1: Supporting Staff Beyond the Minister**

With the engagement of Interim Director of Lifespan Religious Exploration Roberta Altamari, the Committee will continue to support her leadership, to provide assistance as needed in the search for a new Director of Lifespan Religious Exploration, and to assist Rev. Catie in her efforts to promote the successful provision of RE programming to the youth at First Parish. The Committee on Ministry will assist and support Rev Catie in her role as staff supervisor. The Committee will develop a Ministerial Job Description as well as Guidelines for Staff and Lay Leadership implementation during periods of Ministerial Incapacitation or Absence.

#### **Goal #2: Promoting Open Communication**

The Committee on Ministry will continue to support the Open Communication Project seeking congregational feedback via emails, comment box, and personal conversations. By hosting an Open Communication table during Social Hour, the Committee on Ministry wants to encourage parishioners to share their thoughts, concerns, questions, or complaints. Input will be shared with the Committee on Ministry and other Lay Leaders as appropriate. The success of the Open Communication Project will be reviewed and modified to maximize the benefits to all members and staff at First Parish.

**Goal #3: Expand Congregational Participation on Committees**

The Committee on Ministry wants to continue helping congregants find a path to expanding their participation on committees. Key to the life of First Parish is the ability to enable committees to attract volunteers whose skills and interests can enhance the committee's goals, and to enable individuals to enjoy meaningful opportunities for broader social interaction and spiritual fellowship. By helping members of the Parish to "Find Your Fit" in the life of the First Parish, the Committee on Ministry will support the Membership and other Committees' efforts to increase member participation in the life of the church.

**Goal #4: First Parish Membership Expansion**

The Committee on Ministry continues to support the Membership Committee and First Parish generally in its mission to increase and retain membership, and develop leadership within the congregation. We regard the Worship Cafe, Lane Lyceum, Generic Ministries, and other First Parish programs to be vital to this goal by enhancing the visibility of First Parish in the larger Needham community, fostering interactions among congregants, clarifying and focusing congregational interests and concerns, developing leadership, expanding committee participation, and welcoming newcomers of all backgrounds and abilities.

**Goal #5: Healing and Reconciliation**

The April 2019 all-congregation meetings with UUA Mediator Meck Groot will be followed by further discussions about next steps for 2019-20, guided by the needs of First Parish members.

**Goal # 6: Supporting the Minister**

Last, but hardly least, the Committee on Ministry will continue to support Rev Catie in her enthusiastic, intelligent, and compassionate ministry to the congregation of First Parish in Needham, Unitarian Universalist.

**FRIENDS OF SOCIAL HOUR**

**Committee Chair:** Muriel Gehman

**Committee Members:** Buffy Duhig, Mair Lustig, Tabby Rappolt, Judy Hadrick, Leslie Ross-Degnan.

**Mission Statement:** *The mission of the Friends of Social Hour is to provide the infrastructure and organizational support needed to maintain a vibrant weekly Social Hour at First Parish in Needham. Our Social Hour is a multigenerational opportunity for socializing and community building. It is a central part of the Sunday experience for all ages.*

**Summary of Goals and Accomplishments:**

- **Goal #1: Replicate this year's schedule for next year as much as possible. Have most 2018-2019 slots filled by June.** The previous process was to assign committees and groups to each Sunday. In spring 2018, Susanna mentioned to Muriel how the Lexington UU church handles social hour – the social hour coordinator assigns people to each Sunday, going through the list alphabetically. If people cannot help on the assigned Sunday, they arrange to switch with

someone else. FOSH (Friends Of Social Hour) decided to change the process and assign people, rather than committees and groups.

- A schedule was set up with people assigned to dates to help at Social Hour. The first three Sundays were special social hours: the R.E. Picnic organized by the R.E. co-chairs, Volunteer Sunday organized by the Program Council, and Homegrown Coffee House organized by Jim and Beth Sargent.
- FOSH was present at September and October social hours with the schedule for people to confirm the dates and to facilitate date swaps.
- The schedule was emailed to the Bell Notes list. Muriel facilitated date changes.
- **Goal #2: Simplify Social Hour guidelines and distribute to Social Hour Hosts.**
  - The Social Hour directions were updated. They are on the clipboard and in the notebook in the kitchen.
  - Muriel introduced the new simplified Social Hour Guidelines by email to each Social Hour host 12 to 14 days before they host.
  - Reorganized social hour supplies in the kitchen to make it easier for hosts to find the supplies for set-up and to put away during clean-up.
- **Goal #3: Continue to work toward developing a more host-friendly model for Social Hour by following through with Rev. Catie's willingness to help explore how other churches run Social Hour.** Muriel and Molly told Rev. Catie about First Parish in Lexington's process and she supported FOSH trying that process.
- **Goal #4: Continue to work toward engaging more members of First Parish in volunteering for Social Hour.** Assigning people to host Social Hour resulted in most members and friends of First Parish helping host.
- **Goal #5: Hold FOSH/Kitchen Crew Meeting in Fall 2018 to set up monthly Kitchen Crew assignments, etc.** Held meetings in May and August 2018 to discuss the new process. Used email to set up monthly kitchen assignments. Held meeting in March 2019 to review goals and any other subjects identified during meeting.
- **Issues: Involving more members in hosting, rather than having the same people hosting multiple times, continues to be a struggle. Some members who are on multiple committees did more than their fair share, but generally we were able to spread the work more evenly, partly through getting the Neighborhood Groups involved (the most inclusive groups). The hybrid model of asking committees and groups to host once or twice, and having a few open sign-up Sundays, has made the task of filling all the slots less challenging.** This is no longer an issue with the new approach to assigning people to help with social hour.

#### Looking ahead — preliminary goals and issues for next year

- **Goal:** Continue with the new process to create the social hour schedule by assigning First Parish members and friends to dates to help at Social Hour. As needed, allow for the three special social hours: the R.E. Picnic organized by the R.E. co-chairs, Volunteer Sunday organized by the Program Council, and Homegrown Coffee House organized by Jim and Beth Sargent.
- **Goal: Keep kitchen orderly and supplied for social hour.**

- Each month a FOSH member is responsible for organizing the social hour supplies in the kitchen to make it easier for social hour hosts to find the supplies for set-up and to put away during clean-up, checking fridge for spoiled items, and basic light cleaning of the kitchen. Set up monthly kitchen assignments at FOSH Meeting in Fall 2019 or by email.
  - FOSH meets as a group to do a thorough cleaning of the kitchen once a year.
  - FOSH chair is responsible for maintaining supplies.
- **Issues – none identified at this time.**

### **GREEN CONGREGATION COMMITTEE**

**Committee Chairs:** Eleanor Rosellini and Susan McGarvey

**Committee Members:** Elinor Brady, Linda Davis, Ross Donald, Ellen Fine, Jan and Claire Galkowski, Eva Jansiewicz, Katrina Kipp, Phil Lynes, Susan McGarvey, Deborah Niles, Suzanne Pelton, Ed Quinlan, Eleanor Rosellini, Mary Sprogell, Marvin Wilkenfeld.

**Mission Statement:** Guided by the UU Seventh Principle, “Respect for the interdependent web of all existence of which we are a part,” the Green Congregation Committee (GCC) will strive to bring about positive environmental changes through congregational activities across all ages, personal lifestyle changes among the congregants, and involvement with the broader community. In so doing, the Committee will achieve and maintain Green Sanctuary certification under the Unitarian Universalist Association.

**Goal #1 set at beginning of year:** Continue our Green Sanctuary mission by planning activities in each of our four action areas: worship, religious education for all ages, sustainability, and environmental justice.

#### **Worship**

- Sunday Welcome includes: "We are a Green Sanctuary committed to care for the Earth and to work for eco-justice as we address the climate crisis."
- Environmental themes are included at least once a month in prayers, readings, story for all ages, or mentioned in the sermon.
- Reverend Catie often includes environmental themes in sermons and arranges for guest ministers who speak about the environment.
- Green Congregation members gave Welcomes with environmental themes several times during the year
- April 21: Easter/Earth Day/Easter intergenerational service

#### **Education:**

- September 16: Needham Lyceum "A Conversation about Food" by Eleanor Rosellini, Susan McGarvey and Claire Galkowski, Needham Lyceum,
- November 15: Balancing Conscious Food Choices and Family Traditions, discussion as a follow-up to "A Conversation about Food"
- March 24: Recycling Education table at Social Hour
- April 7: Green Congregation will organize RE session on raising your voices for climate action
- May 18: Eleanor Rosellini Needham Lyceum about Green New Deal

**Sustainability:**

- From April 2018 through March 2019, our solar panels produced 14,979 kilowatt hours of electricity. Since the panels were installed in March of 2013, they have produced 91,758 kWh, avoiding 123,047 pounds of CO2 and saving the church thousands of dollars on its electric bills.
- Nov. 10 First Parish is recognized at the GO GREEN Expo as an official participant in the GO GREEN Needham campaign, based on our efforts for "Zero in on Zero Waste" campaign
- November 11 and January 13: Rigid Styrofoam collection (Phil Lynes & Elinor Brady brought to Polyfoam Precision Molded Plastics in Northbridge for recycling)
- Nov. 18 Green Gift Table at Social Hour. Fund raising bracelets from 4Oceans plastic clean-up and Equal Exchange products sold.
- February 24 and April 7: Signed up people to be Green Advocates to contact legislators about climate legislation
- February: Eleanor Rosellini and Ed Quinlan consulted with another house of worship which is considering solar panels

**Environmental Justice:**

- October 29 Rally at the Federal Courthouse organized by Jan Galkowski in support of *Juliana vs. US*, a climate change lawsuit filed against the U.S. government in 2015 by 21 young people from across the US
- January 24, 2019 Eleanor Rosellini and Susan McGarvey, plus 5 First Parish members, joined UUs and other citizens for Mass Power Forward Lobby Day, which includes advocating for Environmental Justice Legislation
- February: \$125 donation to The Solar Foundation for solar panels and battery storage equipment to areas of urgent need in Puerto Rico. (profit from Equal Exchange sale)
- First Parish continued its support of the Needham Community Farm by donating the plate collection in April (except for Easter Sunday). Last year's donation was \$650. This year will probably be similar.
- First Parish will have a workday at the Needham Community Farm on May 17

**Goal # 2 set at beginning of year:** Make our concern for the environment evident to visitors who come to the building.

