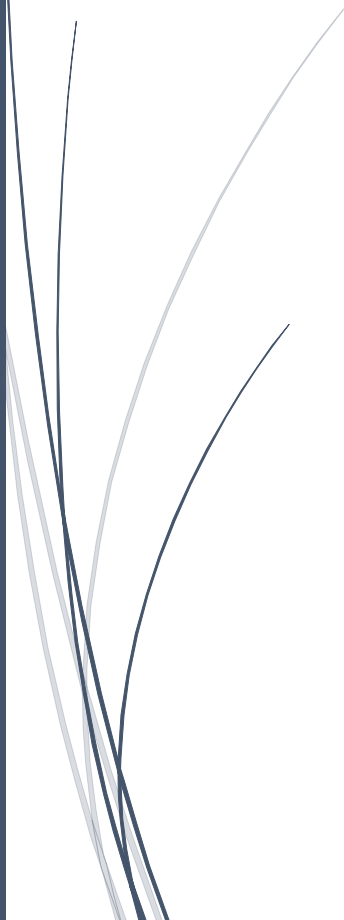


June 11, 2017

# Annual Report

2016-2017

First Parish in Waltham, Universalist Unitarian, Inc.





## **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

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## ***STAFF REPORTS***

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### **President's Report**

The Board of Managers meets monthly except in July, and Board meetings continue to be open to all members of the congregation. Next year's meeting schedule will be placed in the church calendar during the summer.

For 2016-17 the voting members were:

Dan DeHainaut – President  
Bee Fortin – Music & Worship Commissioner  
Elisse Ghitelman – Membership Integration Commissioner  
Joan Smith-Taylor – Finance Commissioner  
Barry Stearns – Property Commissioner  
Deb Wild – Religious Education Commissioner

Michael Carmody served as Clerk, Leslie Gildersleeve as Assistant Treasurer, Bill Simpson as Treasurer, and Bill VanderClock as Moderator. Unfortunately, the Community Outreach & Social Justice Commission went without a commissioner this year—a situation we expect to remedy for 2017-18.

When the new Board gathered last August to set its goals for the coming year we settled on four key priorities. It was a fairly manageable list, not as short as the previous year's nor as long as some in the past. You'll recognize these themes in other parts of this Annual Report, but here they are in one place:

1. Explore new ways for the program staff and minister to support the work of volunteer leaders.
2. Help the MaP Team and Membership Integration Commission to recruit and welcome newcomers and integrate them into congregational life.
3. Develop new programs and new approaches to established activities, and evaluate their effectiveness.
4. Evaluate the long-term financial health and sustainability of First Parish, and discuss mid- and long-term goals with the congregation.

The word “new” plays a part in most of these priorities. Reverend Marc and the Board declared this a “year of experimentation,” especially in worship and programs and in the evolving roles of our staff. The particulars belong to other reports, but before you turn the page I'll highlight two new accomplishments that began with the previous year's goal: In the fall we sent out our first direct mailing to potential visitors—the culmination of much planning and work on the part of the Marketing and Promotion team. Then in the early spring our redesigned web site launched—again, the result of a great deal of preparation and work, with our office manager Chris Johnson and Reverend Marc taking the lead.

To me, the Board's deep, growing awareness of the needs of visitors, returnees, and new members is one of the most exciting developments of the year. We have had fewer discussions of growth for the sake of growth and more about how we can make the gifts of our community apparent and available to every new person coming in the door. At the same time, we have been committed to finding ways to keep longstanding members engaged and to prevent volunteer burnout among the church's lay leaders. In the coming year, Lynne Weygint's evolving role as Director of Community Engagement—another 2016-17 innovation in progress—will help us address both sides of the newcomers/old-timers balance.

The coming year will also bring a new relationship with Becky Sheble-Hall and her work with Chaplains on the Way during her preliminary fellowship as a newly ordained UU community minister. With Becky's

ordination this fall our congregation, which returned to a teaching role a mere six years ago, will have seen three interns through to ordination and fellowship. After next October, as the Reverend Sheble-Hall's affiliate congregation, we will be stepping beyond our now comfortable role of teaching church. It's new and exciting territory to explore.

And so it has been with the year at First Parish: New things, and next things, and things that are a bit unfamiliar. Change can be difficult as well as exhilarating, and no innovation gets rave reviews from everyone. But it's worth reminding ourselves, as the Board has tried to do all year, that First Parish has been around for three centuries. So no matter what activity or aspect of congregational life we're talking about, *we have **not** always done it this way*. Behind the four bulleted goals near the beginning of this report has been the Board's commitment to keep First Parish agile and responsive to new needs and situations while remaining true to our roots, our mission, and our covenant.

If you'll allow me a tortured metaphor, the Board president's job is to keep an eye on a lot of balls but not necessarily to take them all home when the game is over. So I'll end by thanking the people whose work makes First Parish what it is: Reverend Marc, Lynne, Chris, and all of our great First Parish staff team, the tireless church volunteers who aren't afraid to say "yes" to one more task, and of course the Commissioners and other church leaders whom I listed at the beginning of this report.

Finally, while there seem to be fewer Board transitions than usual this year, we are saying goodbye to Bee Fortin, who is leaving the Board with the end of her term as Music and Worship Commissioner, and to Bill Simpson, who has served us the past three years as Treasurer—a daunting job the scope of which very few of us (except perhaps Bee!) really appreciate. Well done, and thanks.

Dan DeHainaut  
President, Board of Managers

## **Minister's Report**

Dear Members and Friends of First Parish,

In reflecting on this, our eleventh year of shared ministry, it seems to me that together, we've developed a natural rhythm in many areas of church life, without sacrificing our desire and willingness to try new things. Most importantly, we continue to expand our capacity to welcome newcomers to join us. I am glad to report that the spirit of First Parish is very much alive and well. Much of organizational life is determined by the quality and sensibility of the systems which shape its form, but form is nothing without a positive energy and spirit to invigorate it, and these are in no short supply here at First Parish.

Why do we do this? Why do we devote our time, energy, creativity, and financial resources to the church? There are lots of reasons but I believe that above all else we participate in church life to become better humans: more honest, grounded, compassionate, more courageous and curious, more principled, respectful, joyful, relational, and more present. We come to be awake—to see life as it is, not as we wish it were, and to learn to give life our best.

At the center of our shared church life are the ministries which touch and change lives – Worship, Pastoral Care, Religious Education, Adult Spiritual Development, Music, and Social Justice chief among them. In these ministries and all our others, we continue to grow and deepen how people are involved. We see new people stepping forward, whether volunteering for a Stewardship Day cleanup, or showing up for Game Night, volunteering for the Clothing Exchange or joining the Choir, becoming part of a small group like Soul Matters, or serving on a committee like the Music Committee, or even on the Board of Managers. For these efforts, we should be thankful. I also feel special gratitude to our staff team. They are working above and beyond the call to support the congregation and nurture its ministries.

We continue to grow and mature as a direct result of how we choose to work.

- This year, with the Board’s blessing we’ve been trying out new ways of doing church. Thanks to DLRE, Lynne Weygint, we now offer an alternative to traditional worship in the form of Spirit Spark on Sunday mornings, a worship space which explores our monthly themes through the arts. And Sundays now also offer regular opportunities following worship for connecting with others in safe and relaxed small group settings such as Backpackers’ Brunch, Sundays at Noon, and Soul Matters.
- The combined talents and experience of DLRE, Lynne Weygint, Music Director, Todor Stoinov, Office Manager, Chris Johnson, and Groundskeeper, Richard Farina are a gift to us all. We are blessed to have such a talented and committed staff team working in support of all facets of church life. This year we’ve been experimenting with restructuring program staff responsibilities so that staff members can be more effective and responsive to church programs, and relieve church members from some of the more burdensome responsibilities of church life. So far, so good – our hope to have program staff members provide more intentional support to church leaders has been successful.
- And the experiment continues: as we begin a new church year we are expanding Lynne Weygint’s role and responsibilities to promote the congregation’s mission and ministries by supporting, encouraging, and leveraging the work of church volunteers, all the while remaining in charge of Lifespan Religious Education. Lynne’s new title will be *Director of Community Engagement*.
- In our strivings to create a community that is welcoming, inviting to all people, and that provides ample opportunities for involving one another in meaningful ministry, we will also experiment with broadening the reach of Unitarian Universalist pastoral ministry in Waltham in the coming year. In keeping with the church’s mission (and with your voted endorsement), we will enter a formal affiliation with the (soon to be ordained) Rev. Becky Sheble Hall, and support Becky in her ministry to the homeless and other people on the margins of society in the greater Waltham area. If all goes as hoped, Becky will provide opportunities to involve church members in “street ministry” and also keep us better in touch with pressing issues of social concern on the local and state level.
- We have a leadership culture which successfully reflects our vision of what church and beloved community can be. I want to thank especially Dan DeHainaut for his leadership of our Board this year, and all the Commissioners and Board members who have served with Dan. Dignity, kindness, and thoughtfulness are the values that came through in the day-to-day work, and in the way all Board members have rallied to realize this year’s Board goals.
- We go out in the community and invite the larger community in, so that we are cultivating enduring and trusting community-wide relationships. This happens through the loving ‘ambassadorship’ of many individual members, and especially through two unique and excellent church programs – the Jones Partnership Grant program and Waltham Connect! I hope these programs will be a continuing touchstone in our community outreach in this coming year, being a public as well as a personal church. And there are still more ways we’ve reached out to the larger community this year. The church website has been upgraded and updated, much of the credit for this owing to Office Manager, Chris Johnson. The word ‘Welcoming’ has been added to the church logo. “At a Glance,” a summary description of Sunday programming, now appears in each week’s church newsletter and bulletin, and in table displays each Sunday morning. We’re also using outdoor banners more intentionally to convey a sense of welcome to everyone.
- During this year of experimentation, not all our experiments have worked out as hoped for. During the last church year (2015-16) we were unable to find replacements for members completing terms on the Pastoral Care Team and Committee on Ministry. In discussion with Board members we agreed that rather than force the issue we would experiment with leaving these committees unstaffed, and instead I would call for assistance from individuals as needs arose. At present, we have an unstaffed Pastoral Care /Lay Ministry Team, an unstaffed Committee on Ministry, and an unstaffed

Worship Committee. One of the common purposes of all three of these committees is to support the minister in ministering to the congregation. While I appreciate your trust in my abilities I cannot provide all the energy, attention, and care that these three areas of church life require – and I'd be doing you a disservice to pretend that's possible. The short of it is that your minister needs your help, assistance, creativity, and energy. Over the course of the coming year one of my goals will be to begin to rebuild all three of these committees, and I'm going to need your help in making it happen.

This year, **theme-based ministry** has been the continued inspiration behind several ongoing programs. Perhaps the most successful of these programs this year has been **Soul Matters** which has met once each month on Sunday afternoon. I can't encourage you enough to consider joining one of the Soul Matters sections next fall. The format of these monthly gatherings provides a safe space in which participants get to discuss insights, personal stories, and inspirations drawn from each month's theme. Intended as an alternative to our lively (and often loud) Coffee Hour, **Sundays at Noon** has met on average twice each month. This program has enjoyed modest success and I hope that in the coming church year, more members and friends of First Parish will join us for Sundays at Noon.

The **monthly theme-based book group** is completing its third year. Each month's book has been chosen with that month's theme in mind. The monthly meeting provides a departure point for great conversations. Books we've read together this year have included:

*Here If You Need Me: A True Story* by Kate Braestrup (*Healing*)

*The Truth About Stories: A Native Narrative* by Thomas King (*Story*)

*Silence: the Mystery of Wholeness* by Robert Sardello (*Presence*)

*A Prayer for Owen Meany* by John Irving (*Prophecy*)

*Monster* by Walther Dean Myers (*Identity*)

*Nightingale* by Kristin Hannah (*Risk*)

*Middlesex* by Jeffery Eugenides (*Transformation*)

*An Altar in the World: A Geography of Faith* by Barbara Brown Taylor (*Embodiment*)

And last but not least, we gathered to watch theme-based films once each month on Friday evenings. Attendance has been low to none. If anyone can suggest a better time to meet or has other ideas, I'm all ears. Theme-based films we've watched together this year have included:

Dolphin Tale 2011 (*Healing*)

Boyhood 2014 (*Story*)

Other People 2016 (*Presence*)

Simon Birch 1998 (*Prophecy*)

Moonlight 2016 (*Identity*)

Safety Not Guaranteed 2012 (*Risk*)

The Long Kiss Goodnight, 1996 (*Transformation*)

Prelude to a Kiss, 1992 (*Embodiment*)

**New Members** – This year we welcomed with joy four new members: Frank Orovitz, Charlie Kelley, Deac Michelsohn, and Ty Leisey! We're so happy you're here! We have also had the pleasure of getting to know some wonderful newcomers to First Parish. If you think of yourself as a newcomer to First Parish, please know that we're very glad that out of all things you could be doing with your time, you're choosing to

spend some of it with us. Welcome to First Parish. I'd be happy to meet with you to answer any questions you might have about this fine faith community.

Our Sunday "**Share the Plate**" program is now celebrating its tenth year. Your generosity is inspiring! As of May the Share the Plate program has collected and distributed over \$3,400 since last June. This year's recipients included Neighbors Who Care, Waltham Family School, the Dana Court Learning Center, Chaplains on the Way, Springwell Home Services (for the elderly), and Christ Church Diaper Bank. Our share the plate collection scheduled for next Sunday, June 18, will go to help provide SNAP vouchers to shoppers on tight budgets at the Waltham Farmers' Market! Here is how generous you have been to these worthy local causes from September through May:

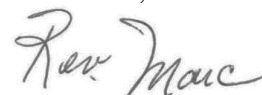
Dana Court Learning Center	\$ 314.00
Chaplains on the Way	538.00
Waltham Family School	522.00
Neighbors Who Care	532.75
GWARC	366.55
Springwell Home Services	425.00
Dana Court Learning Center	300.00
Christ Church Diaper Bank	483.00
	<hr/>
	\$ 3,481.30

Additionally, your generous contributions to the to the **Minister's Discretionary Fund** have made it possible to disburse \$2,160 since this time last year. The funds helped to pay rent, utility bills, automobile repairs, emergency lodging for people who otherwise would have slept out of doors, emergency meals, gift cards to local grocery stores, bus tickets, and contributions to social justice-seeking agencies. Please know how grateful I am for the many generous ways you touch the lives of others in healing ways.

