



**Unitarian Universalist Church of Medford**

**Annual Report  
2013-2014**

# **Annual Report 2013-2014**

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# Annual Meeting Agenda – June 8, 2014

1. Call to Order.
2. Chalice lighting and invocation.
3. Choose a moderator.
4. Act upon the minutes of the congregational meeting of June 9, 2013.
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 2013-2014 operating budget.
7. To vote on the following resolution:

Voted: The Congregation supports the selection of the candidate presented by the Board of Trustees and affirms the offer of a contract for a half-time ministerial position to the candidate.
8. Accept and approve the proposed financial operating budget for 2014-2015.
9. Accept nominations and vote on candidates for the offices of Trustee, Treasurer, Assistant Treasurer, Clerk, Collector, and Nominating Committee.
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 8, 2014 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 8th of June, 2014, 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 9, 2013;
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 2013-2014 operating budget;
5. To vote on the following resolution:

Voted: The Congregation supports the selection of the candidate presented by the Board of Trustees and affirms the offer of a contract for a half-time ministerial position to the candidate.
6. To accept and approve the proposed financial operating budget for 2014-2015;
7. To accept nominations and vote on candidates for the offices of Trustee, Treasurer, Assistant Treasurer, Clerk, Collector, and Nominating Committee;
8. 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  
Cathy Collins  
Ron Dallas  
Rebecca Kennedy  
Nancy Kurtz  
Dana McNamee  
Omri Schwartz

# Minutes from June 9, 2013 Annual Congregational Meeting

- 1) The meeting was called to order by Nancy Kurtz, clerk, at 12:30 pm.
- 2) Nancy Kurtz was selected to be moderator without objection. Ron Dallas will serve as clerk for the meeting.
- 3) Without objection, the minutes of the June 10, 2012 Annual Meeting were accepted.
- 4) Without objection, 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.
- 5) Geoff Ward presented a description of expenditures approved by the Board which were required for the conversion of the heating system from oil to gas and to make repairs as a result of basement flooding due to the burst main from the city system to the basement. Protective glass for the Benker Hall stained glass window was also installed. The amount spent for for these items were approximately \$10,000 in excess of the previously approved operating budget amount.
- 6) Geoff Ward presented the proposed operating budget for 2013-2014. Staffing costs will remain unchanged. Employment of a ¾-time Interim Minister will require a planned deficit amount. The reason for the decrease in the ministerial fund income is that we have withdrawn available cumulative funds up to the limit. Other changes were made based on prior year's experience. There is no budget contribution to UUA. This will be reviewed year to year with the intention to cover it consistent with church funds and priorities.

Upon motion and second, and after discussion, it was unanimously voted to approve the budget for 2013-2014, as submitted.

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

Trustees: Dana MacNamee, Omri Schwarz, Ron Dallas, Cathy Collins, and Nancy Kurtz. Rebecca Kennedy and Liz Ammons will return for the second year of their three year terms.

Clerk: Nancy Kurtz

Treasurer: Vacancy

Assistant Treasurer: Emily Hanna

Collector: Russell Tripp. An apprentice will be appointed to work with Russell.

Nominating Committee: Geoff Ward, Michael Glenn, Liz Ammons

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

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

- 8) Upon motion and second, it was voted unanimously to elect as delegate to the General Assembly of the Unitarian Universalist Association Dan McKanan. Reverend Susan is a delegate by virtue of her office.

- 9) Lourie August, Brian Wolf, Joan Trudell, Geoff Ward, and Carol Schachet have agreed to serve on the Ministerial Search Committee. Upon motion and second, it was unanimously voted to charge the Committee to search for a half-time minister beginning by September 2014.

- 10) New Business

It was suggested the Board address the discrepancy between the Bylaws which require 9 Trustees and the current number of 7 members before the next Annual Meeting.

With no further business to come before the meeting, upon motion and second, it was unanimously voted to adjourn at 12:50 pm.

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

Respectfully submitted,

Ron Dallas

Clerk *Pro Tem*

# Annual Report from the Board of Trustees – June 8, 2014

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 Religious Education, Finance, Property, Membership, and Worship committees, and 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 the proposed annual financial budget.
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The UUCM Board this past year was comprised of seven members: four new – Cathy Collins, Ron Dallas, Dana MacNamee, and Omri Schwartz – and three returning – Liz Ammons, Rebecca Kennedy, and Nancy Kurtz. Liz Ammons was elected President of the Board for a second term. Nancy Kurtz served as church Clerk as she has generously done for several years.

The Board addressed several staffing and committee structure questions:

We welcomed our new part-time Music Director, Vivian Montgomery, who led us musically in the fall with imagination and impressive skill. Because she would be in England as a Fulbright Fellow during the second half of the church year, the Board asked a small committee chaired by Nancy Kurtz to line up a substitute Music Director for that period of time. Cheryl Forest Morganson was hired and filled in capably and enthusiastically during Vivian's absence.

The Religious Education Committee requested that the Board increase the hours of our part-time Director of Religious Education, Sara Bossen, so that she could develop programming for youth in the church. The Board agreed that such programming is important and allocated \$3000 more for the DRE salary for the year. The Board met with Sara and the Chair of the Religious Education Committee, Mary MacNamee, in the spring to get their views on how youth programming was going.

The Community Life Committee that the Board had created in 2012-2013 and the Membership Committee requested that they merge into one committee called the Community Life and Membership Committee. The Board agreed that each would be strengthened by being part of one larger committee with overlapping concerns and therefore authorized the change.

The Board took on four large projects crucial to the vitality and continuing health and growth of the church:

**Publication of the quarterly newsletter:** Rev. Susan, Board President Liz Ammons, and church member and newsletter designer Meghan Chan worked together closely, writing and editing entries and asking Committee Chairs and others in the congregation to provide material for publication. The Board is grateful to everyone who contributed to the newsletter.

