



First Parish in Portland

A Unitarian Universalist Congregation

2017-2018 Annual Report

**Annual Meeting
June 10, 2018**

**The First Parish in Portland, Maine, Unitarian Universalist
strives to manifest its mission to:**

Nurture the spirit,
Grow in community, and
Help heal the world.

We are guided by our Strategic Vision, in which

First Parish is widely viewed as an inter-generational, spiritual, social, cultural and educational hub within the greater Portland area. We have a large, diverse and fully engaged congregation with strong staff and lay leadership. First Parish is universally recognized for its beautiful and historic building and as a leader in social justice, cross-cultural community building and personal and spiritual growth. We are self-supporting and financially sound.

We affirm and promote the seven Unitarian Universalist principles:

- The inherent worth and dignity of every person;
- Justice, equity and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.

**THE FIRST PARISH IN PORTLAND, MAINE
UNITARIAN UNIVERSALIST**

ANNUAL MEETING

Rules of Procedure

- Rule 1 These Rules of Procedure shall not be amended or suspended during the course of the meeting, except by a two-thirds vote.
- Rule 2 The order of the Agenda, as adopted at the beginning of the meeting, shall not be amended during the course of the meeting.
- Rule 3 All matters not covered by these Rules of Procedure or the by-laws of The First Parish in Portland, Maine, Unitarian Universalist, shall be governed by *Robert's Rules of Order*.
- Rule 4 Any motion must be presented in writing.
- Rule 5 Each speaker from the floor, whether member or non-member, may speak for up to three minutes per issue.

**THE FIRST PARISH IN PORTLAND, UNITARIAN UNIVERSALIST
ANNUAL MEETING AGENDA**

June 10, 2018

I. Chalice Lighting	The Reverend Christina Sillari, Minister
II. Invocation and Memorial Names	The Reverend Christina Sillari
III. Call Meeting to Order	Janet Robinson, Governing Board President
IV. Quorum	Diane Smith, Clerk
V. Adoption of Rules of Procedure and Agenda	Janet Robinson
VI. Approval of Minutes of June 4, 2017	
VII. Reports*	

A. Vote to Accept Reports of Officers, Trustees, Committees & Staff

- Governing Board
- Trustees of First Parish & Memorial Garden
- Committee on Ministry (COM)
- Buildings & Grounds
- Chalice Groups
- Committee on Ministry
- Faith in Action
- Library Committee
- Membership Team
- Pageant of the Nativity
- Pastoral Care Team
- Personnel Committee
- Program Council
- Religious Exploration
- Stewardship Team
- Welcoming Team
- Worship Committee
- Youth & Family Outreach
- Staff: Minister
- Staff: Congregational Administrator
- Staff: Director of Religious Exploration
- Staff: Membership Coordinator
- Staff: Music Director
- Staff: Sexton
- Finance Committee

**NOTE: Please email questions and/or comments pertaining to a specific report to the author of that report. Please copy the Governing Board President on your email.*

B. President's Address

VIII. Volunteer Awards

Jeanne Handy, Vice-president

- A. David & Nancy Burns First Parish Volunteer of the Year Award
- B. The First Parish Distinguished Achievement Award

IX. Leader Acknowledgements

Robert Moldaver, Program Council Chair

X. New Business

XI. Closing and Adjournment

Janet Robinson

Post-Meeting Announcements

1. Leadership Retreat Update

First Parish Unitarian Universalist, Portland
Minutes of Annual Meeting
Sunday, June 4, 2017

- I. Chalice Lighting & Invocation by Minister, Christina Sillari
- II. Meeting called to order at 11:15 AM by Moderator, Bruce Carver
- III. Quorum confirmed by Clerk, Diane Smith
- IV. **Motion** by Chris Beasley to Adopt Rules of Procedure

Seconded by Jan Berlin

Approved

- V. **Motion** by John Schaberg to Approve the Minutes of the Annual Meeting held on May 22, 2016

Seconded by Casey Gilbert

Approved

- VI. President's Address by President of the Governing Board, Louise Berlin.

Louise expressed her thanks to all who submitted Reports, with special thanks to the Elevator Project Committee. She further thanked the Governing Board, particularly Janet Robinson, for help throughout the year, and added that it had been "an honor and a joy" to serve.

- VII. Acknowledgements and Volunteer Awards

A. Departing Leaders

First Parish thanks the following outgoing leaders for their service:

Jeanne Handy, Governing Board, served to complete another person's term

Jen Caswell, Chalice Group Coordinator & Chair of Worship Committee

Beth Schultz, Chair of Personnel Committee

Laurie Hasty, Chair of Pageant Committee

B. Others who completed terms serving our church:

Angus Ferguson & Sue Veligor, Ministry Committee

Angus Ferguson & Janet Robinson, Climate Action Leaders

Devin Greene, Michelle Pelletier & Stephanie Desrochers, Website Team

Bill Adams, Stewardship Leader

We sincerely thank all Committee Chairs and Team Leaders who are staying on in their current positions.

C. Volunteer Award

Presented to **Stephanie Desrochers**

D. Distinguished Service Award

Presented to **Mary Ann Larson**

VIII. New Business

A. Budget: Austin Farrar presented a balanced budget for the 2017-2018 church year.

Motion by Angus Ferguson to accept the budget as presented

Seconded by Ralph Carmona

Approved

B. Slate of Officers & Committee Chairs: Presented by John Schaberg, Nominating Committee

Motion by Steve Jenks to accept

Seconded by Arne Gronningsater

Approved

Trustee

Randall Weill, 7-year term

Governing Board

Janet Robinson, President, 2-year term

Jeanne Handy, Acting Vice President, 1-year term

Austin Farrar, At-Large, 3-year term

Sean Carter, At-Large, 3-year term

Memorial Garden

Linda Shary, 1-year term

Youth and Family Liaison

Jennifer Mc Donnell, 1-year term

Standing Committees

Nominating, Linda Shary & Sheila Cook

Denominational Affairs, Chair Mary Ann Larson

Staff Change

Scott Wheatley, Music Director

C. New Committee Chairs

Stephanie Desrochers, Finance

Richard Burbank, Personnel

Sammy Riegel Burbank, Worship

Erin Adair, Chalice Group Coordinator

D. Other New Leaders

Jen Caswell & Andrew Bloom, Committee on Ministry

Dan Spratt, MUUSAN co-leader

IX. Closing and Adjournment

Janet received the gavel from Louise, and thanked her for her service.

Motion to adjourn by Ralph Carmona

Seconded by Leslie Runser

Meeting adjourned at 12:15 PM.

Submitted by Diane Smith, Clerk of the Governing Board

Post-Adjournment Stephanie Desrochers & Devin Green presented the new First Parish website.

2018 REPORTS

ANNUAL REPORT of the GOVERNING BOARD

Officers:

President:	Janet Robinson
Vice President:	Jeanne Handy (Personnel Committee liaison)
Clerk:	Diane Smith
At-Large members:	Austin Farrar (Liaison, Finance Committee) John Schaberg (Chair, Nominating Committee) Tony Lacertosa Jason Shedlock
<i>Ex officio:</i>	Reverend Christina Sillari, Minister

This year was an important year for both First Parish and the Governing Board, one that saw a significant step forward in our process of creating a governance structure that will support our continued growth and program expansion. In 2012, the members of First Parish voted in to change our governance system to one based on policy governance, a system that relies on uniform policies, rather than repeated Board decisions, to guide the activities of our church organization. An excellent foundation for this was laid in the years since 2012, and this year the Board resumed the important work of developing the church wide-policies that will guide the work of our committees and leadership. A brief review of policy governance and where we are in the process, as well as where we're going, is below.

Prior to 2012, First Parish used the common “Board-centered” model of governance, in which the Governing Board, comprised of representatives of key committees, served as a final adjudicator of key issues: it resolved disputes, decided knotty questions sent up by committees, and otherwise was involved in rendering opinions on matters arising from day-to-day operations. As the church grew, so did the Board, and at one time the First Parish Board consisted of 14 members, a cumbersome and inefficient size for decision-making. In consequence, little time was available for visioning and strategic planning.

In 2012, the congregation decided to change the model to the policy-based approach of policy governance. In the policy governance model, authority formerly held by the Board to rule on operational questions is handed back to the operational side of the church, referred to collectively as “Ministry”. Ministry means the committees, teams, and leaders, including the Minister, involved running First Parish, each doing its own form of ministry to make our church whole and productive. Under the policy governance model, these groups and individuals are empowered to make their own decisions, which must however be consistent with overarching policies developed by the Board. The Minister, as the head of Ministry, is responsible for ensuring that everybody (including the Minister) follows these guidelines. The Minister is in turn held accountable for the work of the church by the Board.

The role of the Board in this model then to 1) develop these church-wide policies 2) monitor church performance in accord with the policies 3) do visioning and strategic planning, and 4) ensure care of resources. The value to the church is that Ministry is freed from the need to constantly ask the Board's permission and the Board is freed from the minutia of operations, so that it can focus on big-picture questions and strategies. Figures 1 and 2 illustrate the relationship between the Board and Ministry under the policy governance model.

In the years after 2012, the Ministry side of the church was organized on this model: the Program Council was established, with committees and liaisons to the Chair, and many operational policies that addressed the procedures of each committee were developed. Fewer issues bubbled up to the Board for resolution. However, church-wide guidelines and limitations remained undone.

So this year, the Board began the important work of crafting these church-wide policies. Using precedents from other churches, including those of our new UUA president, Reverend Susan Frederick-Gray, we reviewed, developed, and debated word-by-word policies that both formally transfer authority to Ministry (through the vehicle of the Minister, as the leader) and set guidelines, expectations, and limitations for the use of that authority. These guidelines address treatment of staff, facility use and maintenance, finances, communications; monitoring and oversight of the Minister and Ministry; Board operations, and other areas of activity.

Most of these policies are uncontroversial, requiring, for instance, that Ministry must follow the laws, treat people fairly, protect and maintain resources, and so forth. Others deal with knottier questions: how do we vet donations to the church? How do we deal with an ill or non-functioning Minister? And still others set expectations: for communication and collaboration, reporting, financial and asset management. One of the most important was a policy that states the need for a balanced budget, both at the start of the church year, and at the end of the church year. Except for extraordinary circumstances, this policy prevents the annual deficits that can erode the financial foundation of our church. The Board is already using these policies in our monthly evaluations of church performance.