**Looking ahead** – I'm looking forward to the challenges and opportunities next year will bring. This year's budget planning process made me acutely aware that we must embrace change as we move forward. Our commitment to growth is beginning to bear fruit, so we mustn't lose sight of the plan. We are also committed to reducing dependence on the endowment, and we have to find ways to honor both of these long term commitments. And doing so will only be possible if we have faith in the future, and in our capacity to adapt and grow.

I close now with thanks to each and every church member and friend. Parish ministry is something we create together in the shared space of pulpit, pew, and parish. So, thank you, each and all, for everything. Thank you for the gifts you each bring and share with one another, and with me. It's a privilege and joy to serve as your minister. We have been blessed, so let's keep the faith and keep the blessings flowing!

Much love,



Rev. Marc S. Fredette



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

### **Children and Youth**

This year our Sunday morning Religious Education (RE) program for children and youth included the following two classes: Friendship Finders (preschool through 2<sup>nd</sup> grade) and the new Spirit Spark program for those children and youth aged 8 (3<sup>rd</sup> grade) and up, and also included any interested adults.

Chandra Penton once again was the paid lead teacher for the Friendship Finders, ably assisted each week by Pam Penton. They used the curriculum titled “Chalice Children,” which is published by the Unitarian Universalist Association (UUA), and is easily adaptable to a multi-age group of young children. We had five children regularly attending the class. Come September, we will be using another curriculum from the UUA, “Picture Book Unitarian Universalism.” Chandra and Pam will return as teachers – thank you both!

Caring for our youngest First Parishioners (infants and children through age three) was Rebecca Taylor, in the relocated childcare area, now in the Children’s Library. Thanks for doing such a great job, Rebecca!

As noted above, this year brought several new programs to First Parish and was dubbed “a year of experimentation.” Spirit Spark, a multi-age program that encouraged participants to engage with the worship theme of the month through various arts, began in October and ran through May. We hired two Visiting Artists who led the program twice a month. Ramune Jauniskis led Sparklers (those participating in the program) in mindfulness and meditation, while Regie O’Hare Gibson interpreted the worship theme through poetry and the spoken word. The other two Sundays of the month were led by me, and we often made cards using “found images” (mostly magazine pictures), then wrote poetry using our cards as inspiration.

Attendance in Spirit Spark varied week to week, but we averaged 7 participants a week over the course of the year, and had between 11 and 13 attending on several occasions. Next year, Ramune and Regie return, having loved their experience here this year.

Another new program offered this year to a multi-age group (high school aged youth through adults), Backpacker’s Brunch, met monthly from October through May, using the UUA published curriculum designed for youth and young adults, Backpacker’s Notebook. Led by Rev. Marc and me, the class culminated by leading the worship service on May 14. Attendance varied, but by March a group of eight “regulars” had coalesced and included youth as young as 15, and one participant who is over 90! The monthly discussions were lively, and in evaluation, all participants felt it was a meaningful experience, which was evident in the credos they shared during the worship service.

Rev. Marc and I began a new resource based on the worship theme of the month, “Taking It Home,” in November, 2015. This resource is available in hard copy in the order of service each week, and is also accessible by links on the church’s website, through Twitter and Facebook. We will continue “Taking It Home” next year.

### **Adults**

Many thanks to RE Commissioner Deb Wild for her continued support of the many adult programs offered this year. And thanks, too, to the many who led adult programs: Rev. Marc Fredette, Chris Johnson, Suzanne O’Neil, Dawn Costorf, Michael Levin, Emily Weidman, and the team of Deb Wild, Dimitry Zarkh, Nancy Lawrence, Deb Jose, Sue Dawson, and Amy Eastwood for their incredible energy sponsoring two Waltham Connect events.

Among the programs enjoyed by both the congregation and the greater Waltham community were Buddhist meditation on Thursday evenings, two Waltham Connect events (fall and spring), book discussion groups, movie nights, Healing Circles, and SoulCollage®.

### **Planning Ahead**

Next fall, in addition to continuing a wealth of adult programs, Friendship Finders and Spirit Spark, we will once again offer Our Whole Lives (OWL), a human sexuality curriculum to 8<sup>th</sup> and 9<sup>th</sup> graders, in collaboration with First Parish in Watertown. Elisse Ghitelman, who trained this year to become an OWL facilitator, will co-lead OWL next year with leaders from the Watertown church. And discussion is underway to start and support a youth group for our younger youth.

I have been excited this year by ongoing discussion by the Board of Managers of the possibility of expanding the role of the Director of Lifespan Religious Education into a position titled Director of Community Engagement that includes lifespan religious education programming in the portfolio. I am very much looking forward to beginning that expanded role come August.

### **Conclusion**

My work at First Parish would not be possible without the support of Rev. Marc, Chris Johnson and other staff, the RE Commissioner, Deb Wild, the Board of Managers, and, of course, the congregation. Thank you each and every one!

Respectfully Submitted,

Lynne Weygint  
Director of Lifespan Religious Education

## **COMMISSIONER REPORTS**

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### **Finance Commission**

Finance results for the year have been good. We exceeded our budgeted income for pledges, gifts & offerings, rental income, and fundraising (“Ways & Means”). A Woburn Grant helped pay for our direct mail piece last fall. Expenses in several areas were under budget. Net result: a surplus of \$15,000+.

In response to a board goal of accomplishing things without over-taxing volunteers, and to have multiple small fundraisers rather than one huuuuuge auction, fundraising and pledge events this year included:

- A First-Parish-only service auction that raised over \$7,000
- Sale of First Parish t-shirts and tote bags, raising \$600+
- Our first restaurant fundraisers which so far have raised \$100+ per month that we’ve had them
- A well-attended stewardship dinner

Pledge drive: For FY2018, budgeted pledge income is larger than our unrestricted-funds endowment draw, for the first time since 2004! We publicized this goal during the pledge drive. When we got to close-but-not-quite, we made a special appeal via newsletter and before-service announcement, for people to consider going back and increasing their already-submitted pledges. Many responded to this appeal and as a result, we reached our goal!

Best practice suggests we draw no more than 4-5% from our endowment each year. The dollar amount implied by this guideline varies with the size of our funds. This in turn is affected by investment results, vulnerable to stock market volatility precisely because we require the best possible return to support our annual budget.

Our FY2018 total endowment draw (including both restricted and unrestricted funds) will be about \$122,976, compared to \$131,259 for FY2017. This is a significant reduction though still 7.2% of the amount of the funds as of the end of the trustees’ fiscal year, 2/28/2017.

Looking to next year, we are forming a small ad hoc committee to review and revise our chart of accounts, to simplify our reports while bringing them more in line with standard accounting practice.

As a new finance commissioner, I spent the year learning how to do this job. I feel better prepared for next year thanks to the support of a strong finance committee. Thank you so much to:

Bill Simpson – Treasurer  
Leslie Gildersleeve – Assistant Treasurer  
David Wilbourn, Fred Ruland, & Joel Weddig – trustees  
Ellen Todd – accountant  
Rev. Marc Fredette

Finally, a huge shout-out to Bill Simpson, our outgoing Treasurer. Bill helped me learn, dug up numbers, drafted budgets, answered questions, and raised important issues in all areas of our responsibilities. I am so grateful for Bill’s sharing his detailed knowledge and his caring for the financial health of First Parish. Thank you, thank you, thank you.

Respectfully submitted,  
Joan Smith  
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 past year's committee includes Keith Bocock, Marianne Cutter, Peter Duane, Sue Genser, Nancy Lawrence, Evelyn Leblanc, Cynthia Salamanis and Scott Shurr. 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.

Two highlights of this church year for this Committee have been the increased number of visitors after November's election and a change in the way that Coffee Hour is run. We have seen a large increase in the number of visitors, particularly younger people. Of the four new people who joined the church this year, three are younger people. The Membership Committee has worked with Rev. Marc Fredette and the Office Manager, Chris Johnson, to develop strategies to improve the way that we welcome and keep track of visitors and people who have been coming for a while and are no longer just "visitors". The Committee would appreciate any feedback from the congregation on how this process is going.

This church year, Evelyn Leblanc proposed a new approach to Coffee Hour. Each week a subset of the congregation (sorted by first letter of the last name) is asked to bring a snack for Coffee Hour. The Membership Committee has recruited volunteers to do setup (including making coffee) and cleanup. This new system, which another church suggested to Evelyn, seems to be running well and will be continued next year.

As in previous years, the Committee and Commissioner have worked on the following this year:

**Basic Hospitality and Greeting** – The committee has continued to make sure that there is Coffee Hour every week, that people are greeted as they enter the service, and that there is a Welcome Table to greet newcomers, collect their contact information, and help them meet people in the congregation

**Game Night** – Dan Taylor hosted Game Nights almost every month this church year. Refreshments were potluck and always plentiful and tasty. We played a wide variety of games and welcomed people of all ages.

**Ferry Beach Retreat** – The Membership Committee continues to be the commission charged with running the retreat, which is now consistently held the weekend after Memorial Day. This year, Sue Genser took over the management of the retreat from Dan Taylor and Joan Smith. 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 well-attended Newcomers' Breakfast in March. 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, the American Legion Band performance that was a fundraiser for the Community Day Center of Waltham and the Fifth Friday Shabbat Dinners that were hosted at members' homes.

Respectfully submitted,

Elisse Ghitelman, Commissioner

## **Music and Worship Commission**

### **Worship**

Summer worship: We provided worship services in the Chapel on six Sunday evenings. Last year's intern minister, Becky Sheble-Hall, was kind enough to find us student ministers to lead worship, and she also led a service herself.

During the church year, we were blessed to have a great line-up of guest ministers in the pulpit, including Becky Sheble-Hall, Regie O'Hare Gibson, who got a standing ovation on Martin Luther King Sunday, and our beloved minister emeritus, Ed Lane. Many of you answered the call when we needed worship associates to host and assist our guest ministers. A big thank you to all of you, including Elisse Ghitelman, Deb Jose, Nancy Amstutz, and Martha Creedon. I'm sure I have forgotten at least one person, but please know that your help is no less appreciated.

We had three excellent lay-led worship services on Sundays: an exploration of the sun in Buddhist teachings, as inspired by our sunburst and its history, led by Emily Weidman and team from the Waltham Buddhist Meditation Group, an exploration of the separation of church and state, led by Karen Klein, Marty Ahrens, Gary Madison, Michael Carmody, Cynthia Salamanis, and Joel Weddig, and the annual Celebration of Poetry and Song, led by Karen Klein and team. Many thanks to you all for your hard work, creativity, and skill.

A special thank you to Karen Klein for inviting and gathering people who are interested in helping to plan worship. It has been great to expand our worship planning team with some new people and new energy. We hope to build on this development next year.

It's important to remember that First Parish worship services are not all on Sundays! We are lucky to have Dawn Costorf, a trained and experienced worship leader, who led participatory worship in the chapel to honor both the Winter Solstice and Beltane (sometimes known as May Day). Both services were deeply nourishing and magical, and the turnout was great. This winter and spring, Dawn offered us a new form of worship, the healing circle, which was held one Monday evening a month in the chapel. This was an opportunity to go deep inside oneself and find healing, within the safety of a small group. Many thanks to Dawn, and also to Lynne Weygint for coordinating the Healing Circles with the adult religious education programs.

### **Sanctuary**

It is always a group effort to prepare the sanctuary for worship each Sunday. Many, many thanks to Dan Taylor for coordinating the "church mice" this year. The church mice make sure that the candles are ready, the Minister has water to drink, the bell is rung, the correct hymn numbers are posted on the wall, and numerous other details that ensure the service will run smoothly. Thank you to everyone who has been a church mouse this year.

The presence of flowers on the chancel each week enhances our experience of worship. We are lucky to have had four wonderful flower coordinators, Grace Curtis, Joan Bone, Karen Klein, and Cynthia Salamanis. Each was responsible for two months of the year. This included finding people to donate flowers when needed, keeping track of requests from people who wanted certain dates for honoring loved ones, and making sure that the dedication made it into the order of service each week. Many thanks to all four of you.

Many thanks to John Allen and Bill Weber for the long hours of tuning our harpsichord, so that we may enjoy Baroque music on the occasional Sunday.

Our experience of the sanctuary would be very different without the skill and dedication of our sound technician, Dan DeHainaut. Thank you so much, Dan!

See Music Committee accomplishments, submitted by chair Shirley Traite, below. Many thanks to Shirley

for skillfully guiding the committee, and to next year's co-chairs, Katie Gullotti and Charlie Kelly. We say good-bye to Kay Lhota after a two-year term. Thank you, Kay, for your service.

### **Music Committee Members** (September 2016-June 2017)

Katie Gullotti, Charlie Kelly, Kay Lhota and Shirley Traite (chair)

### **Activities and Accomplishments**

- Coordinated/led Carol Sing coinciding with December 3 church holiday decoration event /potluck
- Led 2<sup>nd</sup> annual community round sing (January 21). *We hope to make this an annual event!*
- Coordinated choir workshop with Jennifer Kane (Interim Director of Concord Women's Chorus) (February 11)
- Obtained 50+ copies of **Singing the Journey** (aka "The Teal Supplement") for placement in the pews using funds from the Irene Kallow Fund.

Respectfully submitted,

Bee Fortin

Music and Worship Commissioner

### **Property Commission**

Wrapping up the 2016-2017 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. There were three Property Stewardship Days scheduled, one being with the Cub Scout Pack that we charter.

