

First Parish Unitarian Church Scituate, MA

2017-2018 Report to the Annual Meeting

May 20, 2018



Love is the spirit of this church,
and service is its law.
This is our great covenant:
to dwell together in peace,
to cherish the living earth,
to seek truth in love,
and to help one another.

Our Vision

*We aspire to be a beacon of
liberal faith, strong community, and transformative service*

Our Mission

Liberal Faith: *We commit to participate side-by-side across generations in worship, religious education, social activities, environmental protection, and social justice work—learning, sharing, and growing together.*

Strong Community: *We commit to care for one another, nurture the light that shines within each of us, and support each other's individual search for truth and meaning.*

Transformative Service: *We commit to pursue diversity, justice, equality, reason, and discourse;
provide inspiration through music, creativity, and the arts;
and work cooperatively to affect positive change in our community and beyond.*

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**First Parish Unitarian Universalist Church
Scituate, Massachusetts**

Warrant for the Annual Meeting

May 20, 2018 at 10:30 AM

The 384 Year of First Parish Scituate

You are requested to assemble in the sanctuary during the service on Sunday, May 20, 2018.

Warrant for the Annual Meeting

May 20, 2018 11:30 AM

The 384th Year of First Parish Scituate

Members empowered to vote by our bylaws are asked to decide the following:

Article I:

To receive and approve the Minutes from the May 21, 2017 Annual Meeting.

Article II:

To receive and act on the Reports of the Minister, the Officers, and the Committees as printed in the 2017-2018 Annual Report.

Article III:

To receive the Nominating Slate of the Nominating and By-Law Review Committee and to elect Officers and Parish Committee Members for the coming year, beginning July 1, 2018.

Article IV:

To receive and approve the Annual Budget and the appropriation of money for the 2018-2019 church fiscal year.

Article V:

To transact any other business that may properly come before the parish.

*On this day, Sunday, May 20, 2018, the Moderator will call the meeting to order and immediately request a motion to recess until June 24th, allowing the Parish and Finance Committees more time to draft the 2018-2019 budget.

Michael J. McGowan, Moderator

Minutes of the Annual Meeting
May 21, 2017
The 383rd Year of First Parish Scituate

I. Call to Order

Moderator Michael McGowan called the meeting to order with the posted agenda at 11:10 am during the 10:30 am church service.

II. 2016-17 Reports and 2016 Annual Meeting Minutes

The motion to accept the 2016-17 reports of the Minister, the Officers, and the Committees and to approve the Minutes from the 2016 Annual Meeting as printed in the 2016-17 Annual Report was made and seconded.

VOTE: The Reports were accepted and the Minutes were approved unanimously

III. Nominating and By-Law Review Committee Report

Sarah Murdock presented the Slate of Officers and Parish Committee members to be voted on for the term beginning June 1, 2017, with the correction of Frank Kilduff and Kathy Fisher's terms to be amended to May 31, 2018. The motion to approve the Slate as printed in the 2016-17 Annual Report was made and seconded.

VOTE: Approved unanimously

IV. Budget

The motion to approve the budget for FY 2018 as printed in the 2016-17 Annual Report was made and seconded. Jean Shildneck and Erica Boyle gave a brief overview of the Budget. A question was asked about the surplus being used for something that should be sustainable. Jean stated that we should be able to support positions for next year, including a full-time minister, Coordinator of Religious Education, and a music director. A member presented concerns about running a deficit and encouraged pledges to be increased. Erica encouraged members to come to Finance Committee meetings.

VOTE: Approved unanimously

IV. Vision and Mission Statements

The motion to receive and approve the Vision and Mission Statements provided by the Vision and Mission Team was made and seconded. A member thanked those who worked on this team.

VOTE: Approved unanimously

V. Other Business

The motion was made to discuss any other business that may properly come before the parish. There was no discussion.

A motion to adjourn at 11:36am and return to the regular church service was made, seconded, and approved unanimously.

Submitted by: Jennifer Mackey, Parish Committee Secretary

**REPORT FROM THE MINISTER
TO THE 2017 ANNUAL MEETING OF THE FIRST PARISH UU CHURCH SCITUATE
June 1, 2017 – June 30, 2018**

This year in my monthly reports to the Parish Committee, I have tried to allocate my work according to the categories of our Vision Statement (“We aspire to be a beacon of liberal faith, strong community, and transformative service”). I am using that format in this report as well.

I. Liberal Faith

1. Worship

A. We held 42 regular Sunday services September-June

Of those I preached at 31 and led worship at an additional eight services for a total of 39 Sundays.

B. We held nine Summer services on Wednesday evenings in July and August

Of those, I led 2 and participated in five services led by members of the congregation.

C. In addition to regular and summer services, special services included:

RE Sundays, Coming of Age Sunday, the Blessing of the Backpacks, Water Communion, Halloween Sunday, All Souls, Greening of the Sanctuary, RE Pageant *Comfort & Joy in Scituate*, two Christmas Eve services, Fire Communion, Visioning Service, Chocolate Communion, Easter Sunday, Memorial Day remembrance, and the Welcome of New Members and Recognition of Member Anniversaries, as well as worship series on spiritual practice and risk.

D. Attended Marcia McFee’s workshop on worship at the UUMA Institute, January 2018, and worked with Elizabeth Dubuisson and the Religious Services Committee to integrate those practices into our worship.

E. Community Worship

- Planned and led the sunrise memorial service on International Overdose Awareness Day, August 31, 2017, sponsored by South Shore Peer Recovery and Scituate FACTS
- Planned and led the Scituate clergy’s Longest Night of the Year, December 22, 2017
- Planned and led the Scituate clergy’s Easter Sunrise service, April 1, 2018
- Offered the prayer of ordination for the (now) Rev. Ms. Johannah Murphy on June 16, 2018;
- Blessed the paddle boat parade at the Scituate Harbor Opening Festivities on Saturday June 2, 2018.

2. Spiritual Deepening/Adult Education

- Led monthly *Exploring the Bible* class, July 2017 – March 2018
- Led monthly discussion of *Proverbs of Ashes*, April-June 2018
- Led 7 session Spiritual Autobiography class, January-March 2018
- Facilitated monthly sessions of Spiritual Autobiography II, May and June 2018
- Led Sunday afternoon knitting retreats, Feb-April 2018

3. Children's Religious Education

- Worked with Brian and Patty Sutton, RE Committee Co-Chairs, and Kate Glennon, PC liaison, to administer the RE program in the absence of a Director of Religious Education.
- Coordinated the search process for a Director of Religious Education

4. Representing First Parish to the wider community

- Served as President of the Scituate Clergy Association
- Wrote for the *Scituate Mariner* "Along the Path" clergy column
- Attended town events such as Town Meeting, First Fridays, and Heritage Days
- Attended meetings of the South Shore UU clergy cluster

II. Strong Community

- Pastoral conversations in homes, hospitals, nursing homes, coffee shops, and my office
- Community office hours at the Lucky Finn
- Attended Fididdlers, Unity, Walk & Talks, Game Night, the Celebration Dinner, concerts and coffeehouses
- participated in the Snowflake Fair, the Spring Fair, "Dump Duty," and the trip to Cradles to Crayons
- attended the meetings of the Parish Committee and other committees
- Met monthly with the Committee on Ministry to talk about ways to strengthen our community, from encouraging everyone to talk directly to one another with kindness when issues arise to planning a process to assess the ministries of First Parish.