These policies, developed over the course of 9 evening meetings and three full-day retreats, are currently in draft form, and key sections were distributed to leadership for review in early May. A few remaining sections will be completed, in draft, over the summer, and then put into service next year as a prototype document after a full discussion at the fall Leadership Retreat. Next year will be a time for testing and feedback, changes and editing based on the suggestions and experiences of congregants, committees and leaders. We all get to try on these policies and make corrections till they fit.

Also this summer, the Board will complete work on our mission and values, and discern a church vision, based on the results of the visioning workshops conducted last year and additional visioning work conducted during last year's visioning retreat. These will be presented to the congregation in draft form for open discussion and review. The goal is to have, by June 2019, a completed set of church-wide policies, coordinated Mission, Vision, and Ends statements, updated and consistent by-laws, and a strategic vision for First Parish over the next few years.

It's a tall order and will require many hours and many voices, but our goal is to use our strength as a congregation and energy as a Board to provide the solid organizational structure First Parish needs to continue to grow and thrive in the next decade. We ask for your help, patience, and thoughtful engagement in this critical process.

Respectfully submitted, Janet Robinson, Governing Board President
If you have a question or would like to offer feedback, please contact:
Janet Robinson at jrobinson@woodardcurran.com

ANNUAL REPORT of the BOARD OF TRUSTEES

The members of the First Parish Society approved a Declaration of Trust in 1906 and designated a permanent Board of Trustees with authority to receive and hold the original funds of \$1,866.27 plus any and all other property. As a consequence, the Trustees hold the title to the Meeting House and the Parish House with all the contents, as well as the trust funds. The total amount of all trust funds currently is about \$2.4 million, of which 4-4.5% is available each fiscal year to carry out the mission below.

Mission

The Trustees are responsible for the preservation of the building and the collections, oversight of investments, major building improvements and maintenance costs. The Trustees work with the Buildings and Grounds Committee and other committees in First Parish to establish and review the projects to be undertaken.

These costs are separate from the costs of paying for staff and all church programs in the Annual Operating Budget. Portions of the trust funds are designated for support of the Sexton, the Annual Operating Budget, the Minister's Discretionary Fund, the Memorial Garden, and Faith in Action.

Recent Projects and Priorities

Completed projects this fiscal year include repair to the slate roof on the Memorial Garden side. We funded the replacement of all the furniture on the first floor of the Parish House and funded the replacement of the entry doors to the Parish House - work that should be completed by the end of May. The original Steeple Vane that was made in Boston in 1761 has been mounted in the Parish House.

The Trustees have an extensive list of structural work that is needed, projects that aid in the functioning of the church, and requests that make the buildings and grounds (internal and external) more useful and appealing to members and others who use the facilities. The total of all these items is approximately \$750,000. We work to balance the priorities in each category and to have funds available for the inevitable unplanned problems that arise.

Current Trustees and Nominees For 2018-2024

Current Trustees: Janet Puistonen ('19), Secretary Stephen Jenks ('20), President Vincent Veligor ('21), Buildings and Grounds Linda Shary (22), Memorial Garden Charles Micoleau ('23) Randall Weill ('24) The Trustees recommend the renomination of Stephanie Eglinton for a full term as Treasurer, ending in 2025, and ask for the congregation's vote of acceptance.

Respectfully submitted by Stephen Jenks, President of the Board of Trustees
If you have a question or would like to offer feedback, please contact:
Stephen Jenks at stephen.jenks@me.com .

The following financials are respectfully submitted by Stephanie Eglinton, Treasurer of the Board of Trustees. If you have a question or would like to offer feedback, please contact: Stephanie Eglinton at seglinto@maine.rr.com .

Trustees of First Parish
Year End Treasurer's Report
July 1, 2016 - June 30, 2017

Income - Q1 & Q2 & Q3 & Q4	<u>2017 Year End</u>	<u>2016 Year End</u>
Endowment interest (MaineCF)	103,270.00	101,010.00
Insurance payment (gate)	1,470.00	
Four Directions interest	200.00	
Reparation for vandalism	710.00	
People's United Bank loan (new)	60,000.00	50,000.00
Total Income	165,650.00	161,582.29

Expense - Q1 & Q2 & Q3 & Q4

Loan payments

Steeple loan payments, People's United Bank	20,936.41	
Door loan payments, People's United Bank	3,732.37	
subtotal	24,668.78	26,628.00

First Parish operations

First Parish - sexton salary & benefit @50%	15,964.00	
First Parish - general operations	26,430.00	
First Parish - annual Flower fund	32.06	
First Parish - annual FIA fund	512.20	
Special Fund - annual Minister Discretionary account	2,569.06	
subtotal	45,507.32	44,020.00

Trust expenses

Insurance, Patriot Insurance	9,196.49	
Insurance, Philadelphia Insurance	1,247.00	
Sprinkler service, Portland Water District	409.36	
Sprinkler inspection, Dean & Allyn	397.50	
Memorial Garden, Mikki Jones-Little	1,642.25	
Lawn care, Keystone Horticulture	835.43	
Garden irrigation, Watermatic	192.00	
Stormwater fee, City of Portland	576.00	
Bookkeeper, DB Accounting	120.00	
Organ tuning	200.00	
Tower clock maintenance, David Graf	2,000.00	
Fire alarm inspectinon & monitoring, Cunningham Security	450.75	
Tax form preperation, Honeck O'Toole	1,725.00	
subtotal	18,991.78	21,219.20

Capital & repair expenses

Roof repairs, Tecta America	30,300.00	
Front door replacement, MR Brewer (1/3 deposit)	7,713.20	
Interior painting, Jonathan Burnham	3,805.00	
Fire alarm service call & extinguishers, Dean & Allyn	623.54	
Security camera monitor	100.00	
Gate repair, ME Architectural Ironworks	3,000.00	

Trustees of First Parish
 Year End Treasurer's Report
 July 1, 2016 – June 30, 2017
(continued)

Garden signs, Southpaw signs	240.00	
Back door bar lock replacement, So ME Locks	493.75	
Fire alarm panel replacement, Cunningham Security	1,931.49	
LED light fixtures, Napolitano Electric	950.00	
Cleaning from vandalism, Servpro	710.00	
	<hr/> subtotal	<hr/> 49,866.98
	<hr/> Total Expenses	<hr/> 139,034.86
Income - Expense	26,615.14	27,360.24
	 <i>6/30/2017</i>	<i>6/30/2016</i>
Checking Account Balance	86,571.67	59,956.53
2017 Loan balance due	(58,190.30)	(20,639.06)
Fund Balances		
Maine Community Foundation	2,368,305.08	2,200,106.48
People's United Wealth Management	242,020.55	219,060.87
	<hr/> Total	<hr/> 2,610,325.63
		<hr/> 2,419,167.35

Stephanie Eglinton, Treasurer
 8/27/2017

**Trustees of First Parish Q3
Treasurer's Report
July 1, 2017 - March 31, 2018**

Income - Q1 + Q2 + Q3

Endowment interest (MCF)	77,502.50
Furniture/carving sales	4,440.00
Gift for garden tree	100.00
Gift for steeple lighting	2,150.00
Four Directions loan interest	200.00
Total Income	84,392.50

Expense - Q1 + Q2 + Q3

Loan payments

Loan payments, People's United Bank	9,997.11
<i>First Parish operations</i>	
First Parish - sexton salary & benefit @50%	11,973.00
First Parish - general operations	19,895.43
First Parish - annual Flower fund	32.18
First Parish - annual FIA fund	514.09
Speical Fund - annual Minister Discretionary account	2,578.53
subtotal	34,993.23

Trust expenses

Insurance, Patriot Insurance	6,292.97
Insurance, Philadelphia Insurance	1,258.00
Sprinkler service, Portland Water District	309.78
Memorial Garden, Mikki Jones-Little	1,872.50
Stormwater fee, City of Portland	432.00
Clock tower maintenance, David Graf	1,500.00
Annual inspection/monitoring, Cunningham Security	417.20
Fire protection, Dean & Allyn	136.25
Bookkeeping, DB Accountants	180.00
IRS filings, Honeck O'Toole	1,675.00
Stamps	49.00
subtotal	14,122.70

Capital & repair expenses

Steeple lighting	2,400.00
Center doors final payments, MR Brewer	18,996.72
Furniture purchases	5,314.56
Steeple repair, Southgate Steeples	840.00
Roof repair & inspection, Tecta America	1,420.00
Boilers cleaning, Pine State Services	578.00
Lift repair, Black Bear Medical	50.00
subtotal	29,599.28

Total Expenses 88,712.32

Income - Expense

	12/31/2017	3/30/2018
Checking Account Balance	82,428.53	82,251.85
Loan Balance due	(52,711.62)	(49,992.47)
Endowment Fund Balances		
Maine Community Foundation*	2,385,191.92	2,435,236.78
People's United Wealth Management	255,683.32	253,610.93
Total	2,640,875.24	2,688,847.71

* \$10,000 added to endowment from Margaret Wilson bequest in Nov 2017

Stephanie Eglinton, Treasurer

ANNUAL REPORT of the MEMORIAL GARDEN COMMITTEE

The Memorial Garden Committee works with the Trustees to maintain the Memorial Garden, including the budgeted funds earmarked from the Endowment to preserve First Parish's Memorial Garden.

The Committee organized fall and spring clean ups in the Memorial Garden and Parish Hall Garden. FP Staff have requested some installations for security measures in the FP gardens. New plantings include a witch hazel and azalea. The yards are looking great; the Committee asks all FP members and friends to keep the gardens in mind for events and to spread the word about our jewel in the heart of the city. The Committee welcomes anyone who'd like to join us in caring for our Memorial Garden.

Respectfully submitted, Linda Shary, Chair and FP Trustee
If you have a question or would like to offer feedback, please contact:
Linda Shary lindashary3@gmail.com .

ANNUAL REPORT of the BUILDINGS and GROUNDS COMMITTEE

The 2017 – 18 year has been a relatively quiet year for the B & G Committee. We have not suffered any serious issues requiring expensive repairs or replacements.

We are planning to renovate the Woman's Bathroom off the Community Room as soon as funds become available. Renovations should include a new tile floor, new toilets and painting.

