

ANNUAL REPORT

FIRST PARISH CHURCH IN WALTHAM, UNIVERSALIST-UNITARIAN, INC.



ANNUAL MEETING

Sunday, June 8, 2003

After the Church Service

PLEASE BRING THIS REPORT
TO THE ANNUAL MEETING

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 8, 2014, 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 2013-2014 budget deficit, should one exist.

Article 4. To vote on the budget proposed by the Board of Managers for the year beginning June 1, 2014.

Article 5. To transact any other business which may legally come before the meeting.

By order of the Board of Managers **May 20, 2014.**

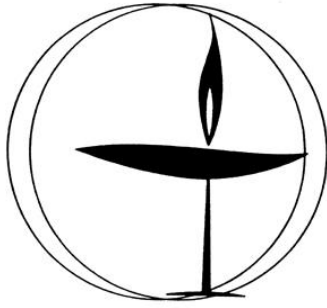
President

Clerk

Posted: May 21, 2014

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Our Covenant

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

Our Mission

The mission of First Parish 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, 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

Minutes of the Annual Meeting

Sunday June 9, 2013

The Annual Meeting of the Corporation was called to order by Moderator Terry Grobe in Whitcomb Hall on Sunday, June 9, 2013.

Hinckley Award was presented to Grace Curtis by Donna VanderClock, president of the Board of Managers.

Next, the Moderator led us through 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.

Proposed: To receive the reports, Donna VanderClock

Second: Martha Creedon

Disposition: Motion carried

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

Proposed: To receive the report and elect members to fill the open positions: Elisse Ghitelman

Second: Rachel Learned

Disposition: Motion carried

Outgoing members were thanked, incoming members were sworn in by the Congregation.

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.

As no budget deficit exists, a motion to pass over this article was proposed: Donna VanderClock

Second: Shirley Traite

Disposition: Motion carried

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

Proposed: Dan Taylor

Second: Rachel Learned

Conversation includes reports by all commissioners:

Finance: Presented by Jim Ohm, Commissioner: two goals => 1. More financial clarity 2. Decrease draw on endowment by \$10,000 / year for three years. This would necessitate new ways to bring in revenue, i.e. service auction, details to come. Jim Griffeth presented the budget.

Endowment: Presented by Trustee David Willbourn

Outreach and Social Justice: Presented by Dmitry Zarkh, Commissioner. Leads members through the year of accomplishments by the SAT

Membership: Presented by Elisse Ghitelman, Commissioner. Points out that Membership now includes Marketing and Promotion

Music and Worship: Presented by Martha Creedon, Commissioner. Goal is to increase diversity of style in both music and worship. Also, wants to send someone to a music workshop offered by the UUA this year.

Religious Education: Presented by Rachel Learned for Pam Penton, Commissioner. Lots going on in RE.

Property: Presented by Barry Stearns, Commissioner. Big savings because of boiler conversion to natural gas and reconfiguring who is caring for the physical plant.

Personnel: Presented by Donna VanderClock. Judy Natale will be retiring in the fall. Personnel related financial considerations were presented.

Q. Dan Taylor: Financially, where are we now? The pledges are shown through February, 2013.

A. Jim Griffith: Currently, we are at 89.24% This is strong.

Disposition:

The motion carried.

Article 5. To consider taking a position as a congregation to support the Massachusetts Trust Act (HD2620 in the House and SD1116 in the Senate). Presented by COSJ Commissioner Dmitry Zarkh.

Proposed: To give congregational support for the Massachusetts Trust Act: Elisse Ghitelman

Second: Sue Adams

Q. Jim Ohm: What is happening in the State House on this issue?

A. Dmitry: No vote will be taken until there is widespread support, expected to happen a year from now.

Q. Jim Ohm: How will our vote matter?

A. Dmitry: Our vote will be part of a campaign, and we will be mentioned as co-sponsors. We have no other responsibilities.

Disposition: The motion carried with one abstention.

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

Since there was no other business, a motion to pass over this article was proposed: Donna VanderClock

Second: Shirley Traite

Disposition: Motion carried

Moderator Terry Grobe called for a motion to dissolve the meeting.

Proposed: Elisse Ghitelman

Second: Bill VanderClock

Disposition: Motion carried.

Notes from the Special Meeting

Sunday, April 6, 2014

Article 1: To vote on the Nominating Committee recommendations for delegates to the Mass Bay District Convention and to the General Assembly.

See Nominating Committee Report on page 33.

Article 2: To vote on Recommendations for Jones Partnership Grants.

See Reference, page 63.

STAFF REPORTS

President's 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, Peter Duane 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.

A. Organize and Staff Lifespan Religious Education for Growth

1. Create a sustainable volunteer structure for life-long learning/ lifespan religious education
2. Given the desire for lifespan religious education, evaluate the existing staffing and determine what more is needed

Progress made: Pam Penton and Rev. Marc, assisted by Martha Creedon and Donna VanderClock, are currently in the process of recruiting for a new, 30 hour per week Director of Lifespan Religious Education, which is an expansion of the previous position of Director of Religious Education. We expect the volunteer structure to be determined after the position is filled and the person is in place to assist us.

B. Support a Sustained, More Connected Community

3. Create structured opportunities for small group interaction (e.g. covenant groups)

Progress made: Rev. Marc ran the program “Soul Matters,” Janet Parsons has held workshops on various topics, and Bee Fortin has led sessions of Soul Collage.

4. Create opportunities for social interaction and gatherings to maintain existing connections and welcome new people

Progress made: The Membership Committee has provided lunches for all Religious Education events to promote participation by all, there have been Friday game nights, and at least 20 people are participating in regular Shabat dinners. A successful “Music Party” was held in May for members and the community, which was made possible by the Irene Kallow fund.

C. Leverage Staff Resources

5. Attract, hire and support strong new office staff by February 1, 2014
6. Staff marketing function

7. Re-form the Personnel Committee

Progress made: We are very pleased to have hired Emily Soule to become our new office manager in February. The Marketing and Promotion Committee (MAP) is serving as volunteer staff for the marketing function. For now, Martha Creedon and Donna VanderClock are serving as the Personnel Committee, working with Rev. Marc and with advice from our accountant, Ellen Todd.

D. Marketing and Promotion

8. Develop a system for promoting events and activities at FPW that includes the use of technology and can be tested using the fall auction on November 23, 2013
9. Create a clear and understandable calendar to schedule and coordinate events

Progress made: MAP is working on a system of promoting events and activities and assisted the Auction Committee with its promotion of the fall auction. A series of Google calendars are being used to schedule and coordinate events.

E. Partnerships - Live Diversity

10. Create, strengthen and sustain community partnerships; particularly those with Jones Partnership Fund (JPF) recipients
11. Find a way to diversify class/color lines with incoming membership

Progress made: Led by Dimitry Zarkh, First Parish has served as a venue for multiple events, including annual meetings and galas, for and with outside groups; a Waltham Connect event was held on Film Making & Viewing; and the JPF Committee held symposia to discuss expectations for grant recipients and sponsors. In addition, Nancy Lawrence and Janet Parsons held a workshop on diversity at the annual Ferry Beach retreat.

F. Succession Planning

12. Communicate in advance with Nominating Committee about upcoming vacancies in leadership positions and abilities and skills needed.
13. Maintain committee structure in order to promote system of succession for all leadership roles

Progress made: Elisse Ghitelman served as the Board's representative on the Nominating Committee to communicate the needs related to upcoming vacancies. Board members have asked the Nominating Committee for help in finding volunteers for other committees. A workshop was held at the Ferry Beach retreat on creating a culture of volunteerism, and there are plans to have a volunteer "job fair" in the fall.

G. Branding/Marketing the Property

14. Complete the purchase of signs and banners funded with JPF grant; apply for second year of funding
15. Identify improvements to be made on the inside "first impression"
16. Identify exterior improvements

Progress made: Barry Stearns oversaw the creation and installation of a new office door sign, and other exterior signs are being designed in consultation with MAP. A second year of funding from the JPF was obtained. The Harrington Room has been cleaned up and interior painting has been done. The COG Design Group, working with FP members, has completed an exterior landscaping plan.

In other business:

- It is noteworthy that thanks to the work of our Finance team, the church's finances are much better organized than they have ever been, and reporting is clear and accurate. Much credit is due to outgoing Finance Commissioner Jim Ohm, Treasurer Jim Griffeth, and Assistant Treasurer Joel Weddig, working with our new accountant, Ellen Todd.
- A very successful fundraising auction was held in November, raising more than \$6,800 to benefit the church.
- The annual retreat was again held at Ferry Beach the first weekend in June. A group of nearly 50 people enjoyed a wonderful weekend together.

First Parish has continued to be enriched by being a teaching church. Janet Parsons is completing her first year with us, and we have benefited greatly from her many gifts.

I am grateful for the dedication and hard work of our church staff: Rev. Marc Fredette, Sarah Hawn, Emily Soule, and Dennis Ratzlaff. On behalf of the Board, I wish Sarah well in the next chapter of her life after First Parish and thank her for her 12 years of dedicated service to the children of First Parish.

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

Minister's Report

The Rev. Marc S. Fredette

My Priorities

- Worship - Leading worship that is welcoming, uplifting, and spirit filled
- Pastoral Care - Helping each person feel known and cared for and supported
- Shared Ministry - Fostering a culture of commitment and generosity through hospitality, membership, volunteer opportunities, learning opportunities, and stewardship

My Goals and Objectives (approved by the Board of Managers in March, 2014)

These goals were developed from feedback received on the most recent minister's evaluation and from conversations with Board members and CoM members.

Goal: Deepen our collective understanding of the centrality of worship in the life of the congregation.

- In the short term, strive to keep the length of Sunday worship services to one hour.
- Initiate discussions that focus on the importance of worship in the life of a church.

Goal: Devote more time to the congregation's ministries and less time to administration.

- Continue training new Office Manager and transferring administrative responsibilities as time and resources allow.
- Advocate more vigorously for a standing Personnel committee.
- Think carefully before agreeing to take responsibility for administrative tasks.

Goal: Provide mentoring, support, and guidance to staff members and all church members, especially those in leadership roles.

- Provide supervision and guidance to the student intern minister
- Hold staff meetings to ensure team is working in solidarity
- Meet regularly with staff members to provide guidance and review goals
- Offer hospitality and demonstrate concern such that all staff and church members are comfortable calling on the minister for support.

Goal: Fortify Pastoral Care Program at First Parish

- Shepherd the transition from Lay Ministry to Pastoral Care Ministry program

Goal: Continue to develop a more professional bearing/attitude

- Continue working w/Committee on Ministry to monitor professional comportment
- Seek education opportunities for professional development.

My eighth year of service to First Parish confirms my belief that answering your call to serve as your minister is perhaps the best decision I've ever made. Not the easiest by a long shot, but a healthy combination of challenge and reward, angst and joy. I feel immeasurably privileged to serve a congregation in which so many people show such devotion and commitment to their church. You inspire me!

Worship

Sunday worship at First Parish strives to blend tradition with innovation, familiarity with risk. While we continue to provoke intellectual stimulation, we are also looking for better ways to invite the mind, body, and spirit into the worship experience. To this end we've experimented this year with becoming less formal, i.e., moved from "Call to Worship" delivered from lectern to "Welcome" offered from the floor. We're also striving to incorporate more spirit-filled hymns and songs for the congregation to sing, and more diversity in style from the guest soloists.

An overarching criticism that has shown up on the minister's evaluations regularly over the years has to do with the services being too long. I've finally taken this feedback to heart and am finding ways to rein in the length of our Sunday morning worship to one hour, without sacrificing the intended benefits of spirit-filled worship. I'm happy to report that since April (apart from announcements) our Sunday morning worship services have taken place within the intended time frame.

Not everything in worship will appeal to every congregant. An element that doesn't appeal to one person may be profoundly moving to another. Please remember that worship is a voluntary activity. If you'd rather not dance in the aisles when invited to, by all means don't! If there's a hymn you don't like, by all means don't feel obliged to sing it. This year, our student intern minister and members of the Worship Committee brought both great diversity of perspectives and creativity into our worship services. I'm grateful to everyone who has contributed to worship (crafters, leaders, and supporters) this year.

Pastoral Care

Meeting with members and friends of the congregation with pastoral concerns remains one of the greatest rewards and responsibilities of my ministry. When a loved one has died, when some unexpected change affects our livelihood, when stresses surface for individuals and sometimes for families, it is a privilege to journey with you through difficult or uncertain times.

Since the beginning of our co-ministry eight years ago, our Lay Ministers, Joyce Wilbourn, Grace Curtis, and Alan Bone, have provided excellent and consistent pastoral support in extending the attention and care beyond the inevitable limits of one settled minister (and now, one minister in training). No church member should be asked or expected to serve on any committee for more than a reasonable period of one to three years, depending on the nature of the ministry. Joyce, Grace, and Alan, have faithfully served as your Lay Ministers since before my arrival in 2006. This is neither fair to them, nor is it healthy for the church. Unfortunately, under the present system no exit strategy was provided for our Lay Ministers. This, combined with their willingness serve, has in some ways created a false expectation that 'someone else' does this work. Friends, at some point we will all need the loving companionship or assistance of a pastoral care-giver and we should all be willing to offer (and expect to be called on) to provide pastoral assistance to others as part of our covenantal commitment to one another here at FPW.

The Pastoral Care program is in a period of transition. During this time Joyce, Grace, and Alan, will transfer their primary care-giving responsibilities to incoming team members, Deb Jose, Alice Taylor and Bill VanderClock and assume their new roles as Pastoral Mentors, whose ministry it is to provide guidance and support to new team members. When we return in the fall we will take time to honor Joyce, Grace, and Alan for their years of service.

Shared Ministry (We're all in this together!)

If we could view the church from 5,000 feet I think we'd see quite clearly that the congregation is experiencing a fabulous creative surge right now. This is in part due to everyone's willingness to work together toward common goals. When I began my ministry here, it seemed as if the same 20 people were doing everything and in many ways that was true. Now, eight years into our shared ministry, it seems as if about 40 people are doing everything and that's good progress, but we've still got work to do in this area. With a membership of over 100, there's no reason why the same three devoted church members should have to carry the entire weight of one of our most important ministries, Religious Education. I believe part of our challenge in this area is the need for a dedicated Leadership Development Team that would work year round to select, educate, and train new church leaders. I hope to have substantive discussions with Board members about this when we reconvene in the fall. As we continue to work together toward our common goals, we are building a new foundation on which the power of our shared ministry will match the power of our shared vision.

Transition

This year we welcomed with joy six new members: Jan Bernsee, Charnan Bray, Sara Dion, Michael Levin, Emily Weidman, and Cynthia Salamanis were all formally recognized as new members on April 6. With reluctance we say good bye to our dear sister and good friend, Gail Johnston, who has moved to western Mass. And with sadness we also said our final farewell to Lillian Palmer, who died on July 16, 2013. Lillian will live on in the hearts of those of us whose lives she touched here at First Parish, and in the larger community.

In February we said a fond farewell to Judy Natale, who retired after ten years of dedicated service. We also welcomed our new Office Manager, Emily Soule, who is doing excellent work even as she continues to learn how everything works here at First Parish. Emily is a welcome addition and an excellent complement to our staff team. And there are more staffing changes on the horizon. Sarah Hawn, whose contributions to the church's Religious Education program are too numerous to mention, will be leaving us at the end of July. Sarah will be missed by many, more than words can express. She's leaving big shoes to fill. The plan is to expand the Religious Education role to 30 hours a week and have a new DLRE in place by August 1st. I hope we will all take the opportunity to count our blessings and let Sarah know what a blessing she has been to First Parish.

Internship

Student Intern Minister, Janet Parsons, is completing her first year of a two-year, part-time internship at First Parish. She graduated from Andover Newton Theological School (ANTS) in May.

In order for Andover Newton to recognize First Parish as a suitable teaching site this year First Parish became a bona fide "partner church" with ANTS. As a partner church First Parish commits

- to provide ample learning opportunities for the student in all areas of ministerial formation
- to provide the student with an approved supervisor
- to allow time for the supervisor to participate in required training and continuing education

As a Supervisor the Parish Minister agrees to

- Enrolls in an ANTS course, “Foundations in the Theory and Practice of Ministry Supervision”
- Participate in one of the continuing education options provided by the ANTS Field Education Program in all subsequent years the supervisor is working with a student
- Meet with the student for one hour per week of theological reflection
- Participate in the formulation of the student’s Learning Agreement, Mid-Year Progress Report, and Final Evaluation

The student’s Intern Committee agrees to

- Participate in an introductory workshop offered by ANTS
- Support the student through introducing him or her to members of the congregation
- Help the student to become familiar with the setting, and ensuring the student is welcomed and nurtured by the community
- Meet with the student monthly to discuss an agenda prepared by the student and the Intern Committee chairperson
- Reflect with the student on the meaning of ministry in a faith community
- Participate in the formulation of the student’s Learning Agreement, Mid-Year Progress Report, and Final Evaluation

As suggested by these requirements the learning institution respects the critical role the Teaching Church plays in the formation of ministers. Our invested time and energy in the formation of future ministers is time and energy well spent. Anyone who has worked with our interns over the past three years understands the importance and benefits of this work to both the student and to the congregation.