Weddings:

Tom Sweeny and Bill Ericson at the Atlantica Restaurant, June 3, 2017

Allie Brundige and Mike Morrison at First Parish Scituate, June 17, 2017

Abigail White and Michael Mulstay at Old Ship Church, Hingham, August 31, 2017

Caitlin Flanagan and Brendon Keresy at First Parish in Cohasset, November 11, 2017

Elissa Millican and Jeff Armando, at First Parish Cohasset, Saturday November 11, 2017

Memorial services conducted:

Gil Wilder at First Parish Scituate, May 20, 2017

Ryan Walsh at First Parish Scituate, May 20, 2017

Andrew Leach at First Parish Scituate, June 9, 2017

Leslie Kilduff at First Parish Scituate, July 15, 2017

Barbara Leavitt at Cudworth Cemetery October 28, 2017 (committal service)

Dedication of Infants, Children and Adults:

Mae Wislocki at First Parish Scituate, Sunday June 4, 2017

Please remember that children and adults, as well as infants, can be dedicated!

III. Transformative Service

- Held up the issues of the world weekly in sermons and services

- As President of the Scituate Clergy, expanded the Board of the Food Pantry to include members outside the clergy, and worked with the new Board to expand the work of the Pantry
- Organized and helped lead the monthly Community Book Discussion on issues of race and class through the Scituate Unity Council, July 2017-June 2018.
- Planned and facilitate conversations for the Scituate Unity Council
- Attended meetings of the Scituate Non-Profits community
- Worked with ScituateFACTS
- Received training in Mental Health First Aid from the National Council for Behavioral Health

Respectfully submitted,
Pamela M. Barz, Minister

Report of the Parish Committee

The Parish Committee and the church have had a busy and productive 2018. The Parish Committee picked up where it left off in 2017 with establishing goals for the year. We identified themes from the summer goal brainstorming session and decided to focus on the goal of being a Beacon. We asked each committee to reflect and identify goals that would speak to that overarching goal. We believe we achieved this goal in a variety of ways this year: The “New Sign” committee installed our beautiful new sign, and with the help of the Publicity Committee and others we had a lovely dedication event. We beautified our front gardens and opened our doors to the community with the Blue Boat Coffeehouse. We also continued to shine light for each other and the larger community through our multiple ministries, concerts, gatherings, fundraisers, and inspiring weekly worship.

We also addressed a number of operational tasks throughout the year. We grappled with a policy for proceeds from the Blue Boat Coffeehouse. We initiated a search for a Director of Religious Education and are still looking for a candidate who’s a good fit for our church. We routinely addressed the needs of our parsonage tenant and Erdman Preschool. We met with Erdman’s Director and Board Chair to establish a stronger relationship and agreed upon new mechanisms of communication. We also successfully hired a bookkeeper and are in the process of transitioning to updated software and establishing new financial reports.

We recognized the challenges we are having with committee work and volunteerism in general within the church. We continued to evaluate the most productive ways for us to work together and report on our activities, while leading our own busy lives. We began researching the structures and bylaws of other churches and exploring the ways other area churches encourage volunteerism and develop leaders. We have more to explore on these topics with the goal of reaching an actionable plan to adapt our church structure if needed. This will be a focus for the summer and next church year. We also, with aid from the Committee on Ministry, addressed the issue of maintaining positive, healthy communication within the church and with our extended church community.

We’d like to offer a heartfelt thank you to all those church members and friends who have helped embody our vision in any way this year. Our success as a church community is due to all your contributions--big and small.

- We thank all First Parish committees for their work!
- We thank Brian Sutton, Kate Glennon, and our minister Pamela Barz for running the church’s RE program this year without a director! It is quite a group effort to keep our vibrant RE program running smoothly.
- We thank the members of the Parish Committee—Marche Kellerhals, Mark da Silva, Jean Shildneck, Alma Morrison, and Kate Glennon, and our extended often regular invitees, members of the Finance Committee, Erica Boyle and Vicki Davis—for their time, hard work, expertise, caring, and senses of humor. It has been a pleasure serving the church with this group.
- We thank Alan Donaldson for his role in lovingly caring for the church. Alan, both literally and figuratively, you’ve given us light (How many light bulbs have you changed?) and kept us safe. (Who gets the call when the alarm goes off?)
- Finally, we thank Stephanie Stewart, our church office administrator, for all the little and big things she does to make our work easier.

Respectfully submitted,
Ann Svensen and Sheri Nidositko, Parish Committee Co-Chairs

Report of the Religious Services Committee

The Committee met several times this past year to address our goals of working with the minister to review the weekly worship services, to fill the pulpit on Sundays when the minister was absent, and to work with the minister to plan multi-generational celebrations for All Souls Day, the Greening of the Church, Advent and Christmas Eve, and Easter, as well as Water Communion, Apple Communion, Fire Communion, and Chocolate Communion. The Committee also helped to plan and coordinate the summer services that were held in July and August.

Average attendance on Sunday mornings: June 2017, September-May 2018 of 75, with the largest attendance on Easter Sunday (95) and All Souls Day (90) and the lowest on April 15, the first Sunday of April school vacation, (48) and Memorial Day weekend (44). 130 people attended the earlier 4 p.m. service on Christmas Eve, with 120 people at the 7 p.m. (This is only the 4th year of the 4 p.m. service and attendance has tripled in those years.) Attendance at summer services averaged 20 people. (Thank you to our summer service leaders, Mary Beaulieu, Elizabeth Dubuisson, Jen McGonagle Dziedzic, Michael Feeney, Chuck Jones, Jenn Mackey, Howard Mathews, Mark Matthews, Alma Morrison, and Ann Svensen.

This year, the Religious Services Committee, has continued their focus on encouraging groups, or “teams” of people to assist and plan services, as a way to involve more people in participating in the planning of religious services throughout the year. This was successful and resulted in many people participating in services who had not done so before. Cathy McGowan and Vicki Davis, head ushers, requested assistance with engaging people to be ushers on a regular basis. We now have a group of people who rotate ushering duties.

The Committee focused on the theme of the 4th Principle: A Free and Responsible Search for Truth and Meaning this year.

Guest preachers came to fill in when Pam was out of the pulpit, Jo Murphy, Justine Sullivan, and Mary Margaret Earle. Rich Stower, minister emeritus, returned to preach on November 15th. Nick Page led a service woven with music in January, and Judy Campbell co-led a service in February with Pam around “Listening to your Art”. Following a retreat in Florida, Pam brought back many ideas for infusing services with various forms of art. For example, during the time of meditation, several centers were available for writing, drawing, sitting, or reading poems. On April 29th, members of the Lothrop Family Foundation attended the church service as our new sign was dedicated. On May 20th, we welcomed new members and recognized member anniversaries.

