



**Unitarian Universalist Church of Medford**

**Annual Report  
2011-2012**

# **Annual Report 2011-2012**

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## **Annual Meeting Agenda – June 10, 2012**

1. Call to Order.
2. Chalice lighting and invocation.
3. Choose a moderator.
4. Act upon the minutes of the congregational meeting of June 5, 2011.
5. Receive and act upon the written or oral annual reports of the Minister, the Director of Religious Education, the Board of Trustees, and various committees.
6. To receive a report from the Board of Trustees regarding expenditures beyond the previously approved 2011-2012 operating budget.
7. Accept and approve the proposed financial operating budget for 2012-2013.
8. Accept nominations and vote on candidates for the offices of Trustee, Treasurer, Assistant Treasurer, Clerk, Collector, and Nominating Committee.
9. To elect delegates to the General Assembly of the Unitarian Universalist Association.
10. New business from the floor.
11. Adjourn.

## **WARRANT**

For an Annual Meeting of the Congregation of the Unitarian Universalist Church of Medford to be held June 10, 2012 at 12:00 noon, or immediately following church services.

## **GREETINGS**

You are hereby to notify and warn the members of the Unitarian Universalist Church of Medford, Massachusetts to meet in the Sanctuary on Sunday, the 10th of June, 2012, at 12:00 noon, or immediately following Church services, at which time and place the following articles are to be acted upon and determined exclusively by Voting Members, in accordance with and subject to the bylaws of the Unitarian Universalist Church of Medford.

1. To choose a moderator;
2. To act upon the minutes of the congregational meeting of June 5, 2011;
3. To receive and act upon the written or oral annual reports of the Minister, the Director of Religious Education, the Board of Trustees, and various committees;
4. To receive a report from the Board of Trustees regarding expenditures beyond the previously approved 2011-2012 operating budget;
5. To accept and approve the proposed financial operating budget for 2012-2013;
6. To accept nominations and vote on candidates for the offices of Trustee, Treasurer, Assistant Treasurer, Clerk, Collector, and Nominating Committee; and
7. To elect delegates to the General Assembly of the Unitarian Universalist Association;
8. To consider a policy on expanded access to pledge information which addresses the following questions:
  - Should the minister be privy to pledge information?
  - Should some or all Board members be privy to pledge information?
  - Should pledgors expect to have their participation made public?
9. To act on such other business as may legally come before the meeting.

Faithfully submitted,

The Board of Trustees of the Unitarian Universalist Church of Medford

Jim Kennedy, Chair

Michael Glenn, Vice Chair

Liz Ammons

Lourie August

Diane Dmtryck

Chris Fiorello

Karen Johnston

Nancy Kurtz

Geoff Ward

# Unitarian Universalist Church of Medford - June 5, 2011 Annual Meeting

- 1) The meeting was called to order by Nancy Kurtz, Clerk, at 12:40 p.m.
- 2) Rev. Hank Peirce read words of inspiration and lit the chalice.
- 3) Nancy Kurtz was selected to be moderator for the meeting: Moved, second, passed unanimously. Lourie August appointed to serve as clerk for the meeting.
- 4) Minutes of June 6, 2010 Annual Meeting: Moved, seconded, passed unanimously.
- 5) The congregation voted to sponsor the ordination of Colleen Squires in conjunction with First Parish Church in Dorchester and the Unitarian Universalist Urban Ministry. The ordination is scheduled for spring, 2012. Moved, seconded, passed unanimously.
- 6) The written annual reports of the Minister, Director of Religious Education, Board of Trustees and other committees were acknowledged as received by the congregation.
- 7) Geoffrey Ward reported on behalf of the Board of Trustees on extraordinary expenses of the past year, being those items that are above 10% of their budgeted allocation. Those items were the repair of the east outside wall of Benker Hall, required to prevent damage to the large stained glass window in that wall, and repair of the copper roof and flashing above the "Quiet Room" near the side door entrance.
- 8) Moderator Nancy Kurtz reported to the congregation that contrary to an email sent out to the UUCM list in the last day or two, the UUCM by-laws do not allow proxy votes by its members. She said that if anyone present was serving as proxy for an absent member those proxy votes would be tallied and acknowledged but would not be allowed in the official vote count.
- 9) There was a motion and second to receive and approve the FY2011-2012 budget as presented in the Annual Report. Discussion followed. It was clarified that the motion at last year's annual meeting directed the Board to present a balanced or almost balanced budget with a clear path to it being balanced at the annual meeting in June, 2011. The proposed FY2012 budget has a deficit of about \$10,000. The FY2011 deficit will be about \$95,000. There will be a balance of about \$145,000 in the main investment fund at the end of FY2011. It was noted that in the past the church had the philosophy of voting for a "growth budget," which involved spending money beyond income in order to grow, but that is no longer possible. Several speakers spoke in praise of the work of Rev. Hank over the past 10 years. One speaker said that Rev. Hank's leadership helped UUCM grow into being a congregation that could now pay its own way – which should be viewed as a success. Someone asked if there was an opportunity to revisit contracts with outside vendors such as snow removal. A speaker commended the current Board for the hard work that went into constructing the current budget.

**FY2011-2012 Budget as presented by Board of Trustees:** By written vote, 39 voted in favor, 3 voted against. An additional 10 proxy votes were acknowledged in favor of the budget but were not included in the total.

10) On behalf of the Nominating Committee, Sue Driscoll presented the following slates:

Board of Trustees:	Liz Ammons	3 years	Diane Dmytryk	2 years
	Chris Fiorello	2 years	Karen Johnston	1 year
	Geoff Ward	1 year	Nancy Kurtz	2 years

Continuing Board members are: Lourie August - 1 year, Michael Glenn - 1 year, Jim Kennedy - 2 years.

