

2013 ANNUAL REPORT

The First Parish in Waltham
Universalist Unitarian, Inc.



ANNUAL MEETING

Sunday, June 9, 2013

The First Parish in Waltham, Universalist-Unitarian, Inc.

WARRANT

The legal voters of The First Parish in Waltham, Universalist-Unitarian, Inc. are hereby notified that the Annual Meeting of the Corporation will be held in Whitcomb Hall on Sunday, June 9, 2013, at 12:00 noon to act on the following articles:

Article 1. To receive the reports of the Minister, Director of Religious Education, President of the Board of Managers, Commissioners, Clerk, Treasurer, Assistant Treasurer, auxiliary organizations, and the Trustees of Permanent Funds.

Article 2. To receive the report of the Nominating Committee, and to elect members to fill open positions.

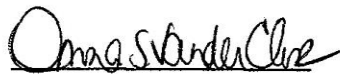
Article 3. To request from the Trustees of Permanent Funds the sum declared at this meeting necessary to fund the 2012-2013 budget deficit, should one exist.

Article 4. To vote on the budget proposed by the Board of Managers for the year beginning June 1, 2013.

Article 5. To vote to take a position as a congregation to support the Massachusetts Trust Act (HD2620 in the House and SD1116 in the Senate).

Article 6. To transact any other business which may legally come before the meeting.

By order of the Board of Managers **May 21, 2013.**



President



Clerk

Posted: May 24, 2013

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2013 ANNUAL REPORT
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Our Covenant

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

The mission of First Parish Church in Waltham is to be a welcoming, compassionate, and inclusive community of all ages, seeking spiritual growth and fellowship through worship, free inquiry and service, while striving for a just, peaceful, and sustainable world.

In our vision by 2008 First Parish will be a place

- which has many meaningful social, cultural, and educational programs for all ages, resulting in dynamic energy visible to ourselves and to the greater community.
- which has increased its membership and broadened its diversity.
- where children, youth, and adults are developing and nurturing their spirituality.
- which has enhanced its stewardship of our physical plant in a manner consistent with our environmental principles.
- which has greater financial support from its members and relies less on its endowment for operating expenses.
- which has social action programs that connect us to our values, and to other churches and the world community.
- which is a safe and supportive environment for all.

adopted June 5, 2005



The First Parish in Waltham, Universalist-Unitarian, Inc.

Annual Meeting Minutes

The Annual Meeting of The First Parish in Waltham, Universalist-Unitarian, Inc. was held in Whitcomb Hall on Sunday, June 10, 2012, at 12:00 noon. Mr. Alan Humbert served as Moderator.

Rev. Marc Fredette opened the meeting and lit our chalice.

Article 1. To receive the reports of the Minister, Director of Religious Education, President of the Board of Managers, Commissioners, Clerk, Treasurer, Assistant Treasurer, auxiliary organizations, and the Trustees of Permanent Funds.

So moved: Shirley Traite, seconded: Deb Wild

Donna VanderClock, President of the Board of Managers introduced reports. Morgan Wilson, Finance Commissioner, reported on the budget. David Wilbourn explained the report of the Trustees of Permanent Funds. He recommended the long-range plan for growing the church in order to sustain the financial structure of the church.

Mr. Humbert called for a vote, and it passed unanimously.

Article 2. To receive the report of the Nominating Committee, and to elect members to fill open positions.

So moved: Alice Taylor, seconded: Elisse Ghitelman. Mr. Humbert called for a vote, and it passed unanimously.

Outgoing members were thanked by the entire congregation. Incoming members were sworn into their new positions.

Article 3. To request from the Trustees of Permanent Funds the sum declared at this meeting necessary to fund the 2011-2012 budget deficit, should one exist.

Mr. Wilson declared that no budget shortfall exists. The moderator called for a motion to pass over this article since no money is requested at this time.

So moved: Katie Gullotti, seconded: Shirley Traite. Mr. Humbert called for a vote, and it passed unanimously.

Article 4. To vote on the budget proposed by the Board of Managers for the year beginning June 1, 2012.

So moved: Elisse Ghitelman, seconded: Dan DeHainaut.

Mr. Wilson presented the proposed budget and answered questions.

Mr. Humbert called for a vote, and it passed unanimously.

Article 5. To receive the report of the Growth Task Force and adopt its recommendations.

So moved: Joyce Wilbourn, seconded: Shirley Traite.

Morgan Wilson explained the recommendations of the Growth Task Force.

Mr. Humbert called for a vote, and it passed unanimously.

Article 6. To approve the recommendation of the Energy Task Force to convert the heating system of the church building from oil to natural gas and request from the Trustees of Permanent Funds the amount needed to do so.

So moved: Donna VanderClock, seconded: Pat Fox.

Barry Stearns explained the recommendation of the Energy Task Force and answered questions.

Mr. Humbert called for a vote, and it passed unanimously.

Article 7. To transact any other business which may legally come before the meeting.

There being no other business, the Moderator called for a motion to adjourn.

So moved: Elisse Ghitelman. Seconded: Shirley Traite. Mr. Humbert called for a vote, and it passed unanimously.

Respectfully submitted,

Deborah José
Clerk

Special meeting of the Corporation on April 7, 2013

Article I:

To vote on the Nominating Committee Recommendations for the delegates to the Mass Bay District Convention and to the General Assembly.

Nominees for 2013

Delegates to MBD convention

Joan Smith
Peter Duane
Jim Smith
Alternate: Nancy Lawrence

Delegates to General Assembly

Julia Taylor
Joyce Mohr
Jim Griffeth
Alternate: Ron Adams

Motion to approve slate of delegates: Shirley Traite
Second: Marty Ahrens
Disposition: Motion carried

Article II:

To vote on recommendations for Jones Partnership Fund Grants. A two page sheet was handed out with all JP grant recipients.

Motion to approve recommendations: Karin Klein, with thanks to the committee
Second: Alan Bone
Disposition: Motion carried. Elisse Ghitelman adds thanks to Ron Adams for all his hard work.

MINISTER'S REPORT 2013 ANNUAL REPORT

"A church is a place where we try to think, speak and act in Love's way, not in the way of a fear-filled world. A church is a home for love, a home for brothers and sisters to dwell in unity, to rest and be healed, to let go their defenses and be free from worries, free from tensions, free to laugh, free to cry."

Dear Members of First Parish in Waltham,

By the time you read this I will be two-thirds way through my sabbatical. What follows are my thoughts about the church as I began my sabbatical at the beginning of April.

The words quoted above are those of William Sloane Coffin, the great American preacher of religious liberalism who died in 2005. His words seem to capture the right kind of idealism with which to begin this, my seventh annual report as your minister. I'm glad to report that I believe we measure up nicely with Coffin's description. Ours is a church that speaks and acts with love. Our church continues to be a source of healing and rest for the weary in spirit (and we all are weary, at least sometimes). Our church continues to welcome us as we are, we who are at times worried, at times tense, at times joyful, at times living with sadness.

I've heard it said that if you're concerned about what will happen at church while you're away on sabbatical, chances are that it's not a good time to go on sabbatical. If that's the measure, then it must be the ideal time for my sabbatical; I leave knowing that the church is in good hands, and the congregation is healthy and thriving. Each of you is responsible for that. So please accept my congratulations on the very good work you are doing, and also my gratitude for allowing me the privilege of walking with you on this, our shared spiritual journey.

In last year's report I wrote that it had been a year of transition and experimentation. Would it be too simple if for this year's report I just said "Ditto"?

Experimentation: During my study time last summer I met with several colleagues who have begun planning Sunday worship around themes that reflect a monthly curriculum of great theological themes and spiritual questions for those seeking to live a liberal religious life. One of the principal advantages to organizing worship around themes is the possibility to delve more deeply into the subjects introduced each month. With the support of Worship Committee members we experimented with theme-based worship over the course of the year with positive results. Our themes this year included Spiritual Thirst, Vulnerability, Gratitude, Hope, Justice, Compassion, Letting Go, Renewal and Rebirth, the Web of Life, and Service.

Theme-based ministry was developed at All Souls Church in Tulsa, which in turn has inspired a number of our congregations to begin thinking about organizing not only worship, but also small-group ministry conversations, religious education classes, and adult programs around monthly themes. The subject of the week-long workshop I attended in late January (and from which I came back so inspired) focused on theme-based ministry.

By the time of the annual meeting I will have met with a half dozen colleagues, all of whom attended the same workshop last January, to further our study and understanding of theme-based ministry. Before beginning the sabbatical in April I distributed a list of possible themes for the coming year and invited many members to send me ideas for possible theme choices for the coming year. When I return in August I plan to solicit still more feedback from you before choosing themes for the coming year. I want to thank everyone for your willingness to explore and for your support as I introduce new possibilities into the life of the church.

Another sign of the church's willingness to experiment and explore has been the warm embrace extended to our Student Intern Minister, Sarah Richards, both this year and last. The congregation is reclaiming its identity as a teaching church which is of great benefit to ministerial students in formation, to First Parish, and to the future of our denomination. Sarah has been transformed by her experiences with us and we have been transformed by these experiences too. I owe a debt of gratitude to Sarah for her willingness to step up and assume some of my responsibilities during the sabbatical. This was completely beyond the call. We will miss you, Sarah!

Transition: This year we welcomed with joy five new members: Mary Benard, Nancy Lawrence and Jim Smith, Ashley Ward and Curtis Chin, all signed the Membership Book in early February. With sadness we also said our final farewells to Carolyn Bethel, Gene Burkart, Brownly Speer and Susan Vick. They live on in the hearts of those of us whose lives they touched here at First Parish, and in the larger community.

With the retirement of Bill Champagne last July, the Board of Managers decided to restructure the custodial and maintenance responsibilities. A cleaning company, Fantastic Cleaning, is onsite three evenings each week and is doing commendable work. A new position was created to handle general maintenance and grounds keeping duties for 10 hours per week. Dennis Ratzlaff was hired to fill the position on September 1. Dennis is competent, motivated, and very interested in the care of the church's physical plant. We are lucky to have found him. The restructuring fit within the existing budget for the custodial position and actually trimmed about \$8,000.00 from the 2012/2013 budget.

There are more staffing changes on the horizon. Judy Natale, whose contributions to the church's organization and administration are too numerous to mention, will be retiring next February. I will miss Judy and her commitment to First Parish more than words can express. She's leaving big shoes to fill. The plan is to have a new Office Manager in place by the beginning of February; there will be two weeks' overlap with Judy for training. It's a blessing that Judy is willing to continue working these next six months, providing the church with ample time to interview, hire, and train a new person before she retires. I hope we will all take the opportunity to count our blessings and let Judy know what a blessing she is to us.

Student Intern Minister, Sarah Richards, is completing her second year at First Parish and will be graduating from Meadville Lombard Theological School in May (a fait accompli by the time you read this!). We have been blessed with such a talented and enthusiastic intern minister. Sarah has enriched our community life greatly, even as we have helped her prepare for ministry. I hope you take pride and satisfaction in reclaiming the congregation's role as a "Teaching Church," and in doing so helping to shape tomorrow's Unitarian Universalist ministers.

As Sarah takes her leave, candidate for UU ministry, Andover Newton student Janet Parsons, is prepared to begin her two-year part-time ministerial internship with us next fall. Janet has been a longtime member of the Winchester UU church and has also served as Church Administrator for the Follen Church in Lexington since 2004. I'm looking forward to another fantastic internship. Next year brings us the challenges and opportunities of continued transition and experimentation. Our commitment to growth is beginning to bear fruit, so we mustn't lose sight of the plan. The leadership's commitment to gradually reduce dependence on the endowment over the next few years can only happen if we support their vision and have faith in our capacity to adapt and grow. Next spring, I will begin the second half of my sabbatical. This will call on everyone's time, energy, and creativity to care for one another pastorally, to lead one another in worship, to work together more closely and more creatively to manage all aspects of church life. And I have every confidence that you can and will do so handily.

Each year when writing my annual report I try to name everyone I am thankful for here at FPW, until last year I realized that I was trying to name EVERYONE! Every year you as members, friends, leaders, and staff of this congregation teach me the most important lesson of this work: that ministry is much less something I provide for you, and much more something we do together in the shared space of pulpit, pew, and parish. So thank you, each and all, for everything. Thank you for the gifts you each bring and share with one another and with me. Thank you for making this sabbatical time possible, thank you to all of you for your support, encouragement, helpful feedback, and well wishes, but most of all for your commitment to First Parish. It is an honor to serve as your minister. I'm looking forward to seeing you in August!

Much love,

A handwritten signature in cursive script, appearing to read "Marc".

Rev. Marc S. Fredette

rites of Passage

June 1, 2012 – June 1, 2013

(Members' names italicized)

Marriages

Ashley Ward and Curtis Chin on April 27, 2013 -- First Parish in Waltham

Jennifer Kirkland and Michael Daigle on May 11, 2013 – First Parish in Waltham

Deaths

Susan Ward Vick

Born on February 25, 1935 and died on August 14, 2012– Memorial Service, September 29, 2012.