Below is a recap of maintenance that was done this year:

- Watered, and then watered some more, due to dry weather, all the new shrubs and trees that were planted
- Installed a new granite countertop to left of stove
- New copper piping installed under kitchen sink to correct leak and water flow issue
- Replacement dishwasher installed in kitchen. Working on instructions to operate
- New wi-fi thermostats installed in Day Care, Clothing Exchange, and downstairs hallway.
- New router installed
- Stairs in breezeway were painted
- Front fence was repaired and a section lowered to increase visibility of the new First Parish lawn sign
- Kitchen cleaned and organized by Leslie and Amy
- Locks and door stops in women's bathroom were replaced or repositioned
- Miscellaneous light switches and door latches repaired or replaced
- Metal strips installed on dumpster lids to prevent squirrels from getting in
- Roof and siding work authorized by insurance, with actual work to commence in late May/early June
- Rainbow flag and pole in lower parking lot first repaired and then replaced

- New main fuse box installed in Room 5 due to major electrical malfunction
- Large Sanctuary windows re-glazed and painted on outside
- Final phase of 3-year alarm upgrade was completed
- New fluorescent fixture installed in Undercroft
- New steeple light installed
- New outdoor timer for Day Care installed
- A burst hot water heater in the ceiling of the Day Care Center cause a substantial flood on the ground floor. This was repaired the same day and a clean-up agency was hired to finish the repairs, which was covered by insurance.
- Bathroom walls in men's room were painted
- New rental agreements finalized
- New workbench installed in old boiler room
- Street directional signs for the church waiting final clearance from Mayor on where they can be put up
- Preliminary work started on new church railings for Sanctuary steps. CAD drawings provided pro bono by Walter Beebe-Center. Met with and received two contractor bids, possibly one or two more coming in as well
- New mower purchased to replace non-working old model

**Landscaping** – Many new shrubs, trees, and ground covers were planted, both fall and spring, throughout the church grounds, and mulch applied. Wire cages put over some plantings to prevent rabbit damage. Dead tree and limbs removed from Triangle. Weeding and sprucing up continue under Leslie's and Amy's guidance. A dead plum tree in upper parking lot cut down and dug out thanks to Dan Taylor.

There is not a Property Committee per se, but rather a Property team I call on when I need tasks done that are either too much for me alone, or that may be too small for a contractor to do. I would love more hands for these tasks, so please let me know of any interest in helping out. Thanks to Dan DeHainaut for all the electrical work, and to Bill VanderClock for help with wi-fi issues. Thanks to Leslie Gildersleeve and Amy Eastwood for their continued outstanding work on our church grounds.

## **Religious Education Commission**

I have been gratified to serve as your Religious Education Commission for the past two years. It has been a time of exciting and productive experimentation. In the process of designing and participation in a diverse array of religious learning experiences, I have had the chance to do some lifelong learning of my own. Some of the highlights have been the Spirit Spark program which is an inspirational example of inter-generational worship and learning. Spirit Spark is an example of "learning by doing" which is the highest form of learner engagement. It is also exciting to see many of our youths and children actively engaging with religious education curricula that have been carefully vetted and adapted to their unique needs.

Another great opportunity has been the chance to partner with Lynne Weygint and to learn alongside her. I am awed by her professionalism, spirit, and expertise. It is exciting to consider her role has been expanded from Director of Lifespan Education to Director of Community Engagement. In my mind, the change is another example of First Parish's deep and abiding commitment to providing deep, profound, and shared learning experiences for us all.

Looking forward I am excited to once again be your Commissioner of Social Action/Outreach. When I held the role before it too, was a labor of love. It is another way to experiment and to learn in collaboration with

my beloved congregation. I am already on the Waltham Connect team, so I look forward to offering more “Connects” in the coming years. I am excited to explore how First Parish’s social action initiatives can support and promote local non-profits that win Jones Partnership grants. It is important that we continue to focus on the “partnership” components of those grants. I look forward to continuing to work with Lynne as many social action projects are all about community engagement. Best of all, I look forward to helping First Parish continue to be a safe place where social justice issues and projects are addressed in the spirit of our Covenant.

Deborah Wild

## **Social Action and Outreach – Waltham Connect**

For the past four years, a team of First Parish members have coordinated a highly successful Waltham Connect series. This series is growing in popularity and helping establish First Parish as a safe haven in which to have timely conversations on a range of compelling topics. The team this year consisted of Dimtry Zarkh, Nancy Lawrence, Sue Dawson, Deb Jose, and Deb Wild.

This year, the team offered two successful “Connects”.

In November our theme was “**Little Kampala**”. Forty people explored how Ugandans living in Waltham and nearby are experiencing life in the U.S. Our panelists were Phoebe Kabarangye, a host on Radio Uganda Boston and Deputy Warden in St Peter’s Anglican Church; Pastor Samuel Mutyaba, Senior Pastor for the New Life International Christian Center; and Anisha Namagembe a Certified Nursing Assistant attending Middlesex College.

In March our theme was “**Gas Leaks in Waltham**”. This event, co-sponsored with Mothers Out Front drew 80+ people which was the biggest crowd yet. Our speaker was Jessica Garrett, a member of Mothers Out Front/Somerville. She shared a presentation that outlined serious health and safety issues associated with fracked methane leaking out of aging, leaking gas pipe infrastructure. Because the event was hosted by First Parish and we began by reciting our Covenant, the event went smoothly – even members of National Grid thanked us for our positive approach. About 40 people who attended signed up to help tag leaks across Waltham in April. Since these events, National Grid has selected Waltham to join a pilot study to test new equipment for finding and fixing the worse of our 160+ gas leaks. We see this as an immediate win!

Coming up in 2017-18 the Waltham Connect team plans to offer three workshops. The first will showcase a Jones Partnership grant recipient, the Waltham Partnership for Youth and their Language Access and Community Engagement (LACE) program.

If you would like to know more about Waltham Connect – or get involved in planning and implementation, please contact Deb Wild ([deborahwild@comcast.net](mailto:deborahwild@comcast.net)).

Deborah Wild



## **COMMITTEE CHAIR REPORTS**

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### **Archives Committee**

This year the Archives received several donations from current and former members of the congregation:

- From Bill Weber several photos of the church taken from his drone. One can see some of the surrounding area, and comparisons of past photos or representations of the building are interesting and informative.
- From Jim True, who was a member active in the development of the Waltham Day Care Center, a large quantity of documents related to the certification process. Jane True donated the materials on this historic development.
- From Property Commissioner Berry Stearns detailed photos of work done on the electrical panel this past year.

The Archives team also is continuing work on several projects:

- Filing Orders of Service, newsletters and other supporting documents of church activities.
- Identifying people in photographs and other visual media
- Cataloguing books recycled from the children's library
- Providing historically relevant materials for display in the sanctuary
- Storing CDs of recording of services; audio recordings of sermons are also available on the church web site

The team has filled several requests for research this year:

- From the Property Commissioner research on the history of the copper roof on the steeple
- From Reverend Marc a history of the chalice as a symbol
- From the Property Commissioner the status of the church on the Registry of Historic Places.

A webinar presented by the New England Historic Genealogical Society entitled "Organizing and Preserving Your Family Papers" was viewed by two members of the team. Information included might be of interest to members of the congregation. Here is a link to several informational webinars: [www.americanancestors.org/search/site-search/?q=webinars](http://www.americanancestors.org/search/site-search/?q=webinars)

We welcome contributions and requests (please complete the form available in the Archives mail box).

Respectfully submitted,

Jan Bernsee  
Amy Eastwood  
Lois Peterson

## Jones Partnership Committee

The Jones Partnership Fund of First Parish Waltham continues to fulfill its role by dispensing funds to organizations, primarily not-for-profits, that apply for grant money to use in projects and programs that coincide with First Parish's values and mission.

In February of 2017 the Jones Partnership Fund received twenty grant applications for the 2017-2018 cycle and distributed funds to all of them. A list of recipients and the amounts they received is available on the parish website. The total amount funded was \$37,000.

Our recipients of grants for the 2016-2017 cycle and First Parish partners participated in many and varied activities (see list of recipient organizations in the "Reference Documents" section at the end of this Report). Some recipients performed or spoke at Sunday services, others hosted activities at church for families and children, attended our Waltham Connect events, and sponsored celebrations in the wider community. In addition, many recipients provided opportunities for First Parish members to volunteer in the Waltham and wider community.

Goals continue to include refining the organizational structure and procedures with the Board, Finance, and Social Action Committees. We plan to work with Sponsors and recipients on ways to include more church members in activities.

We greatly appreciate the efforts of our First Parish Sponsors and also welcome ideas and suggestions from members of the congregation about their favorite organizations and activities.

We want to extend a special thank you to Nancy Lawrence, who will be stepping down from the committee after several years of outstanding service. We also want to welcome Marianne Cutter, who will be joining us in our efforts to reach out to the greater Waltham community.

Amy Eastwood, Chair  
Nancy Lawrence  
Bill VanderClock

## Membership Committee

*Please refer to the Commission's report.*

## Nominating Committee

The First Parish Nominating Committee has met throughout the Church year to fill positions of expired terms. We have had great success in most of the positions, however with Lynne Weygint's new position approved by the Board as **Director of Community Engagement**, the position of Religious Education Commissioner will be VACANT for this next year as Lynne has been doing such an excellent job! Deb Wild will move from R.E. to Social Action Commissioner.

Our all-church survey to gather information about our members' and friends' abilities and their interest in serving on a commission/committee is complete and we will release it in the Fall with a celebration!

Nominating Committee also reiterates that every member of the church is needed to serve on some commission/committee and/or should be active in volunteer work.

Respectfully submitted,  
Jane True, Chairperson

Alan Bone  
Amy Eastwood  
Bee Fortin, Board of Managers  
Representative  
Bob Goggin  
Karen Klein  
Gary Madison

## **Personnel Committee**

Our work in support of our committee charge included the following:

- **Staff performance appraisals:** We monitored the performance review schedule, checking in with Rev. Marc to ensure that reviews were taking place.
- Develop **salary recommendations:** As in the past, our compensation recommendations were developed using the UUA's guidelines for a small church (< 150 members) in Geographical Index 5. Our recommendations were passed to the Finance Committee prior to presenting as part of the annual budgeting process.
- **Maintain and revise as needed job descriptions** for all non-ministerial staff. The Committee participated in the revision of the job description for the *Director of Lifespan Religious Education*, now *Director of Community Engagement*.
- **Review personnel policies and procedures** in the areas of salary, fringe benefits and terms of employment and revise as necessary; present recommendations to the Finance Committee and Board of Managers. No changes to the Personnel Manual were made this year. We were unable to make progress this year on a project to review and reorganize existing personnel records.
- **Provide one or more Personnel Committee members for any Search Committee** created to hire staff. Assist in interviewing and making recommendations to the Board of Managers. There were no open positions posted this year.

The Personnel Committee is pleased that First Parish has a strong, committed team in its staff and we appreciate the congregation's support in responding to the financial challenges we must face to provide proper compensation to them.

The Personnel Committee seeks new members! Please contact anyone on the Personnel Committee, or Rev. Marc, if you are interested.

Respectfully submitted,  
Martha Creedon  
Donna VanderClock

## **Property Committee**

*Please refer to the Commission's report.*

## **Religious Education Committee**

*Please refer to the Commission's report.*

## **Social Action and Outreach Committee**

*Please refer to the Commission's report.*

## AUXILIARY ORGANIZATIONS

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### Clothing Exchange

**Fundraising** – We had a great 60<sup>th</sup> year. Besides our regular seasonal Tuesday openings from 10:00-4:30 every week for about thirty two weeks, we are opening one Saturday a season, 9:00-2:00, in the fall while the Farmers Market was open and again in the spring during the Steampunk Festival. We will be making this a tradition. These extra openings along with online publicity are bringing new customers. The exchange pledged \$4000 this year and it was paid. Next year we are pledging \$4500.

**Community Outreach** – About 100 to 150 customers visit the Exchange each Tuesday and we have about 80 consigners. Some of our customers buy shoes and clothes and bedding to send to their home countries, including Haiti. After our January and May clearance sales, most leftover items are given to St. Mary's for their free clothes and housewares program. Leftover books are given to More than Words.

**Church Participation** – Church members who help out weekly are Joan and Alan Bone, Jan Bernsee, Amy Eastwood, Doris Speer, Roberta Trudeau and Joyce Wilbourn.

We also have a great appreciation for our non-church volunteers: Susan Burkart, Lodia Bourgeois, Helen Mandile, Sandy Nowicki who stayed on after her mother Faith Storer, died. This year Dottie Shaw joined us full time.

Special thanks to Sue Burkart for helping us with the payrolls and keeping us supplied with tags and other needed items.

**UU Principles** – We are feeling good about helping the community by offering the opportunity to buy many kinds of things at great prices to use themselves and give away. Even the cleaners buy from the Clothing Exchange.

We are also following the principle of taking care of the earth. Reduce, Reuse, Recycle! We hate to see so many things discarded by the street. We make use of what we can and hope to make a better world.

Waltham Clothing Exchange will open for the 61<sup>st</sup> season on Tuesday, September 12 at 10:00. Thank you for your generous donations. They really help our bottom line. We invite you all to participate as customers and consignors too.

Respectfully submitted,

Susan & Joel Weddig

### Acacia in Kenya

Acacia in Kenya partners with community leaders in Mumias, Kenya as they care for and educate young women at St. Elizabeth Lureko Girls School. The school provides a high school education, morning chai, and lunch for 385 girls. There are also now two dormitories that house more than 150 boarding students. Acacia in Kenya is a stand-alone 501(c)(3) organization while remaining an official outreach program of First Parish (since 2006). Please visit our website for more information ([acaciainkenya.org](http://acaciainkenya.org)).

**Meetings & Membership** – We hold quarterly meetings. In 2016, our Annual Meeting was held on October 9th. Since our President & Treasurer Joyce Mohr has permanently relocated to Maine, we are looking for a member of First Parish to manage our local relationship with the parish. No new members were added to the Board in 2016.