Officers:

- Assistant Treasurer – Emily Hanna
- Clerk – Nancy Kurtz
- Collector – Russell Tripp

Nominating Committee: Sue Driscoll, Mark Koenig, Linda Squires

It was moved, seconded, and passed unanimously to accept the slates as presented.

11) Colleen Squires and Tammy McKannan were nominated from the floor to be UUCM delegates to the 2011 UUA General Assembly. Moved, seconded, and unanimously passed.

12) It was moved and seconded that now that the FY12 budget had been passed that any fundraising proceeds in excess of the \$10,000 fundraising budget line be devoted to the minister salary line item. A friendly amendment was accepted stating that special purpose fundraising would be excluded from this calculation. In discussion of the motion, it was pointed out that honoring the motion if it passed would be complicated given that the FY12 budget has a structural deficit of \$10,000 and other factors. It was suggested that this motion be withdrawn but the spirit of the motion be kept in mind as we proceed. That is, that priority should be given to keeping the minister who we like.

13) It was moved and seconded to hold a special congregational meeting in about 6 months (December 2011) to review the FY2012 budget and revisit the motion regarding fundraising proceeds and the minister's salary. Motion passed by voice vote with a few dissenting "no"s.

14) There was a motion and second to adjourn. Passed unanimously.

Note: A quorum of the congregation was present for the meeting: 52 people were in attendance, including 47 members and 5 non-members.

Respectfully Submitted,

Lourie August

## Annual Report from the Board of Trustees – June 10, 2012

The powers and responsibilities delegated to the Board of Trustees by the UUCM congregation, as specified in our church Bylaws, include:

- Appoint annually the chairs and other members of the Audit, Religious Education, Finance, Property, Membership, Ministry, and Worship committees, define their responsibilities and powers ...
- Appoint, from time to time, the chairs and other members of such special committees as it deems advisable, define the responsibilities and powers, and receive the reports of such committees ...
- Administer, directly or by delegation, all the affairs of the Church except as expressly provided otherwise in the Constitution and Bylaws and report its actions at the Annual Meeting, including a report of a proposed annual financial budget and a financial audit of the Treasurer's report.

These enumerated powers and responsibilities indicate that the Board's function is fundamentally one of administration and oversight. Most of our church's accomplishments flow from the management and leadership of its *members*, including individuals on the Board acting in that capacity. Board membership is accompanied by visibility, and the responsibility assumed having publicly declared oneself to be a community leader. The resulting interaction with the people in our community leads to a heightened understanding of personal and collective priorities, thinking and directions.

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The UUCM Board this past year was comprised of nine members: three new – Liz Ammons, Diane Dmytryk and Chris Fiorello – and six returning – Lourie August, Michael Glenn, Karen Johnston, Jim Kennedy, Nancy Kurtz, and Geoff Ward. Jim Kennedy was elected President of the Board; Nancy Kurtz also served as church Clerk.

This year initiated a bold new direction for our church. Our 2010 Annual Meeting had mandated “that the Board propose a balanced budget for 2011-12, or a far-reaching course of action that will balance the budget in 2012-13.” Last year's Board presented a budget for 2011-12 with a deficit of only \$9,700 – in contrast to previous years' budgets which had repeatedly run deficits in the range of \$70,000 – \$80,000. To accomplish this, we trimmed and reduced a number of budget items. Our Minister went to three-quarters time. Our Music Director, DRE and Sexton also saw their hours reduced. How, we wondered, would the church respond?

The church responded well. Reverend Hank took up the spiritual leadership of the church with enthusiasm and a sense of purpose. Members of the church, from the Worship Committee to the Religious Education Committee, stepped up to “fill the gap.” While it was indeed difficult to do with less of what we would have preferred and were used to operating with, we nevertheless made it through the year with high spirits, increased energy, and a deepened sense of community. Our aim to maintain self-sufficiency as we move ahead is reflected in the 2012-13 budget, which is balanced for all intents and purposes.

At the beginning of the year, the Board received an overture from the Malden First Parish Church to discuss merging our churches. Talking to FPC Board members, investigating what a merger might look like, clarifying our options, and testing the feelings of our congregation took the Board several months. In the fall, we sponsored several small-group discussions, which involved in total close to 30 church members, and held two after-church Town Hall meetings. At the end of 2011 we decided against pursuing any further talks with the FPC about merging (although we will continue to engage with FPC with joint programming including social justice issues). We also decided not to pursue other financially-driven options such as giving up our Sanctuary and holding services in another church building instead. The Board reached consensus on continuing ahead, keeping both our Sanctuary and Osgood House, and living within our own means, at least for the time being. We felt it was important to be a liberal religious presence in Medford; we wanted to maintain our history, identity and mission. We are optimistic about the future: We intend to be self-sufficient, attract new members from the Medford-Somerville area, and continue expanding our church life.

In the spring, the Board voted not to renew the current Director of Religious Education's contract for the coming year and notified both the DRE and the RE Committee. Following a meeting with the RE Committee to discuss this decision, the Board formed a task force of Board and RE Committee members to make recommendations about (a) the respective roles of the Board and the DRE Committee in evaluating the performance of the DRE, and (b) ways of improving communication between the Board and the RE Committee throughout the year. The task force presented a report which was accepted by the Board. A search committee to hire a new DRE was formed with representation of the Board, the RE Committee, and parents with children in the RE program.