**Creation of a vigorous Annual Canvass:** The Board invited a fund-raising expert from the UUA, Rev. Terry Sweetser, to attend a Board meeting. He generously donated his time and gave extremely helpful advice. The Board asked previous Canvass Chair Loren Bernardi, church member Clare Gallup, and Board member Dana MacNamee to co-chair this year's Annual Canvass. We are grateful for the excellent job they did and the positive response of the congregation.

**Redesign of the church website:** The Board asked Board member Cathy Collins to design our website, which had grown tired and outdated, and she created an exciting, up-to-date new site. Rev. Susan and Board President Liz Ammons worked closely with Cathy, creating and editing content. The new website is contemporary, easy to use, and an accurate reflection of church life.

**Advancement of fundraising:** The Board organized and ran the annual Silent Auction and Raffle in May, a fundraiser for the church that no group currently handles. Various people contributed

significantly to its success: Board member Ron Dallas created the table displays, Meghan Chan produced the flier, Rev. Susan and Rev. Terry Sweetser energetically MC'ed the event, Clare Gallup sold raffle tickets, Molly Ruggles and Hank Driscoll provided music, Annette Bloom oversaw food, church members donated services, and Meghan Chan and various Board members vigorously solicited auction donations from businesses.

As the Board looks to the future, it will be important to keep each of these initiatives strong. The newsletter communicates the ongoing life of the church. The canvass is the main source of income for the church. The website in the 21st century is the new front door of any church. The auction and other fundraisers generate much-needed money for the church.

So that the Board does not bear sole or even primary responsibility for these endeavors in the future, it will be important for even more people in the church to get involved, with Board members serving as liaison and helpers rather than as primary overseers of these projects. To that end, one specific goal of the coming year needs to be creation of a dedicated Fundraising Task Force to oversee, evaluate, and coordinate our current fundraisers, generate new ideas, and carry them out. Another goal needs to be creation of an accurate church calendar that everyone has access to on the website so that planning and events can be coordinated.

In addition to these specific projects and initiatives, the Board oversaw the regular business of the church, which has remained strong, active, and joyful. In the fall, the church had its annual Thanksgiving Potluck Dinner. During the winter, we had a wonderful Solstice Service led by Rev. Susan, our annual and always lively No-Rehearsal Pageant on the Sunday before Christmas, and our annual, beautiful Christmas Eve Candlelight Service. In the spring, a baby was dedicated, ten new members joined the church, and as part of our Annual Canvass, members of the congregation gave moving testimonials during the Sunday service about what the church means to them. Throughout the year the Worship Committee organized many very successful lay-led services, as well as several led by guests. The choir consistently provided impressive music, Religious Education teachers kept our Sunday School thriving, Social Hour hosts and Sunday greeters contributed their time and efforts, our Social Justice Committee organized an important LGBT film series open to the public as well as to the congregation, the annual Rummage Sale and Silent Auction took place, our Caring Committee attended to the needs of church members, and every Thursday the Community Cupboard Food Pantry located in our church and staffed by volunteers from the church and the community provided food to people in need in the community at large.

As all of this suggests, 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 the world at large. In the coming year the Board looks forward to even more people volunteering their time and talents to support the life of the church and its ongoing mission.

Finally and very important as this second year of Interim Ministry ends, as a Board we wish to express our enormous gratitude to Rev. Susan, with whom we have worked closely. In all of our undertakings, her support, experience, and wisdom have been indispensable. We are *most* fortunate to have had her as our Interim Minister. We wish her and her family all the best in their move to New York City where she will be the Interim Minister at another church, which will be extremely fortunate to have her leadership.

For the Board,

Liz Ammons

UUCM Board President

# Interim Minister's Annual Report to the Congregation

It is with a full heart that I complete this interim ministry at the Unitarian Universalist Church of Medford. The good will and faith of the members and friends of UUCM as we have done this shared ministry together have touched me deeply. You are a credit to your congregational history and to our wider faith.

**Transition:** This second year of the interim made visible the fruits of much of the work of the first year. Church attendance and involvement have been higher, and spirits have generally been good. The canvass was positive and productive. Workshops on mission and vision as well as the search process drew thoughtful participation. In particular, my sense is that the community did an especially good job this year of respectful, transparent communication.

**Communications:** This year we achieved important improvements in congregational communication and outreach as we launched a new website, had a full year of attractive e-newsletters, made weekly use of the church's Facebook page. It will be very important for the congregation to maintain and improve upon use of all media. Redundancy in communication is critical in churches, and different forms reach people of different levels of involvement.

**Special Services:** We enjoyed a peak number of special celebrations at UUCM this year: Homecoming/Ingathering, All Souls, Thanksgiving, Interfaith Thanksgiving Union, Celebration of Hanukkah Music, Winter Solstice Service, No-Rehearsal Christmas Pageant, Christmas Eve, Martin Luther King Jr. Day, Celebration Sunday, Palm Sunday, Easter, Coming of Age Recognition, Volunteer & Teacher Appreciation with Flower Communion and, last but not least, Candidating Sunday.

**Rites of Passage:** In 2013-14, ten members were added to the roll.

One member, Elaine J. Dunne, died, and the Interim Minister led both a graveside service and a memorial service for her. The memorial service was held at the church.

One baby, Austin Miles Wolf, son of Joi and Brian Wolf, was dedicated on May 11, 2014.

Three youth, Lily MacNamee, Jahna MacNamee, and Devin Hayes, were recognized for completing the Coming of Age program on May 11, 2014.

**Outreach and Social Justice:** The Social Justice Committee's LGBT film series represented an important outreach to the wider community as well as a strong witness to an important value. A service celebrating Marriage Equality, with guest speaker Nancy J. Smith, in the year of the tenth anniversary of marriage equality in Massachusetts dovetailed nicely with the film series. In addition some members of the congregation have been attended educational presentations and public witness on issues of mass incarceration.