**Annual Fundraiser** – The May 22 annual fundraiser was, as usual, a fun and successful event, providing \$2,200 in proceeds.

**Zonta International Club, Medford Chapter** – In June, the reliably supportive Zonta Club once again invited AIK President Joyce Mohr to speak about the organization. Zonta made their usual generous donation to the St. Elizabeth Lureko Girls’ School.

**International Day of the Girl Child – A Call to Action** – In October, in lieu of a social event, Acacia in Kenya opted to post a Call to Action on our Facebook page. We asked for support by making secure donations on our website or by making your Amazon purchases through *Amazon Prime Smile* and choosing Acacia in Kenya as your beneficiary. In addition to the generous and recurring donations received through the website, the *Amazon Prime Smile Campaign* is much more successful than donors realize. The total received is usually \$6–15 per month, which is nothing to an American girl, but it will buy a Lureko Girls’ School student underclothing, socks, and shoes for a year!

**Grant Writing** – Acacia in Kenya volunteer Nancy Carniglia, an experienced grant writer, reviewed a number of Acacia in Kenya grant proposals in 2016 and provided excellent feedback and guidance.

**Communications and Outreach** – Members of First Parish are kept up-to-date on our projects and accomplishments via our website, Facebook page, Instagram account, and through the parish’s weekly newsletter. We have also reached out beyond First Parish by participating in the Unitarian Universalist General Assembly, and the Zonta International Club.

### **2016 Accomplishments**

- **School Sponsorships** – In 2016, Acacia in Kenya raised enough money to pay all the high school and postsecondary students’ fees in full. This is an increase in sponsorships over FY 2015.
- **New 10,000-liter Water Tank purchased and installed** – With the addition of new dormitories and facilities, St. Elizabeth Lureko Girls’ High School required a new and much larger water tank. Funding from AIK covered the costs of the water tank purchase and installation.
- **Reusable Sanitary Pad Production Project** – With a grant from the Zonta Club in Medford, we purchased a sewing machine for St. Elizabeth’s so the girls could make the pads themselves.

### **2017 Objectives**

- **Student Sponsorships for 2017** – We are seeking a \$500/year commitment from sponsors to cover each student’s fees. The total cost is actually closer to \$800 per student. The \$300 gap will be covered by AIK general fundraising.
- **Establish and develop an investment policy** to sustain AIK’s fundraising proceeds.
- **Find volunteers** for grant writer and calendar manager roles willing to give a 5 hours per month time commitment.
- **Establish a “sister school” project** engaging local Massachusetts high school freshmen
- **Building a Technical/Vocational School** – The goal is to provide secondary and post-secondary vocational training for girls unable to attend university. The fundraising campaign for the building will begin with targeting the amount needed to purchase land, estimated to be in the range of \$30,000–\$35,000. We have identified a 5-acre block of land selling for \$30,000 and a separate 2-acre parcel selling for \$3,000. A separate 3-acre block has also been identified. Plans to evaluate each parcel for use and cost are under way. There is some 2016 grant money earmarked solely for this project.
- **Visit to Kenya** – AIK co-founder Sam Lutomia will visit St. Elizabeth’s Lureko High School in the summer of 2017

## **REFERENCE DOCUMENTS**

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### **Financial Reports**

#### **Treasurer's Report**

Budget History and 2017-2018 Draft Proposal  
Budget for 2017-2018  
Notes on the year-end budget versus actual report  
Financial Summary 2016-2017

#### **Assistant Treasurer's Report**

Budgeted Income Received for 2016-2017  
Non-Budgeted Income, Donations, Special Projects Revenue

#### **Trustees of the Permanent Funds Report**

Report

Charts and Graphs:

- Five Year Comparative Report of Assets and Operating Results
- Summary of Asset Allocation
- Summary Statement of Return on Investments and Disbursements
- Investment Results for 2016-2017
- Investment Portfolio
- Analysis of Named Funds
- Permanent Funds Compared to Consumer Price Index

#### **Jones Partnership Fund**

Grant Recipients 2016-2017

#### **Nominating Committee**

Nominees for Open Positions

# Treasurer's Report

## First Parish in Waltham, Budget History and 2017-1018 draft proposal

Bill Simpson, Treasurer

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Draft Budget	
<b>Income</b>									
<b>Regular Income</b>									
Pledges	110,321	110,387	104,902	106,867	106,819	113,244	115,000	117,500	
Rentals	15,918	18,844	22,490	25,282	34,228	36,903	37,000	39,000	Actual this year: > \$42,000
Gifts/Offerings	5,491	4,669	5,704	5,414	8,957	14,827	10,000	10,000	Actual this year: > \$11,000
Ways & Means	423	300	0	9,525	9,486	10,453	4,000	7,000	Actual this year: > \$8,000
Clothing Exchange	4,000	4,000	4,000	4,000	4,150	4,000	4,000	4,500	
<b>Subtotal Regular Income</b>	<b>136,153</b>	<b>138,200</b>	<b>137,095</b>	<b>151,088</b>	<b>163,640</b>	<b>179,427</b>	<b>170,000</b>	<b>178,000</b>	
<b>Other Income</b>									
From General Endowment	124,730	138,610	142,753	122,079	122,079	133,080	125,079	117,396	
From Endowment Restricted Purpose Funds	7,200	2,100		6,180	6,180	17,454	6,180	5,580	
<b>Subtotal Income From Endowment</b>	<b>131,930</b>	<b>140,710</b>	<b>142,753</b>	<b>128,259</b>	<b>128,259</b>	<b>150,534</b>	<b>131,259</b>	<b>122,976</b>	
Net Other Income minus Expenses					2,371				
Jones Partnership Grants				1,910		2,182	2,500	6,000	For chancel stairs railing project
Other Grants and Special Fundraising	825	825	850	1,630	900	900	825	6,850	Angel donors + fall fundraiser + CSUT
<b>Subtotal Other Non-Endowment Income</b>	<b>825</b>	<b>825</b>	<b>850</b>	<b>3,540</b>	<b>3,271</b>	<b>3,082</b>	<b>3,325</b>	<b>12,850</b>	
<b>Total Income</b>	<b>\$ 268,908</b>	<b>\$ 279,735</b>	<b>\$ 280,698</b>	<b>\$ 282,887</b>	<b>\$ 295,170</b>	<b>\$ 333,043</b>	<b>\$ 304,584</b>	<b>\$ 313,826</b>	
<b>Expenses</b>									
<b>Personnel Expenses</b>									
All Personnel Expenses	180,413	200,697	183,930	187,752	201,063	203,731	206,203	214,975	Includes stipend for Rebecca S-H
<b>Property Expenses</b>									
Electricity	4,495	4,600	3,971	5,099	6,208	6,604	6,100	6,500	Rentals & generation costs increasing
Fuel oil	14,475	16,520	8,162	3,553	4,079	1,720	3,700	2,000	
Gas	841	671	3,690	5,875	4,434	3,043	4,100	4,100	
Grounds Upkeep	2,068	1,038	1,735	3,071	2,380	3,272	3,350	3,600	
Cleaning Service			7,080	8,080	7,440	8,045	8,040	8,040	
Snow Removal	5,000	600	2,600	2,300	5,100	2,800	3,000	3,000	
Property Insurance	6,514	4,181	5,373	7,549	6,962	6,740	7,600	7,600	
Repairs & Maint.	6,226	2,910	8,266	6,454	6,831	3,293	0	5,500	
Supplies	2,125	1,991	1,555	1,851	2,188	2,389	2,200	2,300	
Trash removal	2,522	2,066	2,178	1,849	1,932	1,842	2,370	2,370	
Water & Sewer	2,322	1,454	1,977	2,344	1,979	1,833	2,200	2,200	
Capital Expenditures - Total	16,350		7,674	10,229	19,543	31,771	17,958	7,500	
Railing project								12,000	Estimate of railing project
<b>Subtotal Property Expenses</b>	<b>62,937</b>	<b>36,031</b>	<b>54,261</b>	<b>58,255</b>	<b>69,076</b>	<b>73,353</b>	<b>60,618</b>	<b>66,710</b>	
Expenses funded outside of budget				1,721	2,193	814			
<b>Total Property Expenses</b>	<b>62,937</b>	<b>36,031</b>	<b>54,261</b>	<b>59,976</b>	<b>71,269</b>	<b>74,166</b>	<b>60,618</b>	<b>66,710</b>	

**General Overhead Expenses**

Office Expense	9,303	7,052	7,726	5,064	5,781	6,504	5,945	5,100	Better deal on our copier lease
Telephone	2,369	2,389	2,328	2,775	3,316	2,870	2,700	2,970	
UUA APF and regional Contribution	6,496	8,918	5,235	6,780	6,540	3,180	3,000	4,388	FY 2018: 55% of the ask
MA Bay Dist. Contribution	2,204	2,337	2,299	2,147	2,071	1,007	950	N/A	One number now for both
GA Expenses	500	1,951	1,229	670	1,274	-	700	1,080	101 members = 3 delegates, reg fee = \$360
Contingency	0	380	936	25	0	-	0	0	
Retreat Subsidy - Net	1,713	3,206	704	-95	-3,269	1,566	1,100	1,100	
<b>Subtotal General Overhead Expenses</b>	<b>22,585</b>	<b>26,233</b>	<b>20,457</b>	<b>17,366</b>	<b>15,714</b>	<b>15,127</b>	<b>14,395</b>	<b>14,638</b>	

**Commission Expenses**

Board Expenses and Board-Level Committees	1,220	676.93	831	1,418	2,229	989	1,000	600	
Community Outreach - Total	498	0	515	703	651	621	850	750	
Finance & Stewardship - Total	832	3,428	4,442	15,074	11,128	6,918	8,100	8,400	Increased Vanco fees this year
Membership Integration - Total	715	1,042	886	943	2,005	1,866	3,150	2,700	
Music and Worship - Total	4,076	6,828	6,341	5,757	5,077	4,541	4,940	5,465	
Religious Education - Total	5,316	3,405	6,355	6,839	5,828	6,761	7,150	7,150	
<b>Subtotal Commission Expenses</b>	<b>12,657</b>	<b>15,380</b>	<b>19,369</b>	<b>30,734</b>	<b>26,918</b>	<b>21,695</b>	<b>25,190</b>	<b>25,065</b>	

**Other Expenses**

Prepaid bills					1,332				
Projects Funded by Grants						2,101	2,500		
Landscaping Project Net Expense							0	0	
Bank Service Charges			102	419	194				
<b>Subtotal Other Expenses</b>	<b>0</b>	<b>0</b>	<b>102</b>	<b>419</b>	<b>1,526</b>	<b>2,101</b>	<b>2,500</b>	<b>0</b>	

<b>Subtotal Non-Personnel Expenses</b>	<b>98,179</b>	<b>77,644</b>	<b>94,189</b>	<b>108,495</b>	<b>115,426</b>	<b>113,090</b>	<b>102,703</b>	<b>106,413</b>	
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<b>Total Expenses</b>	<b>\$ 278,592</b>	<b>\$ 278,342</b>	<b>\$ 278,119</b>	<b>\$ 296,247</b>	<b>\$ 316,489</b>	<b>\$ 316,821</b>	<b>\$ 308,906</b>	<b>\$ 321,388</b>	
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Income minus Expense	(\$9,684)	\$1,394	\$2,579	(\$13,360)	(\$21,319)	\$16,222	(\$4,322)	(\$7,562)	
Surplus from prior year								\$7,562	
Variance								\$ (0)	



## Notes about the Proposed Budget 2017-2018

There are two budget spreadsheets. One gives the proposed budget for next year with detail for personnel and commission expenses. The other gives budget and actual expense history, but with less detail.

### Income

- We have budgeted increases in pledges and gift & offering income, based on pledges received and higher than expected rental and gift/offering income this year.
  - Pledges for FY 2018 are \$117,500, ***greater than the draw from our endowment unrestricted funds - \$117,396.*** Great job, everyone!
  - Pledges cover 57.5% of our total budget. In 2011, this was 49%.
- Rental income is budgeted at \$39,000. Over the last 7 or so years we have greatly improved the utilization of our building and thus our rental income is doing much better at supporting the expenses involved in maintaining a large historic building.
  - The FY 2017 actual rental income of \$41,310, plus the Clothing Exchange contribution of \$4,000, covered 67.5% of (property budget plus groundskeeper personnel expense).
  - As recently as FY 2014, the comparable percentage was 43%, which was better than 2011.
- The budgeted amount for Ways & Means income is increased from \$4,000 (FY 2017) to \$7,000. Ways & Means refers to auctions and other fundraising activities. For FY 2017 we raised over \$8,000 via auction, t-shirt/tote bag sale, December concert, and restaurant fundraisers.
- We have received a \$6000 Jones Partnership grant (\$3,000 for 2017 and \$3,000 for 2018) for our chancel stair railing project. This is included in the “Other Income” section.

### Endowment

Prudent use of our endowment funds suggests drawing no more than 4-5% of the value each year. Our pledge and other income, while improving, is insufficient to support our current level of programming, which the board of managers strongly feels is essential to our ability to fully serve our community and attract new members.

Our goal is to keep the endowment draw, both dollar amount and percentage, as low as possible, and to reduce at least the dollar amount each year. The percentage is influenced both by the dollar amount we need, and by our investment results in any given year. We are pleased to report that for FY 2018:

- Our projected draw from the unrestricted endowment funds is declining from \$125,079 to \$117,396, a reduction of \$7,683.
- Our overall draw from the endowment (both restricted and unrestricted funds) declines from \$133,159 to \$122,976. Thanks to the 18.7% return on our investments this year, this represents a decline in the draw from 8.6% in FY 2017 to 7.2% for FY 2018.

### Personnel Expenses

- Personnel expenses incorporate the recommendations of the Personnel Committee. Most staff members receive a 2% increase, and there are some increases in benefit costs.

- We have included a \$3,000 stipend for Rebecca Sheble-Hall’s time contributed to preaching and other activities for First Parish.