Carolyn Bethel

Born on October 17, 1925 and died on August 14, 2012 –Memorial Service, October 21, 2012

Gene Burkart

Born on April 13, 1950 and died on August 18, 2012 – Memorial Service, November 17, 2012

Raymond Hayes

Born on October 7, 1944 and died on November 3, 2012 - Funeral Service, November 7, 2012

Pamela Duncan

Born on March 29, 1950 and died on November 29, 2012 - Funeral Service, December 8, 2012

Pamela Howe Page

Born on September 13, 1924 and died on December 10, 2012 - Funeral Service, January 5, 2013

Samuel Robinson II

Born on August 20, 1941 and died on January 6, 2013. Memorial Service, February 3, 2013

Brownlow Main Speer

Born on August 24, 1938 and died on March 4, 2013 - Memorial Service, March 24, 2013

2013 ANNUAL REPORT: GROWTH AND GRATITUDE
SARAH C. RICHARDS, INTERN MINISTER

Last year's observation, reflection and planning as student minister laid the groundwork for this year's growth in leadership as intern minister. Similarly, Rev. Marc's guidance in the first six months this year made it possible for me to step up and take on more responsibility during his sabbatical, which started April 1. This year has been so formative to my future ministry in so many ways, it's impossible to detail all of my experiences in a brief report, and to thank all those individuals who made those experiences possible. I've selected several of the most significant areas of my internship activities to give an overall summary.

Worship – Last year, I led four Sunday worship services, by the end of this church year I will have led eight. Each has been a learning experience in itself, but the most challenging was “Spirit of Sankofa” service in which I shared results of research about the racial history of First Parish and Waltham. Two follow-up “Pathways to Diversity” discussions encouraged congregants to share their responses to the sermon, their experiences of race, and discuss ideas for approaches to welcoming diversity of all kinds at First Parish. All of the experience I have gained in planning and leading worship services helped me to respond to the Boston Marathon bombing and the subsequent “lockdown.” In consultation with church leadership and Pastoral Care team, I organized and led two Services of Solace for all of us seeking comfort and understanding in community after those shocking events. That experience was the first time I saw and felt myself to be a minister, a caring leader for the congregation.

Rites of passage – this year I officiated at a memorial service and a wedding, gaining experience and confidence in working with people at highly emotional moments in their lives. In both cases, I represented First Parish and Unitarian Universalism to people unfamiliar with our church and denomination.

Religious Education – I started this year by serving as teacher or co-teacher in three different children's RE classes over eight weeks. In this way I learned the different curricular approaches for different age levels and, more significantly, I got to know the younger children of the congregation. This spring, the UU Explorers asked me to talk to them about my call to ministry and what UU ministry entails, and I found the conversation a helpful reflection for my own journey. From that discussion, we started to plan the final worship service of the church year together, which will incorporate flower communion. I am very grateful to Pam Penton, Rachel Learned and Sarah Hawn, as well as all of the junior youth for developing this most meaningful service with me.

Outreach – Waltham Connect has gone from design to actuality this year, with tremendous teamwork and follow-through from my Intern Committee that doubles as the Waltham Connect team (Dan DeHainaut (chair), Donna Megquier, Julia Taylor, Bethany Templeton Klem, Dimitry Zarkh). Over the course of the three community conversations: Lifelong Learning: Ideas, Opportunities, Trends (October); Housing & Home (February); and From Farm to Feast (May), we met our goals of making connections—face-to-face and through social media—between First Parish congregants and other Waltham residents and between First Parish and other local organizations. First Parish will benefit from those connections for future outreach, promotion

and potentially, membership growth. The other primary goal was sustainability of the program, and although that is yet to be proved, Waltham Connect is poised for take-off next year with its own budget line next year and an experienced, motivated team with plans for expansion. Martha Creedon joined the Waltham Connect team for the third event, and was instrumental in making it a success. Her example may be attractive for other First Parish members to get involved with single events at the church. The team will also pursue partnerships with local organizations to plan and/or host community conversations. Working on this project has demanded that I develop administrative and budgeting skills, and perhaps most important for future ministry, the ability to share and transfer control of its vision, operation, and goals to others. I am very grateful to everyone who has contributed to Waltham Connect this year, most especially to the fantastic, multi-talented Waltham Connect team.

As I've developed as Intern Minister this year, First Parish has grown in its role as Teaching Congregation too. Since there hadn't been an intern for more than a decade before I came, there was understandable uncertainty about what this could mean for the congregation. Thus, I was a sort of "test case," unpaid in my first year as we both grew into our roles. In this, my second year, I have felt accepted and valued, and very much appreciate the moral and financial support received. I am deeply gratified that the church leadership decided to continue as Teaching Congregation and have accepted another two-year half time intern minister with a generous stipend. That, to me, shows that we both—the congregation and the intern minister—have recognized each other's value for and to each other.

Respectfully—and gratefully—submitted,

A handwritten signature in dark ink, appearing to be the name 'John', written in a cursive style.

**INTERNSHIP COMMITTEE
(INTERN MINISTER LAY COMMITTEE)
2013 ANNUAL REPORT**

As Sarah Richards entered her second year at First Parish, the Intern Minister Lay Committee continued to bring the congregation's perspective to her ministerial training. The committee has met regularly to give Sarah feedback on her worship services and other activities and to review her development in key competency areas defined by the UUA Ministerial Fellowship Committee. Committee members have served as readers and played other key roles in Sarah's worship services, and as Sarah completes her internship year, the committee will also take part in her final review and evaluation.

Beginning near the end of the previous church year, a major focus for both Sarah and the committee has been her internship's "focused initiative" project, the development and piloting of Waltham Connect. This discussion series brings members of the church together with the wider Waltham community for lively conversations sparked by several short "TED Talk" videos and enriched by a panel of local leaders and activists. Beginning with a February evening devoted to lifelong learning, the inaugural Waltham Connect series included a discussion of issues of housing and home, and finished with an evening devoted to "what we eat, where it comes from, and why it matters." Ideas for future Waltham Connect topics have been coming in from church members and from several community groups interested in partnering with us in this innovative format. One goal set by the Ministerial Fellowship Committee for an intern's focused initiative is that it establish a program that will continue and develop after the intern departs, and Waltham Connect seems poised to do that.

As we've all walked together in this part of Sarah's passage from student to ordained minister, First Parish has been on its own journey of becoming a Teaching Congregation. On Sarah's behalf, we thank the entire congregation for your support. We anticipate that some members of this committee—a group whose membership has been consistent for two years now—will choose to continue with the new student minister who arrives this fall, and that some will use this year's experience to continue shepherding Waltham Connect. Becoming both a teaching congregation and a connecting congregation requires time and commitment from the congregation, but the potential rewards are great. The Internship Committee is honored to have played a part in these two beginnings, and we invite you to help continue the journey.

Respectfully submitted,

Dan DeHainaut
Bethany Templeton Klem
Donna Megquier
Julia Taylor
Dimitry Zarkh

DIRECTOR OF RELIGIOUS EDUCATION 2013 ANNUAL REPORT

This year our Sunday morning Religious Education (R.E.) program consisted of the following four classes: Friendship Finders (2 - 4 year olds), Rainbow Seekers (5 - 7 year olds), Chalice Keepers (8 - 9 year olds), and the UU Explorers (10 - 13 year olds). The senior youth group (9th - 12th grade) met in the evening twice a month.

Our **Friendship Finders** met in their new classroom which also serves as the Children's Library off Whitcomb Hall. This past summer, the library was renovated and freshly painted with the purpose of accommodating our pre-school class. Sunday lessons were adapted from the '**Rainbow Seeker**' curriculum. Lessons included chalice lighting words and a story and craft around a theme. UU inspired themes included 'Everyone is Special', 'Everyone needs a Home', 'It's fun to Wonder', and 'Feelings are Natural'.

Our **Rainbow Seekers and Chalice Keepers** met in separate classrooms, but used the same curriculum. Through the fall and spring, we used the '**Stories about God**' curriculum, which exposed the children to a variety of stories about God from different religions and cultures. The children explored the ideas that God can be many things including Mother, Father, Oneness, Nature, Compassion, Love, Joy, Mystery, Silence, and Change. As one Rainbow Seeker described God, "God is everything!" In the middle of the year, we switched to the '**Super Heroes-Bible People**' curriculum. The children learned about key figures of the Hebrew Scriptures and New Testament including Noah, Moses, Joseph, David, Solomon, and Jesus.

There were 4 **Children's Chapels** where we combined the younger classes. This year's chapel themes were 'The Fall Harvest', 'Halloween', 'Fair Trade and Chocolate', 'The Golden Rule'. As a result of the Fair Trade chapel, the children ran a '**Fair Trade Sunday Store**' throughout December earning \$110. At the same time, they also raised \$130 for GAYT (Guest at Your Table). Later in the year, the children decided to gift \$55 of their Fair Trade Store profit to Mary's House to buy needed baby supplies.

Our **UU Explorers**, our junior youth, began their exploration of World Religions using the '**Neighboring Faiths**' curriculum. This year's objective was to learn about Judaism, Catholicism and Protestantism. The youth visited churches, observing a Catholic and Lutheran service, where they also had the opportunity to ask questions to the clergy. They viewed informative videos, using the new video equipment in the chapel, and engaged in theological and comparative discussions of the different religions, including Unitarian Universalism. Next year they will continue to learn about World Religions, focusing on Eastern Religions. It is our intention that every year this age group participate in a social justice project. For the past 2 years, the **social justice project** and planning the **Acacia in Kenya** fundraiser have become one. This has been a wonderful fit and mutually

beneficial for everyone, including several St Elizabeth Lureko students who are currently sponsored by First Parish families. The UU Explorers also enjoyed several sleepovers in the chapel and several Friday movie nights with guest speakers.

The highlight of the year was the annual **R.E. Show**. This year the show was titled '**Jesus the mUUsical!**', which included scenes of the life and teachings of Jesus and songs from the popular musical 'Godspell'. The success of the show stems from the many months and hours of planning and rehearsing by both the children and the adults. A special thank you goes to our 2 creative directors, Rachel Learned and Pam Penton, for their amazing ability to make what the children are learning in class come alive on the stage for us all to enjoy.

Along with the usual R.E. hosted parties (Halloween, Winter Holiday, and Valentine's Day), the R.E. Committee opened up 2 events to the Waltham Community. These events, the **Fall Festival** and the **Spring Fair**, were advertized by sending out flyers in school children's backpacks and in local media venues. With new signs featuring the UU principles up in Whitcomb Hall, it is our hope that people will familiarize themselves with UU and perhaps join our church!

Another new development in R.E. this year has been to offer **R.E. classes to adults with disabilities**. These classes were held once a month on Sunday morning. Three special education teachers supervised the group. The participants enjoyed making crafts and learning about world religions while socializing together.

I am happy to say we have concluded another year and as always, it has been simply amazing -- children, youth and adults all coming together to create an incredible R.E. program, it's synergy at its finest! It all works because adults volunteer to help out and teach our children and youth. I feel blessed that so many people step up and offer their time. Without you all volunteering, we wouldn't have an R.E. program. To everyone who helped in even the littlest way, I give you my sincerest thanks. I especially want to thank my seemingly tireless **R.E. Committee: Daria Gere, Rachel Learned and Pam Penton (R.E. Commissioner)**. You create reality out of dreams with your dedication and determination for excellence. It is an honor to work with you. I also want to thank Sue Hildreth, and Kay and Frank Lhota for being 'Friends' of the R.E. Committee. Your help was invaluable. Again, my many thanks to everyone for making this year a great one!

Respectfully Submitted,

Sarah Hawn, DRE

BOARD PRESIDENT 2013 ANNUAL REPORT

This year's Board of Managers has consisted of the following members:

Martha Creedon, Music & Worship Commissioner
Elisse Ghitelman, Membership Integration Commissioner
Jim Ohm – Finance Commissioner
Pam Penton – Religious Education Commissioner
Barry Stearns – Property Commissioner
Dimitry Zarkh – Community Outreach & Social Justice Commissioner

In addition, Deborah Jose has served as Clerk, Joel Weddig as Assistant Treasurer, and Jim Griffeth as Treasurer. The Board generally met the fourth Monday of each month. All meetings are open to members of the congregation.

The work of the Board this year has been guided by goals set last summer at a retreat held early in the church year. The underlying theme of the goals established continued to be supporting future growth of the congregation.

Diversified Programming

1. Explore the right structure to manage, support and sustain expanded programming
2. Create and sustain expanded programming
3. Involve congregation in planning, delivery and evaluation of programs
4. Continue and expand efforts to innovate and improve worship

Progress made: Although we have not resolved the question of structure to support lifespan religious education programming, there were several programs held. A meditation group, book group, and the Creative Women's Spirit Group met regularly. Waltham Connect, intern minister Sarah Richards' special project, held three very successful programs, covering the topics of life-long learning, housing, and food. A small group met at the Ferry Beach retreat to evaluate programs that have been offered in the past year and identify future options for desired programming.

Communication and Marketing

1. Build consensus for clear marketing goals to support membership growth and the congregation's engagement with the community
2. Establish clear messaging regarding what FPW is about (branding)
3. Identify target audiences
4. Build marketing plan, identify tools, channels and programs
5. Engage board and membership at each step

Progress made: A meeting was held to brainstorm our messaging. Plans were made to submit a Woburn Fund grant for funding of a part-time position to assist in this area, the deadline for which is in the fall of 2013. By the end of the church year, two members had been identified who are interested in working on marketing; the next step is for the Board to develop a charge with goals for their work.