## Congregation's Financial Situation

It is critical for the congregation to understand the long-term financial situation.

1) The church has made significant progress toward being financially sustainable, and after literally decades of drawing heavily on the endowment, the congregation is to be commended for tackling this necessary milestone.

(2) In order to fund the  $\frac{3}{4}$ -interim ministry, there has continued to be a drawdown (though much less than in the past) on the principal of the endowment.

(3) Beyond money that is raised from the annual canvass, building usage revenues, plate offering and other gifts, fundraisers (auction, rummage sale,) and some income from restricted and unrestricted funds, the only source of funding is the principal of the endowment. That means that unexpected building repairs, increase in staff compensation, and other unbudgeted items reduce that small security blanket.

(4) Building usage revenues aside, the truth is that most income for churches is generated from the membership. This means if a congregation wants more (staffing, program money for committees), its members have to give more. In order to maintain even the staffing the church now has and give fair compensation with just increases, it will be important for the congregation to stretch in pledges.

(5) Because the church has significantly depleted its endowment over the past many years, there needs to be an intentional plan to replenish it. In the long run, in order to survive and certainly to maintain historic building(s), the church needs a healthy endowment.

**Thank You** – I cannot possibly begin to enumerate all the thanks I would like to make to members and friends of our congregation. From start to finish, I have appreciated the congregation's open hearts and willing hands, and most importantly, its good will. People have gone out of their way to be helpful to me and to make my work a pleasure. For that I extend one huge encompassing thank you.

I would be remiss not to express special appreciation to some with whom I have worked particularly closely. A minister could not wish for a more intelligent, thoughtful, open, accountable partner than I have had in Liz Ammons, the Board President. Indeed, the congregation has been blessed with her leadership. Similarly, I have found the Board members I have worked with to be open and direct in their communication, transparent in their decisions, and dedicated to the good of the church. Rebecca Kennedy has headed the Transition Team with inevitably helpful advice and guidance; for her work, and that of other TT team members, Cathy Collins, Geoff Ward (first year), Chris Fiorello, Russell Tripp, I am appreciative.

Susan Jhirad and the Worship Committee have been active, reflective, and highly creative partners in providing for the worship life of the congregation, which allows me to sleep. Robert Hayes and Steve Schmidt carry the ball on pastoral care and do so with grace and compassion; we all owe them appreciation. The members of the Religious Education Committee, under the leadership first of Clare Gallup and then Mary MacNamee, have worked with the DRE to bring stability and enthusiasm to this vital part of congregational life. Geoff Ward has borne what can be a heavy responsibility for mischievous heating systems, funky sump pumps, and cranky old freezing New England pipes. That he does so with good humor has not escaped the Interim Minister's notice. The Canvass Committee of Loren Bernardi, Dana MacNamee, and Clare Gallup provided energy, enthusiasm and a truly positive approach to our drive. Much appreciation to Michael Glenn for his dual effort at outreach through work on the Community Life and Membership Committee and through organization and execution, with Steve Schmidt, of the first-rate LGBT film series. Thanks to Steve, too, of course.

My appreciation is extended to staff as well. Sara Bossen has settled into the position of DRE, bringing important knowledge and skills as well as a true devotion to our children in her ministry. Vivian Montgomery is a highly skilled, inspiring music director and a person with whom it is a pleasure to collaborate. In her role as Acting Music Director during Vivian's absence, Cheryl Forest Morganson provided some brilliant musical moments. Many thanks as well to the ever vigilant Lynn Batanelli, our office administrator, and Fred Humphreys, our faithful sexton.

Respectfully submitted,

Rev. Susan Milnor, Interim Minister

May 2014

# Annual Report from the Director of Religious Education

At the completion of my first full year as the Director of Religious Education (DRE) here at the Unitarian Universalist Church of Medford, I feel that we have made gains in developing the quality and intention of our religious education (RE) program. When I was hired just over a year ago, there was specific interest in developing a youth (teen, ages 14 -18) program. The successful completion of a yearlong Coming of Age (COA) program, and plans to host a middle school age Our Whole Lives (OWL) sexuality education classes next program, have made substantial strides toward this goal. The congregation participated in a RE curriculum theme survey which deepened our understanding of the community's goals for learning. Through research and discussion about what today's young churchgoers are seeking, the RE Committee (REC) and I have identified characteristics of a faith community that are meaningful and relevant to its young people. This annual report will highlight features of the past program year, as well as, present ways in which our current plans foster a welcoming and relevant RE program in the future.

We honored the particular faith needs of our teens with COA this year. The yearlong program began with our teens deciding to host a Cradles to Crayons (C2C) drive this fall. The support of the congregation for the effort was wholehearted. And by the completion of our drive, we had collected and sorted twenty-four 30-gallon bags worth of the winter essentials that we donated to children in the Boston area. Throughout the year COA participants explored UU theology, rituals, worship, spirituality and history. The adult mentors paired with each of the youth added to the overall quality of COA. The program concluded with a ceremony that featured the youth sharing their statements of personal belief (credo statements) with the congregation during Sunday morning worship. The COA program at UUCM established grounding for our teens to begin to take ownership of their own religious lives and their relationships with their faith home here.

The rest of our RE program followed the common curricular theme of world religions. The middle school age class used the "Neighboring Faiths" program to explore the variety of faith traditions in the greater Boston area. Late elementary age students investigated the year's theme with the aide of the "Holidays and Holy Days" and "Stepping Stone Year" lessons. Our youngest participants in early elementary used the "Treasure Hunting" curriculum. A total of eleven volunteer teachers dedicated their time to our program this year. A number of substitute and multiage volunteers supported the program as well. We had a total of 29 registered students, with an average Sunday attendance of 17. These numbers mark a slight increase in the program size from last year when UCM had 27 RE students registered.