We also assisted with the installation of our Access Ramp with modifications to the brick path leading into the Parish House entrance.

Finally, we power washed the Ichobod Nichols Monument located in our beautiful Church Garden.

Respectfully submitted by Chris Beasley, Chair, Buildings and Grounds Committee
If you have a question or would like to offer feedback, please contact:
Chris Beasley at rcbeasley@live.com

ANNUAL REPORT on CHALICE GROUPS

The goal of Chalice Groups is to provide small group settings for folks at First Parish to practice right relationships and to forge strong bonds with others within our community. The Chalice group facilitators are supported with monthly meetings, including our minister and the other facilitators. The year 2017-18 increased our numbers with the addition of the new Social Justice Group led by Sue Lippert and a

mixed group led by Kayte Bridgewater. We are ending the year on a high with 8 groups, with approximately 80 participants. We have 3 women's groups, a men's group, an elder's group, 3 mixed groups, and a "travelers" group.

Respectfully submitted by Emily Wilson Adair, Chalice Group coordinator
If you have a question or would like to offer feedback, please contact: Emily Adair at chalice@firstportland.org.

ANNUAL REPORT OF THE COMMITTEE ON MINISTRY

The Committee on Ministry has met monthly during the church year. They provide a confidential sounding board for the minister, help the minister solve problems, and act as a liaison between the members of the congregation and the minister. As the congregation moves more deeply into Policy Governance this committee will become more of a Wisdom Council with a few more members joining the team to provide the minister with a diverse council of members with whom she can call upon when needed.

Devin Green
Jen Caswell
Andrew Bloom

If you have a question or would like to offer feedback, please contact: Jen Caswell hfcjdc@gmail.com.

ANNUAL REPORT of the FAITH IN ACTION (FIA) COMMITTEE

The Faith in Action Committee strives to help members and friends of First Parish UU live out their faith in ways that support the mission of our church: to nurture the spirit, grow in community and help heal the world. There are many ways to engage in this work. This year, a member of the congregation suggested collecting blankets for the homeless – a project we were happy to undertake. Join us at our meetings (usually the 2nd Sunday of the month from 11:15 a.m.-12:30 p.m.) or dive into the work of one of our subcommittees.

If you have a question or would like to offer feedback, please contact:
FIA Chair Marianne Hill hillmarros@aol.com.

Subcommittees and Related (*)

Community Dinners – Noel DeYoung
Friends of Safe Harbor – Jenn McAdoo
Maine Unitarian Universalist State Advocacy Network* – Dan Spratt
Portland Center for Restorative Justice* – Elizabeth Chapman
Preble St Soup Kitchen* – Irv Williams, Jeanne Najem

Rally4Justice – Angus Ferguson
Youth and Family Outreach* - Jackie Oliveri

Community Dinners – *Noel DeYoung*

The Community Dinner Program is going very well. Feedback from the community and volunteers is positive. We continue to have new volunteers and seasoned volunteers willing to take an active role in preparing and serving our community of folks who come to the dinner. We serve a different freshly prepared meal every first Sunday to a group of 35-50 folks who come from Bayside, Parkside and surrounding communities. Many of our folks have come since we began this program. When we come together our socio-economic differences disappear. We've become a welcoming community and our patrons bring guests and make each other comfortable. Our volunteers continue to grow in service. We welcome the RE program in participation and find the kids are very helpful and respectful. The community continues to support us, Portland Co-Op being our prime supporter contributing \$150.00 a month in form of a gift card. Trader Joe's donates flowers, Standard Bakery and Big Sky contribute bread and pastries to use and give away. We are supported by First Parish budgeted by Faith in Action. We have also received contributions from the community we serve. The commitment and support of our community and volunteers is amazing. I am filled with gratitude each month as I gather supplies and work with the volunteers. I wish to thank all who support us in this endeavor. The powers are magical.

For more information, please contact noeleyedey@yahoo.com.

Friends of Safe Harbor-- *Jenn McAdoo*

Friends of Safe Harbor meets the needs of our newest neighbors by deepening connections and providing meaningful support to immigrants trying to rebuild their lives in Portland.

Committee members continue efforts to connect First Parish to Portland's immigrant community. Just prior to the start of the church year, meetings were held with leaders from In Her Presence, a Portland-based organization that was founded and is led by immigrant women. They create spaces that support women's empowerment and personal ambitions without losing their unique identity. One of the co-founders, Claudette Ndayinahaze who is also a member of First Parish, met with committee members to brainstorm ways First Parish might connect with and help the women with their integration into their new lives here in Maine. We recognized that there was a shared interest in health, nutrition and cooking so that formed the basis for a series of cooking classes between the two groups throughout the church year.

We launched our partnership with a potluck hosted by committee members for a group of 11 African women from In Her Presence and the two co-leaders to identify topics for each of our classes. From the outset, we learned about differences in how cultures think about food and nutrition. Somewhat coincidentally, we also developed a partnership with staff from Maine's Food Supplement Program interested in providing health and nutrition classes to immigrant women. We are very grateful to Emma Veillux from SNAP-Ed who brought a curriculum, food and other resources to our partnership!

Each month our cooking classes have included a nutritional, health-related topic and a wonderful meal created by an American and African "chef." We have played some

games, gotten to know each other and learned some French while helping others learn English along the way. We have limited participation in the cooking classes to members of the Friends of Safe Harbor Committee while we develop relationships with the IHP women, learn more about our work as hosts and think about ways to offer future programs. However, the wider First Parish community has helped to support this partnership through periodic donations and collections of food pantry and household items, underwear and cookware for these women. Church members have been enthusiastic and generous with their donations and the women from IHP have been grateful to be connected to such a caring community! We are also grateful for the generosity of Noel DeYoung and the Community Dinners crew as we explored a shared use of the community kitchen. Special thanks, too, to Sheila Sullivan and Moe Blanchard for helping us with our organization!

This round of cooking classes will come to an end by the end of the church year, but committee members are already talking about plans for the fall. We look forward to engaging others in these fun, educational and tasty(!) evenings in the next church year.

Friends of Safe Harbor meets at the church on the 3rd Wednesday of the month from 6:30-8 p.m. and meetings are open to all.

For more information, please contact Jenn McAdoo at mcadoo.jenn@gmail.com.

The Maine Unitarian Universalist State Advocacy Network – Dan Spratt

MUUSAN's (Maine Unitarian Universalist State Advocacy Network) membership has continued to grow, with our meetings now attracting 45-50 UUs from all over the state, coming together to advocate for our principles in the public arena. We have added "Immigrant and Racial Justice" as another issue group, joining Healthcare for All, Climate Change and Restoring Democracy as our areas of focus in helping to heal the world. We meet every other month, beginning in January each year, at the UU Community Church in Augusta. We're growing our skills in informed advocacy towards a more just society. This year, MUUSAN held a justice soup Sunday to acquaint the congregation with its work.

For more information check out our website and Facebook page at muusan.org, or reach out to [Dan Spratt SPRATT@mmc.org](mailto:Dan.Spratt.SPRATT@mmc.org).

Native American Ally Committee – Carin Seadler

This is a temporary committee set up to prepare for a day-long workshop that will be facilitated by REACH, the Maine Wabanaki community outreach organization. The workshop will educate attendees and prepare them for advocacy work with Native Americans.

For more information, please contact Carin Seadler itsbetterinmaine@gmail.com.

The Portland Center for Restorative Justice – Elizabeth Chapman

The Portland Center for Restorative Justice is an all-volunteer initiative started by members of First Parish in 2011. Our dual mission is to support youth in the Greater Portland area who are at risk of getting enmeshed in the criminal justice system and, to support a climate of enquiry and discussion in the greater Portland area. PCRJ conducted 20 facilitated dialogues or circles in 2017-2018 both in schools in

Cumberland County and at First Parish; in collaboration with Angus Ferguson and Rally for Justice, PCRJ organized and moderated a public forum at First Parish on May 7th 2018 where the community could hear candidates for DA discuss important topics in the upcoming election; one of us organized and moderated a community discussion in Cape Elizabeth - 'Me Too', to help community leaders recognize the climate of sexism in schools and at work; two of us participated in drafting the guidelines for the Maine Dept. of Corrections Collaborative on Restorative Justice to be used by practitioners seeking to offer restorative justice as an alternative to punishment.

For more information, please contact Elizabeth Chapman eliza.chapman177@gmail.com

Preble Street Soup Kitchen – Irv Williams and Jeanne Najem.

First Parish Portland teams with Allen Avenue UU each month in staffing an evening meal at Preble Street Soup Kitchen. The soup kitchen serves over one million meals a year to Portland's neediest inhabitants. Recruiting for volunteers is ongoing through the church year, but more volunteers are needed. Allen Avenue supplies many more people, which helps with the staffing. For more information, please contact Irv Williams irwwillians@gmail.com or Jeanne Najem jnajemy@smccme.edu .

Racial Justice Team/Black Lives Matter – *Rev. Christina Sillari*

This team was reactivated this year and has lots of new energy. We meet monthly to educate ourselves about white supremacy, white fragility and systematic racism. We offer educational experiences to our congregation and the greater community. We partner with others for forums, rallies, protests, etc. We are currently working with the Poor People's Campaign, REACH, MUUSAN, and BLUU. Are all welcome to join the team. For more information, please contact Rev. Christina Sillari cmsillari@gmail.com .

Rally4Justice – Angus Ferguson

Among the major projects this year, Rally4Justice organized First Parish support of the student-led March for Our Lives against gun violence, March 24, 2018. The church was kept open as a gathering place for marchers, and the church bell rung throughout the march. Thousands marched past First Parish, with many stopping in. May 7, Rally4Justice along with the Portland Center for Restorative Justice, hosted a well-attended panel of candidates running for Cumberland County District Attorney. The candidates discussed mass incarceration, racial and economic disparity, sentencing and bail reform, immigration and youth justice in response to questions from moderator Fred Van Liew and members of the public. In July of 2018, Rally4Justice in planning a presentation, addressing a troubling part of First Parish history – profiting from "scalp money" and ownership of slaves by Reverend Thomas Smith, First Parish pre-Unitarian settled minister before and during the Revolutionary War. Rally4Justice works with community groups, member and friends of First Parish U.U. to organize public forums in our historic Meeting Hall.

For more information, please contact angus@angusferguson.com.