- Still to do: reminder signs to turn off lights, and publicize access to the website which monitors our solar output (include on FP home page).

**Goal #3:** Encourage all church committees to integrate concern for the environment in their regular committee activities. We continue to work with the Youth Group, Continuing Ed, Property Committee and Social Action (environmental justice) and Racial Justice Task Force, especially on waste reduction. This is the goal of Green Sanctuary – that First Parish’s “green” work is done in many ways and through many committees.

**Goal #4:** Participate in community-wide GO GREEN Needham Campaign. We accomplished this.

**Other accomplishments**

- In September: First Parish received renewal of the Energy Star rating for energy efficiency
- In June 2018 we used \$112 of our budget to purchase carbon offsets from New England Wind Fund for flights to General Assembly.

**Looking ahead — preliminary goals and issues for next year**

- Goals will be similar to last year's

**Issues:**

- For our events we would like more participation by young families, and we could always use more members (especially younger members) who can commit time and energy. Most of the work is done by a small number of people.

**THE HOMEGROWN COFFEEHOUSE**

**Committee Chair:** Jim & Beth Sargent

**Committee Members:** No standing members. This 36 year old ad hoc group is made up of FP members willing to volunteer for production assignments. Each show takes approximately 30 volunteer hours to produce, or about 500 hours total each year. Tom & Muriel Gehman, Jim Long, Gray Brown, Karl Heinz, Jessie Bowen, and Dee Galacki have been regular contributors this year, with occasional help from many others, especially our bakers.

**Mission Statement:** The Homegrown Coffeehouse was launched as a First Parish volunteer activity in 1983, with a mission to bring to Needham a wide variety of the then “folk revival” performers that were just beginning to surge locally and nationally. We opened our 35th season this Fall, a real milestone in our long efforts, presenting nearly every major folk performer, and a lot of lesser-known folk artists, plus jazz artists, and pop performers touring nationally. Our First Parish-based folk club is widely recognized as one of the top venues in New England, with a national reputation for excellence.

**Summary of Goals and Accomplishments:**

- **Goal #1, set at beginning of year:** Continue to draw in new audience, nearly all from outside the FP community. **Done**
- **Goal #2, set at beginning of year:** Continue to present new artists as well as established acts. **Done.**
- **Goal # 3:** Raise at least \$8,000 for the FP general fund. This was the fifth consecutive year of challenging fundraising targets, and we fully expect to make our target. **Anticipated to be met by June 30.**
- **Goal #4:** Involve new people in the fundraising life of FP. **Done**

**Looking ahead — preliminary goals and issues for next year**

- **Goal:** Work on a fundraising target to \$8,000 level, recognizing that snow, performer illness, and local competition can have an unpredictable, negative impact. We are also expanding our focus on new artists, which builds new audience but can limit fundraising.
- **Goal:** Continue to promote the Homegrown Coffeehouse as a premier venue in the Northeast and nationally.
- **Goal:** Continue to use the Coffeehouse as a gateway activity for people looking for an ideal first volunteer activity at FP. We will encourage the children of volunteers to help out -- creating a true multi-gen volunteer opportunity.
- Look for opportunities to promote performances by people of color and members of the LGBTQ community.

### THE LAURIE ANN GERBER MEMORIAL FUND

**Committee Chair:** Jeanne Gerber

**Committee Members:** Joe Gerber, Elizabeth Duhig.

**Mission Statement:** We are looking forward to tweaking a new mission statement for the future.

**Summary of Goals and Accomplishments:**

**Goal #1 set at beginning of year:** Continue Alternative Medicine Education

**Accomplishments:**

- We continued to be available to those who wished to borrow books and films on alternative medicine.

**Looking Ahead:** We will continue to offer resources on cancer treatments and nutrition to the public. We also plan to make a donation in the near future to the Youth Group a First Parish in honor of Laurie.

### MEMBERSHIP COMMITTEE

**Committee Chairs:** Tony Cicala

**Committee Members:** Laurel Davis, Will Innis, Eliot Jekowsky, Grace Rising, Kay Taylor, Nancy Winbury.

**Mission Statement:** *The Membership Committee supports the work and mission of First Parish in Needham by:*

1. *Attracting and welcoming newcomers to First Parish*
2. *Introducing newcomers to Unitarian Universalism and First Parish*
3. *Connecting newcomers with the ministry, programs, religious exploration, outreach, and social programs of First Parish*
4. *Where appropriate, facilitating and supporting the journey of newcomers from first-time visitors to active members*
5. *Nurturing the experience of members of First Parish in their continued spiritual growth and ongoing commitment to the goals of First Parish.*

**Summary of goals and accomplishments**

- **Growth is difficult to measure.** We can count how many people joined or are newly participating, but we do not know everyone who has left. We had five people sign the book this year. At least two families have moved out of the area and a number of members have passed away. So our growth is probably flat.
- **The Committee is working on advertising on two fronts.** The first is informing people who come to First Parish for events (ballet parents, memorial services, Lane Lyceum attendees, etc) who we are and what we do. This will be accomplished in two ways. Using monitors of some sort to show photos of First Parish members in action and also display schedules of events (i.e., Lane Lyceum) and activities. We are also planning displaying framed copies of our covenant and the seven UU principles in prominent areas. We have submitted the financial requirements to support this plan in next year's budget.

- **We have set up a task force to ascertain how best to advertise ourselves to the community at large.** We are currently examining our web site and our social media involvement to determine how to achieve our growth goals. We hope to have a plan in place by the start of the next church year.
- **We held one “Tending of the Flock” in the fall and will have another in May.**
- **We have begun to produce a document to assist the greeters in identifying and directing visitors.**
- **We hope to have “photo booth” in May to take photos for the Photo Directory.**

#### **Looking ahead — preliminary goals and issues for next year**

- Implement our internal advertising plan with monitors and framed documents in place
- Implement our external advertising plan with our Web Site updated and procedures in place for how to manage our social media presence.
- Complete the Greeters Instruction Document
- Transfer responsibility of the “Tending of the Flock” to the Membership Committee
- Develop and document procedures for “Tending of the Flock”, New Member process and Photo Directory process.
- **Issues:**
  - We are concerned about retaining members, particularly those who children and teenagers are no longer active at First Parish.
  - How do we communicate with our congregation? Of all the many methods we use to communicate with members of First Parish, people still don’t always know what is happening at FP.

### **MEMORIAL FUND AND GARDEN COMMITTEE**

**Committee Chairs:** Elizabeth Duhig & Kay Taylor

**Committee Members:** Tom Gehman, Lyn Jekowski, Gail Lehman, Mair Lustig, Marylou Manzon, Amy Brown and Lynne Rachlis, Carol Alper, Imerli Kilburn, Kitty Bowman, Nina Saltus Sara Silva

**Mission Statement:** To continue to accept Memorial gifts to First Parish, acknowledge same, and use the fund with guidance of the deceased's family for special needs of the church.

#### **Summary of goals and accomplishments:**

**Goal #1** – To continue to develop and maintain the Memorial Garden and garden along Lincoln Street entrance throughout the year.

#### **Accomplishments:**

- Continued to maintain and add to gardens around the church and Wayside Pulpit.
- Memorial Services were held for Barbara Pedersen, April Cotte, Carol Knapton, Mary Gardner Pooley, Polly Harrington, Scott Muldoon and Kathleen Powers

#### **Looking ahead – preliminary goals and issues for next year:**

\* To replace and replenish annuals and perennials as needed throughout the year.

## MUSIC COMMITTEE

**Committee Chairs:** Jessie Bowen

**Committee Members:** Carol Alper, Wendy Blom, Ross Donald, Nina Saltus, Jim Sargent, Ginger Shapiro, John Smith, Irina Georgieva (ex officio), Music Director; Katherine Loftus Campe, Assistant Music Director for Youth and Intergenerational Programs (ex officio).

**Mission Statement:** *The mission of the Music Committee is to actively support the music program at First Parish (including adults, youth and children) in both vision and implementation; encourage participation in music programs; serve as a sounding board for staff, music participants and the congregation around music; support the development of an annual Music budget; and ensure the care and maintenance of the instruments owned by First Parish. The committee is composed of a diverse group of parishioners, who understand the vital role music plays in the life of the congregation, and are committed to implementing a music program consistent with the congregation's vision.*

### Summary of goals and accomplishments

- **Goal #1 set at beginning of year:** Irina contacted the director of the Roxbury Youth Orchestra, part of Revolution of Hope, a conservatory level after-school program. They are still trying to find a date that will work for both FPN as well as the Orchestra. There is a strong possibility that next Fall this will happen.
- **Goal #2 set at beginning of year:** The Music Committee continued to host the Annual Christmas Carol Sing Along in early December. This event was well received and enjoyed by all who attended. This year it was lead by Jim Sargent with Katherine Calzada accompanying on the piano.
- **Other accomplishments**

The Music Committee completed the Hymnal Review Project for the Grey Hymnal. The goal was to provide a brief description of the musical elements of each hymn (melody, harmony, rhythm, overall difficulty), which would help ministers decide on their hymn choices in the *Singing the Living Tradition* book. All data is on a spreadsheet that is being used by Rev. Catie Scudera, Sally Fritsche and others who find this information relevant to planning a service.

The Music Committee is successfully continuing to implement Hymn Leading during most services as a result of the positive feedback from the congregation. We've worked with Tom Gehman & Tom Pugh, Worship Café Producer, to make sure the hymn leaders are using the microphones in a way that optimizes the sound both in the sanctuary and in the Worship Cafe.

