



**Unitarian Universalist Church of Medford**

**Annual Report  
2012-2013**

# **Annual Report 2012-2013**

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## **Annual Meeting Agenda – June 9, 2013**

1. Call to Order.
2. Chalice lighting and invocation.
3. Choose a moderator.
4. Act upon the minutes of the congregational meeting of June 10, 2012.
5. Receive and act upon the written or oral annual reports of the Minister, the Director of Religious Education, the Board of Trustees, the Transition Team, and various committees.
6. To receive a report from the Board of Trustees regarding expenditures beyond the previously approved 2012-2013 operating budget.
7. Accept and approve the proposed financial operating budget for 2013-2014.
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. To act on the proposal of the Board that the Ministerial Search Committee be charged to seek a minister for a half-time position beginning by September 2014.
11. To approve the Ministerial Search Committee members as proposed at the Meeting.
12. New business from the floor.
13. Adjourn.

# **WARRANT**

For an Annual Meeting of the Congregation of the Unitarian Universalist Church of Medford to be held June 9, 2013 at 12:00 noon, or immediately following church services.

## **GREETINGS**

You are hereby asked to notify and warn the members of the Unitarian Universalist Church of Medford, Massachusetts to meet in the Sanctuary on Sunday, the 9th of June, 2013, 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 10, 2012;
3. To receive and act upon the written or oral annual reports of the Minister, the Director of Religious Education, the Board of Trustees, the Transition Team, and various committees;
4. To receive a report from the Board of Trustees regarding expenditures beyond the previously approved 2012-2013 operating budget;
5. To accept and approve the proposed financial operating budget for 2013-2014;
6. To accept nominations and vote on candidates for the offices of Trustee, Treasurer, Assistant Treasurer, Clerk, Collector, and Nominating Committee;
7. To elect delegates to the General Assembly of the Unitarian Universalist Association;
8. To act on the proposal of the Board that the Ministerial Search Committee be charged to seek a minister for a half-time position beginning by September 2014;
9. To approve the Ministerial Search Committee members as proposed at the Meeting; and
10. 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

Liz Ammons, Chair

Michael Glenn, Vice Chair

Diane Dmytryk

Chris Fiorello

Rebecca Kennedy

Nancy Kurtz

# Minutes from June 10, 2012 Annual Congregational Meeting

- 1) The meeting was called to order by Nancy Kurtz, Clerk, at 12:30 p.m.
- 2) Rev. Hank Peirce led the congregation in the church covenant.
- 3) Nancy Kurtz was nominated to be moderator. Moved, seconded and passed unanimously. Ron Dallas served as clerk for the meeting.
- 4) Upon motion, second and unanimous vote, the minutes of the June 5, 2011 Annual Meeting were accepted.
- 5) Upon motion, second and unanimous vote, the written annual reports of the Minister, the Director of Religious Education, the Board of Trustees, and various committees, as presented in the Annual Report, were acknowledged and received.
- 6) Geoff Ward presented a description of expenditures beyond the budget required for the repair of the roof. The amount spent for inspection and repair of the roof was \$23,400, an overage of the amount budgeted for building repairs of approximately \$17,000.
- 7) Geoff Ward presented the proposed operating budget for 2012-2013. A change to the minister's compensation to reallocate professional expense to a more beneficial form was included. Geoff reported that an estimate to convert the heating system for the church from oil to gas in the amount of \$7,500 has been received. This can be paid from the proposed budget and may be recouped in a year or several more, depending on the severity of the winter. Discussion what cuts might be restored if financial circumstances allow focused on Association dues and staff salaries. One suggestion was to hold a special collection to meet unanticipated needs in the future.

Upon motion and second, it was unanimously voted to amend the budget to include the expenditure of \$7,500 to convert the heating system from oil to gas.

Upon motion and second, and after discussion, it was unanimously voted to approve the budget for 2012-2013, as amended.

- 8) Liz Ammons presented the Nominating Committee's slate for Trustees and Officers as follows:

Trustee: Mark Castle, Rebecca Kennedy (three year terms)

Clerk: Nancy Kurtz

Treasurer: Emily Hanna

Collector: Russell Tripp

There were no nominations from the floor, leaving one vacancy on the Board of Trustees.

In addition, the following people have agreed to serve on committees:

RE Committee: Karen Johnston, Molly Ruggles, Jeff McMahan, Jeanne Feeley, Robert Hayes, Clare Gallup

Membership Committee: Tammy McKanan, Lourie August, as co-chairs, Brigham Johnson, Brian Wolf, Annette Bloom, Cathy Collins, Karen McMahan.

Upon motion and second, it was unanimously voted to approve the election of the Trustees and Officers as presented by the Nominating Committee.

- 9) Upon motion and second, it was voted unanimously to elect Dan McKanan and Colleen Squires as delegates to the General Assembly of the Unitarian Universalist Association. Reverend Hank is a delegate by virtue of his office.

- 10) New Business

Martha Sandler presented the question of whether to expand the access to pledge information, specifically:

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?

There was considerable discussion and presentation of various viewpoints. The Board will take the opinions expressed under consideration and will determine whether to recommend any change to the current policy.

With no further business to come before the meeting, upon motion and second, it was unanimously voted to adjourn at 1:30 pm.

Note: A quorum of the congregation was present. There were 30 voting members and 6 non-members in attendance.

Respectfully submitted,

Ron Dallas  
Clerk *Pro Tem*

## **Annual Report from the Board of Trustees – June 9, 2013**

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.