Share-the-Plate. The FIA also oversees Share-the-Plate. This past year, First Parish provided a \$300 donation each month to an organization whose work is furthering our mission of "nurturing the spirit, growing in community and helping to heal our world." Each share-the-plate recipient was chosen through a nominations process that was open to all First Parish members, with the final selections made by FIA at an open meeting. Recipients are listed at the end of the FIA section. This year representatives from share-the-plate recipient organizations were often present as their award was announced during Sunday service and said a few words about their work.

Share-the-Plate Recipients for the 2017-18 Church Year

1. September: **Southern Maine Chapter of GLSEN.** GLSEN is the leading national education organization focused on ensuring safe and affirming schools for LGBTQ students. The chapter has once-a-month programs with dinner provided at rotating high schools for GSTA members and their advisors. It trains GSTA members how to prepare and make presentations and to advocate for LGBTQ issues around the state. Also coordinates national student days and weeks of action at the local level.
2. October: **Maine Unitarian Universalist State Advocacy Network (MUUSAN).** Continuing in the Unitarian Universalist tradition of social activism, MUUSAN gives voice to our UU values in the public arena. MUUSAN amplifies individual and congregational efforts by joining together at the state level to influence policy development and to promote a more just society.
3. November: The **Maine Prisoner Advocacy Coalition (MPAC)** is comprised of Maine prisoners, their friends and families, victims of crime, and others committed to ethical, positive, and humane changes in Maine's prison system.
4. December: **Youth and Family Outreach** provides a community-based early childhood care and education for children aged 6 weeks to 5 years. In line with its mission, 60-70% of the approximately 60 families YFO serves are low-income families. YFO is First Parish's oldest social action endeavor
5. January: **Homeless Voices for Justice** - is a state-wide social change movement, organized and led by people who have struggled with homelessness. It is a grassroots effort based on the belief that true change occurs only when those affected by an unjust system are directly involved in addressing the injustices and in which disenfranchised people become empowered and gain leadership skills to organize and advocate for institutional change. Organized under Preble
6. February: **Florence House** Women's Shelter. Houses women and children. Provides a safe environment, enabling them to escape abusive relationships. The abused and battered are in need of nurturing and caring. Let them know there are good people that help in the community.
7. March: **Water Mission (Puerto Rico project)** - is a nonprofit engineering organization that designs, builds and implements safe water, sanitation and hygiene solutions for people in disaster areas in this case for Puerto Rico. 100% of donations will provide safe water for those in Puerto Rico affected by Hurricane Maria. Water Mission has earned Charity Navigator's highest rating for the past 10 years.
8. April: **The Locker Project.** Provides food to needy children and families throughout the year via public schools (over a dozen in southern Maine).

Supporting food security for all, especially the invisible poor, advances our mission by literally nurturing and healing our communities.

- 9. May: **Gateway Friends** (nonprofit arm of Gateway Community Services in Portland, Lewiston & Augusta). Gateway Friends hosts Welcome Centers in Portland and Lewiston for New Mainers. At these centers, New Mainers receive support and learn about services available; they meet and socialize; discuss the challenges and needs of their community; and organize workshops.
- 10. June: **Maine Council of Churches** -- seeks common ground, working for the common good. Works with organizations around the state for social justice issues and speaks out on public policies such as health care and tax reform.

ANNUAL REPORT of the LIBRARY COMMITTEE

The First Parish Library had a good year this year, with a fair amount of book-traffic and some interesting new donations. We added some new books on immigration and UU beliefs for non-believers, (impulse purchases from General Assembly) and received some thoughtful and valuable works from congregants. As part of the redecoration of the Parish Hall, the Library collection was moved from the former large glass-fronted bookcase next to the coat racks to new bookshelves constructed in the alcove, where it was consolidated with the religious books formerly stored nearby. This seemed a good time to change librarians as well, so we are happy to report that new members Betsy Garnett and Michael Pancock have stepped forward to pick up this fun little ministry, and are already coming up with some great ideas.

We encourage all our congregants to visit the collection in its new location in the alcove at the back of the Parish Hall. Also, we are always interested in timely and relevant works that reflect our UU principles and our various faith-in-action initiatives, and readily accept donated volumes, though we can't keep them all. So please don't hesitate to pass quality books along to Betsy (ekgarnett@yahoo.com) or Michael (mpancook@gmail.com). You can send the bodice-rippers to Goodwill.

Respectfully submitted by Janet Robinson and Evy Newlyn, former Co-chairs
If you have a question or would like to offer feedback, please contact:
Betsy Garnett at ekgarnett@yahoo.com, or Michael Pancock at mpancook@gmail.com

ANNUAL REPORT of the MEMBERSHIP TEAM

This year, the Membership Team (with plenty of support from the Welcoming Team), created a warm atmosphere at First Parish mixed with excitement. Many team members were involved in organizing and attending Newcomer coffees. We saw plenty of yellow mugs during coffee hour during the course of the year. Lots of conversations were had to make these folks feel welcome and at ease. Opportunities for involvement were discussed on many occasions for visitors to become more connected, explore their

spiritual journey with support and consider their personal path. The results led to 27 new members joining our congregation. We look forward to the energy that these new members bring to First Parish as they make it their spiritual home. The Membership Team is also responsible for organizing the following events for First Parish Members & Friends: Ice Cream Socials at the beginning and end of the church year, Community Engagement Fair, Hikes & Bowling with the Minister, Thanksgiving Feast, Bean Supper, and Member Mixers. The Membership team wants to thank all the staff at First Parish for supporting the growth at First Parish, particularly, Tina Smith, our Membership Coordinator, Toben Cooney-Callnan, our Director of Religious Exploration, and Sheila Sullivan, our Congregational Administrator. The Membership Team is looking for a new Chairperson, as well as new team members. Please contact Sheila Sullivan, Congregational Administrator, for more information at office@firstparishportland.org .

Respectfully submitted by Robert Moldaver, Chair of the Program Council
If you have a question or would like to offer feedback, please contact: Robert Moldaver at moldaver.robert@gmail.com .

ANNUAL REPORT of the PERSONNEL COMMITTEE

For the past year, the Personnel committee was comprised of new incoming Chair, Richard Burbank, Jamie Jarvis, and Jeanne Handy as Governing Board Vice President and liaison to Personnel. We thank Beth Schultz for her past service as chair for so many years.

During the course of the year, we continued to enjoy the contributions of Sexton, Moe Blanchard and Director of RE, Toben Cooney-Callnan as they continued to serve with ever growing experience and knowledge. Scott Wheatley was hired as our permanent Music Director at the start of the fiscal year. Sheila Sullivan was hired for the position of Office Administrator last fall and was promoted to Congregational Administrator in January. Tina Smith was hired last fall for the position of Membership Coordinator and will be serving until the end of this month and will leaving us to pursue other career opportunities. Please wish Tina well in her future endeavors!

We, the members of the committee have been so thankful for the wonderful staff that we have at First Parish and are looking forward to the bright new fiscal year as all staff members continue to show their commitment to making First Parish as good as it can be!

We will be hiring for the Membership Coordinator position for next year so be on the lookout for the job announcements and forward them to any strong candidates that you may know.

The Personnel Committee is also looking for two new members to serve in the coming year. If you have any experience with human resources or management, we would welcome your consideration of joining the committee.

Respectfully submitted by Richard Burbank, Chair of the Personnel Committee
If you have a question or would like to offer feedback, please contact: Richard Burbank
at personnel@firstparishportland.org .

ANNUAL REPORT of the PROGRAM COUNCIL COMMITTEE

This year, the Program Council Committee has improved our connections to the many committees and teams working on the mission of First Parish. Our work fostered more thorough communication between committees, staff, the Governing Board and other leaders. We facilitated 3 Program Councils, discussed committee reports, and offered avenues for leadership development, conflict resolution, and information gathering. Our goal for the upcoming year is to open paths for all congregants to find meaningful ways to share their talents and build even deeper connections to the First Parish mission to: Nurture the Spirit, Grow in Community, and Help Heal the World.

Respectfully submitted by Robert Moldaver, Chair of the Program Council Committee
If you have a question or would like to offer feedback, please contact:
Robert Moldaver at moldaver.robert@gmail.com .

ANNUAL REPORT of the PAGEANT COMMITTEE

The writing of the Pageant Committee Charter, as requested by the Program Council, generated a thoughtful discussion about the meaning of the Pageant beyond the obvious story of Jesus' birth and the celebration of Christmas. This will serve to guide the committee in the next few years and deepen the Pageant's mission within First Parish's broad mission.

On December 17, 2017 our spirits were nurtured by the 91st annual candlelight Vespers Service and Pageant of the Nativity. The Pageant cast develops every year depending on who is available and interested in participating. Thank you to the dedicated committee members who organize this special service and to the 118 people who participated in the cast, crew, and choir. The Children's Choir sang Christmas carols on the church steps, welcoming the congregation as they entered the meetinghouse. In a broadening of the traditional gender roles, the four acolytes and the crucifer were all girls from our RE program and the roles of the four attending angels in wings were held by one high school boy and three high school girls. Members of the RE youth also work on responsible crew functions costuming the cast and controlling the spotlights.

Participation in the Pageant is an opportunity for young people who grew up in First Parish but who have jobs and lives in other parts of the country but still have family in Greater Portland, to return to their home church. It is also a touchstone for local adults who remain loosely connected to First Parish for various reasons to maintain their

commitment to their family congregation. These threads that maintain connections to First Parish continue the church's mission to grow in community.

Several new faces to First Parish participated in the preparation and presentation of the Pageant; it is a wonderful way to become involved in a short-term project at our church and to meet other members of our congregation. Christopher Pelonzi, Director of Music from the Cathedral of the Immaculate Conception, was the guest organist. This was the first Sunday when the hired security guard was present in the vestibule. His presence was reassuring to the public, the cast, and the ushers, especially in light of current broader safety concerns. The project to sell copies of the photograph of the 2016 final tableau and Christmas cards with the picture generally broke even financially and may be offered again this coming fall.

Please join us for the 92nd Vespers Service and Nativity Pageant at 5pm on Sunday, December 16, 2018.

Pageant Committee members include: Laurie Hasty (Committee Chair), Linda Blue (Heavenly Hostess), Bette Brunswick (Costume Mistress), Lindsay Chard and Cecily Merrill (Co-directors), Nancy Chard.