### Looking ahead — preliminary goals and issues for next year

**Goal:** To continue to build the music program at the church with diverse music and involvement by many. This includes the choir as well as other music groups in the church such as First Parish Singers, the Youth music groups and Betty's Singers.

**Goal:** The Worship Committee and the Music Committee are researching ways to determine the possibility of projecting the words of the hymns being sung onto the wall above the piano. Tom Gehman is involved with determining what the technical requirements are.

**Goal:** To determine if the space behind the piano can accommodate a second tier of risers. The configuration will require consultation with the company that sold us the lower set of risers.

**Issues:** Irina has shared with the Committee the need to digitize all the choral music that FPN currently owns. The Committee is working out the logistics of how it will happen, who will do the digitizing and

who will do the data entry. Irina has researched the equipment that will work best for this project and can be used for other projects in the future.

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## PASTORAL CARE TEAM

**Committee Chairs:** Janet Klein

**Committee Members:** Rev. Catie Scudera (ex-officio), Sally Fritsche (ex-officio), Amy Cicala, Buffy Duhig, Lynne Franceschi, Judy Hadrick, Lyn Jekowsky, Fred Kresse, Helen Lane, Gail Lehman, Becky Siebens, Rick Vincent.

### **Mission Statement**

*The mission of the Pastoral Care Team is to nurture a spirit of hope and caring that reaches out to all members and friends of our congregational community.*

*The Pastoral Care Team works together to:*

1. *Identify situations that need caring attention and make appropriate assignments to meet those needs.*
2. *Support and visit those who are unable to attend church regularly.*
3. *Support families and friends involved in caregiving.*
4. *Provide mutual support and fellowship for one another while also looking toward our own spiritual growth and enrichment.*

### **Summary of goals and accomplishments**

**Goal #1** Welcomed and fully integrated intern minister Sally Fritsche to our pastoral care team.

**Goal #2** Transferred leadership of Caring Crew from Buffy Duhig to Amy Cicala and Lynne Franceschi, with re-evaluation of systems and expansion of the circle of helpers.

**Goal #3** Transferred re-organized Pastoral Care Library in the Parlor to Roberta Altamari, Interim Director of Lifespan Religious Exploration.

### **Other accomplishments**

- All team members attended a day-long Lay Pastoral Care Training Retreat with Rev. David Pyle.
- Follow-up teleconference held with Rev. Pyle to begin process of writing a covenant for our team.
- Increased communication within our team between monthly meetings.
- Increased communication with families of our parishioners, as needed.
- Continued to follow and visit members who have chronic illnesses and acute pastoral problems.
- Continued the twice monthly Caregivers Support Group, led by our member Lyn Jekowsky, a nurse with significant experience.
- Continued the monthly Grief and Loss Support Group, led by social worker Andrea Goldberg, who specializes in grief counseling.
- Betty's Singers, a healing and hospice visiting choir named in honor of the late Betty Byers, continued to rehearse, strengthen our a cappella skills, and sing for those who are ill and/or need the uplift of song.
- Rev. Catie and Sally Fritsche held monthly worship services at North Hill.

- Sent sympathy cards before the December holidays to those who had lost a loved one in the previous year.
- Continued to share highlights of the Candles of Joy and Concern in the Bell Notes.
- Provided pastoral care coverage for emergencies, with professional backup, during Rev. Catie's summer vacation and sabbatical month in India. Monitored office phone calls during our administrator's winter holiday and summer vacation.

#### **Looking ahead — preliminary goals and issues for next year**

**Goal:** Write a Pastoral Care Team covenant to clarify our agreements and understanding of our work as a team for the larger community.

**Goal:** Review and revise orientation materials.

**Goal:** Establish monthly practice of providing greeting cards and stamps at Social Hour for members to send to those in the community needing support.

**Issues:** As always, we need to emphasize nurturing and refreshing ourselves spiritually and emotionally, equitably sharing duties, remembering our limits, and respecting boundaries so that we can reach out and support others effectively and appropriately.

### **POSITIVELY AGING**

**Committee Chairs:** Phyllis Beck, Fred Kresse, Helen Lane, Kay Taylor

**Committee Members:** as above

**Mission Statement:** To provide programs and to build community among the older people in the Parish.

**Goal#1** To bring our seniors together with programs of interest and an opportunity to have discussion and conversation.

- Your Next Best Toy- Alexa
- Preserving Your Assets
- Holiday Session – Life Long Learning Opportunities
- Intergenerational Home Sharing
- Thoughtful Traveling in the Deep South
- Ted Talk, David Eagleman on God vs No God
- An Amazing Occupation

**Goal #2 :** To do some future leadership planning. We were not able to get anyone to volunteer to be on our committee. This remains a goal

**Goal#3** To get new and younger members. This is an ongoing goal.

#### **Summary of Goals and Accomplishments:**

**Goal #1:** This goal was accomplished and remains a goal in subsequent years

**Goal #2:** There remains a problem in interesting others in leadership positions

**Goal #3:** This goal will continue to be an ongoing goal. Some progress was seen as programming was of general interest.

**Looking ahead — preliminary goals and issues for next year**

- **Goal #1:** Find new leadership
- **Goal #2:** Continue with general interest programming

**Issues:** The group is aging and we need to attract more younger members.

**PROGRAM COUNCIL**

**Committee Chair:** Beth Sargent, as Vice President, Parish Committee

**Committee Members:** chairs or designated representatives of First Parish Committees or Programs. Membership is fluid.

Program Council Members:

<u>Name</u>	<u>Committee</u>
Amy Cicala	Caring Crew
Becca Malakoff	Social Action
Becky Siebens	Racial Justice Task Force
Beth Sargent	Program Council; Homegrown Coffeehouse
Bruce Barnett	Human Resources
Buffy Duhig	Memorial Garden; Pastoral Care; FoSH
Cathy Livingston	Small Group Facilitators
Clark Taylor	Social Action co-chair
Darren Zinner	Committee on Ministry
Dave Mackey	Stewardship
David Moore	Communications
Eleanor Rosselini	Green Congregation
Erik Bailey	Finance
Gail Hedges	Worship Cafe
Geri Sheehan	Welcoming
Helen Lane	Small Group Facilitators; Positively Aging;
Janet Klein	Friendly Feasts
Jeanette Anderson	Pastoral Care, Caring Crew, Caregivers
Jessie Bowen	Archives; Worship
Jim Sargent	Music, Communications
Jodi Rooney	Homegrown Coffeehouse; First Parish Singers
Buffy Duhig	LRE Committee
Lynn Franceschi	Memorial Garden
Lynne Rachlis	Caring Crew
Marianne McGowan	Committee on Ministry
Mary Ann Oldfield	Youth-Adult; Racial Justice Task Force; Bell Notes
	Property; Interior Arrangements

<u>Name</u>	<u>Committee</u>
Phil Lynes	Worship
Rev. Catie Scudera	Minister, <i>ex officio</i>
Susan McGarvey	Green Congregation
Tad Staley	Continuing Religious Exploration
Tony Cicala	Membership

**Mission Statement:** *The mission of the Program Council is to help committee chairs coordinate their activities and programs in support of the Church's mission statement & vision and to serve as a forum to discuss issues and problems, inform each other and the Parish Committee on their activities and to look for support where appropriate. Additionally, the Council serves as a forum where programs can organically be identified and developed.*

#### **Summary of Goals and Accomplishments:**

- **Goal #1: Encourage individual program/committee chairs to reach out to the larger church community through**
  - **“My Turn” style addresses embedded in Sunday services, typically a 5-minute talk about their program and opportunities to become more involved in that program.** This subset of goal #1 was not realized this past year. It became clear that more coordination with the minister will be needed for this to happen as envisioned. Recommended that we try this again next year with a more formal plan to include committee/program “My Turn” periodically during the church year.
  - **Multiple programs could join together to host a more focused information fair during social hour.** Several committees with similar goals did take advantage of this sharing of resources and volunteer time.
- **Goal #2: Establish an annual Volunteer Sunday event on an appropriate Sunday early in the church year.**
  - Sunday following Water Communion (our annual ingathering Sunday)
  - In 2019, the date will be September 15.
  - All committees and programs will be invited to participate. After the 2018 event:
    - Feedback, post-event, was very positive.
    - Many groups reported an increase in interest in their programs, and several reported signups of new participants

#### **Looking ahead — preliminary goals and issues for next year**

- **Goal #1: Increase First Parish's visibility in the community**
  - More and smarter use of online media to publicize First Parish
  - Banners, signs that advertise to the larger community (approved by Parish Committee)
  - Build on the resources provided through the UUA (like the seminar with Peter Bowden)
- **Goal #2: Facilitate “My Turn” addresses during Sunday services:**
  - Coordinate with the minister in choosing dates

- Designate certain Sundays as “My Turn” opportunities
- Follow up with interested people after the service

## PROPERTY COMMITTEE

**Committee Chairs:** Mary Ann Oldfield

**Committee Members:** Karl Heinz, Carl Franceschi, David Meccas, Ed Quinlan, Phil Pierce, George Rappolt, Paul Rooney, Jeff Heller, Christi Cocchi, Mary Sprogell (ex officio) Frederick Francis, Susanna Whitman (ex officio), Eleanor Rossilini, Darren Zinner (ex officio).

**Mission Statement:** *The mission of the Committee to End All Committees is to to maintain the facilities of First Parish in optimal condition to better support the activities of the congregation.*

### Summary of goals and accomplishments

- **Goal 1:** Prioritizing and reserving funds for capital expenditures over \$5000: i.e. Painting and repairing the steeple, Painting the sanctuary, Carpeting the choir loft & chancel.  
**Accomplishments:** The following Long-Range Facilities Management list was compiled and presented to Parish Committee with future maintenance needs. The three most pressing repairs are repairing the Steeple, patching cracks and painting the sanctuary and carpeting the choir loft. We are recommending an annual allowance of \$30,000 per year (max) be set aside to ensure money for all upcoming maintenance. We have also secured bids for painting the Sanctuary. Since this is a hefty cost, the work may be done in stages if funds are not available at the end of the fiscal year to do the entire job.
- **Goal 2:** Identifying a new elevator repair and maintenance company. **Accomplishments:** Atlantic Elevator Service is now servicing our elevators. Contract with Garavanta canceled.
- **Goal 3:** Identifying an acceptable floor finish amenable to the ballet. **Accomplishments:** Charles Rive Ballet has approved a new product for refinishing the Parish Hall floor which will be applied August 2019. To ensure the surface in Parish Hall is amenable to the safety of the dancers, a product, Slip Nomor is applied weekly to the floor, then mopped up at the end of the week.