Challenges for the Committee include recruitment of people willing to participate in the planning and implementation of services. The “team” approach has proven useful in assisting with visioning and planning. Summer services this year will be held on Sunday mornings at 9am. Using our mission and vision statement, the Committee will plan services for the 2018-19 year that focus on the goals and values of the church.

Thank you to Lin Haire-Sargeant who will take over the role of Religious Services chair. It has been a pleasure serving in this role. Many thanks also to the many individuals who helped with Religious Services and supported the work of this committee during the past year.

Respectfully submitted,

Jennifer Mackey, Chair of Religious Services Committee

Report of the Music Director

My goals for the past church year were to incorporate meaningful music during services, to have an organ recital, to have guest musicians, to have students play or sing at services, to learn new music, and to increase choir membership.

Pamela Barz and I have worked together to use music during services for different purposes: to keep the focus on our theme, to create more meditative moments, and to inspire and uplift the congregation. I've tried to play or sing a variety of music to suit different tastes and/or moods. I found instrumental and choral music and arranged for readers from the choir for a special winter music service on our theme of birds. I played the piano in a trio for the Blue Christmas Service with Caroline Hine, cellist and Donna Culley, violinist.

We had the organist Peter Krasinski perform for our silent movie night. This was well attended and he is coming back in October. Guest musicians Caroline Hine and Donna Culley played for our All Souls Service. Earth Harmony Trio played for Thanksgiving Sunday. Nick Page led an entire service on music and compassion. All were well received. I've arranged for the Back Bay Ringers to perform a concert next December. Student musicians, as well as adult members with musical talents have been eager to play or sing at church services.

I attended the Unitarian Universalist Musician's Network Conference in Arlington, VA, and learned a lot of new choir music and technics for conducting from the keyboard. I went to a workshop to learn more about Marcia McFee's idea of creating series of worship services and using music to help each service flow.

The adult choir which is open to ages 7th grade and up continues to rehearse each Sunday morning. There are typically 8-9 singers each week. It would be great to have 15-16 singers so that we could sing in 4 part harmony more often. Members of the choir and I attended a workshop for small choirs to learn new anthems by the composer Jason Shelton.

My goals for next year are to attract more singers for the choir, ensure that music during each service be as meaningful as possible, and to continue having guest and student musicians enhance our Sunday services.

Respectfully submitted,

Elizabeth Dubuisson
Music Director

Report of the Religious Education Committee

Goals for the Church Year

With another year behind us our clearest goal has been to complete this year with minimal but solid, reliable programming for our classes. This was another year without a Director of Religious Educator, and for hopefully the last year. Some program enhancements such as guest speakers, field trips, and movie discussions, have been put on hold, but are not forgotten. This year we clarified what we are looking for in a DRE, given the obstacles of continued demand for DREs in the area, and the temptation to save either money or time, and begun the interviewing process. The church as a whole upholds the expectation for a professional, dedicated DRE to inspire and collaborate with us on a welcoming, educational, and creative youth ministry.

Accomplishments

Our volunteer teachers, high school Youth Group volunteers, and curriculum advisors put a great deal of time and effort into making the pre-K—8 classes a place for understanding, respecting, sharing, and making friends. This year the curriculum circled back around in its 3-year rotation to the study of World Religions, introducing the classes to the major tenets of other faiths via stories, activities, and discussions. The central idea carried through all curricula for the kids is that every major religion shares similar core values of kindness and generosity. Our teachers exhibited these core values in swapping their time in the sanctuary for 40 minutes with energetic kids, along with Hindu pronunciation challenges, glue sticks, and existential questions about afterlife—and then signing up anew with other volunteers for Game Night, Quests, the holiday Pageant, the Easter egg hunt, field trips, Youth Group meetings, the Cradles to Crayons clothing sort, kite-flying day, and more. RE supporters including our minister divided out the age groups to support new teachers, and with help to prep classes or substitute. This year marks the third year of having a Sunday morning Grade 6-8 group, offering a continuous connection with the church when Our Whole Lives and Coming of Age are on hold, or offered every other year. There are times when space for all the classrooms can be a problem, but the added "cushion classroom" in the back of the Sloop usually works, along with outdoor class.

The Youth Group continues strong, sharing leadership and high-schoolers between Scituate, Rockland and Norwell. They meet every other Sunday rotating which church hosts, as well as taking part in Walk for Hunger, Pride Parade, and four youth "cons," conventions at Rockland, Sharon (District) and in Rhode Island. One highlight was the Youth Group led service in Rockland, full of music and an original song. First Parish Scituate has one, fantastic, new adviser, and would like to add a second.

We are ready to offer the Our Whole Lives program in 2018-19 with a newly trained leader and updated materials.

Challenges and Goals

At this writing, we are scheduling the end-of-year teacher de-brief to find out what did and did not work, and to renew the conversation about what our children need in order to grow. Any incoming DRE will introduce a new dynamic, but will be guided by our stated needs. As usual, the more parents and other church members who participate on the Committee, in classrooms, and in running activities, the stronger the program will be; RE particularly needs committee members for doing the visioning work.

The RE chairs and liaison would like to express tremendous gratitude for the assistance provided by our minister and our administrator for absorbing much of the work of a DRE, keeping a hand on the tiller and guiding us from point to point in the church calendar. They issued the weekly RE newsletter for the parents, organized RE's role in special services, and are administering the DRE search. In addition, the administrator has made it clear she is available to help with supplies and assistance, which has been very much appreciated.

Respectfully submitted,
Brian and Patty Sutton, co-chairs of the (Children's) Religious Education Committee

Report of the Committee on Ministry

CoM has been meeting one evening per month with an intended agenda to further discuss supporting our Mission Vision process. We have been attempting to organize a direct feedback exercise (per guidebook *Completing the Circle*), which will focus on church **Worship** in an attempt to create discussion with the community and obtain feedback and thoughts on this aspect of ministry in addition to one other area of church life. CoM will be working with Parish Committee to organize Q&A feedback table discussions after a future Sunday service that we hope to roll out next year utilizing the questions and guidelines exercises from *Completing the Circle*.

Early year CoM meetings were dedicated to progressing this goal but had to be tabled in lieu of discussions on several recent church concerns, which were brought to our committee:

In early April a concern on greeting and volunteerism and the ongoing struggles of member commitment were addressed. CoM held discussions at the April meeting to workshop possible ideas and solutions for the affected committee's to consider. A report was created and delivered to members of those committee's for their consideration.

Most recently, an oversight in communication caused an issue of concern with the recent dedication of the new church Lothrop signage. Following this event further concerns were presented at the Parish Committee meeting regarding the sermon delivered by Reverend Barz at this dedication service. Members of CoM to these concerns conducted an extended investigation and a report on our findings and conclusions was delivered at a joint Parish/ CoM committee meeting in May.