Multiage activity Sundays were initiated this year as an opportunity for all ages of children represented in our RE program to be together. This time together built bonds and encouraged mentoring relationships between the ages. We started with an intimate circle of worship, which introduced a simple UU liturgical structure to the children and youth. Then, the UUCM young people choose from a variety of activities: altar and mandala making, crafts, games, reading, and simply enjoying time together. We drew upon the seasonal holidays: ancient and current, secular and religious. And sometimes we went outside for a game of kickball!

The annual "No Rehearsal" Christmas Pageant was delightful this December. Children, teens, parent and non-parent volunteers alike – all pitched-in and made it great. The RE Committee and I are grateful for member Jenn Vento's direction of the pageant.

My proposal for next year's RE program year was informed by the results of the recent UUCM RE Curriculum Survey, which I developed, distributed, and reviewed. The survey results indicated that top three RE curriculum themes were (1) Unitarian Universalist identity – what it means to be UU, (2) Our UU Principles – our promises to each other and ourselves, and (3) Faith in Action – social justice. The majority of the survey participants felt that they wanted their children to be involved with the larger UU youth and young adult community. And they felt that they could access information about conference, trainings, etc. Growth was mentioned repeatedly as an important goal.

The proposal for next year is still under review by the REC. However, preparation for the middle school age Our Whole Lives (OWL) class at UUCM for the next year is well underway. Teachers have been recruited and trained to facilitate sexuality education curricula that explicitly uplift the values of self worth, sexual health, responsibility, justice, and inclusivity. This sexuality program provides comprehensive, accurate, and up-to-date

information. It includes the key components of activities to help participants clarify values and improve decision-making skills; education about sexual abuse, exploitation, and harassment; and opportunities to critique media messages about gender and sexuality. This program is on the forefront of sexuality curriculum. And we are hosting it here at UUCM on Sunday evenings from October 2014 – April 2015, holidays excluded.

To support our findings on the faith needs of young churchgoers, the REC has identified committees that we think would benefit from having a RE liaison. Our thoughts are that RE liaisons will lead to a more active young people's presence in the general goings on of UUCM. That presence will build significantly throughout next program year. The involvement of young people in the life of UUCM will develop mentoring opportunities for UUCM adults. And among our young people, involvement will develop leadership skills, a sense of engagement with the mission of the congregation, and ownership of UUCM's success in our Medford community. All of which support the growth of our RE program and the retention of our youth.

The RE budget was adequate this year. Spending supported RE materials and text as well as the OWL teacher's training and certification and my professional development. My membership in both the continental and district Liberal Religious Educators' Association (LREDA) groups are up-to-date, as my annual dues have been paid. I find that my involvement with these professional organizations helps me better serve as your DRE by providing professional development opportunities and high professional standards. Additionally, I have registered for this year's General Assembly and for the preceding LREDA Professional Days conference. I have encouraged UUCM families to consider attending this year's GA in Providence, RI. I am available to sponsor UUCM youth interested in attending and I hope they are able to take me up on my offer.

I close with a sense of excitement and pride when I regard how our work and ideas are coming together as we close one program year and look ahead to the next. Together, we've grown in our understanding of how we may reach our RE programming goals in a manner that is faithful to both our UU heritage and our present-day multicultural sensibilities. It is exciting to see our goals and ideas come about in a way that is meaningful. I am particularly grateful to the Religious Education Committee:

Mary MacNamee, Chairperson; Elizabeth Dowey, Secretary; Karen Johnston; Jeanne Feeley and Joi Wolf (rejoined in spring).

Respectfully submitted,

Sara Bossen

Director of Religious Education

## **Review of Fiscal Year 2014 Finances**

Fiscal year 2013-14 was our final year with a ¾-time minister, along with the concomitant deficit. The deficit was about \$1,000 larger than planned – major factors including pledges coming in at less than planned (and promised), the decision to increase the Director of Religious Education's position from 10 hours per week to 13, and continuing very low income from church funds with interest rates close to zero percent. These were offset to some degree by greater non-pledge gift giving, including a large gift of over \$2,000, plus higher distributions from the Ministerial Fund.

Some expense items are worth noting in order to spotlight certain yearly vagaries, which cannot really be planned around, and devil-in-the-details elements revealed by experience, which can. For instance, despite the long cold winter, the costs of snow removal came in lower than budgeted and well under recent years past. This was luck. Also despite the winter weather, and the consequent higher gas and oil use and gas and oil prices (due to increased demand country-wide), our total utilities costs were only minusculely greater than budgeted, showing the congregational decision two years ago to fund the church building boiler conversion from oil to gas to have been a propitious one.

Property and liability insurance came in over forecast because we received a late bill for last fiscal year's coverage. Workers comp insurance came in over forecast because our church has been deemed "high risk," despite never having (to the best of our knowledge) made a claim. As detailed in the [Buildings & Grounds Committee report](#) below, when the church basement sump pump failed, had we just surrendered to that fact and

replaced it immediately rather than trying to effect a fix, the cost savings would have been noteworthy – probably at least \$500. Finally, church office expenses came in over budget because, it transpires, every four years the copier needs to have its drum *and* fuser unit replaced, at a total cost of \$600+. This year happened to be year #4. Now we know. We lost one major paying building user, who moved his local operations to another church, so we did well to make up most of this loss.

The 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 finances is indispensable to our operations and planning. We also would like to acknowledge Loren Bernardi, who has now chaired or co-chaired UUCM's annual pledge campaign for four consecutive years. Without the efforts of Loren and those who co-chaired with him on this year's Canvass Task Force – Clare Gallup and Dana MacNamee – and those who helped in years past, UUCM's life expectancy as a viable institution would be brief.