Respectfully submitted by Laurie Hasty, Chair of the Pageant Committee
If you have a question or would like to offer feedback, please contact:
Laurie Hasty at laurie@maine.rr.com.

ANNUAL REPORT OF THE PASTORAL CARE TEAM

The Pastoral Care Team responds to calls that come in to the First Parish office that are of a pastoral care nature; makes phone calls to members in need and send cards; visits members in hospitals, assisted living centers, and their homes often bringing food and flowers; keeps in touch with homebound members by regular visits, holiday cards, and sending sermons and bulletins from Sunday services. We support members in the end-of-life process and help facilitate celebrations of life and memorial services. We are present for worship during the sharing of joys and sorrows, and make an effort to follow up with appropriate responses, including networking during coffee hour. Where possible we give members rides to Sunday services. We often reach out to other FP committees to more fully support our parishioners.

From September 2017 to May 2018 we served approximately fifty parishioners, visiting over 41, making at least 57 phone calls, sending at least 21 cards and notes, making occasional meals, delivering several bouquets of flowers and fresh fruit, and providing numerous rides. We have met monthly.

The members of the Pastoral Care Team include: Judy Micoleau, Rev. Christina Sillari, Jen Caswell, Anne Heminway, Jeanne Mullen, Sally Oldham, and Wendy Stanley

Respectfully submitted by, Judy Micoleau, Chair of the Pastoral Care Team
If you have a question or would like to offer feedback, please contact:
Judy Micoleau at judymicoleau299@gmail.com

ANNUAL REPORT of THE RELIGIOUS EXPLORATION COMMITTEE

This has been a busy year for the RE Committee. We currently have a solid, responsive committee and we recruited one new member this year. We now have parent representation for all age levels of the RE program. This year, we have improved registration rates for RE, and we continue to strive for 100% registration. We have advocated for the children of First Parish in the reconfiguring of Coffee Hour and the Parish Hall and have built relationships with those charged with these efforts. We have held two RE mixers to build community within the program and recruit new committee members, and have supported two OWL classes (for 4-6th graders and 7-9th graders). The committee supported a successful RE Sunday. In general, we have provided feedback to the Director of RE and supported him and his efforts as needed. This is a committed group with growing longevity among its members, and we work well together.

Respectfully submitted by Lisa Page and Andrew Bloom, Co-chairs, RE Committee
If you have a question or would like to offer feedback, please contact:

Lisa Page at lisapage11@yahoo.com



ANNUAL REPORT of the STEWARDSHIP TEAM

Stewardship Team – Bill Adams, Matt Caston, Arne Gronningsater, Greg Dorsey, Stephanie Desrochers, Chris & Ellie Speh, Tom Crane, Marlies Reppenhagen, Emily Bolt, Jennifer Bell Taylor and Cliff & Jane Hoover (4 new members this year).

This year we set a goal of \$200,000 in pledges. As of this writing we have collected \$206,654 from 190 households for 103.3% of our goal. I believe this is the first time we have ever exceeded \$200,000. This is truly an outstanding accomplishment of which we should all be proud!

Highlights of this year's campaign:

- Pledges rose from \$195,791 last year to \$206,654 this year (\$10,863 increase over last year).
- The number of households who pledged rose from 182 last year to 190 this year – 4.4% increase – giving us an average pledge of \$1088.
- We had a 90% response rate from households who received a pledge packet in the mail.
- 25 new households pledged this year.
- We streamlined our new on-line pledge system this year and over 70 households used it to make their pledge.
- We wrapped up the campaign and had all reports to the Finance Committee in time for their first budget workshop on Sunday April 15th.

- Our Telethon efforts generated \$23,035 and we collected an additional \$20,740 at the Thank You Brunch.
- On Stewardship Sunday, we collected over \$90,000 in pledges - which jump started the campaign for us.
- We kicked off the campaign on Sunday March 4th and closed it on Sunday, March 18th – keeping our promise to shorten the campaign!

On Sunday, March 25th, we held our Stewardship **“Thank You Brunch”** celebrating the official wrap-up of this year’s Stewardship campaign. By all accounts – it was a huge success. All who stayed after the service were treated to a special ‘Become the Light’ brunch. Many thanks to Stone McFarquhar, the Men’s Chalice Group, Richard Burbank and Moe Blanchard – we couldn’t have done this without their help.

Thank you to all who helped make this year’s campaign a huge success!

Respectfully submitted by Bill Adams, Chair of the Stewardship Team
 If you have a question or would like to offer feedback, please contact: Bill Adams at
wadams5071@gmail.com.

ANNUAL REPORT of the WELCOMING TEAM

We provide a warm and welcoming experience for friends, members and visitors. We do this in three areas:

1. Ushers/greeters. We provide ushers and greeters for the Sunday service. We encourage church leaders as well as newcomers to get involved at his very basic entry level. We are aware that a visitor makes up his/her mind about a church within the first few minutes.
2. Flowers for the chancel table. We post a sign-up sheet for flowers that can be dedicated to a loved one or a cause by calling the office. We believe that if we do not have flowers on occasion that it is the choice of the congregants. We do not provide flowers.
3. Coffee hour. We provide, through our budget, the coffee/tea set-up. We do not provide the food. The food is provided through the generosity of the parish members and friends. We maintain food safety and kitchen sanitation in keeping with the rules and regulations of the Portland Department of Health. We assist Moe in the set up. We keep things moving at coffee hour and do a thorough clean up afterwards.

As a group we meet with the Membership Committee. On occasion we meet separately. It is important to note that at this point we are in dire need for new members. I will be stepping away from this commitment after I believe 3 years. And we will need a new usher/greeter coordinator.

Respectfully submitted by Linda Blue, Chair of the Welcoming Team
 If you have a question or would like to offer feedback, please contact: Linda Blue
bluelindac@yahoo.com.

ANNUAL REPORT of the WORSHIP COMMITTEE

In coordination with Rev Christina Sillari, the Worship Committee organized this year's services under four year-long themes: the UU 7 Principles, Spirituality, Justice and exploring other religions. Most of the Spirituality and Justice services were derived from suggestions that the congregation put forth at the end of the previous church year.

When Rev Christina was out of the pulpit, we created Sunday services with a woman of the Baha'i faith, a woman who believes in angels, a Penobscot woman, a Buddhist nun, a black man who works to better the lives of incarcerated people, 5 men from our congregation (yes, we will focus on finding some non-white non-male members to speak next year), our Religious Education Director, our Music Director, our children and our youth. We have been bettered as UUs by listening to their insights, knowledge, experiences and beliefs.

On a Saturday in January, the members of the worship committee crafted a back-up service. Some of us wrote personal experiences; others researched readings for all the worship elements. At the end of the gathering, we had a service that any of us can lead if a worship leader can't make it at the last minute.

We ended the previous church year with four members and soon gained two more. Ideally, the committee would function better with 8-10 members. We continue to look for church members who feel called to serve the worship needs of our church.

The following people have worked hard, held service, supported Rev Christina, and served on the worship committee with love: Gary Desrochers, Greg Dorsey, Laurie Hasty, Dirane Kelekyan, and Sally Waite. In May, we were blessed to have Sarah Bartlett Collins join the committee.

We were also blessed to have previous Worship committee members help this year. Thank you to Jen Caswell for leading the Christmas Eve service; to Lynne Beasely for weaving the Easter service; and to Sheila Cook for weaving a service in November, RE Sunday and co-weaving our Flower Communion.

Behind the scenes, we created a google docs drive this year. On it, we maintain a calendar, have files for each Sunday service, and save our minutes and more. Having all this information online has facilitated sharing information and eased coordination with each other and staff.

The worship committee is currently evaluating how we might restructure responsibilities so that members might better play to their strengths. We hope to finish this process before the next church year begins in September. The worship committee will also continue to explore what worship means to our church community, keeping our worship alive, deep and inspiring.

Thank you to Jeff Logan, Angus Ferguson, Richard Riegel Burbank, John Schaberg, Irv Williams for sharing from the pulpit. Thank you to Scott, Sheila, Tina and Toben for

your patience and working with us. Thank you to Christina for your vibrant leadership and for pushing us to expand our ideas of worship. Thank you to everyone who has helped create worship at First Parish this year and everyone who has attended and participated in services. May we be blessed to continue this journey together next year.

Submitted with gratitude and love by Sammy Riegel Burbank, Worship Committee Chair

If you have a question or would like to offer feedback, please contact: Sammy Riegel Burbank at worship@firstparishportland.org .

ANNUAL REPORT of YOUTH AND FAMILY OUTREACH

History

Youth and Family Outreach (YFO) has a rich and unwavering history of serving some of Portland's most disadvantaged children and families. **In addition, YFO has a longstanding, historical connection with First Parish.** Founded in 1844 as a community outreach mission of the Unitarian congregations of Portland, from the very start its mission has been to serve "the poor of Portland". Throughout its long history, YFO has provided many different kinds of support to this important part of Portland's population. Beginning in 1853 with the establishment of Maine's first adult education school, the agency has always risen to meet the critical community needs of the time. Throughout the past 165+ years, some of these community needs included: the Pride Training School for Developmentally Delayed Children, Beacon Teen Center for Homeless Youth, a Teen Adventure Program for at-risk Middle School youth, to name just a few. For the last 30 years, however, YFO has run an early childhood care and education program for children ages 6 weeks to 5 years. In line with its mission, 60-70% of the approx. 60 families YFO serves are low-income families.

YFO is First Parish's oldest social action endeavor. And though YFO has been independent of FP for over 30 years now, the ties between the two are still strong and healthy. Indeed, members of First Parish have served on the YFO Board of Trustees since its inception, and continue to be active volunteers and stewards to this day.

May 2017 – May 2018

Accomplishments:

- YFO celebrated 30 years of service to children and families of Greater Portland
- Maintained accreditation with the National Association for the Education of Young Children.
- Maintained Level 4 status on Maine's Quality Rating System for child care providers
- Awarded a collaborative grant with Catherine Morrill Day Nursery from the City of Portland
- YFO completed its 5th year of providing a community-based public pre-k classroom in Portland.
- With a grant from the Maine Community Foundation, YFO purchased and implemented "Teaching Strategies", an online child assessment program.