Our church was a hive of activity this year. Highlights of events from the past church year include:

- The 2011 UUCM summer season featured another series of compelling sermons by lay members of our congregation. Attendance was consistently between 20 and 30 people, and reached a high of 35. The church is increasing evolving into a full-time, year-round community in its operation.
- We began our church year last September with a well-attended and festive celebration to honor Reverend Hank's 11 years of service to our church. Speakers recognized his deep sense of dedication and commitment, and pointed out how the church has expanded during his decade here.
- In the fall, Reverend Hank, Jeff McMahan and Jeanne Feeley organized the first annual "Great Rake." Teams of church volunteers went out into the community to help other members with their yard work and make our town a more attractive place in which to live.
- At the Sunday service on February 26, 2012 we welcomed five new members into our church. Throughout the entire year church members enthusiastically greeted the dozens of newcomers who came to our Sunday services, curious to see what we were all about. Linda Squires and Tammy McKanan anchored our Membership Committee and were a regular, dependable "red apron" presence at each Social Hour after service, identifying and chatting with newcomers. They also served as an information clearinghouse for both new and established community members who had questions about what the church was doing.
- Due to the reduction in hours for Reverend Hank this year, the Worship Committee was responsible for organizing one to two worship services per month – a significant increase over past years. Working with Reverend Hank, the committee organized 13 services including two led by guest ministers – Jesse Jaeger from UU Mass Action, and the Australian UU minister and musician Phil Jones; one lay-led service by the RE Committee and another, on immigration, by the Social Justice Committee; as well as 11 led by other members of the congregation.
- Members of the Religious Education Committee worked tirelessly throughout the year to make the program effectively serve the UUCM children. DRE Kimberly Wootan implemented an innovative new curriculum (see the [Report from the DRE](#) below for details) worked out with the help of the RE Committee, trained new RE teachers, and followed a teaching schedule organized around a 1/3-year commitment from teacher volunteers.
- Clare Gallup and Mary MacNamee, acting to fill in a missing element in our Religious Education curriculum, recruited three trained volunteer teachers – Loren Gomez, Dal Coger and Kim D'Andrade – and organized an Our Whole Lives (OWL) program for our teenage children. The program entailed 19 weeks of classes, followed by a concluding potluck dinner celebration.
- Thom Lissey led our choir through his sixth successful year as UUCM Music Director. When Thom was not present, Russell Tripp stepped in to provide musical interludes, selections, and hymn accompaniment for Sunday services on the organ and piano.
- Our Building and Grounds Committee, which provides active oversight in maintaining our properties, oversaw a series of repairs to the church building. The keystone of this was work on the church roof, including a comprehensive inspection and selective slate replacement of the whole roof, replacement of the copper ridge caps, replacement of a copper valley along the interface between the High Street edge of the porte-cochère and the main roof, patching and securing of the rubber flat roof over the side entrance, and interior repairs of damage from roof leaks. We also had the rear driveway patched and had major tree-trimming work done on the large trees over the west side driveway.

In addition, aided by church volunteers, the Committee improved the appearance of the church grounds, and undertook several clean-up and gardening days. (For more information, see the [Report from the Building and Grounds Committee](#).)

- Our annual community Thanksgiving Pot-Luck and Easter Pancake Breakfast traditions were attended and enjoyed by many.
- Cathy Collins coordinated the congregation's trip to Ferry Beach in early May of 2012. Despite the rather late notice, close to 20 adults and 10 children came to the weekend retreat where they had surprisingly good weather (better than Somerville or Medford!) and a number of activities, including the annual talent show.
- Fundraisers this year included an October Pie & Pumpkin sale, run by Jim and Rebecca Kennedy; our annual Rummage sale in March, chaired by Lourie August and aided by a large group of volunteers; and a Silent Auction "Spring Fling" in May, which was run by Rebecca Kennedy and another large number of helpers.
- Camilla Fox offered a weekly evening quilting class which became very popular. The class efforts culminated in the presenting of a "Traveling Quilt" to the congregation in March, whose purpose is that it be loaned to church members going through difficult times in their lives such as illness or death of a loved one, so that they would have a tangible example of the church's concern and love for them.
- Space use dramatically expanded this year, generating approximately \$13,000 in rental income. We currently rent space to a number of Al-Anon groups, a Haitian senior lunch program, Arthur Goodridge's Tai Chi classes, Dean Rafferty's exercise Boot Camp Medford workouts multiple times three days a week, Newtowne and Muddy River Morris Dancers, a Women's Lodge, Wiccan holiday celebrations.
- The Social Justice Committee had another very active year, sponsoring four different events. It also coordinated a biweekly Vigil against the War in Afghanistan, alternating between the First Parish Church of Malden and UUCM, between September and December and late February and April. It also organized a major public talk by Professor Andrew Bacevich, "America's Endless Wars", in the spring, which drew about 75 people from church and community. See the [Report from the Social Justice Committee](#) for more details on their activities.
- The Community Cupboard Food Pantry, based in the church and co-coordinated by church member Liz Ammons and community member David Pinckney, continued to serve clients from the surrounding community who are struggling to survive in these economically difficult times. The Pantry typically serves 75-90 families per week, while a larger number were served during the Thanksgiving turkey-and-trimmings distribution. Pantry volunteers are about evenly split between church members and non-members from the community. The collaboration and the Pantry itself constitute a major social activism initiative on the part of the greater church.
- Multiple gatherings under the "Medford-Somerville Connection" banner took place over the course of the year. While the specific form this initiative will ultimately take is yet vague, the underlying idea is that there is a substantial body of potential UUCM members or friends in Somerville – a community historically served by several Unitarian and Universalist churches but where there are now none – who are unaware of what we can offer them.
- Dan McKanan gave a series of Sunday pre-service adult education classes spaced over several months, "Resistance and Transformation", which explored the radical roots of Unitarian-Universalism and related subject matter. Dan is on the faculty of the Harvard Divinity School. His most recent book, *Prophetic Encounters: Religion and the American Radical Tradition*, was published this year.

## Fiscal Year 2012 Budget Review

The 2011-12 fiscal year deficit came in about \$12,800 over the amount budgeted. (Numbers for the year about to be concluded are estimated, an unavoidable consequence of the church fiscal year ending almost a month after this Annual Report is published.) The spreadsheet below comparing budgeted versus (estimated) realized amounts in certain major income and expense categories supports the observation that forecasts are risky, especially when they concern the future. Many expenses, such as staff and supplies, can be tightly controlled. Other important expenses, and a few significant income sources, are far more subject to vagaries beyond our power to direct. We will first discuss the most notable deviations from the budget.