### Looking ahead — preliminary goals and issues for next year

- **Goal:** Continue to stay on top of long-range facilities projects and try to complete at least one a year
- **Goal:** Needham Fire Dept will no longer maintain the hard-wired municipal fire alarm system after 2020. We will gather quotes for an alarm radio based system and will need to decide rent or buy a system directly. Regardless, this will be a significant expense, possibly \$10,000.
- **Goal:** Extra hours/funds so our sexton who needs more time to complete all the extra maintenance that comes up.
- **Issues:** For the last decade, we have not had significant maintenance issues (except for the elevator). Now that we are entering our second decade post renovation, serious funds for maintenance will need to be budgeted annually. We have identified 28 items that should be addressed in the next 3 decades.

## RELIGIOUS EXPLORATION COMMITTEE

**Committee Chair:** Dana Robinson and Jodi Rooney

**Committee Members:** Eva Jansiewicz, Patrick FitzGerald, and Roberta Altamari, Interim DLRE (ex-officio)

**Mission Statement:** *The mission of the Committee to End All Committees is to ensure the RE program offered at First Parish in Needham meets the needs of congregation families, and is consistent with UU and First Parish principles.*

### Summary of Goals and Accomplishments:

The overarching goal of the Religious Exploration Committee, in partnership with the RE Director, is to oversee the programming offered to our children/youth and support our volunteers who are leading these programs.

Specifically, we strive to offer a program that support our children's exploration of the values embodied in our covenant with the seven UU principles. These items include:

- What it means to be a Unitarian Universalist
- Love, encouragement, compassion and community
- Diversity and acceptance
- The search for one's own spiritual truth
- Social action and service as part of the interdependent web
- The ability to make informed, ethical choices
- **Goal #1 set at beginning of year:** Reestablish the Parenting Your Children (PYC) program
  - Thus far, we have held PYC on the first Friday every month. We experimented with the format by offering both parenting discussions and multigenerational game nights. Games nights and movie nights with pizza provided have been the most popular.
- **Goal #2 set at beginning of year:** Establish Spirit Play curriculum
  - We began offering Spirit Play in September and it has been very well received. Our curriculum focused on the seven UU principles and an introduction to the six sources for our UU faith. The program went on hiatus for the duration of OWL and will return next Fall.
- **Goal #3 set at beginning of year:** Reestablish trust in the RE program
  - This has been an ongoing process with our Interim DLRE and will continue into the future.
- **Goal #4 set at beginning of year:** Assess needs for the future
  - This has been an ongoing process with our Interim DLRE and will continue into the future.
- **Other accomplishments**
  - Teacher Soiree—We repeated the RE Teacher Soiree to thank teachers and to encourage collaboration throughout the program. The event had a good turnout and was well-received.

**Looking ahead — preliminary goals and issues for next year**

- **Goal:** Committee member recruitment: This year, we only had four members on our committee which limited the number of activities we could take on. We hope to expand and diversify our committee membership for the next year.
- **Goal:** Continue to work with our Interim DLRE on the goals of “assessing needs for the future” and “reestablishing trust in the RE program”, particularly as it relates to creating a job description and transitioning systems for the next DLRE.

**SAFE CONGREGATIONS TASK FORCE**

**Committee Chair:** Susan Camuti

**Committee Members:** Rev. Catie, Gail Hedges, Carl Franceschi, Dana Robinson, Bruce Barnett

**Mission Statement:** *The mission of the Task Force is to design a comprehensive policy for all matters of safety in the church and with the congregation*

**Summary of goals and accomplishments**

- **Goal #1:** Conduct a dangerous person/active shooter information session-done
- **Goal #2:** Complete the policy and gain approval from the Parish Committee-done
- **Goal #3:** Inform the congregation of the policy and put the policy on the website-in process
- **Other accomplishments**
  - Create a Safe Congregation Response Team to go forward and carry out the policy issues as they happen-in process

**Looking ahead — preliminary goals and issues for next year**

- **Goal:** Launch the Safe Congregation Response Team

**SMALL GROUP MINISTRY**

**Committee Chairs:** Helen Lane and Cathy L. Livingston

**Committee Members:** Carol Alper; David Berman; Kristen Neff; Grace Rising; Rev. Catie Scudera; and Tracy Zendzian

**Mission Statement:** The Small Group Ministry (SGM) program is an active part of the ministry of First Parish, and it is one of the largest ministries within the Parish. While each participant in a Small Group Ministry may have more than one reason for participating in a group, participants generally cite similar reasons for joining a group. One of the most commonly acknowledged benefits is the opportunity to get to know other members of the Parish on a deeper level. Having the opportunity to reflect on and discuss topics that can offer guidance and enrichment in our daily lives is another frequently cited benefit of SGM membership. Some participants attribute participation in a Small Group as enhancing their spiritual and/or ethical practices and awareness.

### Summary of goals and accomplishments

- **Goal #1 set at beginning of year:** Support the ongoing work of the existing SGMs; Facilitators meet frequently to address and anticipate needs of the ongoing Small Groups
- **Goal #2 set at beginning of year:** Promote the benefits of joining a SGM at various times during the Church Year; Provided publicity and several opportunities within the Church Year to join a SGM
- **Goal #3 set at beginning of year:** – Recruit additional Facilitators to support opening new groups; anticipate opening two new groups for the second half of this year into the next Church year
- **Goal #4 set at beginning of year:** Create system for archiving and sharing the individual sessions with all of the Facilitators; Have created a system to archive and share our Sessions using Dropbox

### Looking ahead — preliminary goals and issues for next year

- **Goal:** Continue to address the ongoing needs of the SGMs and provide the support to enable them to be successful

## SOCIAL ACTION COMMITTEE

**Committee Chairs:** Rebecca Malakoff, Clark Taylor

**Committee Members:** Cassie Bailey, Joan Benzie, Peter DiMarzio, Sally Fritsche (ex officio), Eva Jansiewicz, Marianne McGowan, Deborah Niles, Logan Packard, Zack Packard, Wendy Rands, Will Rico, Eleanor Rossselini, Catie Scudera (ex officio), Becky Siebens, Pat Tholl, Rick Vincent, Tracy Zinner

### Mission

*The mission of the Social Action Committee is to (1) balance activities of charity with activities focused on systemic change, (2) to integrate our social action groups, and other participants, in supporting one church-wide social and environmental justice movement, and (3) partnering with social action groups outside First Parish. The Social Action Committee provides an umbrella organization to the numerous social action subcommittees, providing monthly meetings to discuss the current and future activities of the individual programs as well as coordinate efforts to bring about increased awareness of social justice issues and opportunities for working together towards positive change. The subcommittees include:*

- Racial Justice Task Force*
- Green Congregation Committee*
- PATH (People Against Trafficking Humans)*
- Generic Ministry*
- Immigrant Ministry and Sanctuary Committee*
- Welcoming Congregation*
- Youth Group*

### Summary of goals and accomplishments

- **Goal #1:** Hold monthly meetings to disseminate information between individual subcommittees, increasing awareness of educational and action opportunities for social justice.
  - The SAC has regularly held meetings on the 4<sup>th</sup> Wednesday of every month (year-round) from 6:30-8 pm, attended by representatives of the subcommittees listed above. In addition to sharing information about various events and projects of the individual social action programs, members provide feedback, ideas for collaborative efforts, and participate in stimulating discussions of current social action topics. In addition to the members who regularly attend meetings (listed as committee members), the SAC maintains a more expansive email list of members who received notices and minutes from the monthly meetings, as a means to stay informed about social action programs at First Parish and beyond.
- **Goal #2:** Identify charitable groups and organizations outside First Parish for us to support via split plate collections, special plate collections, and various fund raising efforts.
  - The SAC has designated plate collections raising funds for the numerous groups listed below:
    - Needham Community Council (\$667)
    - Generic Ministry (\$873)
    - UUA Disaster Relief Fund (\$422)
    - Essex County Community Foundation's Lawrence Emergency Fund (\$422)
    - North American Indian Center of Boston (\$283)
    - Newton Sanctuary and Solidarity Collaborative (\$807)
    - Unitarian Universalist Service Committee (UUSC) (\$933.50)
    - Pathways Family Shelter (\$1,038.98)
    - Greater Lawrence Disaster Relief (\$767.00)
    - Kids in Need of Defense (KIND) (\$779.55)
    - The Underground (\$756.40)
    - Unitarian Universalist Urban Ministry (UUUM) (\$678.10)
    - Groups designated for March and April plate collections (totals raised not yet known at the time of this report): Boston Medical Center Grow Clinic, TRUUST, Needham Community Farm, DRUUMM, Louis D. Brown Peace Institute
- **Other accomplishments**
  - Identified a need as a result of the prolonged Federal government shutdown in early 2019, which created a financial crisis for many families of federal employees and SNAP recipients affected by disruption in benefits. In response to this need, we coordinated a First Parish food drive collecting 16 bags of non-perishable food items and dry goods which were

distributed to 4 area food pantries. Also coordinated a special plate collection on February 3, 2019 raising cash donations for the 4 food pantries (raising \$639). The SAC provided “matching” funds from our budget of \$1,000.

- Transitioned leadership from Clark Taylor to Rebecca Malakoff as committee Chair position mid-year.