- YFO participated in writing GOAL 1 for **Thrive2027 10 Year Community Goals**. Subsequently, we also signed on as an “aligned partner”.
- YFO provided 14,080 highly nutritious lunches, created from scratch, by our YFO Chef, using many local grown food sources.
- Completed FY17 with a strong fiscal foundation going into FY18.
- **Community Collaborations:**
 1. **YOUNG PARENT PROGRAM:** In 2015, we deepened our connection and work with a program of the Opportunity Alliance, The Young Parent Program. This program provides housing for homeless youth (under the age of 23) who are parenting while struggling with living in poverty. In 2015, YFO made a commitment to provide care for any children whose parents are part of this program. That commitment remains strong to this day.
 2. **DHHS FEDCAP PROGRAM:** This past year we have focused on building our connections with organizations that can offer volunteer opportunities to YFO. As a result, as of early 2018, we have several volunteers from the DHHS FedCap program, federal welfare to work initiative for families living in poverty. These volunteers provide needed services for which we would otherwise have to contract out. Additionally, we have similar “workforce volunteers” through the city’s General Assistance Benefits Program.
- **City of Portland Collaborative Grant:** YFO and Catherine Morrill Day Nursery have worked on a joint project over the last 7+ years to offer interim scholarships to families. This grant has afforded us the ability to offer families assistance with childcare tuition when they are unable to receive assistance from DHHS. Similarly, it also allows us to offer tuition assistance when a family experiences unforeseen circumstances such as unemployment, serious medical issues, etc. In June 2016, this grant was extended to include the Portland Head Start Programs and the Peaks Island Children’s Workshop, allowing us to reach even more families in need. This grant is part of the larger, federal, Community Development Block Grant Program
- **Portland ConnectEd:** This is the City of Portland’s “Cradle to Career” consortium and work plan. Funders, stakeholders and professionals have joined forces and are working hard to develop strategies for increasing the number of children who graduate from high school and continue on to higher education. YFO’s Director sits on the sub-committee ‘Starting Strong’. This group targets 0-8years of age. In the past years, work groups have developed to target Attendance rates and School Readiness. YFO staff participate in each of these committees.
- **Maine Shared Services Alliance:** YFO’s director sits on the advisory board for MSSA. The intention of this group is to bring Early Childhood providers together to share in needed services, thereby reducing the cost to everyone. The goals of MSSA are to increase both quality and financial stability for our Early Education facilities throughout the state. In May 2015 a pilot project was begun which engaged 30 providers; it followed a model that has been running with great success in NH for 5 years. This

project was fully funded by local Foundations for the first year. YFO's Director was part of a small group that met regularly with the NH Shared Services group. As a result of their study, the Portland cohort made the decision this year to form a cooperative for early childhood providers. This coming year will be a year of growth and outreach as we work to draw in many providers.

- **USM SOCIAL WORK INTERNSHIP:** We are completing our 10th year of collaboration with the USM School of Social Work Internship Program. YFO is an official Internship Site for BSW students. These students provide invaluable support and case management services for our families. In turn, we help them to develop and hone their social work skills. A win-win situation all the way around!

YFO BOARD OF TRUSTEES:

The First Parish Bylaws call for the “official” election and/or endorsement of YFO Board members by the First Parish Unitarian Universalist Society. This “endorsement” is meant to happen at the FP Annual Meeting. With this in mind, *NEW* YFO Board Members require a pro forma endorsement.

Tom Marczak (President)	Term expires February 2018
Amy Grommes Pulaski (VP)	Term expires February 2019
Wade Gallon (Treasurer)	Term expires June 2018
Marin Johnson (Secretary)	Term Expires August 2018
Jodelle Austin	Term expires September 2019
Peter Lacy	Term expires February 2019
Metta Morton	Term expires February 2019
Owen Patrick	Term Expires August 2018
Brenda Norris (Member of First Parish UU)	Term expires August 2020 (NEW)
Emily Leibling	Term expires September 2020 (NEW)
Melissa Cilley	Term expires October 2020 (NEW)
Alain Nahimana	Term expires April 2021 (NEW)

<u>YFO</u>	<u>Administrative</u>	<u>Personnel</u>
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Camelia Babson-Haley, Director
Michelle Greenlaw, Program Director

Respectfully submitted by Jackie Oliveri, Liaison for Youth and Family Outreach
If you have a question or would like to offer feedback, please contact:
Jackie Oliveri

STAFF REPORTS

ANNUAL REPORT of the MINISTER

Ministry

As I finish up my eight year of ministry with you, I feel proud to be your minister and privileged to serve you and our greater community. As most of you know, ministry is a multi-faceted vocation that is more than just speaking on Sunday mornings. Creating a worship service for Sunday mornings takes me about twenty hours a week. If I worked a forty hour work week that would be half of my time. But administration, pastoral care, and justice work take just as much time depending on the week. I am getting better about discerning how to spend my time. With almost 350 members and an active congregation, it is challenging to tend to all that is happening. Yet, I implicitly trust our staff and leaders, even when they do things differently than me or others. I feel so blessed to be sharing ministry with so many gifted and committed people. I like the idea of shared ministry. It helps me feel I am not alone and that each one of us has a responsibility of serving our community. Ministry is not just the actions of those who are ordained or called to serve. Ministry happens wherever we embrace the belief that our good works, our volunteerism, their acts, can help serve the mission and vision of our congregation. I see shared ministry happening all over First Parish. When we practice our principles with one another we engage in shared ministry.

State of the Ministry

Our congregation is healthy and robust. We are financially stable, have many people involved in various aspects of ministry, are blessed with a competent staff team, and are living out our mission. We are growing more diverse in age and class and theology. We have set plans in motion to become accessible. We have stirred up discomfort regarding race by exploring white supremacy and colonization. Many of us have “woke up” to these realities. However, we need more education and deeper conversations around race, immigration, and native peoples if we are to truly live out our principles. The greater community once again sees First Parish as a hub of justice, the church that stands with and for the people and groups who are oppressed. We cannot let them down. We must continue our work to become a truly anti-racist, multicultural congregation, a warm and welcoming church in the heart of the city.

Internally, we sometimes struggle with being kind to one another. Personality traits, leadership styles, generational gaps, and more keep us disconnected. We have a tendency to see our place in the congregation from a narrow perspective, unable to see the big picture, the whole. We need to work on expanding our visions beyond our own personal agendas or ministries, and look at how everything in our congregation is connected to everything else. We also need to practice being honest and real with one another. Triangulation has decreased in our community over the years but we still need to be cognizant of when we are harboring negative feelings about others and how we express those feelings. More often than not, our feelings are a projection of our own unworthiness or discontent. Community life is not easy. It is hard work to stay present and involved when things are difficult. But we are doing it, slowly and surely we are building a beloved community.

One of my biggest concerns about First Parish is how we retain our members over time. How do we serve our children, our baby boomers, our millennials, and our elders over the years and the cycles of their lives? Some of our leaders will be looking at this over the next church year. If you have any ideas please let us know. In some ways it comes back to shared ministry, all of us ministering to one another throughout time and space.

Shared Ministry Highlights

- Sheila Sullivan was promoted to Congregational Administrator
- Twenty-six people signed the membership book
- The staff created Safe Congregation policies and procedures
- We moved more deeply into Policy Governance
- We hired an unarmed security guard for Sunday mornings
- We installed a temporary accessible ramp in front of the Parish Hall
- We broke a record in our Stewardship Campaign (over \$200,000)
- The Collections Committee sold and bought furniture for the Parish Hall
- The Accessibility Project fundraising team was created and has begun its work
- The Bridging Ceremony of three youth at First Parish
- CHIME Intern Kali Bird Isis brought dance and storytelling to First Parish
- The Jefferson Davis Plaque was removed from a pew in the Meeting House.¹
- Rally4Justice opened its doors for the March for Our Lives event
- First Parish hosted a Martin Luther King Jr. Service
- Penobscot Indian and attorney Sherri L. Mitchell preached during Sunday worship and stirred things up with the congregation.
- Concerts for a Cause have been successful
- The Black Lives Matter Team became the Racial Justice Team
- First Parish hosted a Poor Peoples Campaign event
- First Parish will host a Gay Pride Worship Service

Spiritual Highlights

Sometimes I feel I do not get to practice and facilitate enough spiritual experiences at First Parish because I am so busy with the business of church. This year I led a weekly Breathing and Meditation Class, a monthly Journey through Sound Service and a six

¹For over 60 years, the First Parish Meeting House was home to a brass plaque commemorating the occasional attendance of Jefferson Davis at our church in the mid-1800s, when he was a Senator (not the Secretary of War, as previously stated), before becoming president of the Confederacy during the Civil War. The plaque was installed by the Daughters of the Confederacy in 1952, and its presence was unknown to many in the congregation and leadership until last fall, when a Portland Press Herald reporter came to report on the plaque, just a few days after Janet Puistonen brought it to the attention of church leaders.

The discovery of this plaque, honoring an individual who fought to preserve a system dependent on the enslavement of fellow human beings, caused rightful distress and outrage among the members of our church. It represented sentiments that are antithetical to our core values as Unitarian Universalists, and was particularly repugnant in regard to our active work against white supremacy as part of the Black Lives Matter movement. It had no place in our church.

For these reasons, both the Governing Board and the Board of Trustees voted unanimously to have the plaque removed. The plaque was removed at the end of service on October 1, 2017. At the offer of Dr. Mark Hicks, the plaque was shipped to Meadville Lombard Theological School, a UU seminary in Chicago, who will hold the plaque in their UU archive to preserve it historically and enable a historical truth-telling at the same time.

week Theology Class. None of these were widely attended but I love doing them and I think they provide a certain type of ministry that is needed. I plan on continuing with some form of these offerings next year. I am open to your feedback about what you want and how to encourage more people to attend.

Loss of Members

Three members of First Parish died this congregational year:

Louise Berlin

Hope McMann

Mary Melville

Margaret Wilson

They will be missed.