We have been blessed to mentor such a dedicated and talented intern minister this year. Janet is enriching our community life, even as we help 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. Janet will assume responsibility as ‘clergy on call’ for pastoral urgencies this summer and will return next fall to complete the second year of her internship.

In Conclusion

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, the 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.

Thank you for the gifts you each bring and share with one another and with me. Thank you for making our shared ministry the powerful ministry that it truly is. Thank you to all of you for your support, encouragement, helpful feedback, 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 that reads "Rev. Marc". The letters are fluid and connected, with a prominent loop at the end of the word "Marc".

Rev. Marc S. Fredette

Rites of Passage

June 1, 2013 – June 1, 2014

(Members' names italicized)

Child Dedications

Julien Michael Toussaint born on May 13, 2013, dedicated on September 7, 2013

Maeve Ann Strafford born on February 18, 2013, dedicated on February 15, 2014

Marriages

Melissa Iannarilli and Will Hardy on July 28, 2013 – Nahant, MA

Amanda Lojek and Phillip O'Brien on August 03, 2013 – First Parish in Waltham

Krystin Megan and Christopher Donadio on September 28, 2013 – First Parish in Waltham

Yue Zhang and Feng Zheng on October 11, 2013 – First Parish in Waltham

Deaths

Lillian Palmer

Born on April 18, 1926 and died on July 16, 2013 – Funeral Service on July 19, 2013

Jean C. Kilgore

Born on March 13, 1919 and died on March 1, 2014

Report from the Director of Religious Education

This year our Sunday morning Religious Education (R.E.) program consisted of the following three classes: Rainbow Seekers (5–8 year olds), Chalice Keepers (9–10 year olds), and the UU Explorers (11–14 year olds). The senior youth group (9th–12th grade) met in the evening twice a month.

Our **Rainbow Seekers and Chalice Keepers** met both separately and together throughout the R.E. year. This year's curriculum focused on **Hinduism and Buddhism**, a likely pairing as they both originated from India and believe in reincarnation. However, Hinduism is rich with its thousands of ornately attired deities and epic stories. Buddhism has no deities; its spiritual leaders are humble monks who, over many lifetimes, seek enlightenment. Daria Gere enriched the Hindu part of the curriculum with recollections of her childhood experiences at the ashram. Under her guidance, the children created an altar for Krishna and learned how to perform puja (worship). The children also learned about other Hindu deities including Rama, Hanuman, Jagannath, Balarama, and Sudhadra. The Buddhist part of the curriculum included lessons on its founder, Siddhartha Gautama, and its present spiritual leader, the Dalai Lama. The children were introduced to Buddhist teachings of the Eightfold Path and the concepts of empathy and compassion. They concluded the R.E. year with a **service project for endangered species**, raising \$152.50 with a bake sale. \$100 was donated to the World Wildlife Fund (4 animals were 'adopted' at \$25 each) and \$52.50 was donated to Zoo New England. A special thank you goes to Daria Gere, Joan Smith, Dan Taylor, Scott Tougas, Sue Hildreth, and Roberta Trudeau for being class lead teachers.

Our **UU Explorers** continued on with their '**Neighboring Faiths**' studies, which they began last year. The class spent the fall learning about Earth-Based Spirituality under the guidance of Dawn Costorf and assisted Dawn at the December Winter Solstice Service. In January, the class began their studies on Buddhism. Rachel Learned's sister, Cheryl, a practicing Buddhist, generously gave her time navigating the youth through the complexities of Buddhist beliefs and practices. The class finished up its two year long exploration of World Religions and their WR comparison charts with a segment on Hinduism. Highlighting this segment, Justine Watt taught several Hindu prayer dances, and the class attended a Hindu music and prayer gathering at the Chin Maya Temple in Andover. This spring, the youth dedicated their time and energy helping organize and run the **May 17th Acacia in Kenya fundraiser**. A special thank you goes to Rachel Learned, Pam Penton, Joyce Mohr, and Dimitry Zarkh for being class lead teachers.

The highlight of the year was the annual **R.E. Show**, presented on March 16th. This year's show was wittily called '**East Side Story, a Musical Presentation of Hindu and Buddhist Stories**'. Production and rehearsals with the children started in January, although the planning of the show began months earlier. All 23 scenes in the show were a natural flow of what the children were learning in class, so the children had an excellent understanding of the show's content. The audience was treated to a myriad of songs, dances, and skits including a Hindu dance invocation, a Bollywood style dance, puja to Krishna, the story of Krishna and Govardhan Hill, the story of Ratha Yatra and parade, a description of the Buddhist Eightfold Path infused with popular songs, and a rousing all cast finale. A special thank you goes to the show's creative directors, Rachel Learned and Pam Penton.

This was their 5th show! Rachel and Pam's energy and commitment to the show was so contagious that recruiting the many adults needed to bring the show to fruition was effortless. Thank you everybody!

The **Senior Youth Group** began the **Coming of Age** program under the guidance of Liz Penton and Jane True. This group meets twice a month. They have one Coming of Age meeting and one social get together each month. The Coming of Age service is tentatively scheduled for January 2015.

The Religious Education Committee along with the Membership Committee hosted several **church lunches** (Halloween, Winter Holiday, Valentine's Day, and May Day). The two Committees also hosted two community events, the **Fall Festival and Spring Fair**. The events were advertised by sending out flyers in school children's backpacks. We offered food; kid crafts, games, and professional entertainment; crafts for sale; and access to the Clothing Exchange.

The **Special Adult Class** met once a month under the guidance of three special education teachers. The participants enjoyed making crafts and socializing together.

As I end my time with you, I would not only like to thank this year's R.E. team but all the adults who have helped bring religious education to the children and youth of First Parish for the past 12 years. There have been so many people who have contributed to our young people's spiritual welfare, that I cannot possibly name you all. However, I hold you all in my heart and you forever have my gratitude. I am so proud of your efforts. I credit you for not only meeting but exceeding the goals of providing a full and enriched R.E. experience to our youngest generation. They are lucky people! Because of you, they will be better world citizens and more prepared to embrace diversity and help others less fortunate than themselves.

I cannot finish this report without giving resounding plaudits to this year's **R.E. Committee: Daria Gere, Rachel Learned and Pam Penton (R.E. Commissioner)**, who for such a small committee does so much. You keep on raising the bar. Thank you for everything you do and keep up the good work!

Respectfully Submitted,
Sarah Hawn, DRE (2002-2014)

Ministerial Intern's Report

It has been a privilege this year to be serving First Parish in Waltham in the first of my two years as your Ministerial Intern. The role of a ministerial intern is a balance of service to the congregation and of learning and formation. You have made me welcome and have embraced your role as a teaching congregation with enthusiasm and warmth.

My first months among you were spent in getting to know you, learning your names, and finding my way around the building. Once I learned the location of the breezeway and the undercroft, I felt at home and ready to roll up my sleeves and get to work. I sought to attend committee meetings and church events wherever possible in order to get to know you and also the rhythms and processes of First Parish. You are a busy congregation! I tried to keep up with you as you planned and attended property work days, the auction, a Waltham Connect event, fundraisers, cottage dinners, and holiday parties.

A primary focus of this first year has been to develop my skills in worship leadership. I have participated in worship most Sundays this year, and have preached four times. At the beginning of my first sermon I mentioned that I believe that preaching should be thought of as a conversation between the minister and the congregation, and that I was eager to be in dialogue with you. In turn, you have been generous with your praise and thoughtful with your feedback, and I feel that each time I led worship our relationship grew and deepened. Leading worship involves a great deal more than preaching, though, and I have also had the opportunity to grow in offering children's moments, in writing prayers and finding readings, and even in leading singing.

I have sought to connect and build relationships outside of our worship services. Leading small groups and workshops, participating in and leading our Soul Matters group, and meeting individually with you is always a source of joy for me, and has shown me where I feel most alive in ministry. When I am among you, sharing, listening, and talking, I feel my deepest call.

My interests have extended outside the walls of our church as well, and I sought to get to know Waltham better. I developed relationships with Chaplains on the Way, the Community Day Center, and the Waltham Ministers Association. I saw how deeply involved First Parish is within the greater Waltham community and have sought opportunities to help strengthen those connections.

Just last week I graduated from Andover Newton Theological School with my Master's in Divinity. I am looking forward to being here with you next year without all the complications and pressures that an academic schedule imposes and am excited by the possibilities of another year of growth, learning, and service.

I am grateful to Rev. Marc for his commitment to my growth this year and the generous sharing of his time and wisdom. The staff, Sarah, Todor, Judy, Emily, and Dennis, has also been warm, supportive and helpful.

Many thanks are due to First Parish's stellar Intern Lay Committee: Dimitry Zarkh, Marianne Cutter, Dan DeHainaut, Bee Fortin, and Joyce Wilbourn. We have been meeting monthly, and they have been a wellspring of support. They have offered feedback with grace and kindness, and have been consistently insightful and thoughtful in discussing ministry, sermons, theology, and community.

With gratitude to you all,
Janet Parsons

COMMISSIONER REPORTS

Finance Commission

This past year the Finance Committee has continued to keep a watchful eye on the budget and to carefully monitor church expenditures. In October we welcomed a new accountant, Ellen Todd, whose experience and expertise as former Treasurer of the First Parish in Groton, MA, and as a CPA, has had an immediate, positive impact.

As we look for ways to increase revenue, our *Fall Auction* was a great success; thanks to the tireless efforts of all on the Auction Committee! We met the challenge of raising \$6,000 and importantly jump-started the challenge for next year to do even better.

Our *Stewardship Campaign* continued in the tradition of last year, with cottage dinners and discussion concerning our fiscal goals for the coming year. Foremost are the creation of a new Director of Lifespan Religious Education (DLRE) position, major improvements and maintenance to the church property, and accurately accessing a realistic church pledge goal of \$113,500 (a goal which we expect to meet). Our three open *Budget Focus Group* meetings held in April and May, were also successful in disseminating draft budget information and receiving vital feedback from membership.

As we approach the new fiscal year, the Finance Committee tried to strike a balanced yet bold vision. We are not increasing our draw on the Endowment and thanks to a strong year of returns, our Endowment is growing. In order to fulfill the Board of Managers objectives for growth and maintenance of church property, we will utilize monies from our General Fund and Named Funds. This is an important investment in our future growth at First Parish Waltham. And while there is great opportunity, the success of our growth depends on our renewed commitment to the fiscal health of First Parish and the many invaluable programs we provide.

It has been a great privilege to serve with all on the Finance Committee; a more dedicated and upstanding group one will never meet.

Respectfully submitted,
Jim Ohm, Finance Commissioner

Membership Integration Commission

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, Nancy Lawrence, David Sandison 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: This year we tried a new system for hosting coffee hours. The various committees at the church were each asked to host coffee hour, as well as have a representative at the Welcome Table, two or three times this year. It was our hope that this would help members and visitors find out about the many groups that are active at the church. We plan to continue with this new system next year. Our thanks to Marianne Cutter who had seen this system work at other churches and suggested we give it a try.

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.

Welcome Table: Marianne Cutter helped to organize the Welcome Table this year. Several members of the Membership Committee were regulars along with representatives from the group hosting coffee hour. As a congregation we can be proud that many visitors comment on how welcoming everyone at First Parish is to them.

Game Night: Dan Taylor organized several Friday Night Game and Pizza nights on third Fridays of the month. In addition to having fun playing a wide variety of games, we had wonderful home made pizzas that Dan cooked up for us. This is a truly intergenerational event; one evening we had eight people, ranging in age from eight to eighty-five playing Apples to Apples together.

Ferry Beach Retreat: While the 2013 retreat was organized by Joan Smith and Dan Taylor, the Membership Committee has become the commission charged with running the retreat. For the 2014 retreat, Joan and Dan have organized sign ups and acted as liaison with Ferry Beach, while the committee is organizing the programming during the event itself. Having the retreat run for two full days, and including two nights stay at Ferry Beach has made this event more valuable for all who can attend. There is money available every year to subsidize the cost of attending for anyone who needs help, by talking with the minister.

Community Meals: The Membership Committee hosted a number of different lunches for the Religious Education parties and fairs in order to allow the Religious Education committee to put their energy into organizing activities for these events. We also hosted a Newcomers' Breakfast and a New Members' Breakfast. The Membership Committee hosted only one potluck dinner this year, after the decorating for the Winter Holidays, and a number of other groups hosted several dinners. These included the Canvass Dinner, fundraisers for Acacia in Kenya and the Community Day Center of Waltham and the Fifth Friday Shabbat Dinners that were hosted at members' homes.

New UU Class: The Committee did not run the new UU class this year, but the church did welcome six new members.

Respectfully submitted,
Elisse Ghitelman, Membership Integration Commissioner

Music and Worship Commission

MUSIC

Irene Kallow Fund: This year marked the first year that First Parish used funds from the new Irene Kallow Fund to provide funds to “to be used to support and enhance the music programs of the church.” Funds supported instrument maintenance and a special Friday night “Music Party.” The funds will also be used to purchase hymnal supplements for the choir.

Staff: Many thanks once again to our Music Director, Todor Stoinov, who provides music for our worship services and directs the popular First Parish Choir. This year’s worship services included more than 20 guest musicians playing a wide range of musical style with instruments including cello, flute, clarinet, oboe, percussion, piano, trumpet, violin, and several styles of guitar.

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 six Sunday worship services this year. This year’s budget supported a continuation of the popular choir workshops with Jane Ring Frank.

Music Sunday: Held on February 23, this year’s topic was “Working.”

First Parish members and youth: In addition to the choir, other First Parish members and youth also shared their gifts of instrument maintenance, composition, song, guitar, and dance 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 Bethany Templeton Klem (Chair) and Leslie Gildersleeve.

WORSHIP

Worship services: Theme-based ministry is becoming well-established in worship and now in other areas of congregational life thanks to the efforts of Rev. Marc. Monthly topics this year included;

September- Hospitality
October- Purpose
November- Courage
December- Connection
January- Starting Over
February- Evolution
March- Vulnerability
April- Freedom
May- Color
June- Praise

Guest worship leaders this year included Harvard Divinity School student Allyson Lent, Matt Meyer, Eliza Blanchard. We were blessed to have Student Intern Minister Janet Parsons join us this year. Janet led four worship services in addition to her amazing support and participation in worship services.

Worship Committee members include Dawn Marie Costorf (Chair), Marty Ahrens, Sue Genser, Karen Klein, Gary Madison, and Dimitry Zarkh. Please see the Committee’s annual report for details.

Sanctuary

Thank you to the Tougas family for their monthly support of Sunday sanctuary setup (a.k.a.

“church-mouse”) duties. More help is always needed with this straightforward and important set of tasks.

Flowers

Thank you to Joyce Wilbourn and Karen Klein, each of whom helped coordinate donations for two months. Thanks as well to all who donated arrangements for Sunday services.

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.

Respectfully submitted,
Martha Creedon, Music and Worship Commissioner

Property Commission

Wrapping up the 2013-2014 church year, there has been plenty going on with church property maintenance and issues that have come up.

With the increased age and deterioration of the church come increased repairs and maintenance that really are never ending. We had three Stewardship Days this past church year, and really could have used a couple more. Turn-out has been in the 12-15 person rate, so we get done what we can in the short amount of time allotted. The bonus has been Pam Penton and several members of the Junior Youth who have prepared a lunch for workers to enjoy afterwards. New England had a long, hard, snowy winter, and several souls helped Dennis out with the snow shoveling, especially during the time he was away, most notably the Tougas family and Jan Bernsee.

The gardens have had another year to mature, with Leslie Gildersleeve overseeing them with help from Amy Eastwood and Jan Bernsee. The Black Swallowwort and Japanese Knotweed continue to crop up and need to be aggressively attacked each year. We are fortunate to have benefited from working with local Waltham-based COGdesign—we have a professional pro bono all-inclusive landscape plan from them that includes the front and both sides of the church as well as the Triangle area. This will be something that will take some time to fully implement, in the 3-5 year time frame.

