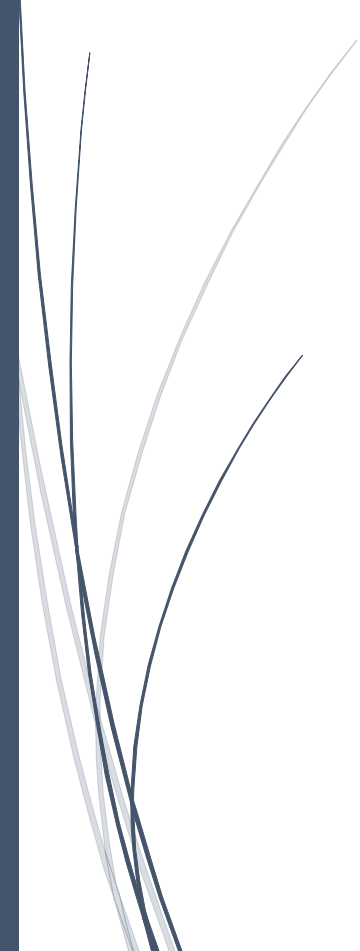


**June 14, 2020**

# Annual Report

## 2019-2020

First Parish in Waltham, Universalist Unitarian, Inc.



Please bring this Report to the Annual Meeting

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

**WARRANT**

The legal voters of The First Parish in Waltham, Universalist-Unitarian, Inc. are hereby notified that the Annual Meeting of the Corporation will be held on Sunday, June 14, 2020, at 11:30 via Zoom web conferencing to act on the following articles:

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

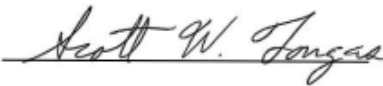
**Article 2.** To receive the report of the Nominating Committee, and to elect members to fill open positions.

**Article 3.** To vote on the budget proposed by the Board of Managers for the year beginning June 1, 2020.

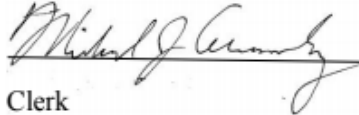
**Article 4.** To transact any other business which may legally come before the meeting.

Instructions for joining the meeting will be emailed to all on the church email list on the Saturday before the meeting.

By order of the Board of Managers **May 27, 2020.**



President



Clerk

Posted: May 28, 2020



*A Welcoming  
Unitarian Universalist Congregation*

## **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**

This year's board consisted of:

- Joan Smith – Finance Commissioner
- Charlie Kelly – Properties Commissioner
- Pam Penton – Membership Commissioner
- Brenda Asis – Music and Worship Commissioner
- Candace Holman – Social Action Commissioner

Along with the president, these were the voting members. The non-voting, but certainly no less important members of the officers of the corporation were

- Michael Carmody – Clerk
- Donna Vanderclark – Treasurer
- Leslie Gildersleeve – Assistant Treasurer
- Bill Vanderclark – Moderator
- David Wilbourn, Joel Weddig, Barry Stearns – Trustees of the Permanent Funds.

Of all the monthly ministry themes that we have had this year, resilience sums up this year best. Even before a novel virus embarked on a journey around the world, the grounds of the church were shifting. For starters, we had four new board members, so there was a significant transition period for the board. We said goodbye to Lynne Weigent at the end of the summer and welcomed Devin Shmueli as our new Director of Community Engagement. We also said goodbye to Todor Stoinov and welcomed Emma Campbell as our new Music Director. Luckily, Reverend Marc, Reverend Becky, and some very experienced board members patiently guided me through meetings and other responsibilities of my new role. The enthusiasm and creativity that Devin and Emma brought to their roles was also immensely helpful in allowing for a smooth transition.

At our end of summer board retreat, we came up with some modest goals:

- Create better systems to co-ordinate the long term needs of volunteers
- Re-energize the Pastoral Care committee
- Deepen engagement of the congregation
- Improve our digital infrastructure for more robust file storage and communications.

In the fall, we made some headway on our goals. Devin created a new “pink sheet” that was included in the order of service. This kept people up to date with volunteer opportunities and provided an easy way to sign up.

Daphne Blout joined the Pastoral Team along with Rev. Marc, Rev. Becky, and Devin. They received assistance from Joyce Wilbourn and Chris Johnson, our office manager. Andy LeCompte was also helped out in the fall before moving his attention to small ministry. Marc seemed pleased by the team's commitment to support his ministry improve team communication.

As for digital communications and records, we decided to take another stab at setting up the church with a Google for Non-profits account. Charlie Kelly happily took the lead in this project having had experience with transitioning a previous organization to Google. With some help from the UUA, we figured out the non-profit status part, and in February we received the approval from Google. This opens up a number of

enterprise grade services that the church can use for free, including file storage, email accounts owned by the church, video conferencing, and “advertising” on Google that can allow people to find us more easily in searches.

Then, just when I thought that we would dive into playing with our new digital toy, Covid-19 literally came to town. This severe, virally based respiratory disease made us question every activity that we hold dear as a congregation. No more hugs and handshakes. No more passing the plate. Even singing was found to be a particularly effective way to spread the virus. On March 23<sup>rd</sup>, Governor Charlie Baker ordered all non-essential business to close. However, being a resilient people, we adapted.

Reverend Marc quickly pulled together a Covid-19 Response team, including Daphne Blout, Devin Shmueli, Muffy Young, Dan DeHainut, Chris Johnson, our devoted office manager, and myself. After some brief attempts to find a safe way to hold service in our beloved sanctuary, we listened to the concerns of the community and moved to a virtual service using Zoom video conferencing. To many people’s surprise, it worked! And just in time, as Reverend Marc was about to start his Sabbatical. He had lined up a list of guest worship leaders, and every one of them lead meaningful and moving services attended by members as far away as the Philippines, all without stepping foot into our building! As they say, a church is really about the people.

As for deepening congregational engagement, online services created many new opportunities. One of the most well received parts was the ability to create breakout groups. As part of every service, each person was randomly assigned to a small group to discuss the themes of the service. In many ways, this replaced the conversations in coffee hour, but in a way that was more intimate and focused. The chat box gave another way for people to offer up their joys and concerns. And for many, the limitations of distance and time went away. We all got a glimpse of each other’s homes, and pets are now an everyday occurrence in church.

The crisis also raised the congregation’s attention on pastoral care. Daphne pulled together a Care Team along with Leslie Gildersleeve, Elise Ghitleman, Plum Kinard, and Pam Panton. They worked to address the more concrete needs such as rides, meals, cards, and check-in calls. Devin and Pam also coordinated many of the youth to get cards out to people living on their own.

As for improving digital communications, Covid-19 forced the entire world to up their online communications game. Many of us quickly became experts in using video conferencing. Bill and Donna Vanderclock took on the job of overseeing the technical aspects of our online services for the spring.

Their leadership, preparation, and cool heads got us through many difficult situations, including our first ever virtual congregational meeting! At one point, it became clear to me that information technology was no longer a “nice to have” thing at First Parish. It was critical to almost every aspect of our church life, and should be treated as so. With the blessings of the board, I pulled together an IT committee consisting of Candace Holman, Charlie Kelly, Bill Vanderclock, and Daniel Lowe. They have been tasked with the oversight of both the hardware and services that the church uses.

Although I have painted a fairly bright picture of the state of First Parish in Waltham, the year ending in 2020 leaves us with many, many questions. Many of our goals and our usual traditions have been placed on hold. To reduce the spread of the virus, we have said that the church building will be closed through August. We will be spending a good portion of the summer trying to determine how we will continue in September, and even our best laid plans may need to be scrapped come fall. Not meeting in person has left us less connected to many people for whom online services are not a good option. And even when we eventually start meeting, it will be under a very strict set of guidelines.

As I write this, we are in the midst of a national re-awakening to the continued injustice of white racism. Although the UUA has supported the Black Lives Matter movement for years, First Parish in Waltham is trying figure out its role in this movement and ending racism in general. As a majority white congregation, we will have many years of reflection, education, and discomfort as we grow into the welcoming home that we want to be. Luckily, I couldn't ask for a better group of resilient people to do it with.

Sincerely,



Scott W. Tougas

## **Minister's Report**

*“Church is a place where you get to practice what it means to be human.”*

-- James Luther Adams

Dear Members of First Parish in Waltham,

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

I'm writing this on the first day of April, in the midst of the COVID-19 crisis sweeping the globe. This last month has been especially challenging and anxiety-provoking for many of us. All through March I've wondered what I could say that might help, and in some ways my report to you today attempts to answer that question.

Looking back over, say, the past two hundred years we can observe a period in which stable theories and underlying assumptions framed our understanding of how the world worked. During the past 15 to 25 years, though, we have lived through major disruptions in how we communicate and how we congregate. Think of our relationships on social media (none of which could have existed before 2004!), how we access information, or, for those of us dating, how we meet potential partners. Whether or not we were conscious of the fact, we have known we were living in a volatile age for some time now.

Then came the pandemic. In the span of weeks, patterns of behavior changed dramatically. People accustomed to regular visits to the grocery store began ordering their food online. Workplaces and houses of worship that, only two months ago, buzzed with activity, grew empty and silent. Some of us did/do what we can of our jobs from home. Where just a few months ago, many among us shared a common vision for a more equitable society, the pandemic has, in hardly any time at all, laid bare the ever-deepening divisions between those who have adequate health care and the ability to work from home and those who have neither.

As I write, on the first day of April, 2020, this pandemic has yet to even run its devastating course. Much lies ahead, and much of it, no doubt, tragic. And yet, for those of us in leadership roles, the challenge is not only to see what's ahead, but to lead, even when what lay ahead is anything but certain.

The truth is, we're not sure what the future holds. But we do know that this pandemic will cause changes in society and in organizations (including churches!). It might be, for instance, that there will be broader use of technology—certainly, more of us have learned to use video-conferencing services in the last month than ever intended to! But change is rarely simple. The pandemic might prompt some of us to focus on smaller, more intimate networks of relationships, even as technology makes just the opposite possible. We just don't know.

To help organize my thoughts, I offer three simple questions that may be helpful in navigating the year ahead. They are: Where are we? What can we expect? What's can we do?

I believe we need to focus both our attention and our resources on a way forward, not trying to recreate what we've lost to the pandemic. We must recognize the importance of focusing on specific goals, and we cannot do that unless we understand where we are right now in the unfolding story of First Parish. It's a little like what some parents provide for their children in the way of cues. Before leaving the house, a parent might say, "Time to get on those shoes!" Or, "Five minutes until we leave. Everyone gone to the bathroom?" These cues orient everyone in the family to their location in time, helping everyone be able to make choices to prepare for the change. This is a far cry from the parent who, silently storming around, all of a sudden announces it's time to leave. Now!

Similarly, we can describe the landscape in terms of time. Saying, "Here's where we were, here's what used to be normal. Here's what's happening now, and this is some of what we can expect up ahead." And we also want to do our best to see farther than that: to a new horizon, in which a new normal is taking shape, or said another way, in which we are shaping a new normal.

Answering the question, "Where are we?" might sound something like this: "We're living through a time of disruption. Ways of doing things near and dear to us aren't possible right now. The pandemic is going to have a dramatic effect, and we just can't know what the lasting effects will be. But we do know it won't be here forever. And we know that, as we find our way through it together, we'll help chart the course into our new normal. For now, we're all finding our way through this crisis. That means making choices as best we can. It means trying things when we're not sure, exactly, what tomorrow will bring." Answering "Where are we?" need not promise rosy views and shiny outcomes. But it must point to a reality that can exist after this insanity has subsided.

Once we have established a context we can begin to answer another question which is "What can we expect?" In this turbulent time, it's tempting to promise the continuity of familiar events and ways of being together, but given the ongoing disruption, it's sometimes hard to know what can be reliably promised. What we can expect are those things that endure: principles, values, and the qualities of our relationships. We might say, "We don't know if we're ever going to go back to the way things used to be, but here at First Parish, we uphold the principles of honest communication (speaking our truth in love), radical hospitality, and helpfulness. So, even as we don't know what the future holds, we can continue to be the people we are, communicating honestly, welcoming the stranger, and helping one another."

When the most helpful thing any of us can do is stay home, many of us who find meaning in service to others may find these times downright dispiriting. And by now, three months since we became intimately acquainted with expressions like "personal distancing" and "sheltering in place," I imagine many of you, like me are asking 'what can I do?'

One of the first friends I found when I began attending my first UU church was a fellow named Richard. On Sunday mornings Richard was responsible for pouring the lemonade. He says that he remembers understanding that, if he didn't show up, no one would be there to pour lemonade. Richard had a purpose. But how can we "show up" and pour lemonade, or be a greeter, or set up for Coffee Hour, or serve on the Worship Committee when there's no there there! Friends, please understand this: we are not a very wealthy congregation viewed through the lens of the proposed budget (you're about to vote on), but we are rich in talent, creativity, sincere desire, and experience! Let's pour these, along, with our love into shaping our church to serve the needs of the time.

We may be in times of upheaval right now, but that won't always be true. And no matter the headlines, there are some things that are always true: somewhere, someone needs your attention, your kindness and



creativity; we now know that “the church” and the building we love to gather in are not one in the same – I know this isn’t very original but remember that wherever two or three are gathered, (online or over coffee at Café on the Common) the Spirit of Life is waiving her arms like crazy, trying to catch our attention, trying to tell us we already have all we need to keep First Parish thriving and contributing to and serving the wider community.