Shared Ministry with the Unitarian Universalist Association

- I attended monthly cluster meetings with Southern Maine UU ministers
- I attended a Minister Retreat with the Northern New England District
- I attended the NNED Regional Gathering with members of First Parish
- I will attend Ministry Days and General Assembly in Louisville, KY
- I facilitated “Where Leads our Call” (A UUMA program) for the Northern New England Minister Retreat and the Mass Bay Minister Retreat
- I facilitated a Black Lives UU Worship Service at First Parish
- I supported First Parish member Carolyn Barschow in her call to ministry

Shared Ministry with Community Partners

- MUUSAN: I serve on the steering committee of the Maine UU Advocacy Network and am a co-chair for the Racial Justice Group
- Equality Maine: I serve on the Board.
- I attend monthly interfaith clergy meetings in Portland
- I was one of the initiators of the Moral Movement Maine
- I was arrested twice this year, once at Senator Collins office regarding the Tax Bill and once at the State House in August as part of the Poor Peoples Campaign
- I testified at the State House on behalf of MUUSAN for and against a few bills.
- I attended a day-long Racial Justice Training and a day-long Decolonization Training
- I have created relationships with the leaders of MIRC, MPAC, ACLU, and more.

Time with the Congregation

Last year, as part of my evaluation by the leaders of First Parish, it was made clear that members wanted me to spend more time with them at events and activities. I have been cognizant of that and attend coffee hour as much as possible as well as other events at First Parish. Some of you invite me to your personal parties (birthday, anniversary, house warming). I have a policy that I do not attend these type of events because if I come to one, I would want to come to them all. I will, however, when available, attend invitations for events honoring members eighty years old or older.

Final Word

I love you. I appreciate you.
I am open to your ideas and feedback.
Please reach out to me anytime.

Many Blessings, Reverend Christina Sillari

If you have a question or would like to offer feedback, please contact: Rev. Sillari at minister@firstparishportland.org.

ANNUAL REPORT of the CONGREGATIONAL ADMINISTRATOR

This has been a busy first year in the Office for me! I owe great thanks to Christina and Stephanie Desrochers for all the time they've put into training me. I've thoroughly enjoyed working closely with our awesome Staff team, and with the amazing leaders, members, and friends here at First Parish. Please find my annual highlights below:

Communication

- Produced OOS, bulletin and eNews on a weekly basis.
- Worked closely with Worship Committee to create efficiencies around creation of the OOS each week. Dirane Kelekyan has been very helpful in creating a functional template that all Worship Weavers can use for building the OOS. This has significantly cut-down time spent on producing the OOS each week. Thank you Dirane!
- Launched a new version of the bulletin in December, printing the bulletin news in a regular 8.5x11" format on colored paper, rather than as an insert in the OOS.
- Update the website every Friday with worship service info, eNews link & Upcoming Events page. Minor editing of other pages on an as needed basis.
- Edited, formatted and distributed the Stone Soup Newsletter in early December. The Newsletter was sent through Constant Contact. The Pastoral Care Team sent about 25 newsletters to our older members who do not use email. A Summer Stone Soup will be sent in mid-June.
- Note: a very large percentage of my time goes toward scheduling meetings for Christina, answering the phone & producing the bulletin. As our Congregation grows toward 350 members, we may need to consider adding a part-time (10 hrs/wk) Office Assistant to handle phones, bulletin, photocopying, etc. This would free the Congregational Administrator up to do larger, higher-level projects.

Bookkeeping/ Administration

- Managed a majority of bookkeeping responsibilities: payroll, deposits, check writing, bookkeeping entries in Icon, rental income, etc.

- Managed year-end details including UUA Annual Certification, MEMIC Workman's Comp audit, payroll information for taxes and UUA Health Plan Contribution Reporting.
- Accomplished many tasks associated with moving along the goals of our Safe Congregation Team.

Rentals

- Worked closely with Karen McKinney on updating all rental contracts (both in September & again this spring). I have proposed rental rate increases to Finance.
- Respond to numerous requests for information re. Wedding and event rentals. I give tours to potential renters when Moe is not available. Wedding requests are coming in for 2019.
- *2017-18 Rental update:* 20 single-use events (weddings, memorials, other events) during the 2017-18 church year. We have 11 recurring rental groups that will all be extending their rental agreements into next year.
- *2018-19 Rental update:* 6 weddings scheduled between June 2018 and January 2019; more pending. 4 non-wedding events currently scheduled for July - December 2018.

Supervision

- Conducted monthly and mid-year evaluations with Sexton and Membership Coordinator. Final evaluations will be held in mid-June.
- Hired & trained Tina Smith, Membership Coordinator. Tina will be leaving this position in June to pursue other career goals, and we wish her all the best in her new endeavors. We will begin the hiring process for a new Membership Coordinator in June.
- Collaborated with Christina on leading both Staff & Safe Congregation meetings throughout the year.

Technology

- Worked closely with John Schaberg to gather quotes for a new office copy machine from 3 local businesses. Hoping to have a new copier this summer!
- Researched the updating of our phone system at First Parish. Our office phones are at least 20 years old. The voicemail system is antiquated and prone to problems. Hoping to purchase new phones this summer!
- Working with Kyocera on a technology assessment for our offices.

Respectfully submitted by Sheila Sullivan, Congregational Administrator

If you have a question or would like offer feedback, please contact: Sheila Sullivan at office@firstparishportland.org

ANNUAL REPORT of the DIRECTOR of RELIGIOUS EXPLORATION

We tried some new staffing this year. I hired and trained a new O.W.L. teacher for the 7/8 class and we did the O.W.L. curriculum as a full year curriculum in that class. I also hired an additional person to help with child care in the Nursery so that we started the year with two people in the Nursery at all times. This was done as requested by the RE Committee at the end of the last RE year because of some security issues that had come up. I had to replace the nursery staff in December after no-call/no-shows and ended up with just one new person as the Nursery Teacher. Additionally, I hired a float teacher who I also intended to train to co-teach 4/5/6 O.W.L. for seven weeks in the spring. She quit in November. Instead of hiring on a new teacher, I co-taught O.W.L. and Angela Blier from the RE Committee filled in for me where needed. I mention all of this as an explanation as to why there were less RE classes on the calendar this year. I was trying to stretch the budget to include the additional staff when I created the original calendar. I will be reducing the staff and increasing the number of classes for next year.

The O.W.L. program was successful in that it brought two new families to First Parish. This was our first time doing a full year O.W.L. and also the first time since I've been DRE that we have done two O.W.L. classes in one year. The program continues to be one that is highly favored by many families.

We continued to follow the same model as last year for Children's Chapels and RE Sunday. We chose the theme of our First Principle and planned our lessons and service around that. I got very good feedback about the outcome.

I did a lot more delegating to the RE Committee this year as far as the RE Mixers went. We had a well-attended one in October and are planning another for June 3rd. We have a good sized and active RE Committee which has made my job exponentially easier.

This was the first year that I was serving as both the DRE and the Youth Advisor. I worked on trying to make a service trip to West Virginia happen with the UUCSJ but there were budget issues that kept this from happening. I have learned from this and am already planning for a trip in August 2019 along with the help of Finance. I will also be creating a separate committee for the Youth Group that works on this with me.

Youth Sunday successfully bridged three youth and saw active participation from six of the eight junior youth. The youth enjoyed creating and putting on the service and it was well received.

I have begun my application for credentialing to a Level 1 DRE. As soon as I have my endorsement letters from the minister and the Office Administrator, I will submit my application.

This year saw the return of three families who had been absent from RE participation over the last couple of years. We also welcomed two new families.

Respectfully submitted by Toben Cooney-Callnan, Director of Religious Exploration
If you have a question or would like offer feedback, please contact: Toben Cooney-Callnan at dre@firstparishportland.org .

ANNUAL REPORT of the MEMBERSHIP COORDINATOR

This year Membership welcomed 27 New Members. Most of the New Members who attended either one, or both, New to UU and Path to Membership classes became New Members during the following New Member Ceremony (NMC). We had a couple who waited until the following NMC to allow more time to become familiar with First Parish. Those who returned later felt like wins for FP as their engagement and dedication recognized the work of FP as a home.

Newcomer Coffees were extremely successful with about 5 people attending on average. They allowed for us to really connect with visitors and newer attendees.

Membership worked this year on finding ways to better organize the Head Usher schedule. Gail Marine took on the task of being Head Usher Coordinator and worked hard to determine what did or did not work. With the addition of the security guard, visitors and members felt safe. Having the security guard has taken pressure off the Head Usher and Ushers, as well as providing them physical and mental support for any safety concerns. Tina, as Membership Coordinator, has added greeting members and visitors as they enter the Meeting House, so as to have a way to better connect with members and those considering Membership.

Respectfully submitted by Tina Smith, Membership Coordinator

If you have a question or would like to offer feedback, please contact Tina Smith at membership@firstparishportland.org

ANNUAL REPORT of the MUSIC DIRECTOR

What a wonderful first year I've had at First Parish. I successfully made it through all the holidays, the Nativity Pageant, Youth and Children's services and Music Sunday. Since the beginning of this Fiscal year, I have reorganized the music library and had the organ and piano tuned and serviced. The Adult Choir has grown considerably since I have begun. One of my challenges continues to be the Children's Choir. Attendance is spotty at best and it is often difficult to program music for Sunday services, but I will continue to work on improving this. One of my highlights for this year has been the creation of the Concerts for a Cause concert series. These concerts are on the First Friday of every month, feature Maine performers and benefit local charities. This year we will have had

8 concerts beginning last November. The model being used for this series is: 1/3 of the ticket sales to First Parish, 1/3 to the musicians and 1/3 to the charity. In the 7 concerts we've had so far, attendance has ranged from 35 to about 100, with the First Parish portion ranging between \$150 and \$450, depending on the attendance and audience generosity. We've featured a variety of classical performers, a First Parish member paying tribute to Patsy Cline and a Cabaret evening celebrating the musical members of First Parish. In addition to growing this to 9 concerts next season, I hope to incorporate more world music into the series and collaborate with MECA to include artists and tap into the Artwalk crowd. As is typical, weather and parking are constant challenges in boosting attendance. I'm grateful to be part of the First Parish staff and community.

Respectfully submitted by Scott Wheatley, Music Director

If you have a question or would like to offer feedback, please contact Scott Wheatley at musicdirector@firstparishportland.org .

ANNUAL REPORT of the SEXTON

Hello Everyone,

I want to start by saying I love working for and with all of you. This June marks my 16th year at First Parish, though it feels like I've just started working here.