Community partnerships & connections

1. Strengthen existing partnerships
 - a. Clothing Exchange
 - b. Waltham Day Care Center
2. Increase community participation in First Parish Waltham events and vice-versa
 - a. Mary's House
 - b. Commission for Outreach & Social Justice/Social Action Team and Jones Partnership collaboration
3. Support planning and publicity for Waltham Connect (3 events)
4. Interfaith connections: use the Waltham Ministerial Association, as appropriate, to publicize our social action events and to learn about others

Progress made: Thanks to the Social Action Team, most of these goals were accomplished. The Clothing Exchange was open on two Sundays after church for the benefit of members, and a donation box was placed in Whitcomb Hall. Members supported and attended the Waltham Day Care Center's 40th anniversary gala in April. Contact was made with Mary's House, and a meeting was held with the Jones Partnership Fund Committee to plan for increased collaboration. Three successful Waltham Connect events were held, as described previously.

Membership/growth

1. Work towards 15% growth target
2. Support implementation of growth plan, using District as a resource
3. Analyze what is working and not working for drawing in, engaging and retaining new or prospective members.

Progress made: Five new members were welcomed. Partial funding from the Jones Partnership Fund was received to purchase and install exterior banners and signs, one of the goals of the growth plan. Thanks to Rachel Learned, Manny Kamal and Pam Penton, banners were hung in Whitcomb Hall and in the entryway, helping to make the inside spaces more welcoming.

Long Range Planning

1. Governance/Structure
 - a. Continue to create systems for succession planning.
 - i. Maintain committee structure to support each Commission
 - ii. Evaluate nominating committee structure and research process in other churches
 - iii. Establish board development practices
 - b. Appoint by-law task force to identify issues, set priorities for resolution and plan action steps.
2. Physical Plant
 - a. Begin creation of long-range plan
 - i. Perform building needs assessment, including maintenance and space needs
 - ii. Evaluate life cycle of building systems
 - iii. Use consultants where necessary

- b. Evaluate new arrangements for maintenance by January 2013
- c. Create working property committee
- 3. Financial Sustainability
 - a. Explore sustainable structure for stewardship; form stewardship team by October
 - b. Promote ways and means
 - i. Service Auction - get commitment from volunteer organizers and set date
 - ii. New ideas for fundraising
 - c. Start to develop long range financial plan including the following considerations:
 - i. Reduce draw from endowment gradually each year to reach a more prudent level
 - ii. Increased membership
 - iii. Higher pledges
 - iv. Ways and means
 - d. Meet with Trustees at least once during the year – Finance Committee & President
 - e. Explore ways to enhance rental opportunities to the extent space is not needed for church activities.

Progress made: Many of these goals have been accomplished. The committee structure is in place, including a property committee. Barry Stearns has established a multi-year list of maintenance and capital projects to be tackled. The new maintenance structure is working well – we have employed a cleaning service, and Dennis Ratzlaff performs grounds keeping and general maintenance tasks. This has resulted in cost savings, as well as better service. The Finance Committee, which not only includes our Finance Commissioner, Treasurer and Asst. Treasurer, but also Trustee David Wilbourn, worked especially hard this year, meeting monthly and making big improvements to the church’s financial records and systems. A goal was established in the stewardship drive and budget process to gradually reduce the annual “draw” on the church’s endowment. Plans are in the works to have a more substantial service auction in the fall and to explore other fundraising opportunities.

In other business:

- Although not officially recognized as a goal for this year, all Board members and other members of the congregation prepared for the first half of Rev. Marc’s sabbatical during the months of April, May and June. Thanks to careful and thorough planning by Rev. Marc, sabbatical is going well.
- We gratefully received a bequest of \$43,000 from the estate of Irene Kallow to be used to “support and enhance the music programs of the church.” The Music Committee recommended, and the Board approved the use of the funds as follows:
 - to put all funds from the bequest into an endowment.
 - to use half of the annual interest for musical instrument maintenance.
 - to use the other half of the annual interest to enhance the music program based on annual recommendations from the Music Committee.
- The annual retreat was held at Ferry Beach the first weekend in June. A group of nearly 60 people enjoyed record heat at the beach and a wonderful time together.

First Parish has been enriched by being a teaching church. Sarah Richards is finishing up her second year with us, and we have benefited greatly from her many gifts. The Board chose to

grant the Ted Jones Scholarship this year to Sarah, who easily met the qualifications of the award. We wish Sarah well as she moves on to the next phase of her ministry, and we look forward to welcoming new intern minister Janet Parsons in the fall.

I am grateful for the dedication and hard work of our church staff: Rev. Marc Fredette, Sarah Hawn, Judy Natale, and Dennis Ratzlaff.

Finally, I continue to be inspired and impressed by my fellow Board members and so many members of the First Parish community who bring their vision, creativity, energy, and thoughtful perspectives to the life and work of this congregation.

Respectfully submitted,

Donna VanderClock, President

RELIGIOUS EDUCATION COMMISSION **2013 ANNUAL REPORT**

The Religious Education Committee this year was led again by our DRE, Sarah Hawn, and consisted of Pam Penton (commissioner), Daria Gere, Rachel Learned, and Sarah Richards. Jane True & Liz Penton again have served as Senior youth group leaders. The Committee meets monthly at the church. This year our meetings were the first Thursday of the month, but that changes with the needs of the active members. We welcome input from all who are concerned about Religious Education at First Parish and invite anyone who is interested to come to a meeting and see what we do and how they might get involved in our programs.

In my second year as commissioner we continue to face space challenges. The UU Explorers/Junior Youth Group have been sharing classroom space with the Clothing Exchange this year and that has been working well with both groups. We have transformed the Library into a class for our youngest group which is also working well. We hope to hire an instructor for this class next year. The Chalice Keepers are still using the Harrington Room, but it has been working well. The new adult Social Class is a small group of members who meet once a month and participate in art and conversation. The group is staffed by Heidi Barerio, Christine and Sylvie Priez. The newly-developed Junior Youth group has blossomed into strong active force. They have had two sleepovers, three movie nights, a trip to the Taza Factory, cooked for a stewardship day, and have been asked to aid in the planning of our final service of the year. They worked actively with the Social Action Committee and Acacia in Kenya on their annual fundraiser and an increased communication with the girls.

One of last year's goals was to make our RE program and our youth a more visible part of our building. I believe the work we have done with the Library renovation, the addition of the banners, and creation of the Kid's Korner in Whitcomb Hall have produced a more family/child-friendly space during coffee hour. The Junior Youth and Chalice Keepers have taken a more active role in volunteering at church events and social action projects, and the two community fairs have brought our children and other new families into our community.

As the Director of Religious Education, Sarah Hawn has described the many different programs we ran this year in her report. The Religious Ed Committee works closely with Sarah to develop year-long focused programs for all age groups of children, also reviews the journey they are taking throughout their whole RE experience and use that to inform us of the next steps for the coming year. We thank the whole congregation for the many ways in which they have helped support this ministry of our church and look forward to another exciting year!

Respectfully submitted,

Pam Penton
Religious Education Commissioner

MEMBERSHIP INTEGRATION COMMISSION 2012-13 ANNUAL REPORT

The Membership Integration Commission is charged with a variety of responsibilities related to welcoming newcomers and creating opportunities to connect with each other.

This year's committee includes Sue Adams, Marianne Cutter, Peter Duane, Sue Genser, Morgan Wilson and Shirley Traite. If you have ideas about how we can be more effective at bringing new people to our church, welcoming visitors, or providing opportunities for members and guests to find greater connection, we invite you to attend a meeting of the Membership Committee and help us to grow and enrich the life of this congregation.

The Committee welcomes volunteers to work with us to organize activities, as well as the volunteer efforts that we organize to support the work of the congregation. Every member of this congregation does the work of this commission when they greet visitors, chat with a newcomer at Coffee Hour, or participate in programs.

The Committee and Commissioner have worked on the following this year:

Coffee Hour: Thanks to everyone who donated snacks for coffee hour every Sunday. Thanks to all of the folks who volunteered to set up and clean up coffee hour this year. Special thanks to Sheryl Nutile who keeps the cupboards and refrigerator stocked with supplies every week.

Sunday Greeters: Thanks also to everyone who greeted this year, helping to welcome members and visitors to church. Thanks to Shirley Traite who recruited greeters this year and Peter Duane who helped by reminding folks.

Game Night: Shirley Traite organized a game night this winter. We had about 20 people who enjoyed a potluck dinner and games. We are hoping to set up a monthly Friday game night for next year.

New UU Program: Sue Adams and Morgan Wilson organized and presented this program to acquaint potential members with First Parish and Unitarian Universalism. This year we held four two-hour sessions during December and January. Five people who went through the program became members. We had a newcomers' breakfast in early February, which was a great forum for people to meet and talk. We are hoping to hold similar breakfasts next year.

Welcome Table: Sue Adams staffed the Welcome Table each Sunday, providing information to visitors and answering questions, helping them to meet other members of the congregation. As a congregation we can be proud that many visitors comment on how welcoming everyone at First Parish is to them.

Community Meals: We held fewer potlucks this year that were organized by the Membership Commission. It was difficult, at times, to find a good time when the church was available. There were a number of other events, organized by other groups, that served as community meals (for example, Acacia in Kenya fundraiser, the Canvass Dinner).

We worked in conjunction with Religious Education to help with serving the lunches for their parties and the Spring Fair. For next year, the parties will be a joint venture between both commissions, with Membership serving the lunches and Religious Education organizing the activities.

Respectfully submitted,

Elisse Ghitelman, Commissioner

LAY MINISTRY
2013 ANNUAL REPORT

Active Lay Ministry members during the year were Grace Curtis, Joyce Wilbourn and Alan Bone. In addition to visiting, calling and sending cards to the sick of the parish we sent Christmas cards, provided transportation and other helps to individuals and kept Rev. Marc and each other aware of needs. When the expanded Pastoral Care Team was put in place for Marc's sabbatical, we were asked to be mentors to those individuals. Alan continues to provide a monthly Communion service at the Leland Home.

Respectfully submitted,

Alan Bone

MUSIC AND WORSHIP COMMISSION 2013 ANNUAL REPORT

MUSIC

This year, the Board of Managers received notice of an extremely generous bequest by late member Irene Kallow to provide funds “to be used to support and enhance the music programs of the church.” Upon notice of this bequest, the Board of Managers charged the Music Committee with creating a recommendation for dispersal/usage of the bequest. Following special brainstorming meetings, the Music Committee recommended that the funds from the bequest be placed in an endowment, and that each year half of the interest would be used for instrument maintenance and the other half to enhance the music program. See the Music Committee’s report for more details. The recommendation was accepted, and logistics for implementing the recommendation will be worked out next year. Because the plan uses interest earned on the principle, our first disbursement is not expected until the 2014-15 budget cycle and is estimated to be approximately \$2,000 per year.

Staff

Many thanks to our Music Director, Todor Stoinov, for his continued work with us this year. This year’s worship services included over 15 guest musicians playing a wide range of musical style with instruments including cello, drum, flute, guitar, harp, piano, viola, and violin.

First Parish renewed its membership in the Unitarian Universalist Musicians’ Network this year for the first time in many years. The UUMN provides extensive support and resources for UU musicians, including music directors, composers, choir members, and committee members. The UUMN will be a valuable resource for furthering the music ministry at First Parish. We hope to support attendance for the Music Director at next year’s UUMN Conference.

Choir

The choir performs each month under the direction of Music Director Todor Stoinov. Rehearsals are held every week that the choir is not performing in the service. The choir performed a variety of musical pieces at seven worship services this year. The choir was given a “holiday” on the Christmas Eve service so that they could enjoy carol singing with their friends and family in the pews!

This year’s budget included two choir workshops with Jane Ring Frank. These took place at First Parish on November 4 and April 15 and were well-received by attendees. The Music Committee has recommended that the workshops continue next year, and a line item for these has been submitted in the M&W Commission’s budget proposal.

First Parish members and youth

In addition to the choir, other First Parish members and youth also shared their gifts of composition, song, guitar, dance, and harp at several worship services throughout the year.

Music Committee

Please see the Music Committee's annual report for this year's highlights. I'd like to send out special thanks to outgoing members Bee Fortin, Scott Tougas, and Roberta Trudeau, and then a warm welcome to new members Ron Adams, Carla Hillyard, and Marianne Cutter.

Instrument maintenance

Named funds were used this year to cover some extraordinary maintenance costs for the church organ. In addition to regular tunings, some repairs that had been put off have now been performed, and Todor reports that the organ is in good shape for the foreseeable future as long as we keep up with the tunings and other issues as they arise.

Thank you once again to Bill Weber and John Allen for painstakingly tuning the harpsichord early Sunday mornings when the harpsichord was in use, and to Bill as well for his help maintaining the church's pianos.

WORSHIP

Worship services

Rev. Marc introduced a three-year cycle of thematic worship this year, with each month dedicated to developing a single idea or theme. Here is a taste of the broad scope of topics explored by Rev. Marc and Sarah Richards using thematic worship:

- Spiritual thirst – “Wholeheartedness” asks questions about how we find authenticity and worthiness, engaging and even embracing our own imperfections -- “Whose am I? To whom and to what am I accountable?” -- Storytelling in the context of spiritual thirst. We yearn to tell our stories so that by being known by others, we also develop a better sense of our own lives.
- Vulnerability – Fear and vulnerability can prevent us from moving forward. “If you want to walk on water, you have to get out of the boat.” -- Key to all relationships is that we show up, pay attention, and tell the truth. To give and receive love is the primary purpose in our lives, and Dr. Brené Brown tells us that wholehearted people believe they are worthy and risk vulnerability to give and receive love.
- Gratitude – Gratitude as a practice rather than a response to events.
- Hope – “We all long to feel at home in this world,” and grace will lead us home.
- Justice – Social class, the elephant in the room of our 'classless' American society, our schools, our justice system, and in our UU congregations -- Are UU's really just an “i-Church?” -- What is our vision of 'beloved community'? -- How do we choose community over chaos?
- Letting go – There are merits in looking at the past in order to release it and move forward -- What is “soul” in a Unitarian-Universalist context? -- “Nothing of any value comes without sacrifice.”
- Rebirth – “In our own spring training for the soul, every day is opening day.”
- Web of life – Mothers' Day worship service was a beautiful service of contemplation, testimony and song. Three men from the congregation shared reflections about their mothers.