Sincerely,

Geoff Ward and Michael Glenn,

UUCM Finance Committee

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### Review of Church Balance Sheet

Principle church assets are our properties and contents, and four major church funds. Those funds are: (1) the NPO Fund, which functions 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' net asset values on 5/31, and their respective influence 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: \$111,867.31. No restrictions on withdrawal of principal or income. Income from interest and dividends is accounted for as investment income in the reported budget. The NPO fund is managed by LPL Financial, located in Winchester, Massachusetts.
- **Ministerial Fund.** NAV: \$262,388.22. Distributions from the funds, determined by the trustee (also LPL) in consultation with representatives from the church, are accounted for as income upon receipt by us. Use of distributions from the fund is limited to compensating the UUCM minister.
- **Lawrence Funds.** NAV: \$172,534. Distributions from the funds, as determined by the trustee (PNC Bank of Pittsburgh) are accounted for as income upon receipt by us. There is no restriction on the use of the distributed income, once received.
- **Charity Fund.** NAV: \$51,900.11. 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 as a practical matter.
- UUCM is also the beneficiary of three small funds, whose most recent NAVs total \$4,469.

Our overarching investment philosophy has been one of extreme conservatism with regard to subjecting the church fund assets to the risk of capital loss, a consequence of which has been reduced current income.

There are several church funds which have no corresponding segregated asset accounts and effectively constitute encumbrances on the fund assets listed above. For instance, tuition collected for previous OWL programs in excess of program expenses were set aside in a fund used to defray OWL teacher training costs incurred during this current fiscal year. This past fall a gift from a generous donor of over \$10,000 was made with the stipulation that it be applied to the UUCM music program. That total amounts to a partial restriction on how withdrawals from the NPO Fund are spent. This music program fund is the only special-purpose fund of any significance at the time of this report. The NPO Fund also includes about \$2,000 from a prepaid 2014-15 pledge. The total will be moved into pledge income at the beginning of the next fiscal year.

## Fiscal Year 2013-14 Income and Expenditures, Estimated\* Realized vs. Budgeted

	FY 2014 Estimated*	FY 2014 Budgeted	Actual vs. Budgeted
Pledges	56,000	60,000	-\$4,000
Plate and Other Gifts	8,150	5,000	\$3,150
Fund-raising	5,459	6,000	-\$541
Flower Sponsorship (net)	173	250	-\$77
Building Use	11,500	12,500	-\$1,000
Investment Income from NPO Fund	2,050	4,500	-\$2,450
Restricted Fund Distributions	4,040	4,600	-\$560
Ministerial Fund Distributions	15,250	6,800	\$8,450
Miscellaneous	0	100	-\$100
<b>Income</b>	<b>102,622</b>	<b>99,750</b>	<b>\$2,872</b>
Minister	47,567	49,750	\$2,183
DRE	14,735	11,750	-\$2,985
Sexton	8,805	8,700	-\$105
Administrator	3,092	3,300	\$208
Music Director	7,139	7,300	\$161
Payroll Service	2,230	1,000	-\$1,230
Workers Compensation Insurance	1,614	965	-\$649
<b>Total Staff-Related</b>	<b>85,182</b>	<b>82,765</b>	<b>-\$2,417</b>
Utilities & Heat	13,800	13,400	-\$400
Snow Removal	5,031	6,300	\$1,269
Property & Liability Insurance	6,487	4,800	-\$1,687
Buildings & Grounds Maintenance, Repairs, Upkeep	4,293	3,250	-\$1,043
Sunday Service	579	400	-\$179
Religious Ed Supplies & Programming	836	1,000	\$164
General & Administrative Supplies, Services, Equipment	4,200	3,600	-\$600
Affiliations	200	0	-\$200
<b>Expenses</b>	<b>120,608</b>	<b>115,515</b>	<b>-\$5,093</b>
<b>Deficit</b>	<b>-17,986</b>	<b>-19,365</b>	<b>-\$1,379</b>

\* Full fiscal year projection based on actual income and expenses through May 31.

# Annual Report from the Worship Committee

Worship Committee: Susan Jhirad, Nancy Kurtz, Russell Tripp, Elaine LaMacchia, David Parker, Ann Heintz

Working with our excellent interim minister Rev. Susan Milnor, dedicated R.E. director Sara Bossen, and two creative music directors – Vivian Montgomery and Cheryl Forest Morganson (interim) – our committee has had a very good year. We have added new members, attended workshops on lay-led services, and led more creative and innovative services, which have included film and video clips, poetry, music and drama.

We have seen new members come forward to give interesting and meaningful services, and now have an almost full roster of summer worship leaders. We plan a short training for summer worship leaders at our June 3 meeting, but will undertake a more serious training of lay leaders in the fall, in an attempt to form more experienced “lay associates,” using a book suggested by Ann, *The Shared Pulpit*. New member of our committee, but experienced minister, Dave Parker has enthusiastically led us in this project. Ann and Robert Heintz, Elaine and Susan Jhirad all attended a regional training on lay led worship in the fall, and Elaine plans to attend a workshop on sermon writing this May. In short, we are opening ourselves to new ideas and ways of moving forward in the period of a half-time minister.

It would take too long to list the many excellent lay-led services we have had this year, but let me give thanks to all the many lay members of our congregation who led and participated in them: Steve Schmidt, Tammy and Dan McKanan, Carol Schachet, Michael Glenn, Susan Jordan and members of the Social Justice Committee, Robert Hayes, David Parker, Nancy Kurtz and our many musicians, the talented young women who acted in “Great U-U Women,” all who acted in our Christmas Pageant, Dave Concepcion, Mary Stevenson, Rebecca Kennedy, Betty Walters and Hendrik Gideonse. Please forgive me if I left anyone out. We have a particularly creative and talented congregation, which in the era of part time ministry is truly a blessing.

We have also had a few excellent guest-led services, from the Rev. Laura Randall and the Rev. Terry Sweetser. Our committee is requesting a budget increase for the coming church year so that we may pay more guest ministers, to supplement our half time minister and our lay leaders.

We feel confident that close collaboration with our new minister will bring us more inspiring and interesting services.

I am including two pictures from our service on Great U-U women, featuring talented young actresses from our congregation.