Major repairs associated with the church roof, detailed in the Board report above and the Building & Grounds Committee report below, totaled around \$19,500. Total expenses for building and grounds maintenance, repair and upkeep totaled around \$23,400, versus the amount budgeted for the category of \$7,500. Normal yearly spending on the roof – *which we can now expect with far greater reliability*, thanks to the past year's repairs – would be in the range of \$500-1000 for routine repairs of damage from wind, snow and ice, and \$4000 every 3-4 years for a more thorough inspection and repair to preempt trouble before it happens. Certain other building and grounds work which fell in this year was also of a periodically recurring nature, and will not need to be repeated for at least a few years. Our view is that expenditures of this nature, which are used to fund long-lived projects and result in lower ongoing operating costs, are an appropriate use of our financial reserves, whereas using them to fund operating deficits is not.

This major budget overrun was substantially, but far from totally, offset courtesy of the virtually snowless winter of 2011-12. Snow removal expenses came in \$7,800 under budget. The warm winter also resulted in heating and utilities costs coming in \$2,400, or 12%, under budget – perhaps not as much as one's intuition might have originally suggested thanks to historically high heating oil prices and the extra oil required to support the markedly increased use of our buildings. We are strongly considering converting our heating from oil to natural gas this coming summer. This would make a large and long-lasting dent in our ongoing heating-related spending, which totaled almost \$15,000 this year. Conversion cost estimates are being sought as this is being written.

Among the income items, fees from building use will be \$3,700 over when we expected and budgeted, thanks to several new regular users and continuing interest by a diverse group of periodic users. Inquiries continue to be strong, and we expect this increasingly important income source to continue to grow.

Fund-raising income, on the other hand, will be well below – by about \$4,200 – our overly ambitious goal of \$10,000. This year's "Spring Fling" church auction was a success by any measure except its 2011 counterpart, and we had one fewer event than originally planned. Our 2012-13 intention is to run more fund-raising events with lower expectations per event, as our experience indicates this to be a more reliable course of action.

Finally, absent an unprecedented last-minute influx in June, we expect the amount collected from pledgers will fall almost \$7,000 short of the amount pledged. A one or two thousand dollar shortfall is typical – when people pledge with their hearts and then later have pay out of their bank accounts some slippage is almost inevitable. We can only posit that the totality of circumstances and transitions which came into the lives of community members within this past year precipitated the observed result.

The planned deficit for the 2011-12 fiscal year was a little less than \$10,000. The actual deficit, if defined as pure cash-in vs. cash-out, was \$22,600. A normalized level of maintenance spending on the church roof, as opposed to the extraordinary capital expenditures made, would have given a deficit close to \$5,000 – with the mild winter more than overcoming deficiencies in fund-raising and realized pledges. Of course the winter was a gift from out of the blue, while that would not be a proper characterization of the later factors.

There are four distinct noteworthy church funds. They are: (1) the NPO Fund, generally described as the church “endowment” in the past, now conceived of as a reserve fund by the Board and Finance Committee; (2) the Ministerial Fund, (3) the Charity Fund, and (4) the Lawrence Fund. Below is a listing of the funds’ net asset values on May 31 (except where noted) their restrictive covenants and the concomitant effect on our finances. Net asset values change due to income generated from income net of management fees and fluctuations in the market values of positions held.

- **NPO Fund.** NAV: \$135,521. No restrictions on withdrawal of principal or income. All incomes from interest, dividends and capital gains are accounted for as investment income.
- **Ministerial and Lawrence.** Respective NAVs: \$288,384 and \$169,348 (on 3/31). Only income, as defined in their respective covenants, may be withdrawn. Distributions from the funds are accounted for as income upon receipt by us. Use of Ministerial Fund income is confined to the compensation of a sitting minister. Ministerial Fund income has invariably been less than ministerial compensation, thus spending restraints on such distributions have been effectively nonexistent.
- **Charity Fund.** NAV: \$48,647. Fund income, which is liberally defined in the fund’s covenant to include realized capital gains, may be paid out at the minister’s discretion to causes and church members in need. While the Fund’s terms do not preclude the financing of certain church expenditures, this has never been done. Thus the Charity Fund does not enter into church budget-related considerations.

The Lawrence Fund is structured as an irrevocable trust with the church as beneficiary. We can, and have, communicated our views to the trustee, PNC Bank in Pittsburgh, regarding how we believe the church’s best interests would be served. While the trustee’s discretion is absolute, the designated bank contact has listened, and we expect this fund to yield more income from here.

The NPO, Ministerial and Charity Funds may be viewed as regular financial accounts subjected to the restrictive covenants described in the listing above. They are all managed by LPL Financial, located in Winchester. Finance Committee members recently had a conference with the primary LPL contact, and we mutually aligned on incremental portfolio reallocations which will also yield additional income compared to the recent allocations. In all the decisions we used a basic guideline of not subjecting the church assets to undue risks from the fragile financial markets.