Next fall will bring us more challenges and opportunities. Our commitment to growth has not been muted by the pandemic – au contraire! We greeted eight new members in our second online service! And here’s the thing -- we must be in this for the long haul, but doing so will only be possible if we have faith in the future, and in our capacity to adapt and grow.

Every year you all teach me the most important lesson of this work: that ministry is much less something I provide for you, and much more something we create together in the shared spaces we gather (in person and online). So thank you, each and all, for everything. Thank you for the gifts you each bring and share with one another and with me. Thank you for making this sabbatical time possible, thanks to all of you for your support, encouragement, helpful feedback, and well wishes, but most of all for your commitment to First Parish. It is an honor to serve as your minister. I’m looking forward to seeing you in August!

Much love,



Rev. Marc S. Fredette



## **rites of passage**

June 1, 2019 – June 1, 2020

*(Members’ names italicized)*

### **Marriages**

James True and Roseanne Callan on October 05, 2020 – Ocean Grove Park, Old Orchard Beach, Maine

### **Deaths**

*Bertha (Beth) Rea*

Born November 1, 1927 and died April 12, 2019 – Memorial Service on April 26, 2019.

*Lawrence C. Lynnworth*

Born January 24, 1937 and died May 09, 2019 – Memorial Service on May 13, 2019.

*Eleanor J. Higgins*

Born November 11, 1926 and died November 12, 2019 – Memorial Service on Nov 21, 2019.

*Jennifer M. Patton*

Born November 30, 1968 and died November 21, 2019 – Memorial Service on January 25, 2020.

*Frederic H. Robinson*

Born January 15, 1940 and died December 30, 2019 – Memorial Service on January 07, 2020

Jean L. Lorenzen

Born August 22, 1919 and died January 02, 2020 – Memorial Service on January 08, 2020

*DeAlton J. 'Jim' Smith*

Born October 1, 1937 and died April 27, 2020

Aaron L. Barouch

Born November 18, 1934 and died May 1, 2020 – Committal Service at Mt. Feak Cemetery on May 8, 2020

*Jane Clough*

Born February 19, 1924 and died May 3, 2020 – Committal Service at Pine Grove Cemetery, Warren, MA on May 8, 2020

## **Report from the Director of Community Engagement**

### **Childcare for Infants and Toddlers**

Chris Taylor continued to provide care for our very youngest First Parishioners (infants and children through age three). Chris Taylor did so with an average of two children through our last Sunday together in person.

### **Friendship Finders**

Building off of Lynne Weygint's "one room schoolhouse" approach to Sunday morning Religious Education (RE) programming for children (4 year olds through 5th graders), we tried on new rituals and opportunities for learning. For the sake of sharing our feelings and experiences from the week prior, I brought in a ritual that I love to do with young children. Using marbles of all colors, we identified what emotion or experience tied to each color. For example, red is angry, orange is happy, clear is bored. Each week, they could select the colored marble that represents the feeling or experience they had. They could select a clear marble and explain why they were bored that week. They really loved this and it was incorporated into a Children's Chapel program.

The class used two rooms on the ground level of the church, one room for Children's Chapel and another for classroom learning. They regularly used the hallway outside their classrooms for more active learning as is the tradition for this group. We followed several curricula which I tailored to our group, including the curriculum I created using storybooks that offered time to reflect and engage social justice topics. We also engaged in both Holidays Around the World and Unitarian Universalist Seven Principles Curricula. For these two, we had a chance to learn about Christmas in another country as well as Kwanzaa and Chanukah. The class used two rooms on the ground level of the church and also expanded regularly into the hallway outside their classrooms for more active learning.

Justin Kamal, a senior in high school and a young person at First Parish, served as a paid assistant teacher for the Friendship Finders. He ably assisted myself and several adult volunteers including Pam Penton. The class grew to include one new child, with 14 enrolled. An average of six to seven children regularly attended the class, but over the course of the year, at most we had twelve children in attendance. Staffing for next year is still being determined.

This year offered a new challenge with the COVID-19 pandemic. After March 15th, we began to do new things, finding new ways to connect, and identifying what it means to be together during this time. I have moved Religious Education programming away from during service time for the sake of logistics and so that the community can remain together. Friendship Finders began to be known as Friendship Finders Online as well as Friendship Finders Family Notes.

**Friendship Finders Online:** We have moved Friendship Finders to 4:00 PM on Sundays. Once a month, we spend time playing games. Other times we enjoy one another's company lighting a chalice, checking in on how our week went, and learning something new. This is a tough time so I am trying to keep things light.

**Friendship Finders Family Notes:** Once or twice a week, I send out an e-mail to families with activities (like free musicals through The Met or instructions for making and creating art). I also prompt parents, once every other week, to check in and share how things are going, and capture group wisdom around coping during these times.

### **Spirit Spark**

In its fourth year, participants engage with the worship theme of the month while exploring spoken word and poetry from October through May guided by Regie O'Hare Gibson. These were surprisingly well attended with an average attendance of 10 people. For a second year, we welcomed Ann Miller, a local visual artist, who led two Spirit Spark sessions. The dates for these sessions were 11/17/19 and again on 1/12/20. Where Spirit Spark started with three people, the last one in April had twelve people in Zoom. I am going to look ahead with Regie this summer to plan another year of Spirit Spark.

### **Youth Group**

We have a small but mighty youth group and it is my hope to grow. In previous years, they joined First Parish in Watertown but this year with the help of parents, I decided to try gathering them. We had two major gatherings: one game night in October and a trip to the trampoline park, Launch, in February. In the next year, I hope to build off of this and do a little more.

### **Adults**

First Parish in Waltham continues to offer and host robust programming for adults and interested older youth.

Among the programs enjoyed by both the congregation and the greater Waltham community this year were Buddhist meditation on Thursday evenings, a fall Waltham Connect event centered on climate change, Equity and Justice for All, monthly SoulCollage® sessions, and a Soul Matters small group. These were lovingly prepared by Lynn Weygint and I was delighted to support their continuation.

In December, we hosted (along with B'nai Or) a musical concert by One Spirit Foundation. This was an amazing musical program that was well attended by First Parishioners and the wider Waltham community. There were 60 people in attendance to learn about Prayers Beyond Boundaries in a musical way. In January, I hosted Waltham Partnership for Youth to share their findings of the Waltham Youth Risk Behavior Survey. It was recorded by one local news source and attended by five caring adults. This was the result of a connection in large part due to the Jones Partnership Fund. In March, I began to support the creation of Small Group Ministries, a project that was spearheaded by Brenda Asis, Andy LeCompte, and Gretchen Daggett. This is an exciting project during these Pandemic times.

As a result of the Pandemic, I started to host a few opportunities for adults to connect through Religious Education programs. This includes my Monday Meditation, Tuesdays Thoughts, and Mid-Week Meet-Up (for all ages). I discontinued the Thursday Theology group this month due to lack of interest - too much going on - and moved it to Tuesdays. We've been lifting up voices of marginalized people while focusing first on First Nations/Native American peoples, meditating on various forms of spoken word, visual, and performing arts, and just getting a chance to connect.

### **Rituals**

We honored one high school senior, Justin Kamal, in a Bridging Ceremony on 5/17/2020, recognizing and celebrating his journey from youth to young adulthood. We did this in Zoom and made it especially

meaningful since nothing about this year's graduation experience is as it was expected. Children, youth, and adults alike were able to offer blessings and hopes for him.

### **Support of the Committees/Commissions and Ministries of First Parish**

While much of my work with the community has involved membership and religious education, I have attended many other meetings as well. I support the work of and attend Board of Managers, Social Action, Worship, and Care meetings. Likewise, I continue to work with leadership of the Jones Partnership Fund Committee. My work in this area meant that I was helping the committee ensure grant compliance from the various partnerships.

### **Worship**

Prior to the pandemic and Rev. Marc's sabbatical, I helped with service leadership in a variety of ways including choosing meaningful liturgy and preaching on two occasions. After we went virtual, Becky, Emma, and I worked together to create engaging experiences in Zoom for Sunday services in Rev. Marc's absence. I also had several opportunities to support our wonderful worship team as they planned their lay-led services.

### **Professional Development**

I enjoyed participating in the UUA's year-long Small Congregation webinar series. In addition, I regularly engaged with colleagues formally at LREDA meetings and informally one-on-one. They have helped me get my grounding in the Unitarian Universalist world.

**COVID-19 and Zoom:** As a member of the COVID-19 Readiness Team, I participated (and still do!) in big decision making for the health and safety of our congregation during weekly response team meetings. This has included ongoing discussion of closure and extending virtual programming. I also have helped manage scheduling various church meetings in our two Zoom accounts. This has helped to ensure that meetings are scheduled and do not overlap.

### **Conclusion**

This first year has been a great one. I have enjoyed meeting each of you, learning about your hopes and dreams, engaging with you in your work and ministries of this congregation, and deepening the experiences we share. My work at First Parish would not be possible without the support of Rev. Marc Fredette, Chris Johnson, Rev. Becky Sheble-Hall, Emma Campbell, the Board of Managers, and, of course, you.

Thank you for making my first year with and among you bright.

Respectfully Submitted,  
Devin Shmueli  
Director of Community Engagement

## **Report from the Affiliate Minister**

The Unitarian Universalist Association requires that any ordained community minister, who is answering their call to serve outside the church walls, must also form a relationship (affiliation) with a sponsoring UU church. This is the third year First Parish and I have had this affiliation. In our case, I also receive a stipend for 10 hours of ministry each week. As the years go by, I've come to really appreciate the importance of this prerequisite from the UUA.

Creating and leading worship at First Parish, helps me to stay grounded in my own faith tradition while I also serve an interfaith community outside in Waltham. Attending weekly staff meetings, helps me to cultivate an understanding of how people in a church can work and grow together; the struggles and the accomplishments. I am forever grateful for this opportunity.

As your community minister, I also hope to bridge our congregation to people and causes in our city that might benefit from our mutual resources, relationship and attention. First Parish has become a place where people experiencing homelessness in Waltham, feel welcomed in the pews (or now on Zoom) and at coffee hour. This year we had our third annual Christmas Eve dinner, shared with the congregation of Chaplains on the Way (COTW). Several members of FPW also volunteer with COTW and one is on the board of directors. One formerly homeless individual has been so moved by his year of attending our service, that he has joined FPW formerly and now considers himself a UU. I hardly ever offer a sermon that doesn't include the stories of people from COTW because our lives are more similar than they are different. We can easily see ourselves in the lives of the other, if we part the thin veil that separates us. Our ministry together is about parting that veil.

How we respond during a crisis tells a lot about the community we are. First Parish's response to the Coronavirus has not been entirely self- focused. Even while we were trying to reinvent our service on line and learn Zoom to protect ourselves, we also decided to split every offering with a non-profit helping to feed and care for our neighbors who have lost jobs and income.

Beginning in those first weeks, several of you were emailing me asking:” How are our unhoused neighbors fairing in this crisis? How can we help?” Parishioners have donated McDonald's and Hannaford cards, phones and tablets so that folks can stay in touch. On Easter, we made “Easter Baggies” with tasty goodies as well as homemade masks. Equally important, some FPW folks have continued to reach out by phone to individuals who used to come into our sanctuary, but now cannot because of the virus. Our next step might be helping those folks join us on Zoom.

Let me finish by saying how welcome and informative it has been to watch First Parish rise to the occasion during this unprecedented time of tragedy and uncertainty. Though our government officials took months to declare religious institutions as essential, we knew that from the start. First Parish has not missed a single Sunday of worship together. The learning curve is steep, and we are climbing it with vigor.

I thank God for the opportunity to join you in all of this.

In Peace,  
Rev. Rebecca Sheble-Hall

## **Music and Choir Director's Report**

### **Instruments**

One of the first tasks I undertook was to arrange for a thorough assessment of the four pianos owned by the church. With support from a number of choir members, a group of us discussed the outcome of the report we had obtained. This led to some repairs being carried out on the piano in the Chapel to improve its sound and responsiveness. Much needed repairs will be carried out on the expensive Steinway over the summer of 2020. Bill Simpson has been a huge support in progressing with this endeavor. A funding drive to cover a portion of the costs is getting under way at the time of writing.

### **Choir**

The choir members have been a delight to work with. Their warmth and enthusiasm have made my job a real pleasure. Numbers have increased and the choir has performed works from a variety of styles and traditions, both a cappella and accompanied. New folders have been acquired in addition to the stoles that were introduced to the choir this year. Until the recent situation, a number of choir members have benefitted from enrolling in singing lessons that were arranged at the church on two evenings a week with Maria Jane Loizou. It is hoped that once normal operations resume, the congregation will also be able to sign up for lessons if they so wish.

The choir have continued to rehearse during the pandemic and are finding ways of contributing to the regular Zoom services. I have been delighted to see individuals stepping forward to lead hymns. As a choir we have found a way of making a composite video, using Zoom, for inclusion in services. This would not have been possible without the knowledgeable input from a number of the choir members, whose enthusiasm has helped us go where some of us have never been before.

### **Newsletters**

My frequent 'musings' in the weekly newsletter have been commented on, leading me to write week-day thoughts and suggestions for listening during our 'Covid season'. I have thoroughly enjoyed reading people's emailed responses.

### **Music Committee**

Working alongside Brenda Asis, we have tried to put together a Music Committee, but I feel we are going to have to wait a few months before we can get it off the ground.