Respectfully submitted

Susan Jhirad, for the Worship Committee



# **Annual Report from the Ministerial Search Committee**

In the spring of 2013, the Ministerial Search Committee was charged with selecting a minister to serve UUCM in a half-time position to commence August 1, 2014. To that end, the Search Committee held several workshops and discussions with the congregation and Board about what we, as a congregation, are looking for in a new minister. The congregation expressed a strong interest in a minister with strong worship leadership skills, who also is a capable administrator and spiritual leader with a sense of social justice and passion for community. The Search Committee also prepared a UUCM Congregation Information Packet describing who we are as a congregation and included a description of the half-time position.

Going into the process, we were unsure about what type of response we would get to our posting for a half-time position in the Boston area. Also, though the UUA has a well-defined process for congregations looking for a minister serving at three-quarter or full-time, the process for a half-time position is much less defined and obliged us to establish our own process and schedule. Finally, at some point we came to understand that there is an expectation within the UUA that all new half-time ministerial positions are formalized through a contract agreement between the Board and the minister and are not settled ministers called by the congregation. This took some adjustment in the minds of both the committee and the congregation.

In the end, the Search Committee received nine letters of interest from ministers expressing interest in the position. The committee interviewed four people. To help with making our decision, we participated in worship with candidates, talked with references, conducted a background check, and reviewed our notes from meetings with the congregation about priorities and preferences for a new minister. We then selected Rev. Tess Baumberger to be the candidate for minister at UUCM, serving in shared ministry with this church in a half-time contract position to begin August 1, 2014. Rev. Baumberger will lead worship on June 1, 2014 and the congregation will have the opportunity to vote at the annual meeting on June 8 to recommend that the Board hire Rev. Baumberger. The plan is for the Board to officially approve the contract with Rev. Baumberger at the Board meeting on June 10.

We are looking forward to this wonderful opportunity to join with Rev. Baumberger in shared ministry as we go forward into the new church year.

Submitted by,  
Lourie August, Chair  
Ministerial Search Committee

# **Annual Report from the Caring Team**

Rev. Susan Milnor, Robert Hayes, and Steve Schmidt continued to serve as the Caring Team for UUCM in the 2013-2014 Church year.

As we did last year, the caring team provided one avenue of communication within the UUCM community for connection members and friends in need of care with those who could provide the care. The most frequent needs for care were rides to church and visits to the sick in hospital or at home.

Much caring within the UUCM community was done without the involvement of the Caring Team on a more personal one-to-one basis of one member or friend communicating with another without involving the Caring Team.

As of the writing of this report there has been no discussion regarding the future of the Caring Team due to the end of Rev. Susan's interim ministry and the hiring of a new settled minister. At the beginning of this coming September Robert and Steve will meet with the new minister to discuss the future of the Caring Team.

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.

Respectfully submitted for the Annual Report by the Caring Team.

# Annual Report from the Buildings & Grounds Committee

As usual, this past year contained its share of anticipated and unanticipated maintenance and improvements. The unanticipated maintenance items fell under the category of urgent, that is, deferral was not an option. Items of note included:

(1) The sump pump in the church basement, which keeps the underground stream running through the basement from damaging the boiler and more, had to be replaced. Had the pump been replaced immediately rather than initial attempts being made to repair it, there would have been savings in time and money. We now know that despite the industrial-quality of the pumps we buy, they may well reach the end of their useful life in as little as two years.

(2) Prolonged cold during January resulted in more frozen plumbing in the Osgood House, this year's weak spot being the joint in the downstairs toilet water feed. An additional shutoff valve was installed in the basement as well as a drain, so that the bathrooms' hot and cold water supply can be easily shut off and the pipes fully drained when an extended deep freeze is forecast. This new system was subsequently used several times during the long 2013-14 winter, and no further plumbing damage was incurred.

(3) A landscaper was hired to cut down the high tree branches that had grown too close to the Osgood House. They also cut the old growth off the quince tree in the Osgood back yard and pruned the crab apple and flowering cherry trees next to the east side of the church. In our budget planning we should plan on having the Norway Maple tree abutting the Osgood House pruned every three years, while having additional work done on assorted trees around the church properties which are too high off the ground to be worked on by volunteers.

(4) The rear driveway was patched once the winter had finished wreaking its characteristic havoc of creating and expanding potholes. We should plan on having maintenance paving on the driveway every other year.

(5) We ascertained that water damage occurring in the frame of the front window on the west side of the sanctuary is most certainly coming from a leak in the roof, having ruled out water entry via the gutter or the frame itself. Board President Liz and I scraped the flaked paint off the window interior and painted over the exposed wood with primer, but this is obviously only a cosmetic temporizing measure at best. Repairing the source of the leak is required sooner or later.

Two years ago major work was done on the roof, replacing the ridge caps and many slates. However, only a fraction of the total slates were replaced, and given the now obsolete techniques used to install most of the existing slates – steel nails, which eventually corrode enough to let water in around them, which freezes and eventually cracks the slates (copper or stainless steel nails are used nowadays) – planning for a periodic round of slate replacement is prudent. My estimate is that we should plan, and budget, for such a job every two years.

(6) The shakeout period for the new church gas boiler came to an unofficial close in early winter, when replacing what turned out to be a defective element in the firing mechanism brought an end – almost – to episodes of the boiler failed to fire up, where we ended up wearing parkas during church services. Once the replacement was made there were only two failures the rest of the winter (comparable to what we used to experience with oil heat). Meanwhile, the anticipated very substantial cost savings from the conversion from heating oil to gas have been realized.

Thank you to all those who helped with our grounds cleanup efforts 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 fall and spring cleanups of the outdoor areas. The annual quantity of leaves and other yard waste generated by our church properties' trees, shrubs and plants never ceases to amaze me. Finally, thank you to our sexton, Fred Humphries. Fred's dedication to his job and our church goes well above and beyond the official charter of his position, and knowing he is on the alert is an ongoing comfort.