### **Capital Expenses**

- A \$12,000 estimate for the chancel railing project, which we hope to fund using a combination of the Jones Partnership grant plus donations from First Parish members and friends, is listed on a special line of the “Capital Expenses” section. We are currently receiving and evaluating contractors' bids for this project and will have a more detailed cost estimate later in the summer.

### **Budget Surplus**

Conservative budgeting for the last several years has resulted in spending less than our income, so we have some surplus funds in our bank account.

- For FY 2018, we plan to use \$7,562 of this excess cash to support our operating budget.
- This is a “financial resource” of a sort, but it can’t be shown as income because it was counted as income in an earlier year. For this reason it appears as a line “Surplus from prior year” at the end of the budget.
- The total excess cash in our bank account is approximately \$25,000 beyond the \$7,562 we are using for FY 2018. We have determined that this amount is more than adequate to prevent any cash flow difficulties in the course of the year.

The finance committee has begun discussing a formal policy for managing these excess funds for the future.

Bill Simpson, Treasurer  
and  
Joan Smith, Finance Commissioner

## Proposed Budget 2017-2018

### **First Parish in Waltham, FY 2018 Budget with Detail 2017-2018 Draft Budget**

Joan Smith, Finance Commissioner

#### Income

##### **Regular Income**

Pledges	117,500
Rentals	39,000
Gifts/Offerings	10,000 (see note 1)
Ways & Means	7,000
Clothing Exchange	4,500
<b>Subtotal Regular Income</b>	<b>178,000</b>

##### **Other Income**

From General Endowment	117,396
From Endowment Restricted Purpose Funds	5,580
<b>Subtotal Income From Endowment</b>	<b>122,976</b>
Jones Partnership Grants	6,000
Other Grants and Special Fundraising	6,850
<b>Subtotal Other Non-Endowment Income</b>	<b>12,850</b>

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<b>Total Income</b>	<b>313,826</b>
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#### Expenses

##### **Personnel Expenses**

<b>Total Personnel Expenses</b>	<b>214,975</b>
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##### **Property Expenses**

Electricity	6,500
Fuel oil	2,000
Gas	4,100
Grounds Upkeep	3,600
Cleaning Service	8,040
Snow Removal	3,000
Property Insurance	7,600
Repairs & Maint.	5,500
Supplies	2,300
Trash removal	2,370
Water & Sewer	2,200
Capital Expenditures	7,500
Railing project	12,000
<b>Total Property Expenses</b>	<b>66,710</b>

**General Overhead Expenses**

Office Expense	5,100
Telephone	2,970
UUA APF and regional contribution	4,388
GA Expenses	1,080
Contingency	0
Retreat Subsidy - Net	1,100
<b>Subtotal General Overhead Expenses</b>	<b>14,638</b>

**Commission Expenses**

<b>Board-Level Expenses and Committees</b>	600 (see note 2)
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**Community Outreach / Social Action**

Waltham Connect	150
Community Outreach - Other	600
<b>Community Outreach / Social Action Total</b>	<b>750</b>

**Finance & Stewardship**

Accounting	7,200
Stewardship dinner	700
Bank fees	500 (see note 3)
<b>Finance and Stewardship Total</b>	<b>8,400</b>

**Membership Integration**

Marketing & Promotion	2,000
Membership Integration - other	700
<b>Membership Integration Total</b>	<b>2,700</b>

**Music and Worship**

Musician	2,025 (see note 4)
Guest Speaker	1,900 (see note 5)
Music/Worship Supplies	400 (see note 6)
Flowers	440 (see note 7)
Instrument Maintenance	(see note 8)
Music & Worship - other	700 (see note 9)
<b>Music and Worship Total</b>	<b>5,465</b>

**Religious Education**

Teaching Staff	4,600 (see note 10)
Youth Curriculum	1,000 (see note 11)
Party Expenses	100
Jr/Sr Youth Group	450
Lifespan Classes	200
Buddhist Meditation Group	750
RE Marketing	50
<b>Religious Education - Total</b>	<b>7,150</b>

<b>Commission Total (Excluding Property)</b>	<b>25,065</b>
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<b>Other Expenses</b>	
Prepaid bills	
Projects Funded by Grants	
Bank Service Charges	
<b>Subtotal Other Expenses</b>	<b>0</b>
<hr/>	
<b>Subtotal Non-Personnel Expenses</b>	<b>106,413</b>
<hr/>	
<b>Total Expenses</b>	<b>321,388</b>
<b>Income minus Expense</b>	<b>(\$7,562)</b>
<b>Surplus from prior year</b>	<b>\$7,562</b>
	<b>(\$0)</b>

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Note 1 - Includes donations from members of Buddhist Meditation Group

Note 2 - Includes pastoral care, leadership development

Note 3 - Includes Vanco

Note 4 - Church year: 12 @ 125 = 1500

No Summer musicians

Sub for Todor (service and choir rehearsal) on his two days off and Ferry Beach: 3 @ 175 = 525

Note 5 - church year: 6 @ 250 = 1500

summer: 4 @ 100 (students) = 400

Note 6 - 200 sheet music, 100 candles, 100 misc.

Note 7 - Christmas and Easter. Other Sundays usually by specific donations.

Note 8 - We will use money in the Kallow fund as needed, and it will be transferred from the named funds at the time of need. We don't need repairs every year, but when we do, they can be expensive. A portion of the interest earned each year by the Kallow fund accrues for this purpose.

Note 9 - 300 advertising, 400 special events

Note 10 - Visiting artists, nursery providers, Pre-K to 2nd grade teachers

Note 11 - Includes all curriculum materials

## **Notes on the Year-End Budget vs. Actual Report**

### **Summary**

Thanks to the generosity of our donors and excellent work by volunteers and staff in managing fundraising and property rentals, all major categories of income were higher than budgeted, leading to income more than \$14,000 higher than budgeted.

In addition, expenses in a number of areas were lower than budgeted, leading to a net income (income minus expenses) of over \$15,000, compared to our projected deficit of about \$4300.

As a result of the income surplus, our bank balance is substantially higher than it was a year ago. The bank balance on May 31, 2017 was \$111,746, compared with \$63,300 on May 31, 2016. (Note that this bank balance includes \$22,000 held in reserve to pay for roof repairs and substantial income from pledgers who made payments before May 31 for pledges for the forthcoming fiscal year.)

### **Technical notes**

This financial statement was prepared on an accrual basis. This means that certain expenses which have been billed but not yet paid are included in the calculations. Most importantly, the entire amount of a \$33,000 invoice for roof repairs has been included as an expense, although we will not pay the \$22,000 balance due until the repairs are completed. It also means that pledge income is counted in the fiscal year for which it was pledged, even if the pledger pays in advance before the end of the previous fiscal year.

We received a large insurance settlement for the roof repair and some smaller insurance payments for other repairs. These payments have been deducted from the corresponding expenses in Property: Repairs & Maintenance and Property: Capital Expenditures.

By agreement between the Finance Committee, the Music & Worship Commissioner, and the Trustees, money from the Kallow Fund designated for instrument maintenance will be held in the Fund for use if a major repair is needed, rather than distributed to the First Parish checking account. That explains why the actual distribution from endowment restricted funds is \$600 lower than the budget amount. In future budgets, we will budget the distribution from restricted funds taking into account that this portion will not be distributed.

By agreement with the Board of Managers, if property expenses are lower than budgeted, the surplus is carried over to the next fiscal year. The \$7063 surplus in the property budget will be added to the budget for next year's property expenses, and the \$4548 surplus from fiscal 2015-2016 was carried over to the property budget for fiscal 2016-2017. Near the end of the spreadsheet are the lines that account for the carryover of property expenses for each fiscal year.

The remaining surplus in our net income (\$8590) is available to spend in fiscal 2017-2018 or future years.

Bill Simpson  
Treasurer

## Income Statement – Fiscal Year Actuals vs. Budget

June 2016 - May 2017

Bill Simpson, Treasurer

	Actual	Budget	Remaining	% of Budget
<b>Income</b>				
<b>Regular Income</b>				
Pledges	118,790.90	115,000.00	(3,790.90)	103.30%
Hall Rental	41,310.00	37,000.00	(4,310.00)	111.65%
Gift/Offerings	11,426.95	10,000.00	(1,426.95)	114.27%
Ways & Means	8,397.09	4,000.00	(4,397.09)	209.93%
Clothing Exchange	4,000.00	4,000.00	0.00	100.00%
<b>Total Regular Income</b>	<b>183,924.94</b>	<b>170,000.00</b>	<b>(13,924.94)</b>	<b>108.19%</b>
<b>Other Income</b>				
From General Endowment	125,079.00	125,079.00	0.00	100.00%
From Endowment Restricted Purpose Funds	5,580.00	6,180.00	600.00	90.29%
<b>Total Income From Endowment</b>	<b>130,659.00</b>	<b>131,259.00</b>	<b>600.00</b>	<b>99.54%</b>
Other Grants	1,825.00	825.00	(1,000.00)	221.21%
<b>Total Other Non-Endowment Income</b>	<b>1,825.00</b>	<b>825.00</b>	<b>(1,000.00)</b>	<b>221.21%</b>
<b>Total Income</b>	<b>316,408.94</b>	<b>302,084.00</b>	<b>(14,324.94)</b>	<b>104.74%</b>
<b>Expenses</b>				
<b>General Overhead</b>				
Office Expense	5,171.95	5,945.00	773.05	87.00%
UUA APF Contribution	3,950.00	3,000.00	(950.00)	131.67%
MA Bay Dist Contribution	0.00	950.00	950.00	0.00%
GA Expenses	350.00	700.00	350.00	50.00%
Contingency	0.00	0.00	0.00	
Retreat Subsidy - Net	2,674.25	1,100.00	(1,574.25)	243.11%
Telephone/Comm	3,075.15	2,700.00	(375.15)	113.89%
<b>Total General Overhead</b>	<b>15,221.35</b>	<b>14,395.00</b>	<b>(826.35)</b>	<b>105.74%</b>
<b>Commissions</b>				
<b>Board Expenses</b>				
Leadership Development	210.00	1,000.00	790.00	21.00%
Pastoral Care	0.00	0.00	0.00	
<b>Total Board Expenses</b>	<b>210.00</b>	<b>1,000.00</b>	<b>790.00</b>	<b>21.00%</b>
<b>Community Outreach</b>				
Waltham Connect	63.10	425.00	361.90	14.85%
Community Outreach - Other	0.00	425.00	425.00	0.00%
<b>Total Community Outreach</b>	<b>63.10</b>	<b>850.00</b>	<b>786.90</b>	<b>7.42%</b>
<b>Finance and Stewardship</b>				
Accounting	8,027.47	7,200.00	(827.47)	111.49%
Bank Service Charges	544.64	0.00	(544.64)	
Finance and Stewardship - Other	416.00	900.00	484.00	46.22%
<b>Total Finance and Stewardship</b>	<b>8,988.11</b>	<b>8,100.00</b>	<b>(888.11)</b>	<b>110.96%</b>

<b>Membership Integration</b>				
Marketing and Promotion	1,210.99	2,450.00	1,239.01	49.43%
Membership Integration - Other	492.63	700.00	207.37	70.38%
<b>Total Membership Integration</b>	<b>1,703.62</b>	<b>3,150.00</b>	<b>1,446.38</b>	<b>54.08%</b>
<b>Music and Worship</b>				
Musician	1,362.50	1,850.00	487.50	73.65%
Guest Speaker	1,262.50	1,300.00	37.50	97.12%
Music/Worship Supplies	79.45	400.00	320.55	19.86%
Flowers	403.30	440.00	36.70	91.66%
Instrument Maintenance	0.00	0.00	0.00	
Music & Worship - other	1,124.57	950.00	(174.57)	118.38%
<b>Total Music &amp; Worship</b>	<b>4,232.32</b>	<b>4,940.00</b>	<b>707.68</b>	<b>85.67%</b>
<b>Religious Education</b>				
Special Needs	0.00			
Teaching Staff	3,027.50			
Curriculum and Other Materials	1,108.35			
Party and Play Expenses	0.00			
Teacher Appreciation	0.00			
Junior and Senior Youth Group	63.11			
Support of Aide	0.00			
Lifespan Classes	580.69			
<b>Total Religious Education</b>	<b>4,779.65</b>	<b>\$ 7,150.00</b>	<b>2,370.35</b>	<b>66.85%</b>
<b>Property Expenses</b>				
Electricity	5,518.68	6,100.00	581.32	90.47%
Fuel oil	1,466.73	3,700.00	2,233.27	39.64%
Gas	3,541.34	4,100.00	558.66	86.37%
Grounds Upkeep	3,320.36	3,350.00	29.64	99.12%
Cleaning Service	7,920.00	8,040.00	120.00	98.51%
Snow Removal	2,900.00	3,000.00	100.00	96.67%
Property Insurance	6,973.00	7,600.00	627.00	91.75%
Repairs & Maint.	5,530.07	4,548.00	(982.07)	121.59%
Supplies	2,573.80	2,200.00	(373.80)	116.99%
Trash removal	1,844.71	2,370.00	525.29	77.84%
Water & Sewer	2,395.40	2,200.00	(195.40)	108.88%
Capital Expenditures - Total	14,118.59	17,958.00	3,839.41	78.62%
<b>Total Budgeted Property Expenses</b>	<b>58,102.68</b>	<b>65,166.00</b>	<b>7,063.32</b>	<b>89.16%</b>
Expenses Funded Outside of Budget	0.00	NA		
<b>Total Property Expenses</b>	<b>58,102.68</b>	<b>NA</b>		
<b>Personnel</b>				
<b>Total Personnel</b>	<b>208,245.61</b>	<b>206,203.00</b>	<b>(2,042.61)</b>	<b>100.99%</b>
<b>Total Expenses</b>	<b>301,546.44</b>	<b>310,954.00</b>	<b>9,407.56</b>	<b>96.97%</b>
<b>Net Operating Income</b>	<b>14,862.50</b>	<b>(8,870.00)</b>	<b>(23,732.50)</b>	