### **Music Library**

I would like to extend thanks to Leslie Gildersleeve for understanding my dismay at how difficult it is to navigate the music resources at the church. Along with Amy Eastwood, she has been engaged in much sorting and sifting. I am looking forward to a filing system emerging that is more accessible to all.

Emma Campbell  
Music & Choir Director

## **COMMISSIONER REPORTS**

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### **Finance Commission**

Thanks to many members and friends for your stewardship of our financial resources and contributions to our continued progress. Annual pledges of financial support from members and friends, plus our habit of conservative budgeting, make it possible for us to weather the current building closure without drawing an unusual amount from our endowment, good news for our long-term financial health.

#### **FY 2020 Results**

This year we exceeded our budgeted income for Pledges. Due to the coronavirus lockdown that started in March, two areas came in slightly under budget:

- Gifts & offerings: this income, which is mostly the Sunday worship offering plate plus donations from non-members who attend Thursday meditation, dropped to nothing when everything first went online. Thanks to Joel Weddig, who researched options for creating a Donate button for our website, and Chris Johnson, who added it to our home page, we were able to start including an offering opportunity during online services. Normally we designate one “Share the Plate” Sunday each month; that day’s entire non-pledge offering goes to a local organization. As an experiment, we decided to try “sharing the plate” for *all* online services, with *half of every* week’s non-pledge offering going to a local partner. So far, attendees have together donated \$831 to the Community Day Center and \$420 to Healthy Waltham via this program.
- Facility Use Fees / Rental Income: the building closure naturally reduced our income in this area, and we refunded some amounts for people who had paid in advance.

Our fundraising goal for this year was \$8,000; we raised \$7,437. Fundraising events this year included:

- The third annual “Great Pumpkin Sale,” which raised \$1,748. The weather was a lot better than last year, but the funds raised did not improve, perhaps due to the farmers market temporarily relocating to Moody Street. Big thanks to Dan Taylor for spearheading this effort once again, and to members and friends who assisted in staffing. This sale is about visibility as well as fundraising, so we’d really like to give it another go. Given the ongoing coronavirus situation, however, the fate of the pumpkin sale for 2020 is in doubt, but still under discussion.
- Service auction: \$5,298. Plum Kennard assisted with the auction organizing this year – wonderful to have a new person with creative ideas get involved!
- Two restaurant fundraisers: \$169
- Parents’ Night Out event: \$115
- One-man “A Christmas Carol” show: \$107

Our goal is to have a mix of “internal” fundraisers, mainly attended by members, such as the service auction, and public events, like the pumpkin sale and the arts-venue events.

Expenses in several areas spent less than budgeted. Overall, we had a budget surplus of \$4,517. Between a cumulative surplus (from several years of surpluses) of over \$28,000, and \$37,672 in Payroll Protection Program funding, we have a cushion that should carry us through six or more months of building closure if that’s what happens.



## **Budget Structure**

The finance committee has developed and will present to the congregation for approval a “standard” budget, assuming a building closure that ends August 31. Given the ongoing building closure of uncertain duration, we also developed an alternate model illustrating the effects on that budget of a 6-month closure, to make a judgment about our ability to keep ourselves going in this situation. We concluded we can manage this.

Personnel costs and property maintenance together account for 86% of the budget. Commission budgets represent about 9%. Our total budget for FY 2021 is \$307,504.

For non-endowment, non-pledge income, we would normally expect: Rentals, \$50,000; Gifts and offerings, \$10,000; Fundraising, \$8,000; Clothing Exchange, \$4,500; an annual grant of \$1,000; together these add up to \$73,500.

So, now we need to fund  $\$307,504 - 73,500 = \$234,004$ . The remaining income sources are pledges, endowment subsidy, and prior year surplus (we budget conservatively so cash tends to accumulate; we track the amount and use some portion of it in our budget each year). For FY 2021, these three items need to add up to \$234,004. In the budget presented to this year’s annual meeting, the distribution selected by the finance committee and agreed by the board is as follows:

Pledges: \$118,000  
Endowment: \$114,000  
Prior year surplus: \$2,004

We continue to use our endowment to support our annual operating budget at a level that is not financially sustainable in the long term. Best practice suggests we draw no more than 4-5% from our endowment each year. Our general budgeting philosophy is to maintain our building and strong programming while seeking to increase membership (up to 109 now), thus (we hope) pledge income, and reduce the dollar amount of the endowment draw each year.

Our FY 2021 total endowment draw (including both restricted and unrestricted funds) will be \$114,000, compared to \$116,580 for FY 2020, a reduction of \$2,580. The endowment total as of the end of the trustees’ fiscal year (2/28/2020) was \$2,086,810, so the FY 2021 endowment draw is 5.5%.

This year finance committee members were involved in several projects beyond budget, income/expense, endowment management, and fundraising related work:

- In consultation with the Jones Partnership Fund (grant program) committee, created a written policy concerning how the income we receive from the Jones Bequest is used, and a process for reviewing this each year.
- Attended several meetings of a new regional group of finance people from local small (around 70-120 members) UU churches. At each meeting we focus on a specific area of church finance and compare notes about how we do things and ideas for the future.
- Added a Donate button to our website
- Added a Google Form to our stewardship appeal, enabling faster response

It’s been a pleasure to be part of a great finance committee who care deeply about the long-term financial health of First Parish and who all work so well together. We welcome interested community members to attend our meetings or otherwise get involved in First Parish finance activities. We always have more projects we’d like to do than we have people-time!



Donna VanderClock – Treasurer  
Leslie Gildersleeve – Assistant Treasurer  
David Wilbourn, Joel Weddig, & Barry Stearns – Trustees

Sincere thanks for a fantastic experience as finance commissioner (my first board role ever) – I'm so glad that when asked I said Yes.

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 for everyone to connect with each other.

This year is my first year as commissioner. I previously served as Religious Education Commissioner for 8 years and took a 4 year break before returning to the Board. I felt that it was going to be a learning year and was excited to have a good amount of returning committee members to help with this transition. One of my focuses is always to think about how to integrate the young families into our weekly activities. I will continue this focus as I learn about what has been done with the committee to date. This year's committee members are Elisse Ghittelman, Marianne Cutter, Nancy Lawrence, Evelyn LeBlanc, Martha Gallagher, Cynthia Salamanis, Kris DiNardo, Sue Genser, Gretchen Daggett Sheryl Nutile, and Roberta Trudeau.

This year we have had great participation with set up and clean-up of our Coffee Hour. We have attempted to split shifts so no one is feeling overworked. Sheryl has continued to keep up stocked with weekly supplies, a shared rotation of members at the Welcome Table and everyone in the congregation has participated in bringing items for the table. We have also seen a stream of visitors to our church. Thank you to all that make them feel welcome. As we report on the many traditional activities we have supported, due to the pandemic we have had to cancel some of our in-person events as well. Ferry Beach was cancelled this year and our support for other new member meals and all church events we had planned for the spring. Our focus changed and I feel we have risen to the challenge in keeping us connected during this difficult time.

The following are activities that the committee has worked on during the year:

Newcomers Breakfast - On November 3rd the committee invited all (and specifically potential members) to have Breakfast together. We also asked Board Members to come speak. We had approximately 35 people in attendance and everyone had time to introduce themselves and speak a bit.

Bread Service - At our Annual Bread Service we suggested some small adjustments to possibly help our young people in the service. We served fruit on the tables that anyone could eat while waiting for the bread to be shared. I do believe this helped, but next year we are also considering rotating the room so the children's library will be available.

Game Night to Face to Face Cafe - Game Night got a new name and a slightly different focus. Attendance started to pick up until we were forced to pause. Thank you to the creative ideas of Sue Genser and Dan Taylor.

New Members Meetings - The committee and Board worked with Marc January - March to host some small meetings with potential new members. Despite the complications in March we were able to welcome a few members at the end of March online.

Welcome Table and Pink Slips - The Welcome Table added some new flyers to advertise specific events. These flyers were also hung around the building to catch members' eyes in different ways. Devin also added a new component to the order of service with the "pink slips". These were made available for members to fill out and return to the welcome table with visitor information, opportunities to volunteer and ask questions. Thank you Devin for this creative option.

Meet the Members - The committee cleaned up some of the bulletin boards in Whitcomb Hall in January and started a project called "Meet the Members". We started with the Board filling out a one-page bio and a picture to introduce ourselves. The goal was to rotate members every month. This got sidelined by the pandemic and may pick up again when we return.

Pancake Breakfast - One of the final things we did in person this year was our Pancake Breakfast on February 9th. There were approximately 40 in attendance with two griddles going and plenty of pancakes, fruit and yogurts for all. This was a wonderful group effort by the whole committee as well as some others.

Care Team Support - In March the pandemic hit and Marc was leaving for his sabbatical. The Care Team rose up led by Daphne Blout with members from multiple committee members of the church. Some of the membership committee has supported in letter writing and phone calling along with others. I also coordinated a group of ten Friendship Finders and Youth members to participate in drawing and writing cards weekly. Many connections have been made through this project.

Small Group Ministries - The Membership Committee has also served to support the Small Group Ministries project and help them to get underway with two groups in May.

Welcoming Visitors in the Online Age - There has been much discussion at all levels about how to continue our work with welcoming visitors in our new normal. We purchased a banner in May for the fence, inviting newcomers to join us on the zoom services. Devin and Chris will screen potential visitors and connect them to our services and then share the information with the committee for us to follow up.

Video Ministry Academy - We will be sending a representative to the five week online program with Peter Bowden "Digital Path to Membership". This will hopefully support the church and the membership committee in new ways to continue our outreach to our members and the community.

Respectfully submitted  
Pam Penton, Commissioner

## **Music and Worship Commission**

Being a new member of the Board of Managers has been an honor. I have had the opportunity to work with a dedicated group of people engaged in building shared ministry, supporting our congregation, and serving as guardians of First Parish's long-term health.

I rarely get involved with political action, yet this is a critical year for our country, and I have had some deep conversations with my life partner, Andy LeCompte, Scott Tougas, and Candance Holman. I have also had some rewarding experiences with champions of various local social action groups: *UU the Vote*, *Reclaiming our Democracy*, and other groups focused on protecting the minority vote.

During a Care Team meeting, with Daphne Blount, chair of the Pastoral Care Committee, we discussed how to minister to one another while being physically distanced due to the Coronavirus pandemic. We had the idea to initiate and implement *Small Group Ministries* as an opportunity to enhance our culture of listening, respecting, and being honest with one another as we respond to the uncertainty we are faced with. I have had the pleasure of working with Devin Shmueli and Pam Penton to bring about these groups. I am delighted with the opportunity to work with Andy LeCompte and Gretchen Daggett to co-facilitate the groups. Together, we are a great team.

I have gotten to know our dedicated ministers more deeply: the Reverends Marc Fredette and Becky Sheble-Hall, as well as the activities of the Board and the Worship and Personnel Committees. I attended Rev. Marc's *Sermon Seeds* discussion at the beginning of the year to hear input from members of the congregation. Participating in interviews and the hiring decision for the new Music and Choir Director gave me a sense of the spirit of the church; we have a truly welcoming community of dedicated volunteers.

### **Music and Worship**

The Music and Worship Commissioner is charged with coordinating the non-ministerial activities involved in Sunday and special worship services, including assisting with music and worship initiatives and tasks.

### **Worship**

As a worship associate, I learned the intricacies of planning a Sunday service and how to welcome and communicate with guest service leaders. My thanks go to Shirly Traite and Sue Genser for also volunteering to be worship associates for services this year. Guest service leaders included: Devin Shmueli, Chris Johnson, Matt Meyer, Rev. Matt Carriker, Rev. Ken Reeves, Rev. Mary Margaret Earl. The ministry focused on these shared theological themes: Expectation, Belonging, Attention, Awe, Integrity, Resilience, Wisdom, Liberation, Thresholds, and Play.

### **Worship Committee**

The Worship Committee, under the wise leadership of Marty Ahrens, designed and implemented five member-led services. Themes of these services included, Day of the Dead/Samhain, Winter Solstice, Holidays, Community in the time of Coronavirus, and ended with a Poetry service. Our heartfelt thanks to Marty as she completes two years of service in this capacity. We will miss her in this role.

### **Sunday Flowers**

Thank you to Joan Bone and Karen Klein for each taking on the coordination of arranging flowers for the sanctuary. I gained an appreciation of the work to accomplish this activity by taking on one of the two-month stints; it is no small task! It involved keeping track of requests, finding people to donate flowers, and making sure the dedication is listed in the Sunday order of service.

### **Church Mice**

Preparing the sanctuary for worship each Sunday is a group effort by a team of people serving as "church mice!" There are many details involved: making sure all of the candles are ready, that the worship leader has fresh water to drink, that hymn numbers are posted, that the bell is rung, as well as attending to many other details to ensure that the services run smoothly.

An accident occurred this year when one of the members of the church mice team fell from a ladder while putting up hymn numbers next to the piano and landed on Emma! Both people were fine, just bruised. Emma helped implement new safety measures with Dan Taylor who is considering the need for safety training and alternatives to using a ladder.

Our thanks to Dan Taylor for coordinating the work of the church mice team, to Dan DeHainaut for his skill and dedication as sound technician for the sanctuary, and to John Allen and Bill Weber for keeping the harpsichord tuned for the occasional Sunday when it's used.

### **Virtual services**

We were fortunate to have the expert help of Bill and Donna VanderClock, Dan DeHainaut and Devin Shmueli when we suddenly found ourselves faced with the need to use technology to keep members connected to First Parish. They came to the rescue by quickly implementing the technology and training us on how to hold services in the cloud!