Accomplished tasks:

- New gutters over parlor/office entrance/hallway walls.
- New as well as additional gutters and downspouts above kitchen and choir room walls.
- New flagpoles as well as rainbow flags on both front and rear sides.
- New kitchen door installed, color to be determined with help of MAP.
- Sink shower rod plus curtain installed in Room 10 for Clothing Exchange and Day Care cleaning people.
- Extensive garden plantings put in.
- Dimmer switch for can lights in WH removed and simple on/off switch added to panel. New floodlights ordered and installed for same.
- Wood posts repaired in Triangle, and all posts re-painted, thanks to Lollibots (service project)
- Ramp handrail rust areas neutralized and re-painted.
- New signs for bathrooms ordered and installed.
- New "office entrance" sign ordered and installed. L
- Local landscape/grounds design company contracted with and landscape plan submitted
- Two beyond-repair benches removed from Triangle
- Complete gutting and rebuilding of the kitchen staircase

- Railing on the staircase from WH removed and re-engineered
- Handrails and balusters repaired and added onto the railing of the old handicapped ramp outside of the choir room
- New outdoor faucet installed by the shade garden (below the parlor window). All faucets changed to frost-free units, with shut-offs for each one.
- Broken timer switch for Daycare outdoor light removed and a new timer switch installed
- Work continues on RE Rooms 8 & 9 to keep warmer—reflective insulation added behind radiators, an inner wall (in front of the outer wall) has been built and will be filled with insulation.
- Work continues on new wiring for a Wi-Fi controlled thermostat for the Sanctuary
- Exhaust pipe from Sanctuary furnace repaired (and odor eliminated)
- Dishwasher booster repaired
- Remaining outlets and switches in basement correlated to fuse boxes and ID'd on plate cover
- Parking lot flood light replaced by NStar
- Broken Steeple light repaired by Dan DeHainaut
- 3-year plan for updating alarm system approved by Waltham Fire Chief
- Main hall painted, HR baseboards painted, WH stage baseboards painted (thanks to Gail Johnston along with help from Jan Bernsee)
- Stump in front of church mostly reduced

The above efforts contribute to creating and maintaining a warm, welcoming, and safe environment. This list doesn't mean everything is done, or even fine. There still are outstanding issues that need to be addressed, starting with this summer's projects. The following are some of what I have planned: phase one of updating our fire alarm system, re-engineer the Office to become a dual functional administrative and DLRE space, complete with air conditioner, new threshold for side door, roof repair over Sanctuary entrance, new lighting for the Undercroft, new blinds for hallway, new curtains for HR (after paint scheme is determined), new Chapel and FP signage, start on COGdesign landscaping plan, paneling RE rooms 8 & 9, replace CFL lighting with LED's, work on Sanctuary outside sills, scrape and paint outer wall on west side of Sanctuary, scrape and paint wrought iron fence surrounding church.

I want to thank everyone who has been involved in any of these efforts. The list of names of all the people who have helped with their time, effort, expertise, suggestions, and encouragement is too long to enumerate but very much appreciated.

WISH LIST: donations for AED (automated external defibrillator for heart attack victims), donations towards landscaping needs on new landscape plan, bodies willing to work on outdoor landscaping (not necessarily hard—we can find work for anyone).

The following is a loose list of Property Committee members or helpers: Dan DeHainaut, Roland Peterson, Scott Tougas, Dmitry Zarkh, Jim Ohm, Dan Taylor, Manny Kamal, Gain Johnston, Jan Bernsee, and Jim Smith. The Garden Committee consists of the following: Leslie Gildersleeve, Amy Eastwood, and Jan Bernsee. I welcome any church member who would like to help out and/or learn a new skill. The great thing about being on the Property Committee or Garden Committee is that there aren't really any meetings—when something needs to be done, the call just goes out.

Respectfully submitted,
Barry Stearns, Property Commissioner

Religious Education Commission

The Religious Education Committee this year was led again by our DRE, Sarah Hawn and consisted of Pam Penton (commissioner), Daria Gere, and Rachel Learned. 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 third Thursday of the month, but can change 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 third year as commissioner we seem to have solved our recent space challenges with our current class structure. Although we have redesigned our library into a classroom, we have not been able to attract young families and have waited to staff the class. The Adult Social Class is still a small group, but have their own room sharing with the Clothing Exchange. The Junior Youth group/UU Explorers continue to be a strong active force participating for a second year in their Neighboring Faiths study. They have taken an active role participating in services at First Parish and helping design the Winter Solstice Service. They have taken over providing lunch for each Stewardship Day and are planning on traveling to GA in Rhode Island. They worked actively with the Social Action Committee and Acacia in Kenya on their annual fundraiser and increased communication with the girls. The Senior Youth are working on their Coming of Age and plan to complete this journey with a service in January 2015. They have supported a Jones Partnership grant and plan to work with other youth at the Chesterbrook Housing Development over the next year.

Our goal this year was to maintain our current full schedule of activities and attract more participation from the congregation with classroom volunteers and support at our parties and fairs. Despite our small volunteer base, we have been able to present another Musical Presentation "Eastside Story", Friends and Family events, a successful Valentine's Party and two Seasonal Fairs. We will continue to try to increase participation in our committee over the next year.

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 reviewing 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 are concluding our two year study of Neighboring Faiths and will begin next year exploring a theme called "What Do I Stand For". We are happy for Sarah Hawn to move on to another chapter of her life, but we will miss her support and knowledge that has helped to make our RE Program successful. We anxiously look forward to working with a new DLRE in 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

Social Action/Outreach Commission

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 successfully worked to better align our core issues for the year with Ted Jones Partnership Grant Program. Waltham Connect has continued this year with a well-attended event. 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 and Mary's House, thanks to tireless work by Sue Genser.
2. WATCH/FP Immigrant Experience in Waltham Event was a very successful celebration of WATCH's English language program and an opportunity to connect with a large and diverse Waltham's immigrant community. This program was made possible by a TJP grant, which has been renewed for the next church year.
3. First Parish hosted an important literary event this year – an evening with Andrew Basevich and Ann Jones. These two well-known authors have written books on difficulties our veterans face when returning home from wars abroad. This event, held in our sanctuary was recorded and televised by C-SPAN.
4. Waltham Connect continued this year with a well-attended event on Film making in Waltham. This was an exciting community forum with independent film makers, including our own Jim Ohm. Waltham Connect plans to continue this program in the next year.
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 several lunches to the clients and staff at the Day Center and plan to do so in the next church year. CDCW also held their fall gala celebration at First Parish.
6. 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 at the spring fair and the fundraiser. Summer assignment is to document their lives with pictures, to be taken to Africa in the fall. This continues our strong partnership with Acacia.
7. Social Action Team facilitated several small group gatherings this year, including "Promise the Children" and "English at Large."

First Parish Social Action and Outreach Team are looking forward to the next 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, Acacia in Kenya and CDCW are sure to make this an exciting year!

Respectfully submitted,
Dimitry Zarkh, Social Action/Outreach Commissioner

COMMITTEE CHAIR REPORTS

Archives Committee

Team Members: Jan Bernsee, Amy Eastwood, Lois Peterson. We are also very grateful for the assistance and expertise of Dan DeHainaut, Joel Weddig and John Allen.

When we meet: Thursdays from 10:00 a.m. until noon throughout the year; we also conduct research off site

Where we meet: Harrington Room

We have completed and worked on many varied projects during the year, some of which are listed below:

- Provided a display of archive-related materials for the Auction: Sunday school memorabilia and digital photos of current church activities (Boy Scouts and Clothing Exchange)
- Moved and organized audio recordings from the Choir Room to archival storage
- Responded to queries from families of recently deceased members and from a member of the Rosborough family in Northern Ireland, whose ancestors were married at First Parish
- Located plot plans and other documents for the landscape planning project
- Moved financial files from the breezeway to archival storage
- Arranged for digitizing several VHS tapes to DVD, which are also accessible on line

We have much more to accomplish! Here are some of our goals:

- Digitize media and documents for storage and for on line access
- Develop a master "map" of what we have and where it is stored
- Create a searchable data base of our holdings
- Research and advocate for proper storage environments
- Develop a process for receiving materials from our members
- Interview members of the congregation for an oral history
- Raise the profile of First Parish in the community by mounting regular displays in the sanctuary and perhaps in other locations

Our work with the archives has given us a greater understanding of and appreciation for the history of First Parish in Waltham and for the role the congregation has played in the greater community. We are looking forward to future discoveries and accomplishments.

Respectfully submitted,
Amy Eastwood, Lois Peterson, Jan Bernsee

Committee on Ministry

The Committee on Ministry has had a quiet and peaceful year. We have had the privilege of helping some members work together at various times throughout the year. We met monthly with our minister, Rev. Marc.

Our committee continues to shrink, in response to the growing demands of other areas of

church life. Our committee this year ended with just four members, and next year, will have three members. Former members of the CoM will be called upon, as needed. This has been the last year for John Allen, Alice Taylor, Bill Simpson and Deborah José. Going forward, our new chair will be Sue Adams, with new Committee on Ministry members Lois Peterson and Mary Benard.

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. We have also worked with and continued to support the Pastoral Care Team.

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

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.

Garden Committee

Please see Property Commissioner Report, page 23.

Intern Committee

Janet came to our parish a year ago as our second student minister. Our parish took a long hiatus since the last time we were a teaching congregation. Since our first experience in years having a student minister, the congregation really embraced its new role and we were extremely happy to welcome Janet to our church. During Janet's first year at our congregation, the intern minister support committee met regularly to give Janet feedback on her worship services and help her integrate into the First Parish community. The diverse membership of the committee has helped in bringing different perspectives and experiences, from new and long-term members and from various religious backgrounds.

Janet is a very organized and goals-oriented person, with a very specific learning plan, which is reflected in her learning agreement. As part of her support committee it was gratifying to see her pursue her goals very seriously and diligently, reflecting her seriousness in becoming a UU minister. At the same time, it was good to see her be flexible and practical, adapting to the realities of our church community to achieve a very high level of learning benefit during her first year at First Parish. It was also a joy to have the congregation embrace Janet as a highly valued member and a trusted resource for committee work, pastoral care, thoughtful and challenging sermons as well as small group ministry and workshop leader. The committee reviewed and agreed to her learning plan and advised Janet on how to best use First Parish resources to complete her goals. We focused on Janet's growth as a minister and gaining confidence and experience in various competency areas as defined in her learning plan and required by her divinity school, Andover-Newton Theological School. Janet has met the challenge of the new congregation very well, while maintaining a demanding class schedule this year.

Overall, Janet has excelled in her core ministerial duties at First Parish. Her services have been extremely well received, with the congregation appreciating her new voice at the pulpit. Her sermons have gained authority and depth as the year progressed, reflecting the growth of her own personal style as well as her developing an authority and confidence as a minister. Janet combines a rare mixture of intellectual discourse, inspirational appeal and personal experience in her sermons that is a hallmark of a great minister. Her fresh, thoughtful and often self-effacing and humorous way at the pulpit has put the congregation at ease, while raising serious and sometimes uncomfortable subjects. Intern support committee has spent considerable time giving Janet verbal and written feedback on her services and sermons, which is very valuable information for a minister in formation.

While excelling at her core goals, Janet had also made herself an available and valuable resource for many of our committees. She has attended many of our meetings and participated fully in the dynamic life of our congregation. She has been an active member of the Social Action Team, among others. The intern minister committee has advised Janet about the learning opportunities that exist in various First Parish committees.

Finally, Janet has been a very positive influence in the social life of our congregation. She has been present at many of our social gatherings, fundraisers, Shabbat dinners and religious education classes. This is an important part of the minister's work, and sometimes not well understood by the clergy. Janet has shown a special interest in developing a good relationship with the congregation, which is an excellent quality for a future minister. Janet has participated in our Junior Youth Service Project, which was a great way for her to both get to know our young people and get valuable experience leading religious education class. This is another area where the intern minister support committee has helped Janet understand the First Parish community.

Additionally, Janet has grown in her skills of small group ministry during her first year at our congregation. She has participated along our settled minister in leading several of the ministries that have been started in this year. She has also offered workshops to our congregation on several subjects, including challenging topics of dementia and dealing with holiday pressures. We believe that a sign of a mature congregational leader is an ability to offer thoughtful counseling on a difficult and challenging subject. Intern support committee has held several discussions with Janet about different topics that will be valuable to the congregation. Janet will assume the role of clergy on call for our congregation during the summer.

The year culminated with Janet graduating with a Master of Divinity degree. Intern support committee is very proud of our student, who is going on to become a full fledged minister in the

next year. We expect Janet to take more responsibility for church services and activities next year, becoming a more independent and confident minister in training. We expect her ministerial style and substance to grow and mature in the next year, making her ready to head her own congregation with grace, patience, humility and love.

Respectfully submitted,
Dimitry Zarkh, Intern Committee

Jones Partnership Committee

This was an exciting year for the Jones Partnership Fund. We continued to add new components to the grant process and expand our partnerships in the community.

This year we updated the application, added to the mailing list and launched the fifth annual grant cycle in October—planning to give 25K rather than 20K in honor of the Fifth anniversary of the Fund. We held a ‘bidders meeting’ for interested applicants in October stressing the importance of the partnership aspect of the grant and offering very specific examples of the kinds of links the committee would like to see developing between community organization and First Parish. We reiterated our offer to provide multi-year support as we piloted this idea last year but got no takers.

The committee held a meeting for prospective sponsors; we emphasized sponsors’ key roles in helping applicants develop partnership activities and follow-through on plans. We got new sponsors and made some creative new sponsor matches as a result. We continued work with our partners at Bentley College and made connection with Brandeis University’s Office of Community Service—now both universities help us outreach to local organizations and get out the word about our funding opportunity. We spoke to FP’s Social Action Committee to get their perspective on issues of importance to the congregation and which organizations have strongest partnerships in place.

In January we received 18 applications. Similar to last year we invited two members to join the review panel—this has been a very effective as it gives the committee additional and fresh perspectives and builds early buy-in to the process and the decisions. Also for the first time this year, we followed up our review process with some specific questions and asked a number of grantees to clarify their activities, specify their fund requests or address the issue of sustaining the work once the grants end.

In March we put forward 16 applicants for Board approval (two multi-year grants) and then presented to the congregation for their approval in April. The committee contacted the applicants in late April and released funds to the organizations. We submitted a notice on the grants to the Waltham Tribune but don’t know if it was published.

We plan to update materials and the handbook this summer, stay in contact with sponsors to ensure that partnership activities are underway and talk with Marc about featuring some of the organizational work in services next fall. We are also on the lookout for a new member of our Committee—we are specifically looking for someone who is interested in committee work and might stay with the Committee for a few years, perhaps even serving as Chair sometime down the line.

Respectfully submitted,
Terry Grobe, Chair, Nancy Lawrence, Bill VanderClock

For the Jones Partnership Grant Recipients, please see Reference, page 63.

Marketing and Promotion Committee

A Growth Plan was adopted by the congregation at its 2012 Annual Meeting. Our Growth Task Force that year reported that for “First Parish to grow in wisdom, in strength, and in numbers, it will require:

- Committed and creative leadership
- The tangible support of a clear majority of the membership
- A shared commitment to understand how congregations grow
- A shared vision of what growth will look like once achieved, and
- A road map for guiding us toward that vision.”

Marketing and Promotion (MAP) was created by the Board of Managers to develop that guiding road map toward growth. We immediately began our efforts by meeting with **Shelley Drowns**, President of the Waltham League of Women Voters. The League was in the midst of surveying Waltham citizens on their experience here and Shelley shared their early findings at our July 2013 organizational meeting. (A couple of weeks ago the League shared that report in greater detail with the Waltham City Council.)

In the 13 times MAP has met since that initial exploration, we have developed two tools which we believe will prove valuable in promoting our congregation:

- The ongoing creation of a message hierarchy which we put to immediate use this fall in creating a new church brochure for distribution to visitors.
- The second is the new logo now in wide use. To be effective as a visual messenger, the logo needs to appear everywhere possible, until only a glance at its bright image says “First Parish”.



Membership Commissioner **Elisse Ghitelman**, in sharing her thoughts about the need to immediately incorporate new people into the ever-growing life of our church, wrote more than eight years ago:

“I see our congregation as a tree with very strong and solid roots and a sturdy trunk. But we need to have branches with leaves that are also healthy. We need main branches and small branches. Not all of the branches will survive, but we will not survive with just roots and a trunk.”

We are grateful especially for **Donna Megquier’s** design assistance, and for input from **Pam Penton** and **Donna VanderClock**, which led to our modifications of the original logo developed five years ago by the Jones Partnership team. Our efforts to broaden the use of the logo continue as we develop signage for use in the new Landscape Design — an effort we initiated last fall in concert with the Property Commission (Landscape Design Committee: **Barry Stearns**, **Gail Johnston**, **Leslie Gildersleeve**, **Jan Bernsee**, **Ron Adams**). Special thanks to **Emily Weidman** and **Michael Levin** who were early adopters of this outreach concept in creating a logo which mirrors the church’s for use by the Waltham Buddhist Meditation Group.

We have made copies of the logo available in the Member's Section of the website along with a template that we devised with the considerable aid of **Sue Hildreth** for creating news releases about events at First Parish.

We used the needs of our 2013 Auction Committee to move beyond press releases to creating video presentations about First Parish. Thanks to major work by **John Allen**, two short videos were created: one about Ferry Beach and a second about Acacia in Kenya. As a result of difficulties in sharing high quality photos for these videos, we saw the need for a new type of photo sharing system. We will begin employing it this year at Ferry Beach. Look for your contact from Yogile connecting any parishioner with photos-to-share to our new site. Email fpwphotos@googlegroups.com if you have questions or would like to know how to share photos of other church events.

The 2012 Growth Plan calls also for update of our website. MAP has devoted several sessions to working with **Donna VanderClock** and **Rev. Marc** on website planning. Developing a new website will be our major task this summer and fall.

When First Parish members appeared at City Hall in support of the Community Day Center of Waltham, we turned out in good numbers. But how much more of an impact we might have made had it been clear who we were! Since that night, much t-shirt research has been done at our request by **Joyce Wilbourn**, **Roberta Trudeau** and **Nancy Lawrence**. We expect a new First Parish shirt rollout next year along with continued work on exterior signs and banners.

As our Growth Task Force foretold: Growth efforts will require "the tangible support of a clear majority of the membership". We've received more than our fair share of assistance from other members and our work is moving quickly because of it.

Respectfully submitted,
Ron Adams, chair
Gail Johnston
Jim Griffeth
Elisse Ghitelman
Charnan Bray

Membership Committee

See Membership Integration Commission Report, page 20.