**Other Income**

Dividend (from our mutual insurance company)	969.00	NA		
Income for Jones Partnership Grants 2017	37,000.00	NA		
Jones Partnership Grant (2016) to First Parish Share the Plate	2,500.00	2,500.00	0.00	100.00%
Share the Plate	3,504.40	NA		
Donations to Minister's Discretionary Fund	2,387.00	NA		
<b>Total Other Income</b>	<b>46,360.40</b>	<b>NA</b>		

**Other Expenses**

Jones Partnership Grants to Community	34,000.00	NA		
Jones Partnership Grant (2017) to FP:				
income deferred to next fiscal year	3,000.00	3,000.00	0.00	100.00%
Expenses Funded by Jones Partnership Grant	2,524.99	2,500.00	(24.99)	101.00%
Share the Plate	3,504.40	NA		
Expenses from Minister's Discretionary Fund	2,540.00	NA		
<b>Total Other Expenses</b>	<b>45,569.39</b>	<b>NA</b>		
<b>Net Other Income</b>	<b>791.01</b>			

<b>Property budget carryover from FY2015-2016</b>	4,548.00
<b>Net income budgeted for FY2016-2017</b>	(4,322.00)

<b>Net Income</b>	<b>15,653.51</b>	<b>(4,322.00)</b>	<b>(19,975.51)</b>
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**Allocation of Surplus to future years**

Property budget surplus carried over to FY2017-2018	7,063.32
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<b>Available for carryover to FY17-18 and future years</b>	<b>8,590.19</b>
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## Assistant Treasurer's Report

### Budgeted Income Received

Income	2016-17			2015-16		2014-15	
	Budget	YTD (\$)	YTD (%)	\$	%	\$	%
<b>Regular Income</b>							
41120 - Pledges (FY 2016-17)	\$ 115,000	\$ 118,791	103%	\$ 113,244	101%	\$ 107,644	94%
41123 - Hall Rental	\$ 37,000	\$ 41,240	111%	\$ 37,471	107%	\$ 34,726	156%
41124 - Gift/Offerings/WMBG	\$ 10,000	\$ 11,415	114%	\$ 13,801	173%	\$ 9,113	156%
41126 - Ways & Means	\$ 4,000	\$ 8,397	210%	\$ 14,177	142%	\$ 9,486	119%
41127 - Clothing Exchange	\$ 4,000	\$ 4,000	100%	\$ 4,000	100%	\$ 4,150	104%
<b>Subtotal Regular Income</b>	<b>\$ 170,000</b>	<b>\$ 183,843</b>	<b>108%</b>	<b>\$ 182,694</b>	<b>108%</b>	<b>\$ 165,119</b>	<b>107%</b>
<b>Other Budgeted Income</b>							
41140 - General Endowment	\$ 125,079	\$ 125,079	100%	\$ 133,080	100%	\$ 122,079	100%
Restricted Purpose Funds	\$ 6,180	\$ 5,580	90.3%	\$ 5,580	90.3%	\$ 6,180	100%
<b>Subtotal Income from Endowment</b>	<b>\$ 131,259</b>	<b>\$ 130,659</b>	<b>100%</b>	<b>\$ 138,660</b>	<b>99%</b>	<b>\$ 128,259</b>	<b>100%</b>
Jones Partnership Grants	\$ 2,500	\$ 2,500	100%	\$ 2,182			
Other Grants	\$ 825	\$ 1,825		\$ 900		\$ 900	
<b>Subtotal Other Non-Endowment Income</b>	<b>\$ 3,325</b>	<b>\$ 4,325</b>	<b>130%</b>	<b>\$ 3,082</b>	<b>100%</b>	<b>\$ 900</b>	<b>100%</b>
<b>Total Budgeted Income</b>	<b>\$ 304,584</b>	<b>\$ 318,827</b>	<b>105%</b>	<b>\$ 324,436</b>	<b>104%</b>	<b>\$ 294,278</b>	<b>104%</b>

**Notes:** Other Grants includes the Church School Union Trust and a Woburn Grant for MAP Direct Mailing Campaign  
Hall Rental includes the Waltham Day Care: \$12,150 for FY17 and \$10,939.20 for FY 16  
The Waltham Buddhist Meditation Group contributed \$5514 to Gifts and Offerings

Respectfully submitted,  
Leslie Gildersleeve  
Assistant Treasurer

**Non-Budgeted Income, Donation, Special Projects Revenues**

<b>NON-BUDGETED RECEIPTS &amp; TRANSACTIONS</b>	
Retreat	\$ 5,544
Special Collections	\$ 3,504
Advance Pledges 17-18	\$ 27,452
Temporary Funds includes Jones Partnership Fund from Trustees	\$ 78,010
<b>Total Non-budgeted Receipts</b>	<b>\$ 114,511</b>

<b>Temporary Funds</b>	
Invoice for Tees and Totes Fundraiser	\$ 606.32
Youth Fair Trade	\$ 455.50
Miscellaneous	\$ 10.00
Jones Partnership Fund, Trustees	\$ 37,000.00
Church Mutual Claim Roof Damage	\$ 32,379.87
Church Mutual Claim Electrical Box	\$ 3,300.00
Church Mutual Claim Day Care Leak	\$ 2,385.52
Church Mutual Dividend and Refund	\$ 988.00
Christmas Concert Invoice	\$ 885.00
<b>Total</b>	<b>\$ 78,010.21</b>

As of May 30, 2017

Respectfully submitted,  
 Leslie Gildersleeve  
 Assistant Treasurer

<b>Share The Plate and other Special Collections</b>	
Dana Court Learning Center	\$ 614.00
Neighbors Who Care	\$ 532.75
Chaplains on the Way	\$ 308.00
Springwell Inc	\$ 425.00
Boys and Girls Club summer meals	\$ 453.10
Waltham Family School	\$ 522.00
GWARC	\$ 166.55
Diaper Depot	\$ 483.00
<b>Total</b>	<b>\$ 3,504.40</b>

<b>Memorial Fund</b>	

# **Trustees of the Permanent Funds Report**

## **Fiscal Year Results**

The year ending 2/28/17 was very good for the Permanent Funds. There was a return on investment of **\$288,337** or 17.8% on the starting balance. This was a very welcome result after last year's losses. Expenditures for the year were **\$136,231**, down approximately \$16,000 from the previous year. With higher earnings and lower expenses, the value of the Funds increased to **\$1,776,857** a 10% gain over last year.

All investment groups were up for the year. Growth funds, Value funds, International, and Low-Correlation funds all gained approximately 20%. Even our one Bond fund gained 15%. That is good, of course, but also an indication that in this market, diversification was of little help. When everything moves in the same direction, you really can't practice much portfolio management.

For the short term, at least, you can't do much but ride the trend.

No new permanent funds were received, other than the pass-through amounts for Jones Partnership grants. Note that distributions from the Theodore and Nathalie Jones Charitable Trust (which fund the Jones Partnership) are up substantially because of IRS rules relating to mandatory distributions from charitable trusts. This trust had been distributing about 2.5% of assets each year, and now must distribute 3.5%.

## **The Long Term**

The Trustees continue to meet with the Finance Commission and the Board of Managers on budgetary matters, in an effort to reduce dependency on income from the permanent funds. Some progress has been made, and recent pledge drives have been quite successful. Nonetheless, we continue to spend well above the prudent range of about 5% for expenditures from endowment funds.

Everyone knows from past Trustee reports and presentations that the current rate of draw from the endowment is well above the *prudent* rate. Future results depend heavily on probability, and on the success of world economic policies, over which we obviously have no control.

To test the likely outcome of the Church's current financial situation we again used a retirement calculator on Vanguard Investment's website. After entering the portfolio balance, the rate of withdrawal, and the investment mix, this program runs 5,000 random forecasts based on historical investment results (a statistical technique known as Monte Carlo simulation). Last year it indicated only a 25% probability that the endowment would last 30 years. This year, that probability increased to 48% (better, but not good).

First Parish still faces some serious decisions, because we continue to rely on luck for sustainability. There are no changes to investment policy that could improve the odds.

## **Tables Included Below**

<b>UU17T1</b>	Comparative Summary of Results for Five Years
<b>UU17T2</b>	Detailed Investment Results for the Latest Year
<b>UU17T3</b>	Current Investment Portfolio by Categories
<b>UU17T4</b>	Analysis of the Named Funds
<b>Graph</b>	Permanent Funds Compared to Consumer Price Index

Respectfully submitted,

Trustees of the Permanent Funds  
David S. Wilbourn  
Fred W. Ruland  
Joel P. Weddig

## Comparative Summary of Results for Five Years

**Table UU17T1**  
**SUMMARY OF ASSET ALLOCATIONS**

	<u>2/28/13</u>	<u>%</u>	<u>2/28/14</u>	<u>%</u>	<u>2/28/15</u>	<u>%</u>	<u>2/29/16</u>	<u>%</u>	<u>2/28/17</u>	<u>%</u>
Cash & Short-Term Income	52,994	3	234,772	12	24,297	1	53,914	3	101,303	6
Fixed Assets (Gas Boiler)	64,200	4	54,900	3	48,800	3	42,700	3	36,600	2
CD's, Bonds, Bond Funds	59,339	3	11,298	1	111,848	6	9,770	1	11,226	1
Low Correlation Funds	292,970	17	189,603	10	205,054	11	170,933	11	136,828	8
Equity Securities, Value	286,400	17	228,602	12	262,233	14	256,266	16	303,705	17
Growth & Blended Funds	656,548	38	841,126	44	916,318	47	769,139	48	857,210	48
International Funds	296,932	17	366,264	19	364,327	19	312,716	19	329,986	19
	<u>1,709,383</u>		<u>1,926,565</u>		<u>1,932,877</u>		<u>1,615,438</u>		<u>1,776,858</u>	
Change in Asset Value			217,182		6,312		(317,439)		161,420	
Percentage Change			12.7%		0.3%		-16.4%		10.0%	
Annual Inflation Rate			<u>1.1%</u>		<u>0.0%</u>		<u>1.0%</u>		<u>2.7%</u>	
Growth or Loss after Inflation			11.6%		0.3%		-17.4%		7.3%	

### SUMMARY STATEMENT OF RETURN ON INVESTMENTS, AND DISBURSEMENTS

	<u>12 Months</u> <u>2/28/13</u>	<u>12 Months</u> <u>2/28/14</u>	<u>12 Months</u> <u>2/28/15</u>	<u>12 Months</u> <u>2/29/16</u>	<u>12 Months</u> <u>2/28/17</u>
<u>Opening Assets</u>	1,661,030	1,709,383	1,926,564	1,932,877	1,615,438
Funds Received for Jones Partnership	23,942	24,423	25,555	44,005	34,313
Other Additional Funds Received	43,054	-	-	-	-
<u>Return on Investments (Income+Gain)</u>					
Cash & Short-Term Income	4	(524)	(48)	634	(32)
Depreciation, Fixed Assets	-	(6,100)	(6,100)	(6,100)	(6,100)
CD's, Bonds, Bond Funds	4,998	1,959	550	(2,078)	1,456
Low Correlation Funds	30,214	42,248	20,701	(28,871)	31,145
Equity Securities, Value Style	56,395	55,420	45,182	(4,596)	52,920
Growth & Blended Funds	38,470	187,422	78,422	(92,905)	151,678
International Funds	<u>23,189</u>	<u>69,332</u>	<u>(1,937)</u>	<u>(51,611)</u>	<u>57,270</u>
	153,270	349,757	136,770	(185,527)	288,337
<u>Disbursements</u>					
To Church Operating Budget	141,734	127,248	122,079	130,330	127,079
Other Specific Projects Voted	-	-	-	11,874	-
Special Purpose Funds	9,678	9,750	8,934	10,451	9,152
Trustee's Expense	-	-	-	80	-
Expenses Subtotal	<u>151,412</u>	<u>136,998</u>	<u>131,013</u>	<u>152,734</u>	<u>136,231</u>
For Jones Partnership	<u>20,500</u>	<u>20,000</u>	<u>25,000</u>	<u>23,182</u>	<u>25,000</u>
	(171,912)	(156,998)	(156,013)	(175,916)	(161,231)
Closing Assets	1,709,383	1,926,564	1,932,877	1,615,438	1,776,857
<u>Components of Return on Investment</u>					
Income Received	31,458	28,484	31,561	25,697	24,941
Gain or Loss of Market Value	<u>121,812</u>	<u>321,273</u>	<u>105,209</u>	<u>(211,227)</u>	<u>263,396</u>
Total Return	153,270	349,757	136,770	(185,530)	288,337
<u>As Percentages of Opening Assets</u>					
Total Return on Investments	9.2%	20.5%	7.1%	-9.6%	17.8%
Total Expenditures (Excluding Jones Partnership)	9.1%	8.0%	6.8%	7.9%	8.4%