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The UUCM Board this past year was comprised of six members: one new – Rebecca Kennedy – and five returning – Liz Ammons, Diane Dmytryk, Chris Fiorello, Michael Glenn, and Nancy Kurtz. Liz Ammons was elected President of the Board. Nancy Kurtz also served as church Clerk.

The year was unusually busy and eventful for the Board. It began with the unexpected resignation in August of the minister, Rev Hank Peirce, who left to accept an interim ministerial position at another church and shared his decision with the Board two weeks prior to his departure. Working rapidly, the Board helped the Worship Committee put together Sunday services for September so that the new church year could begin without too much disruption, and then devoted its attention to the many questions and emotions raised in the congregation by the minister's unanticipated departure. At the same time, the Board moved quickly to appoint an Interim Minister Search Committee consisting of Rebecca Kennedy, Jeff McMahon, and Cathy Collins. The Committee did an outstanding job of advertising the position, interviewing candidates, and recommending that we hire the Rev. Susan Milnor as our Interim Minister. The Board voted unanimously to hire her and she began in October.

During the fall and early winter, the Board worked with Rev. Susan to insure stability in the church, literal and emotional, in the wake of Rev. Hank's departure and focused on making sure that the traditional holiday season from Thanksgiving through New Year's Day went smoothly and joyously, which it did.

In January, the Director of Religious Education, Dillan DiGiovanni, who had assumed that position in September, realized that a position as a DRE was not a good match for him and therefore tendered his resignation. The Board appointed a DRE Search Committee consisting of Chris Fiorello, Dana MacNamee, and Karen Johnston, plus Rev. Susan *ex officio*, which did an exemplary job of advertising the position, interviewing candidates, and recommending that we hire Sara Bossen as our Interim DRE. The Board voted unanimously to hire Sara, who began in March.

Through the late winter and the spring months the Board concentrated on helping the Canvass run successfully and worked with the Nominating Committee to form vibrant committees for the coming year. Also the Board initiated the process of getting the church newsletter revived and created a new Community Life Committee co-chaired by Brian Wolf and Annette Bloom to organize events for church members to come together in fellowship and enjoyment. Looking to the future, the Board gave detailed consideration to the question of ministry following our interim ministerial period and unanimously agreed to recommend to the congregation that we hire a half-time minister to begin in August 2014. To share that recommendation with the congregation, the Board organized an All-Church Town Meeting in the late spring to explain half-time ministry as the best course to take both financially and in terms of continuing to build on our strengths in shared ministry. The recommendation was well received and will be voted on at the Annual Meeting. With that in mind, the Board nominated a five-person Ministerial Search Committee consisting of Joan Trudell, Carol Schachet, Brian Wolf, Geoff Ward, and Lourie August to work during the 2013-2014 church year to interview candidates and make their recommendation about whom to hire.

In the spring, Thom Lissey, our part-time Music Director who has been here seven years, shared with the Board that he will be leaving at the end of the church year to become the Music Director at a church which is closer to his home and can offer a few more hours of employment each month. Thom's service to the church has been splendid and will be celebrated at our service on June 16. The Board appointed a Music Director Search Committee comprised of Nancy Kurtz, Molly Ruggles, Geoff Ward, and Jenn Vento, plus Rev. Susan *ex officio*, to advertise the position, interview candidates, and recommend a new part-time Music Director to begin in August 2013.

In the face of the many changes that we have seen this year, the church has remained strong, active, and joyful. In the fall, the church had its annual Pie and Pumpkin Sale and Thanksgiving Potluck Dinner. During the winter, we had a Holiday Fair for the first time in a number of years, a wonderful new Solstice Service led by Rev Susan, our annual and always delightful No-Rehearsal Pageant on the Sunday before Christmas, and, as we do each year, our beautiful Christmas Eve Candlelight Service. In the spring, three babies were dedicated and a group of nine new members joined the church. In addition, Rev. Susan along with the Interim Minister Transition Team conducted two excellent all-church workshops, one on our church's history and one on fleshing out our mission. As part of our Canvass in the spring, a number of different members of the congregation gave moving testimonials during the Sunday service about what the church means to them, and throughout the year the Worship Committee organized many very successful lay-led services, as well as several led by a guest minister. The choir consistently provided impressive music, Religious Education teachers kept our Sunday School thriving, Social Hour hosts and Sunday greeters cheerfully contributed, our Social Justice Committee organized important programs open to the public as well as the congregation, the annual Rummage Sale took place, our Caring Committee made sure that the needs of church members were met, and every Thursday the Community Cupboard Food Pantry located in our church and staffed by volunteers from the church and the surrounding community provided food to people in need from the community at large.

As all of this suggests, and our Volunteers Appreciation service in June emphasized, we are a spiritual community actively committed to shared ministry – a group of people who are willing and able to work generously and supportively with a part-time minister to make our church strong and meaningful and to reach beyond our walls in ministry to Medford and the world.

As a Board, we have worked closely during the past year with Rev. Susan, who has provided our congregation with outstanding spiritual leadership as well as superb practical advice. We are *most* fortunate to have her as our interim minister, and we greatly look forward to continuing to work with her during the coming year.

For the Board,

Liz Ammons

UUCM Board President

# Fiscal Year 2013 Budget Review

The 2012-13 budget experience was unusual, even within the scope of our church's recent irregular experience. (Numbers for the year about to be concluded are estimated, the usual consequence of the church fiscal year ending almost a month after this annual report is published.) We did not have a minister for the month of September, nor did we have a DRE for several months. This led to our staff-related expenses coming in under budget. The effects of reduced heating expenses due to converting the church building heating to natural gas kicked in. While very far from a repeat of the virtually snowless winter of 2011-12, snow removal expense nevertheless came in well under the budgeted amount. And with an amplified cost-consciousness, including parents taking over the nursery staffing from formerly paid teenagers, several other expense categories also came in under budget. The generous provision of their services gratis by guest speakers the Rev. Laura Randall and the Rev. Terry Sweetser led to a decline in Sunday services expense. Insurance rates declined.