### **Music**

This year we welcomed the talented and creative Emma Campbell as Music & Choir Director. She went right to work directing the choir in a focused and dynamic way and with a delightful sense of humor.

Emma initiated a professional assessment of the needs of our pianos. We are working together to bring these valuable instruments into good condition. Emma and I formed an Ad hoc committee to review Emma's assessment and recommendations for current musical instruments owned by First Parish. (The committee included Bill Simpson, Bee Fortin, Katie Gullotti, and Leslie Gildersleeve). Special thanks to Bill Simpson for providing a report and recommendations to the Finance Committee which was instrumental in ensuring that our precious Baby Grand is well cared for! Our thanks also to Joan Smith for her assistance in presenting the funding plan to the congregation. The members approved the spending needed to fund the repairs.

Our thanks to Bill Weber for his heroic work over the years to tune and care for the piano and other instruments owned by First Parish.

### **Music Committee**

We decided to form a Music Committee again to assist with our shared music ministry. The purpose of the committee is to support and assist the Music & Choir director, Minister and Music & Worship Commissioner in the ongoing development of a robust and comprehensive music ministry. The committee will also assist the Music Director and Board of Managers to set long-term goals. The Music Committee will begin to meet in the fall. Thanks to Bee Fortin for bringing her experience to the team, allowing us to build upon previous work done in this area.

### **Choir**

I was happy to join the choir as Emma began her work with First Parish and had the opportunity to work with her on solo pieces for Homecoming and Music Sundays. I became better acquainted with members of the choir by taking on a project to order professional choir binders funded by the choir members. Several choir members donated money to purchase additional binders for new members. Thanks to Bethany Templeton Klem for creating a survey of the choir as we determined the best way to fund the purchases.

In gratitude,  
Brenda Asis  
Commissioner

## **Property Commission**

The activities of the Property Commission are a little bit truncated this year, on account of no one using the Property for almost a quarter of the year. Another interesting thing that happened was formally creating the IT Committee as a subcommittee under Property, and (rather less formally) creating a Property Committee to deal with all the other stuff. Hence, this and all subsequent Property reports will be split into two sections.

### **Property Committee**

Besides general ongoing maintenance tasks, we completed several projects and major repairs:

- Repairs:
  - Repaired furnace (the ancient, oil-burning appliance that heats the Sanctuary)

- Repaired boilers (the newer, gas-burning units that heat the rest of the building)
- Repaired and repainted adjoining wall between Sanctuary and Choir room
- Repaired tree damage to the roof of Whitcomb Hall
- **Projects:**
  - Installed ductless air conditioning units, making the church office, chapel, and Harrington Room usable during summer months
  - Replaced fence along lower lot/ border with Elks Lodge
  - Installed new gutters on the rear of the church, so we no longer have lakes forming back there every time it rains
  - Installed sensors, provided at no charge by our insurance company, to monitor areas that have led to insurance claims in the past
    - A moisture sensor on the Boiler Room floor, to detect water accumulation, such as from one of the pipes or overflow units breaking and thus creating a potential flood
    - Two temperature sensors, one in the Kitchen and one in the Choir Room, which notify us if the temperature drops to a dangerous level so that the radiator pipes could freeze and burst
  - Acquired a new rug, couch, chair, and blinds for the Parlor (to be installed soon)
  - Arranged to have the upper parking lot completely torn up and replaced, with a slightly larger footprint for better parking allowance (work to begin in a few weeks)

### **IT Committee**

The main accomplishment of the IT Committee this year was coming into existence - always a big step for a committee. The Board recognized the need for expert guidance on IT issues, especially now that we're doing virtual services. And since information is a type of property, it made sense to put it under this commission. As far as budget, there are no new costs associated with IT; so that's currently irrelevant.

The other major accomplishment of this committee was acquiring a Google Nonprofit account, which provides several potentially useful features, including:

- Unlimited email accounts @*walthamuu.org*, so commissioners and committee members can keep their communications organized, and the person to contact about getting the heat turned on will always be the same email address, no matter who is currently serving as commissioner
- Shared cloud storage space, similar to a Google Drive but for the whole organization, and partitioned for each committee to have its own place for files and documents, which will be available even after the original author rotates off the committee or leaves the church
- The ability to create simple websites to share information, either internally or publicly, without making more work for the church staff. For example, the IT Committee could create a site that explains how to create sites, and why someone might want to.
- Meet, Google's video chat app, will be available to anyone with an account (so, everyone on any committee and anyone with a paid or volunteer role for the church). Since we have a limited number of Zoom licenses, this will help with virtual committee meetings, Small Group Ministry, or any other virtual gathering, during or after the pandemic

- All the other apps available from Google's G Suite: Docs, Sheets, Slides, Sites, Voice, Keep, Forms, Groups, Contacts, Calendar, etc - all part of the church, so the work do on behalf of the community will be there for future members, even if we forget to tell someone where we put it
- Free Advertising - with the Google Grant program, we can get up to \$10K per year in sponsored ads for targeted search phrases. For example, we could apply it towards purchasing the phrase "free thinkers waltham," and then anyone who entered that phrase into a Google search would see a link to our website at the top of the results.

So, to summarize: we have a lot of stuff to look at, and we will definitely get on it soon. We'll keep you posted by updating our website: [sites.google.com/walthamuu.org/it-committee/](https://sites.google.com/walthamuu.org/it-committee/). Which is a site I just created, to demonstrate what I meant about committees creating their own public sites. That way, you won't need to wait until next year's Annual Report to find out what we're up to.

Charlie Kelly  
Property Commissioner

## **Social Action and Outreach Commission**

The Social Action Team 2019-2020 season planning started under the wise tutelage of Deb Wild. Being a new commissioner at First Parish, I wanted to look for feedback from the congregation and create some goals based on that material. We started at Ferry Beach in June 2019, with a brainstorm session on interests. I heard enthusiastic, thoughtful ideas at this session, and used this material to create a survey for the congregation. Of the surveyed areas, the top three interests of respondents were Climate Change, Anti-Racism, and Economic Justice. The top three activities were: Speakers on Anti-Racism, Celebrations to Encourage Community Involvement at FPW, and Ethical Eating.

Martha Creedon helped to restart the Social Action Team email list, which is open to all (fpw-social-action-team@googlegroups.com) and is used for sharing meeting minutes, events, and other discussion. Monthly meetings started in November and maintained an average of about 10 people per meeting.

In October, Deb Wild organized a very well-attended Waltham Connect session, "Waltham Faces Climate Change", co-sponsored with the Mothers Out Front/Waltham chapter. Nearly every city politician or candidate turned out for this event, were very engaged in the discussion, and some were observed to be diligently taking notes.

Sue Genser was instrumental in teaching us how to get the Giving Tree up and running in time for the Middlesex Human Services Agency to pick up the gifts in mid-December. I'd like to thank everyone from the congregation who took the time to give these gifts, and especially thank Jane True, Martha Gallagher, Plum Kennard, and Frank Lhota for their help in organizing and packing the treasures. Our little church made a big impact with a combined donation of 92 women's clothing items, 96 men's clothing items, 18 gift cards, 30 toothbrush kits, 20 soap kits, assorted toiletries, 3 cases of ramen, and a huge bag of other ready to eat snacks.

In December, we held the Chaplains on the Way Fellowship Dinner, with lots of helpers and guests. I'd like to thank Dmitry Zhark and Sue Hildreth for their cooking leadership, Donna Vandercllock for arranging dessert donations, Rev Becky and family for bringing the fun, and everyone who contributed to making this a sparkling success by helping cook, decorate, serve, cleanup, smile, sing, and make everyone feel welcome.

In January, the Social Action Team decided to host a Waltham Connect on “Understanding Anti-Racism”, with subtopics: "racism is not a thing of the past" and "the injustice of fear". We welcomed Nancy Lawrence and Valerie Spain to the team, amongst others, to help with this event, which was to be held on March 31, 2020. Unfortunately, this event was canceled due to the Coronavirus. We look forward to rescheduling this as a virtual event in the fall.

We continued to meet virtually starting again in May. Some ideas we have for the future include: a workshop on “Finding your Voice” for people experiencing homelessness, developing a partnership with the Temple Beth Israel Social Justice Committee, a Jones Partnership recipient gathering, and 2020 Summer Activities.

Your engagement has contributed to a rich definition of what Social Action means at First Parish, and I look forward to working with you again next year.

Candace Holman  
Social Action Commissioner



## **COMMITTEE CHAIR REPORTS**

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### **Jones Partnership Committee**

The Jones Partnership Committee said goodbye and great thanks to Bill Vanderclock and Amy Eastwood for their years of service. New members Peter Babi and Jim Ohm came on board in February. The committee reviewed grant applications and recommended awards for 23 organizations, to the Board of Directors in March. The vote by the Board was postponed, upon their suggestion that we find a way to address the new and immediate concerns within the community, for the Covid-19 virus.

Our committee decided to allow each original applicant, the opportunity to re-apply (if they chose), and to change the focus of the grant application toward addressing the impact of the virus on their organization or service. Five organizations did so. One organization withdrew their application. We then reviewed and recommended final grant awards for 22 organizations in late April. In total, \$35,000 was distributed to support these organizations.

In the future, we hope to increase the bond between our Church Sponsors and these organizations they work with; to consider ways to reach new organizations who need funding to improve their services; and to sponsor a city-wide meeting of non-profit organizations at a future date.

Jim Ohm, Chair

### **Nominating Committee**

The First Parish Nominating Committee has met throughout the church year to fill positions of expired terms. We are pleased to report that Donna VanderClock has agreed to serve as Finance Commissioner, that Janet Riley will become Treasurer, that Dan Taylor will assume the responsibilities of Property Commissioner, and that Bee Fortin and Gary Morrison will join the Nominating Committee. Several others have agreed to continue serving in their current positions. Our proposed delegates to the June 20 General Assembly are Katie Gullotti, Pam Penton and Scott Tougas.

Thank you to everyone who has served, continues to serve, and will serve; we appreciate your energy, expertise, and support of our congregation.

Respectfully submitted,  
Amy Eastwood, Clerk  
Jim Griffeth  
Plum Kennard  
Karen Klein  
Gary Madison  
Joyce Wilbourn  
Joan Smith~Taylor, Board Representative



## Personnel Committee

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

1. **Staff performance appraisals:** We monitored the performance review schedule, checking in with Rev. Marc to ensure that reviews were taking place.
2. **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.
3. **Maintain and revise as needed job descriptions** for all non-ministerial staff.
  - a. With the planned retirement of Director of Community Engagement Lynne Weygint, we had reviewed the job description in 2019 and found no need for significant changes.
  - b. In mid-July, we received news that Music Director Todor Stoinov was resigning for personal reasons (relocation of his home and business too geographically distant to be practical for him to continue at FPW). We immediately began working with a wonderful, dedicated group of First Parish folks to thoroughly review and update the job description. Unlike the relatively new position of DCE, the Music Director job description had not really been updated in a number of years. Following a thorough assessment of our needs and wants for music programming at First Parish.
4. **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. We have not completed the review we started last year due to limited committee resources of time.
5. **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. We coordinated the hiring of two key FPW staff:
  - a. At the time of last year's annual meeting, our search for a new Director of Community Engagement was well underway. Special thanks to Jim Ohm, Chandra and Pam Penton, Joan Smith, Christopher Taylor as well as Rev. Marc and Lynne Weygint for their thoughtful contributions to this process. Devin Shmueli, our new DCE, began working with us on August 19.
  - b. Several people dedicated many hours last summer to revise the job description, post the position, screen candidates, and then interview and hire Emma Campbell, our new Music and Choir Director. Special thanks to Brenda Asis, Bee Fortin, Katie Gullotti, Scott Tougas, and Rev. Marc for their dedication to this process. Emma began working at FPW in October.

We're grateful that both Devin and Emma are with us at First Parish, and we look forward to their continued time with us in the coming year.

As the pandemic crisis continues to ravage our community and the world, we urge members of the congregation to be sure to thank the entire staff of First Parish – Music and Choir Director Emma Campbell, Groundskeeper Richard Farina, Office Manager Chris Johnson, Director of Community Engagement Devin Shmueli, Rev. Rebecca Sheble-Hall, and Rev. Marc Fredette – for their continued dedication as well as their flexibility and creativity.

Respectfully submitted,  
Martha Creedon, Chair  
Walter Beebe-Center  
Donna VanderClock

## **Worship Committee**

This year's Worship Committee consisted of Michael Carmody, Gretchen Daggett, Sue Genser, Karen Klein, Gary Madison, Cynthia Salamanis, Dan Taylor, and myself. Other members of the First Parish Community, including Music and Worship Commissioner Brenda Asis, Andy Le Compte, Elisse Ghitelman, Shirley Traite, and Pam Penton also participated in our services. We were assisted and supported by Music and Worship Commissioner Brenda Asis, our clergy, Rev. Marc Fredette and Rev. Becky Sheble-Hall, and Devin Schmueli, Director of Community Engagement. Office Manager Chris Johnson managed to handle our announcements and irregular orders of service. And Music Director Emma Campbell was incredibly gracious and flexible in handling our requests for special music. In addition to Emma's musical talents, our services have also been graced with music by Michael Carmody, Bill Weber, Scott Tougas, Bethany Templeton Klem, Pam Penton, and Katie Gullotti.

We started planning our services at a retreat held at First Parish on August 25, 2019.