Guest worship leaders this year included the Rev. Eliza Blanchard, the Rev. Amy Freedman, the Rev. Rali Weaver, Jesse Jaeger, Matt Meyer, and Peter Bowden; in addition, three additional guest ministers were at First Parish by way of the sabbatical pulpit exchange this year: the Rev. Rali Weaver, the Rev. Lilli Nye, and Betsy Mead Tabor.

Worship Committee (Martha Creedon, acting chair, Marty Ahrens, Dawn Marie Costorf, Sue Genser, Karen Klein, Gary Madison, and Dimitry Zarkh).

All Worship Committee members led and/or participated in member-led services this year, including six Sunday services and a special Solstice Circle on December 21. Non-committee members also contributed their time and energy to these services. The variety of topics is a testament to the diversity of this dedicated group: Samhain, All Saints Day, and Day of the Dead -- immigration justice with personal reflections on the 2012 UUA Justice General Assembly -- Buddhist meditation --being “lost,” with Rebecca Solnit’s *A Field Guide to Getting Lost* as inspiration -- symbols in our worship and our sanctuary.

Music Sunday is a First Parish tradition that we look forward to every year. This year’s Music Sunday reflected on the cycle of life.

Sanctuary

With the retirement of our sexton, Sunday morning set-up has the additional task of placing the hymn numbers up on the hymn board before the service begins. Thank you to the Tougas and Wilson families, who each took one week a month to do the set-up, or “church mouse,” duties. I can use some help with this next year.

Flowers

This year I am especially grateful to Joyce Wilbourn and Karen Klein, each of whom helped coordinate donations for two months. I can use some help with this next year.

Sound

Thanks are due once again to the ever-reliable Dan DeHainaut for continuing to maintain and manage the sanctuary sound system throughout the entire church year.

WRAPPING UP 2012-2013

As I write this report, Rev. Marc is in his second month of sabbatical. I miss his presence and guidance, but am happy to know that as he is hopefully resting and rejuvenating, our music and worship programs are in good hands under the hard work and dedication of our staff, our intern minister, and the many people in the congregation who work to make it strong.

First Parish was so very fortunate to have our student minister, Sarah Richards, with us for two years. Sarah has now graduated and is now a Master of Divinity from Meadville Lombard Theological School. We will miss her and wish her all the best in her future!

Respectfully submitted,

Martha Creedon

WORSHIP COMMITTEE 2013 ANNUAL REPORT

The Worship Committee advises the minister in matters that concern the worship life of the congregation, strives to live out our UU values by promoting a deeper worship life with wider participation and more meaningful involvement by all members and friends of First Parish, and, in cooperation with the minister, identifies Worship Associates who communicate and provide assistance with guest speakers and guest ministers.

This year the Committee organized, led, and/or supported the following member-led services:

10/28/2012: coordinated by Marty Ahrens with members of the Worship Committee. The service celebrated Samhain, All Saints Day, and Day of the Dead, thus honoring and celebrating the dead, helping to keep cherished memories alive, passing on these memories and remembering our own mortality.

12/21/2012: Dawn Marie Costorf led a beautiful and reflective Winter Solstice circle, with music provided by Bill Weber on the harp and drumming by Liz Penton and her African drums group.

01/06/13: led by guest Jesse Jaeger from UU Mass Action and coordinated by Dimitry Zarkh. The service focused on immigration justice and included personal reflections on the 2012 UUA Justice General Assembly by Deb Jose, Bob Goggin, and Joyce Mohr.

03/03/13: coordinated by Dimitry Zarkh and including guests Emily Weidman, Michael Levin, and Michael Fagan from the Buddhist meditation group at First Parish.

04/07/13: coordinated by Karen Klein with participants Roberta Trudeau, Gary Madison, Sue Genser, Ruth Babineau, Marty Ahrens, and Dawn Marie Costorf. The service explored the theme of being “lost,” with Rebecca Solnit’s *A Field Guide to Getting Lost* as inspiration.

05/26/13: coordinated by Martha Creedon and Dawn Marie Costorf. The service explored the use of symbols in our worship and our sanctuary and also included a chance to reflect on the meaning of the American flag on this Memorial Day Sunday.

The Worship Committee coordinated Worship Associate assignments for guest ministers during Rev. Marc’s sabbatical from April 1- July 31.

Our time together was greatly enhanced by the experience of working with Sarah Richards, our intern minister. We’ll miss her deep caring, her insight, and her wonderful spirit and wish her all the best.

Respectfully submitted,

Martha Creedon, acting chair, and Worship Committee members Marty Ahrens, Dawn Marie Costorf, Sue Genser, Karen Klein, Gary Madison, and Dimitry Zarkh

MUSIC COMMITTEE 2013 ANNUAL REPORT

Now in its third year of existence the Music Committee has continued to routinely “assist and support the Music Director, the Minister and the Worship and Music Commissioner.”

As in years past it has

- responded to suggestions found in the “suggestion box” from church members.
- responded to a request for input into the Music and Worship budget.
- inquired as to the health of the church’s pianos, organ and harpsichord, and the expense of maintaining them.
- provided two well-received, well-attended workshops for the choir and Music Director.
- investigated professional development opportunities and costs for the Music Director, who this year joined the UU Musicians’ Network

Additionally, this year the Committee responded to a charge from the Board of Directors to recommend a plan for dispersal/usage of the substantial bequest from the Irene Kallow estate to “support and enhance” the music program at First Parish. The discussions on the Irene Kallow bequest called for two additional 2-hour meetings which provided an opportunity for the Committee to brainstorm a number of creative and routine uses for the funds. Ultimately, the Committee forwarded its recommendation to the Board that the funds from the bequest be placed in an endowment, and that each year half of the interest would be used for instrument maintenance and the other half to enhance the music program. Some of the ideas for enhancement included purchase of the Teal Supplements to the hymnal, hiring additional musicians to increase the diversity of music offerings, and hosting a community outreach concert series. Each year the Committee would make a recommendation to the Board as to the designated use of funds. The Board accepted the Committee’s recommendation.

Another issue the Committee discussed was the question of the long-term health of the harpsichord. A church-wide survey indicated mixed views on continued use of the instrument. At present, thanks to Bill Weber and John Allen, the harpsichord continues to function with their care at reasonable costs. However, replacement or major repairs would require a substantial fund-raising effort and a volunteer to spear-head the drive.

This year’s members:

Leslie Gildersleeve (Chair), Martha Creedon, (Music and Worship,) Bethany Templeton, Scott Tougas, Roberta Trudeau, Marc Fredette, Minister.

As we are in our third year, a number of members are leaving us: we thank Bee Fortin, Scott Tougas, and Roberta Trudeau for their hard work and much appreciated input, including their music!

Joining us next year will be Ron Adams, Carla Hillyard, and Marianne Cutter. Bethany Templeton will be taking on the role of Chair.

Respectfully submitted, Leslie Gildersleeve

COMMITTEE ON MINISTRY 2013 ANNUAL REPORT

The Committee on Ministry has had a quiet and peaceful year. We met monthly with our minister, Rev. Marc, until he began his sabbatical in April. We have continued with monthly check-ins and will continue to meet as needed during the summer months. Sarah Richards met with the Committee on Ministry as she was able, juggling meetings with her academic requirements

We began the year welcoming two new members to our group: Sue Adams and Bill Simpson. Topics of our discussions and activities included deepening our understanding of the meaning of the church covenant, which starts “Love is the spirit of this church and service its law.” To increase our visibility in the community, we periodically do the Sunday greeting and we distribute our mission statement at that time. It is reproduced here at the end of this report.

One of our biggest roles has been to support the minister and intern during the transition into Reverend Marc’s first three-month sabbatical. We have also worked with and supported the Pastoral Care Team during Rev. Marc’s first sabbatical spring. We have met several times with the members of the Pastoral Care Team, first with Rev. Marc and more recently with Intern Sarah Richards and Reverend Joan Murray. Rev. Joan Murray will continue to coordinate a team of ministers for pastoral emergencies until Rev. Marc’s return in August. We will continue to meet as a group once per month and with members of the church as needed, during the summer months.

Respectfully submitted,

Deborah José, chair
Alice Taylor
John Allen
Sue Adams
Bill Simpson

The Committee on Ministry is a group of six members of the congregation appointed by the Board of Managers for staggered three-year terms. We strive to foster, model and deepen healthy relationships with and among congregants, the minister, program staff, and committees. CoM members continually try to keep our fingers on the pulse of our community, and support the continuing education of the congregation for its growing, understanding, and skill in shared ministry.

The majority of our work involves providing support for our minister and our shared ministries. Examples include developing and leading workshops on right relations that were instrumental in our transition to a new minister. At the request of the Board and with input from the UUA, we drafted the Policy Concerning Behavior and Conflict in the Church to help all of us better handle difficult situations. This document was adopted by the Board in February 2010 and can be found posted on church bulletin boards.

While the CoM is not a decision-making body, we may periodically advise the Board regarding the health of our shared ministry. We make ourselves available to listen to your concerns. We’ll help you make contact, if you like, with the right person concerning your issue.

PROPERTY COMMISSION 2013 ANNUAL REPORT

I've enjoyed my first year as Property Commissioner, and have been kept busy with the various property issues that have arisen over this past year.

With the increased age and deterioration of the church come increased repairs and maintenance. I started doing a monthly Stewardship Day this winter, and probably will extend that into next year as well. Turn-out has been fairly decent, and this gives folks chances to not only learn new skills, but gives them a range of dates to get involved in stewardship. Our best showing was 22 people who showed up at various times throughout the day to shovel the record amount of snow we received during one of our New England blizzards, and our low was 4 volunteers to work on grounds this past May.

There is now a garden and grounds coordinator—my wife Leslie, helped in turn by a couple of dedicated church gardeners. Work was done on the shade garden next to the handicapped ramp, as well as the gardens by the sidewalk area. This will be an ongoing project and is part of the Stewardship Days mentioned above. There was a very invasive weed that was pulled up, much of it by our Grounds and Maintenance staff member Dennis Ratzlaff, but it appears to be coming back and may be an annual issue to deal with.

Accomplished tasks:

- New upper parking lot berms (donated by National Grid)
- Invasive Japanese Knotweed in back of lower parking lot removed
- Back of lower parking lot paved with asphalt
- WH ceiling scraped, sanded, painted
- Hall ceiling and wall areas scraped, filled, sanded, painted
- Cans of paint identified for future needs
- Lots of nice tools donated by church members!!
- Rough, pebbly sidewalk by handicapped parking space dug up and new cement sidewalk poured
- On-going relationship with Day Care concerning maintenance issues, most notably a clogged drain
- Kitchen faucet aerator replaced by boiler contractor
- Emergency lights replaced or repaired
- Electric outlets/switches all identified as to their fuse breakers and fuse box locations
- Office entrance landing mortared and vinyl siding piece repaired, hopefully eliminating leaks into the Day Care
- A new kitchen door has been delivered, to be installed this summer
- Cut down and remove dying tree in front of church
- Yard and a Half finished mortaring the side of the handicapped ramp

Thanks to the members of Cub Scout Pack 250 who helped paint some of the interior hall baseboards and stained some of the horizontal fence posts on the Triangle as their service project to the church.

There are many other projects that are on the to-do list:

- New gutters on office door side of church
- Install new gutters and downspouts on choir room/kitchen side of church
- Update/install new lights in undercroft
- Install new kitchen door (summer project)
- Replace back stairway leading from kitchen down to parking lot (fall project)
- Install a new threshold in office entrance door by handicapped ramp
- Fix up boiler room with new work bench, tool wall
- Update alarm system (over a three year period most likely)
- Seal-coat entire lower parking lot
- Repair upper parking lot
- Install a new outside choir room door
- Insulate outside walls in the two RE rooms
- Stain bell cradle
- Possible air conditioning in Chapel and office
- Scrape and spray the metal fence surrounding the church grounds
- Repair missing/broken horizontal posts in Triangle fence
- Paint Chapel wall
- Clean/paint Sanctuary wall

The above efforts contribute to creating and maintaining a warm, welcoming, and safe environment. I want to thank everyone who has been involved in these efforts. This list of names of all the people who have helped with their time, effort, expertise and suggestions, and encouragement is too long to enumerate but very much appreciated.

Most of the Energy Task Force members have become property committee members—they are: Dan DeHainaut, Roland Peterson, Scott Tougas, Dmitry Zarkh, and Jim Ohm. Dan Taylor, Manny Kamal, and Gail Johnston have also joined on. The great thing about being on the Property Committee is that there usually aren't any meetings—when something needs to be done, the call just goes out. That being said, I welcome any church member who would like to help out and join up.