On the other hand, on the expenses side of the ledger, we had another round of unanticipated major building repairs. The previous year the church roof had to be overhauled. This year the main water pipe from the city system into our basement had to be replaced, as did the protective glass system for the main Benker Hall stained glass window. Details are provided in the [Buildings & Grounds Committee report](#) below.

Total income came in well under budget, reflecting the performance of the major individual income categories. With the departure of Rev. Hank several members left the church, leading to reduced pledge income. Anonymous gifts left in the Sunday service collection plate also declined. Fundraising income will make a very valuable contribution to church incomes, while nevertheless coming in under what was planned. And we lost a major tenant the beginning of April, leading a decline in building use revenues vs. what was expected, although that too remains a major source of church income.

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There are four sizable church funds. They are: (1) the NPO Fund, referred to as the church "endowment" in the past, and now related to as a reserve fund in our financial planning; (2) the Ministerial Fund, (3) the Charity Fund, and (4) the Lawrence Fund. Below is a listing of the funds' most recently available net asset values, their restrictive covenants and the concomitant effect on our finances. NAVs change due to income generated, fluctuations in the market values of fund assets, investment management fees and withdrawals from the funds.

- **NPO Fund.** NAV: \$124,345. No restrictions on withdrawal of principal or income. All incomes from interest, dividends and capital gains are accounted for as investment income in the reported budget.
- **Ministerial and Lawrence Funds.** Respective NAVs: \$277,434 and \$166,205. Only income, as defined in their respective covenants, may be withdrawn. Distributions from the funds are accounted for as income upon receipt by us.
- **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 not been done to date. Thus the Charity Fund does not enter into church budget-related considerations.

The Lawrence Fund is legally 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 been partially responsive to our expressed views and preferences.

The NPO, Ministerial and Charity Funds are all managed by LPL Financial, located in Winchester. LPL has been willing to act in accordance with Finance Committee members' expressed wishes. The Committee plans to confer with LPL again soon.

Our overarching investment philosophy has been one of extreme conservatism with regard to subjecting the church fund assets to the risk of capital loss, at the expense of reduced income for the immediate term.

## Fiscal Year 2012-13 Income and Expenditures, Estimated Realized vs. Budgeted

	FY 2013 Estimated	FY 2013 Budgeted	Actual vs. Budgeted
Pledges	57,000	67,800	-\$10,800
Plate and Other Gifts	5,100	7,800	-\$2,700
Fund-raising	5,250	8,000	-\$2,750
Flower Sponsorship (net)	218	350	-\$132
Building Use	12,863	15,000	-\$2,137
Investment Income from NPO Fund	4,622	4,200	\$422
Restricted Fund Distributions	4,605	5,200	-\$595
Ministerial Fund Distributions	21,000	21,000	\$0
Miscellaneous	0	200	-\$200
<b>Income</b>	<b>110,658</b>	<b>129,550</b>	<b>-\$18,892</b>
Minister	44,410	51,000	\$6,590
DRE	7,865	10,000	\$2,135
Sexton	8,607	8,515	-\$92
Administrator	3,275	3,160	-\$115
Music Director	7,123	7,461	\$338
Payroll Service	2,006	1,893	-\$113
Workers Compensation Insurance	964	1,100	\$136
<b>Total Staff-Related</b>	<b>74,250</b>	<b>83,129</b>	<b>\$8,879</b>
Utilities & Heat	13,216	19,400	\$6,184
Snow Removal	6,304	9,000	\$2,696
Property & Liability Insurance	4,222	5,734	\$1,512
Buildings & Grounds Maintenance, Repairs, Upkeep	22,377	12,500	-\$9,877
Sunday Service	319	800	\$481
Religious Ed Supplies & Programming	500	2,500	\$2,000
Nursery Staffing	0	1,140	\$1,140
General & Administrative Supplies, Services, Equipment	3,150	4,000	\$850
Affiliations	0	0	\$0
<b>Expenses</b>	<b>124,338</b>	<b>138,203</b>	<b>\$13,865</b>
<b>Deficit</b>	<b>-13,680</b>	<b>-8,653</b>	<b>-\$5,027</b>

# Fiscal Year 2014 Budget Proposal

This coming fiscal year's proposed budget does not recommend dramatic operational changes. The numbers reflect our take on discriminating the underlying signals from amidst the large amount of noise in these past few year's financial results.

**Income.** Budget projections for pledge, building use and fund-raising income reflect a ratcheting down from our prior baseline, incorporating this past year's experience as we rebuild membership during this coming final year of the transition period. As usual, there are some wild cards which could result in additional revenues – certainly in the realm of the possible, but we will not count any chickens before they are hatched. For example, we get ongoing multiple inquiries about using our church building, which have resulted in many one-time users and one summer-long user this year. If one inquirer becomes a full-time, year-round, user that immediately adds \$1,200 or more to church income (net of additional heating costs).