Parish committee and CoM will be working jointly over the following months to help create more healthy nurturing communication paths within our community as well as between community and Ministry. To that end, CoM will also be assisting Parish Committee with a goal to lay out proper established UUA guidelines relating to the role and relationship between the church and it's minister emeritus going forward. We hope to be returning to furthering our Mission Vision goals in our next session.

Respectfully Submitted,
Bob Murdock Chair, Committee on Ministry

Report of the Hospitality and Social Programs Committee

Hospitality Committee: This committee has had no over-all chairperson this year, but the following people have very ably and responsibly carried out these functions:

1. **Setting up for the Sunday Coffee Hour Hosts, and Purchasing Kitchen Provisions and Housekeeping Supplies:** Carey Eyerley & March Kellerhals;
2. **Working with the Scituate Health Department on Kitchen Certification:** Ruth Kuhn
3. **Seeing that there are Greeters every Sunday:** Julianna Dunn, with Membership Chair Sarah Murdock.
4. **Coordinating the Caring and Concerns ministry:** Julianna Dunn and Tracey Timmins.

The responsibilities of this committee as set out in the Church By-Laws are too broad for any one Chair or set of two Co-Chairs to want, or try, to handle. Thought must be given ASAP as to how these church functions can be restructured in the modern environment when most volunteers must also juggle full-time jobs and family time as well as church activities.

How to organize Coffee Hour remains a dilemma. Many people enjoy seeing a full table that includes a variety of snacks and goodies. Others would be content with little besides coffee and tea. Many find that the expense of paying for the food is too much. But experience indicates that people are much more inclined to linger and socialize if there is a nice “spread.” Should we put out a basket for money contributions? Should we try something else? We are looking for suggestions and solutions, ideas from other churches, etc. to initiate a balanced coffee hour policy in fall 2018.

We also want to initiate a better system to organize and train Greeters, so that we’ll have a broader cadre of volunteers to serve in the front hall at 10 a.m. to welcome visitors and members with a cheery smile. With many thanks to all who have done a wonderful job of greeting this past year.

Thank you to all the above leaders and other volunteers who have worked on Hospitality in 2017-2018.

Alma Morrison, Membership and Outreach Liaison.

Social Programs

Social Programs hosted two fall Quest hikes, one in Wompatuck State Park and one at the Cemetery behind Old Ship Church in Hingham. These were times to enjoy the company of adults and watch the glee of the children as we followed clues to (try) to find a hidden goal at the end.

We punctuated the hibernation of winter with a game night and potluck. The Social Committee appreciated partnering with the Men’s Ministry to make this a fun night.

The spring gave us a chance to gather and celebrate a year of birthdays with cakes and song at coffee hour. A sunny and breezy day was the perfect back drop for the second annual Let’s Fly a Kite day with Donna Cogliano.

The Social Committee is glad to have hosted a variety of multigenerational events. We look forward to adding events that have a variety of audiences and hope to invite more partnerships in planning next year’s calendar.

Respectfully submitted,
Jen McGonagle Dziedzic and Milena Davidova, Co-Chairs, Social Programs

Report of Unity Alliance

As President of the Unity Alliance, I am privileged to present our Annual Report:

The Unity Alliance is open to all the women of First Parish – members, friends and friends of friends. Our goal is simple – to encourage friendship and fellowship over a delicious meal and conversation. We meet four times each church year, as we have continuously since 1935, doing good works and making donations in the name of the church as we are able. Our active group includes women of all ages, and we welcome new friends at every gathering!

The Unity Alliance meets on the second Wednesday of October, December, March and May. Social Time is 6:30-7:00 pm and Dinner is at 7:00 pm. Some of our meals are potluck and some hosted by a committee, and all of them are filled with laughter and delicious food.

In addition to our meals, we enjoyed a special program in March, when special guest Robine Andrau discussed growing up in an internment camp in Southeast Asia during WWII and her recently published book *Bowing to the Emperor*.

Working together we oversee the Snowflake Fair, make charitable contributions in the name of our church, support the work of the church through donations and volunteers and provide an opportunity for friendship and fellowship to women of all ages in our congregation. We also host and provide refreshments for memorial service collations, concerts, coffeehouses and other church events as needed including a collation for beloved church member Leslie Kilduff in July 2017.

This year, we were pleased to make contributions to the Scituate Food Pantry and Scituate Community Christmas, all in the name of First Parish Scituate as well as Christmas gifts to Pam Barz, Beth Dubuisson and Religious Education in appreciation of their work for the church.

We provided desserts to the Scituate Community Senior Luncheon for the month of January, as we have for many years, and volunteers to the Scituate Food Pantry when needed.

We collect annual dues each May to support our good works, and we host approximately 20 women at each dinner. We no longer receive proceeds from the Snowflake Fair, but continue to make small and meaningful gifts with our limited income.

All women of the church are welcome!

2016-2017 Board Members

Respectfully submitted,

Roxanne Greim
President

President	Roxanne Greim
Vice President	Laura Smith
Treasurer	Rhonda Gorski
Secretary	Cathie McGowan

Report of the Social Justice and Denominational Affairs Committee

Our goals for this year were to reach as many social justice principles as possible within our community. We have teamed with other committees sharing this task.

We have continued to assign the 4th Sunday non-pledge plate to organizations in need of our financial support. These groups have included: Scituate Food Pantry, Urban Ministries, Scituate FACTS and Cradles to Crayons.

We have done a service project connected to clothes collection for Cradles to Crayons, a sock collection for Haley House, held three Blue Boat Coffeehouses and collected and volunteered for the Scituate Food Pantry. The Men's Ministry has provided "physical help" support for members in our church and community.

Carol Sullivan-Hanley and William Timmons, Co-Chair of Social Justice Committee

Men's Ministry, 2017 - 2018

Men's Ministry works on projects for Scituate residents and church members. Our jobs come from referrals from the town's Manager of Social Services, requests from our parishioners or from other sources.

Some of our jobs this past year have included:

- Carpentry and handyman work for town residents.
- Yard work for town residents and church members.
- Installing and taking out window air conditioners in Elderly Housing units.
- Cutting up and removing trees for town residents that have blown down.
- Taking down and putting up storm windows and screens for a church member.
- Taking trash to the landfill with truck or trailer, including sofas and other large objects.
- Dump Duty.
- Yard work and maintenance work at First Parish.
- Working with the Boy Scouts to clear blow downs and install trail markers on the Hubbell Trail in North Scituate for the Scituate Conversation Commission.

We usually meet on the first Saturday of the month for breakfast and conversation before heading out for our work projects. Alan Donaldson has become the host and chef for our breakfasts, especially since Jamie's burned. We work as one team or we split up into separate teams depending on what work has to be done.

All men and boys in the church are welcome to attend. To be added to the e-mail list please contact Chuck Jones at charles_a_jones@yahoo.com.

Respectfully submitted,
Chuck Jones and Howard Mathews

Blue Boat Coffeehouse

The Blue Boat Coffeehouse hosted three events this church year and raised over \$2,000 in total for the following local charities: The Scituate Food Pantry, Appalachian Service Project, and South Shore Peer Recovery.