## Fiscal Year 2011-12 Income and Expenditures, Estimated Realized vs. Budgeted

	FY 2012 Estimated	FY 2012 Budgeted	Actual vs. Budgeted
Pledges	64,100	71,004	-\$6,904
Plate and Other Gifts	7,660	7,900	-\$240
Fund-raising	5,820	10,000	-\$4,180
Flower Sponsorship (net)	332	300	\$32
Building Use	12,500	8,800	\$3,700
Investment Income from NPO Fund	3,826	4,200	-\$374
Restricted Fund Distributions	4,680	4,200	\$480
Ministerial Fund Distributions	21,000	21,000	\$0
Miscellaneous	0	200	-\$200
<b>Income</b>	<b>119,918</b>	<b>127,604</b>	<b>-\$7,686</b>
Minister	51,000	51,000	\$0
DRE	12,930	12,930	\$0
Sexton	8,590	8,515	-\$75
Administrator	2,750	3,160	\$410
Music Director	7,461	7,461	\$0
Payroll Service	1,893	1,300	-\$593
Workers Compensation Insurance	1,363	598	-\$765
<b>total staff-related</b>	<b>85,987</b>	<b>84,964</b>	<b>-\$1,023</b>
Utilities & Heating Oil	17,000	19,400	\$2,400
Snow Removal	1,216	9,000	\$7,784
Property & Liability Insurance	5,734	5,131	-\$603
Buildings & Grounds Maintenance, Repairs, Upkeep	23,391	7,500	-\$15,891
Sunday Service	1,525	1,500	-\$25
Religious Ed Supplies & Programming	1,950	2,500	\$550
Nursery Staffing	1,130	1,140	\$10
General & Administrative Supplies, Services, Equipment	3,550	4,500	\$950
Affiliations	1,044	1,750	\$706
<b>Expenses</b>	<b>142,527</b>	<b>137,385</b>	<b>-\$5,142</b>
<b>Deficit</b>	<b>-22,609</b>	<b>-9,781</b>	<b>-\$12,828</b>

## Fiscal Year 2012-13 Budget Proposal

This past year our church made progress on our aligned-upon goal of living within our means. The budget review above clearly indicates that everything did not go according to the Board's best laid plans – which were supported by the vast majority of members attending last year's annual meeting – and work remains to be done if we are to arrive at our desired destination of true financial sustainability.

This coming fiscal year's proposed budget does not recommend dramatic operational changes. It is effectively balanced. It is an adaptive and evolutionary recommendation, based on the experience of this past year where appropriate, or a reversion to mean in other cases.

**Expenses.** Proposed staffing levels and hours for next year are effectively unchanged from this year. Proposed expense amounts for expenditure lines other than buildings and grounds are very close to or somewhat below 2011-12 levels. In many cases these had been reduced substantially between 2010-11 and 2011-12. Snow removal and heating cost estimates could end up being considerably off target. All we can do is make an educated guess based on recent typical winter experience, while acknowledging that the fluctuations around the average have been large. Now that the major roof repairs are behind us, basically completing the building overhaul commenced early this century, we do feel safe in planning for reduced ongoing building maintenance and repairs. We paid far less than our "Fair Share" of affiliation fees to the UUA and Massachusetts Bay District of UU Congregations this past year. We have budgeted no payments this year, while leaving open the possibility that some contribution will be made when and if it can be prudently done. (The special collection taken during our annual "Association Sunday" service will, as always, be forwarded to the UUA.)

**Income.** Budget projections for pledge and fund-raising income are both more modest than those in the 2011-12 budget. Each projection, however, represents an increase over the amounts we expect to realize this year. Income from building use is based on: the assumption that current users will continue to use space for a full year; the assumption that we will continue to receive *ad hoc* inquiries resulting in additional users; and incremental rate increases for current and new users. If we can conclude an agreement with a major user (e.g., for space use in Osgood House), the budgeted income from building use will prove conservative. Finally, as mentioned previously, Finance Committee members consulted with our two principal asset managers about generating more income from our funds, and have concluded this can be accomplished without taking unacceptable risks. The projected increases versus this year reflect the implementation of the agreed-upon actions.

Benjamin Franklin's classic utterance, made right before signing the Declaration of Independence, that "We must, indeed, all hang together, or most assuredly we shall all hang separately," comes to mind as I conclude this letter. The Medford/Somerville greater community inherently features a high degree of turnover. My intuitive take is that significant personal transitions were unusually numerous within the UUCM fold this past year. In a small, family-oriented church the events in the lives of individual members manifest quickly and directly in the community gestalt. This was layered on top of the significant transition to a new way of operating that commenced this year. We are learning. We are discovering what works and where our strengths are, and which blind alleys to forgo. We are doing that together. The appropriate point on the path from where we have been to where we are going is where we are now.

The Board and Finance Committee extends our sincere thanks to Assistant Treasurer Emily Hanna, church administrator Lynn Battinelli and Collector Russell Tripp. Their necessarily unceasing work in setting up and tracking the transactions entailed in running UUCM is vital to our operations and planning. Any project – Board-directed, committee-sponsored, or informally generated – requires that someone pick up a shovel and dig. Without Emily, Lynn and Russell doing the spadework we would be stumbling around in a cave without a flashlight.

Sincerely,

Geoff Ward,  
For the Board of Trustees and the Finance Committee



## Fiscal Year 2012-13 Proposed Budget

### FY 2012-13 Budgeted Amount

### Explanation

Pledges	67,800	Pledge drive total, discounted for slippage
Plate and Other Gifts	7,800	Very slight increase over 2011-12
Fund-raising	8,000	\$2,000 increase over 2011-12
Flower Sponsorship (net)	350	
Building Use	15,000	Agreements in place plus some additional
Investment Income from NPO Fund	4,200	Lower principal; portfolio restructured
Lawrence & Other Restricted Fund Distributions	5,200	Portfolios reconfigured to generate more income
Ministerial Fund Distributions	21,000	Planned withdrawals
Miscellaneous	200	
<b>Income</b>	<b>\$129,550</b>	