**Expenses.** Proposed staffing levels and hours for next year are effectively unchanged from this year. Proposed expense amounts for most expenditure lines other than buildings and grounds maintenance and utilities and heating are very close to this past year's levels. A small but telling exception is that an alternative payroll services company has been located which will save us about \$1,000 per year over what we paid this past year. The heating and utilities expense projection incorporates the effects of the conversion of the church building heat to natural gas. As always, snow removal and heating cost estimates could end up being considerably off target due to the vagaries of New England winter snowfall and temperature levels. Several important but not hugely expensive building maintenance and repair projects are planned. We paid no affiliation fees to the UUA and Massachusetts Bay District of UU Congregations this past year, and 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 2012-13 church fiscal year deficit largely stemmed from reduced contributions and the latest round of extraordinary repairs to the church building. This coming year's projected deficit crucially reflects our final year of three-quarters-time professional ministry. The decision by the Board to remain at that level of ministry was made with awareness that a consequence would be another deficit of greater than superficial size. As shared during a church town meeting this past spring and explained in the Report from the Board above, given the gifts interim minister Rev. Susan has shown in assisting us as we shepherd ourselves through this transition period – we are in year three of four if you date it from the beginning of the “Jumbo” discussions – while laying down a foundation for thriving in the future, it was decided that this was a worthwhile investment. Had a half-time professional ministry been instituted during this coming year, rather than the 2014-15 church year as planned, our 2013-14 budget would have been on the order of \$16,000 lower, and the implied deficit approximately zero.

The Board and Finance Committee extends our sincere thanks to 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 indispensable to our operations and planning. We also would like to acknowledge Loren Bernardi, who has led or co-led UUCM's annual pledge campaign for three consecutive years. Without the efforts of Loren, and those who participated with him on the Canvass Task Force, UUCM as we know it would not exist.

Sincerely,

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

## Fiscal Year 2013-14 Proposed Budget

	FY 2013-14 Budgeted Amount	Explanation
Pledges	60,000	Approximate pledge drive total
Plate and Other Gifts	5,000	In line with last year
Fund-raising	6,000	\$1,000 increase over 2011-12
Flower Sponsorship (net)	250	
Building Use	12,500	Agreements in place plus some additional
Investment Income from NPO Fund	4,500	In line with last year
Lawrence & Other Restricted Fund Distributions	4,600	In line with last year
Ministerial Fund Distributions	6,800	Planned withdrawals
Miscellaneous (net)	100	
<b>Income</b>	<b>\$99,750</b>	

Minister	49,750	Last year of 3/4-time ministry
DRE	11,750	1/4-time position
Sexton	8,700	Level with last year
Administrator	3,300	Level with last year
Music Director	7,300	1/8-time position (every other service)
Payroll Service	1,000	New, cheaper service
Workers Compensation Insurance	965	Delayed effect of lower staff compensation
<b>total staff-related</b>	<b>\$82,765</b>	
Utilities & Heating Oil	13,400	Reflects conversion of church to gas heat
Snow Removal	6,300	Assumed similar to this past year
Property & Liability Insurance	4,800	Level with last year
Buildings & Grounds Maintenance, Repairs, Upkeep	3,250	Assumed no extraordinary major repairs
Sunday Service-related expenses	400	Includes Social Hour supplies
Religious Ed Supplies & Programming	1,000	Slight increase from last year
General & Administrative Supplies, Services, Equipment	3,600	Slight increase over last year
<b>Expenses</b>	<b>\$115,515</b>	

**Deficit**      **-\$15,765**

# **Annual Report from the Interim Minister**

## **2012**

The church year got off to a difficult start with Rev. Hank Pierce's resignation and departure in August, at which time a transition in the Director of Religious Education had been occurring as well. Lay leaders and congregational members are to be commended for quickly organizing Sunday services, getting church school off to a timely start, and, in general, holding the community together. This congregation has resilience and strength.

I was hired to act as Interim Minister in September, with my term of service to begin in October. The Interim Ministry Search Committee, consisting of Rebecca Kennedy, chair, Cathy Collins and Jeff McMahon, welcomed me warmly and offered all the information that I required. Liz Ammons, President of the Board, and Michael Glenn, Vice-President, were likewise generous with their time, background information, and insights, as were other Board members. The Worship Committee, under the guidance of Susan Jhirad, worked closely with me from the earliest days. This committee deserves recognition, not only for filling Sundays when the church had no minister, but for providing so many quality lay- or guest-led services during the entire year.

Together, the Transition Team and I determined that the goals for the time between mid-October and the New Year should be: (1) to establish stability and a positive attitude in the week to week operating of the church; (2) to work with the new DRE to help him settle in; (3) for me to meet with everyone in leadership positions to process the turmoil of the past several months and to find out their priorities and commitments; (4) for me to meet with as many other people as possible, particularly those who might need attention due to life circumstances or the transitions; (5) to carry out a joyful holiday season that the community could enjoy. These goals were reported to the Board and affirmed.

In late October/November, some members left the Religious Education Committee, and it was necessary, in part, to reconstitute the membership. Under the determined, able, and continuing leadership of Chair Clare Gallup, the committee drew together and did a truly admirable job of keeping the Religious Education program on track, even through the additional transition necessitated by the resignation, in early January, of the recently hired DRE. In essence, the committee carried all the functions of keeping the program going for quite a while.

We had an active holiday season, with the usual No-Rehearsal Christmas Pageant, as well as pre-Christmas intergenerational service, a Winter Solstice service, and a Christmas Eve service. Much credit is due to those dedicated souls who sing in the church choir from September through June; a special thank you goes from me to them for extra duty during the holiday season.

## **2013**

After a DRE Search Committee was formed and the position advertised, a first-rate candidate emerged in Sara Bossen, who has been in the position of Acting Director of Religious Education since March 1. By the time of the annual meeting, there will be a decision by the Board on hiring for the DRE position for next year. Sara has proved a highly responsible, knowledgeable, and compassionate DRE, and I have found working with her to be an enriching experience.