This project is a labor of love for all of those involved. Thanks to all who baked, strung lights, created fliers and posters, decorated the church, sang, played, and mc'd. We'd like to extend a special shout out of thanks to Ken Swart for bringing in great talent and organizing the line ups, and to our generous (anonymous) sponsors who donated enough money to cover our expenses, allowing ALL the donations from this year's events to go into the hands of the charities that we supported.

We feel that the Coffeehouse has succeeded in fulfilling our mission of being a beacon in the Scituate community and that people in the community are beginning to recognize who we are and what we stand for. Next year we strive to create our calendar further in advance, complete a policy for BBCH revenue that we began working on this year, and figure out how to work *Blue Boat Home* into each event!

Respectfully Submitted,

Billy Timmins, Kate Glennon, Ann Svensen, Cathie McGowan, and Ken Swart
The Blue Boat Coffeehouse Team

Report of the Membership Committee

1. Goal for the year: To focus on not just welcoming new visitors to the church on Sundays but also to make them feel welcome to join and participate in all the church activities.
2. What we accomplished:
 - a. Sarah Murdock, Pamela Barz and Stephanie coordinate throughout the year to send notes to new comers who fill out blue cards and welcome them to church, offer to speak with them and answer any questions they might have about Frist Parish. Sarah and Pam sent approximately eight notes to individuals and families visiting this church year. It should be noted that not all visitors fill out blue cards.
 - b. Pamela Barz and Sarah Murdock held a brief meeting after church on March 6th and March 13th to have new comers wanting to join the church sign the book and become members. Pam and Sarah also gave a brief overview on what it means to be a member of First Parish and how our church is governed and operates. In total, we had 11 people sign the book to become members.
 - c. On May 20th, the eleven new members and their families were welcomed into the church as new members during the service. The following eleven people became members:

Mary Beaulieu and Charlie Ruddy

Aynsley Forsythe and Adam Tufankjian (children are Owen and June)

Cathy Kang and Richard Kermond (children are Noah and Grace)

Damian, Kim, and Molly Sullivan (and children Honora, Tadhg and Desmond)

Lin Haire-Sargent

Ray DesRoches

During the service we also celebrated the following member anniversaries.

5 years:

Kate Glennon

Joe Glennon

Ann Svensen

Sarah Ballinger

Debra Barnes

10 years:

Brit Davis

Jean Shildneck

Alan Donaldson

Eileen Donaldson

Ann Lattinville Hale

Allen Hale

15 years:

Sarah Murdoch

Bob Murdoch

Laura Smith

20 years:

Dave Berkeley

Chris Berkeley

25 years:

Karen Frey

35 years:

Richard Minier

Marla Minier

Jack Shaw

3. Ideas for next year

There is an ongoing challenge in having members sign up to be greeters on Sunday morning. For next church year, we will strive to set up a training program and recruit a set list of greeters as has been done for ushers. Greeters would rotate and be expected to greet once every couple of months.

Matching old and new members - More effort needs to go into carrying this out. There needs to be more thought given to who to pair with whom and what exactly existing members can do to foster newcomers and new members of the church. This will be a good project to think about and work on next year.

Publicity and membership should better coordinate to think about ways to publicize events and think about ways to introduce our church to the community.

Respectfully Submitted,
Sarah Murdock, Chair of Membership Committee

Report of the Publicity Committee

General goals for the 2017-18 church year

To increase coverage of activities and events at First Parish Church, and in so doing, promote greater awareness of the church's vision and how it lives out its missions and vision in the community.

Accomplishments:

Website and Facebook: Our digital presence strives to act as a "beacon" as stated in our new vision, by explaining UU values and promoting regular sermons and guest preachers (liberal faith), inviting the public to FPUU programs like classes and community discussions (strong community), and recruiting involvement in service projects (transformative service). The committee continues to receive positive feedback on the website as an accurate and attractive introduction to FPUU to potential new members.

Construction of new church sign: The Publicity Committee oversaw the replacement of the "wayside pulpit" this year with a large new sign, and the replacement of the small church sign with one for hanging event posters. The care and welcoming face that this projects to the community made an immediate impact. The Publicity Committee thanks the many people who collaborated on the design, construction, financing, and landscaping of the sign, as well as those who helped with the dedication ceremony: Rev. Pamela Barz, first of all, who made us aware of the grant money available from the Lothrop Family Foundation, and Erica Boyle who acquired it; Ann Corbo, Mark Matthews, and the Building & Grounds committee for design and construction; Alma Morrison and Jean Shildneck for the hardscaping and plantings.

Community Events:

The Publicity Committee promoted the *Phantom of the Opera* concert; three Blue Boat Coffeeshouses (thank you to William Clark for recording the coffeeshouse PSAs for local radio WATD); the Snowflake Fair; and the Spring Fair. Attendance and fundraising results were very positive.

How to overcome unmet goals and challenges:

Publicity Committee will be seeking new members to help with planning, social media, and outreach. Partnering with Membership on outreach efforts is a priority. Another priority is continued work with the Canvass committee on making the giving process as informative and accommodating as possible.

Respectfully submitted,

Claire Sherman and Kate Glennon, co-chairs

Report of the Building and Grounds Committee

Though not specifically a building and grounds project, we did see the new sign get installed in (November). This was done partly through the grant we received from the Lothrop Family Foundation and some of our own funds. The work was coordinated by Anne Corbo. Just before the dedication of the sign in April the base of the sign was spruced up with stones that Frank Kilduff moved into place and plantings were put in by the Garden Committee, coordinated by Jean Shildneck. Trees and shrubs around the property have been removed and moved, and new grass seed has been laid on bare spots of the front lawn.

Again, Frank Kilduff continued to paint the side of the church this last summer and it's looking really good. He will continue this painting this summer as he works around the back of the building.

Frank has also been busy overseeing getting our new garage doors installed and repairing and replacing the fascia and gutters for the garage. The doors are much lighter than the old ones and you can now open them without damage to yourself.

A new thermostat has been installed in the Sloop Room and we are waiting on feedback from Anderson Fuel about how this and the other older one are configured. We need to be able to raise the heat in the back portion of the Sloop Room when needed without upsetting the heating zones.

During the many storms we've had this year the roof over Erdman was damaged along with the gutter and downspout. These had to be repaired immediately. This was carried out by Devon Roofing.

Another winter test was brought about by our water main freezing when the heater around the pipe failed. Frank Kilduff went under the building and replaced the heater and thermostat.

The front door was sticking from swelling and was unstuck by Frank and Alan who planed the door edge.

The most recent work done on the building was replacing the back door knob which finally gave way in the middle of May. It was getting increasingly harder to get in the door, and the handle finally came off in the hands of one of Erdman's teachers. We were lucky that only the handle side of the assembly had to be replaced instead of the entire crash bar.