### Looking ahead — preliminary goals and issues for next year

- **Goal:** Continue to coordinate and spearhead social action activities between and by the various social justice subcommittees. We strive to ensure that every member of First Parish is aware of events and opportunities to live our beliefs through action and care for our world.
- **Goal:** Provide more opportunities to demonstrate the interlinking of issues of social justice and promote collaboration between subcommittees (for example, exploring how climate change impacts minority communities).
- **Goal:** Work with the Religious Exploration director and committee to promote involvement of the First Parish youth in social justice projects.

## WORSHIP COMMITTEE

**Committee Chair:** Phil Lynes

**Committee Members:** Jeanette Anderson, Jim Leffingwell, Joan Mecasas, David Berman, Bobby Jorgenson, Kitty Bownass, Peter Panov, David Siersdale, Sally Fritche (student minister), Rev Catie Scudera (ex officio).

**Mission Statement:** *The Worship Committee is concerned with all aspects of the worship experience. The Worship Committee works with the Minister on the design of weekly and long-term worship experience at First Parish. The Worship Committee oversees the summer component of worship and coordinates worship for Sundays when the Minister is not in attendance. The Committee works with the LRE Minister, the RE Committee, the Music Director, the Children’s Choir Director, the Music Committee, the ushers team, the flower coordinator and other committees to ensure smooth functioning before, during and after each service. It also serves as a resource for the congregation to incorporate their ideas and respond to concerns about the worship experience.*

### Summary of goals and accomplishments

**Coordinate Worship in the Absence of the Minister:** The committee has worked to ensure worship is coordinated in days that the minister is not in the pulpit. With Rev Catie having a concussion late in the fall and a sabbatical late in the winter we worked with Sally, our intern minister and Roberta, our interim DLRE to cover the needs. In addition we organized and assisted with the services involving the following guest preachers:

- March 3: Rev. Chris Holton Jablonski
- March 10: Rev. Mary Margaret Earl
- April 7: Rev Aisha Ansano

**Support Year-Round Worship:** The committee provides a worship helper each week to insure that the

sanctuary facilities are prepared for each service and tidied afterwards. As of this writing we plan to participate again in planning the 2019-2020 church calendar and in the preparation of a list of suggested monthly themes for the coming year.

**Organize Parish Hall (Summer) Services:** Phil Lynes has agreed to serve as Summer Services coordinator again. As of this writing we are in the early stages of securing summer services leaders and worship associates.

**Other accomplishments:**

We helped sort out and organize the contents of the closet in the conference room so that the space could be shared with other groups like the new yoga class.

As in previous years we hung Christmas decorations (wreaths and window candles) for the Advent season. This year we added an artificial wreath to be hung in the Lincoln St. window of the Parish Hall.

When Joan left for her sabbatical and Jim resigned from the committee we needed to do some midyear recruiting and thankfully found Peter Panov, Kitty Bownass, and David Siersdale willing to join us so we are now back up to full membership

**Looking ahead — preliminary goals and issues for next year**

**Goal A:** Explore new ways to enhance the liturgy starting with reading and discussing the new edition of “Worship that Works”.

**Goal B:** Help the Worship Cafe team find more volunteers.

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**FINANCE COMMITTEE**

Treasurer: Erik Bailey / Finance Committee: Erik Bailey

As in past years, this report is organized into the following sections: Report on Last Year (FY18: 2017-2018), Report on Current Year (FY19: 2018-2019), and Report on for Next Year (FY20: 2019-2020).

**Report on Last Year (FY18: 2017–2018)**

Due to the timing of our Fiscal Year (July 1 - June 30) and Annual Meeting (late May of each year), it is not possible to report on a complete fiscal year at Annual Meeting. Therefore, a brief summary is presented here of the finances from the previous year, now that they have been closed.

The year ended with an actual surplus of \$15,211.95 compared to a budgeted surplus of \$10,000, for a net surplus of \$5,211.95 (meaning that our budget was accurate to within one percent). Pledge plus Donation collection was budgeted at 100% of target (\$358K), and the final number was \$349K (98% of budget) – the primary driver here was a few families who were unable to complete their pledges (in whole or in part). Overall Income was almost exactly on budget, though, so the slight shortfall in pledge revenue did not adversely affect the budget (partly helped by a stronger-than-expected Auction). Expenses were very well managed and ended the year under budget (\$475K budget vs. \$469K actual).

*Information for the two prior fiscal years (FY17 and FY16) is also listed below. There were key undiscovered issues in those years related to pledge allocation and other recordkeeping, and a complete cleanup was done between July 2018 and April 2019 (including following up on pledge payments that had not been completed). As a result, the financials for these years need to be restated. A summary of the overall FY16–FY18 financials is shown here; the details are always available if needed from the Treasurer.*

Fiscal Year	QB Pledges Received	Pledge (P) Budget	Donations (D) Budget	P + D Total Budget	Budgeted Collection	Actual Collection
FY16	\$320,976.42	\$325,000.00	\$ 13,000.00	\$328,000.00	97%	99%
FY17	\$329,870.53	\$340,000.00	\$ 16,000.00	\$346,000.00	97%	100%
FY18	\$332,297.76	\$343,000.00	\$ 15,000.00	\$358,000.00	100%	98%

Fiscal Year	P + D Total Actual	Budgeted Income	Budgeted Expense	Actual Income	Actual Expense	Net Surplus/Deficit
FY16	\$335,495.71	\$444,937.00	\$434,937.00	\$466,269.68	\$424,056.29	\$ 32,213.39
FY17	\$357,599.33	\$452,181.00	\$462,181.00	\$468,725.08	\$457,248.26	\$ 21,476.82
FY18	\$349,061.22	\$485,026.00	\$475,026.00	\$484,119.76	\$468,907.81	\$ 5,211.95

**Report on Current Year (FY19: 2018–2019)**

The current church year (FY19, representing July 1, 2018 through June 30, 2019) is progressing well from a financial perspective. The information contained here is based on 9 months of actual data (July 2018 through March 2019 inclusive), plus projections for the rest of the fiscal year. *As is the case each year, final numbers will not be available until September at the earliest.*

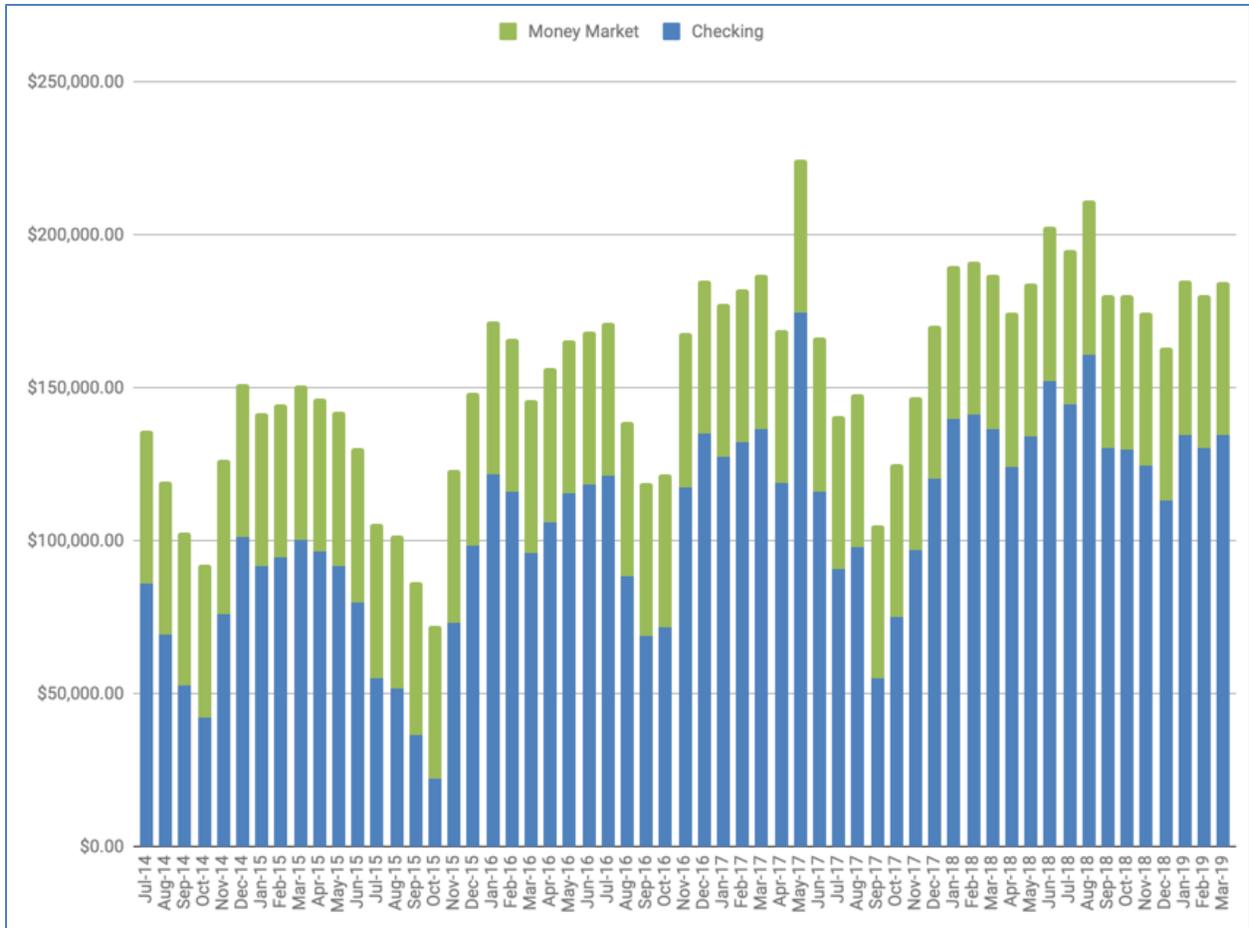
**Income** is currently ahead of the FYTD (Fiscal Year-To-Date) target. This is partly attributable to the unusually large amount of pledge income received prior to the start of the FY on July 1 (last year's change in the federal tax laws resulted in more families than usual pre-paying their pledges in advance of the tax deadline; there is no issue or concern with prepaying, and any family is welcome to do this if they desire). However, the fact that we are ahead of the FYTD target should not be taken to mean that income will be larger than expected; it simply means that the income we have received so far has been front-loaded. There are several other income categories (such as Building Rent) where we are behind expectations. That said, assuming Pledges and Donations both track to their budget numbers, overall Income should be very close to the budget target.