Respectfully submitted,

Barry Stearns

**ENERGY AND STEWARDSHIP COMMITTEE (A.K.A. ENERGY TASK FORCE)
2013 ANNUAL REPORT**

In June of 2012, the congregation voted to give us the go-ahead for our new heating system. We worked with National Grid to put in a new gas line from Church Street through the lower parking lot right to the outside of the boiler room in late August/early September, with help from our State Representative Tom Stanley. Late last fall, work began on replacing our old oil-burning boiler with two new high-efficiency gas-burning condensing units. The contractor did a very neat job, the units were in place and operating by late December, we were able to put heat in the church administration office, and while there are still minor tweaks to be done, the units have performed admirably and quietly. The entire job came in under budget, saving the church some money, and we received some rebates on the work as well. Three remote-controlled thermostats were installed in the Chapel, Whitcomb Hall, and the Harrington Room/hall/parlor area, which have added to the efficiency as well as the convenience in monitoring and setting them. We plan to add one more of these thermostats to the Sanctuary as well, even though that still runs on the oil-fired hot air furnace. We'll monitor that system over the next year or two, with the help of our oil delivery company, to determine if it makes sense financially to eventually replace that with a gas system. This summer we'll get our first chance to look at the savings generated by the new gas units from December-April and will pass that information along next year. While there still is hope of adding some type of solar array to the church, the numbers just haven't added up to justify the cost. There is a program available where church members might be able to pool their monies together to accomplish this, but I just haven't had the time or energy to investigate this much. As the bulk of the committee's work has been accomplished, most of the committee members have transitioned over to Property Committee members.

Respectfully submitted,

Barry Stearns
Dan DeHainaut
Dmitry Zarkh
Roland Peterson
Scott Tougas
Jim Ohm
Nancy Amstutz

**ARCHIVES COMMITTEE
2013 ANNUAL REPORT**

I continue to sort through and file various church documents, and I would welcome assistance from anyone with Archive experience.

Respectfully submitted,

Lois Peterson

2013 - Fourth Round Grant Recipients

Jones Partnership Fund

WATCH: Forum: ‘Our Collective Waltham Immigrant Experience’ **\$2,000**

Project Director: Erica Schwarz

Church Sponsor: Deb Jose

Partnering Organizations: Brandeis University

The Project: WATCH will partner with First Parish to educate the public about the local immigrant experience through planning and conducting a forum on Waltham residents’ immigrant experience. This forum will also enable WATCH to assist English language learners in gaining public speaking and other leadership skills, which is directly related to their mission. The event would include an international potluck dinner to round out the multi-cultural experience and help build connections and community.

Partnering Opportunities: This forum will be delivered, if possible, as part of the church’s conversations series — Waltham Connect.

Healthy Waltham: ‘Care for the Earth’ **\$2500**

Project Director: Louise Forrest

Church Sponsor: Muffy Young

Partnering Organizations: Chesterbrook Learning Center, Wayside Youth and Family Support Services

The Project: HW’s goal is to partner with FPW and WHA Learning Centers to provide 8-week summer Internship opportunities for young residents to tend gardens where they live. Funds will provide a structured experience at each garden, where Interns assist in weekly garden club meetings led by Healthy Waltham summer staff, learning how to care for the plants and cook the produce they are growing. They will learn to cook the food they grow and share these recipes with their friends and families.

Partnering Opportunities: HW proposes to involve church members, especially young people in our FP youth program, in growing the seedlings and doing the initial planting in collaboration with city youth involved in the summer gardening project.

Waltham Mills Artists Open Studios: Media Campaign **\$1600**

Project Director: Michele Arnold Paine

Church Sponsor: Karen Klein

Partnering Organizations:

The Project: Funding for Waltham Mills Artists covers partial costs of the most effective attractor for the annual Open Studios event - radio ads, and the printing of the hundreds of handouts for visitors providing maps, safety, artist, and sponsor information. Waltham Mills has over 30 year tradition as a hub for local art culture in Waltham, now formally recognized as the “Gordon Arts Center.”

Partnering Opportunities: WMA will partner with 1st Parish, offering volunteer opportunities during the weekend long event and also conduct a mosaic workshop for 1st Parish youth, and possibly including adult members of our congregation.

More Than Words: Transitions Development

\$500

Project Director: Sarah Hoen

Church Sponsor: Bill VanderClock

Partnering Organizations: Bentley University

The Project: Support from the Jones Partnership Fund allows More Than Words to strengthen its Transitions program in order to better support our youth and offer them a wider range of opportunities to support their progress toward education and employment outcomes. Funding supports stipends for youth as they work on life planning — connecting to college and career opportunities. This year MTW wants to focus on deepening collaborations with Bentley University in the areas of education coaching and externship opportunities.

Partnering Opportunities: Partnership opportunities are limited due to confidentiality and privacy concerns with their youth although it is possible to partner by bringing an author reading event to 1st Parish if sponsor can help with planning of this event.

Waltham Farmers’ Market: SNAP Match

\$1500

Project Director: Martha Creedon

Church Sponsor: Martha Creedon

Partnering Organizations: Waltham Fields Community Farm, Healthy Waltham

The Project: One in seven Americans uses SNAP, the Federal government’s Supplemental Nutrition Assistance Program, formerly known as “food stamps.” In 2011, a generous Jones Partnership grant was awarded to the Waltham Farmers’ Market to allow SNAP customers to use their benefits at all eligible farmers and food vendors at the Market. Funding this year enables the Waltham to continue supporting SNAP customers, matching SNAP benefits with market tokens to double SNAP dollars up to \$10 per customer per week.

Partnering Opportunities: 1st Parish has many members that volunteer or play lead roles in the market and many others that regularly shop there in the summer.

Waltham Philharmonic Orchestra: Community Outreach \$900

Project Director: Margaret Kearns

Church Sponsor: Evelyn LeBlanc

Partnering Organizations: Chapel Hill-Chauncy Hall School, Waltham Public Library, Waltham Cultural Council

The Project: The Jones Partnership Grant will enable free student orchestra memberships as well as the purchase of musical scores so that additional groups within the orchestra can perform throughout the community. The number of performances will increase and the experiences of the members will increase. The hope is that the Jones Partnership will help the orchestra move to a new level in performing opportunities and experiences and skills.

Partnering Opportunities: The Waltham Philharmonic Orchestra would like to advertise their concerts at the First Parish. However, the JP Committee would like to request that the Jones Partnership and the First Parish be recognized on all publication materials. Also, the Committee hopes that the church sponsor can work with the Music and Worship Committee to have the Orchestra perform for and at the First Parish.

Chesterbrook Learning Center: After-School Program \$1,500

Project Director: Kim O'Keefe

Church Sponsor: Joan Bone

Partnering Organizations: Bentley University Service-Learning Center, Waltham Community Policing

The Project: Chesterbrook Learning Center (CLC) will continue its after school academic support program in the interim when Bentley's spring semester ends, and its student volunteers leave, before the Waltham Schools dismiss for summer. The program has high impact on educational equality in Waltham and provides significant opportunity for the Chesterbrook families and their children to excel academically.

Partnering Opportunities: CLC offers partnership in the form of an invitation to visit and volunteer FPW members to become personally involved with their time and resources. The Jones Partnership Committee would like to see further partnership opportunities. The JP Committee would like for the FPW sponsor of CLC to devise ways to partner with the FPW. One example would be to invite young people to the service or have some of the children give us a first hand picture of what impact the program makes.

Waltham American Legion Trolley Band \$900

Project Director: Wendy Baisley

Church Sponsor: Scott Tougas

Partnering Organizations:

The Project: JP grant will provide funds towards buying music and music stands which the older members need as they perform on a trolley during the local parades. Many members of the band are older and can no longer march as a band.

Partnering Opportunities: The Waltham American Legion Trolley Band allows the FPW to reach out to a different population—a more long-term Waltham group that is more elderly. FPW members do enjoy the local parades and would benefit. The JP Committee would request that the FPW be recognized on all posters and notification materials.

Greater Waltham Arc: Summer Activities - Adolescents & Young Adults \$1,200

Project Director: Roslynn Rubin

Church Sponsor: Alice Taylor

Partnering Organizations: Waltham Special Education Parent Advisory Council

The Project: GW Arc will provide recreational summer activities for adolescents and young adults who have intellectual and developmental disabilities. During the summer other organized activities end. GW Arc will begin its program. The funds support admission fees, transportation costs, and staffing fees. The program has high impact in Waltham on its participants and families.

Partnering Opportunities: A number of young people and adolescents in the FPW have intellectual and developmental disabilities. Partnering possibilities with this group are high. An additional request is that the FPW and the JP Committee be recognized on all their materials, etc.

Chaplains on the Way: Women's Shelter Knitting Group \$500

Project Director: Joan Murray

Church Sponsor: Shirley Traite

Partnering Organizations: Bristol Lodge Shelters

The Project: The JP Grant will provide money towards knitting yarns and needles for women who are in a knitting group led by a minister. The women hope to provide hand-knitted articles for cancer patients, sale in craft fairs, etc. as well as to contradict their isolation in the Waltham Community.

Partnering Opportunities: The partnership is limited due to confidentiality of issues and the women's circumstances.

Thom/Charles River Early Intervention: 'Supporting Positive Parenting' \$1000

Project Director: Lorraine Sanik

Church Sponsor: Grace Curtis

Partnering Organizations: Home Suites Inn, Communities United

The Project: Supports an interactive therapeutic group designed to meet the complex needs of homeless parents of young children, and allows both parents and children a safe place to come together, play, learn

and provide support to peers. Parents' physical and psychosocial needs as well as their very challenging logistical constraints are carefully considered in the design of this group. This pilot project is being facilitated by an experienced early intervention nurse who is a statewide resource for other professionals providing services to homeless families. Her extensive experience working with families experiencing homelessness, as well as her leadership and expertise in this area, are key contributors to the pilot's promise of success.

Partnering Opportunities:

**Waltham Family School: English Language Learners Preschool Program
\$2100**

Project Director: Britta McNemar

Church Sponsor: Elisse Ghitelman

Partnering Organizations: Waltham Partnership for Youth, Waltham Public Schools

The Project: Prepare English Language learners for success in school by offering a developmentally appropriate, play-based curriculum with a special emphasis on building literacy skills in a language and print-rich environment. The goal is to increase each child's English language ability, proficiency and reading readiness skills so that they enter kindergarten ready to succeed. A second objective is that parents and children develop a love of reading together.

Partnering Opportunities: Youth or adult service projects

**Community Day Center: Renovating Our New Facility
\$2000**

Project Director: Marilyn Lee-Tom

Church Sponsor: Dimitry Zarkh

Partnering Organizations: Presbyterian Church in Sudbury, Habitat for Humanity Club/Brandeis University

The Project: a construction skills-building program for the guests, under the supervision of Angela Lordi and Aline Roper, to build two handicapped accessible bathrooms at the new Felton Street Center. Plumbing, tiling, framing, and skilled carpentry work will be handled by certified contractors, while the light carpentry, painting, and dry-walling will be completed by the guests under the supervision of competent mentors and while working with skilled volunteers from Presbyterian Church/Sudbury and the Habitat for Humanity/Brandeis.

Partnering Opportunities: Learn useful skills while contributing labor

**First Parish: Exterior Signage
\$1800**

Project Director: Barry Stearns

Church Sponsor: Donna VanderClock

Partnering Organizations:

The Project: Purchase and install banners and signs, for use outside the church building, that welcome visitors, or identify who we are and what we stand for.

Partnering Opportunities:

Respectfully submitted,

Ron Adams



2012-2013 Annual Report

Acacia in Kenya partners with community leaders in Mumias, Western Kenya as they care for and educate young women at St. Elizabeth Lureko Girls School. Starting with 18 girls in January 2005, the school now provides a high school education for more than 150 girls.

Governance / Committee – Acacia in Kenya remains an official outreach project of First Parish in Waltham. In July of 2012, an application was submitted to the IRS for independent non-profit status. The application is still pending. As recent news reports have indicated, this is not the fastest of IRS departments, and we have just (mid-May 2013) received the request for additional information and documentation. Nonprofit status allows us to be eligible for certain additional grants, to have more transparency for the finances, and to reduce the accounting burden on First Parish. Checks should be made payable to “Acacia in Kenya” and are tax deductible.

Board meetings are generally held by conference call via Skype and are open to anyone interested. If you are interested in board participation or minutes of the meetings, please be in touch.

Communications – Members of the congregation are kept updated via a Facebook page, website and with *Courier* announcements, the all-church Friday calendar and flyers posted to church bulletin boards. Anyone interested in receiving more information should contact acaciainkenya@yahoo.com.

Fundraising – A total of \$16,181.35 was raised for the 2011-2012 church year. Final numbers for 2012-2013 were not available at the time of this report. As of 5/16/13 the amount raised was approximately \$24,925.46. Approximately \$11,000 has been specifically donated for the dormitory project; the balance of \$13,925 will fund regular programs.

Sewing Project – Amanda and her sister Georgia have continued the sewing project this year. There were a couple “sewing days” where people gathered to cut and sew. Given the additional efforts required for having the sewing days it was decided that at this point Amanda and Georgia will continue to sew in Framingham and others interested have been sewing in their homes. If there is resumed interest and volunteer(s) for coordinating sewing days at First Parish, the sewing days could be reinstated.

Most of the students cannot afford to buy disposable sanitary pads. Many girls will not go to school while menstruating because they don't have sanitary pads.

The goal is to have 200 pads ready for the July 2013 trip. Sam and Amanda will not be traveling to Kenya this summer as they have just had their first child, Tyler Henry Lutomia, born May 12, 2013, the day after this year's fundraiser. Thanks, Tyler, for letting dad stay almost to the end!