Lastly, Alan Donaldson is retiring from his chairmanship of the Building and Grounds Committee after 14 years of making sure our building is tight and bright. Let us honor his commitment by continuing to care for it with all the diligence he has shown.

Respectfully submitted,
Mark Matthews, Co-Chair of Building and Grounds Committee

Report of the Finance Committee

This year we actually had a chair of the Finance committee who wasn't our liaison to the Parish Committee! Erica Boyle became our chair having served her term as liaison on the Parish Committee. Other members included Jean Shildneck as Treasurer, Vicki Davis and Cathie McGowan as Collectors, Kathy Fisher from Endowment and Alma Morrison.

Three fundraisers were scheduled for this year: The Snowflake Fair on Saturday December 2, 2017, Dump Duty in January 2018, and the Spring Fair to be held Saturday June 2. The Snowflake Fair under the direction of Alma Morrison and team Snowflake brought in a bit more than \$11,000. It gets better every year! January was again chosen for Dump Duty, teams directed each week and the final tally was \$4,191. The Spring Fair is budgeted to bring in \$1500. With the addition of brunch offerings and spring/garden crafts we hope to surpass that figure.

The main responsibility of the finance committee is to conduct the annual canvass, stewardship or pledge campaign. This is essential to the preparation of the annual budget. This year the Parish Committee was asked to head up the 2018/2019 pledge drive. Approximately 90 letters and pledge cards were mailed to each member and friend at the beginning of March. A target of \$85,000 was set and after numerous phone calls and attempts to connect with everyone we have received 66 pledges totaling \$75,012. As we do each year this will be discounted 5% (\$71,261) allowing for uncollected pledges. We hope to be able to balance the budget this year with the extra money budgeted for a DRE in 2017/2018. This is not sustainable as we will be hiring a DRE and a bookkeeper in the 2018/2019 fiscal year. Our church is growing but unfortunately our income is not keeping up. Each year it's a struggle of how to best communicate the importance of your pledge to our church. We've coordinated many stewardship campaigns and come to nearly the same conclusion each year. As always we welcome your feedback and any questions you may have regarding the church finances.

Our annual meeting takes place on June 24, 2018. The pre-meeting is scheduled for June 10, 2018. We will be available at that meeting to answer any questions or concerns you have regarding the church budget.

Respectfully submitted,

Vicki Davis on behalf of the finance committee: Erica Boyle, Kathy Fisher, Cathie McGowan, Alma Morrison, Jean Shildneck

Report of the Treasurer

Narrative for the May 2018 Financial Reports and Proposed Budget for FY19

As a church, we can take pride in the fact that we manage our finances wisely and our fiscal health is sound. As detailed in the “YTD Actual vs. FY18 Annual Budget” and the “Balance Sheet” included in this Annual Report, we budget and spend our money very conservatively. We rarely operate at a deficit. We have over \$850,000 in endowment savings, over \$20,000 in the Star Island financial assistance fund, and over \$36,000 in reserve funds that are earmarked for things like building repairs, organ restoration, and maintenance of the Memorial Garden. For larger capital improvements projects, we engage in capital campaigns and/or borrow from our endowment funds, reimbursing those funds over a period of several years.

It is important to note that, as with all Unitarian Universalist churches, we are fully independent – 100% self-governing and 100% self-sustaining financially. We must pay for all of our ministries and programs, including:

- Worship services
- Music program
- Religious education program
- Social justice, community service, and denominational support
- Fellowship and pastoral care
- Maintenance of our historic church building, plus the parsonage and the grounds
- Lights, heating, water, and insurance
- Administration and communications

The proposed budget for Fiscal Year 2019 supports many of the ministerial and programmatic goals that help us live into our vision of being a beacon of liberal faith, strong community, and transformative service, rooted in love.

- To show our appreciation to our dedicated staff, we were able to budget once again this year for small raises for our Minister, Music Director, and Church Administrator.
- To ensure a vibrant religious education program that supports the spiritual development of our children and youth, we have budgeted for a part-time Director of Religious Education. We are actively searching for a candidate to fill that position.
- To support our Minister and Music Director and to add diversity to our worship services, we have budgeted for guest preachers, speakers, and musicians.
- To keep our historic buildings and grounds secure, safe, welcoming, accessible, sustainable, and functional we have budgeted to cover typical costs, including higher costs for heating oil and plowing. We continue to transfer money monthly into a capital improvements account to help pay for future projects and equipment. We also continue to pay back on schedule a loan that we took from our endowment to pave our driveway.
- To honor our commitment to our denominational organizations, we have budgeted additional funds for denominational contributions. While still well below what is recommended for a congregation of our size, any additional amount we can contribute is appreciated. We also continue our commitment to social justice and our community through church-wide activities, the Blue Boat Coffeehouse, and Fourth Sunday and other special collections.

- To create efficient and useful record-keeping and communications systems, we have increased our budget for administrative software and have engaged a bookkeeper/financial consultant.
- To reflect our growing numbers and levels of activity, we have increased our budget for hospitality and publicity.

All of the works of this church require a commitment of time, talent, and treasure. The single largest source of income for the church comes from fulfilled pledges (40%), and increasing pledges is our best hope of being able to support and expand our ministries and programs from year to year.

It is important to note that, in order to meet the goals above and because pledging this spring was not as high as we had hoped, next year's budget has a deficit of \$17,200. While this equation of income and expenses is not sustainable, we are able to "afford" next year's deficit (FY19) because we had a significant operating surplus last year (FY17). That surplus is due primarily to the fact that we had budgeted for but did not hire a Religious Education staff person for the 2016/2017 church year. We rolled that surplus over to FY18, but went a second year without a DRE, leaving that surplus available for FY19.

This unique situation is less than ideal, but it does mean that, for church year 2018/2019, we are able to continue to pay our Minister, Music Director, and Church Administrator without cutting their hours, and we are also able to hire a Director of Religious Education. Taking the longer view, it must be noted that we do not anticipate having a surplus at the end of FY19, and we will have to raise an additional \$18-\$20,000 in pledges in the spring of 2019 for FY20 if we want to retain all of our staff for the 2019/2020 year.

Please do not hesitate to contact the Treasurer or any member of the Finance Committee or Parish Committee if you have any questions about the work of our church and the finances that support that work.