I work hard throughout the year on the cleaning, upkeep and security at First Parish. It is important to me to be available and communicate well with all First Parish Members, Friends, Staff and community groups, making everyone feel welcome and safe. Here are a few of the highlights of what I worked on/accomplished this year:

- Very deep cleaning of Meeting House- vacuuming pews, all carpet, etc.
- Met throughout the year with prospective wedding and event renters to give tours of the Meeting House and discuss set-up and other event details.
- Finished a major kitchen clean-up in the Community Room kitchen: cleaned out old food from cabinets, deep clean of counters, re-supplied cleaning supplies.
- Cleaned and organized Sexton's office (ongoing).
- Kept up with winter salt, sand and mud on floors in Community Room and Parish Hall, and rugs in Meeting House and second floor of Parish Hall.
- Handled all the shoveling around FP after snowstorms.
- Working with Chris Beasley on a plan for cleaning/updating the women's bathroom in the Community Room.
- Working on basement upkeep- washing all walls in Community Room and bathrooms prior to painting.
- Planning to start working on washing windows in early summer.
- I would like to see two spotlights added on the copy room window which would provide much better lighting in the entrance garden. Many people sleep in this

garden in the warmer weather, which can be a problem for people leaving the building after evening meetings.

Your Sexton, Moe Blanchard

If you have a question or would like to offer feedback, please contact Moe through the Office at office@firstparishportland.org .

ANNUAL REPORT of the FINANCE COMMITTEE

The Finance Committee oversees the financial matters of First Parish (other than those delegated to the Trustees) and communicates information relating to these matters to the leadership and congregation. Current Committee Members are: Emily Bolt, Special Projects; Matt Caston, Clerk and Stewardship Campaign Liaison; Thomas Crane, Cash Counter Coordinator; Stephanie Desrochers, Chair; Austin Farrar, Finance Liaison to Governing Board; Karen McKinney, Expense Treasurer; and Chris Speh, Expense Budget Reports.

The committee has been working diligently since the last annual meeting, where members approved a balanced budget for the first time in four years. Balancing the budget was especially difficult due an unexpected drop in rental income. A task force formed and found there was a decrease in one-time rentals and that uniform rental rates were needed. Rental income has rebounded and is very close to previous year levels thanks to the task force and dedication of Karen McKinney and Sheila Sullivan!

As of the April 30 financial report, First Parish reached 84% of its total revenue goal (\$321,879) and spent 78% of its budget. If members and friends complete their pledges, First Parish appears to be on track to meet this year's budget. Pledge statements will be emailed the first week of June so households can see if they have completed their pledge. ***July 31st will be the last day to make donations or request a reimbursement for the July 2017-June 2018 year.***

Due to rebounding rental income and a very successful stewardship campaign, this year's proposed budget has over \$25,000 in additional revenue. While there was not enough income to meet all our congregation's needs, the proposed budget recommends budget increases to the many programs whose budget had been reduced by 25% this year to achieve a balanced budget, increased contribution towards our fair share, staff raises based on the revised UUA salary guidelines issued this year, and investing in new or existing programs that will help further the mission of First Parish.

Respectfully submitted,

Stephanie Desrochers, Finance Chair

If you have a question or would like to offer feedback, please contact:
Stephanie Desrochers finance@firstparishportland.org .

First Parish in Portland, Maine Unitarian Universalist
Proposed Budget July 1, 2018 - June 30, 2019

	2017-2018	2018-2019			
	Approved	Proposed	\$ Change	% Change	% of Budget
Income					
Congregation Contributions					
Donations from Members/Friends	6,500.00	11,600.00	5,100.00	78.46%	
Pledges	189,591.00	195,084.00	5,493.00	2.90%	
Sunday Collections	20,000.00	20,000.00	0.00	0.00%	
SubTotal Congregation Contributions	216,091.00	226,684.00	10,593.00	4.90%	64.78%
Building Use Income					
Rental One Time Use	6,500.00	15,000.00	8,500.00	130.77%	
Rental Group	20,500.00	21,000.00	500.00	2.44%	
Concert Series	2,500.00	6,300.00	3,800.00	152.00%	
FIA Forums	750.00	2,000.00	1,250.00	166.67%	
Pageant Donations	1,100.00	1,000.00	-100.00	-9.09%	
SubTotal Building Use Income	31,350.00	45,300.00	13,950.00	44.50%	12.94%
Contributions from Trustees					
Income from Society Fund	26,462.00	26,464.44	2.44	0.01%	
Income to FIA	512.00	512.25	0.25	0.05%	
Share of Sexton Salary	15,964.00	16,594.53	630.53	3.95%	
SubTotal Contributions from Trustees	42,938.00	43,571.22	633.22	1.47%	12.45%
Other Income					
Donations External	13,000.00	13,000.00	0.00	0.00%	
Fundraising - Auction	10,000.00	10,000.00	0.00	0.00%	
Fundraising - Other	6,000.00	6,000.00	0.00	0.00%	
Miscellaneous Income	0.00	0.00	0.00		
RE Registration Fees	2,500.00	2,000.00	-500.00	-20.00%	
RE Other Income	0.00	3,400.00	3,400.00		
SubTotal Other Income	31,500.00	34,400.00	2,900.00	9.21%	9.83%
Anticipated Income	321,879.00	349,955.22	28,076.22	8.72%	100.00%
Expenses					
Advertising	934.00	1,500.00	566.00	60.60%	
Computer Network Maintenance	896	1,200.00	304	33.93%	
Miscellaneous	149	500.00	351	235.57%	
Office Equipment Expense	1,867.00	2,460.00	593.00	31.76%	
Office Supplies General	1,120.00	1,300.00	180.00	16.07%	
Payroll Service Fees	934	1,500.00	566	60.60%	

	2017-2018 Approved	2018-2019 Proposed	\$ Change	% Change	% of Budget
Postage Mailing Expense	317	500	183.00	57.73%	
Software Fees	934.00	1,230.00	296.00	31.69%	
Technology Repair	373.00	400.00	27.00	7.24%	
Telephone Expenses	1,139.00	2,400.00	1,261.00	110.71%	
Website Fees	1,121.00	700	-421	-37.56%	
SubTotal Administration Expenses	9,784.00	13,690.00	3,906.00	39.92%	3.94%
Building and Grounds Expenses					
Building and Grounds Maintenance	1,121.00	2,120.00	999.00	89.12%	
Building and Grounds Supplies	2,839.00	2,800.00	-39.00	-1.37%	
Snow Removal	747	1,000.00	253.00	33.87%	
Security	0	3,300.00	3,300.00		
Permits and Inspection Fees	462	462	0.00	0.00%	
Utilities	15,300.00	14,500.00	-800.00	-5.23%	
SubTotal Building and Grounds	20,469.00	24,182.00	3,713.00	18.14%	6.91%
Governance Expense					
UUA Fair Share	5,945.00	8,000.00	2,055.00	34.57%	
Governance Consulting	374	0	-374.00	-100.00%	
Leadership Retreat	1,307.00	500	-807.00	-61.74%	
Leadership Training & Recognition	934	1,500.00	566.00	60.60%	
Leadership Council	0	500	500.00		
SubTotal Governance Expense	8,560.00	10,500.00	1,940.00	22.66%	3.00%
Personnel					
FICA Medicare	9,290	9,793.18	503.18	5.42%	
Minister Healthcare	19,935.00	19,585.06	-349.94	-1.76%	
Staff Pension Fund	16,469.00	17,026.14	557.14	3.38%	
Professional Expenses	9,306.00	10,510.00	1204	12.94%	
Wages	208,200.00	214,781.40	6,581.40	3.16%	
Workers Compensation	2,500.00	2,356.00	-144.00	-5.76%	
SubTotal Personnel	265,700	274,051.77	8,351.77	3.14%	78.34%
Programs					
Faith in Action					
Racial Justice (formerly BLM)	224	1,500.00	1,276.00	569.64%	
Center for Restorative Justice	224	0	-224.00	-100.00%	
Community Dinners	896	600	-296.00	-33.04%	
Forums	75	0	-75.00	-100.00%	
Rally4Justice	299	1,500.00	1,201.00	401.67%	
Safe Harbor	299	400	101.00	33.78%	
Share the Plate**	1,500.00	0	-1,500.00	-100.00%	
SubTotal Faith in Action	3,517.00	4,000.00	483.00	13.73%	1.14%

	2017-2018 Approved	2018-2019 Proposed	\$ Change	% Change	% of Budget
Finance					
Fundraising	1,120.50	1,500.00	379.50	33.87%	
Stewardship	1,120.50	1,500.00	379.50	33.87%	
SubTotal Finance	2,241.00	3,000.00	759.00	33.87%	0.86%
Life Long Learning					
Adult RE	0	250	250		
Children RE	1,046.00	1,200.00	154	14.72%	
Youth Group		300	300		
Service Trip	598	2,100.00	1502	251.17%	
RE Fundraising Expenses		400	400		
Library	75	100	25	33.33%	
SubTotal Life Long Learning	1,719.00	4,350.00	2631	153.05%	1.24%
Membership Expenses					
Membership Team Expenses	1,494.00	1,700.00	206.00	13.79%	
Pastoral Care	224	700	476.00	212.50%	
Welcoming Team Expenses	523	700	177.00	33.84%	
SubTotal Membership Expenses	2,241.00	3,100.00	859.00	38.33%	0.89%
Music Expenses					
Concert Series Expenses	896	4,500.00	3,604.00	402.23%	
Music and Guest Instrumentalists	1,494.00	700	-794.00	-53.15%	
Tuning and Instrument Maintenance	299	450	151.00	50.50%	
SubTotal Music Expenses	2,689.00	5,650.00	2,961.00	110.12%	1.62%
Worship Expenses					
Funding for Future Sabbatical	1,867.00	1,700.00	-167.00	-8.94%	
Lay Service Speakers	672	1,400.00	728.00	108.33%	
Pageant	971	1,300.00	329.00	33.88%	
Worship Expenses	859	900	41.00	4.77%	
SubTotal Worship Expenses	4,369.00	5,300.00	931.00	21.31%	1.52%
Total Programs	16,776.00	25,400.00	8,624.00	51.41%	7.26%
Other Expenses (ie. credit card fees)	1150	2000	850	73.91%	0.57%
Total Expenses	322,438.70	349,823.77	27,385.07	8.49%	100.00%
Income less Expenses	-559.7	131.45			

** Share the Plate (STP) is not being eliminated. STP collections will have its own fund next year separate from the Operating Budget, like the Accessibility Project.