Post Secondary and High School Student Sponsorship

We are so pleased to have 7 Post Secondary Students. Three have committed sponsors who provide \$1500-\$3000 / year (depending on the program and needs). One student is sponsored by 3 donors who share the cost. The remaining 3 are provided for out of general Acacia in Kenya donations. We continue to seek sponsors for them to ensure they can continue their education until they graduate.

For the high school students, a donation of \$275 provides school fees, uniform and shoes. We have 14 sponsored students and 4 in need of sponsors. If you are interested in learning more about sponsoring in full or part a high school or post-secondary student let us know.

April / May 2013 Religious Education – Dimitry Z. reports, "We had an excellent Acacia fundraiser, both in terms of raising a healthy amount of money as well as really engaging junior youth in being full partners in the effort. When I was cooking, I was both gratified and impressed that they were doing the readings in front of the audience with meaning and understanding. It was a good experience for them. When I asked my daughter about it afterwards, she immediately said it was fun and she would do it again - a somewhat unlikely comment from a 13 year-old attending a charitable event.

"A big contributor was the Social Justice Service Project, which focused on Acacia. Junior youth had an opportunity to see "Educating Lucia" and to have a healthy discussion on the real world challenges facing African girls in their lives. They were able to channel their energy toward a positive action - raising money for the St. Elizabeth Lureko Girls' School. This is what youth religious education and Social Action at First Parish is all about!"

May 11, 2013 Fundraiser -- Sincere thanks to the many people who helped before, during and after the fundraiser – especially to the First Parish youth. Approximately 40 attendees had the opportunity to learn more about Acacia in Kenya, to share a Kenyan meal (thanks to the awesome cooking of Dimitry Z.,) and to hear music performed by Victor Effifong, a Berklee College of Music student from Nigeria, accompanied by longtime Acacia supporter Doug A. The fundraiser was followed by an amazing drum and dance circle kicked off by Audrey G. and her Arlington Drum Connection class.

Upcoming July 3 – July 18, 2013 Trip – Joyce M. and Candy H. will travel to Kenya to bring science equipment, books and many other items to the high school. Francis Lutomia has asked us to bring our boots and work clothes. We expect to break ground on the dormitory despite falling short of our fundraising goals for this project. What I've learned from the community leaders we

partner with is that if you really believe in something, don't let anything stop you. Just start and keep at it until you reach your goal! We move toward success just by living our values.

Vision

We seek a more hopeful and just world. By partnering with community leaders dedicated to the care (food, clothing, and basic supplies) and education of young women who might not have the opportunity to attend high school we believe that we can make the world a better place – one student at a time. (Acacia in Kenya vision)

For more information or to volunteer please contact: Acaciainkenya@yahoo.com,
Joyce Mohr 617.335.2803.

Respectfully submitted,

Joyce Mohr

WALTHAM CLOTHING EXCHANGE 2013 ANNUAL REPORT

FUNDRAISING

The Exchange fulfilled last year's pledge of \$4000 and voted to pledge the same amount for the 2013-2014 year. Unfortunately, our sales were lower by about \$1000 this year, so we were not able to pitch in to defray the new paved section added on to the lower lot.

We made a \$100 contribution toward the retirement gift for our former sexton, Bill Champagne, and made a donation of \$50 to Grandma's Pantry in memory of Vera Oszy, who died last October. Vera had volunteered at the Exchange since 1970 and was the coordinator for many years until 1998.

COMMUNITY OUTREACH

We just completed our 56th year of operation. About 100-200 customers visit the Exchange each Tuesday, 50-60 consigners, the rest coming to shop. Susan and Joel Weddig opened on two Sundays (in the fall and during the spring fair) this year to allow First Parish members and others to look for bargain. One church member lucked out finding a tuxedo!

Some of our customers send shoes and clothes to their home countries, including Haiti. After our January clearance sale, leftover items were given to Immanuel Methodist Church and St. Mary's Church for their free clothes program (for low-income families) and to Christ Episcopal Church for Grandma's Attic. In May, items leftover were donated to St. Mary's and Christ Church. Susan Weddig brings leftover books and magazines to the Waltham Public Library.

CHURCH PARTICIPATION

Special thanks to Susan Weddig for her 32 years of volunteering at the Exchange! Many thanks to other church members who helped out weekly: Alan Bone, Joyce Wilbourn, Eleanor Higgins, Lillian Palmer, and Jan. We also welcomed three new FPC members this year: Joel Weddig, Roberta Trudeau, and Doris Speer, all greatly appreciated.

A big thanks to non-church volunteers: Linda Fox, Sandy Nowicki, Nancy Russell, Helen Mandile, Lodia Bourgeois, and subs Alice Blevins and Monica Mandile.

A word of appreciation for helping me with the four payrolls to Susan and Joel, Eleanor Higgins, and Jan.

We were very sad at Vera's death in October. She was devoted to the Exchange. We missed Helen Mandile for the last four weeks in the spring after knee replacement surgery. She's recovering well.

A big thanks to Judy Natale for updating our brochure each fall and being a wonderful help with xeroxing and fielding phone calls. Thanks also to sexton, Dennis Ratzlaff, for helping out whenever needed.

We certainly appreciate all FPC members who donated items to sell, brought shopping bags for the sales or shopped or consigned at the Exchange.

Clothing Exchange volunteers celebrated the end of our 56th year on May 21 with a luncheon in Whitcomb Hall, catered by Gracie's.

Respectfully submitted,

Sue Burkart

**NOMINATING COMMITTEE
2013 ANNUAL REPORT**

The 2012-2013 Nominating Committee presents the following candidates for your consideration:

POSITION	NOMINEE	TERM EXPIRES
Moderator 1 year	Terry Grobe	2014
Clerk 1 year	Peter Duane	2014
Treasurer 1 year	Jim Griffeth	2014
Assistant Treasurer 1 year	Joel Weddig	2014
President 2 years	Donna VanderClock	2015
Religious Education Commissioner 2 years	Pam Penton	2015
Membership Commissioner 2 years	Elisse Ghitelman	2015
Music and Worship Commissioner 2 years	Martha Creedon	2015
Nominating Committee 2 years	Bill VanderClock Alan Bone Jane True	2015 2015 2015
Trustee 3 years	Nancy Amstutz	2016
Jones Partnership Committee 3 years	Bill VanderClock	2016

ELECTED AT A SPECIAL MEETING, April 7, 2013

Delegates to GA

Julia Taylor

Delegates to Mass Bay

Joan Smith

Jim Griffeth
Joyce Mohr
Alternate: Ron Adams

Peter Duane
Jim Smith
Alternate: Nancy Lawrence

Respectfully submitted,

Bill VanderClock, Chairperson
Jane True
Alan Bone
Bill Simpson
Evelyn LeBlanc
Sue Hildreth
Elisse Ghitelman - Board of Managers Representative

Commission/Committee Members for 2012-13

Commissions

Finance

Jim Ohm - Commissioner
 Jim Griffeth
 Joel Weddig
 David Wilbourn
 Alice Taylor
 Morgan Wilson

Membership

Elisse Ghitelman - Commissioner
 Sue Adams
 Shirley Traite
 Marianne Cutter
 Peter Duane
 Morgan Wilson

Music and Worship

Martha Creedon - Commissioner
 Worship Committee

 Martha Creedon - Acting Chair
 Marty Ahrens
 Dawn Marie Costorf
 Sue Genser
 Karen Klein
 Gary Madison
 Dimitry Zarkh
 Music Committee
 Leslie Gildersleeve - Chair
 Bee Fortin
 Bethany Templeton Klem
 Scott Tougas
 Roberta Trudeau

Property

Barry Stearns - Commissioner
 Dan DeHainaut
 Roland Peterson
 Dan Taylor
 Dimitry Zarkh
 Manny Kamal
 Scott Tougas
 Gail Johnston

Religious Education

Pam Penton - Commissioner
 Sarah Hawn
 Daria Gere
 Kay Lhota
 Rachel Learned

Social Action/Outreach

Dimitry Zarkh - Commissioner

 Martha Creedon
 Deborah Wild
 Scott Shurr
 Shelley Downs
 Sarah Richards
 Sue Genser
 Mary Bernard

Committees

Committee on Ministry

Deb Jose - Chair
 Alice Taylor
 John Allen
 Sue Adams
 Bill Simpson

Nominating Committee

Alan Bone
 Sue Hildreth
 Evelyn LeBlanc
 Bill Simpson
 Jane True
 Bill VanderClock
 Elisse Ghitelman (Board representative)

Pastoral Care Ministry Program

Pastoral Visitors
 Marty Ahrens
 Bill VanderClock
 Muffy Young
 Care Network
 Many volunteers - always in flux
 Pastoral Mentors
 Alan Bone
 Grace Curtis
 Joyce Wilbourn

Personnel

Kristin Wilson

Lay (Internship) Committee

Dan DeHainaut (chair)
 Dimitry Zarkh
 Bethany Templeton
 Donna Megquier
 Julia Taylor

Sabbatical Planning Team

Donna Vanderclock
 Muffy Young
 Joyce Wilbourn
 David Wilbourn

Jones Partnership Committee

Ron Adams
 Terry Grobe
 Nancy Lawrence

SOCIAL ACTION AND OUTREACH 2013 ANNUAL REPORT

Social Action and Outreach Team had a very active and successful year. We built upon the work of the previous commissioner, Deb Wild, who put in place a strong team and clear structure for Social Action work at First Parish.

This year, Social Action and Outreach Team pursued goals of partnering with both internal First Parish organizations as well as external Waltham groups. We now have a stronger partnership with both Waltham Day Care Center and the Clothing Exchange. We have agreed to better align our core issues for the year with Ted Jones Partnership Grant Program and vice versa. Waltham Connect had an excellent start this year under able leadership of our intern minister, Sarah Richards, with a team ready to take the project into the new church year. The highlights of the year for Social Action and Outreach Team include:

1. Giving Tree collected large amount of needed goods for the homeless population at the Bristol Lodge, thanks to tireless work by Sue Genser.
2. Green Friday and WATCH Environmental Teach-In were both held at Whitcomb Hall this year and were successful. We have a strong partnership with WATCH - Community Environmental Teach-In was held by WATCH with First Parish help. There was lots of good information on how to make your home more energy efficient and save money.
3. Lay led immigration justice service with UUMassAction's Jesse Jaeger and our own GA delegates developed into cottage meetings into the congregational support of the Trust Act, which is now going to be on the ballot during our annual meeting.
4. Waltham Connect had three very successful events this year - on lifelong learning, housing and home and food and sustenance. All were well attended and well received by the Waltham community and are now part of the community life in Waltham. Strong team is in place to take this great community program into the new year. This is truly an exciting new program for First Parish.
5. We now have a strong partnership with Community Day Center in Waltham. A community fundraiser for them was held recently at Whitcomb Hall, which was well attended by First Parish members. Substantial amount of money was raised toward the Center's relocation to their new home on Felton Street. First Parish served lunch to the clients and staff at the Day Center and plan to do so in the next church year. David Sandison is our liaison to the Day Center and has organized the fundraiser.
6. We have a strong partnership with the Waltham Day Care Center, helped by our involvement with their 40th anniversary gala, which was well attended by the First Parish members. We plan to build and strengthen this partnership in the new year.

7. Social Service Project for First Parish Junior Youth was led by Joyce Mohr and Dimitry Zarkh and focused on helping and connecting with St. Elizabeth girl's school in Kenya. Our youth impressed with hard work helping with the fundraiser and learning about challenges facing girls getting an education in Africa.

8. Our environmental initiatives are culminating this year with the showing of "Genetic Roulette" - a film about risks of genetically-modified food introduced into our food system without adequate oversight and testing. Martha Creedon has worked hard to bring this film and community discussion to First Parish.

First Parish Social Action and Outreach Team is looking forward to the new church year and more involvement from the congregation in setting the core issues and working on them. Partnerships with Ted Jones Grant Program, Waltham Connect, Waltham Day Care Center and Clothing Exchange are sure to make this an exciting year!

Respectfully submitted,

Dimitry Zarkh

WALTHAM DAY CARE CENTER 2013 ANNUAL REPORT

In April of this year, the Waltham Day Care Center celebrated its 40th anniversary with a Gala party attended by nearly 70 people in Whitcomb Hall. The Gala saluted our wonderful teachers and talented Co-directors Luisa Pereira and Gen Fedele, and past Director Cameron Tucker. In addition to community friends, teachers, former and current parents and children and local politicians, many friends from First Parish attended, including some who had been actively involved in the Center since its beginning. Meredith Ruland, who was on the original Board of Directors, and Nancy Amstutz and Jim Alford, both long-time Board members (now retired), joined in the festivities. Donna VanderClock spoke as President of the Board of First Parish. The current Social Action Committee, represented by Dimitry Zarkh, Suzanne Hildreth and Roberta Trudeau, and Maria Rutzmoser, Barry Stearns and Leslie Gildersleeve were also present, as were the four members of First Parish who serve on the Center's board of Directors.

The Center, which enrolls up to 39 children, was the first community "Partnership" envisioned and brought to life by Rev. Ted Jones while a seminarian at Harvard Divinity School with support of the social action committee in 1973 with the vision of providing affordable, high quality child care for working families. James True, who was the attorney who drafted the Center's corporate filing documents, recalled that beginning and gave a brief summary of the Center's origins as a social justice outreach project of the church, and he brought with him copies of the original papers.