Minister	51,000	3/4-time ministry (new package mix)
DRE	10,000	1/4-time position
Sexton	8,515	12 hours per week position
Administrator	3,160	Unchanged vs. previous year's budget
Music Director	7,461	1/8-time position (every other service)
Payroll Service	1,893	Level with 2011-12
Workers Compensation Insurance	1,100	Delayed effect of lower staff compensation
<b>total staff-related</b>	<b>\$82,029</b>	
Utilities & Heating Oil	19,400	Level with 2011-12; will go way down if convert to gas heat
Snow Removal	9,000	Assumed return of normal winter
Property & Liability Insurance	5,734	Level with 2011-12
Buildings & Grounds Maintenance, Repairs, Upkeep	5,000	Excludes cost of possible conversion to gas heat
Sunday Service-related expenses	800	Includes Social Hour supplies
Religious Ed Supplies & Programming	2,500	Net of Universalist grant
Nursery Staffing	1,140	Level with 2011-12
General & Administrative Supplies, Services, Equipment	4,000	Slight increase from 2011-12 experience
Affiliations (UUA, MBD)	0	To be restored to \$1,750 if funds available
<b>Expenses</b>	<b>\$129,603</b>	

**Deficit** **-\$53**

# **Annual Report from the Minister**

## **Report**

This has been a mixed year for the church. While there have been many examples of people stepping up to the challenges that came about due to the reduction in staffing, there were other times this year when the vacuum was not filled. Rather than focus on particular missed opportunities, or other distractions, I would urge the church to look at its larger system that too often is centered on the short term. The tendency to do so comes from our church's recent history where we have lived with financial problems.

Last year at this time I urged the congregation to use this year as one where we would not have to live with the anxiety of running our endowment down to zero. However, that anxiety returned and affected much of the life of the church and what we did.

Certainly one of the difficulties for me has been the shift to working at three-quarter's time; it is not an easy clock to keep. Even with a very clear calendar of when I would be in the pulpit and when I would be in the office moving from full time to less than that is a change of mind set which none of us were prepared for. That is, no one knew what that looked like. But now we do, and I expect a better, more even year ahead.

One of the things that fell by the wayside this year was an evaluation of the ministry, but after speaking with the Board we have decided to begin this process in late summer. The process, which examines the entirety of ministry that occurs at the church, we hope will be something that can be diagnostic. Allowing us to look at what is working and what needs more attention. An assessment like this can permit us to have an honest look at the areas of the church structures that need attention. Although it is not a strategic plan, it can be a good first tool which can help us get a larger picture of the workings of our church.

Next February 11<sup>th</sup> we will mark the 300<sup>th</sup> anniversary of Rev. Aaron Porter's ordination, he being the first western religious professional called in Medford. In reading the history of this church and this city I know that there have been numerous difficult years in its life, and I also know that there have been many more years of health and growth in the church's past and in its future.

In faith,

Rev. Hank Peirce

## **Professional Enrichment**

I have continued to be a part of clergy groups, in Medford, at the district level and also nationally. All of which have been a great source of support and inspiration.

I have worked as a mentor with the following Unitarian Universalist clergy:

Tony Lorezen (Pathways UU Church, Keller, Texas)

Kristen Christensen (King's Chapel, Boston, Massachusetts)

I have continued with my roles on the board of UU Mass Action, which endeavors to educate, organize and connect social actions among Unitarian Universalists and create an influential moral voice in our state. I attended the yearly General Assembly in Charlotte, North Carolina last year and will be attending this year's meeting in Phoenix, Arizona in June.

Lastly my family is healthy and the girls are growing in their identity as Unitarian Universalists.

## **Rites of Passage performed by Rev. Hank Peirce during this year.**

### Dedications

Devin James Mancuso November 20<sup>th</sup>, 2011 Son of Lee Lucas and Shane Mancuso

## Weddings

Kate Dwyer and Jess Brasil, July 23, 2011 Fuller Museum, Brockton, Massachusetts

Tara Krueger and Aaron Donovan, September 3, 2011 Boston Aquarium

Heather Parson and Ed Lalli, September 10, 2011 Boston Harbor Cruise

Rachel Chapman and Jack Costello, November 26, 2011 Somerville, Massachusetts

## Funerals

Charleen Imhoff, August 6, 2011 – Charleen was the mother of former DRE Maggie Imhoff. I performed this service at Wheaton College in Norton, Massachusetts.

Dorothy Alegre, April 20<sup>th</sup> 2012 – Mrs. Alegre was an old family friend of my parents. The service was conducted in New Bedford, Massachusetts.

## Instillations and Ordinations

I took part in the installation of Rev. Roger Peltier as minister of the Unitarian Universalist Society of Grafton and Upton on April 29<sup>th</sup>.

The ordination of Rev. Rebecca Froom by Arlington Street Church, Boston on May 13<sup>th</sup>.

The ordination Rev. Jonathan “Bucky” Rogers at The First Religious Society in Carlisle on May 26<sup>th</sup>.

The ordination of Rev. Colleen Squires at the First Parish Church in Dorchester on June 3<sup>rd</sup>. Rev. Squires was jointly ordained by the First Parish Dorchester where she served as an intern and by our congregation where she is a member. She has been called to serve as the minister at All Souls Unitarian Universalist Church in Grand Rapids, Michigan.

## **Funds raised for charity**

This year’s “It’s Not *Your* Birthday” project raised funds for a mission trip which has been postponed, but we have kept that money in escrow to be used for a future mission trip. Last year one of the charities that we raised funds for was The Unitarian Universalist Partner Church Council Student Scholarships in India. Our sponsorship covered tuition and books payed for four students to attend school. I have just recently received letters from the students we helped.

## **Worship and Music**

Music Director Thom Lissey has once again done a fantastic job adding a wonderful, creative and artistic component to our worship and to the life at the church. Thom and I would also like to acknowledge the members of the volunteer choir for all their hard work and commitment during the past year. A special thanks must go out to Russell Tripp for stepping up and providing music on so many Sundays. Russell, the congregation is in your debt. Thank You.

## Attendance

We have averaged 64 adults plus children each week since the start of the church year in September.