### **Staffing**

As laid out above, the congregation saw the end of a short DRE tenure and the hiring of an Acting DRE.

Music Director Thom Lissey will be leaving for a larger position closer to home. He will leave with much gratitude and many good wishes. It has been a pleasure to work with Thom, who is thoughtful, skilled, and responsive. He has done a great job working with limited resources, and we will miss his resourcefulness and sense of humor.

A Music Director Search Committee is currently working to fill that position of Music Director for the coming church year.

## **Interim Workshops and Meet-ups**

The Transition Team and I have conducted two workshops since October, one on the history of the church and one on mission. In addition, I have met with many people individually and held an after-church listening session. This spring I have been holding “Lunch with the Interim Minister” sessions on Wednesdays to discuss the future of the church.

## **Reflection**

The congregation has been through a two-year period of turmoil and transition. It has been important this year to try to reestablish trust where that might have been strained. Because there were issues involving employees, their assessment, and tenure, the Transition Team, Board, and I have had a goal of developing clear job descriptions and transparent reporting lines and evaluation processes. We are making progress. By the end of this year there will be well-worked job descriptions for the Director of Religious Education, the Music Director, and the Office Assistant. Likewise supervisory lines will be included, and there will be a clear expectation of annual evaluations after working to establish clear goals. The point is not a desire to generate bureaucracy but, rather, to honor the belief that both employee and congregation deserve for these processes to be laid out in advance and understood by all if the relationships are to be open, direct ones of trust.

As between minister and leadership, my goal has been to generate genuine partnerships with honest, direct communication. The quality of relationship between minister and leaders as well as among board members themselves has been healthy.

We still have important work to do. The goal of the congregation cannot be simply to “find a minister,” but must include defining the vision the congregation wants that person to help it achieve in a shared ministry. Likewise, although reaching financial sustainability is a necessary prerequisite for the future, it is not a sufficient one. Of more importance is the end toward which the congregation wants to use the resources it has, including its volunteer resources. We must work to define those this coming fall.

I find the congregation of the Unitarian Universalist Church of Medford to be talented, good-willed, and appreciative, both of professional leaders and of one another. For me, it has been a year of meaningful and enjoyable service, and I appreciate the Search Committee and Board’s confidence in inviting me to serve. I am also grateful for congregation’s open minds and open hearts in working with me. I would like to extend a heartfelt thank-you to all our volunteers, leaders, and Board members. In particular, I appreciate the counsel and always thoughtful support of the Transition Team of Rebecca Kennedy, Cathy Collins, and Geoff Ward, the clear-headed organizational efforts of Michael Glenn, and the unfailing dedication and open-hearted partnership offered by our Board President, Liz Ammons.

## **Statistical Report**

New members – 9 (Lisa Bouley, Mary Ellen Brown, Mel Callahan, Russell Fidelman, Ann Heintz, Robert Heintz, Julia Sheehan, Brian Wolf, Joi Wolf)

Children dedicated – 3 (Jane Rebecca Schwarz, Adeline Virginia Wolf, Orion Patrick James Callahan)

Weddings – 1 (Jeanne Feeley and Mark Castle)

Memorials – 0

Submitted respectfully,

Rev. Susan Milnor

Interim Minister

# Annual Report from the Worship Committee

Members: Susan Jhirad, chair; Russell Tripp; Nancy Kurtz; Elaine La Macchia; Ann Heintz

Before I begin the serious part of this report, let me preface with a quote from one of my favorite films and actresses: “Fasten your seat belts; we’re in for a bumpy ride.”(Bette Davis, *All About Eve*).

Yes, it has been a bumpy year. Rev. Hank informed us in mid-August, after we expected to be meeting with him to determine his schedule for the coming year, that he was departing. Then, after finding a new Director of Religious Education, Dillan DiGiovanni – who had seemed enthusiastic about working with us, coming to our meetings, planning intergenerational services, etc. – we learned in January that he was leaving immediately.

Despite all this, our committee was able, with enormous help from our new and excellent interim minister Rev. Susan to soldier on. We were able to fill all the lay-led slots from within the UUCM community, with services from Tammy McKanan, Dan McKanan, Steve Schmidt, Robert Hayes, Carol Shachet, Karla Fidelman, myself and the much appreciated all-music service organized by Nancy and Thom, with a cast of ... many. Our Social Justice Committee, including Dave Concepcion, Michael Glenn, Robert Hayes and myself planned the Martin Luther King birthday service. All of these have received good reviews.

We also had two excellent guest minister services from the Rev. Laura Randall, and a guest minister service from the Rev. Terry Sweetser, Vice President for Stewardship and Development of the UUA and (not just incidentally!) husband of Rev. Susan.

Reverend Susan’s services have been wise, compassionate, lively and well received by all.

We also had help from former member and chair of our committee Jenn Vento, who provided logistical direction for our Christmas Pageant and advice from time to time. While he was here, Dillan did help us plan and carry out intergenerational services in a good and creative spirit.

Both Music Director Thom Lissey and Music Director emeritus Russell Tripp, as well as Molly Ruggles on occasion, have provided excellent music for our services. Time for All Ages has been done well by our R.E. directors, Dillan and now the fine new R.E. director Sara Bossen, as well as by speakers and parents, such as Linda Schwetz.

In brief, we have been able to hold our heads above water in a very rough year (sorry for mixing my metaphors). More than that, I believe we have done well.

Last summer we were able to find people for all our summer worship services, and this year we appear to be almost “there.” We already have volunteers for most of the summer slots.

Finally, we were happy to have added another member of our committee, Ann Heintz. She is an enthusiastic and already helpful participant in our committee. As Elaine LaMacchia has commented, we “even have fun” at our meetings.