Our first service, on October 27, was a blend of Samhain, Day of the Dead, and All Souls/All Saints Day with some additional thoughts on the experience of dying. Members of the community were invited to bring a memento or symbol of an interest, gift or passion that someone who has died shared and the member now shares with others. These were brought to the front of the sanctuary in a time of reflection. I believe this service was our first experiment with postlude in which the congregation sang along with the chorus as Bethany sang Joni Mitchell's Circle Game.

Our Winter Solstice Service was held in the Chapel on Saturday, December 21. We were graced with Bill Weber's beautiful harp music while Katie led the chants with Pam also on drums. We had two rituals. Our ritual celebrating the dark was built around Joyce Rupp's poem "Winter's Cloak." We welcomed the light by sensing the sacred light within us and lighting candles in its honor and the growing light of the group. As is traditional, the body of the service closed with a reading of Susan Cooper's poem "The Shortest Day" welcoming Yule and the lighting of the tall center candle.

Our third service, on February 2, was built first on the juxtaposition of holidays and festivals around this time, as well as the theme of resilience. Groundhog Day, Celtic Imbolg, Catholic Candlemas, and the Jewish New Year of the Trees all occur around this transition time, halfway between the winter solstice and the spring equinox. While planning this service which included the reading of an interview with the father of young climate activist Greta Thuneberg's dad and readings about trees, as well as reflections and readings about resilience and courage, we realized we wanted our next service, scheduled for March 22, to focus on climate change.

Then the world shifted. We were finalizing the service, with Michael's reflection on dominion and care and ownership vs. stewardship, Dan's challenges to us, Karen's reminder that even small changes are important, Gary's frustration with climate change deniers, and Gretchen's encouragement.

The March 15 service was cancelled. Initially, Rev. Marc advised us not to give up on our plans for the 3/22 Sunday service. However, it quickly became apparent that what we had was not what the congregation needed now. (Reduce plastics? When we can't use reusable grocery bags? People were scared about today, not the future.) We're grateful to Rev. Marc for taking over the March 22 service, the first of the First Parish Zoom services.

The Climate Change service remains on hold. We planned the May 3<sup>rd</sup> service around a community apart but together based on the poem by Cynthia Landrum. The service included a centering responsive reading of affirmations, a piece on the choreography of social distancing, Gretchen's thoughts on the opportunities of the Great Pause, Dan's reflection on Labor Day leading into If I Had A Hammer.

Our last service of the year was the poetry service, organized by Karen Klein. Traditionally, this service has been a chapel service held while most of the congregation is on retreat at Ferry Beach. With the retreat cancelled, we planned a Zoom service. Poems were submitted by members of the Worship Committee, Martha Gallagher, Joan Smith, Joan Bone, and Joyce and David Wilbourn.

Michael Carmody sang Bob Dylan song poems, Bill Weber graced us with harp music and Bethany Templeton Klem led our hymn. We are also grateful to the members of the congregation who willingly assisted. I apologize to those I forgot to mention.

All members of the committee contributed to the planning. The week before the service, the country was horrified by video footage in which George Floyd, an African-American man, was murdered by a white Minneapolis police officer who knelt on Floyd's neck while Floyd, repeatedly said he couldn't breathe and begged for him to stop as three other police offers stood by. The same week, the US death toll from the corona virus passed 100,000. At a rehearsal the day before the service, the committee agreed on changes in an attempt to at least acknowledge the pain and anger we shared.

As I conclude my second year and time as chair of the Worship Committee, I want to thank all of the committee members, staff and others who have worked with us. Special thanks go to the committee for their creativity, dedication, flexibility, and professionalism. I also want to thank Karen Klein for taking the lead on the poetry service and the February 2<sup>nd</sup> service. Chris Johnson has been great at handling our wayward orders of service and reminding us of what we need to do. Rev. Marc, Rev. Becky and Devin Schmueli have also provided their support. We would tell Emma what we wanted for music, and she would brilliantly make it happen. I also need to thank Devin and Bill and Donna Vanderclough for their technical assistance and advice as we have suddenly had to swim in electronically delivered services.

Lastly, I want to thank the First Parish community for the trust you have shown in granting us the privilege of leading worship with you, and me the privilege of leading this group. The Worship Committee can always use new members, whether for the full year or for one service. Our meetings are lively as we bring the focus down from a broad topic to a reasonably coherent blend of perspectives. We are energized by new outlooks. We hope you will join us.

At this time, I turn the leadership of this wonderful committee over to the capable hands of Michael Carmody.

Respectfully submitted,  
Marty Ahrens  
Worship Committee Chair

## **AUXILIARY ORGANIZATIONS**

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### **Clothing Exchange**

#### **Fundraising**

We had a great start to the 63rd year, with record sales for the Fall Season, ending in mid-January. We had a very good Saturday opening in the fall as well. Unfortunately, 5 weeks into the Spring Season, the Pandemic shut us down starting March 17. We currently hope to re-open and resume the Spring Season as our Fall Season on Sept 15.

The exchange pledged \$4500 to the First Parish budget this year and it was paid. We do hold back one year's pledge in anticipation of the loss of our volunteer staff or some other tragedy that would close the Waltham Clothing Exchange for good. So, next year we pledge \$4500. In addition to our Pledge, in recent years we have contributed money to building and parking lot repairs. This year we paid directly for the replacement of some of the damaged floor tiles. We are likely to replace more with the cooperation of the Building Commissioner.

When we re-open, please help us share our existence with the rest of Waltham!

#### **Community Outreach**

About 100 to 150 customers visit the Exchange each Tuesday and we have about 80 consignors. Some of our customers buy shoes, clothes, and bedding to send to their home countries, including Guatemala, Honduras, and 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.

#### **Our Volunteers**

Church members who help out weekly include Joan and Alan Bone, Amy Eastwood, Leslie Gildersleeve, Roberta Trudeau and Joyce Wilbourn.

We also have a great appreciation for our non-church volunteers: Susan Burkart, Lodia Bourgeois, Helen Mandile, Sandy Nowicki, Doris Speer, Dottie Shaw, Marie Alesse, and new volunteers Elaine Ridentli and Claudia Canepari. Special thanks to Sue Burkart for helping us with opening every Tuesday, preparing the payrolls, covering for us when we are vacationing, and keeping us supplied with needed items and sage advice.

#### **UU Principles**

Community folks of all ethnic, religious, life status and economic backgrounds come to the Waltham Clothing Exchange. It is a melting pot recognizing the individual's inherent worth and dignity.

We are also following the principle of taking care of the earth. Our consignors and people who donate articles to sell are clearing out clutter for others to find as treasures. It's amazing how many times you can find something you have just realized you need and there it is at the Clothing Exchange. Also, as we hate to see so many things discarded on garbage pickup days, some of our best buys are discards!

Waltham Clothing Exchange plans to open for the 64th season on Tuesday, September 15 at 10:00. Thank you for your generous donations. They really help our bottom line. We invite you all to participate as customers, consignors, and volunteers too.

Respectfully Submitted,  
Joel and Susan Weddig  
Co-Directors

## **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' High School. The school provides a high school education and meals for several hundred students, approximately half of which board in two on-site dormitories. Acacia in Kenya is a stand-alone 501(c)(3) organization while remaining an official outreach program of First Parish (since 2006).

### **Meetings & Membership**

We hold quarterly meetings, with the formal annual meeting held in the fall. In 2019, we convened the annual meeting by telephone conference and all Board Members were present. No new members were added to the Board this past year, but we would love to have someone from First Parish Waltham join or be a liaison to the Board.

### **Mission**

Acacia in Kenya's mission is to work with the Mumias community to create opportunities for young women through education, with the goal of empowering them to improve their lives and by extension, the lives of their families and communities. The mission is driven by local leaders identifying obstacles that the young women face and the resources or leverage needed to remove or mitigate those obstacles. Over the years, identified obstacles have been practical (no access to sanitary products, causing students' absence from school during menstrual periods), situational (long, dangerous walks to school, causing students not to attend at all out of concerns for safety), and basic needs (environmental degradation and food insecurity, causing students' hunger and malnutrition). Solutions to these obstacles have included the High School's manufacture of their own feminine hygiene supplies, the building of dormitories, and the development of a farm and workshops for community farmers.

Acacia in Kenya's primary role in these and additional efforts has been raising the funds to finance solutions, which has contributed greatly to the St. Elizabeth Lureko Girls' High School becoming a stable and nearly self-sustaining hub of the community. Going forward, Acacia in Kenya's fundraising budget may be more flexible, with funds allocated to the larger community on an as-needed basis. Due to recent, rapidly developing circumstances, the 2020–2021 budget is not yet solidified and may change more than once over the course of the year.

### **2019–2020 Accomplishments**

Acacia in Kenya funding provided financial support for:

- AIK-Sponsored Students (high school seniors and postsecondary)
- Official release of Acacia in Kenya and St. Elizabeth Lureko Girls' School documentary about girls' sexual and reproductive health rights:  
<https://www.youtube.com/watch?v=JjWVbQuZB4>
- Launch of redesigned Acacia in Kenya website
- Call to Action, International Day of the Girl Child, October 11th
- Transitioning away from a brick-and-mortar Voc-Tech school to online education— consulting with Scientific Animations Without Borders, <https://sawbo-animations.org/home/>
- Noel Lutomia receives Award of Recognition as a Youth Advocate from Amref Health Africa
- Hosted the Pollination Project (“Spreading Goodness with Small Grants”), Kenya
- Participation in International Women's Day event, with Zion Miracle Widows, Kenya
- Participation in International Women's Day events organized by Rural to Global Organization and Masinde Muliro University of Science and Technology, Kakamega, Kenya

- Participation in the International Women’s Convocation Mothers’ Day Service for mothers and widows—a presentation of Acacia in Kenya’s history and accomplishments
- Acacia in Kenya video shorts—St. Elizabeth Lureko Girls School graduations, events and education; international conferences
- Initiated partnership with Partners for World Health—shared resource for provision of supplies
- Initiated partnership with International Women’s Convocation— Joyce Mohr and Linda Lutomia are on the steering committee for planning the Oct 2021 IWC convention in Western Kenya.

### **Current Major Priorities and 2020–2021 Objectives**

Annual objectives always include promotion of AIK’s mission and goals to retain current donors and acquire new donors and contributors. In 2020, a perfect storm of several catastrophic events has put Africa in dire circumstances. Almost in the same month, locusts descended on Africa, heavy rains caused extreme flooding in both East and West Africa, and SARS-CoV2 and its subsequent infection, COVID-19, exploded into the world. Multiple reports out of Kenya have documented entire communities on the brink of starvation from food resources lost to both flooding and the COVID lockdowns preventing family breadwinners from working. Even before COVID struck, the UN had already alerted the global community that the multiple-causes famine in Africa is “the worst humanitarian crisis since WWII.” Acacia in Kenya directors, leaders, and partners have described a collective and increasing fear among Mumias residents of not knowing whether they would die of starvation or COVID—a horrifying, heartbreaking, and needless tragedy. Based on this emergency, Acacia in Kenya’s fundraising goals have changed to first meet the immediate needs of the Mumias community.

- Emergency funds and food from the Girls’ High School farm for families affected by flooding
- COVID-19 prevention education, practical supplies, and teaching materials, and including coordination with local leaders and community health workers
- Support for sponsored students studying at home to keep them on track and support readiness for the eventual return to school
- Continued support for sexual and reproductive health rights education
- Support for local farmers to model sustainable, organic agriculture with teaching workshops on soil restoration and value-added agriculture
- Pursue partnerships with local and allied organizations to improve food security, education, and health and hygiene programs
- Continued development of partnerships with International Women’s Convocation and Partners for World Health
- Plan Spring 2021 visit to Mumias and Fall 2021 attendance at IWC event in Western Africa

In Kenya, Noel (known to family and friends as Linda) Lutomia has been extraordinary in her swift response to the COVID-19 crisis. Working with her team in Mumias and her brother, Acacia in Kenya co-founder Sam Lutomia here in the U.S., Noel developed COVID-19 prevention education and resources almost overnight. In a petition for Acacia in Kenya funds for COVID-19 prevention efforts, Noel clarified in detail: “With \$2500 we can be able to:

1. Reach 200 girls with sanitary pads
2. Supply 200 families with an average of 6 members with tapped buckets and soap
3. Sew 200 masks to distribute to the elderly and the disabled
4. Make 100 litres of refill soap
5. Transport and distribute the materials which we will buy in Bungoma and Nairobi respectively

6. Sensitize and train community members on how to wash hands, wear masks, physical and social distancing, and emphasis on government recommendations to flatten the curve and reduce infections.”

This shows the enormous power of a very modest sum of funding from Acacia in Kenya. We may be a small organization, but we have dedicated, effective leadership in our local partners in Kenya and a reliable donor base here in the U.S. We make a big difference.

Please visit the Acacia in Kenya Facebook page for photos and a video on the COVID-19 response, a detailed travelogue of AIK members’ visit to Kenya in 2019, descriptions and videos of the St. Elizabeth Lureko Girls’ High School’s students, classes, activities, and events, and more information about AIK’s mission and accomplishments: <https://www.facebook.com/acaciainkenya.org/>.