Respectfully submitted,

Geoff Ward,

Building & Grounds chairman

# Annual Report from the Social Justice Committee

The Social Justice Committee focused on two issues this year – sponsoring a year-long series of LGBT (lesbian/gay/bisexual/transgender) films, and work around mass incarceration.

We showed eight LGBT films between September and May:

- *Edie and Thea*, about two marvelous women in a long-term lesbian relationship, who finally married in Canada. One of the partners was a plaintiff in last year's historic U.S. Supreme Court case that helped undermine the Defense of Marriage Act;
- *Too Cold Out There Without You*, the post-transition story of transgender Episcopal priest Chris Fike (who came to our showing);
- *We Were Here*, a moving documentary of survivors of the AIDS years in San Francisco;
- *Loving Annabelle*, a popular lesbian classic feature film;
- *Gen Silent*, a documentary filmed in Boston highlighting though personal stories the problems aging LGBT people face in dealing with the health-care system;
- *Pariah*, a feature film about an African-American lesbian teenager coming to grips with her sexuality
- *The Birdcage*, a classic gay comedy; and
- *Brother Outsider*, a documentary about the gay black civil rights activist Bayard Rustin.

Our audience ranged from a dozen to close to 70 people. The screenings were upbeat, and were amply fortified with popcorn, candy, coffee and soft drinks. As part of the series, we sponsored an appearance at the church of a Meredith Munn a spokesperson for a bill guaranteeing equality for transgendered people in Massachusetts, and then gathered signatures on petitions that she brought.

People who worked hard to make this series happen included Mel Callahan, Margery Gans, Michael Glenn, Susan Jhirad, Steve Schmidt and Russell Tripp.

Work working around mass incarceration included following:

- We coordinated our work with the Task Force on Mass Incarceration from the nearby Arlington Church. Several UUCM members attended a day-long workshop there, kicking off plans for an April 25<sup>th</sup> rally for “Jobs not Jails” on Boston Common. In addition, dozens members of the church signed “Jobs not Jails” petitions after one Sunday service.
- Michael Glenn, Robert Hayes and Susan Jhirad went to Tufts University in the fall of 2014 to hear a talk by Michelle Alexander, the author of *The New Jim Crow*.
- The Committee organized a Sunday service in April around the theme of mass incarceration and showed the film *The House I Live In* to an audience of about 20 in church the previous week. Susan Jordan helped organized this service, and gave personal testimony about her experiences around prison work. We also had guest speakers from EPOCA (Ex-Prisoners Organizing for Community Advancement) – Josh Beardsley and Cassandra Bensahih.
- Susan Jordan and Rita Bamford then offered to help organize folks from UUCM to go to the April 25<sup>th</sup> “Jobs not Jails” rally.

The Committee is planning to meet June first to make plans for the 2014-2015 year's activities, led by our new chair Hannah Schwartzchild and our coordinator of the work around mass incarceration, Susan Jordan.

Submitted,

Michael Glenn

# **Annual Report on Fundraising**

This year fundraising events included our fall Pumpkin and Pie Sale, the church Rummage Sale, and the church auction – this year conducted in a new format. Our Easter breakfast also raised a modest sum for the church.

A successful Rummage Sale was held on April 5, 2014 raising over \$2600 in support of the church budget. Lourie August coordinated the event with the assistance of over 22 people helping to organize, price, sell, and clean up, in addition to the many people who donated items to be sold. 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.

The annual UUCM “Spring Fling” Silent Auction and Raffle Fundraiser was organized and produced by all the members of the Board of Trustees – especially Ron Dallas as coordinator of donated items, and Liz Ammons, mover and shaker of all things Auction! It took place on May 17, 2014, with tremendous input and participation from: Meghan Chan as publicist, the Rev.’s Susan Milnor and Terry Sweetser as emcees/auctioneers, and Clare Gallup as ticket seller, all extraordinaire. We also had remarkable decorations, food and activities generated by Annette Bloom and the Community Life and Membership Committee, and fabulous music generously provided by Molly Ruggles and Hank Driscoll! The event was a wonderful success, a great time having been had by all, and resulted in an ultimate total of \$2,291 raised.

Total proceeds from fundraising for the year was \$5,460.

# **Annual Report from the Membership & Community Life Committee**

Part of our Community Life work involves welcoming newcomers to the church – both after Sunday services and also at church events. Each year, as time passes, a number of newcomers decide to join the church. Members of the Community Life team help to facilitate this as well. This year, we were very pleased to have the following new members join our church: Hendrik Gideonse, Jean Marie DeJordy, Cynthia Ann Segal, Kimberly Price, Patricia Price, Jon-Arne Sjogren, Ngoc Pham, Elizabeth Walters and Joe Walters.

The community life side of the Membership & Community Life Committee enjoyed hosting several fun events during the past year. In the summer of 2013, there was a cookout following the July 7 service. Though our numbers were small, our hunger was great, and many hot dogs, hamburgers and veggie burgers were enjoyed. On October 5, the Committee hosted the second UU Bingo night of the year. Everyone was a winner in the popular bingo-meets-yankee-swap game format, which is played on authentic vintage bingo cards. The most popular item was a marble cheese board with a sterling-metal cheese knife – it changed hands several times. Rev. Susan was reported to be especially relieved that she did not win a large and heavy frying pan this time.

On October 26th, the church was bedecked in spooktacular fashion for a Halloween trick-or-treat and story telling night: Tammy and Oriana McKanan gave fortune readings in the front pantry, Melissa Natale haunted the bell tower, Molly Ruggles ladled out steaming witches brew, Annette Bloom tattooed all the kids while their parents looked on apprehensively, and Jenn and Daric spun their webs in the nursery (before spinning scary tales later in the evening). Later on, we all lost our heads over Steve Schmidt’s dazzling song and dance. On December 14, the holiday theme continued as we decked the halls with decidedly more traditional Christmas adornment. Even as a snowstorm rolled in, cookies were rolled out by Karen Johnston and her dedicated crew of volunteers. Elizabeth Dowey provided an artistic flourish with bouquets of holly berries and tree boughs.