Unfortunately, **Expenses** are well above the FYTD target, primarily due to several specific factors, as listed below:

- A. The Building category is tracking well over budget, which is not uncommon. This year, the primary driver for the overage was the multiple repair expenses for the elevator (approximately \$7K); other areas within that category have been roughly as expected.
- B. Lifespan Religious Exploration is over budget, primarily due to higher-than-expected costs for Health Benefits for this position (the final actual cost will be about \$5K more than budgeted)
- C. Ministry is over budget, almost entirely due to the one-time \$5,000 Bonus paid to Rev. Catie in October, pursuant to the approved motion from the 2018 Annual Meeting recommending this payment (which was subsequently approved by Parish Committee)
- D. Finally, a large payment (\$8,460.76) was authorized by Parish Committee to clear out the Youth Group debt that has accumulated over the last three years. This has been an ongoing problem (we needed to clear out the debt once before, about five years ago), and stems from the fact that revenue received to cover the large service trips (especially those involving flights) has not offset the expenses. This has improved greatly this year, with increased options for larger payments by the families as well as significantly improved fundraising by the youth themselves. The hope is that any future debt relief would be both less frequent and in smaller quantities. This payment was recorded in the Contingency category, so as not to cause the LRE budget to further overrun.

As a result of the above, FY19 is almost certain to run a *net deficit*. The final amount will not be known until September at the earliest, but will likely be at least \$25K (the sum of the four items listed above), and could be larger if pledge/donation income is lower than anticipated. This has been known to the Parish Committee for several months, and is deemed to be acceptable, especially given the overall good health of our bank account balances.

The Citizens Bank month-end account balances for FY14 through present are shown below (the lighter green bar on the top represents an interest-earning Money Market account; the darker blue bar on the bottom represents a non-interest-earning Checking account). Generally, the goal is to keep between three and six months' expenses always available in liquid form. At the current FY19 budgeted run rate of \$40,647 per month, a balance of \$175,000 (which is the about the average for the fiscal year so far) represents approximately 4.5 months, which is exactly where we want to be. (If you are curious, the large spike in May 2017 was a chance of timing due to a large donation to the Memorial Fund which happened to still be in the checking account at the end of the month when the statements were prepared.)



**Report on Next Year (FY20: 2019–2020)**

The budget process for Fiscal Year 2019-2020 (“FY20”) continues the processes established in the last several years (including further refinement of some expense line items to try to align closer to the actual spending amounts). However, there have been several notable changes in both the income and expense areas, which cause this budget to have significant changes compared to previous years’; these changes are all described in detail below (all comparisons are toward the previous budget – FY19).

**II. Revised Income Estimates**

- A. A proposed Bylaws change to the Trustees of Invested Funds annual payouts to the Operating Budget will (if passed at Annual Meeting) significantly increase the income from the Unrestricted Endowment and the Beuhrens Fund for Youth Ministry. Assuming passage of the Bylaws amendment, this will increase the amount available for appropriation by approximately \$8,000. *The budget presented herein assumes passage of this amendment at Annual Meeting; should that motion fail, the budget will need to be revised with very significant cuts to spending.*
- B. The budget assumes a full Auction for the upcoming church year (leaders have been confirmed, so this should be a safe assumption)
- C. The rent expectation for NCC has increased slightly due to the contractual increase tied to CPI
- D. The rent expectation for the Ballet has decreased slightly to align better with actual receipts (the previous expectation was unrealistically high)
- E. Unfortunately, Pledge income has decreased compared to last year. Please see the section below for additional information on the Pledge drive.

### III. Staff and Compensation

#### A. Rev. Catie

1. At the May 2018 Annual Meeting, a very clear consensus emerged from the assembled Congregation that Rev. Catie was due (or more accurately, *overdue*) for a significant compensation adjustment. This was also a major theme in the Annual Pledge Drive this past spring, and many members expressed their hope to the Pledge Drive team that their pledge increases would directly benefit Rev. Catie.
2. The Parish Committee has taken this into account when planning the FY20 Budget, and has allocated absolutely as much as possible toward her compensation.
3. This has resulted in a direct compensation adjustment of **\$6,000**, increasing her salary (inclusive of Housing Allowance) from \$78,000 to **\$84,000**. Associated loaded costs (including taxes, pension contributions, and professional expenses) bring the *total* adjustment value to \$7,400.

#### B. Other Church Staff

1. The preceding three budgets (FY17, FY18, and FY19) have gradually stepped up the compensation for the First Parish staff, such that FY19 funded all four major staff positions at the UUA Geo Index 5 Midpoint (based on 2017-2018 numbers).
2. However, two changes have occurred since that point, which result in the numbers no longer meeting the Midpoint (these were described in detail in last year's "Report on Next Year" text – Section II, Points B and C):
  - a) The UUA has revised the compensation numbers upward for 2019-2020
  - b) Needham has been moved from Geo Index 5 to Geo Index 6
3. The latest numbers (Minimum, Midpoint, and Maximum) for 2019-2020 Geo Index 6 are as follows (tied to our staff members, and appropriately pro-rated based on hours worked for each position):
  - a) **DLRE** (Roberta – Interim, Full-Time): \$49,650 (Min), \$58,350 (Mid), \$66,850 (Max)
  - b) **Parish Administrator** (Susanna, 6/7 Time): \$39,643 (Min), \$46,500 (Mid), \$53,443 (Max)
  - c) **Music Director** (Irina, 1/2 Time): \$27,125 (Min), \$31,450 (Mid), \$35,800 (Max)
  - d) **Choir Director** (Kate, 1/4 Time): \$11,063 (Min), \$12,880 (Mid), \$14,575 (Max)
4. The current Staff salaries are all approximately 90% of the Midpoints listed above (and all are above the Minimums). To bring them up to 100% of the Midpoints would require an additional \$15,741 in direct compensation costs (plus the associated loaded costs, including taxes and benefits).
5. Given the significant increases each of the last three years, and the need to provide a significant increase for Rev. Catie, no raises are proposed for the church staff for FY20. Their talents are many, and their contributions to our church are numerous, but unfortunately there simply are no available funds this year for further increases. We hope that this can be revisited next year.

#### C. Religious Exploration Assistant and Youth Group Advisor

1. Unfortunately, Alexis (serving the roles of RE Assistant and YG Advisor) resigned this year, due to needing to spend more time with her growing family. We certainly wish her well!
2. Based on a recommendation from Roberta (Interim DLRE), the Youth Group Advisor position has been eliminated from the FY20 budget. The feeling is that this can be covered through the DLRE position itself, rather than a separate budget line item.
3. To make up for some of the lost time, though, the RE Assistant position has been increased to 40 hours per month for FY20 (up from 36.5 in FY19). The hourly rate remains unchanged at \$20/hr.

#### D. The Worship Café A/V Operations line has been reduced based on the actual number of hours worked so far this year (its first year of operation). In addition, the line items themselves have moved from the Office/Governance category to the Worship category, so eagle-eyed readers may

note a difference in the sum totals for those two categories for last year's budget (compared to last year's Annual Report); the numbers do tie out and it was purely a copy-paste operation.

- E. The hourly rate for Child Care (generally provided by teens in the Youth Group) will rise to \$13/hr. This allows First Parish to stay ahead of the stepped Massachusetts minimum wage increase, which will rise from \$12/hr to \$12.75/hr on January 1, 2020 (see [www.mass.gov/info-details/massachusetts-law-about-minimum-wage](http://www.mass.gov/info-details/massachusetts-law-about-minimum-wage)).
- F. Payroll Tax line items have been adjusted slightly to try to better align with actuals (it is not possible to have them align perfectly, so we just want to get them as close as possible).

#### IV. Expense Line Items

- A. Several budget line items have been adjusted up or down based on actual spending and an effort to align budgets and actuals as closely as possible. These line items include (but are not limited to): Hospitality, Lay Leadership Development and Adult Education, and Telephone/Internet.
- B. Our expected contribution to the UUA and the New England Region increased from \$24,036 to \$25,810 (a 7% increase).

#### FY20 Pledge Drive Summary

As of the writing of this report (mid-April), we currently have \$344K of pledges from 140 households (we hope to receive a couple more pledges, but not many). This is significantly below expectations, and a major reduction in the number of pledging households (we had 158 last year).

Key numbers:

- A. 73 households increased their pledges from last year, for an aggregate total increase of \$18,875. *Words cannot adequately express how deeply moved I am by this – the generosity of our congregation is extraordinary.*
- B. 8 households pledged either for the first time, or after not having pledged last year, for an additional increase of \$6,700.
- C. 44 households stayed the same as last year.
- D. 16 households decreased their pledge from last year (but still pledged), for an aggregate total decrease of \$9,416.
- E. 16 households who pledged last year did not pledge this year, either because they have moved out of Needham (or are planning to), or they are unable to pledge, for an aggregate total decrease of \$22,520. *Rev. Catie has been closely monitoring this, and has reached out to several of these families.*
- F. The average pledge was \$2,457, and the median pledge was \$1,800. Pledges ranged in size from \$20 to \$11,000, with 42 pledges of \$1,000 and under, and 19 pledges of \$5,000 and over.

The net result of this is that our pledge total is down \$6,361 from last year. This reduction is reflected in the Budget described below, where the Pledge Income line is \$6,000 less than last year (a budgeted pledge income of \$345,000 for FY20 compared to \$351,000 for FY19). It must be noted here that the fact that we are as close to last year's total as we are, given the magnitude of the pledges that we have lost, is truly humbling. Our congregation is generous beyond compare.