# **FINANCIAL and REFERENCE DOCUMENTS**

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## **Financial Reports**

### **Treasurer's Report**

Budget History and Draft Proposal  
Notes About the Proposed Budget  
Proposed Budget  
Income & Expense Statement, Actual vs Budget

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

Budgeted Income Received  
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  
Investment Portfolio  
Analysis of Named Funds  
Permanent Funds Compared to Consumer Price Index

## **Jones Partnership Fund**

Grant Recipients

## **Nominating Committee**

Nominees for Open Positions



# Treasurer's Report

## First Parish in Waltham, Budget History and Proposed Budget 2020-21

Donna VanderClock, Treasurer

INCOME	2017-18	2018-19	2019-20		2020-21	% Change
	Actual	Actual	Adopted Budget	Actual	Proposed Budget	
<b>Regular Income</b>						
Pledges	119,398	118,600	117,000	121,160	118,000	0.9%
Rentals	46,327	51,514	50,000	48,684	50,000	0.0%
Gifts/Offerings	11,392	9,951	10,000	9,716	10,000	0.0%
Ways & Means	6,096	9,204	8,000	7,437	8,000	0.0%
Clothing Exchange	4,500	4,500	4,500	4,500	4,500	0.0%
<b>Subtotal Regular Income</b>	<b>187,713</b>	<b>193,768</b>	<b>189,500</b>	<b>191,496</b>	<b>190,500</b>	<b>0.5%</b>
<b>Other Income</b>						
From General Endowment	117,396	112,000	111,000	111,000	110,000	-0.9%
From Endowment Restricted Purpose Funds	6,024	5,580	5,580	5,580	4,000	-28.3%
<b>Subtotal Income From Endowment</b>	<b>123,420</b>	<b>117,580</b>	<b>116,580</b>	<b>116,580</b>	<b>114,000</b>	<b>-2.2%</b>
<b>Net Other Income minus Expenses</b>						
Jones Partnership Grants	6,000	-	-	-	-	
Landscaping Project	-	880	-	-	-	
Other Income	-	94	-	634	-	
Other Grants and Special Fundraising	2,070	900	1,000	1,000	1,000	0.0%
<b>Subtotal Other Non-Endowment Income</b>	<b>8,070</b>	<b>1,874</b>	<b>1,000</b>	<b>1,634</b>	<b>1,000</b>	<b>0.0%</b>
<b>Total Income</b>	<b>319,203</b>	<b>313,222</b>	<b>307,080</b>	<b>309,710</b>	<b>305,500</b>	<b>-0.5%</b>

EXPENSES	2016-17	2017-18	2018-19		2019-20	% Change
	Actual	Actual	Adopted Budget	Actual	Proposed Budget	
<b>Personnel Expenses*</b>						
Salary & Wages		138,355	141,565	135,929	140,470	-0.8%
Housing - Minister		24,000	24,000	24,000	24,000	0.0%
In Lieu of Employer FICA		5,553	5,665	5,665	5,948	5.0%
Health Insurance Expense		14,783	15,229	15,322	3,719	-75.6%
Dental Insurance Expense		560	685	696	726	6.0%
Pension Contributions		15,349	13,705	10,964	13,263	-3.2%
Community Minister & Sabbatical Coverage		5,000	6,000	6,000	4,000	-33.3%
Social Security & Medicare		6,866	7,001	6,569	6,634	-5.2%
Employer MA State Tax		3	-	31	-	
Professional Expenses		6,329	8,906	6,793	8,400	-5.7%
Workers' Compensation Insurance		1,650	1,670	1,707	1,680	0.6%
Payroll Service		109	-	-	-	
	<b>214,049</b>	<b>218,556</b>	<b>224,426</b>	<b>213,678</b>	<b>208,840</b>	<b>-6.9%</b>

<b>Property Expenses</b>							
Electricity	6,494	7,413	7,130	7,213	7,650	7.3%	
Fuel oil	2,148	1,021	2,000	4,115	1,800	-10.0%	
Gas	4,556	4,511	4,800	3,904	4,700	-2.1%	
Grounds Upkeep	3,586	2,084	2,200	844	2,200	0.0%	
Cleaning Service	6,000	7,440	7,980	6,720	8,112	1.7%	
Snow Removal	3,100	3,100	3,200	3,200	3,200	0.0%	
Property Insurance	8,245	8,705	9,530	10,144	10,144	6.4%	
Repairs & Maintenance	9,509	7,191	6,800	9,656	6,800	0.0%	
Supplies	1,711	2,263	2,000	2,425	2,300	15.0%	
Trash removal	2,102	1,904	1,980	1,617	1,980	0.0%	
Water & Sewer	1,806	1,973	1,900	1,754	1,900	0.0%	
Capital Expenditures - Total	3,536	435	4,500	1,971	4,300	-4.4%	
Railing project	7,795		-		-		
Subtotal Property Expenses	<b>60,588</b>	<b>48,039</b>	<b>54,020</b>	<b>53,564</b>	<b>55,086</b>	<b>2.0%</b>	
<b>General Overhead Expenses</b>							
Office Expense	5,686	4,857	5,422	5,548	6,161	13.6%	
Telephone	3,411	3,308	3,000	3,679	3,058	1.9%	
UUA Contribution	4,388	4,695	4,695	4,695	4,718	0.5%	
UUA General Assembly Expenses	720	820	1,275	450	2,400	88.2%	
Installations & Ordinations	468	-	-	-	-		
Retreat Subsidy - Net	(625)	(2,196)	1,100	3,959	-	-100.0%	
Subtotal General Overhead Expenses	<b>14,048</b>	<b>11,484</b>	<b>15,492</b>	<b>18,331</b>	<b>16,337</b>	<b>5.5%</b>	
<b>Commission Expenses</b>							
Board Expenses and Board-Level Committees	630	285	600	327	500	-16.7%	
Community Outreach - Total	-	-	500	17	700	40.0%	
Finance & Stewardship - Total	8,191	7,501	7,680	8,107	8,760	14.1%	
Membership Integration - Total	2,184	2,938	3,875	2,000	4,056	4.7%	
Music and Worship - Total	4,349	4,907	6,175	5,903	7,575	22.7%	
Religious Education - Total	7,009	4,854	5,600	3,154	5,650	0.9%	
Subtotal Commission Expenses	<b>22,363</b>	<b>20,485</b>	<b>24,430</b>	<b>19,509</b>	<b>27,241</b>	<b>11.5%</b>	
<b>Other Expenses</b>							
Miscellaneous		(5,804)		111			
Subtotal Other Expenses	<b>0</b>	<b>(5,804)</b>	<b>0</b>	<b>111</b>	<b>0</b>		
Subtotal Non-Personnel Expenses	<b>96,999</b>	<b>74,204</b>	<b>93,942</b>	<b>91,514</b>	<b>98,664</b>	<b>0</b>	
<b>Total Expenses</b>	<b>311,048</b>	<b>292,760</b>	<b>318,368</b>	<b>305,192</b>	<b>307,504</b>	<b>-3.4%</b>	
Income Minus Expense	\$8,155	\$20,462	(\$11,288)	\$4,518	(\$2,004)	50.3%	
Property Carry Forward	\$6,123	\$6,686					
Net Carry Forward	\$2,032	\$13,776	(\$11,288)	\$4,518			
Cumulative Surplus from prior year	\$7,799	\$9,831	\$23,606	\$23,606	\$28,124		

## **Notes about the Proposed Budget 2020-2021**

### **Income**

- Budgeted pledges are \$118,000.
- Budgeted rental income is \$50,000. No increase is projected because of the church building being closed at least for the summer of 2020.
- The budgeted amount for Ways & Means income (auctions and other fundraising) is \$8,000. Fundraising may be more challenging in FY21, and creative thinking is welcome.

### **Endowment**

Prudent use of our endowment funds suggests drawing no more than 4-5% of the value each year. Our pledge and other income are insufficient to support our current level of programming. We aim to keep the endowment draw, both dollar amount and percentage, as low as possible, and to reduce at least the dollar amount each year. For FY 2021, we are taking advantage of an accumulated surplus to recommend that the draw from the endowment funds (both restricted and unrestricted funds) decline from \$116,580 to \$114,000, a reduction of \$2,580 or 2.2%. This represents approximately 5.5% of the value of the endowment, the lowest level in the last 30 years.

### **Personnel Expenses**

- Compensation plans incorporate the recommendations of the Personnel Committee, which strives to stay within UUA fair compensation guidelines while also being mindful of inflation. Most staff members receive a 2% increase.
- Community minister & sabbatical coverage: this includes a \$3,000 stipend for Rebecca Sheble-Hall's time contributed to preaching and other activities for First Parish, and \$1,000 for pastoral care and other support during the remaining month of Marc's planned sabbatical time occurring in FY 2021.
- Health insurance expense is declining significantly because of a change in the health plan in which the minister is enrolled.

### **UUA Contribution**

Each year, the Unitarian Universalist Association requests contributions from member congregations based on a percentage of the annual operating budget. The "ask" from the UUA will increase by no more than 10% annually until the ask reaches 6% of our operating budget. We have increased the UUA contribution each year as our regular income increases, but we are quite a bit below the "ask." The finance committee recommends that the contribution for FY 2021 increase by the amount we anticipate regular income to increase, or 0.5%.

### **General Overhead Expenses**

Funds are included for one Zoom meeting subscription, if needed. We currently have two one-year subscriptions that expire next spring. Additional funding is provided for delegate attendance at the annual UUA General Assembly (GA) in order to better offset the cost of attendance. No retreat subsidy is included because the 2020 retreat was canceled.

### **Finance & Stewardship**

The rate charged by our accounting service increased in FY 2020, which explains the increase for FY 2021.

### **Music & Worship**

This includes funding for two guest musicians each month instead of one. In addition, a choral workshop is planned for the choir as well as funding for the Music Director to take organ lessons.

### **Income minus Expense**

Conservative budgeting has resulted in surplus funds in our bank account. For FY 2021, we plan to use \$2,004 of this excess cash to support our operating budget, after which we will still have a balance more than adequate to cover all cash flow needs.

### **Cumulative Surplus from prior year**

This line tracks the net extra cash in our bank account resulting from budget surpluses, as it accumulates from one year to the next. For example, if actual income and expenses exactly match our budget in FY 2021, we would end the year with at least  $\$28,124 - 2,004 = \$26,120$  in excess cash available for future use.

### **Coronavirus Pandemic Considerations**

This budget assumes relatively normal operations during FY 2021. In anticipation of potential building closure for six months of the fiscal year, the Finance Committee went through the exercise of preparing an alternate budget assuming less revenue from building rental, fundraising, and gifts/offering sources and savings in expenses due to lower costs of utilities and other building related costs, as well as reductions in teaching staff and music related expenses. That alternate budget results in a projected \$16,000 deficit, which can be handled easily with accumulated surplus funds.

In FY 2020, First Parish applied for and received federal Payroll Protection Program funds of \$37,672 to be used for payroll and benefit related and building utility costs. Although this funding was provided as a loan, we expect it to be converted to a grant upon provision to the federal government of required reports showing allowed expenses. Since FY 2020 actual revenues received met budgeted projections, these funds will add to our surplus accumulated funds and will be available in case of a revenue shortfall in FY 2021.

Donna VanderClock, Treasurer  
and  
Joan Smith, Finance Commissioner

**First Parish in Waltham - Proposed Budget 2020-2021**  
**Joan Smith, Finance Commissioner & Donna VanderClock, Treasurer**

**Income**

Regular Income	
Pledges	118,000
Rentals	50,000
Gifts/Offerings	10,000
Ways & Means	8,000
Clothing Exchange	4,500
Subtotal Regular Income	<u>190,500</u>
Other Income	
From General Endowment	110,000
From Endowment Restricted Purpose Funds	4,000
Subtotal Income From Endowment	<u>114,000</u>
Net Other Income minus Expenses	
Other Grants and Special Fundraising	1,000
Subtotal Other Non-Endowment Income	<u>1,000</u>
<b>Total Income</b>	<b>\$ 305,500</b>

**Expenses**

**Personnel Expenses**

Minister Salary & Housing	77,758
Director of Community Engagement Salary	36,860
Music Director Salary	11,424
Office Manager Compensation	27,169
Grounds Keeper Compensation	11,258
Affiliate Minister	3,000
Sabbatical Coverage	1,000
Social Security & Medicare	12,583
Medical & Dental Insurance	4,445
Pension Contributions	13,263
Professional Expenses	8,400
Workers' Compensation Insurance	1,680
Total Personnel Expenses	<u>208,840</u>

**Property Expenses**

Electricity	7,650
Fuel oil	1,800
Gas	4,700
Grounds Upkeep	2,200
Cleaning Service	8,112
Snow Removal	3,200
Property Insurance	10,144
Repairs & Maint.	6,800
Supplies	2,300
Trash removal	1,980
Water & Sewer	1,900
Capital Expenditures - Total	4,300
Total Property Expenses	<u>55,086</u>

**General Overhead Expenses**

Office Expense	6,161
Telephone	3,058
UUA Contribution	4,718
UUA General Assembly Expenses	2,400
Retreat Subsidy - Net	-
Subtotal General Overhead Expenses	<u>16,337</u>