First Parish was recognized for continued support these forty years, so that the Center can continue to serve young children and working families. The Center appreciates its long and rich connection to the congregation, and looks forward to continuing that relationship and finding ways to connect the Center more closely to the church. One way is to support WDCC financially through its fundraisers: an October yard sale is planned. Another might be to check out any volunteer opportunities. And another is to serve on the 12 member WDCC Board of Directors , and join Bill VanderClock, Laurie Humbert, Joan Bone, and Sue Adams.

Waltham Day Care will graduate another class of 5 year olds in August, kids who come from a rich diversity of cultural heritage and languages and financial circumstances. Please join us in offering congratulations to the youngsters, who leave with high hopes and an arsenal of rich learnings in a caring environment to support their journey.

Sincerely,

Sue Adams, President
WDCC Board of Directors

PART TWO
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FINANCE COMMISSIONER 2012-13 ANNUAL REPORT

This past year has been marked by a number of significant accomplishments. Foremost is the commitment and dedication shown by the entire Finance Committee: Treasurer Jim Griffeth; Asst. Treasurer Joel Weddig; David Wilbourn; Alice Taylor; Morgan Wilson; Rev. Marc Fredette and our accountant Mae Auger, CPA. Everyone on the committee made important contributions, and as a result, we have achieved a high level of fiscal accountability. We can more accurately understand and monitor the budget and with this comes increased trust, transparency and confidence in our fiscal health. Furthermore, we have gained an increased awareness and appreciation of the connections between budget, stewardship and our endowment.

In developing a plan for the coming 2013-14 fiscal year, we were cognizant of the need to reverse the historical, increasing reliance upon the church endowment funds to supplement income for our annual budgets. In fact, the Board of Managers stated as a goal for this year, “to reduce our draw on the endowment funds”, and move in a direction of “sustainability” within the overall endowment. The Finance Committee had a great deal of conversation and led four open meetings before and after service to discuss the idea of a three-year plan to reduce the draw on the endowment. In consultation with our church Trustees, we decided on a total reduction of \$30,000 (\$10,000 per year) as a reasonable target objective. It should be noted that with this new budget, we have exceeded the annual target reduction amount.

Thanks to all who helped organize, host dinners, and put together the “after party/dance” at First Parish for the Stewardship Campaign. Our goal of \$120,000 in pledges is an increase from last year. We have suggested that members consider a \$60 annual pledge or increase their pledge by a minimum of \$60. Pledges represent the second greatest source of income for First Parish and we are grateful and hopeful for everyone’s participation.

Our budget for fiscal year 2013-14 is lower from last year's budget; both total overall income and expenses are down slightly (1.6%). This reflects a decrease in personnel expenses and the reduction on the draw from the endowment providing less income.

I'd like to highlight our *Ways and Means* category on the income side. We are recommending a major effort to revitalize the Auction, both as a means of increasing revenue, and also as a growth and marketing event. Our hope is to establish an annual event – one that might vary from year to year and showcase different kinds of fundraising programs. This is a great way for all members and friends to engage in a truly beneficial activity at First Parish. And as we continue to put our resources into the many worthwhile programs and activities at First Parish, we are then reaching out to the greater community.

On a final note, in presenting the budget for next year, it's important to recognize that the numbers and figures represent who we are as a vital church community. I hope you will take the time to review and appreciate the budget for what it truly reflects – all of us!

Peace, Jim Ohm,
Finance Commissioner

First Parish in Waltham, Universalist - Unitarian, Inc. 2013-2014 Budget

date: 5/24/2013

Notes About The Proposed First Parish Waltham Budget for 2013-2014

1 The overall income and expenses expected in 2013-14 are each down by \$4,342 or 1.5%

Income

2 The income is less because we are reducing the draw on the endowment by \$14,494 or 10.2% while offsetting this through an increase in total pledges by \$4,000, hall rentals by \$2,000, and fund-raising (ways and means) by \$4,000.

Personnel Expenses

3 Expenses are less due to a significant reduction in personnel expenses of \$11,763 or 6%.

4 These reductions in personnel expenses are partially offset by an increase in non-personnel expenses of \$7,421 or 7.7%, including an increase in property expenses of \$4,904 or 9.2%, an increase in commission expenses of \$3,980 or 18.9% and a mitigating reduction in general overhead expenses of \$1,463 or 6.7%.

5 Total personnel expenses are lower due to several factors, including replacing our Sexton with a part-time maintenance person plus a cleaning service, and transitioning our retiring Administrator to a new Office Manager.

6 The net savings for this next year of the Sexton-to-Maintenance person change is estimated as \$8,178.

7 The Administrator-to-Office Manager change is expected to add an additional \$691 to personnel expenses

8 The new Office Manager is eligible for pension beginning 1 year after hire, or 2/15/2015.

9 The net savings from the personnel transitions allow us to give a modest 1.7% raise to the Minister, DRE and Music Director and still reduce the overall personnel budget as noted above.

10 The stipend being proposed for the Student Intern is \$6,000 which is a 50% increase over the current year stipend of \$4,000

11 Minister's health insurance and our payroll service are expected to increase by 12.3% and 27.9% respectively, though the total increases are only \$1,247 and \$258, respectively.

Non-Personnel Expenses

12 Our recent conversion from oil to gas heat appears to be saving us a significant amount of money. Next year's expected combined oil + gas expenses of \$8,800 represent a savings of \$3,900 or 31% compared to the current year budget for oil + gas of \$12,700.

13 We have negotiated a fixed price contract for snow removal that will save us \$1,300 or 37.1% over the current year's budget.

14 Our accounting expenses for this current year have been much larger than budgeted due to the extensive cleanup of our books that has been required. We believe that the bulk of the cleanup has been accomplished and therefore the budgeted amount for next year of \$2,880 is less than the total expected expense for this year which will be approximately \$3,500.

15 Our church's growth plan for this next year calls for a vitally important investment in marketing and so the proposed marketing and promotion budget for next year is \$2,500 or an additional 150% over the current year budget of \$1,000.

First Parish in Waltham, Universalist - Unitarian, Inc. 2013-2014 Budget

date: 5/24/2013

	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013	2012-2013	2013-2014	2013-2014	2013-2014	2013-2014
<i>Income</i>	Actual Receipts	Actual Receipts	Actual Receipts	Adopted Budget	Actual YTD through February	Adopted Budget	Adopted Budget	Proposed Budget	% Change from prior year's budget	% Change from prior year's budget	\$ Change from prior year's budget
Regular Income											
Total Pledges	102,874	105,461	106,662	115,000	84,904	116,000	120,000	120,000	3.4%	3.4%	4,000
Past Pledges	1,420	4,860	3,725	2,000	1,385	3,000	3,000	3,000	0.0%	0.0%	-
Waltham Day Care	7,043	7,254	7,472	7,472	5,758	7,696	7,923	7,923	2.9%	2.9%	227
Hall Rentals	8,955	8,664	11,372	9,500	10,525	12,000	14,000	14,000	16.7%	16.7%	2,000
Gifts/Offerings	5,142	4,766	3,984	4,500	3,914	4,500	4,500	4,500	0.0%	0.0%	-
Steeple Lighting	200	725	685	1,000	300	750	500	500	-33.3%	-33.3%	(250)
Ways & Means	5,454	423	300	2,000	0	2,000	6,000	6,000	200.0%	200.0%	4,000
Clothing Exchange	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	0.0%	0.0%	-
Subtotal Regular Income	135,088	136,153	138,200	145,472	110,786	149,946	159,923	159,923	6.7%	6.7%	9,977
Other Income											
From General Endowment	120,000	124,730	138,610	138,610	107,064	142,753	122,079	122,079	-14.5%	-14.5%	(20,674)
From Endowment Restricted Purpose Funds	10,650	7,200	2,100	2,100	0	0	6,180	6,180			6,180
Subtotal Income From Endowment	130,650	131,930	140,710	140,710	107,064	142,753	128,259	128,259	-10.2%	-10.2%	(14,494)
Church School Union Trust	1,100	825	825	825	850	825	1,000	1,000	21.2%	21.2%	175
Subtotal Other Income	131,750	132,755	141,535	141,535	107,914	143,578	129,259	129,259	-10.0%	-10.0%	(14,319)
Total Budgeted Income	\$ 266,838	\$ 268,908	\$ 279,735	\$ 287,007	\$ 218,700	\$ 293,524	\$ 289,182	\$ 289,182	-1.5%	-1.5%	(4,342)

First Parish in Waltham, Universalist - Unitarian, Inc. 2013-2014 Budget

date: 5/24/2013

	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013	2012-2013	2013-2014	2013-2014	2013-2014
<i>Expenses</i>	Actual Expenses	Actual Expenses	Actual Expenses	Adopted Budget	Actual YTD through February	Adopted Budget	Adopted Budget	Proposed Budget	% Change from prior year's budget	\$ Change from prior year's budget
Personnel Expenses (see detail sheet)	175,171	180,413	191,569	189,262	149,387	197,283	185,520	185,520	-6.0%	(11,763)
Property Expenses										
Electricity	4,623	4,495	4,600	4,500	3,185	4,500	4,400	4,400	-2.2%	(100)
Fuel oil	11,001	14,475	16,520	16,000	7,055	12,000	4,500	4,500	-62.5%	(7,500)
Gas	798	841	671	900	2,305	700	4,300	4,300	514.3%	3,600
Grounds Upkeep	3,414	2,068	1,038	2,400	250	2,400	2,200	2,200	-8.3%	(200)
Cleaning Service					4,920	0	7,980	7,980		7,980
Snow Removal	3,500	5,000	600	4,500	2,600	3,500	2,200	2,200	-37.1%	(1,300)
Property Insurance	7,092	6,514	4,181	7,000	4,247	6,297	6,297	6,297	0.0%	-
Repairs & Maint.	6,524	6,226	2,910	6,000	3,431	6,000	6,650	6,650	10.8%	650
Supplies	1,985	2,125	1,991	2,300	1,207	2,000	1,800	1,800	-10.0%	(200)
Telephone	2,814	2,369	2,389	2,400	1,906	2,400	2,400	2,550	6.3%	150
Trash removal	2,983	2,522	2,066	4,500	1,694	2,016	2,150	2,150	6.6%	134
Water & Sewer	1,647	2,322	1,454	1,900	1,977	1,700	1,950	1,950	14.7%	250
Capital Expenditures	11,700	16,350		10,000	500	10,000	10,000	10,000	0.0%	-
Signage							1,440	1,440		1,440
Subtotal Property Expenses	58,080	65,306	38,420	62,400	35,278	53,513	58,417	58,417	9.2%	4,904
General Overhead Expenses										
Office Expenses	6,577	9,303	7,052	6,950	5,859	7,368	8,078	8,078	9.6%	710
UUA APF Contribution	6,720	6,496	8,918	7,134	1,726	7,018	6,780	6,780	-3.4%	(238)
MA Bay Dist. Contribution	2,280	2,204	2,337	2,337	2,299	2,662	2,397	2,397	-10.0%	(265)
Charitable Gifts/Fund Committee	1,500	0	0	0	0	0	0	0		-
GA Expenses	1,200	500	1,951	2,130	1,229	2,160	990	990	-54.2%	(1,170)
Contingency	0	0	380	1,200	476	1,500	1,000	1,000	-33.3%	(500)
Retreat Subsidy	0	1,713	3,206	200	0	1,000	1,000	1,000	0.0%	-
Minister's Fund	0	0	0	0	0	0	0	0		-
Subtotal General Overhead Expenses	18,277	20,216	23,844	19,951	11,589	21,708	20,245	20,245	-6.7%	(1,463)

Commission Expenses									
Board Expenses/Leadership Development	1,140	750	277	1,200	100	1,000	750	-25.0%	(250)
Community Outreach	420	498		500	0	500	680	36.0%	180
Waltham Connect Program							680		680
Intern Project					131	530	0	-100.0%	(530)
Finance/Stewardship	538	832	222	1,000	527	1,000	750	-25.0%	(250)
Accounting			3,206		2,996	1,200	2,880	140.0%	1,680
Fall Auction							350		350
Membership Integration	1,124	715	1,042	1,500	432	1,500	1,500	0.0%	-
Marketing and Promotion	0	0	0	0	0	1,000	2,500	150.0%	1,500
Music and Worship - Total	3,047	4,076	3,556	5,894	3,786	6,790	6,810	0.3%	20
Musicians			2,045		1,840	2,250	2,750	22.2%	500
Guest Speaker			800		500	750	1,000	33.3%	250
Music/Worship Supplies			123		0	1,680	400	-76.2%	(1,280)
Flowers			304		439	0	840		840
Instrument Maintenance							1,050		1,050
Professional Development							770		770
Other Music and Worship			285		1,006	2,110		-100.0%	(2,110)
Religious Education	2,860	5,316	3,405	4,800	3,256	6,000	6,800	13.3%	800
Teaching Staff							900		900
Youth Curriculum							1,600		1,600
Seasonal Outreach Fairs							1,000		1,000
Play Expenses							700		700
Party Expenses							200		200
Teacher Appreciation Breakfast and gifts							200		200
Jr. & Sr Youth Group							1,000		1,000
Support of Aide							800		800
Lifespan Classes							200		200
Library							200		200
Adult RE/Special Needs	0	0			120	800	600	-25.0%	(200)
Pastoral Care Subcommittee	500	470	400	500	400	700	700	0.0%	-
Subtotal Commission Expenses	9,628	12,657	12,108	15,394	11,748	21,020	25,000	18.9%	3,980
Subtotal Non-Personnel Expenses	85,985	98,179	74,373	97,745	58,615	96,241	103,662	7.7%	7,421
Total Expenses	\$ 261,156	\$ 278,592	\$ 265,942	\$ 287,007	\$ 208,002	\$ 293,524	\$ 289,182	-1.5%	(4,342)