We know that we will have many responsibilities next year, but we are entering the year with a feeling of confidence and trust in both our interim minister and our new R.E. director. Intergenerational services remain a problematic issue we need to work out with the R.E. committee and Sara, but I am sure with good will on all sides, we can do so.

Respectfully submitted,

Susan Jhirad,

Committee Chair

# Annual Report from the Religious Education Committee

While unusual, we found it made the most sense to submit two reports related to the Religious Education program this year – as our acting DRE, Sara Bossen joined us in March 2013 and there was history to be documented prior to her arrival. Sara’s report will be submitted separately. [Included immediately below.]

Two words which best describe this year for UUCM’s Religious Education program: Transitional and Perseverance!

Dillan Giovanni was hired as DRE following Kimberly Wootan’s departure.

Dillan’s abrupt departure on January 2 resulted in a swift and successful assumption of the leadership role by the Religious Education Committee. Teachers were found and trained, curriculum was secured, and RE classes went forward without loss of continuity.

We have much to be proud of. As a committee we worked long and hard – while attempting to work with Dillan, after Dillan, and for the months before and after Sara was found. We improved organization of the program, reinvented communication with each other and other committees, the Board, our reverend, teachers, families – as well as providing improved communication with the entire congregation. We did experience Committee member departures and were able to supplement with new members. The program did not falter – in fact, it became more vital as we all shared in the work and the success.

In addition, some of our other accomplishments this year include:

- \* Redefined classes/age groups, \* claimed, painted and furnished youth space, \* had a youth retreat, \* began Safe Congregation research, \* restructured nursery to be part of RE program and recruited parents, \* coordinated multi-age activities, \* assembled and created student registration data and registration forms, \* coordinated the December pageant, \* created and maintained teacher and RE contact information, \* prioritized RE needs and Board recommendations for DRE search, \* engaged in a prolonged discussion leading to the decision to eliminate snacks during Sunday classes, \* welcomed and integrated a new acting DRE, \* discussed and agreed to re-implement UU Pillars/Tapestry of Faith curriculum, \* recovered our curriculum archives, \* began Coming of Age discussion, \* discussed and planned for RE Sunday including service coordination, \* created a realistic job description for a 10 hour per week DRE position, and \* discussed and implemented a teacher absence policy which include weekly check-ins.

We look forward to continuing our positive and forward movement in the RE program next year, with a smooth leadership path in place.

Respectfully submitted,

Clare Gallup, Chair

Jeff McMahan, Secretary

Committee members: Karen Johnston, Mary MacNamee, Jeanne Feeley, and Joi Wolf with Diane Dmytryk as Board liaison and Robert Hayes and Molly Ruggles during the initial weeks of the year.

# Annual Report from the Acting Director of Religious Education

Registered Children : 27

Average Attendance (since March) : 18

I began my quarter-time (10 hours weekly) position as Acting Director of Religious Education at the Unitarian Universalist Church of Medford (UUCM) at the start of March 2013. This acting appointment as Director of Religious Education (DRE) may be converted into a yearlong part-time position as DRE for the church at the end of my first three months. The Religious Education Committee (REC) and I have worked collaboratively to clarify the priorities and duties of a 10-hour DRE. REC members have made effort to establish a clear division of responsibility between REC duties and the duties of their professional religious educator. There is a clear commitment to creatively and flexibly balance expectations and staff time. I have felt warmly welcomed and supported, as I have gotten to know the UUCM community.

My activities and duties have included:

- Maintaining weekly office hours from 11:00 - 1:00 on Tuesdays
- Establishing regular communication with the UUCM community via email and an order of service insert
- Maintaining a visible Religious Education (RE) presence on Sunday morning
  - Participating in child dedications and Easter's intergenerational service
  - Conducting Time for All Ages regularly
  - Introducing a RE table – a place to ask questions, share materials, volunteer, register children, etc. – during coffee hour
- Meeting weekly with the Interim Minister, Rev. Susan Milnor
- Meeting monthly with the UUCM youth (ages 14 -18) during Sunday RE
- Attending REC meetings monthly
- Attending Worship Committee meetings, in part, monthly
- Submitting monthly reports to the Board of Trustees
- Supporting REC efforts to solicit teacher volunteers
- Supporting the REC's teacher training
- Working with the REC to clarify the priorities and duties of a ten-hour DRE
- Submitting a UUCM newsletter piece
- Submitting my Liberal Religious Educators Association (LREDA) application and dues
- Assisting in the planning of RE/ Flower Communion Sunday
- Looking forward with the REC to RE programming year 2013 - 2014

Respectfully submitted,

Sara Bossen,

Acting 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.

This work was ably supplied by the following Membership Committee members: Lourie August, Annette Bloom, Cathy Collins, Tammy McKanan, and Brian Wolf.

This year we officially welcomed nine new members to our community. We also continue to have many new folks join us on Sunday and they mention how impressed they are by our warm welcome of them, even if they choose to continue searching for a church community that might be a better fit for them. Although the Membership Committee takes a leadership role in this warm welcome, it must be said that the whole community supports this work with their embracing spirit.

# **Annual Report from the Interim Minister's Transition Team**

Members: Rebecca Kennedy, Cathy Collins, and Geoff Ward

The Transition Team's role is to work with the Interim Minister to accomplish the developmental steps of the interim period: honoring and owning the congregation's history; defining the congregation's identity and mission; accomplishing needed changes in leadership; renewing ties to the wider world of our faith; and committing to the future.