Respectfully submitted,

Jean Schildneck
Treasurer

Report of the Treasurer

YTD Actual (July 2017 - May 2018)
vs. FY18 Annual Budget

General Operating

	YTD Actual	Annual Budget
<u>INCOME</u>		
Donations & Gifts	3,415	5,000
Endowment Income- Charles Schwab	26,639	40,000
Endowment Income- UUA Cornelia Allen	417	500
Endowment Income- Vanguard	5,519	5,000
Fund Raisers- Bottles & Cans	4,191	3,500
Fund Raisers- Snowflake Fair	11,041	10,500
Other Fundraisers	50	1,500
Other/Misc. Income (including interest)	19	
Plate	3,787	3,000
Pledge Income FY17	1,690	
Pledge Income FY18	56,539	62,700
RE Registration	1,433	2,500
Rental Income- AA Groups	1,194	1,000
Rental Income- Church and Sloop Room	837	1,000
Rental Income- Erdman	13,868	15,100
Rental Income- Parsonage	16,780	18,500
Total Income	\$ 147,418	\$ 169,800
<u>EXPENSES</u>		
Admin. Asst. Employer FICA	535	570
Admin. Asst. Salary	6,998	7,440
Admin Software and Fees	2,865	1,800
Copier Lease	1,193	1,700
Internet	407	600
Paper, Supplies, Misc.	477	800
Postage	109	100
Telephone	1,293	1,200
B&G Supplies, Equipment, Maintenance, &	3,626	5,000
Repairs		
Capital Improvements Savings - Expenses	2,750	3,000
Cleaning	6,600	7,100
Lawn	1,065	1,000
Plowing	3,167	1,500
Security System	1,389	1,400
Waste Removal	340	500
Insurance	3,952	6,500
Payments on Endowment Loan	6,000	6,000
Electricity	354	500
Heating Oil	5,651	5,000

FY18 YTD Budget vs. Actual (Cont.)

	YTD Actual	Annual Budget
Water and Sewer	2,119	2,800
Ballou Channing District	500	500
UU Urban Ministry	250	250
UUA Annual Program Fund	500	500
Hospitality	1,136	1,000
Membership (Outreach)	140	350
Publicity	291	100
Social Justice Expenses		250
DRE Employer FICA	52	1,150
DRE Professional Development		500
DRE Salary	669	15,000
Minister Life Insurance	1,276	1,221
Minister Professional Expenses	1,373	4,563
Minister Retirement Plan	7,700	8,652
Minister Salary	61,984	72,171
Music Director Employer FICA	870	1,043
Music Director Professional Development	675	690
Music Director Salary	11,367	13,640
Piano and Organ tuning	791	1,100
Sheet Music	109	100
Substitute & Guest Musicians	1,125	1,000
RE Program Expenses	1,473	3,000
Guest Speakers	800	1,000
Pulpit Supplies	388	500
Total Expenses	\$ 144,356	\$ 182,790
Net Operating Income	\$ 3,061	\$ (12,990)

Balance Sheet as of May 31, 2018

ASSETS

Current Assets

Bank Accounts

NEW Operating Checking 71,434.76

OLD Operating Checking 0.00

Capital Improvements - Savings 15,058.79

E. Smith Organ Fund - Checking 15,757.15

Money Market Checking 20,152.72

Parsonage Escrow - Savings 1,356.35

Total Bank Accounts \$ 123,759.77

Other Current Assets

Misc. Receivables 0.00

Total Other Current Assets \$ 0.00

Total Current Assets \$ 123,759.77

TOTAL ASSETS \$ 123,759.77

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Deferred Pledge Payments 14,848.30

Direct Deposit Payable -3,459.61

Misc. Payables 22,388.00

Payroll Tax W/H 614.70

Social Justice Collections Payable 0.00

Total Other Current Liabilities \$ 34,391.39

Total Current Liabilities \$ 34,391.39

Total Liabilities \$ 34,391.39

Equity

Permanently Restricted Net Assets

Parsonage Escrow 1,356.35

Total Permanently Restricted Net Assets \$ 1,356.35

Retained Earnings -2,528.05

Temporarily Restricted Net Assets

Capital Improvements - Equity 14,013.19

Op. Check. - Decorating and Flower Fund 166.27

Op. Check. - Fiddlers Fund 87.00

Op. Check. - Hymnal & Sheet Music Fund 0.00

Op. Check. - Memorial Garden Fund 3,311.28

Op. Check. - Religious Education Fund 260.50

Balance Sheet (Cont.)

ASSETS (Cont.)

Organ Fund - Equity 15,757.15

Total Temporarily Restricted Net Assets \$ 33,595.39

Unrestricted Net Assets 57,347.76

Net Income -403.07

Total Equity \$ 89,368.38

TOTAL LIABILITIES AND EQUITY \$ 123,759.77

(1) \$1,045.60 payable to Op Checking
to reimburse for Cap Imp expenditures

(2) \$19,300 is payable to Endowment

Report of the Endowment Fund and Planned Giving Committee

During this Fiscal Year 2018 the Endowment Committee streamlined much of the reporting for the various funds and went paperless. We opened online accounts for all three investment accounts, Schwab, Vanguard and UUCEF. In addition, we established an Endowment email account which allows a central depository for all emailed statements and transaction records, which will be able to be utilized by members of the Endowment Committee as individuals move on and off the committee.

The Committee also established an account with Vanguard to receive future donations to the Endowment Account. We opened the account with existing donations to the Endowment totaling \$6,000 and invested the funds into the Vanguard FTSE Social Index Fund. This fund will remain open for any future donations to the Endowment with no restrictions.

In addition, \$13,300 of the driveway loan from 2015 was repaid to the Endowment and the funds were repaid proportionally to the accounts at Schwab.

The FY2019 Budget Calculation is as follows...

Vanguard Dividends	\$ 5,500
Bates	\$10,000
Schwab	\$ 30,173
UUCEF Dividend	\$ 500
Total	\$46, 173

The percentage of withdrawal from the Schwab account was set at 5%. We continue to hope to move down to 4-4.5% level in order to protect the principal amounts in the funds.

Respectfully submitted,
Leigh Todd, Chair Endowment Fund and Planned Giving Committee

Slate of Nominees for Officers and Elected Committees to Be Voted upon at the Annual Meeting

Officers:

Moderator: Michael McGowan	term expires May 31, 2020
Clerk: Jean Shildneck	term expires May 31, 2020
Treasurer: Marche Kellerhals	term expires May 31, 2020
Collector: Vicki Davis	term expires May 31, 2020
Co-Collector: Cathie McGowan	term expires May 31, 2020

Parish Committee Members:

Co-Chair (Incoming): Mark Matthews	term expires May 31, 2020
Secretary: Jean Shildneck	term expires May 31, 2020
Parish Life Liaison: Brian Sutton	term expires May 31, 2020
Membership and Outreach Liaison: Alma Morrison	term expires May 31, 2020

Endowment Fund and Planned Giving Committee:

Vicki Davis	term expires May 31, 2020
	*eligible to be re-nominated for 2 more terms
Kathy Fisher	term expires May 31, 2020
	*eligible to be re-nominated for 1 more term
Frank Kilduff	term expires May 31, 2020
	*eligible to be re-nominated for 1 more term

Nominating and By-Law Review Committee:

Laura Carson-Laciner	term expires May 31, 2019
Sarah Murdock	term expires May 31, 2019
Ann Svensen	term expires May 31, 2019

Respectfully submitted,
Sarah Murdock, Laura Carson, and Brian and Patty Sutton,
Nominating and By-Laws Review Committee

NOTE: The following people are continuing to serve in unexpired terms.