## Detailed Investment Results for the Latest Year

Table UU17T2

	VALUE	TRANSACTIONS		VALUE	TOTAL RETURN		INCOME		CAPITAL
	2/28/2016	Date	Amount	2/29/17	(Income + Gain)	Withdraw	Reinvest	Gain (Loss)	
	\$		\$	\$	\$ %	\$	\$	\$	
<b><u>Cash &amp; Short-Term Income</u></b>									
Bank of America	3,620	Various		3,551	1	0.0%	-	1	-
Fidelity Money Mkt Accounts	50,294	Various		97,752	(31)	-0.1%	-	30	(61)
Fidelity Short-Term Bond	-			-	-	0.0%	-	-	-
Accounts Receivable	-			-	-	0.0%	-	-	-
Accounts Payable (Minus)	-			-	-	0.0%	-	-	-
	53,914			101,303	(30)	0.0%	-	31	(61)
<b><u>Fixed Assets (Gas Boiler)</u></b>									
	42,700	Depreciate	(6,100)	36,600	(6,100)				(6,100)
<b><u>CD's, Bonds &amp; Bond Funds</u></b>									
Loomis Sayles Bond Fund	9,770			11,226	1,456	14.9%	-	262	1,194
	9,770			11,226	1,456	14.9%	-	262	1,194
<b><u>Growth &amp; Income Blended Funds</u></b>									
Fidelity Puritan	171,452			196,175	27,926	16.3%	3,203	-	24,723
UUA Gen. Invest. Fund	7,383			7,946	967	13.1%	404	-	563
	178,835			204,121	28,893	16.2%	3,607	-	25,286
<b><u>Low Correlation Funds</u></b>									
EatonVance Enhanced Equity	61,500			67,950	11,700	19.0%	5,250	-	6,450
Fidelity Convertible Securities	109,433	02/10/17	(60,000)	68,878	19,445	17.8%	-	4,043	15,402
	170,933		(60,000)	136,828	31,145	21.3%	5,250	4,043	21,852
<b><u>Equity Securities, Value Style</u></b>									
Berkshire Hathaway 'B'	167,713			214,275	46,562	27.8%	-	-	46,562
General Electric	87,420			89,430	4,800	5.5%	2,790	-	2,010
Southwest Airlines	1,133	12/15/16	(1,332)	-	210	18.5%	10	-	199
Texas Pacific Land Trust	-	In & Out	1,561	-	1,561	105.0%	-	-	1,561
Ross Stores	-	In & Out	113	-	117	20.9%	4	-	113
DFA Real Estate	-	In & Out	(409)	-	(329)	-8.5%	-	81	(409)
	256,266			303,705	52,920	20.7%	2,804	81	50,036
<b><u>Growth Mutual Funds</u></b>									
Fidelity Select Health	121,756	04/19/16	(10,000)	130,778	19,022	17.0%	-	146	18,876
Fidelity Select Leisure	98,342			109,417	11,075	11.3%	-	1,057	10,018
Fidelity Select Technology	38,736			53,655	14,919	38.5%	-	26	14,893
Vanguard Admiral Energy	105,670	03/17/16	(50,000)	82,509	26,839	48.2%	-	1,610	25,228
Vanguard Growth Index	225,800			276,730	50,930	22.6%	-	3,522	47,407
	590,304		(60,000)	653,089	122,785	21.7%	-	6,362	116,423
<b><u>International Funds</u></b>									
Deutsche Global Small Cap	153,397	04/19/16	(40,000)	136,399	23,002	17.7%	-	-	23,002
Vanguard Admiral Int'l Growth	159,319			193,587	34,268	21.5%	-	2,502	31,766
	312,716		(40,000)	329,986	57,270	19.8%	-	2,502	54,768
<b><u>Totals</u></b>									
Starting Portfolio Value	1,615,438	Column totals		1,776,857	288,338	17.8%	11,661	13,280	263,396
Plus New Funds Received	34,313								
Plus Investment Return	288,338							24,941	288,338
Less Expenditures	(161,231)								
Ending Portfolio Value	1,776,857								

## Current Investment Portfolio by Categories as of 3/1/2017

**Table UU17T3**

	Symbol	Shares	Price \$	Value \$	Percent of Portfolio
<b><u>Cash &amp; Short-Term Income</u></b>					
Bank of America		-	-	3,551	0.2%
Fidelity Money Mkt Accounts		-	-	97,752	5.5%
Accounts Receivable		-	-	-	0.0%
Accounts Payable (Minus)		-	-	-	0.0%
				<b>101,303</b>	<b>5.7%</b>
<b><u>Fixed Assets</u> (Gas Boiler)</b>				<b>36,600</b>	<b>2.1%</b>
<b><u>CD's, Bonds &amp; Bond Funds</u></b>					
Loomis Sayles Bond Fund	LSBDX	804.7	13.95	11,226	0.6%
				<b>11,226</b>	<b>0.6%</b>
<b><u>Growth &amp; Income Blended Funds</u></b>					
Fidelity Puritan	FPURX	9,052.8	21.67	196,175	11.0%
UUA Common Endowment Fund		1,031.3	7.70	7,946	0.4%
				<b>204,121</b>	<b>11.5%</b>
<b><u>Low Correlation Funds</u></b>					
EatonVance Enhanced Equity 2	EOS	5,000.0	13.59	67,950	3.8%
Fidelity Convertible Securities	FCV SX	2,508.3	27.46	68,878	3.9%
				<b>136,828</b>	<b>7.7%</b>
<b><u>Equity Securities, Value Style</u></b>					
Berkshire Hathaway 'B'	BRK.B	1,250	171.42	214,275	12.1%
General Electric	GE	3,000	29.81	89,430	5.0%
Southwest Airlines	LUV	-	-	-	0.0%
				<b>303,705</b>	<b>17.1%</b>
<b><u>Growth Mutual Funds</u></b>					
Fidelity Select Health	FSPHX	626.0	208.91	130,778	7.4%
Fidelity Select Leisure	FDLSX	774.0	141.37	109,417	6.2%
Fidelity Select Technology	FSPTX	365.1	146.96	53,655	3.0%
Vanguard Admiral Energy	VGELX	853.3	96.69	82,509	4.6%
Vanguard Growth Index	VIGAX	4,464.1	61.99	276,730	15.6%
				<b>653,089</b>	<b>36.8%</b>
<b><u>International Funds</u></b>					
Deutsche Global Small Cap	SGSCX	3,619.9	37.68	136,399	7.7%
Vanguard Admiral Int'l Growth	VWILX	2,654.4	72.93	193,587	10.9%
				<b>329,986</b>	<b>18.6%</b>
				<b>1,776,858</b>	<b>100.0%</b>

**ANALYSIS OF NAMED FUNDS - Table UU17T4**

Year & Source	Fund Name	Specified Purpose	Principal 2/28/2017	Restrictions by Donor			Accumulated Income in Restricted Funds			
				None	Principal	Income	2/29/2016	Income	Expense	2/28/2017
1961 UU	Alliance Memorial	Flowers	200			X	88	7	100	(5)
1939 U	Fred W. Archibald	Flowers	401			X	498	14	0	512
1930 W	Sarah J. Bartlett	Flowers	100			X	229	4	0	233
1994 UU	Eaton/Chase Family	Flowers	700			X	454	25	0	479
1923 W	Ernest H. Griswold	Flowers	295			X	436	11	0	447
1984 UU	Guild Flower Fund	Flowers	893			X	121	32	170	(17)
1992 UU	Risdon Memorial	Flowers	3,000			X	489	108	170	427
1962 UU	Sears Memorial	Flowers	250			X	312	9	0	321
1990 UU	Deacon Smith Family	Flowers	2,263			X	345	81	0	426
1942 U	Walter Stearns	Flowers (\$100)	7,000		X	[100]	122	4	0	126
1907 B	John C. Haynes	Charity Work	7,988			X	1,135	288	0	1,423
1875 U	Eunice Harrington	Needy Poor	2,662			X	378	96	0	474
1882 B	Lucy Chipman	Poor of the Church	944			X	399	34	0	433
1900 B	Sarah A. Davenport	Poor of the Church	910			X	352	33	0	385
1725 P	Millis Ripley	Poor of the Church	1,102			X	471	40	0	511
1881 U	Polly Sanderson	Poor of the Church	2,223			X	776	80	0	856
1955 U	Annie W. Smith	Poor of the Parish	11,067			X	1,572	398	0	1,970
1999 UU	Castner Memorial	Music	6,283			X	647	226	350	523
1992 UU	David E. Clough	Music	1,225			X	240	44	50	234
2012 UU	Irene Kallow	Music	43,054			X	984	1,550	600	1,934
1950 W	Walter F. Starbuck	Music	580			X	179	21	50	150
2004 UU	Betty Lee Diggs	Music (Organ)	25,000			X	3,300	900	2,350	1,850
1972 UU	Martha Abbott	Children's Library	1,400			X	199	50	0	249
1996 UU	Dr. Douglas Butman	Property Maint.	30,000			X	2,590	1,080	1,740	1,930
1966 W	Alice J. Mason	First Parish Guild	500			X	210	18	0	228
1942 U	Alice S. Peabody	Sunday School	300			X	187	11	0	198
1992 UU	Ted Jones Scholarship	UUA Scholarships	8,402			X	684	302	500	486
1926 W	Alice L. Smith	Pastor's Supplement	196,175	****		X	621	3,203	3,072	752
2007 UU	Jones Partnership	Non-Budget Initiatives	-----	**		X	70,517	34,313	25,000	79,830
1913 U	Clara Abbott	-----	500		X		88,535	42,982	34,152	97,365
1905 W	George L. Almy	-----	500		X					
1921 W	Abby E. Armstrong	-----	300		X					
1923 W	Phineas & Mary Barnes	-----	1,544	***		X				
1935 B	Mary E. Barry	-----	2,000		X					
1927 W	Fred & Mary Bryant	-----	2,011	***		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	-----	4,391	***		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)	-----	36,600		X					
Accumulated Income & Appreciated Value			635,621				538,256			97,365
Grand Total, All Funds			1,776,857				1,068,093	263,382		445,382

**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

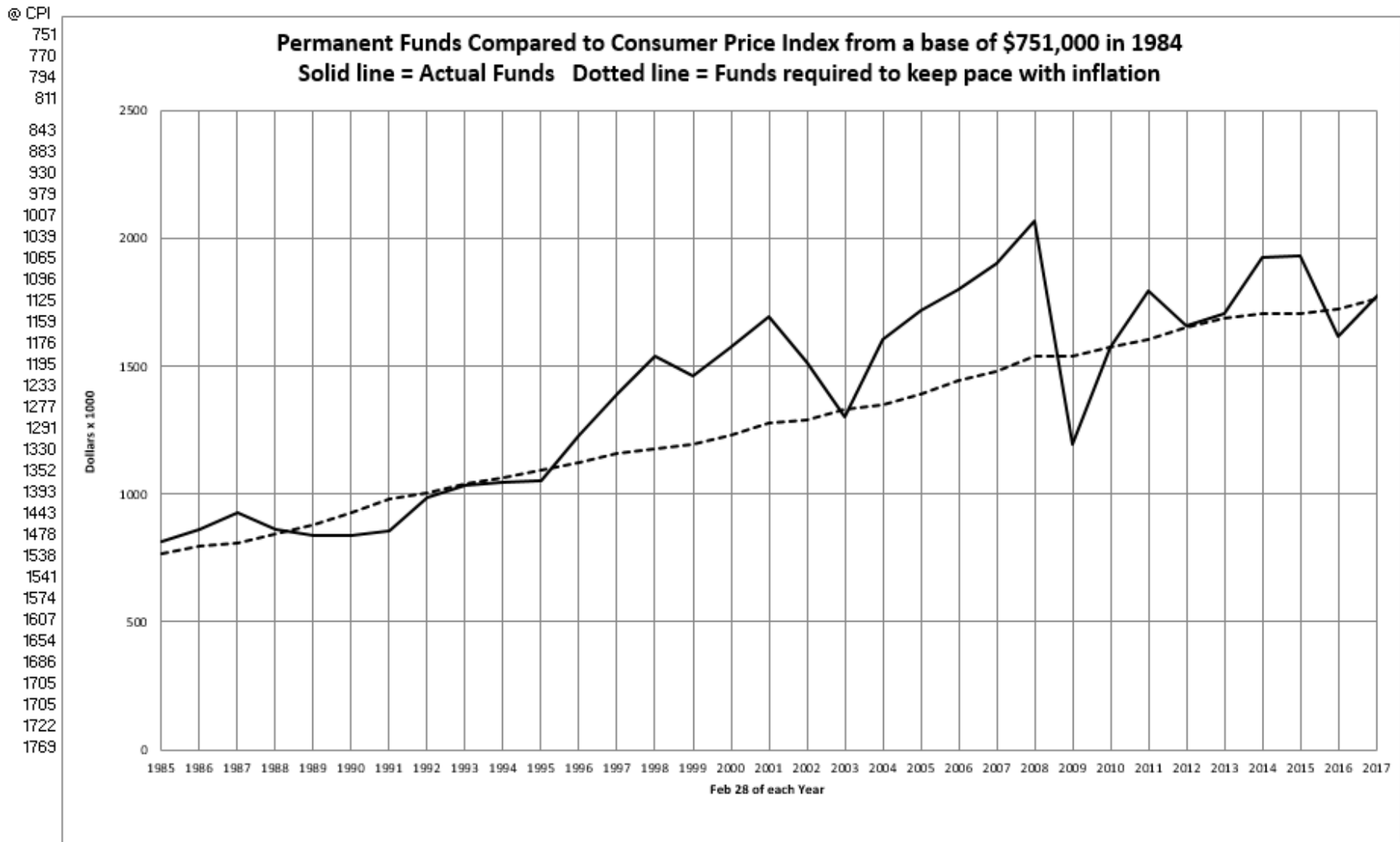
Income Rate on Special Purpose Funds = 3.6%

**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



- 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 \$3.4 to First Parish operations during these 33 years.

## Jones Partnership Fund Grant Recipients 2016-2017

### THE CAT CONNECTION

\$1,000

*Veterinary Care for Feral and Fostered Cats in Waltham*

**Project Director:** Eva Miller

**Sponsor:** Evelyn LeBlanc

**The Project:** The Cat Connection grant funds will support veterinary care for cats in the foster home system as well as for feral cats, who are trapped, neutered and released. The goal is to reduce the feral and stray cat population and to provide tame cats with a home.

**Partnering Opportunities:** The Cat Connection welcomes opportunities to work with the members of First Parish, as evidenced by the recent cooperative project with the Religious Education program. Members could be feeders of cats, provide foster homes, adopt cats, donate goods, or volunteer in other capacities.