#### FY19 Budget

The tables on the following pages provide first a high-level view of the budget on the first page (all income lines and a summary of the expense lines), and then complete expense detail per category on subsequent pages. Variance from FY19 budget is shown where there were changes. New this year is that all entries have been rounded to the nearest dollar for ease of reading. This budget was approved by the Parish Committee at the April 10, 2019 meeting.

*Please note that this Budget assumes favorable passage of the Bylaws Amendment for the Trustees Funds. Should that Amendment fail to pass, this Budget must be amended to reduce approximately \$8,000 in Income and remain balanced (this would most likely eliminate the raise for Rev. Catie, plus require other reductions as well).*

We extend our gratitude to the membership of the congregation for its generosity and commitment to First Parish, enabling us to fund the programming of the church in a way that is as fair and beneficial to all as possible. We look forward to a wonderful 2019-2020 church year!

					FY18 Actual	FY19 Budget	FY20 Proposed	Variance
				<b>Income</b>				
				<b>Income</b>				
				<b>Pledges</b>	\$332,297.76	\$351,000.00	<b>\$345,000</b>	-\$6,000
				<b>Donations</b>	\$17,263.46	\$15,000.00	<b>\$15,000</b>	\$0
				<b>Fundraising</b>	\$23,021.87	\$6,000.00	<b>\$20,000</b>	\$14,000
				<b>Homegrown Coffee House</b>	\$10,851.00	\$8,000.00	<b>\$9,000</b>	\$1,000
				<b>Investment Income</b>	\$5,048.23	\$5,300.00	<b>\$11,500</b>	\$6,200
				<b>4th Cen Fund Youth Income</b>	\$3,452.60	\$4,000.00	<b>\$7,500</b>	\$3,500
				<b>Plate - First Parish Collection</b>	\$15,295.08	\$13,000.00	<b>\$13,000</b>	\$0
				<b>Bldg Rent - NCC</b>	\$46,600.22	\$47,459.00	<b>\$48,645</b>	\$1,186
				<b>Bldg Rent - Ballet</b>	\$23,137.50	\$26,000.00	<b>\$25,000</b>	-\$1,000
				<b>Bldg Rent - Misc</b>	\$3,425.00	\$6,000.00	<b>\$6,000</b>	\$0
				<b>Total Income</b>	\$484,119.76	\$481,759.00	<b>\$500,645</b>	\$18,886
				<b>Total Income</b>	\$484,119.76	\$481,759.00	<b>\$500,645</b>	\$18,886
				<b>Expense</b>				
				<b>Total Building</b>	\$82,756.42	\$95,297.00	<b>\$95,408</b>	\$111
				<b>Total Community Outreach</b>	\$842.45	\$1,500.00	<b>\$1,500</b>	\$0
				<b>Total Community Within</b>	\$0.00	\$5,000.00	<b>\$3,750</b>	-\$1,250
				<b>Total Education</b>	\$93,453.17	\$99,100.45	<b>\$94,752</b>	-\$4,348

	<b>Total Ministry</b>	\$109,433.00	\$121,746.00	<b>\$128,304</b>	\$6,558
	<b>Total Music</b>	\$52,544.69	\$55,465.04	<b>\$55,874</b>	\$409
	<b>Total Office/Gov Expenses</b>	\$86,797.02	\$82,040.46	<b>\$82,616</b>	\$576
	<b>Total Denominational Affairs</b>	\$22,041.00	\$24,636.00	<b>\$26,410</b>	\$1,774
	<b>Total Other Expenses</b>	\$18,776.66	\$2,396.79	<b>\$2,031</b>	-\$366
	<b>Total Expense</b>	\$468,907.81	\$486,181.74	<b>\$490,645</b>	\$4,463
<b>Net Income</b>		\$15,211.95	\$10,000.00	<b>\$10,000</b>	\$20,000

				FY18 Actual	FY19 Budget	FY20 Proposed	Variance
	<b>Income</b>						
	<b>Income</b>						
		<b>Pledges</b>		\$332,297.76	\$351,000.00	<b>\$345,000</b>	-\$6,000
		<b>Donations</b>		\$17,263.46	\$15,000.00	<b>\$15,000</b>	\$0
		<b>Fundraising</b>		\$23,021.87	\$6,000.00	<b>\$20,000</b>	\$14,000
		<b>Homegrown Coffee House</b>		\$10,851.00	\$8,000.00	<b>\$9,000</b>	\$1,000
		<b>Investment Income</b>		\$5,048.23	\$5,300.00	<b>\$11,500</b>	\$6,200
		<b>4th Cen Fund Youth Income</b>		\$3,452.60	\$4,000.00	<b>\$7,500</b>	\$3,500
		<b>Plate - First Parish Collection</b>		\$15,295.08	\$13,000.00	<b>\$13,000</b>	\$0
		<b>Bldg Rent - NCC</b>		\$46,600.22	\$47,459.00	<b>\$48,645</b>	\$1,186
		<b>Bldg Rent - Ballet</b>		\$23,137.50	\$26,000.00	<b>\$25,000</b>	-\$1,000
		<b>Bldg Rent - Misc</b>		\$3,425.00	\$6,000.00	<b>\$6,000</b>	\$0
		<b>Total Income</b>		\$484,119.76	\$481,759.00	<b>\$500,645</b>	\$18,886
		<b>Total Income</b>		\$484,119.76	\$481,759.00	<b>\$500,645</b>	\$18,886
	<b>Expense</b>						
		<b>Building</b>					

			<b>Building Staff</b>				
			<b>Sexton Comp</b>	\$9,265.00	\$9,450.00	<b>\$9,450</b>	\$0
			<b>Sexton Payroll Tax</b>	\$708.77	\$850.50	<b>\$756</b>	-\$95
			<b>Cleaner Comp</b>	\$7,960.00	\$9,450.00	<b>\$9,450</b>	\$0
			<b>Cleaner Payroll Tax</b>	\$608.94	\$850.50	<b>\$756</b>	-\$95
			<b>Electricity</b>	\$3,728.62	\$3,600.00	<b>\$3,800</b>	\$200
			<b>Gas</b>	\$3,260.00	\$3,600.00	<b>\$3,600</b>	\$0
			<b>Water Sewer</b>	\$3,055.38	\$3,000.00	<b>\$3,000</b>	\$0
			<b>Landscaping</b>	\$4,836.13	\$5,000.00	<b>\$5,000</b>	\$0
			<b>Snow Removal</b>	\$1,230.00	\$2,000.00	<b>\$2,000</b>	\$0
			<b>Maintenance</b>	\$9,800.34	\$16,000.00	<b>\$16,000</b>	\$0
			<b>Repairs</b>	\$858.62	\$4,000.00	<b>\$4,000</b>	\$0
			<b>Waste Removal</b>	\$474.00	\$400.00	<b>\$500</b>	\$100
			<b>Capital Campaign Mortgage</b>	\$27,972.12	\$27,768.00	<b>\$27,768</b>	\$0
			<b>Insurance</b>	\$8,998.50	\$9,328.00	<b>\$9,328</b>	\$0
			<b>Total Building</b>	\$82,756.42	\$95,297.00	<b>\$95,408</b>	\$111
			<b>Community Outreach</b>				
			<b>Social Action Committee</b>	\$842.45	\$1,500.00	<b>\$1,500</b>	\$0
			<b>Total Community Outreach</b>	\$842.45	\$1,500.00	<b>\$1,500</b>	\$0
			<b>Community Within</b>				
			<b>Archive</b>	\$191.00	\$500.00	<b>\$500</b>	\$0
			<b>Fellowship</b>	\$401.52	\$250.00	<b>\$250</b>	\$0
			<b>Green Congregation</b>	\$191.00	\$500.00	<b>\$250</b>	-\$250
			<b>Hospitality</b>	\$0.00	\$2,500.00	<b>\$1,500</b>	-\$1,000
			<b>Membership</b>	\$1,403.77	\$500.00	<b>\$500</b>	\$0

		<b>Pastoral Care</b>	\$14.60	\$500.00	<b>\$500</b>	\$0
		<b>Small Group Ministry</b>	\$252.51	\$250.00	<b>\$250</b>	\$0
		<b>Total Community Within</b>	\$0.00	\$5,000.00	<b>\$3,750</b>	<b>-\$1,250</b>
		<b>Education</b>				
		<b>DRE Comp</b>	\$49,014.96	\$53,249.96	<b>\$53,250</b>	<b>\$0</b>
		<b>DRE Payroll Tax</b>	\$4,070.44	\$4,792.50	<b>\$4,260</b>	<b>-\$532</b>
		<b>DRE Health Benefits</b>	\$4,193.52	\$4,193.00	<b>\$9,227</b>	<b>\$5,034</b>
		<b>DRE Insurance</b>	\$742.56	\$600.00	<b>\$800</b>	<b>\$200</b>
		<b>DRE Pension</b>	\$4,901.52	\$5,325.00	<b>\$5,325</b>	<b>\$0</b>
		<b>DRE Professional Expenses</b>	\$3,272.60	\$4,000.00	<b>\$4,000</b>	\$0
		<b>RE Admin Support</b>	\$6,347.00	\$7,300.00	<b>\$8,000</b>	<b>\$700</b>
		<b>RE Admin Support Pay Tax</b>	\$485.46	\$657.00	<b>\$640</b>	<b>-\$17</b>
		<b>Youth Group Advisor</b>	\$9,840.50	\$8,700.00	<b>\$0</b>	<b>-\$8,700</b>
		<b>Youth Group Adv Pay Tax</b>	\$752.89	\$783.00	<b>\$0</b>	<b>-\$783</b>
		<b>Youth Group Adv Insurance</b>	\$925.35	\$0.00	<b>\$0</b>	\$0
		<b>Youth Group Adv Pension</b>	\$1,142.40	\$0.00	<b>\$0</b>	\$0
		<b>Youth Group Adv Svc Trip</b>	\$0.00	\$750.00	<b>\$750</b>	\$0
		<b>RE General Expense</b>	\$4,489.64	\$4,550.00	<b>\$4,550</b>	\$0
		<b>Child Care</b>	\$1,528.00	\$1,500.00	<b>\$2,000</b>	<b>\$500</b>
		<b>Adult Education</b>	\$139.40	\$500.00	<b>\$250</b>	<b>-\$250</b>
		<b>Lay Leadership Development</b>	\$800.00	\$1,500.00	<b>\$1,000</b>	<b>-\$500</b>
		<b>Youth Group Expense</b>	\$806.93	\$700.00	<b>\$700</b>	\$0
		<b>Total Education</b>	\$93,453.17	\$99,100.45	<b>\$94,752</b>	<b>-\$4,348</b>
		<b>Ministry</b>				
		<b>Minister Comp</b>				