**Commission Expenses**

Board and Committee Expenses	500
Community Outreach/Social Action	700
Finance & Stewardship	
Accounting	7,560
Stewardship Dinner	700
Bank Fees	500
Finance & Stewardship Total	<u>8,760</u>
Membership Integration	
Marketing & Promotion	3,331
Membership Integration-Other	725
Membership Integration - Total	<u>4,056</u>
Music and Worship	
Musicians	3,075
Guest Speaker	1,750
Music/Worship Supplies	700
Flowers	500
Instrument Maintenance	800
Music/Worship Other	750
Music and Worship - Total	<u>7,575</u>
Religious Education	
Teaching Staff	3,000
Curriculum Materials	700
Jr/Sr Youth Group	250
Lifespan Programs/Events	1,000
Buddhist Meditation Group	650
Religious Education - Other	50
Religious Education - Total	<u>5,650</u>
Subtotal Commission Expenses	27,241
Subtotal Non-Personnel Expenses	98,664
<b>Total Expenses</b>	<b>\$ 307,504</b>
Income minus Expense	(\$2,004)
Surplus from prior year	\$2,004

## Income and Expense Statement - Fiscal Year Actuals v. Budget

**June 1, 2019 - May 31, 2020**

Donna VanderClock, Treasurer

Income	Adopted Budget	Actual	Remaining	% of Budget
<b>Regular Income</b>				
Pledges	117,000	121,160	(4,160)	104%
Rentals	50,000	48,684	1,316	97%
Gifts/Offerings	10,000	9,716	284	97%
Ways & Means	8,000	7,437	563	93%
Clothing Exchange	4,500	4,500	-	100%
<b>Subtotal Regular Income</b>	<b>189,500</b>	<b>191,496</b>	<b>(1,996)</b>	<b>101%</b>
<b>Other Income</b>				
From General Endowment	111,000	111,000	-	100%
From Endowment Restricted Purpose Funds	5,580	5,580	-	100%
<b>Subtotal Income From Endowment</b>	<b>116,580</b>	<b>116,580</b>	<b>-</b>	<b>100%</b>
Other Income	-	634	(634)	
Other Grants and Special Fundraising	1,000	1,000	-	100%
<b>Subtotal Other Non-Endowment Income</b>	<b>1,000</b>	<b>1,634</b>	<b>-634</b>	<b>163%</b>
<b>Total Income</b>	<b>\$307,080</b>	<b>\$309,710</b>	<b>(2,630)</b>	<b>101%</b>

Expenses	Adopted Budget	Actual	Remaining	% of Budget
<b>Personnel Expenses</b>				
Salary & Wages	141,565	135,929	5,636	96%
Housing - Minister	24,000	24,000	-	100%
In Lieu of Employer FICA	5,665	5,665	(0)	100%
Health Insurance	15,229	15,322	(93)	101%
Dental Insurance Expense	685	696	(11)	102%
Retirement Plan Expense	13,705	10,964	2,741	80%
Workers Comp	1,670	1,707	(37)	102%
Professional Expenses	8,906	6,793	2,113	76%
Community Minister & Sabbatical Coverage	6,000	6,000	-	100%
SS/Medicare- Church's portion	7,001	6,569	432	94%
Employer MA State Tax	-	31	(31)	
<b>Total Personnel</b>	<b>224,426</b>	<b>213,678</b>	<b>10,748</b>	<b>95%</b>
<b>Property Expenses</b>				
Electricity	7,130	7,213	(83)	101%
Fuel oil	2,000	4,115	(2,115)	206%
Gas	4,800	3,904	896	81%
Grounds Upkeep	2,200	844	1,356	38%
Cleaning Service	7,980	6,720	1,260	84%
Snow Removal	3,200	3,200	-	100%
Property Insurance	9,530	10,144	(614)	106%
Repairs & Maint.	6,800	9,656	(2,856)	142%
Supplies	2,000	2,425	(425)	121%
Trash removal	1,980	1,617	363	82%
Water & Sewer	1,900	1,754	146	92%
Capital Expenditures	4,500	1,971	2,529	44%
<b>Total Property Expenses*</b>	<b>54,020</b>	<b>53,564</b>	<b>456</b>	<b>99%</b>



<b>General Overhead Expenses</b>				
Office Expense	5,422	5,548	(126)	102%
Telephone	3,000	3,679	(679)	123%
UUA Contribution	4,695	4,695	-	100%
GA Expenses	1,275	450	825	35%
Retreat Subsidy - Net	1,100	3,959	(2,859)	360%
<b>Total General Overhead Expenses</b>	<b>15,492</b>	<b>18,331</b>	<b>(2,839)</b>	<b>118%</b>
<b>Commission Expenses</b>				
<b>Board Expenses and Board-Level Committees</b>	<b>600</b>	<b>327</b>	<b>273</b>	<b>54%</b>
<b>Community Outreach</b>	<b>500</b>	<b>17</b>	<b>483</b>	<b>3%</b>
<b>Finance &amp; Stewardship</b>				
Accounting	6,480	7,470	(990)	115%
Bank Service Charges	500	565	(65)	113%
Finance & Stewardship-Other	700	73	627	10%
<b>Total Finance &amp; Stewardship</b>	<b>7,680</b>	<b>8,107</b>	<b>(427)</b>	<b>106%</b>
<b>Membership Integration</b>				
Membership Integration-Other	700	1,280	(580)	183%
Marketing & Promotion	3,175	720	2,455	23%
<b>Total Membership Integration</b>	<b>3,875</b>	<b>2,000</b>	<b>1,875</b>	<b>52%</b>
<b>Music and Worship</b>				
Musician	2,025	1,550	475	77%
Guest Speaker	2,550	2,250	300	88%
Music/Worship Supplies	400	719	(319)	180%
Flowers	500	434	66	87%
Music & Worship-Other	700	950	(250)	136%
<b>Total Music and Worship</b>	<b>6,175</b>	<b>5,903</b>	<b>272</b>	<b>96%</b>
<b>Religious Education</b>				
Teaching Staff	3,200	2,031	1,169	63%
Curriculum Materials	1,000	759	241	76%
Jr/Sr Youth Group	400	54	346	14%
Lifespan Programs/Events	300	176	124	59%
Religious Education - Other	50	34	16	68%
Buddhist Meditation Group	650	100	550	15%
<b>Total Religious Education</b>	<b>5,600</b>	<b>3,154</b>	<b>2,446</b>	<b>56%</b>
<b>Subtotal Commission Expenses</b>	<b>24,430</b>	<b>19,509</b>	<b>4,921</b>	<b>80%</b>
<b>Other Miscellaneous Expenses</b>	<b>-</b>	<b>111</b>	<b>(111)</b>	
<b>Subtotal Non-Personnel Expenses</b>	<b>93,942</b>	<b>91,514</b>	<b>2,428</b>	<b>97%</b>
<b>Total Expenses</b>	<b>\$318,368</b>	<b>\$305,192</b>	<b>\$13,176</b>	<b>96%</b>
<b>Net Operating Income</b>	<b>(\$11,288)</b>	<b>\$4,518</b>	<b>(\$15,806)</b>	
<b>Other Income</b>				
Temporary Funds	-	(439)		
Payroll Protection Program Loan/Grant	-	37,672		
Interest & Dividend Income	-	753		
Share the Plate	-	(200)		
Memorial Gifts & Bequests	-	755		
Jones Partnership Fund	-	35,000		
Donations to Minister's Discretionary Fund	-	5,580		
<b>Total Other Income</b>	<b>-</b>	<b>\$79,122</b>		
<b>Other Expenses</b>				
Jones Partnership Fund	-	1,220		
Expenses from Minister's Discretionary Fund	-	1,112		
<b>Total Other Expenses</b>	<b>-</b>	<b>\$2,332</b>		
<b>Net Other Income</b>	<b>-</b>	<b>\$76,790</b>		



# Assistant Treasurer's Report

First Parish in Waltham Universalist-Unitarian  
Part 1: Budgeted Income Received by the Assistant Treasurer

Income	2019-20 Budget	2019-20 YTD	% YTD	2018-19 Budget	2018-19 YTD	% YTD	2017-18 Budget	2017-18 YTD	% YTD
<b>Regular Income</b>									
41120 · Pledges (FY 17-18)	\$ 117,000	\$ 118,950	102%	\$ 122,000	\$ 118,600	97%	\$ 117,500	\$ 119,398	102%
41123 · Hall Rental	\$ 50,000	\$ 48,896	98%	\$ 46,000	\$ 51,514	112%	\$ 39,000	\$ 46,327	119%
41124 · Gift/Offerings/WMBG	\$ 10,000	\$ 9,716	97%	\$ 10,000	\$ 9,951	100%	\$ 10,000	\$ 10,917	109%
41126 · Ways & Means	\$ 8,000	\$ 7,437	93%	\$ 8,000	\$ 9,203	115%	\$ 7,000	\$ 6,244	89%
41127 · Clothing Exchange	\$ 4,500	\$ 4,500	100%	\$ 4,500	\$ 4,500	100%	\$ 4,500	\$ 4,500	100%
<b>Subtotal Regular Income</b>	<b>\$ 189,500</b>	<b>\$ 189,498</b>	<b>100%</b>	<b>\$ 190,500</b>	<b>\$ 193,767</b>	<b>102%</b>	<b>\$ 178,000</b>	<b>\$ 188,161</b>	<b>106%</b>
<b>Other Budgeted Income</b>									
41140 · General Endowment	\$ 111,000	\$ 111,000	100%	\$ 112,000	\$ 112,000	100%	\$ 117,396	\$ 117,396	100.00%
Restricted Purpose Funds	\$ 5,580	\$ 5,580	100%	\$ 5,580	\$ 6,061	109%	\$ 5,580	\$ 6,024	108%
<b>Subtotal Income from Endowment</b>	<b>\$ 116,580</b>	<b>\$ 116,580</b>	<b>100%</b>	<b>\$ 117,580</b>	<b>\$ 118,061</b>	<b>100%</b>	<b>\$ 122,976</b>	<b>\$ 123,420</b>	<b>100%</b>
Jones Partnership Grants							\$ 6,000	\$ 6,000	100%
Other Grants and Fundraising	\$ 1,000	\$ 1,000	100%	\$ 900	\$ 900	100%	\$ 6,850	\$ 7,225	105%
<b>Subtotal Other Non-Endowment Income</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>100%</b>	<b>\$ 900</b>	<b>\$ 900</b>	<b>100%</b>	<b>\$ 12,850</b>	<b>\$ 13,225</b>	<b>103%</b>
<b>Total Budgeted Income</b>	<b>\$ 307,080</b>	<b>\$ 307,078</b>	<b>100%</b>	<b>\$ 308,980</b>	<b>\$ 312,728</b>	<b>101%</b>	<b>\$ 313,826</b>	<b>\$ 324,806</b>	<b>103%</b>

**Notes:**

Hall rental includes the Waltham Day Care : \$13,446 for FY20; (\$12, 996 for FY19).

The Waltham Buddhist Meditation Group contributed \$4286 to Gifts and Offerings.

Respectfully submitted  
Leslie Gildersleeve  
Assistant Treasurer

First Parish In Waltham Universalist-Unitarian  
Part 2: Non-Budgeted Income, Donations, Special Projects Revenues

Non-Budgeted Receipts & Transactions	
Retreat	\$ 1,954
Special Collections	\$ 4,968
Advance Pledges 18-19	\$ 19,011
Memorial Fund	\$ 755
Temporary Funds includes Jones	\$ 83,656
Partnership Fund from Trustees	
CARES Loan	
<b>Total Non-budgeted Receipts</b>	<b>\$ 110,344</b>

Share The Plate and other Special Collections	
Waltham Farmers Market	\$ 592
Sanctuary Boston	\$ 434
Opportunities for Inclusion	\$ 497
UU Urban Ministry	\$ 486
Waltham Family School	\$ 720
Waltham House	\$ 528
Community Day Center	\$ 831
Healthy Waltham	\$ 420
Waltham Land Trust	\$ 460
<b>Total</b>	<b>\$ 4,968</b>

Temporary Funds	
Clothing Exchange Gifts for Fence and gutter work	\$ 3,000
BOA rewards	\$ 92
CARES Act Loan	\$ 37,972
HVAC balance and remote system (Trustees from the Jones Fund)	\$ 2,567
misc.bank & book keeping related adjustments	\$ 2,940
Church Mutual Dividend	\$ 249
Jones Partnership Fund, Trustees	\$ 35,000
Choral binders	\$ 470
Expenses related to Christmas Concert	\$ 484
Waltham DayCare share of HVAC bill	\$ 883
<b>Total</b>	<b>\$ 83,656</b>

Memorial Fund (includes David Clough Music Fund)	
In memory of James True and Jane Clough	\$ 755
<b>Total</b>	<b>\$ 755</b>

Respectfully submitted,  
Leslie Gildersleeve  
Assistant Treasurer

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

During the last 10 days of the fiscal year our portfolio dropped \$200,000 in value. In this year-end report, that loss is masked by the \$318,000 Inez Ward bequest received in December. Overall, the endowment grew to **\$2,086,810**. This surpassed the previous high value set twelve years ago. (See attached Graph)

### **Subsequent to Fiscal Year End**

In one of the swiftest declines in history, the first three weeks of March were a disaster for stocks. At that point the market was down 33% from mid-February. Then in a sudden reversal, in three weeks the market recovered more than half its loss, and continues to recover through the date of this report. As of today the portfolio is down less than 4% from February 29<sup>th</sup>.

### **Changes to Portfolio Allocations**

For many years the Trustees have maintained a 90% allocation to equity investments. We felt it necessary to take this position because of the Church's heavy budget needs. We have recently rethought this policy because:

1. Greater Member support, as well as greater space rental income, have slowly reduced the endowment support needed.
2. Legacy Gifts have increased the investment base so that a lower return on investment can generate the required amount of income.
3. Recent extreme market volatility calls attention to the inherent risk of high equity allocation.