Music Committee

The Music Committee formed four years ago to support the music program at First Parish. This was the committee's first year to use the Irene Kallow Bequest for its intended purpose of supporting and enhancing the music program. Half of the interest from those funds went toward musical instrument maintenance, and the committee used the other half to purchase *Singing the Journey* (the teal hymnal supplement) for the choir and to host the open invitation, spiritually reviving Music Party in April. As in previous years, the committee also responded to comments in the Music Suggestions box and coordinated two workshops for the First Parish Choir.

As FY'14 ends, the Music Committee includes four members: returning members Bethany Templeton Klem and Leslie Gildersleeve, and new members Ron Adams and Carla Hillyard. This is

one member less than the planned five-person committee, but we look forward to welcoming Megan Gleeson next fall. Two additional spots will open in the fall as Bethany and Leslie end their two-year terms. Many meetings also include valuable guidance from Music and Worship Commissioner Martha Creedon and Rev. Marc. Please talk to any member of the committee if you're interested in joining this thoughtful, musically diverse team! The committee meets monthly at First Parish from 7pm to 8pm.

Respectfully submitted,
Bethany Templeton Klem

Nominating Committee

The First Parish Nominating Committee is finding it more and more difficult each year to find qualified candidates for church positions that will agree to serve. In an effort to deal with this, we would like to propose three initiatives which the Nominating Committee will be championing in the fall:

1. Every member of the church is needed to serve on some commission/committee and/or should be active in volunteer work.
2. The committee plans an all-church survey in the fall to gather information about our members' abilities and their interest in serving on a commission.
3. The committee would like to meet with each of the commissions in the fall in order to begin to develop candidates for various offices and positions.

For nominees to the open committee positions, see Reference, page 68.

ELECTED AT A SPECIAL MEETING, April 6, 2014

Delegates to GA

Scott Shurr
Donna VanderClock
Dimitry Zarkh
Alternate: Marianne Cutter

Delegates to Mass Bay

Marc Fredette
Sue Genser
Roberta Trudeau
Alternate: Pam Penton

Respectfully submitted,

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

Pastoral Care Team

Members of the Lay Ministry this year are Alan Bone, Grace Curtis, Bill VanderClock and Joyce Wilbourn.

We have continued visiting folks in the hospital, in their homes, sent numerous cards, made phone calls, and supplied rides and meals as requested by FP members, or by Rev. Marc. As part of our church growth plans, there will be a transition to an All-Church involvement in Pastoral Care with Deb Jose and Alice Taylor as leaders with Rev. Marc. The present Lay Ministers will act as mentors.

Respectfully Submitted,
Joyce Wilbourn

Personnel Committee

The Personnel Committee supports the hired staff, Board of Managers, Trustees and membership by striving to ensure consistent and fair definitions and implementation of personnel policies. The committee reviews and maintains the personnel policy handbook, advises on hiring, benefits, and personnel practices, supports the board on personnel issues and develops annual salary recommendations for the Finance Committee and Board of Managers.

In 2014, the Personnel Committee, working together with Rev. Marc, participated in the following:

Office Manager – new hire. We were thrilled to welcome our new Office Manager, Emily Soule, in February of 2014, following the retirement of Judy Natale.

- Revised job description and advertised position
- Created ad hoc search committee and screened and interviewed candidates
- Recommended hiring Emily Soule

Director of Lifespan Religious Education – new hire

- Created job description and advertised position
- Performed initial screening of candidates, with help from Religious Education Commissioner Pam Penton
- Created ad hoc interview panel with representation from adults and youth
- Process is still underway as of this writing

Mandated revisions to the personnel policy handbook

- We are currently updating the personnel policy handbook in order to comply with UUA guidelines for the UUA Retirement and Group insurance plans.

Presented request and received approval from the Board of Managers to continue participation in the revised UUA Retirement Plan.

We are seeking new members for 2014-15. Fair and equitable compensation and ensuring that First Parish is a great place to work are grounded in our Unitarian-Universalist commitment to social justice. Please consider volunteering for this important work of the church.

Respectfully submitted,
Martha Creedon

Property Committee

See Property Commission Report, page 23.

Religious Education Committee

See Religious Education Commission Report, page 25.

Social Action/Outreach Committee

See Social Action/Outreach Commission Report, page 25.

Worship Committee

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:

10/27/13: 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.

12/21/13: Dawn Marie Costorf led a beautiful and reflective Winter Solstice circle - it was scheduled for the early evening as the sun was setting and was helped by the UU Explorers as part of their earth centered curriculum.

01/05/14: Buddhist Meditation Service coordinated by Dimitry Zarkh and including guests Emily Weidman, Michael Levin, and Michael Fagan from the Buddhist meditation group at First Parish. We met at the Chapel and it was a full house.

03/09/14: Wonderful Shabbat Shalom service coordinated by Marty Ahrens, Gary Madison, Karen Klein and Sue Genser talking about time being sacred. This was very well received by everyone there.

04/13/14: Phenomenal Dance Liturgy celebrating the Body coordinated by Karen Klein (guest dancers: Hannah Mahoney, Dorothy Elizabeth Tucker, Jim Banta; from First Parish: Rachel Learned, Ashley Kamal, Justin Kamal, Chandra Penton, Amelia Zarkh. Participants: Deb Jose, Jim Griffeth, Marty Ahrens, Gary Madison, Dawn Marie Costorf, Sue Genser) Celebrating Dance as worship and the body as sacred.

05/03/14: Annual Beltane Service - this time at Waltham Community Fields about 15 participants came and celebrated and danced around the Maypole.

06/01/14: coordinated by Karen Klein - Poetry Service for the people not going to the Ferry Beach Retreat; Participants: Shirley Traite, Evelyn LeBlanc, Bee Fortin, Bill Weber.

Respectfully submitted,

Dawn Marie Costorf, chair, and Worship Committee members Marty Ahrens, Sue Genser, Karen Klein, Gary Madison, and Dimitry Zarkh. Many meetings also include valuable guidance from Rev. Marc and Music and Worship Commissioner Martha Creedon.

AUXILIARY ORGANIZATIONS

Acacia in Kenya



We built the Dormitory this year!!
Check out the photos on Facebook!

Acacia in Kenya partners with community leaders in Mumias, Western Kenya as they care for and educate young women at St. Elizabeth Lureko Girls High School. Starting with 18 girls in January 2005, the school now provides a high school education for more than 170 girls.

Governance / Committee - Acacia in Kenya remains an official outreach project of First Parish in Waltham. July of 2014 the nonprofit status application was accepted, retroactive to July 2013.

Acacia in Kenya is now part of the agenda on the Social Action Team. Acacia in Kenya 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 let us know.

Communications - Members of the congregation are kept updated via a Facebook page, website, *Courier* announcements, the all-church Friday calendar, and flyers posted to church bulletin boards. Anyone interested in receiving more information should contact Joyce Mohr at acaciainkenya@yahoo.com or (617)335-2803.

Sewing Project - Amanda and her sister Georgia were successful in having 200 pads ready for the July 2013 trip. We were able to deliver packages with sanitary pads to all the Acacia and freshman students. In addition all students and teachers and staff received special packages that included toothbrushes, small toothpaste, pens, pencils and other items. 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 students are very grateful for the packages.

We are collecting items for the 2015 trip. Please help us ensure that again we will have enough school supplies and toothbrushes for everyone.

Post-Secondary and High School Student Sponsorship - We are so pleased to have 10 Post Secondary Students. Seven 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, the annual donation of \$275 has needed to go to \$500. In addition to providing school fees, uniform and shoes this also covers the expenses for living in the dormitory. We have 15 sponsored students and 1 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 2014 Religious Education - Acacia in Kenya was again the focus of the junior youth this spring. We focused this year on connecting the students in Kenya with our youth and shared writings from the summer trip. The youth will be answering in writing, drawings and photos questions that the Acacia students have. For more information on how you can be involved, contact Dimitry Zarkh or the junior youth.

Fundraising - We had two amazing fundraisers October 2013 and May 2014. Final numbers for 2013-2014 were not available at the time of this report. Below is the December 7th Treasurer's report.

2013	Deposits	Expenses	balance	
			11325.69	
January	4180.75	5000		Tuition, Program Expense
			10506.44	
February	100	0		
			10606.44	
March	0	0		
			10606.44	
April	1015	0		
			11621.44	
May	0	0		
			11621.44	
June	235	13000		Dormitory
			2084.44	
July	10	0		
			2094.44	
August	1243.75	850.21		Sewing supplies
			2459.23	
September	5702.96	0.09		PayPal set up
			8162.1	
October	12635.75	4309.1		dormitory - reimburse JM/BG
			16488.75	
November	0	168.5		website \$150 annual report 18.50
			16320.25	
December	5345	20045		
			1620.25	
totals	30468.21	43372.9		

Upcoming July 2015 Trip - Participants will travel to Kenya to bring science equipment, books and many other items to the high school. Even if you are not sure you will go but are interested let us know so we keep you informed of pre-trip meetings. Also this year we will be traveling with at least one young adult from our congregation and those traveling are going to need financial support. If you are interested in contributing to travel expenses that will be critical to a successful trip.

Acacia in Kenya Vision Statement

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.

Respectfully submitted,
Joyce Mohr

Clothing Exchange

As I turn over the coordination of the Clothing Exchange to Susan and Joel Weddig, it seems like a good opportunity to answer questions and dispel myths for all who lack knowledge of our history.

The Clothing Exchange was started in 1957 by women of the church as a way to raise money and recycle clothing and household goods. From a first check of \$350 in 1958, the Exchange had contributed \$143,300 through 2003, with contributions of \$4000-\$5000 yearly since 1977. These yearly pledges were augmented by other items requested by the church over the years: a snow blower, refrigerator, lawn mower, vacuum cleaner, weed-whacker, tables, chairs, \$1000 towards a stove, paint and wallpaper.

In the 2001, 2002, and 2003 seasons the Exchange pledged \$4500-\$5000 yearly and made major contributions of an additional \$2000 to the Property Task Force in 2003 and \$2000 to the Building Fund in 2004. Unfortunately, this drastically depleted our account balance, necessitating that we keep our yearly pledges at \$4000 starting in 2005. However, we were able to donate an additional \$1000 in 2008 towards windows for room 7 and \$1000 in 2009 towards the lower parking lot repaving.

We have pledged \$4000 for the 2014-2015 church year.

MYTHS

1. No, we don't rent space from First Parish.
2. No, we aren't subsidized by First Parish
3. No, our purpose is not to give the elderly volunteers a place to socialize and feel useful. The Exchange is a group of mostly women, some men, who do want to contribute and have the energy and wisdom to do so. Anyone who's ever come by between 10AM and 1PM when our consigners are there, can see how much work there is to do. We are approximately 75% consignment and 25% donations.
4. No, we aren't a for-profit group. Consignment customers keep 2/3 of the proceeds if their items sell, the church keeps 1/3. Any extra earnings after customer payroll are for office supplies, memorial donations following the death of a volunteer, and our May luncheon, a thank you to those who have volunteered all year.

COMMUNITY OUTREACH

We just completed our 57th year of operation. About 100-200 customers visit the Exchange each Tuesday, 50-60 consigners, the rest shoppers. Susan and Joel Weddig, with help from Jan, opened on two Sundays this year (once in the fall and on the day of the spring fair) to allow church members and others to shop.

I see the Exchange serving the following purposes:

1. It allows community members to earn a little income from consigning.

2. It allows those of us less than wealthy people to find good bargains for ourselves and families and for those from other countries to buy items to ship back to their families.
3. It is an important way to recycle for all of us.
4. After our clearance sales, leftover items are donated to St. Mary's Church's free clothes program and Christ Church's Grandma's Attic, open on the one Saturday a month that disposable diapers are given out to low income families.

CHURCH PARTICIPATION

Special thanks to Eleanor Higgins for her 24 years of volunteering at the Exchange. Many thanks to other FPW members who helped out weekly: Jan, Alan Bone, Doris Speer, Roberta Trudeau, Susan and Joel Weddig, and Joyce Wilbourn.

A big thanks to non-church volunteers: Lodia Bourgeois, Angie Emberley, Linda Fox, Helen Mandile, and Sandy Nowicki. We welcomed one new volunteer this year, Dotty Shaw. We also lost the help after October of Nancy Russell due to health reasons. She had been a faithful volunteer since 1969.

A word of appreciation for help with the four payrolls to Jan, Lodia, Eleanor, Susan and Joel.

We were saddened by the deaths of volunteers Lillian Palmer last summer and Jean Kilgore in March. Contributions were made in their names to the FPW Memorial Fund. Jean had worked at the Exchange almost since its beginning.

We thank FPW members for donating items or bags to us this year, consigning and/or shopping at the Exchange.

Respectfully submitted,
Sue Burkart

Waltham Day Care Center

The Waltham Day Care Center, which enrolls up to 39 children from toddlers to pre-kindergartners, was the first community "Partnership" envisioned by Rev. Ted Jones while a seminarian at Harvard Divinity School, and brought to life with support of the social action committee in 1973. It was started with the vision of providing affordable, high quality child care for working families, a rare thing in those early days.

Forty one years later, the Center continues to serve young children and working families. Ably led by Luisa Pereira and Gen Fedele, Co-directors, the Center provides a warm, comfortable setting for children of all economic and cultural backgrounds. Several children are English learners.

The Waltham Day Care 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, and Joan Bone as First Parish representatives.

Waltham Day Care will graduate another class of 5 years olds in August who will be moving on to primary schools, well prepared for their school careers. 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.

Respectfully submitted,

Sue Adams, President
WDCC Board of Directors

REFERENCE

Budget 2014-2015

Jim Griffeth, Treasurer, on 5/26/2014

Notes About The Proposed First Parish Waltham Budget for 2014-2015

Overview

- 1 Thanks to a reduced draw on the endowment in this current year's budget, and a strong stock market over the past year, we are approaching a sustainable position with our draw on the endowment.
- 2 Budgeted income for FY2015 is \$288,870, or \$312 less than this current year's budgeted income. See below for details.
- 3 Budgeted expenses are \$315,613, which is up by \$26,431 over this current fiscal year due to the transition to the new DLRE, significant expenditures required to maintain and improve our building and maintain our current level of financial management.
- 4 Based on an analysis of our cash flow and current cash position, the Finance Committee and the Board are proposing that we close this gap between budgeted income and expenses by reducing our cash "cushion" by \$26,743. A graph showing our checking account balance for the last 23 months is included in this set of spreadsheets.

Income

- 5 Budgeted income is the same as last year because we are setting a more realistic pledge goal of \$113,500 for FY2015, down by \$8,000 from the \$120,000 goal we set in the current fiscal year. Pledges made so far for FY 2015 indicate that we will meet this goal, including a successful outcome for a matching pledge made by the Wilson family.
- 6 We are not increasing the draw on the endowment at all over last year so the total draw will once again be \$128,259, which the Trustees believe is approaching a sustainable level of draw from our endowment fund.
- 7 We are expecting income from Past Pledges and Gifts to be less by \$2,000 and \$1,900 respectively.
- 8 We are increasing our goal for the Fall Auction by \$2,000 to \$8,000 total.
- 9 We expect the Buddhist Meditation Group to contribute \$2,750 in income in FY2015, with some offsetting expenses as detailed below.
- 10 Income from Hall Rentals and the Clothing Exchange are budgeted the same as this year at \$14,000 and \$4,000 respectively.
- 11 We've received donations from an anonymous group of donors to cover the \$5,136 severance pay for our departing DRE, Sarah Hawn.
- 12 The remaining cash shortfall of \$26,431 will be made up by drawing down balances of both the General Fund and our "named funds" on our balance sheet.
- 13 The General Fund, which is our operating cash account from which we pay our bills, will be reduced by \$8,480.
- 14 The named funds are monies that have been set aside previously to be used for specific purposes and include the Capital Improvements Fund, Memorial Fund, Flower Fund, Music Fund and RE Fund. Altogether, the named funds will contribute \$16,363 to close the budget shortfall.
- 15 Note that \$1,900 in funding recently awarded by the Jones Partnership Fund for signage is included in this budget. Last year we received \$1,800 from the JPF for signage.

Personnel Expenses

- 16 Budgeted personnel expenses are \$202,064, or \$16,545 more than the current fiscal year.
- 17 The increase in personnel expenses is attributed in part to a net increase in ongoing direct expenses for the new DLRE position of \$7,212 plus one-time transition expenses of \$5,136 (severance pay for Sarah). There is also a modest 1.3% increase in salary for all employees (except the Music Director has no increase), and minister's insurance (health, dental, life, LTD) increased by \$237.
- 18 The increase in personnel expenses is partially offset by reduced expenses in net Office Manager compensation of \$487, and a voluntary reduction by Marc of Minister's Professional Expenses of \$1,500 to fund the DLRE Professional Expenses.