First Parish in Waltham, Universalist - Unitarian, Inc. 2013-2014 Budget

date: 5/24/2013	2011-2012	2011-2012	2011-2012	2012-2013	2012-2013	2013-2014	2013-2014	2013-2014
<i>Personnel Expenses</i>	Actual Expenses	Adopted Budget	Re-allocated Budget	Actual YTD through February	Adopted Budget	Proposed Budget	% Change from prior year's budget	\$ Change from prior year's budget
Minister								
Salary	39,945	63,945	39,945	34,353	41,224	42,333	2.7%	1,109
Housing	24,000	-	24,000	20,360	24,000	24,000	0.0%	-
Subtotal Salary + Housing	63,945	63,945	63,945	54,713	65,224	66,333	1.7%	1,109
Pension	10% 4,462	6,395	6,395	3,403	6,522	6,633	1.7%	111
Insurance (church paid portion)	15,576	10,126	10,126	9,415	10,170	11,417	12.3%	1,247
Professional expenses	6,448	6,395	6,395	6,684	6,522	6,633	1.7%	111
In lieu of employer FICA (minister treated as self-employed)	4,484	4,892	4,892	4,565	4,990	5,074	1.7%	84
Subtotal Benefits	30,970	27,807	27,807	24,067	28,204	29,757	5.5%	1,553
"TCM" = Total Cost of Ministry	94,915	91,752	91,752	78,780	93,428	96,090	2.8%	2,662
Pastor's Supplement	-	-	-	70	-	-		-
Director of Religious Education								
Salary	21,800	21,443	21,443	18,191	21,872	22,244	1.7%	372
Retirement contribution	10% 1,608	2,144	2,144	1,815	2,187	2,224	1.7%	37
Total Director of Religious Education	23,409	23,587	23,587	20,006	24,059	24,468	1.7%	409
Music Director								
Salary	16,848	16,848	16,848	15,433	17,185	17,477	1.7%	292
Retirement contribution	0% 0	0	0	0	0	0		-
Total Music Director	16,848	16,848	16,848	15,433	17,185	17,477	1.7%	292
Administrative Assistant (Retiring 2/15/2014)								
Salary	22,907	21,402	21,402	15,920	21,830	13,725	-37.1%	(8,105)
Retirement contribution	10% 2,040	2,140	2,140	1,902	2,183	1,373	-37.1%	(810)
Total Administrative Assistant	24,947	23,542	23,542	17,822	24,013	15,098	-37.1%	(8,915)
Office Manager (Starts 2/3/2014)								
Salary						8,500		8,500
Retirement contribution	10% 0	0	0	0	0	0		-
Total Office Manager	0	0	0	0	0	8,500		8,500
Sexton (Retired July 2012)								
Salary	20,629	21,576	21,576	2,733	22,008	0		(22,008)
Retirement contribution	10% 1,757	2,158	2,158	466	2,201	0		(2,201)
Total Sexton	22,387	23,734	23,734	3,199	24,209	0		(24,209)
Maintenance Person (Started Sept 2012)								
Salary	-	0	0	3,760	0	8,461		8,461
Retirement contribution	10% 0	0	0	0	0	0		-
Total Maintenance Person	0	0	0	3,760	0	8,461		8,461
Student Intern Minister								
	-	0	0	4,000	4,000	6,000	50.0%	2,000
Payroll Service								
	1,158	432	432	1,069	925	1,183	27.9%	258
Worker's Comp	1,615	1,550	1,550	1,708	1,217	1,255	3.1%	38
Social Security	6,291	6,217	6,217	3,610	6,647	5,388	-18.9%	(1,259)
Part-time employees; health ins. subsidy	-	1,600	1,600	0	1,600	1,600	0.0%	-
Personnel Subtotal (w/o Pastor's supplement)	\$ 191,569	\$ 189,262	\$ 189,262	\$ 149,387	\$ 197,283	\$ 185,520	-6.0%	(11,763)
Personnel Subtotal (with Pastor's supplement)	\$ 191,569	\$ 189,262	\$ 189,262	\$ 149,457	\$ 197,283	\$ 185,520	-6.0%	(11,763)

First Parish Waltham

Income Statement

June 1, 2012 through May 31, 2013

	Jun 2012 - May 2013	Annual Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41110 - Interest Income	0			
41119 - Advanced Pledges	26,185			
41120 - Pledges	74,727	116,000	(41,273)	64%
41121 - Past Pledges	1,385	3,000	(1,615)	46%
41122 - Waltham Day Care	7,696	7,696	0	100%
41123 - Hall Rental	14,452	12,000	2,452	120%
41124 - Gift/Offerings	5,453	4,500	953	121%
41125 - Steeple Lighting	375	750	(375)	50%
41126 - Ways & Means	-	2,000	(2,000)	0%
41127 - Clothing Exchange	4,000	4,000	0	100%
41128 - Church School Union Trust	850	825	25	103%
41140 - Transfer from Trustees	162,753	142,753	20,000	114%
41150 - Named Funds	-	-	-	0%
Total Income	\$ 297,876	\$ 293,524	\$ 4,352	101%
Expense				
60000 - General Overhead				
60005 - Office Expense	7,726	7,368	358	105%
60010 - UUA APF Contribution	5,235	7,018	(1,783)	75%
60015 - MA Bay Dist Contributio	2,299	2,662	(363)	86%
60020 - Charitable Gifts / Funds	-	-	-	0%
60025 - GA Expenses	1,229	2,160	(931)	57%
60028 - Contingency	936	1,500	(564)	62%
60030 - Retreat Subsidy	1,160	1,000	160	116%
60056 - Accounting	3,671	1,200	2,471	306%
60060 - Marketing & Promotion	191	1,000	(809)	19%
Total 60000 - General Overhead	22,447	23,908	(1,461)	94%
63000 - Commissions				
63005 - Board Exp / Leadership	100	1,000	(900)	10%
63010 - Community Outreach	342	500	(158)	68%
63012 - Intern Project	173	530	(357)	33%
63015 - Finance	605	1,000	(395)	61%
63020 - Membership Integratio	695	1,500	(805)	46%
63025 - Music & Worship	1,709	2,110	(401)	81%
63026 - Musician	3,015	2,250	765	134%
63027 - Guest Speaker	1,000	750	250	133%
63028 - Music/Worship Supplie	71	1,680	(1,609)	4%
63029 - Flowers	545			
63030 - Religious Education	5,461	6,000	(539)	91%
63011 - Adult RE	894	800	94	112%
63040 - Pastoral Care Subcomr	600	700	(100)	86%
Total 63000 - Commissions	15,210	18,820	(3,610)	81%

65000 · Property				
65100 · Electric	3,971	4,500	(529)	88%
65110 · Fuel Oil	8,162	12,000	(3,838)	68%
65120 · Gas	3,690	700	2,990	527%
65130 · Grounds Upkeep	1,735	2,400	(665)	72%
65135 · Cleaning Service	7,080			
65140 · Snow plowing	2,600	3,500	(900)	74%
65150 · Property Insurance	5,373	6,297	(924)	85%
65160 · Repairs & Maintenance	6,000	6,000	-	100%
65170 · Supplies	1,555	2,000	(445)	78%
65180 · Telephone/Comm	2,328	2,400	(72)	97%
65190 · Trash Removal	2,178	2,016	162	108%
65200 · Water & Sewer	1,977	1,700	277	116%
65210 · Capital Expense	9,940	10,000	(60)	99%
Total 65000 · Property	56,589	53,513	3,076	106%
65555 · Bank Service Charges	102			
66000 · Personnel				
66002 · Salary – Min	41,224	40,478	746	102%
66003 · Salary – Admin	23,328	21,830	1,498	107%
66004 · Salary – Sexton	2,733	22,008	(19,275)	12%
66005 · Salary – RE Dir	21,836	21,872	(36)	100%
66007 · Salary – Music Director	17,151	17,185	(34)	100%
66010 · Salary – Maintenance	6,000			
66011 · Housing	24,480	24,000	480	102%
66012 · In Lieu of – Min	5,397	4,990	407	108%
66013 · Health Insurance, Minis	11,484	10,170	1,314	113%
66014 · Professional Exp, Minis	7,023	6,522	501	108%
66020 · Pension – Min	6,874	6,522	352	105%
66021 · Pension – Admin	2,591	2,183	408	119%
66022 · Pension – Sexton	466	2,201	(1,735)	21%
66023 · Pension – RE Dir	2,362	2,187	175	108%
66025 · Workers Comp	1,538	1,217	321	126%
66027 · Health Insurance	-	1,600	(1,600)	0%
66029 · Student Intern	4,000	4,000	0	100%
66030 · SS/Medicare– Church’s	4,888	6,647	(1,759)	74%
66035 · Payroll Service	1,411	925	486	152%
Total 66000 · Personnel	184,785	196,536	(11,751)	94%
Total Expense	\$ 279,134	\$ 292,777	(13,643)	95%
Net Ordinary Income	\$ 18,742	\$ 747	17,995	2509%
Other Income/Expense				
Other Income				
70001 · Retreat	456			
77777 · Temporary Funds	1,471			
77778 · Special. Collections	1,363			
79000 · Minister Discretionary	736			
Total Other Income..	4,026			
Other Income/Expense				
Other Income				
70001 · Retreat	456			
77777 · Temporary Funds	1,471			
77778 · Special. Collections	1,363			
79000 · Minister Discretionary	736			
Total Other Income	4,026			
Other Expense				
80026 · Ramp	-			
81000 · Acacia – Outreach	672			
82000 · Jones Partnership	18,313			
83000 · Retreat Fund	-			
85000 · RE-Fund	-			
86001 · Organ Expenses	1,986			
89000 · Discretionary Funds – Mini	-			
Total Other Expense	20,970			
Net Other Income	(16,945)			
Net Income	\$ 1,797	\$ 747	\$1,050	241%

First Parish Waltham		
Balance Sheet		
As of May 31, 2013		
		May 31, 2013
ASSETS		
Current Assets		
Checking/Savings		
10000 · Bank Of America		
	1000.1 · General Funds	70,429
	1000.12 · Memorial Fund	6,290
	1000.14 · Flower Fund	1,225
	1000.16 · Organ Fund	14
	1000.19 · RE Fund	360
	1000.21 · Jones Partnership Fund	2,300
	1000.30 · Capital Improvements	
	1 · Project - Door	900
	1000.30 · Capital Improvements - Other	2,825
	Total 1000.30 · Capital Improvements	3,725
	Total 10000 · Bank Of America	84,343
	10050 · Bank of America Interest Acct	518
	11000 · Ministers Discretionary Account	1,680
	Total Checking/Savings	86,541
	Total Current Assets	86,541
TOTAL ASSETS		\$ 86,541
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
	2500 · Accounts Payable	(3,798)
	Total Accounts Payable	(3,798)
Other Current Liabilities		
	20050 · Withheld Funds	
	20055 · State	(29)
	20060 · Federal	(44)
	20065 · SS	(29)
	20067 · Med	(10)
	20070 · Pension	62
	20075 · Health Insurance	802
	Total 20050 · Withheld Funds	752
	Total Other Current Liabilities	752
	Total Current Liabilities	\$ (3,046)
Total Liabilities		(3,046)
Equity		
	30001 · *Opening Bal Equity	33,295
	9001 · Retained Earnings	54,495
	Net Income	1,797
	Total Equity	\$ 89,587
TOTAL LIABILITIES & EQUITY		\$ 86,541

First Parish In Waltham Universalist-Unitarian
Assistant Treasurer's Report for the Fiscal Year (12-13)
Part 2: Non-Budgeted Income, Donations, Special Projects Revenues

NON-BUDGETED RECEIPTS & TRANSACTIONS		Temporary Funds	Trustees Transfers for Specific Purposes
Retreat	\$2,127.50	\$405.00 Adult RE/Meditation Group	\$2,478 Named Fund, Martha Abbott Fund for library renovation
Miscellaneous	\$1,862.51	\$762.50 RE/Fair Trade Market	
Special Collections	\$1,980.94	\$267.69 RE/Halloween Bake Sale	\$20,000 Jones Partnership Fund
Advanced Pledges 13-14	\$26,425.00	\$36.00 Minister's Discr Fund (Dec donation)	
Acacia Fund	\$570.00	Separate checking acct in November	
From Named Funds	\$2,478.00	\$1,471.19	
RE Fund (1000.19)	\$500.00		
Temporary Funds	\$1,471.19		
Jones Partnership Fund, Trustees	\$20,000.00		
Minister's Fund	\$40.00		
Workman Comp (66025)	\$480.00		
Total Non-budgeted Receipts	\$57,935.14		
		Share The Plate and other Special Collections	Miscellaneous Breakout
		\$163.00 Waltham Land Trust	\$15 J&C Adams Co. Refund
		(doesn't include check made out directly)	\$58.86 National Grid (natural gas) Refund
		\$227.00 Dana Court Learning Center	\$5.15 Home Depot refund
		\$242.00 ARC of Great Waltham (GWArc)	\$1,783.50 UUA Refund for over-contribution to APF
		(doesn't include checks made out directly)	
		\$180.75 REACH: Beyond Domestic Violence	
		\$265.00 UU Mass Action Network	\$1,862.51
		\$198.19 UUSC Guest at Your Table	
		(doesn't include checks made out directly)	
		\$355.00 Waltham Family School	
		\$350.00 Community Day Center	
		\$1,980.94	