The Community Life committee held a series of storytelling nights during the winter months, an effort spearheaded by Elizabeth Dowey and Jeanne Feeley. Each night had a focus, for example stories about Medford, or love stories. With stories ranging the emotional gamut, from poignant personal accounts to amusing newspaper clippings about skunks invading the Medford train station, the events were a fascinating way to get to know each other a little better, as well as meet others from the surrounding community.

In May, the committee helped out with our annual Silent Auction fundraiser, providing food, music, and games. A special thanks to Hank Driscoll and Molly Ruggles for their generous donations of time and talent!!

The Community Life Committee is looking for people with big ideas for fun events. If you have something in mind that you would like to see in the coming year, contact Annette Bloom or Brian Wolf.

## Fiscal Year 2014-15 Budget Proposal

This coming fiscal year's proposed budget reflects the onset of a half-time ministerial position, completing the move from a full-time minister after what has amounted to a three year transitional period of a  $\frac{3}{4}$ -time position. The resulting annual savings of approximately \$12,000 combined with the cost savings from the conversion of the church heating from oil to gas in early 2013 brings the budget into balance, subject to normal factors beyond our control, such as those enumerated in the 2014 budget review above.

Two factors otherwise buried in the proposal line items are worth noting: (1) Rev. Susan's contract runs through the end of July, the last official month of  $\frac{3}{4}$ -time ministry. (Minister contracts will continue to run from August 1 to July 31, embodying the notion that August is for preparation for the coming church year, September-June the minister is working, July is vacation.) This adds about \$1,200 to the budget for the minister that would not be there in the steady state annual budget. (2) The building and grounds maintenance item includes a substantial request to fund work on the church roof. If this is done then the following year this budget item will be much lower, on account of the periodic lumpy nature of this item. If accrual accounting were to be used in budgeting for roof work, rather than cash accounting, the numbers might be on the order of \$2000 annually rather than \$4000 one year and zero the next.

**Income.** Budget projections income line items reflect our best guesses based on the recent canvass results, recent experience, and the assumption of a modest additional fall fundraising event. Also, we are planning a music-oriented fundraising event with Music Director Vivian Montgomery, given that she will be back with us for the full year. We also plan to make a modest withdrawal from the special purpose music fund, which is described in the review of church balance sheet in the [Finance Committee report](#) above.

Some wild cards could result in additional revenues, but we will not anticipate any of these coming to fruition in our budgeting. We receive ongoing inquiries about using our church building from multiple potential users, which have resulted in many one-time uses and one regular user committing to an additional time block this year. If any one inquirer becomes an additional full-time user that would immediately add \$1,500 or more to church income.

**Expenses.** The obviously significant change in the minister's position aside, proposed staffing levels are – by surface appearances – little changed from this past year. Our Director of Religious Education position will continue at the 13 hours per week level as was the case from mid-August forward in fiscal year 2013-14. We will have part-time Music Director Vivian in residence for the full year, as opposed to for part of the year augmented by bimonthly backup Cheryl starting in January as was the case this past year. The total number of services during the year musically accompanied by staff or professional outsiders will be similar; however, behind the scenes our Music Director will be contributing for all of the 2014-15 church year.

Proposed expense amounts for expenditure lines other than buildings and grounds maintenance and Sunday service guest speakers amount to minor adjustments to this past year's levels. As always, snow removal and heating cost guesses could end up being considerably off target due to the vagaries of New England winter snowfall and temperatures. As discussed immediately above and in the [Buildings & Grounds Committee report](#), the B & G budget request has been raised in order to fund work on our church slate roof. The guest speakers budget will fund an average of one outside speaker, who will preside over the Sunday service, per month. We plan to continue to make a modest but positive contribution to the Unitarian Universalist Association in lieu of our "fair share" assessment, acknowledging our financial limits but also that we draw on their expertise from time to time.

## Fiscal Year 2014-15 Proposed Budget

### FY 2014-15 Budget Proposal

### Explanation

Pledges	65,000	Approximate pledge drive total
Plate and Other Gifts	6,000	Last year, minus large special gift
Fundraising	7,500	Last year, plus one small additional event
Flower Sponsorship (net)	150	
Building Use	12,500	Agreements in place plus small incremental
Investment Income from NPO Fund	2,050	Continued very low interest rates
Lawrence & Other Restricted Fund Distributions	4,040	Continued very low interest rates
Ministerial Fund Distributions	17,100	Planned withdrawals
Drawdown of Music Program Fund	1,800	
<b>Income</b>	<b>\$116,140</b>	

Minister	37,400	1/2-time ministry (except July)
DRE	15,275	Full year @ 13 hours/week
Sexton	8,800	Level with last year
Administrator	3,425	Level with last year (June back to normal)
Music Director	10,500	1/8-time position (every other service)
Payroll Service	1,100	New, cheaper service
Workers Compensation Insurance	1,614	Level with last year
<b>total staff-related</b>	<b>\$78,114</b>	
Utilities & Heating Oil	13,400	Level with last year
Snow Removal	5,800	Small increment to this past year
Property & Liability Insurance	5,950	Level with last year
Buildings & Grounds Maintenance, Repairs, Upkeep	6,000	Roof work, other routine repairs
Sunday Service-related expenses	2,500	Provision for guest speakers
Religious Ed Supplies & Programming	600	Last year minus OWL training expenses
General & Administrative Supplies, Services, Equipment	3,800	No major copier expenses this year
UUA/MBD contribution	200	Same as last year
<b>Expenses</b>	<b>\$116,364</b>	

**Deficit**      **-\$224**