Non-Personnel Expenses

- 19 Budgeted non-personnel expenses, which include both general overhead costs and expenses associated with the various commissions of the church, are budgeted at \$113,548 which is an increase of \$9,886 over the current fiscal year budget.
- 20 The increase in budgeted non-personnel expenses is attributed to an increase in Property Expenses of \$5,978, and other Commission Expenses of \$4,639. These increases are partially offset by a reduction in General Overhead expenses of \$1,034.
- 21 The increase in budgeted Property Commission expenses is attributed to an increase in Capital Expenditures of \$8,000 as well as increases in Grounds Upkeep of \$1,000 and other smaller increases in the various property line items totaling \$1,200. These are partially offset by a decrease in Property Insurance of \$2,922 due to an overpayment of insurance in the current fiscal year.
- 22 It is worth noting that this proposed Property budget contains an expected reduction in energy costs of \$1,100 over the current year (FY14) budget and \$3,723 less than FY13 actuals.
- 23 The increase in other Commission Expenses of \$4,639 is attributed in part to an increase in accounting costs of \$5,120 which reflects the actual expense level for this current fiscal year. This increase in budgeted accounting fees is to continue to support the significant upgrade we have made in our Accountant (her hourly rate is \$40/hr instead of \$35/hr for the previous accountant) plus an important investment we are making to continue to clean up our financial management practices, our reporting and our books.
- 24 The increase in other Commission Expenses of \$4,639 is also attributed in part to new expenses of \$1,000 to support the growth of the Buddhist Meditation Group.
- 25 The increase in other Commission Expenses is partially offset by a reduction of \$800 in expenses budgeted for the Music and Worship Commission, and a reduction of \$1,300 in Religious Education Commission expenses. The latter reduction is due to expenses being shifted to the planned DLRE line items.

First Parish in Waltham, Universalist - Unitarian, Inc. 2014-2015 Budget

Jim Griffeth, Treasurer, on 5/26/2014	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013	2013-2014	2013-2014	2014-2015	2013-2014	2013-2014
<i>Income</i>	Actual Receipts	Actual Receipts	Adopted Budget	Actual Receipts	Adopted Budget	Actual YTD Thru April 2014	Adopted Budget	Proposed Budget	% Change from prior budget	\$ Change from prior budget

Regular Income

Pledges For Current FY	78,811	74,657	115,000	74,007	116,000	99,421	120,000	113,500	-5.4%	(6,500)
Past Pledges for Prior FY	4,860	3,750	2,000	1,385	3,000	1,910	3,000	1,000	-66.7%	(2,000)
Waltham Day Care	7,254	7,472	7,472	7,696	7,696	7,927	7,923	8,225	3.8%	302
Hall Rentals	8,664	11,372	9,500	14,452	12,000	15,525	14,000	14,000	0.0%	-
Gifts/Offerings	4,766	3,909	4,500	5,453	4,500	3,993	4,500	2,600	-42.2%	(1,900)
Buddhist Meditation Group collections						250		2,750		2,750
Steeple Lighting	725	685	1,000	375	750	425	500	500	0.0%	-
Ways & Means	423	300	2,000	0	2,000	9,450	6,000	8,000	33.3%	2,000
Clothing Exchange	4,000	4,000	4,000	4,000	4,000	4,050	4,000	4,000	0.0%	-
Subtotal Regular Income	109,503	106,145	145,472	107,368	149,946	142,951	159,923	154,575	-3.3%	(5,348)

Other Income

From General Endowment	124,730	138,610	138,610	162,753	142,753	111,906	122,079	122,079	0.0%	-
From Endowment Restricted Purpose Funds	7,200	2,100	2,100		0	6,180	6,180	6,180	0.0%	-
Subtotal Income From Endowment	131,930	140,710	140,710	162,753	142,753	118,086	128,259	128,259	0.0%	-

Church School Union Trust	825	825	825	850	825	925	1,000	900	-10.0%	(100)
Named Fund Donations						455	0			-
Anonymous Donors for Sarah Hawn Severance								5,136		5,136
Miscellaneous						250	0			-
Subtotal Other Income	825	825	825	850	825	1,630	1,000	6,036	503.6%	5,036
Total Budgeted Income	242,258	247,680	287,007	270,971	293,524	262,667	289,182	288,870	-0.1%	(312)

Balance Sheet "Named Funds" Additions / (Deductions)

General Funds									-8,480		
Memorial Fund									-6,548		
Flower Fund									-840		
Music Fund									-1,050		
RE Fund									-360		
Special Collections									0		
Jones Partnership Fund									-1,900		
Capital Improvements									-7,565		
Total Fund Additions / (Deductions)									-26,743		

First Parish in Waltham, Universalist - Unitarian, Inc. 2014-2015 Budget

Jim Griffeth, Treasurer, on 5/26/2014	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013	2013-2014	2013-2014	2014-2015	2014-2015	2014-2015
<i>Expenses</i>	Actual Expenses	Actual Expenses	Adopted Budget	Actual Expenses	Adopted Budget	Actual YTD Thru April 2014	Adopted Budget	Proposed Budget	% Change from prior budget	\$ Change from prior budget
Personnel Expenses (see detail sheet)	180,413	200,697	189,262	183,930	197,283	175,329	185,520	202,064	8.9%	16,545
Property Expenses										
Electricity	4,495	4,600	4,500	3,971	4,500	4,677	4,400	4,600	4.5%	200
Fuel oil	14,475	16,520	16,000	8,162	12,000	3,553	4,500	3,800	-15.6%	(700)
Gas	841	671	900	3,690	700	4,175	4,300	3,700	-14.0%	(600)
Grounds Upkeep	2,068	1,038	2,400	1,735	2,400	2,991	2,200	3,200	45.5%	1,000
Cleaning Service				7,080	0	5,820	7,980	8,200	2.8%	220
Snow Removal	5,000	600	4,500	2,600	3,500	2,300	2,200	2,600	18.2%	400

Property Insurance	6,514	4,181	7,000	5,373	6,297	7,549	6,297	3,375	-46.4%	(2,922)
Repairs & Maint.	6,226	2,910	6,000	8,266	6,000	5,664	6,650	6,800	2.3%	150
Supplies	2,125	1,991	2,300	1,555	2,000	1,694	1,800	1,900	5.6%	100
Trash removal	2,522	2,066	4,500	2,178	2,016	1,639	2,150	2,180	1.4%	30
Water & Sewer	2,322	1,454	1,900	1,977	1,700	1,908	1,950	2,050	5.1%	100
Capital Expenditures - Total	16,350		10,000	7,674	10,000	10,229	11,440	19,440	69.9%	8,000
Signage						0	1,440	1,440	0.0%	-
Capital Expenditures - Other						10,229	10,000	18,000	80.0%	8,000
Subtotal Property Expenses	62,937	36,031	60,000	54,261	51,113	52,200	55,867	61,845	10.7%	5,978
Expenses funded outside of budget						1,721				
Total Property Expenses	62,937	36,031	60,000	54,261	51,113	53,922	55,867	61,845	10.7%	5,978

General Overhead Expenses

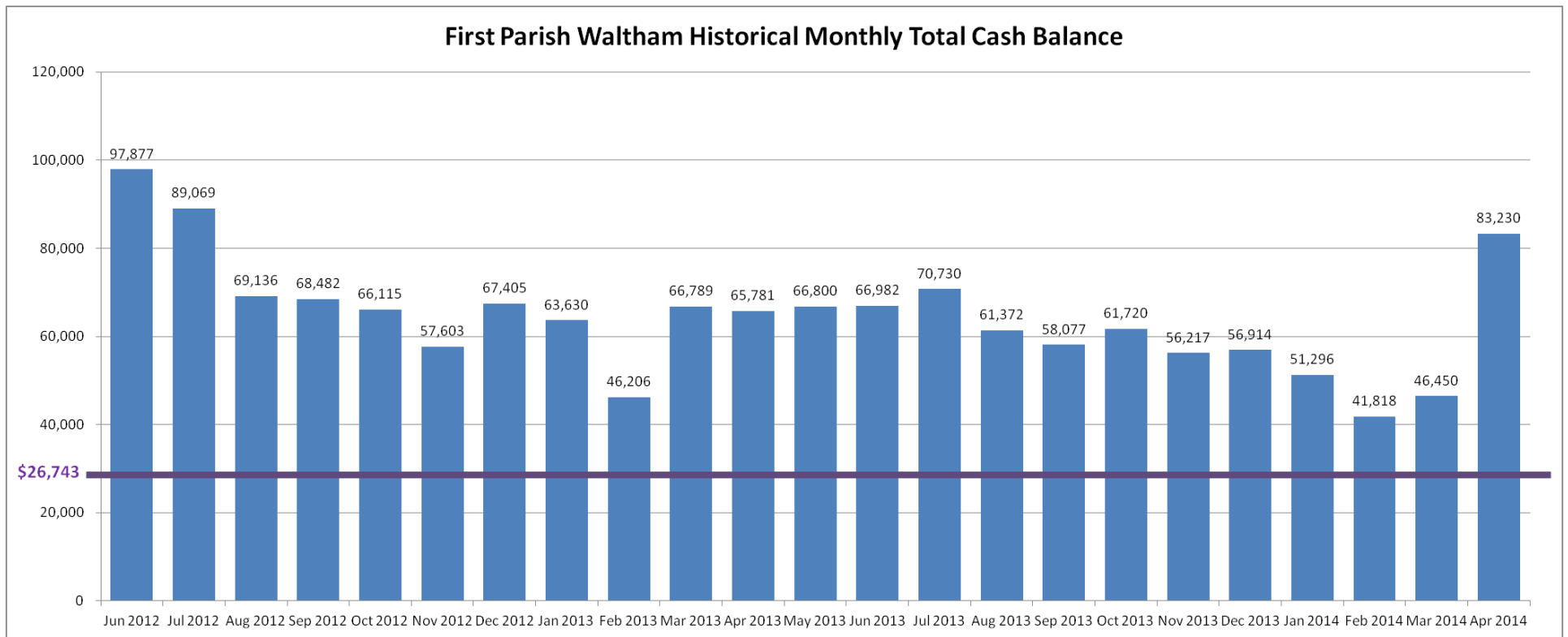
Office Expense	9,303	7,052	6,950	7,726	7,368	4,812	8,078	6,990	-13.5%	(1,088)
Telephone	2,369	2,389	2,400	2,328	2,400	2,562	2,550	2,700	5.9%	150
UUA APF Contribution	6,496	8,918	7,134	5,235	7,018	6,780	6,780	6,540	-3.5%	(240)
MA Bay Dist. Contribution	2,204	2,337	2,337	2,299	2,662	2,147	2,397	2,071	-13.6%	(326)
GA Expenses	500	1,951	2,130	1,229	2,160	0	990	1,860	87.9%	870
Contingency	0	380	1,200	936	1,500	25	1,000	500	-50.0%	(500)
Retreat Subsidy - Net	1,713	3,206	200	704	1,000	-1,095	1,000	1,100	10.0%	100
Subtotal General Overhead Expenses	22,585	26,233	22,351	20,457	24,108	15,231	22,795	21,761	-4.5%	(1,034)

Commission Expenses

Board Expenses/Leadership Development	750	277	1,200	100	1,000	685	750	750	0.0%	-
Buddhist Meditation Group								1,000		1,000
Archive Group								500		
Community Outreach - Total	498	0	500	515	500	703	1,360	1,360	0.0%	-
Waltham Connect Program				173	0	206	680	680	0.0%	-

Community Outreach - Other	498		500	342	500	497	680	680	0.0%	-
Intern Project				131	530	0	0	0		-
Finance & Stewardship - Total	832	3,428	1,000	4,442	2,200	12,036	3,980	9,100	128.6%	5,120
Accounting		3,206		3,671	1,200	7,676	2,880	8,000	177.8%	5,120
Fall Auction Expenses						3,603	350	350	0.0%	-
Finance & Stewardship - Other	832	222	1,000	771	1,000	757	750	750	0.0%	-
Membership Integration - Total	715	1,042	1,500	886	2,500	657	4,000	4,119	3.0%	119
Marketing and Promotion	-	-	-	191	1,000	33	2,500	2,619	4.8%	119
Membership Integration - Other	715	1,042	1,500	695	1,500	623	1,500	1,500	0.0%	-
Music and Worship - Total	4,076	6,828	5,894	6,341	6,790	4,852	6,810	6,010	-11.7%	(800)
Musicians		2,045		3,015	2,250	3,280	2,750	2,750	0.0%	-
Guest Speaker		800		1,000	750	575	1,000	1,000	0.0%	-
Music/Worship Supplies		123		71	1,680	152	400	300	-25.0%	(100)
Flowers		304		545	0	655	840	840	0.0%	-
Instrument Maintenance						117	1,050	1,050	0.0%	-
Professional Development						-	770	70	-90.9%	(700)
Music & Worship - other	4,076	3,556	5,894	1,709	2,110	73				
Religious Education - Total	5,316	3,405	4,800	6,355	6,800	5,099	7,400	6,100	-17.6%	(1,300)
Adult RE/Special Needs	0			894	800	300	600	600	0.0%	-
Teaching Staff						75	900	0	-100.0%	(900)
Library						0	200	0	-100.0%	(200)
Youth Curriculum						1,732	1,600	1,600	0.0%	-
Seasonal Outreach Fairs						182	1,000	1,000	0.0%	-
Play Expenses						0	700	700	0.0%	-
Party Expenses						155	200	200	0.0%	-
Teacher Appreciation Breakfast and gifts						0	200	200	0.0%	-
Jr & Sr Youth Group						164	1,000	1,000	0.0%	-
Support of Aide						180	800	800	0.0%	-

Lifespan Classes						0	200	0	-100.0%	(200)
Religious Education - Other	5,316	3,405	4,800	5,461	6,000	2,311				
Pastoral Care Subcommittee	470	400	500	600	700	520	700	700	0.0%	-
Subtotal Commission Expenses	12,657	15,380	15,394	19,369	21,020	24,551	25,000	29,639	18.6%	4,639
Bank Service Charges				102		227		303		303
Subtotal Non-Personnel Expenses	98,179	77,644	97,745	94,189	96,241	93,931	103,662	113,548	9.5%	9,886
Total Expenses	\$278,592	\$ 278,342	\$287,007	\$ 278,119	\$293,524	\$269,259	\$289,182	\$ 315,613	9.1%	26,431



Treasurer 2013-2014 Report

2013-2014 Financial Summary

Respectfully Submitted by Jim Griffeth, Treasurer, on 6/5/2014

Overview

- 1 The Income statement is divided into two sections. First is the "operating income and expenses" which are budgeted income and expenses for the past year. The second section is "other income and expenses" which are income and expenses that happened but were not budgeted, and any "pass-through" distributions like the Jones Partnership grants. Adding the "operating" and "other" sections together gives us the total **Net Income** for the year. This past fiscal year, overall expenses exceeded income by \$10,461. In other words we had an operating deficit of \$10,461, or 3.6% of our total budget. The details of income and expenses can be viewed on our financial statements and are summarized below.

Operating Income

- 2 **Total Operating Income** for FY2014 was \$282,887, or \$6,295 less than budgeted income (97.8% of budget). Operating Income is split into three categories: Regular Income, Endowment Income and Other Operating Income.
- 3 **Regular Income** was \$151,088 or \$8,835 less than expected (94.5% of budget). This shortfall is due primarily to falling \$15,042 short of our budgeted pledges of \$120,000 and also due to past pledges being lower than expected by \$1,040. These shortfalls was partially offset by better than expected income from Hall Rentals which contributed \$3,355 more than expected and Ways and Means (fall auction) which contributed \$3,525 more than expected. (The excess income from Ways and Means was mostly offset by higher-than-expected expenses for the fall auction which appear in the expenses section.) There was also a smaller positive impact from higher than expected income from Gifts/Offerings (\$214) and from the Buddhist Meditation Group (\$250).
- 4 **Endowment Income** was \$128,259, which was exactly as expected.
- 5 **Other Operating Income** was \$3,540 or \$2,540 more than expected. This was due primarily to a change in our accounting practices where we are now showing as Other Operating Income the \$1,910 Jones Partnership Grant that was distributed to our church (instead of showing up in non-budgeted income as we had done previously). The remainder of the excess was due to unexpected donations to Named Funds (\$455) and a bequest for the Children's Library in Miscellaneous (\$250). These were offset by slightly lower-than-expected income from the Church School Union Trust (\$75 less).

Operating Expenses

- 6 **Total Operating Expenses** were \$296,247 or \$7,065 more than budgeted (102% of budget). Operating expenses consist of General Overhead, Commissions, Property and Personnel expenses.
- 7 **General Overhead** expenses were \$17,366 or \$5,429 less than budget (76% of budget). The cost savings came from significant savings in Office Expenses (\$3,014), as well as in Contingency (\$925), Retreat Subsidy (\$1,095), GA expenses (\$320) and our MA Bay UU Distribution (\$250). There savings were partially offset by higher-than-expected Telephone/Communications Expenses (\$225).