In line with this purpose, the Transition Team and the Interim Minister have conducted a "Meet-up with the Interim Minister" town meeting, a church history workshop, a mission treasure hunt workshop, and a session with a staff member from the UUA district staff with the Board and Ministerial Search Committee nominees.

In addition, the Transition Team gives the minister background information, draws to her attention people who might benefit from interaction, listens to members of the congregation, helps to articulate the purposes of the interim work to members and, in general, offers counsel and support. The Transition Team and Rev. Susan Milnor have met on an average of every two to three weeks to accomplish this work.

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

The Building and Ground Committee's dominant tasks during 2012-13 concerned, as was the case the previous year, overseeing major church building structure projects, two of them unanticipated. At last year's annual meeting the members voted to fund the conversion of the church boiler from heating oil to natural gas. After much prodding and arm-twisting of the local gas utility the conversion finally was able to be completed in January. The lower cost of heat became immediately apparent during the ensuing cold weather, and we look forward to the continued lower costs in the future. The gas company still has to complete the removal of their old, smaller diameter, feed, which was sufficient for the church kitchen stove but not for the higher demands of supplying heat in the winter. Major repairs performed during the year were the following:

- (1) The lower walls of the church sanctuary were repainted in September. The wind and rain from Hurricane Sandy's periphery unfortunately resulted in some water damage around one of the west-facing windows which blemished part of the new paint job. It appears the water must be entering through heretofore unknown cracks in the outside wall masonry. Repairing that is on this coming year's Building & Grounds agenda.

(2) The main water feed to the church started leaking at a fair rate early in the fall. Very fortunately the leak was on the inner side of the main shutoff valve. That pipe probably dated from the church building's construction in the late 1800s; the Medford water department did not even have the location of the hookup to the city's main pipe on their system map. Thus, extra excavation was required to determine the precise location of the link before the replacement of the feed could be completed.

(3) Strong winter winds blew off several of the outside panels which protected the main stained glass window in Benker Hall. We had previously been informed by a stained glass window specialist that this layer of protection was essential. The missing panels as well as those which were not blown off were replaced with lighter, transparent panels made of more durable materials than the several-decades-old former panels. The old panels were opaque, so a decided benefit of the replacement is a vast improvement in aesthetics, along with greater resistance to wind damage. Viewers looking at the window from the outside can now see it in its full glory.

(4) A prolonged single-digits/teens spell in January resulted in the pipes underneath the Osgood House downstairs bathroom sink freezing. This has happened before; however, this time the small cold water faucet feeder pipe actually burst. Fortuitous discovery of the situation by our sexton, Fred Humphries, kept the damage to a minimum. The pipes under the sink were rerouted away from the outside wall and insulated to forestall a recurrence of this occurrence. A new shutoff valve was also installed in the basement so that the bathrooms' water supply can be shutoff and the pipes drained more easily if an extended cold spell is forecast in the future.

(5) Investigating the persistent smell of gas experienced upon entering of the back door of the Osgood House, we discovered that the 1950s era range in the kitchen had irreparably deteriorated, and we therefore had it disconnected. However, the smell did not disappear. A visit by the gas utility representative revealed that the aged main feeder pipe for the building had been eroded from being in contact with the old lime-based foundation and was leaking. The gas company quickly followed up by relining the pipe – an operation which they accomplished from the street without having to dig up any grounds or do anything to the structure, for which we can be grateful.

(6) The waste disposal unit in the Osgood House kitchen sink, dating back from when Osgood was still used as a residence, ceased functioning and the drain started backing up. The unit was removed and replaced with a standard drain pipe and catch.

This coming year we plan to do another round of patching on the rear church driveway, and some followup tree work along High Street next to Osgood House. We also plan to have some electrical work performed in and around the church building. Finally, we will look for a used gas range for the Osgood House kitchen. We are piously hoping for some respite from urgent major repair work.

The following projects are advised over the next several years: (1) repairing and re-shingling of the most battered of the shingles on the west exterior wall of Benker Hall; and (2) replacement of the old main church cast iron sewer drain pipes. A reasonable guesstimate for the joint cost of these two projects is \$8,000.

Thank you to all those who helped keep our grounds clean during the year, and also to those who contributed to keeping the church interior looking presentable. In particular, thanks to the volunteers who participated in the pre-Easter cleanup of the sanctuary and Benker Hall area, and to the Religious Education teachers, students and Director who helped clean up the church front and Osgood back yard grounds during the May 26 church service. And finally, profound thanks are due to our sexton, Fred Humphries. More than I can count from memory, Fred has kept a small problem from becoming a larger problem because he just happened to be at the church outside his usual hours. Fred's dedication to his job and our church goes well above and beyond the official charter of his position.

Geoff Ward, chairman

# Annual Report from the Social Justice Committee

The Social Justice Committee of our church works together with the SJC of the Malden First Parish Church (UU) on some programs. Just recently, we have been exploring working collaboratively with the Arlington First Parish Church (UU) as well.

This year, we spent most of our energy exploring the relationship between the ongoing mass incarceration of people of color and the failed War on Drugs. In September we scheduled a talk by longtime Massachusetts prison activist Lois Ahrens on “Mass Incarceration and The State of our Prisons.” At the last minute Lois was unable to come, and Jack Cole – a Medford resident who is the founder of Law Enforcement Officers Against Prohibition (LEAP), an international organization of police officers, judges and others in the criminal justice system dedicated to legalizing and decriminalizing drugs – spoke in her place. The talk was popular and drew about 40 people.