Christmas Eve:	91 adults, 17 children
Christmas Day:	24 adults, 4 children
Easter:	78 adults, 28 children

## **Annual Report from the Worship Committee**

The Worship Committee assists Reverend Hank in planning themes for each month, and helps plan the lay-led services. It consists of myself, Susan Jhirad, filling the role of Chair, Elaine LaMacchia, Jenn Vento, Nancy Kurtz, Liz Ammons (representing the Board) and, of course, Reverend Hank. I feel that the committee has functioned well and cooperatively this year, and has successfully managed to maintain the quality of our lay-led services. Although not everyone is able to attend each monthly meeting, everyone has provided valuable input. We have filled all the worship slots for this year, and are looking ahead to the summer worship services.

The Worship Committee lost one member Steve Schmidt, and added another, Elaine LaMacchia. However, Steve continues to helpfully volunteer in doing our lay led services. Jenn Vento stepped down as Chair because of other commitments, but she has remained on the committee and her creative input is invaluable. Music Director Thom Lissey attends meetings from time to time, and is very important in discussions of music.

We have been helped immensely by the high quality services provided by members of our own congregation, including: Steve Schmidt, Michael Glenn and the Immigration “team,” Dan McKanan, David Concepcion, Colleen Squires, Carol Schachet, and many others who helped with the Christmas Pageant, Time for All Ages and music. Needless to say, Russell Tripp has been wonderful in providing music when Thom is absent. The RE committee provided a children’s service and the Social Justice Committee provided a service on Immigration.

We had two guest speakers: Phil Jones, a Unitarian minister and musician from Australia, who did a music based service, and Jesse Jaeger from U.U. Mass. Action.

We have worked well as a team, and Reverend Hank has provided essential leadership and a positive spirit. Thanks to all who have helped in our services. A special thanks to Liz Ammons, who has been not just a “liaison” with the Board, but an active and enthusiastic member of the committee.

Anyone who wants to volunteer to lead a service, provide music or do Time for All Ages this summer lay led services (July-August) or next fall should contact me at [michaelandsusan01@comcast.net](mailto:michaelandsusan01@comcast.net)

## **Annual Report from the Director of Religious Education**

Registered Children : 42

Average Attendance : 25

The biggest challenge this year the Director of Religious Education position transitioned from twenty hours a week down to ten hours a week. The start of the year was noticeably hectic. However with the considerable help of past and present members of the Religious Education Committee we were able to pull the program together and maintain an excellent Sunday Morning Program.

In the beginning of the year we were able to offer sacred circle dance, the movie “Peace Tree” and a labyrinth for the children’s program. In October we started the traditional curriculum Heart Talk. This is an active peacemaking Unitarian Universalist curriculum for children PreK through 6<sup>th</sup> grade. It is based on Marshall Rosenberg’s program Compassionate (Nonviolent) Communication. The key concept is that the empathy we feel when we connect to each other leads to better understanding of our fellows.

This year we offered two social justice programs for the children. The first was on immigration and the second one was on hunger. For the block on immigration we used the curriculum developed in Cambridge. The lessons concentrated on how we are all immigrated from somewhere. We also had students come for the Immigration Task Force based in Boston. In the spring we used the Hunger Bowl program as the bases for our conversations on hunger. The children made clay bowls, painted them and sold the bowls with homemade soup. This was a fundraiser for our own food pantry.

Significant support came from the parents in maintenance of the program. Mary McNamee and Clare Gallop organized Our Whole Lives for the eighth and ninth graders. This is a huge commitment and I know that everyone in the church (especially the parents of the teens and I) were exceedingly thankful. Elizabeth Dowey and Jeanne Feeley started the Tween Group and organized events for the preteens in our congregation. Some of the events hosted were a movie night and a dance.

I would like to thank everyone in the congregation for helping to maintain the Children's Religious Education Program during this difficult transition. From the teachers to the worship leader, from organizing snack to buying cake "many hands did make light work".

As the year comes to a close and I get ready to depart I will take with me the love and the laughter I have shared with you over these past two year. I hope you will always remember how much I have loved this congregation. As I leave you I wish for you happiness and the roots of contentment.

Respectfully submitted,

Kimberly Wootan,

Director of Religious Education

## **Annual Report from the Membership Committee**

The purpose of the Membership Committee is to welcome visitors and integrate new members into the life of the congregation. To this end we conduct the following activities:

- (1) Greet newcomers at the door and during coffee hour.
- (2) Answer questions and give information at coffee hour.
- (3) Send welcome notes and packets as appropriate.
- (4) Support new member orientation meetings.

Linda Squires invigorated this committee a few years ago when she stepped up as chair. She has brought warmth, structure, and commitment to the work, which will serve the new committee well as she steps down from this role and begins her new life in Michigan. This past year we have had many visitors come through our doors. Besides all the friends who join us each week, we welcomed five new members to our community

In 2012-2013 the Membership Committee will be co-chaired by Lourie August and Tammy McKanan.

The Nominating Committee has recruited an exciting new group of members, who will easily suffice for fulfilling the current work and allow us to generate new projects.

The following people have agreed to serve on the Membership Committee:

Annette Bloom  
Cathy Collins  
Brigham Johnson  
Karen McMahan  
Brian Wolf

## **Annual Report from the Committee on Ministry**

Members: William Stevenson, Elizabeth Dowey, Carol Schachet

The Committee on Ministry is established in the agreement between Rev. Hank and UUCM. Its purpose is to offer support to Rev. Hank, discuss pastoral concerns among the congregation, offer input he may not receive through his normal channels of communication, and outline plans to respond to those identified needs in the church community.