- 8 **Commission Expenses** were \$30,735 or \$5,735 more than expected (123% of budget). This overage is due primarily to a investment in a new professional accountant which has enabled us to continue the cleanup of our books and improve our accounting practices. As a result, Accounting expenses were \$7,826 higher than budgeted. In addition, the Fall Auction expenses were \$3,253 higher than budgeted due to the expensive travel packages that were offered but not budgeted for. (These travel packages brought in more income than they cost - see Ways and Means income above.) These overages were partially offset by savings in other commissions, including Community Outreach (\$657), Membership Integration (\$3,057), Music and Worship (\$1,053), Religious Education (\$561) and Pastoral Care (\$122).
- 9 **Property Expenses** were \$59,976 or \$4,109 more than expected (107% of budget). This overage is due to energy costs (electric, oil and gas) being \$1,327 than expected, plus higher than expected expenses for Grounds Upkeep (\$871), Property Insurance (\$1,252) due to an over-payment which will be credited to next year's insurance, Water and Sewer (\$394), plus smaller overages in Cleaning Services (\$100), Snow Plowing (\$100) and Supplies (\$51). These overages were partially offset by savings in Repairs and Maintenance (\$196), Trash Removal (\$301), and Capital Improvements (\$1,211). Lastly there was a contribution from the Endowment's Butman Fund that provided an additional \$1,721 for capital expenditures. This income is included in the income section, but the expenses that were covered by it appear in the Property Expenses section as Expenses funded outside of budget.
- 10 **Personnel Expenses** were \$187,752 or \$2,232 more than expected (101% of budget). This overage is primarily due to a combination of factors related to the Administrator's salary and her retirement in February which resulted in being over budget by \$4,254. These factors included vacation pay upon Judy's retirement (\$1,516), unexpected overtime in July, December and January (\$847), and an error in her payroll (\$1,891). This overage in Administrator's Salary was partially offset by savings in Office Manager Salary (\$1,404), Minister's insurance (combined health, dental and LTD) (\$677), Maintenance Salary (\$952) and various other smaller variances that net to an additional overage of \$1,010. The payroll area of our accounting has been plagued by errors for many years and we feel confident that we have finally found and corrected most if not all of these errors.

Other Income and Expenses

- 11 **Other Income** exceeded **Other Expenses** by \$2,900 and thus reduced our operating shortfall (increased Net Income) by that amount.

Balance Sheet (and Cash Position)

- 12 We ended the fiscal year with a cash balance of \$58,342, which is \$28,656 less cash than we had a year ago. The difference is due to a net use of \$10,461 to fund our operating deficit for this past year, an erroneous accounting entry by our previous accountant that showed we had \$17,878 in our bank account that we didn't have, and other lesser accounting errors totaling \$317.
- 13 To correct the afore-mentioned accounting error, we have reduced both our Cash account and our Retained Earnings by \$17,878.

Income Statement - Actuals vs. Budget

June 2013 - May 2014

Respectfully Submitted by Jim Griffeth, Treasurer, on 6/5/2014

	Actual	Budget	Variance (+)/-	% of Budget
Income				
41000.1 Regular Income				
41119 Advanced Pledges	0		0	
41120 Pledges	104,957	120,000	15,043	87.5%
41121 Past Pledges	1,910	3,000	1,090	63.7%
41122 Waltham Day Care	7,927	7,923	(4)	100.1%
41123 Hall Rental	17,355	14,000	(3,355)	124.0%
41124 Gift/Offerings	4,714	4,500	(214)	104.7%
41125 Steeple Lighting	450	500	50	90.0%
41126 Ways & Means	9,525	6,000	(3,525)	158.8%
41127 Clothing Exchange	4,000	4,000	0	100.0%
41129 Buddhist Meditation Group	250		(250)	
Total 41000.1 Regular Income	151,088	159,923	8,835	94.5%
41000.2 Endowment Income				
41140 From General Endowment	122,079	122,079	0	100.0%
41145 From Restricted Purpose Fund	6,180	6,180	0	100.0%
Total 41000.2 Endowment Income	128,259	128,259	0	100.0%
41000.3 Other Operating Income				
41000.7 Jones Partnership Fund Grants	1,910		(1,910)	
41128 Church School Union Trust	925	1,000	75	92.5%
41150 Named Funds	455		(455)	
43300 Miscellaneous Other	250		(250)	
Total 41000.3 Other Operating Income	3,540	1,000	(2,540)	354.0%
Total Operating Income	282,887	289,182	6,295	97.8%

Operating Expenses				
60000 General Overhead				
60005 Office Expense	5,064	8,078	3,014	62.7%
60010 UUA APF Contribution	6,780	6,780	0	100.0%
60015 MA Bay Dist Contribution	2,147	2,397	250	89.6%
60025 GA Expenses	670	990	320	67.7%
60028 Contingency	25	1,000	975	2.5%
60030 Retreat Subsidy - Net	(95)	1,000	1,095	-9.5%
65180 Telephone/Comm	2,775	2,550	(225)	108.8%
Total 60000 General Overhead	17,366	22,795	5,429	76.2%
63000 Commissions				
63005 Board Exp / Leadership Dev	840	750	(90)	112.0%
63010 Community Outreach	497	680	183	73.2%
63012 Waltham Connect Program	206	680	474	30.3%
Total 63010 Community Outreach	703	1,360	657	51.7%
63015 Finance & Stewardship				
60056 Accounting	10,706	2,880	(7,826)	371.7%
60066 Fall Auction	3,603	350	(3,253)	1029.4%

63015.4 Late Fees	17		(17)	
63016 Finance/Stewardship - other expenses	748	750	2	99.8%
Total 63015 Finance & Stewardship	15,074	3,980	(11,094)	378.7%
63020 Membership Integration				
60060 Marketing & Promotion	148	2,500	2,352	5.9%
63021 Membership Integration - other	794	1,500	706	53.0%
Total 63020 Membership Integration	943	4,000	3,057	23.6%
63025 Music & Worship			0	
63026 Musician	4,030	2,750	(1,280)	146.5%
63027 Guest Speaker	575	1,000	425	57.5%
63028 Music/Worship Supplies	249	400	151	62.2%
63029 Flowers	713	840	127	84.9%
63033 Instrument Maintenance	117	1,050	933	11.2%
63034 Professional Development		770	770	0.0%
63035 Music & Worship - other	73		(73)	
Total 63025 Music & Worship	5,757	6,810	1,053	84.5%
63030 Religious Education				
63011 Adult RE/Special Needs	430	600	170	71.7%
6888.1 Teaching Staff	95	900	805	10.6%
6888.2 Youth Curriculum	1,913	1,600	(313)	119.5%
6888.3 Seasonal Outreach Fairs	525	1,000	475	52.5%
6888.4 Play Expenses	21	700	679	3.0%
6888.5 Party Expenses	155	200	45	77.3%
6888.6 Teacher Apprec Breakfast-Gifts		200	200	0.0%
6888.7 Jr & Sr Youth Group	1,090	1,000	(90)	109.0%
6888.8 Support of Aide	300	800	500	37.5%
6888.9 Lifespan Classes		200	200	0.0%
6888.10 Library		200	200	0.0%
6888.11 Religious Education - other	2,311		(2,311)	
Total 63030 Religious Education	6,839	7,400	561	92.4%
63040 Pastoral Care Subcommittee	578	700	122	82.5%
Total 63000 Commissions	30,734	25,000	(5,734)	122.9%
65000 Property Expenses				
65100 Electric	5,099	4,400	(699)	115.9%
65110 Fuel Oil	3,553	4,500	947	78.9%
65120 Gas	5,875	4,300	(1,575)	136.6%
65130 Grounds Upkeep	3,071	2,200	(871)	139.6%
65135 Cleaning Service	8,080	7,980	(100)	101.3%
65140 Snow plowing	2,300	2,200	(100)	104.5%
65150 Property Insurance	7,549	6,297	(1,252)	119.9%
65160 Repairs & Maintenance	6,454	6,650	196	97.1%
65170 Supplies	1,851	1,800	(51)	102.8%
65190 Trash Removal	1,849	2,150	301	86.0%
65200 Water & Sewer	2,344	1,950	(394)	120.2%
65210 Capital Expenditures				
65211 Signage		1,440	1,440	0.0%
65212 Capital Expenditures - Other	10,229	10,000	(229)	102.3%
Total 65210 Capital Expenditures	10,229	11,440	1,211	89.4%

Total 65000 Property	58,255	55,867	(2,388)	104.3%
65400 Expenses funded outside of budget	1,721		(1,721)	
Total 65000 Total Property Expenses	59,976	55,867	(4,109)	107.4%
66000 Personnel				
66002 Salary - Minister	42,333	42,333	0	100.0%
66003 Salary - Administrator	17,979	13,725	(4,254)	131.0%
66003.1 Salary - Office Manager	7,097	8,500	1,404	83.5%
66005 Salary - RE Director	22,244	22,244	0	100.0%
66007 Salary - Music Director	17,477	17,477	0	100.0%
66010 Salary - Maintenance	7,509	8,461	952	88.7%
66011 Housing - Minister	24,000	24,000	0	100.0%
66012 In Lieu of Employer FICA	5,074	5,074	0	100.0%
66013 Health Insurance - Minister	9,643	11,417	1,774	84.5%
66013a Dental Insurance Expense	597		(597)	
66013b Long Term Disability Ins	500		(500)	
66014 Professional Expenses-Minister	7,117	6,633	(484)	107.3%
66020 Pension - Minister	6,844	6,633	(211)	103.2%
66021 Retirement Contribution-Admin	1,661	1,373	(288)	121.0%
66023 Retirement Contribution-DRE	2,039	2,224	185	91.7%
66025 Workers Comp	1,603	1,255	(348)	127.7%
66027 Health Insurance Subsidy	1,641	1,600	(41)	102.6%
66029 Student Intern - Minister	6,000	6,000	0	100.0%
66030 SS/Medicare- Church's portion	4,992	5,388	396	92.7%
66035 Payroll Service	1,090	1,183	93	92.1%
2045 2005-6 Error Corrections	313		(313)	
Total 66000 Personnel	187,752	185,520	(2,232)	101.2%
65555 Bank Service Charges	244		(244)	
Unapplied Cash Bill Payment Expense	175		(175)	
Total Operating Expenses	296,247	289,182	(7,065)	102.4%
Net Operating Income	(13,360)	0	13,360	

Other Income				
71110 Interest Income	0		(0)	
72100 Jones Partnership Grants	23,090		(23,090)	
77777 Temporary Funds	3,548		(3,548)	
77778 Special. Collections	1,746		(1,746)	
79000 Minister Discretionary	250		(250)	
Total Other Income	28,634	0	(28,634)	
Other Expenses				
82000 Jones Partnership	22,890		(22,890)	
84000 Flowers	116		(116)	
87000 Special Collections	2,729		(2,729)	
Total Other Expenses	25,734	0	(25,734)	
Net Other Income	2,900	0	(2,900)	
Net Income	(10,461)	0	10,461	

Balance Sheet

Respectfully Submitted by Jim Griffeth, Treasurer, on 6/5/2014

	As of May 31, 2014	As of May 31, 2013 (end of last fiscal year)
ASSETS		
Current Assets		
Bank Accounts		
1000 Bank of America		
1000.1 General Funds	\$30,460	\$ 70,886
1000.12 Memorial Fund	\$6,548	\$6,290
1000.14 Flower Fund	\$1,175	\$1,225
1000.15 Building Fund	\$1,910	\$-
1000.16 Music Fund	\$3,489	\$14
1000.19 RE Fund	\$360	\$360
1000.20 Special Collections	\$3,836	\$-
1000.21 Jones Partnership Fund	\$700	\$2,300
1000.30 Capital Improvements		
I Project - Door	\$900	\$900
1000.32 Capital Improvements - other	\$6,665	\$2,825
Total 1000.30 Capital Improvements	\$7,565	\$3,725
Total 1000 Bank of America	\$56,044	\$84,800
10050 Bank of America Interest Acct	\$518	\$518
11000 Ministers Discretionary Account	\$1,780	\$1,680
Total Bank Accounts	\$58,342	\$86,998
Other current assets		
13000 Prepaid Expenses	\$-	\$3,341
Total Other current assets	\$-	\$3,341
Total Current Assets	\$58,342	\$90,339
TOTAL ASSETS	\$58,342	\$90,339
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
20000 Deferred Income	\$22,325	\$26,185
20050 Withheld Funds		
20055 State	\$264	\$-
20067 Med	\$-	\$0
20070 401k Withholdings	\$-	\$62
Total 20050 Withheld Funds	\$264	\$62
Total Other Current Liabilities	\$22,589	\$26,247
Total Current Liabilities	\$22,589	\$26,247
Total Liabilities	\$22,589	\$26,247
Equity		
30001 *Opening Bal Equity	\$33,295	\$33,295
9001 Retained Earnings	\$12,920	\$30,798
Net Income	\$ (10,461)	
Total Equity	\$35,753	\$64,092
TOTAL LIABILITIES AND EQUITY	\$58,342	\$90,339

Wednesday, Jun 04, 2014 09:59:30 PM PDT GMT-4 - Cash Basis

Assistant Treasurer 2013-2014 Report

Part I: Budgeted Income Received by the Assistant Treasurer

				<i>12-13</i>	<i>12-13</i>	<i>11-12</i>	<i>11-12</i>
	Year To Date Totals	FY 13-14	% of	<i>Totals</i>	<i>% of Bud</i>	<i>Totals</i>	<i>% of Bud</i>
INCOME SOURCES		Budget	Budget	<i>Last Year</i>	<i>Last Year</i>	<i>2 Yrs Ago</i>	<i>2 Yrs Ago</i>
13-14 Pledges Paid	\$104,946.97	120,000	87.46%	103,516.51	89.24%	106,662.00	92.75%
Past Pledges (12-13)	\$1,910.00	3,000	63.67%	1,385.00	46.17%	3,725.00	186.25%
Gifts/Offerings	\$3,713.58	4,500	82.52%	5,303.65	117.86%	3,984.05	88.53%
Ways and Means	\$9,525.00	6,000	158.75%	0.00	0.00%	300.00	15.00%
Hall Rentals	\$16,905.00	14,000	120.75%	14,794.00	123.28%	11,372.00	119.71%
Waltham Day Care	\$7,927.02	7,923	100.05%	7,696.17	100.00%	7,472.07	100.00%
Steeple Lighting	\$450.00	500	90.00%	400.00	53.33%	685.00	68.50%
Clothing Exchange	4,000.00	4,000	100.00%	4,000.00	100.00%	4,000.00	100.00%
SUB-TOTAL	149,377.57	159,923	93.41%	137,095.33	91.43%	138,200.12	95.00%
Supplement from Endowment	\$122,079.00	122,079	100.00%	142,753.00	100.00%	138,610.00	100.00%
Church School Union Trust	\$925.00	1,000.00	92.50%	850.00	103.03%	825.00	100.00%
From Named Funds	\$6,180.00	6,180	100.00%	2,478.00	100.00%	2,100.00	100.00%
Total Budget vs. Income	278,561.57	289,181.84	96.33%	283,176.33	95.63%	279,735.12	97.47%

Part 2: Non-Budgeted Income, Donations, Special Projects Revenues

Non-Budgeted Receipts and Transactions	
Retreat	\$5,506.55
Capital Improvements	\$50.00
Special Collections	\$3,690.00
Advanced Pledges 14-15	\$22,325.00
Memorial Fund	\$555.00
Waltham Buddhist Meditation Group	\$500.00
Temporary Funds includes Jones Partnership Fund from Trustees	\$30,834.32
Total Non-budgeted Receipts	\$63,460.87

Waltham Buddhist Meditation Group

\$500	Donations for seat cushions
-------	-----------------------------

Memorial Fund

\$50	IMO of Jean Kilgore (Clothing Exchange)
\$100	IMO Of Inez
\$100	IMO of Lillian Palmer (Clothing Exchange)
\$305	IMO of Lillian Palmer

\$555.00

Respectfully submitted,
Joel Weddig, Assistant Treasurer

As of 5/27/14

Temporary Funds

\$608.00	Waltham Buddhist Meditation Group donations
\$677.50	RE/Fair Trade Market
\$135.00	RE Spring & Fall Fairs
\$2,100.00	DRE Severance Pay
\$25,000	Jones Partnership Fund, Trustees transfer
\$1,000.00	Jean Cary, Morgan Stanley Charitable Distribution
\$250.00	Phyllis Ramberg Estate, to Children's library
\$500.00	Feeney Brothers Excavation parking lot use
\$277.00	Church Mutual Insurance Dividend
\$286.82	Miscellaneous

\$30,834.32

Share The Plate and other Special Collections

\$152.50	RE Bake Sale for a Cause
\$418	REACH
\$309.00	Home for Little Wanderers
\$432.00	Waltham Farmers Market
\$402.00	Promise the Children
\$549.75	Chesterbrook Learning Center
\$132.50	UUSC Guest At Your Table
\$477.00	Waltham Boys&Girls Club
\$251.00	Waltham Land Trust
\$171.00	Waltham Family School
\$243.00	James Clark NY Times Subscription
\$152.25	Underdog ResQ

\$3,690.00

Trustees of the Permanent Fund

FISCAL YEAR RESULTS. This was an outstanding year for the First Parish endowment. With a return on investment of \$350,000 the value of the Permanent Funds increased to approx. \$1,926,000 from \$1,709,000 the previous year. Meanwhile, expenses of \$137,000 were down from \$151,000 last year. Every investment had a positive return for the year, but the strongest gains were from growth-oriented mutual funds. (See detailed investment results in Table UUI4T2.) No new permanent funds were received during this fiscal year.