We followed this talk with several activities. A group of about a dozen people, including Jack Cole, read the UUA “read of the year,” Michelle Alexander’s *The New Jim Crow*, and discussed it together. After this, a number of us went to see a new documentary, “The House I Live In,” about the ravages of the War on Drugs on communities of color. (Another film dealing with the same topic is “The Central Park Five,” which some of us saw.) We brought our awareness of these issues to two events on the Martin Luther King, Jr. weekend – a showing of the film “Breaking the Code,” which deals with multiple aspects of how racism has been developed and sustained in our society, and includes time for small group discussions; and a lay-led service to celebrate Martin Luther King, Jr.’s life and teachings.

Finally, we invited Laura Shippen from the Massachusetts-based organization Our Prison Neighbors to address us after a Sunday service in April. As part of our efforts to contribute to this cause, we donated half our plate collection that day to her organization.

The prison justice work continued into the spring, as we agreed to co-sponsor a panel discussion on ending mass incarceration and helping prisoners and their families at the Arlington Church. We will also participate in a book drive for prisoners.

Our other social justice event was a showing of the film “Six Degrees Could Change the World,” in Malden. We are hoping that this first event around climate change will be the first of a series of SJC events around this topic.

UUCM church members who have been active this year include Liz Ammons, Rita Bamford, John Bell, Phil and Annette Bloom, David Concepcion, Chris Fiorello, Michael Glenn, Robert Hayes, Susan Jhirad, and Joan Trudell.

# Annual Report from the Caring Team

The Caring Team was created at the beginning of the 2012-2013 church year and consists of Rev. Susan, Robert Hayes, and Steve Schmidt.

The main challenge for the Caring Team has been, and continues to be, communication: communication between those in need of care and the Caring Team, communication between members of the Caring Team itself, communication between the Caring Team and care providers, and, finally, communication between care providers and those in need of care. A secondary issue was the tendency of members of the Caring Team taking on excessive personal commitments with regard to the caring services provided.

Communication with the UUCM community at large has primarily been addressed through a permanent message included in each Sunday’s Order of Service Announcements insert. The Caring Team also sent out emails early in the church year to identify a cadre of UUCM members and friends who might be available when a request for care came in.

Once a need for care was identified either Robert or Steve would establish communication between those needing care and those providing it.

Our caring activities for the past year included:

- Rides to doctor appointments
- Visits to house bound members
- Grocery delivery
- Food preparation
- Rides to and from church on Sunday
- Purchase and delivery of flowers to a grieving member

Yule Baskets were prepared and delivered during the Christmas season for members and friends who were housebound or in need of special care or consideration. This effort was undertaken in a moment of holiday enthusiasm and, in retrospect, was inadequately planned, especially in regards to whom baskets were delivered.

Originally there was an attempt to track our caring activities; however, this was not consistently done and so there is no quantitative data to provide for the many and varied activities of the Caring Team for the past year.

Both Robert and Steve have agreed to continue as coordinators of the Caring Team for the 2013-2014 church year. It is our plan to begin tracking data in a more comprehensive manner in order to provide a more objective assessment of our activities as well as to continue and expand upon all that has been done in the past year.

The Caring Team, on behalf of the Congregation, would like to extend a heart-felt thank you to all those who helped provide care for fellow members and friends of UUCM.

## **Annual Report from the Fundraising Committee**

This year fundraising events included a car wash raffle, Pumpkin and Pie Sale, a Holiday Craft Fair, and the church annual Rummage Sale. Our annual church Silent Auction was completed on June 1, following a period of spirited bidding via email.

The children in the church religious education program sold raffle tickets, where raffle winners won a car wash.

The Pumpkin and Pie Sale sold pumpkins, cider and cider doughnuts from Wilson Farms as well as pies baked by church members.

Lourie August and her admirable crew of sorters, luggers, pricers and movers pulled off yet another successful Rummage Sale. This event is quite popular with the community as well as church members, as evidenced by the long line out the door half an hour before opening time.

After several years absence, the Holiday Craft Fair was held again in December. Crafters from several local communities participated and we sold food in the Moore Room.

The Silent Auction will be held on June 1 and includes many desirable items.

We estimate that total proceeds from fundraising for the year, once proceeds from the Silent Auction are counted and collected, will be about \$5,250.

Many thanks go to Clare Gallup, Pauline Fiorello, Joan Trudell, Chris Fiorello, Patricia and Domenic Healion, Lourie August, Michael Glenn, Annette Bloom, Susan Jhirad, Jeanne Feeley, Elizabeth Dowey, Elaine LaMacchia, Liz Ammons and the many others who baked pies and helped out with the Rummage Sale.

Rebecca Kennedy, Chair

# Annual Report from the Community Life Committee

The newly formed Community Life Committee had a good beginning this Spring with a well attended and fun Bingo Night. Many church members donated amazing Bingo prizes which enlivened the “Yankee Swap” aspect of the prize distribution.

In May the committee led a pleasant and informative walk along and across the Mystic River to Grandmother’s/Grandfather’s House. That house is commemorated in in the song “Over the River and Through the Woods to Grandmother’s House We Go” which was written in the 1830s by Medford’s Lydia Maria Child, a Unitarian, abolitionist and suffragette.

During the summer, a group will be reading *The Great Gatsby*, to be followed by a book group discussion in the Fall. There is also a new movie version of *The Great Gatsby* and much attendant publicity, so there should be plenty of material for discussion at our “book get-together.”

Plans are being made for a mid-summer cookout for those who will be around. A precise date has not yet been set, but we anticipate making this happen soon.

We intend to continue to have interesting and exciting activities this coming fall. Annette Bloom, Ann Heintz, and Brian Wolf are currently leading the Committee. We welcome any fun community event ideas from the congregation.