				<b>Base Salary</b>		\$38,000.00	<b>\$44,000</b>	\$6,000
				<b>Housing Allowance</b>		\$40,000.00	<b>\$40,000</b>	\$0
				<b>Total Minister Comp</b>	\$78,000.00	\$78,000.00	<b>\$84,000</b>	\$6,000
				<b>In Lieu of FICA</b>	\$5,967.00	\$5,928.00	<b>\$5,928</b>	\$0
				<b>Minister Health Benefits</b>	\$0.00	\$0.00	<b>\$0</b>	\$0
				<b>Minister Insurance</b>	\$1,703.52	\$1,500.00	<b>\$1,700</b>	\$200
				<b>Minister Pension</b>	\$7,800.00	\$7,800.00	<b>\$8,400</b>	\$600
				<b>Minister Professional Exp</b>	\$9,214.13	\$7,800.00	<b>\$8,400</b>	\$600
				<b>Minister Discretionary Fund</b>	\$1,338.05	\$1,000.00	<b>\$1,000</b>	\$0
				<b>Student Minister Comp</b>	\$0.00	\$10,200.00	<b>\$10,200</b>	\$0
				<b>Student Minister Payroll Tax</b>	\$0.00	\$918.00	<b>\$816</b>	-\$102
				<b>Student Minister Prof Exp</b>		\$1,000.00	<b>\$1,020</b>	\$20
				<b>Worship Café A/V Comp</b>	\$1,815.00	\$4,000.00	<b>\$3,000</b>	-\$1,000
				<b>Worship Café A/V Payroll Tax</b>	\$138.85		<b>\$240</b>	\$240
				<b>Worship Committee</b>				
				<b>Guest Ministers</b>	\$3,271.40	\$1,500.00	<b>\$1,500</b>	\$0
				<b>Worship Committee</b>	\$545.51	\$300.00	<b>\$300</b>	\$0
				<b>Total Worship Committee</b>	\$3,816.91	\$1,800.00	<b>\$1,800</b>	\$0
				<b>Flowers</b>	\$93.39	\$300.00	<b>\$300</b>	\$0
				<b>Summer Pastoral Care</b>	\$1,500.00	\$1,500.00	<b>\$1,500</b>	\$0
				<b>Total Ministry</b>	\$109,433.00	\$121,746.00	<b>\$128,304</b>	\$6,558
				<b>Musi c</b>				
				<b>Music Director Comp</b>	\$21,864.52	\$23,891.52	<b>\$23,892</b>	\$0
				<b>Music Director Payroll Tax</b>	\$1,672.65	\$2,150.24	<b>\$1,911</b>	-\$239

		<b>Music Director Health Ben</b>	\$588.00	\$2,500.00	<b>\$2,500</b>	\$0
		<b>Music Director Insurance</b>	\$1,230.00	\$600.00	<b>\$1,200</b>	\$600
		<b>Music Director Pension</b>	\$1,938.79	\$2,389.15	<b>\$2,389</b>	-\$0
		<b>Youth Music Director Comp</b>	\$11,320.69	\$11,834.69	<b>\$11,835</b>	\$0
		<b>Youth Music Director Pay Tax</b>	\$866.04	\$899.44	<b>\$947</b>	\$48
		<b>Music Accompanists/Singers</b>	\$9,212.50	\$6,000.00	<b>\$6,000</b>	\$0
		<b>Music Expenses</b>	\$3,851.50	\$5,200.00	<b>\$5,200</b>	\$0
		<b>Total Music</b>	\$52,544.69	\$55,465.04	<b>\$55,874</b>	\$409
		<b>Office/Governance Expenses</b>				
		<b>Admin Comp</b>	\$41,088.96	\$42,428.96	<b>\$42,429</b>	\$0
		<b>Admin Payroll Tax</b>	\$3,509.91	\$3,818.61	<b>\$3,394</b>	-\$425
		<b>Admin Health Benefits</b>	\$4,792.32	\$4,800.00	<b>\$4,800</b>	\$0
		<b>Admin Insurance</b>	\$890.89	\$600.00	<b>\$600</b>	\$0
		<b>Admin Pension</b>	\$4,108.92	\$4,242.90	<b>\$4,243</b>	\$0
		<b>Admin Professional Exp</b>	\$100.00	\$600.00	<b>\$600</b>	\$0
		<b>Bookkeeper Comp</b>	\$1,852.20	\$2,500.00	<b>\$2,000</b>	-\$500
		<b>Bank and Credit Fees</b>	\$2,547.10	\$1,000.00	<b>\$2,000</b>	\$1,000
		<b>Office Equipment &amp; Copier</b>	\$5,414.85	\$5,500.00	<b>\$5,500</b>	\$0
		<b>Computer Hardware</b>	\$0.00	\$1,000.00	<b>\$1,000</b>	\$0
		<b>Computer Svcs &amp; Software</b>	\$4,261.97	\$1,500.00	<b>\$1,500</b>	\$0
		<b>Supplies</b>	\$4,264.74	\$5,000.00	<b>\$5,000</b>	\$0
		<b>Parish Committee</b>	\$590.43	\$600.00	<b>\$600</b>	\$0
		<b>Payroll Fees</b>	\$595.60	\$600.00	<b>\$600</b>	\$0
		<b>Postage</b>	\$794.00	\$750.00	<b>\$750</b>	\$0
		<b>Publicity</b>	\$630.85	\$600.00	<b>\$600</b>	\$0

		<b>Telephone/Internet</b>	\$5,108.69	\$4,500.00	<b>\$5,000</b>	\$500
		<b>Website Expense</b>	\$675.00	\$750.00	<b>\$750</b>	\$0
		<b>Stewardship</b>	\$3,524.66	\$750.00	<b>\$750</b>	\$0
		<b>Human Res &amp; Recruiting</b>	\$92.08	\$500.00	<b>\$500</b>	\$0
		<b>Total Office/Gov Expenses</b>	\$86,797.02	\$82,040.46	<b>\$82,616</b>	\$576
		<b>Denominational Affairs</b>				
		<b>Dues - UUA and NE Region</b>	\$22,041.00	\$24,036.00	<b>\$25,810</b>	\$1,774
		<b>General Assembly</b>	\$0.00	\$600.00	<b>\$600</b>	\$0
		<b>Total Denominational Affairs</b>	\$22,041.00	\$24,636.00	<b>\$26,410</b>	\$1,774
		<b>Other Expenses</b>				
		<b>Capital Purchases</b>	\$17,776.66	\$2,000.00	<b>\$2,000</b>	\$0
		<b>Contingency</b>	\$1,000.00	\$396.79	<b>\$31</b>	-\$366
		<b>Total Other Expenses</b>	\$18,776.66	\$2,396.79	<b>\$2,031</b>	-\$366
		<b>Total Expense</b>	\$468,907.81	\$486,181.74	<b>\$490,645</b>	\$4,463
		<b>Net Income</b>	\$15,211.95	\$10,000.00	<b>\$10,000</b>	\$20,000

*NOTE: This budget is intentionally not “balanced” – it has a planned \$10,000 surplus, due to the 2019-2020 Auction (whose revenue is spread over two fiscal years).*

**AUDITOR'S REPORT**

Financial Year 2018-2019

Auditor: Katie Barnett

May 5, 2019

To the Members of First Parish Needham,

As a member of First Parish, and appointed auditor for this fiscal year, I have reviewed the records and financial reports of First Parish in Needham for this year.

The review included inspection of income and expense reports, monthly reconciliation reports, bank statements, and credit card statements. I also reviewed monthly payroll reports and several transactions including mortgage payments, utilities, and other expenses, noting all are up to date and documented. Insurance documentation for the church and regular renters of the church was examined and current.

While this audit would not necessarily disclose all errors, I found no evidence of significant errors in the records. I have submitted a more detailed report available to the Parish Committee.

My inspection and report are not meant to be construed as an audit and opinion rendered by a Certified Public Accountant.

Respectfully Submitted,

Katie Barnett

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**TRUSTEES OF INVESTED FUNDS****2018-2019 Financial Year**

Trustees: Gray Brown, John Gallo, and Bob Rands.

**First Parish in Needham - Endowment Funds****Consolidated - Cash, Investments, and Loan**

	<u>Total</u>	<u>General</u>	<u>Buehrens</u>	<u>Lane Lyceum</u>	<u>Memorial</u>	<u>Music</u>	<u>Ministerial Settlement</u>
Beginning Balance, 3/31/18	751,359.26	280,417.79	186,178.35	-	29,342.06	55,421.06	200,000.00
	-						
Additions	136,905.22	76,242.25	14,157.63	38,868.53	3,594.24	4,042.57	-
Withdrawals	(116,746.61)	(73,100.95)	(13,030.55)	(23,652.89)	(4,362.16)	(2,600.07)	-
Transfers	-	(13,625.00)	-	11,775.00	1,850.00	-	-
Income / Investment Change	51,973.95	24,786.71	18,289.93	497.78	2,915.77	5,483.76	-
	-						
Current Balance, 3/31/19	823,491.81	294,720.79	205,595.37	27,488.42	33,339.91	62,347.32	200,000.00