The Trustees continue to work with the Finance Commission and the Board of Managers on budgetary matters in an effort to reduce dependency on income from the Permanent Funds. A \$14,000 improvement was made during the 2014 fiscal year, but no further reduction could be made in the 2015 budget. Previously deferred maintenance needs to be done now, as well as certain growth oriented expenditures. In the end, increased membership will be necessary in order to reduce the draw on endowment funds.

PORTFOLIO DECISIONS. In the Spring of 2013 the overall investment market signaled that interest rates were expected to rise, – perhaps sharply. We sold approx. \$190,000 of interest-sensitive investments, including a bond fund as well as domestic and international real-estate funds. By February 2014 our electric and gas utility, Dominion Resources, seemed overvalued in the market, and we sold that for \$114,000. These decisions had the effect of skewing the portfolio even more toward growth-type equities. This proved to be a winning short-term strategy, as the growth portion of the portfolio showed a 31.5% return-on-investment for the year. This magnitude of returns cannot continue indefinitely, and the Trustees must be sensitive as to when it is time to re-diversify.

Interest rates must be higher before bonds become an attractive investment. The Federal Reserve has indicated that interest rates will rise only when the economy is stronger. Low rates are good for the economy and stock market, while high rates generally choke off economic growth as well as the stock market. In the past, the stock market has continued to rise as interest rates began to rise, but eventually rising rates will turn the market down. The challenge for the Trustees is to already have moved into bonds before the market peaks. Crystal ball, anyone?

PRUDENT INVESTMENT. Because of the prolonged period of low interest rates, most endowment managers have reduced their “prudent” annual draw from 6% to 5%. First Parish withdrew 8.0% in the 2014 fiscal year, and the budget for 2015 reduces that to 6.8%. That is certainly a step in the right direction, but we still have a long way to go. Endowments generally limit their equity holdings to about 60% of the portfolio, whereas First Parish is at 85%. Over the long term, stocks have a much higher expected rate of return compared to bonds, but in the short term, they are far more volatile. This year we enjoyed the “volatility” on the up side. Hopefully, we can return to a more balanced portfolio before we again experience volatility on the down side.

NATURAL GAS CONVERSION. In 2013 the church installed a high-efficiency boiler while converting from oil to natural gas. Because of the almost certain savings, the Trustees decided to capitalize the net expenditure of \$61,000 and depreciate it over ten years, rather than expensing it all at once. The boiler is listed under Fixed Assets in the attached Tables.

TABLES INCLUDED WITH REPORT:

UUI4T1 - Comparative summary of results for five years.

UUI4T2 - Detailed investment results for the latest year.

UUI4T3 - Current investment portfolio by categories.

UUI4T4 - Analysis of the Named Funds.

Graph - Permanent Funds Compared to Consumer Price Index

TRUSTEES OF THE PERMANENT FUNDS
5 YEAR COMPARATIVE REPORT OF ASSETS & OPERATING RESULTS

UU14T1

SUMMARY OF ASSET ALLOCATIONS

	2/28/10	%	2/28/11	%	2/29/12	%	2/28/13	%	2/28/14	%
Cash & Short-Term Income	11,865	1	126,148	7	73,052	4	52,994	3	234,772	12
Fixed Assets (Gas Boiler)	-	-	-	-	-	-	64,200	4	54,900	3
CD's, Bonds, Bond Funds	244,230	15	50,588	3	54,341	3	59,339	3	11,298	1
Low Correlation Funds	302,500	19	346,031	19	316,007	19	292,970	17	189,603	10
Equity Securities, Value	208,748	13	244,412	14	235,460	14	286,400	17	228,602	12
Growth & Blended Funds	474,186	30	717,048	40	678,426	41	656,548	38	841,126	44
International Funds	336,938	21	310,224	17	303,743	18	296,932	17	366,264	19
	<u>1,578,467</u>		<u>1,794,451</u>		<u>1,661,029</u>		<u>1,709,383</u>		<u>1,926,565</u>	
Change in Asset Value			215,984		(133,422)		48,354		217,182	
Percentage Change			13.7%		-7.4%		2.9%		12.7%	
Annual Inflation Rate			2.1%		2.9%		2.0%		1.1%	
Growth or Loss after Inflation			11.6%		-10.3%		0.9%		11.6%	

SUMMARY STATEMENT OF RETURN ON INVESTMENTS, AND DISBURSEMENTS

	12 Months 2/28/10	12 Months 2/28/11	12 Months 2/28/12	12 Months 2/28/13	12 Months 2/28/14
Opening Assets	1,197,985	1,578,468	1,794,451	1,661,030	1,709,383
Funds Received for Jones Partnership	12,823	15,468	21,245	23,942	24,423
Other Additional Funds Received	-	36,297	1,740	43,054	-
Return on Investments (Income+Gain)					
Cash & Short-Term Income	107	82	32	4	(524)
Depreciation, Fixed Assets	-	-	-	-	(6,100)
CD's, Bonds, Bond Funds	22,589	10,359	3,753	4,998	1,959
Low Correlation Funds	105,387	50,314	(4,493)	30,214	42,248
Equity Securities, Value Style	92,759	39,954	(3,989)	56,395	55,420
Growth & Blended Funds	160,806	142,176	14,245	38,470	187,422
International Funds	132,027	73,339	(6,481)	23,189	69,332
	<u>513,675</u>	<u>316,224</u>	<u>3,067</u>	<u>153,270</u>	<u>349,757</u>
Disbursements					
To Church Operating Budget	129,436	124,400	134,270	141,734	127,248
Other Specific Projects Voted	-	-	-	-	-
Special Purpose Funds	11,150	6,835	4,505	9,678	9,750
Trustee's Expense	5,012	271	198	-	-
Expenses Subtotal	<u>145,598</u>	<u>131,506</u>	<u>138,973</u>	<u>151,412</u>	<u>136,998</u>
For Jones Partnership	417	20,500	20,500	20,500	20,000
	<u>(146,015)</u>	<u>(152,006)</u>	<u>(159,473)</u>	<u>(171,912)</u>	<u>(156,998)</u>
Closing Assets	1,578,468	1,794,451	1,661,030	1,709,383	1,926,564
Components of Return on Investment					
Income Received	40,759	34,236	31,042	31,458	28,484
Gain or Loss of Market Value	472,916	281,988	(27,975)	121,812	321,273
Total Return	<u>513,675</u>	<u>316,224</u>	<u>3,067</u>	<u>153,270</u>	<u>349,757</u>
As Percentages of Opening Assets					
Total Return on Investments	42.9%	20.0%	0.2%	9.2%	20.5%
Total Expenditures (Excluding Jones Partnership)	12.2%	8.3%	7.7%	9.1%	8.0%

INVESTMENT RESULTS FOR THE YEAR ENDED 2/28/14

UU14T2

	VALUE 2/28/13	TRANSACTIONS Date	Amount	VALUE 2/28/14	TOTAL RETURN (Income + Gain)	
	\$		\$	\$	\$	%
Cash & Short-Term Income						
Bank of America	3,452	Various		3,855	1	0.0%
Fidelity Money Mkt Accounts	57,493	Various		231,501	12	0.0%
Fidelity Short-Term Bond	-			-	-	0.0%
Accounts Receivable	3,945	03/07/13	(3,945)	-	-	0.0%
Accounts Payable (Minus)	(11,896)	03/07/13	11,896	(584)	(584)	0.0%
	52,994		7,951	234,772	(571)	0.0%
Fixed Assets (Gas Boiler)	64,200	Depreciate	(6,100)	54,900	(6,100)	
		Rebate	(3,200)			
CD's, Bonds & Bond Funds						
Loomis Sayles Bond Fund	59,339	06/07/13	(50,000)	11,298	1,959	5.7%
	59,339		(50,000)	11,298	1,959	5.7%
Growth & Income Blended Funds						
Fidelity Puritan	145,707		-	171,332	28,068	19.3%
UUA Gen. Invest. Fund	8,297		-	8,749	854	10.3%
	154,004		-	180,081	28,922	18.8%
Low Correlation Funds						
Cohen & Steers Realty	57,182	06/06/13	(58,880)	-	1,698	11.0%
EatonVance Enhanced Equity 2	55,350			66,300	16,200	29.3%
Fidelity Int'l Real Estate	38,571	06/06/13	(39,398)	-	827	7.9%
Fidelity Convertible Securities	100,281			123,303	23,022	19.1%
Merger Fund	41,586	06/06/13	(42,087)	-	501	4.5%
	292,970		(140,365)	189,603	42,248	18.0%
Equity Securities, Value Style						
Berkshire Hathaway 'B'	127,700			144,725	17,025	13.3%
Dominion Resources	89,040	02/26/14	(113,785)	-	28,323	31.8%
General Electric	69,660			76,410	9,120	13.1%
Misc. Equities	-	08/29/13	6,515	7,467	952	14.6%
	286,400		(107,270)	228,602	55,420	30.9%
Growth Mutual Funds						
Fidelity Select Health	68,252			114,066	45,814	67.1%
Fidelity Select Leisure	66,986			90,233	23,247	34.7%
Fidelity Select Technology	60,248			82,053	21,805	36.2%
Vanguard Admiral Energy	143,463			164,373	20,910	14.6%
Vanguard Growth Index	163,595		-	210,320	46,725	28.6%
	502,544		-	661,045	158,501	31.5%
International Funds						
DWS Scudder Global Small Cap	140,781			180,590	39,809	28.3%
Vanguard Admiral Int'l Growth	156,151		-	185,674	29,523	18.9%
	296,932		-	366,264	69,332	23.3%
Totals						
Starting Portfolio Value	1,709,383		Column totals	1,926,565	349,710	20.5%
Plus New Funds Received	24,423					
Plus Investment Return	349,757					
Less Expenditures	(156,998)					
Ending Portfolio Value	1,926,565					

INVESTMENT PORTFOLIO AS OF 3/01/14

UU14T3

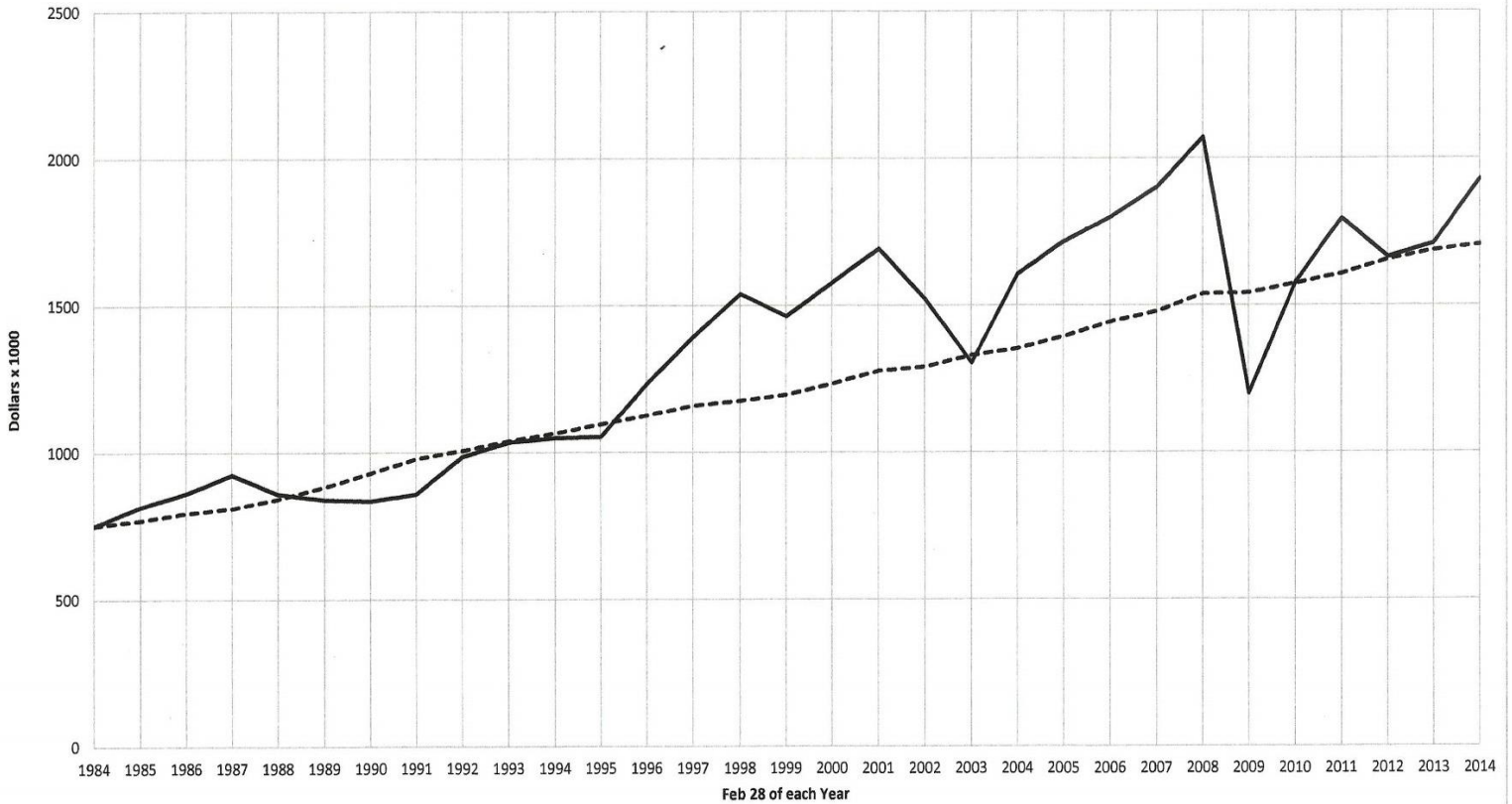
	Symbol	Shares	Price \$	Value \$	Percent of Portfolio
Cash & Short-Term Income					
Bank of America		-	-	3,855	0.2%
Fidelity Money Mkt Accounts		-	-	231,501	12.0%
Accounts Receivable		-	-	-	0.0%
Accounts Payable (Minus)		-	-	(584)	0.0%
				234,772	12.2%
Fixed Assets (Gas Boiler)				54,900	2.8%
CD's, Bonds & Bond Funds					
Loomis Sayles Bond Fund	LSBDX	733.2	15.41	11,298	0.6%
				11,298	0.6%
Growth & Income Blended Funds					
Fidelity Puritan	FPURX	7,830.5	21.88	171,332	8.9%
UUA Gen. Invest. Fund		1,168.6	7.49	8,749	0.5%
				180,081	9.3%
Low Correlation Funds					
EatonVance Enhanced Equity 2	EOS	5,000.0	13.26	66,300	3.4%
Fidelity Convertible Securities	FCVSX	3,835.2	32.15	123,303	6.4%
				189,603	9.8%
Equity Securities, Value Style					
Berkshire Hathaway 'B'	BRK.B	1,250	115.78	144,725	7.5%
General Electric	GE	3,000	25.47	76,410	4.0%
Misc. Equities	---	-	-	7,467	0.4%
				228,602	11.9%
Growth Mutual Funds					
Fidelity Select Health	FSPHX	526.0	216.87	114,065	5.9%
Fidelity Select Leisure	FDLSX	668.1	135.05	90,233	4.7%
Fidelity Select Technology	FSPTX	627.8	130.69	82,053	4.3%
Vanguard Admiral Energy	VGELX	1,292.6	127.16	164,374	8.5%
Vanguard Growth Index	VIGAX	4,290.5	49.02	210,320	10.9%
				661,045	34.3%
International Funds					
DWS Scudder Global Small Cap.	SGSCX	3,805.9	47.45	180,590	9.4%
Vanguard Admiral Int'l Growth	VWILX	2,515.9	73.80	185,674	9.6%
				366,264	19.0%
				1,926,565	100.0%