Parish Committee Members:

Co-Chair (Outgoing): Sheri Nidositko	term expires May 31, 2019
Administration and Leadership Liaison: Mark DaSilva	term expires May 31, 2019

Endowment Fund and Planned Giving Committee:

Leigh Todd	term expires May 31, 2019
	*eligible to be re-nominated for 1 more term
Cathie McGowan	term expires May 31, 2019
	*eligible to be re-nominated for 1 more term

Proposed Budget for FY2019

YTD (July 1, 2017 - May 31, 2018) Actual vs. FY18 Annual Budget with FY18 Year End Projection and FY19 Proposed Budget

* Prepared by the Finance Committee and recommended by the Parish Committee for consideration at the 2018 Annual Meeting

General Operating

	FY18 YTD Actual	FY18 Annual Budget	FY18 Year End Projection	FY19 Proposed Budget
<u>INCOME</u>				
Donations & Gifts	3,415	5,000	3,500	4,000
Endowment Income				
Endowment Income- Charles Schwab	26,639	40,000	39,000	40,200
Endowment Income- UUA Cornelia Allen	417	500	500	500
Endowment Income- Vanguard	5,519	5,000	5,700	5,000
Total Endowment Income	\$ 32,575	\$ 45,500		
Fund Raisers				
Fund Raisers- Bottles & Cans	4,191	3,500	4,200	4,000
Fund Raisers- Snowflake Fair	11,041	10,500	11,000	11,000
Other Fundraisers	50	1,500	2,000	2,000
Total Fund Raisers	\$ 15,282	\$ 15,500		
Other/Misc. Income (including interest)	19		0	0
Plate	3,787	3,000	4,100	4,000
Pledge Income				
Pledge Income FY17	1,690		1,700	0
Pledge Income FY18	56,539	62,700	64,000	
Pledge Income FY19				72,300
Total Pledge Income	\$ 58,229	\$ 62,700		
RE Registration	1,433	2,500	1,400	2,000
Rental Income				
Rental Income- AA Groups	1,194	1,000	1,300	1,300
Rental Income- Church and Sloop Room	837	1,000	900	900
Rental Income- Erdman	13,868	15,100	15,100	15,500
Rental Income- Parsonage	16,780	18,500	18,300	18,800
Total Rental Income	\$ 32,679	\$ 35,600		
Total Income	\$ 147,419	\$ 169,800	\$ 172,700	\$ 181,500

Proposed Budget for FY2019 (Cont.)

	FY18 YTD Actual	FY18 Annual Budget	FY18 Year End Projection	FY19 Proposed Budget
<u>EXPENSES</u>				
Administration & Leadership				
Admin. Asst. Salary and Benefits				
Admin. Asst. Employer FICA	535	570	600	670
Admin. Asst. Salary	6,998	7,440	8,000	9,330
Total Admin. Asst. Salary and Benefits	\$ 7,533	\$ 8,010		
Admin/Office Expenses				
Admin Software and Fees	2,865	1,800	3,000	2,800
Copier Lease	1,193	1,700	1,500	1,500
Internet	407	600	500	500
Paper, Supplies, Misc.	477	800	700	700
Postage	109	100	100	200
Telephone	1,293	1,200	1,500	1,400
Financial Consulting/Bookkeeping				3,800
Total Admin/Office Expenses	\$ 6,345	\$ 6,200		
Buildings and Grounds				
B&G Supplies, Equipment, Maintenance, & Repairs	3,626	5,000	5,000	5,000
Capital Improvements Savings - Expenses	2,750	3,000	3,000	3,000
Cleaning	6,600	7,100	7,100	7,100
Lawn	1,065	1,000	1,300	1,800
Plowing	3,167	1,500	3,200	3,000
Security System	1,389	1,400	1,400	1,400
Waste Removal	340	500	500	500
Total Buildings and Grounds	\$ 18,937	\$ 19,500		
Insurance	3,952	6,500	6,500	6,500
Payments on Endowment Loan	6,000	6,000	6,000	6,000
Utilities				
Electricity	354	500	500	500
Heating Oil	5,651	5,000	5,700	6,000
Water and Sewer	2,119	2,800	2,100	2,500
Total Utilities	\$ 8,124	\$ 8,300		
Total Administration & Leadership	\$ 50,890	\$ 54,510		
Membership & Outreach				
Denominational Contributions				
Ballou Channing District	500	500	500	
UU Urban Ministry	250	250	300	300
UUA Annual Program Fund	500	500	500	
UUA-NER (Replaces UUA APG + BCD contribs)				1,800
Total Denominational Contributions	\$ 1,250	\$ 1,250		
Hospitality	1,136	1,000	1,300	1,500
Membership (Outreach)	140	350	300	400
Publicity	291	100	400	600
Social Justice Expenses		250	200	300
Total Membership & Outreach	\$ 2,817	\$ 2,950		

Proposed Budget for FY2019 (Cont.)

	FY18 YTD Actual	FY18 Annual Budget	FY18 Year End Projection	FY19 Proposed Budget
Parish Life				
DRE Salary and Benefits				
DRE Employer FICA	52	1,150	100	1,200
DRE Professional Development		500	0	500
DRE Salary	669	15,000	800	15,000
Total DRE Salary and Benefits	\$ 720	\$ 16,650		
Minister Salary, Housing, and Benefits				
Minister Life Insurance	1,276	1,221	1,400	1,400
Minister Professional Expenses	1,373	4,563	4,600	5,000
Minister Retirement Plan	7,700	8,652	8,400	8,400
Minister Salary	61,984	72,171	72,200	74,000
Total Minister Salary, Housing, and Benefits	\$ 72,333	\$ 86,607		
Music Director Salary and Benefits				
Music Director Employer FICA	870	1,043	1,000	1,100
Music Director Professional Development	675	690	700	700
Music Director Salary	11,367	13,640	13,600	14,000
Total Music Director Salary and Benefits	\$ 12,911	\$ 15,373		
Music Expense				
Piano and Organ tuning	791	1,100	800	1,100
Sheet Music	109	100	100	100
Substitute & Guest Musicians	1,125	1,000	1,100	1,000
Total Music Expense	\$ 2,025	\$ 2,200		
Religious Education Expense				
RE Program Expenses	1,473	3,000	2,000	3,000
Total Religious Education Expense	\$ 1,473	\$ 3,000		
Religious Services				
Guest Speakers	800	1,000	1,000	2,600
Pulpit Supplies	388	500	500	500
Total Religious Services	\$ 1,188	\$ 1,500		
Total Parish Life	\$ 90,650	\$ 125,330		
Total Expenses	\$ 144,357	\$ 182,790	\$ 170,000	\$ 198,700
Net Operating Income	\$ 3,062	\$ (12,990)	\$ 2,700	\$ (17,200)
Previous year(s) surplus to carry over to offset deficit:				
FY17 surplus (Approved by PC, May 2017)		\$12,990.00		
FY17 surplus (Approved by PC, June 2018)				\$12,990.00
FY17 additional surplus (Approved by PC, June 2018)				\$4,210.00
Net Operating Income with previous years' surplus calculated		\$0.00	\$2,700.00	\$0.00