### CHAPLAINS ON THE WAY

\$1,500

*Chaplains on the Way Knitting Group*

**Project Director:** Rebecca Sheble-Hall

**Sponsor:** Shirley Traite

**The Project:** The goal of this project is to continue providing emotional and spiritual support to women experiencing the crisis and isolation of homelessness, and to offer a connection to First Parish and other faith communities. It does this by providing a weekly opportunity to knit in a circle of care and conversation. The women choose yarn and needles from donated supplies. COTW volunteers teach beginners and encourage all participants. A staff chaplain organizes and attends, offering spiritual companionship and helpful resources.

**Partnering Opportunities:** First Parish Waltham members may donate supplies, volunteer time as knitters, and offer a special welcome to women who attend church services or events.

### CHESTERBROOK COMMUNITY FOUNDATION, INC.

\$1,500

*Youth Group Community Service Project*

**Project Director:** Joan Atlas

**Sponsor:** Pam Penton

**The Project:** The church youth group will plan and host a party in the church hall for the children of the Chesterbrook, Dana Court and Prospect Hill low-income housing developments in fall 2016. The Bentley Service-Learning Center will participate in the planning along with Lynne Weygint of First Parish and Joan Atlas of Chesterbrook Community Foundation. In addition, the grant will allocate some funds to the Chesterbrook and Dana Court Learning Centers for snacks and supplies for their regular programs.

**Partnering Opportunities:** The Parish Youth Group will continue to conduct drives at the church to gather healthy snacks, school and/or art supplies for the learning centers. They will also plan a special event held at the church, which will involve children from the Learning Centers, their families and volunteers from the Bentley University Service-Learning project. First Parish families are also invited to attend.

**THE COMMUNITY DAY CENTER, INC.**

**\$2,500** (3rd of 3 yrs)

***Stabilization Program: Counseling, Case Management and Wellness Project***

**Director:** Marilyn Lee-Tom

**Sponsor:** Roberta Trudeau

**The Project:** The project entails supporting 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 First Parish. Members are also invited to attend fund-raising events.

**DOWNTOWN WALTHAM PARTNERSHIP**

**\$2,000**

***Waltham Riverfest 2016***

**Project Director:** Sarah Hankins

**Sponsor:** Scott Shurr

**The Project:** The organization plans to provide a free, family friendly event for all residents of the city to enjoy, as well as to showcase resources and businesses in downtown Waltham. Artists and musicians will demonstrate their talents. Local businesses, private organizations, and volunteers will work together to organize and promote the event to make it inclusive of all people living in Waltham and surrounding areas.

**Partnering Opportunities:** First Parish members are invited to attend festival events, and the Jones Partnership Fund logo will be prominently displayed on publicity and signage. Several members of the congregation are already actively involved in other capacities.

**FIRST PARISH BOARD OF MANAGERS**

**\$2,500**

***First Parish Web Site and Social Media Upgrade***

**Project Director:** Donna VanderClock

**Sponsor:** Dan DeHainaut

**The Project:** The First Parish Board of Managers requests funds to improve effectiveness of outreach efforts through the Parish website and social media. The project will engage a UU Ministry and Media consultant to evaluate the current website and social media programs. Next the consultant will work with the Marketing and Promotion Committee (MAP) and other First Parish Commissions to determine appropriate changes to the design and functions of the current web site in order to support the church’s presence on social media such as Twitter, Facebook and YouTube. The final goal is to improve outreach and visibility to encourage growth.

**Partnering Opportunities:** Digital, web and social media are at present the language of outreach and connection, critical as First Parish seeks to connect with the community beyond and to discover the community’s needs. Members can continue to share activities of the congregation on individual media accounts and to refer interested parties to the church web site.

**GREATER WALTHAM ARC**

**\$1,200**

***GWArc Volunteering and Community Connections***

**Project Director:** Roslynn Rubin

**Sponsor:** Alice Taylor

**The Project:** GWArc's patrons are individuals with developmental disabilities. Although this group is usually not asked to give back to the community, this project provides opportunities for the group to volunteer and to help others. This year will build on the success of last year's Jones Partnership Fund supported project. They will expand activities and reach out to new community partners. They expect to host six community service events and to partner, not only with REACH Beyond Domestic Violence, but also with the Downtown Waltham Partnership, and to provide and serve food to a local shelter, among other activities.

**Partnering Opportunities:** Planned activities such as those mentioned in the application will build connections with First Parish members who also attend. The Sponsor will keep members informed of upcoming charitable and fund-raising events.

**HEALTHY WALTHAM**

**\$2,000**

***Healthy Kids Summer Program***

**Project Director:** Pam Hess

**Sponsor:** Muffy Young

**The Project:** Jones Partnership Grant funds will support an innovative school garden-to-table youth program focused on healthy eating, gardening, and physical activity at the McDevitt Middle School for twenty-five special education students. The pilot program (2 years ago) received positive feedback. As a result, the Healthy Kids Program was invited back to explore ways that other Waltham schools could benefit other Waltham school children. Healthy Kids will partner with the Waltham Fields Community Farm "Youth Crew" as "Healthy Ambassadors" to the younger kids. The program utilizes hands-on, experiential learning that will culminate in a pizza garden with vegetables and herbs for the pizza coming directly from the garden. Jones Partnership Grant funds will help to strengthen the program and build bridges in the community.

**Partnering Opportunities:** Healthy Waltham will provide First Parish signage near the garden and will publicize the church through the Healthy Waltham web site and the News Tribune. Potential partnerships would be during the fall harvest. Students could come to the church to meet parishioners and share their stories.

**UU MASS ACTION**

**\$800**

***Immigrant Rights Campaign, Year 2***

**Project Director:** Laura Wagner

**Sponsor:** Dimitry Zarkh

**The Project:** Immigrant Rights is one of UU Mass Action's four core campaigns. UU's as a faith organization deepened its commitment to immigrant rights during the Phoenix Justice GA in 2012. This project is the manifestation of Massachusetts' UU's commitment to justice. We are currently half way through the 189<sup>th</sup> general legislative session. The Jones Partnership helped fund the first half of the project during which the immigrant rights coalition, of which UU Mass Action is a member, filed the

Trust Act, Safe Driving and Education Equity Bills. We increased the number of co-sponsors (doubled for Safe Driving!) and are now working to move the bills through their respective committees. We are working to bring them to the floor for a vote by growing the immigrant rights movement in Massachusetts.

**Partnering Opportunities:** UU Mass Action will work in collaboration with the Immigrant Rights team at First Parish by providing campaign updates and calls to action, as well as by supporting community events sponsored by the church. First Parish has collaborated in the past on the campaign: last year the congregation voted to support the Trust Act. Volunteers will also work in the Waltham community to support passage of a Waltham Trust Act Ordinance. In 2016 members of the UUMassAction team participated in a lay-lead service as well.

**WALTHAM AMERICAN LEGION BAND**

**\$500**

***Waltham American Legion Band Concert***

**Project Director:** Wendy Baisley

**Sponsor:** Scott Tougas

**The Project:** The Waltham American Legion Band will provide a concert to First Parish in Waltham at a mutually beneficial time. The band will consist of thirty musicians playing selections from Broadway, popular military compositions and marches, and music from the Great American Songbook. The purpose is to assist First Parish in fundraising and outreach programs.

**Partnering Opportunities:** The Band hopes to build bridges with members of Waltham and First Parish by providing enjoyable music for all people of all ages, races and economic backgrounds. Members can attend musical performances at the church and at other performance venues.

**WALTHAM BOYS AND GIRLS CLUB**

**\$2,500**

***Club Café – Free Meal Program***

**Project Director:** Erica Young

**Sponsor:** Sue Genser

**The Project:** Since many 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, to educate children about nutrition and healthy eating habits, and to motivate the community to respond to the problem of childhood hunger. Club Café provides an after-school meal each day that school is in session, during school vacations, and over the summer break.

**Partnering Opportunities:** The Girls and Boys Club works with Healthy Waltham, Waltham Fields Community Farm, and with students from Bentley and Brandeis Universities. First Parish neighbors are invited to plan, source, and serve meals in the program. Last year church Sponsor Sue Genser enlisted several First Parish members to serve meals and contribute groceries to the program. Parishioners can also attend the annual fund raising event.

**WALTHAM FARMERS' MARKET**

**\$1,500** (2<sup>nd</sup> of 2 yrs)

***Snap Match***

**Project Director:** Martha Creedon

**Sponsor:** Elisse Ghitelman

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

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

**WALTHAM PHILHARMONIC ORCHESTRA**

**\$1,000**

***Community Outreach Program***

**Project Director:** Haig Iskenderian

**Sponsor:** Michael Levin

**The Project:** The Waltham Philharmonic Orchestra will continue to develop its Community Outreach Program 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, partner with the Plympton School chorus, and produce free chamber music performances for the community in partnership with other local organizations, including First Parish Church. The goal for 2016 is to reach out to a greater cross-section of the Waltham Community than before, both for adding new orchestra members and places to perform.

**Partnering Opportunities:** The Waltham Philharmonic will plan with Sponsor Michael Levin to perform chamber music as part of a church service, in conjunction with another Parish activity, or as a separate activity. In March of 2016 they performed as part of a lay-led service.

**WALTHAM SYMPHONY ORCHESTRA**

**\$500**

***Waltham Symphony/First Parish Chamber Music***

**Project Director:** Joan Garniss

**Sponsor:** Daniel Taylor

**The Project:** The Waltham Symphony proposes to create a Chamber Music Performance Series at the First Parish in Waltham, to bring high quality chamber music to the First Parish congregation and the citizens of Waltham. The concerts will occur in the Fall and Spring of 2016-17 and will consist of four to eight Waltham Symphony players performing the best in chamber music in a series of two concerts to be presented free, with an opportunity for donations at the door, to be shared with First Parish.

**Partnering Opportunities:** Members of the congregation can support the activities by attending concerts at First Parish and other venues in the community.

**WATCH CITY BIKE LAB**

**\$2,000**

*Creating a Community Bike Workshop in Waltham*

**Project Director:** Martha Creedon

**Sponsor:** Martha Creedon

**The Project:** The Watch City Bike Lab is a community bike workshop that will provide space, tools, equipment and knowledge to empower people of all backgrounds and circumstances to repair and maintain their own bicycles for free or at nominal cost. The new community resource will promote bicycling and support personal empowerment through knowledge sharing in a safe, supportive environment. The Lab plans to open in the spring 2016 in a space at the Charles River Museum.

**Partnering Opportunities:** The Community Bike Workshop expects to develop a presence in Waltham through social media, flyers, and other means. Jones Partnership Fund support would be recognized on all materials. Partnering with First Parish would also include encouraging bike riding in general, participating in group rides, and using the Bike Lab as needed.

**WATCH COMMUNITY DEVELOPMENT CORPORATION**

**\$2,000**

*The Immigrant Experience*

**Project Director:** Daria Gere

**Sponsor:** Deb Jose

**The Project:** *The Immigrant Experience* project is designed to increase understanding of, appreciation for, and integration of the immigrant population of Waltham. The project builds on events held in 2013 and 2014 at First Parish, where church and WATCH members partnered in planning and carrying out the event: cooking, sharing food and conversation, facilitating and participating in small group discussions and conversations, and learning about the lives of immigrants in Waltham. A similar event is proposed for 2016 at the church. This project is especially relevant now, as ICE (Immigration and Custom Enforcement) raids have escalated and presidential candidates debate immigration reform.

**Partnering Opportunities:** First Parish members can partner by donating materials and time, and of course by attending the event.

**Total Distribution for 2016-2017**

16 Grants

\$ 25,000

**Total Distribution through 2016-2017** (Since the Fund's first distributions in 2010)

95 Grants

31 Organizations

\$152,982

*To see the 2017-2018 grant recipients, please visit the Jones Partnership Fund page on the parish website.*

## Nominating Committee - Positions to be Filled - 2017

<u>Delegates to</u> Joan Smith Alexandra Taylor Rebecca Taylor (Youth)	<u>Alternate</u> none selected
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Position	Current Term Expires 2017	Nominated in 2017	New Term Expires
<b><u>Moderator</u></b> 1 year Term limit: none	<b>Bill VanderClock</b> ending 2nd term	<b>Bill VanderClock</b>	2018
<b><u>Clerk</u></b> 1 year Term limit: 7	<b>Michael Carmody</b> ending 1st term	<b>Michael Carmody</b>	2018
<b><u>Treasurer</u></b> 1 year Term limit: 7	<b>Bill Simpson</b> ending 3rd term	<b>Donna VanderClock</b>	2018
<b><u>Assistant Treasurer</u></b> 1 year Term limit: 7	<b>Leslie Gildersleeve</b> ending 3rd term	<b>Leslie Gildersleeve</b>	2018
<b><u>President of Board</u></b> 2 years Term limit: 2	<b>Dan DeHainaut</b> ending 1 <sup>st</sup> term	<b>Dan DeHainaut</b>	2019
<b><u>Social Action</u></b> 2 years Term limit: 2	<b>VACANT</b>	<b>Deborah Wild</b>	2019
<b><u>Religious Education</u></b> 2 years Term limit: 2	<b>Deborah Wild</b> ending 1 <sup>st</sup> term	<b>VACANT</b>	2019
<b><u>Nominating Committee</u></b> 2 years Term Limit: 3	<b>Jane True</b> ending 3rd term	<b>Joyce Wilbourn</b>	2019
	<b>Alan Bone</b> ending 3rd term	<b>Pat Lash</b>	2019
	<b>Gary Madison</b> ending 1st term	<b>Gary Madison</b>	2019
<b><u>Trustee</u></b> 3 years Term limit: none	<b>Fred Ruland</b> ending 7th term	<b>Fred Ruland</b>	2020
<b><u>Music &amp; Worship</u></b> 2 years Term limit: 2	<b>Bee Fortin</b> ending 1 <sup>st</sup> term	<b>Shirley Trait</b>	2019
<b><u>Membership</u></b> 2 years Term limit: 2	<b>Elisse Ghitelman</b> ending 1 <sup>st</sup> term	<b>Elisse Ghitelman</b>	2019
<b><u>Jones Partnership Fund</u></b> Current members selected <b>Marianne Cutter</b> to replace <b>Nancy Lawrence</b>			