ANALYSIS OF THE NAMED FUNDS

Year & Source	Fund Name	Specified Purpose	Principal		Restrictions by Donor		Accumulated Income in Restricted Funds			
			2/28/14	None	Princ.	Income	2/28/13	2/28/14		
1961 UU	Alliance Memorial	Flowers	200			X	183	8	12	179
1939 U	Fred W. Archibald	Flowers	401			X	487	16	23	480
1930 W	Sarah J. Bartlett	Flowers	100			X	221	4	0	225
1994 UU	Eaton/Chase Family	Flowers	700			X	495	27	41	481
1923 W	Ernest H. Griswold	Flowers	295			X	428	12	17	423
1984 UU	Guild Flower Fund	Flowers	893			X	533	35	52	516
1982 UU	Risdon Memorial	Flowers	3,000			X	639	117	174	582
1982 UU	Sears Memorial	Flowers	250			X	363	10	15	358
1990 UU	Deacon Smith Family	Flowers	2,263			X	255	88	100	243
1942 U	Walter Stearns	Flowers (\$100)	7,000	X		[100]	120	4	6	118
1907 B	John C. Haynes	Charity Work	7,988			X	463	312	0	775
1875 U	Eunice Harrington	Needy Poor	2,662			X	154	104	0	258
1882 B	Lucy Chipman	Poor of the Church	944			X	319	37	0	356
1900 B	Sarah A. Davenport	Poor of the Church	910			X	276	35	0	311
1725 P	Mills Ripley	Poor of the Church	1,102			X	379	43	0	422
1881 U	Polly Sanderson	Poor of the Church	2,223			X	589	87	0	676
1955 U	Annie W. Smith	Poor of the Parish	11,067			X	642	432	0	1,074
1999 UU	Castner Memorial	Music	6,283			X	1,183	245	364	1,064
1992 UU	David E. Clough	Music	1,225			X	308	48	71	285
2012 UU	Irene Kallow	Music	43,054			X	1,249	1,679	2,081	847
1950 W	Walter F. Starbuck	Music	580			X	264	23	34	253
2004 UU	Betty Lee Diggs	Music (Organ)	25,000			X	7,350	975	1,450	6,875
1972 UU	Martha Abbott	Children's Library	1,400			X	81	55	0	136
1996 UU	Dr. Douglas Buitman	Property Maint.	30,000			X	5,290	1,170	1,740	4,720
1966 W	Alice J. Mason	First Parish Guild	500			X	167	20	0	187
1942 U	Alice S. Peabody	Sunday School	300			X	161	12	0	173
1992 UU	Ted Jones Scholarship	UUA Scholarships	8,402			X	1,978	328	1,000	1,306
1926 W	Alice L. Smith	Pastor's Supplement	171,331	****		X	712	2,515	2,570	657
2007 UU	Jones Partnership	Non-Budget Initiatives	-----	**		X	44,704	24,428	20,000	49,132
1913 U	Clara Abbott	-----	500			X	69,993	32,869	29,750	73,112
1905 W	George L. Almy	-----	500			X				
1921 W	Abby E. Armstrong	-----	300			X				
1923 W	Phineas & Mary Barnes	-----	1,700	***		X				
1935 B	Mary E. Barry	-----	2,000			X				
1927 W	Fred & Mary Bryant	-----	2,214	***		X				
1919 B	Luther & Mary Gilbert	-----	10,000			X				
1967 UU	Helen M. Howe	-----	6,560			X				
1900 B	William H. Ireland	-----	4,000			X				
2007 UU	Ted & Nathalie Jones WCRB	-----	203,891			X				
1922 U	Mary Gardner Lamb	-----	1,500			X				
1911 B	Joseph W. Leighton	-----	12,000			X				
1916 W	Alice & Arthur Mason	-----	4,835	***		X				
1998 UU	Robinson Family	-----	6,285			X				
1918 B	Susan E. Tyler	-----	1,000			X				
1994 UU	Marguerite E. Chase	-----	54,489		X					
1965 UU	Mary A. Hartwell	-----	5,000		X					
1996 UU	Daniel B. Hinckley	-----	2,000		X					
1967 UU	Evelyn G. Sears	-----	10,000		X					
1980 B	Beacon Property Fund	-----	352,600		X					
1977 W	Parsonage Proceeds Fund	-----	69,148		X					
2013 UU	Fixed Assets (Gas Boiler)	-----	64,200		X					
	Accumulated Income & Appreciated Value	-----	781,770				708,659			73,112
	Grand Total, All Funds		1,926,565		264,185		1,266,096			396,285

Notes:-
 * Income added back into principal
 ** Principal is in the Jones FBO Trust
 *** Held in UUA Common Endowment Fund
 Income received quarterly
 **** Principal balances adjusted annually
 Principal invested in Fidelity Puritan Fund
 Income rate on Special Purpose Funds
 = 3.9%
 Sources:-
 B=Beacon Universalist
 W=Waltham Universalist
 P=Puritan predecessor
 U=Unitarian before 1958
 UU=Since merger in 1958

Permanent Funds Compared to Consumer Price Index from a base of \$751,000 in 1984
Solid line = Actual Funds Dashed line = Funds required to keep pace with inflation



On-going comparative records of the Permanent Funds have been kept since 1984 at which time the total funds were \$751,000. Each year we compare the actual funds balance to the amount that would have been needed to keep up with inflation. Although the Consumer Price Index has more than doubled during this period, so have the Permanent Funds. So the buying-power of the funds today is actually greater than it was in 1984. While keeping up with inflation, the funds have also contributed \$3,047,000 to First Parish operations during these 30 years.

Respectfully submitted,

TRUSTEES OF THE PERMANENT FUNDS

David S. Wilbourn
 Fred W. Ruland
 Nancy C. Amstutz

Jones Partnership Fund Grant Recipients

CHESTERBROOK COMMUNITY FOUNDATION, INC.:

Youth Group Community Service Project.

\$1500

Project Director: Joan Atlas

Sponsor: Liz Penton and Jane True

The Project: The Jones Partnership Fund will provide funds for school and art supplies and snacks and water for two learning centers—Chesterbrook and Dana Court.

Partnering Opportunities: The Parish Youth Group will conduct monthly drives at the Parish to gather healthy snacks, school and/or art supplies to further help the learning centers. They will also plan and carry out special activities for the children of Chesterbrook and Dana Court.

WATCH COMMUNITY DEVELOPMENT CORPORATION:

\$2500

The Immigrant Experience

Project Director: Alexandra Babbist

Sponsor: Deb Jose

The Project: WATCH will plan and present a program and potluck dinner to increase the understanding of challenges and experiences of immigrants in Waltham. The goal is to increase appreciation for the resources and contributions that immigrants offer the community and explore ways to facilitate the integration of immigrants into the life of the city. The event will be called *The Immigrant Experience*.

Partnering Opportunities: WATCH will partner with FPW Church to plan and carry out the program. The attendees will come from the FPW, WATCH membership, immigrants from the Tenant Action Group, the general public, and other organizations in the community, including Brandeis, the Waltham Family School, and the Charles River Internet Center.

WALTHAM MILLS ARTISTS' ASSOCIATION:

Waltham Mills Open Studios: Print and Media Campaign

\$1,000

Project Director: Michelle Arnold Paine

Sponsor: Karen Klein

The Project: Waltham Mills Artists' Association will hold their Open Studios on November 1 and 2, 2014. The Jones Partnership Grant will help with one of the largest expenditures, the printing and media campaigns. This includes folded and flat posters, handouts to the visitors, postcards, sandwich boards, parking handouts, and sponsor posters.

Partnering Opportunities: The WMAA will include the FPW on its materials and provide art for the FPW auction.

CHAPLAINS ON THE WAY:

\$1500 (2 yrs.)

Women's Knitting Group at Bristol Lodge Women's Shelter

Project Director: Rebecca Sheble-Hall

Sponsor: Shirley Traite

The Project: The ultimate goal is to bring connection to women experiencing crisis and isolation, including connection to faith communities, such as First Parish. There will be weekly opportunity to knit in a circle of

care and conversation. Knitters choose yarn and needles from donated supplies while COTW volunteers teach beginners to knit. Staff chaplains organize and attend each week, offering spiritual companionship and helpful resources. (In two years time, this group plans to become self-sustaining and is in the process of setting up their organization towards that goal.)

Partnering Opportunities: COTW hopes to expand the circle of support in the community. The volunteers will promote the needs of the group in their churches and among friends. At the First Parish specifically, they plan a “Ladies’ Tea” and a meditative labyrinth walk, co-facilitated by FPW ministerial intern Janet Parsons. Interested women in the knitting group can be part of the planning also.

FIRST PARISH WALTHAM: \$1910
Welcoming Signage

Project Director: Barry Stearns Sponsor: Donna VanderClock

The Project: This project is a continuation of the related charges of the Growth Task Force adopted by the FPW congregation in June, 2012. Buying and placing signs for the church will enable visual changes that will serve to welcome, orient visitors and provide more visibility in the Waltham community.

Partnering Opportunities: The FPW is planning for the signage to provide more opportunity to welcome more community people into the church for services and events. This is one strategy to become more visible in the City.

WALTHAM BOYS AND GIRLS CLUB \$2,000
Café for Kids Dinner Program

Project Director: Erica Fitch Sponsor: Sue Genser

The Project: Since many of Waltham children and teens eat one nutritious meal a day at school, the purpose of the program is to help alleviate out-of-school hunger by providing a healthy meal every evening, educate children about nutrition and healthy eating habits, and motivate the community to respond to the problem of childhood hunger. Café for Kids provides an after-school meal each day that school is in session.

Partnering Opportunities: The Girls and Boys Club works with Healthy Waltham, Waltham Fields Community Farm, as well as students from Bentley and Brandeis. The First Parish neighbors are invited to plan, source, and serve meals in the program. The program benefits the Club families and the community as a whole.

THE COMMUNITY DAY CENTER, INC. \$2500 (3 years)
Stabilization Program: Counseling, Case Management and Wellness

Project Director: Marilyn Lee-Tom Sponsor: Dimitry Zarkh

The Project: The project entails hiring and paying a Mental Health Counselor and a Case Manager to provide a stabilization process for the people who utilize the Community Day Center. The goal is to offer “one stop” services for those individuals who need help with mental health issues and substance abuse issues. The goal for each individual is full recovery with no relapse. (Their plan is to attain funds from larger grant sources to support the counselor and case manager, such as the Clipper Ship Foundation, for the long term.)

Partnering Opportunities: There are volunteer opportunities at the Day Center to deepen the connection that already exists with the FPW. The CDC benefits the Waltham community.

THE CAT CONNECTION

\$1000

The Cat Connection Shelter Projection

Project Director: Eva Miller

Sponsor: Evelyn LeBlanc

The Project: The volunteer team proposes to transform the former North Branch of the Waltham Public Library into a cat shelter in 2014. The purpose is to control the local feral cat population through Trap-Neuter-Return-Maintain programs and to facilitate the adoption of stray and abandoned cats and kittens into responsible, permanent homes. Many residents can no longer afford to feed their cats or kittens or are abandoning them. The economy has left the Cat Connection with more cats than ever. The grant can help them provide a shelter to improve the feral cat situation in the City.

Partnering Opportunities: The Cat Connection would acknowledge the First Parish Waltham publicly for helping TCC move forward, provide volunteer opportunities, and increase connections with the MSPCA, Waltham Animal Control, and Petco Foundation.

WALTHAM PHILHARMONIC ORCHESTRA

\$1500

Community Outreach Program

Project Director: Margaret Kearns

Sponsor: Michael Levin

The Project: The focus of the Community Outreach Program is to bring classical music listening and performing opportunities to a greater cross-section of the Waltham Community. The goals are to attract student players to the orchestra, host a Student Concerto Competition, offer an exceptional young musician the opportunity to perform as a soloist with the orchestra, and partner with Plympton School in the “South of the Border” spring concert and produce four free chamber music concerts for the community.

Partnering Opportunities: The Waltham Philharmonic Orchestra will offer a chamber music performance at First Parish Church this year, either as part of a service, in conjunction with another on-going event, or as a separate event for parishioners. The group would welcome the opportunity to strengthen partnership with the FPW.

GREATER WALTHAM ARC (GWARC)

\$1200

Expanding Friendship Opportunities through Brandeis Buddies

Project Director: Roslynn Rubin

Sponsor: Alice Taylor

The Project: Brandeis Buddies builds friendships between Brandeis student volunteers and adults with intellectual and developmental disabilities who work on campus or live in the Waltham community. GWARC provides staff oversight and Brandeis provides a small operating budget. The Jones Partnership funds would allow additional unique programs, including service projects, field trips, and increased number of attendees.

Partnering Opportunities: The FPW partnering possibilities are numerous—such as, participating in a joint meeting or service project. A Brandeis Buddies gathering could be held at the First Parish with a potluck or simple dinner following the meeting with participation with FPW members and young people. A second possibility for FPW partnership could be to host or attend a recreational activity—all based on individual input. In addition, the Brandeis Buddies with FPW could participate in a service project such as jointly preparing a meal at the Community Day Center of Waltham or jointly volunteering at the Waltham Fields Community Farm.

HEALTHY WALTHAM

\$2000

Care of the Earth—Year 2

Project Director: Louise Forrest

Sponsor: Muffy Young

The Project: The “Care of the Earth” program is continuing from last year. Six interns from three Waltham Housing Authority (WHA) low-income family residences will participate in regular educational programming on organic gardening and then tend the gardens where they live. They will receive stipends for their work. The intern-ships are 8 weeks long. There will be a learning experience at each of the WHA gardens in the form of a garden club experience. They will learn to care for the plants, cook what they grow, and increase the benefit for family, friends, and neighbors about the local food system and its relationship to the earth.

Partnering Opportunities: They will work with the Outreach Committee (Social Action Committee) to identify appropriate ways for FPW members to participate. For example, youth and adults might maintain the garden at the McDevitt School over the summer and support the free summer lunch program at the Boys and Girls Club by bringing the produce there. Too, they hope to organize a community meal with participation from both adults and young people.

WALTHAM LAND TRUST

\$800

Pull and Twist—Creating the *Fall Wall*

Project Director: Joyce F. Nett

Sponsor: Scott Schurr

The Project: This project joins learning about nature, invasive species, and the availability of hiking trails in Waltham, and creativity. Young people from various organizations in Waltham, including the FPW, will gather with the Land Trust’s Program Director and walk to the Charles River, Blue Heron Trail where they will learn about the land and invasive species. They will pull out species like bittersweet using safety measures learned, bundle them into piles and bring them back to their meeting place. At subsequent meetings, they will learn how to twist and turn the vines into concentric circles secured with twine and create a *Fall Wall* as a beautiful sculpture that reflects a love of nature and brings joy to the neighborhood.

Partnering Opportunities: First Parish Church young people, among others, will be invited to participate in this activity, both in the walk and creating the sculpture. It is possible that the Church will be the venue to create the wall structure.

UNITARIAN UNIVERSALIST MASSACHUSETTS ACTION NETWORK \$1500**SALT (Spiritual Activist Leadership Training)**

Project Director: Tom Bozeman

Sponsor: Dimitry Zarkh

The Project: SALT’s mission is to empower participants to cultivate peace and justice through faith-based relationship building, action, and reflection. Its vision is to ground young adults in Unitarian Universalist values and empowering them to understand what is, envision what can be, and be the change. The funds are part of a larger fund-raising strategy to establish the program in Massachusetts; this strategy involves a process of selecting and training youth leaders and supporting their service leadership and growth, especially bringing a youth-focused leadership to Massachusetts.

Partnering Opportunities: First Parish Church members are encouraged to learn more about SALT at General Assembly and begin to build relationships with key staff. SALT can do a presentation on the program at First Parish or participate in one of our services to talk about the work and impact of youth leaders on building the next generation of leadership in the UU community.

WALTHAM AMERICAN LEGION BAND

\$750.00

Waltham American Legion Trolley Band

Project Director: Paul Giunta

Sponsor: Scott Tougas

The Project: Since the Waltham American Legion Band has lost members due to age and disability, The Trolley Band allows them to participate again in parades, ensemble performances in Waltham, and other local performances. The band welcomes older members to pursue their musical interests, and in addition, welcomes younger members. The grant request is for a stipend to pay a music director who will secure personnel for the Band, plan a program and select appropriate music with a music librarian, and direct the band as it plays. Also, the request is for money to pay a trolley driver. If there is no driver, the trolley cannot be used.

Partnership Opportunities: First Parish parishioners who play an instrument are invited to be part of the Trolley Band. Others who would be willing to volunteer to drive the trolley in parades would be welcome. The Band performed in 7 parades in 2013; they are expecting to perform in more than 7 in 2014.

DOWNTOWN WALTHAM PARTNERSHIP

\$2,000

Riverfest

Project Director: Sarah Hankins

Sponsor: Charnan Bray

The Project: This is the Riverfest Project for the City of Waltham. It promotes the natural beauty of Waltham and supports economic development. Funds will provide stipends for area musicians to participate in the Riverfest Day.

Partnering Opportunities: First Parish is included in all publicity materials. Also, historically members of First Parish are strongly included in the development of Riverfest and in volunteering during the event.

WALTHAM SYMPHONY ORCHESTRA

\$1,340

Commissioning a New Orchestral Work to Celebrate Waltham Public Library 150/100 Anniversary

Project Director: Joan Garniss

Sponsor: Dan Taylor

The Project: This project is designed to mark the 150th Anniversary of the founding of the Waltham Public Library and the 100th Anniversary of the Library building. The Waltham Symphony Orchestra and the Friends of the Waltham Public Library are working together to create a gala event to mark the end of a year-long celebration. Waltham native, Dianne Goolkasian Rahbee, will compose music that connects to this celebration. The first performance will be October 2015. The commissioned work will be the centerpiece of the celebration. All Waltham Symphony Orchestra (WSO) concerts are free and open to the public. Library funds support rehearsal and musician costs.

Partnering Opportunities:

The Ted Jones Foundation grant for which we are applying will join with funding already in place from the Friends of the Waltham Public Library. The WSO provides a high-quality classical music experience, well in keeping with the legacy of Ted Jones. In addition, the funding will provide an opportunity for First Parish Church to reach out to a wider and varied part of the larger Waltham community.

Nominees for Open Committee Positions

The Nominating Committee recommends the following people for the listed positions:

POSITION	NOMINEE	TERM EXPIRES
Moderator 1 year	Terry Grobe	2015
Clerk 1 year	Peter Duane	2015
Treasurer 1 year	Bill Simpson	2015
Assistant Treasurer 1 year	Leslie Gildersleeve	2015
Finance Commissioner 2 years	Dan DeHainaut	2016
Property Commissioner 2 years	Barry Stearns	2016
Social Action Commissioner 2 years	Dimitry Zarkh	2016
Nominating Committee 2 years	Karen Klein Amy Eastwood Bob Goggin	2016 2016 2016
Trustee 3 years	Fred Ruland	2017