## **Annual Report from the Buildings & Grounds Committee**

Members: Geoff Ward (chairperson), Jeff McMahan

The Building and Ground Committee's order of business during the 2011-12 year was ruled once more by the need to oversee repairs to the church building, all of which had been contemplated sooner or later. When a chunk of the sanctuary ceiling broke off following a heavy winter rain storm, "sooner" became mandatory. The fiscal year 2012 church financial summary above shows that close to \$22,000 was spent on repairs and maintenance, versus the \$7,000 originally budgeted for this category. By far the largest project and expense was the collective rehabilitation and repairs made to the church roof.

The positive side of the extensive roof repair and rehabilitation spending is that the eventual need for this work, of large and indeterminate expense, has been hanging over our heads like the proverbial sword of Damocles for years. With the work behind us, we can accurately project and budget for our ongoing roof spending needs: routine replacement of damaged slates, which is small in practice, and a preemptive inspection for appropriate repairs which are not visible from the ground every three or four years, which will not be cheap but will entail much less work than this past year's job. About 1/3 of the job involved replacing the copper roof ridge-caps. The roofer's guess, based on materials and fabrication technique, is that the previous one was installed around 70 years ago, during the War. So this will not need redoing for the foreseeable future. A small remaining worthy but optional piece of work on the roof is to replace the copper valley on the back edge of the porte-cochère. The front edge valley wore though and allowed substantial water damage to the front left vestibule (mainly used by the Food Pantry) ceiling. The back edge valley is the only old section of copper left on the church roof, and needs to be patched yearly if it is not replaced.

Other building and grounds work completed during the year included: (1) Removing the overhanging branches from the trees along the west side of the church. Some were large and dead, while others were brushing against the porte-cochère. Removing these threats to the roof and outside walls was highly desirable, and similar work should not be required for several more years. (2) The largest potholes in the section of the driveway in back of the church were professionally filled. This should be considered an ongoing expense, absent an expensive repaving of the whole section. (3) The sump pump in the church basement was replaced and associated boiler repairs made. (4) The toilet in the upstairs Osgood bathroom was replaced. All four toilets in the church and Osgood House have now been replaced in the last five years. (5) Routine repairs on the Osgood House exterior.

The following repair projects are advised over the next several years: (1) repairing and re-shingling of most of the west exterior wall of Benker Hall; and (2) replacement of the old and crumbling main church sewer line. A reasonable guess for the joint cost of these two projects is \$8,000. Under the "nice to have," category we would add replacing the Osgood House back yard fence along High Street.

As this report is written we are still getting estimates for the net cost, after incentive payments from our natural gas supplier, of replacing the church and Osgood House oil-burning boilers with gas-burning. As discussed in the Budget Review above, unless we are severely mistaken the immediate and ongoing savings in heating costs from doing this make this a highly desirable course of action. But, until we have an estimate in hand, for the industrial capacity church boiler in particular, we cannot say this is definitively so.

Other than the tree work cited previously, there were no major initiatives to upgrade the church grounds this year. Thanks to the work over the previous several years, the outside appearance of the church is pleasing, as long as routine clearing and weeding – including keeping several noxious invasive weeds at bay – is performed.

The Committee members wishes to thank all the volunteers who helped during the year. A special “thank you” to Clare and Dana Gallup and their landscaping crew, whose 2012 spring cleanup of the church grounds would otherwise have required a major volunteer effort. As well, thanks to the Religious Education teachers and students who planted annuals in the east side church garden on during the May 27 service.

## **Annual Report from the Social Justice Committee**

The UUCM Social Justice Committee includes members from the First Parish Church of Malden, with whom we coordinate events and activities.

In August, 2011, SJC members met to consider activities for the 2011-2012 year. We decided to focus economic and environmental justice, as well as on ending the war in Afghanistan. There was also interest in immigrant and food justice.

We began to hold vigils every two weeks, alternating between the UUCM and FPC, urging an end to the war in Afghanistan. We called for bringing the troops home and using the money to create jobs. Our September SJC program built support for this campaign: people spoke about their reasons for taking on this campaign, and made signs for the vigils. Our vigils continued until December, happened again between February and April, and then ended.

In October, representatives from the Student Immigrant Movement addressed us in Malden about the predicament of undocumented students in Massachusetts, and about SIM’s campaign to pass the “Dream Act.”

In November, we showed the movie *Flow*, about water, to an audience of 30 people at UUCM. Nick Cohen, a local water environmentalist and activist, spoke and answered questions.

Members of the Social Justice Committee from UUCM and First Parish Church of Malden hosted a lay-led service on immigration on November 27<sup>th</sup>. The service featured moving testimony by a member of the Student Immigration Movement, Vinnie Quirino.

In January, Beverly Tricco, Director of Religious Education of the Old Ship Church of Hingham, and members of their youth group discussed how they have worked with the micro-finance organization Kiva to fund low-cost projects in the Third World. Several members of the audience suggested that we might want to try to same kind of program at our churches.

In March, Professor Andrew Bacevich gave a public address at UUCM on “America’s Endless Wars.” The Social Justice Committee did extensive outreach for the event, which drew an audience of about 70 people. A local media expert, Jeff Mazelli, taped the talk, and we also sold copies of Dr. Bacevich’s latest book.

In June, we showed the film *Food, Inc.* to an audience at the First Parish Church in Malden. Six folks came from UUCM, about eight from FPC and six or seven from the Malden community.

This year’s co-chairs were Michael Glenn (UUCM) and Karen Lynch (FPC). Next year, UUCM will have two co-chairs – Carm Isaac and Michael Glenn – and Karen Lynch will continue as co-chair at FPC. Many UUCM members were active in the SJC this year. They include: Liz Ammons, Rita Bamford, Bill Barbeau, Phil and Annette Bloom, David Concepcion, Eileen Dunne, Dana Gallup, Michael Glenn, Carm Isaac, Susan Jhirad, Brig Johnson, Nina Kalckar, Nancy Lawrence, Dan and Tammy McKanan, Dora Nakabuye, and Steve Schmidt.