Consequently, we sold enough stocks and mutual fund shares to reduce the equity allocation to 65%. Currently the remainder is in money market funds, which although very safe, now earn less than 1% interest. We will be researching other fixed-income and alternative investments in order to increase that yield.

### **Legacy Gifts**

The endowment funds are the result of legacy gifts, and investment earnings on those gifts. Our predecessors made it possible for First Parish Waltham to be financially viable today. (See Table 4) The Inez Ward bequest is the largest ever received. Note that at the time of Inez death, she put certain assets in trust for First Parish. Over 11 years those investments grew from \$75,000 to \$318,000.

Also, a pending bequest of >\$40,000 is expected from the Estate of Lawrence Lynnworth (who along with his late wife Marianne and three children were all active members of First Parish).

If you are interested in considering a legacy gift, ask any of the trustees for further information.

### **Tables Included Below**

**UU20T1** – Comparative summary of results for five years

**UU20T2** - Detailed investment results for the latest year.

**UU20T3** - Current investment portfolio by categories.

**UU20T4** - Analysis of the Named Funds.

**Graph** - Permanent Funds compared to Consumer Price Index

Respectfully submitted,  
Trustees of the Permanent Funds

David S. Wilbourn  
Barry W. Stearns  
Joel P. Weddig

## Five Year Comparative Report of Assets & Operating Results

Table UU20T1A  
SUMMARY OF ASSET ALLOCATIONS

	2/29/16	%	2/28/17	%	2/28/18	%	2/28/2019	%	2/29/2020	%
Cash & Short-Term Income	53,914	3	101,303	6	47,037	2	96,571	5	80,171	4
Fixed Assets (Gas Boiler)	42,700	3	36,600	2	30,500	2	24,400	1	18,300	1
CD's, Bonds, Bond Funds	9,770	1	11,226	1	11,673	1	11,827	1	84,103	4
Low Correlation Funds	170,933	11	136,828	8	79,900	4	85,050	5	144,109	7
Equity Securities, Value	256,266	16	303,705	17	309,875	16	283,967	16	385,397	18
Growth & Blended Funds	769,139	48	857,210	48	1,018,196	53	1,060,299	58	951,238	46
International Funds	312,716	19	329,986	19	423,320	22	252,917	14	423,492	20
	<u>1,615,438</u>		<u>1,776,858</u>		<u>1,920,501</u>		<u>1,815,032</u>		<u>2,086,810</u>	
Change in Asset Value			161,420		143,643		(105,469)		271,778	
Percentage Change			10.0%		8.1%		-5.5%		15.0%	
Annual Inflation Rate			2.7%		2.2%		1.5%		1.5%	
Growth or Loss after Inflation			7.3%		5.9%		-7.0%		13.5%	

Note: New Funds Received

318,039

### SUMMARY STATEMENT OF RETURN ON INVESTMENTS, AND DISBURSEMENTS - TABLE UU20T1B

	12 Months 2/29/2016	12 Months 2/28/2017	12 Months 2/28/2018	12 Months 2/28/2019	12 Months 2/29/2020
<u>Opening Assets</u>	1,932,877	1,615,438	1,776,856	1,920,501	1,815,032
Funds Received from Jones Trust	44,005	34,313	36,750	38,625	39,188
Other Additional Funds Received	-	-	-	-	318,039
Return on Investments (Income+Gain)					
Cash & Short-Term Income	634	(32)	246	866	1,364
Depreciation, Fixed Assets	(6,100)	(6,100)	(6,100)	(6,100)	(6,100)
CD's, Bonds, Bond Funds	(2,078)	1,456	447	154	(2,725)
Low Correlation Funds	(28,871)	31,145	21,736	10,513	(10,665)
Equity Securities, Value Style	(4,596)	52,920	1,705	(15,724)	9,078
Growth & Blended Funds	(92,905)	151,678	164,206	45,686	83,886
International Funds	(51,611)	57,270	93,335	(24,390)	20,575
	<u>(185,527)</u>	<u>288,337</u>	<u>275,575</u>	<u>11,004</u>	<u>95,412</u>
<u>Disbursements</u>					
To Church Operating Budget	130,330	127,079	119,317	113,349	111,250
Other Specific Projects Voted	11,874	-	-	-	-
Special Purpose Funds	10,451	9,152	9,365	9,399	9,654
Trustee's Expense	80	-	-	-	-
Expenses Subtotal	<u>152,734</u>	<u>136,231</u>	<u>128,681</u>	<u>122,748</u>	<u>120,904</u>
To Jones Partnership	23,182	25,000	40,000	32,350	36,730
Other Jones Non_Budget Exp.	-	-	-	-	23,227
	<u>(175,916)</u>	<u>(161,231)</u>	<u>(168,681)</u>	<u>(155,098)</u>	<u>(180,861)</u>
<u>Closing Assets</u>	1,615,438	1,776,856	1,920,501	1,815,032	2,086,810
<u>Components of Return on Investment</u>					
Income Received	25,697	24,941	22,995	24,708	27,684
Gain or Loss of Market Value	(211,227)	263,396	252,580	(13,704)	82,820
Total Return	<u>(185,530)</u>	<u>288,337</u>	<u>275,575</u>	<u>11,004</u>	<u>110,504</u>
<u>As Percentages of Opening Assets</u>	(0)				
Total Return on Investments	7.9%	17.8%	15.5%	0.6%	6.1%
Total Expenditures (Excluding Jones Partnership)		8.4%	7.2%	6.4%	6.7%

**INVESTMENT RESULTS FOR THE YEAR ENDED 2/29/2020**

**TABLE UU19T2**

	VALUE	TRANSACTIONS		VALUE	TOTAL RETURN	
	2/28/2018	Date	Amount	2/28/2019	(Income + Gain)	%
	\$		\$	\$	\$	%
<b><u>Cash &amp; Short-Term Income</u></b>						
Bank of America	4,113	5/1/2019	4,113	-	-	0.0%
Fidelity Money Mkt Accounts	92,458	Various	-	80,171	1,364	1.5%
Accounts Receivable	-		-	-	-	0.0%
Accounts Payable (Minus)	-		-	-	-	0.0%
	96,571		4,113	80,171	1,364	0.0%
<b><u>Fixed Assets (Gas Boiler)</u></b>						
	24,400	Depreciate	(6,100)	18,300	(6,100)	
<b><u>CD's, Bonds &amp; Bond Funds</u></b>						
Loomis Sayles Bond Fund	11,827		-	12,394	567	4.8%
Fidelity Capital & Income		various	75,000	71,708	(3,292)	
	11,827		75,000	84,103	(2,725)	-3.1%
<b><u>Growth &amp; Income Blended Funds</u></b>						
Fidelity Puritan (Alice Smith)	222,173		-	237,796	19,276	8.7%
UUA Gen. Invest. Fund	8,644		-	8,609	340	3.9%
	230,817		-	246,405	19,616	8.5%
<b><u>Low Correlation Funds</u></b>						
EatonVance Enhanced Equity 2	79,900		-	85,050	10,513	13.2%
	79,900		-	85,050	10,513	13.2%
<b><u>Equity Securities, Value Style</u></b>						
Berkshire Hathaway 'B'	251,625	10/11/19	(59,827)	198,912	7,114	3.7%
General Electric	31,170	4/11/19	(28,195)		(2,975)	-9.5%
Wabtec Corp (GE Spinoff)	1,172	03/25/19	(1,184)		12	1.0%
Navistar Intl 65 shares		in & out				0.0%
Black Knight Inc, (new legacy gift)		11/13/19	8,094			
Black Knight Inc, sold		11/29/19	(8,760)		666	7.6%
Equifax, (new legacy gift)		12/31/19	309,945			
Equifax, sold part		01/10/20	(276,859)	47,299	15,075	5.4%
	283,967		(56,786)	246,211	19,892	8.8%
<b><u>Value Mutual Funds</u></b>						
T Rowe Price Small Cap Value		various	150,000	139,186	(10,814)	-7.2%
			150,000	139,186	(10,814)	-7.2%
<b><u>Growth Mutual Funds</u></b>						
Fidelity Select Health	171,135	01/10/20	75,000	256,421	10,286	4.2%
Fidelity Select Leisure	142,613		-	145,121	2,508	1.8%
Fidelity Select Technology	74,766	10/11/19	(40,000)	52,191	17,425	50.1%
Vanguard Admiral Energy	82,890	8/14//2019	(73,919)	-	(8,971)	-10.8%
Vanguard Dividend Growth		08/22/19	100,000	97,055	(2,945)	-2.9%
Vanguard Growth Index	358,079	various	(250,000)	154,045	45,966	42.5%
	829,483		(188,919)	704,833	64,269	8.6%
<b><u>International Funds</u></b>						
Vanguard International Value		10/11/19	150,000	144,738	(5,262)	
Vanguard Admiral Int'l Growth	252,917		-	278,754	25,837	10.2%
	252,917		150,000	423,492	20,575	6.0%
<b><u>Totals</u></b>						
Starting Portfolio Value	1,815,032	Column totals		2,086,810	95,412	5.3%
Plus New Funds Received	357,227					
Plus Investment Return	95,412					
Less Expenditures	(180,861)					
Ending Portfolio Value	2,086,810					
					Total Income (Dividends + Interest)	27,684

**INVESTMENT PORTFOLIO AS OF 3/01/2020**  
**UU19T3**

	<b>Symbol</b>	<b>Shares</b>	<b>Price \$</b>	<b>Value \$</b>	<b>Percent of Portfolio</b>
<b><u>Cash &amp; Short-Term Income</u></b>					
Bank of America		-	-	-	0.0%
Fidelity Money Mkt Accounts		-	-	80,171	3.8%
Accounts Receivable		-	-	-	0.0%
Accounts Payable (Minus)		-	-	-	0.0%
				<b>80,171</b>	<b>3.8%</b>
<b>Fixed Assets (Gas Boiler)</b>				<b>18,300</b>	<b>0.9%</b>
<b><u>CD's, Bonds &amp; Bond Funds</u></b>					
Loomis Sayles Bond Fund	LSBDX	919	13	12,394	0.6%
Fidelity Capital & Income	FAGIX	7,302	10	71,708	3.4%
				<b>84,103</b>	<b>4.0%</b>
<b><u>Growth &amp; Income Blended Funds</u></b>					
Fidelity Puritan	FPURX	10,804.0	22.01	237,796	11.4%
UUA Common Endowment Fund		985.5	8.80	8,609	0.4%
				<b>246,405</b>	<b>11.8%</b>
<b><u>Low Correlation Funds</u></b>					
EatonVance Enhanced Equity 2	EOS	9,144	16	144,109	6.9%
				<b>144,109</b>	<b>6.9%</b>
<b><u>Equity Securities, Value Style</u></b>					
Berkshire Hathaway 'B'	BRK.B	964	206.34	198,912	9.5%
Equifax	EFX	333	142.04	47,299	2.3%
T.Rowe Price SmallCap Value Fund	PRSVX	3,290	42.30	139,186	6.7%
				<b>385,397</b>	<b>18.5%</b>
<b><u>Growth Mutual Funds</u></b>					
Fidelity Select Health	FSPHX	9,665.3	26.53	256,421	12.3%
Fidelity Select Leisure	FDLSX	10,447.8	13.89	145,121	7.0%
Fidelity Select Technology	FSPTX	2,654.7	19.66	52,191	2.5%
Vanguard Dividend Growth	VDIGX	3,456.4	28.08	97,055	4.7%
Vanguard Growth Index	VIGAX	1,702.7	90.47	154,045	7.4%
				<b>704,834</b>	<b>33.8%</b>
<b><u>International Funds</u></b>					
Vanguard Int'l Value Fund	VTRIX	4,320.5	33.50	144,738	6.9%
Vanguard Admiral Int'l Growth	VWILX	2,861.1	97.43	278,754	13.4%
				<b>423,491</b>	<b>20.3%</b>
<b>Portfolio Total 3/01/2020</b>				<b>2,086,810</b>	<b>100.0%</b>



ANALYSIS OF THE NAMED FUNDS - Table UU19T4

Year & Source	Fund Name	Specified Purpose	Principal	Restrictions by Donor			Accumulated Income in Restricted Funds			
			2/29/20	None	Principal	Income	2/28/19	Income	Expense	2/29/20
1961 UU	Alliance Memorial	Flowers	200			X	9	8		17
1939 U	Fred W. Archibald	Flowers	401			X	260	16	140	136
1930 W	Sarah J. Bartlett	Flowers	100			X	240	4		244
1994 UU	Eaton/Chase Family	Flowers	700			X	27	28		55
1923 W	Ernest H. Griswold	Flowers	295			X	468	12	200	280
1984 UU	Guild Flower Fund	Flowers	893			X	45	36		81
1992 UU	Risdon Memorial	Flowers	3,000			X	134	120	200	54
1962 UU	Sears Memorial	Flowers	250			X	338	10		348
1990 UU	Deacon Smith Family	Flowers	2,263			X	583	91		674
1942 U	Walter Stearns	Flowers (\$100)	7,000		X	[100]	133	4		137
1907 B	John C. Haynes	Charity Work	7,988			X	1,975	320		2,295
1875 U	Eunice Harrington	Needy Poor	2,662			X	657	106		763
1882 B	Lucy Chipman	Poor of the Church	944			X	498	38		536
1900 B	Sarah A. Davenport	Poor of the Church	910			X	447	36		483
1725 P	Mills Ripley	Poor of the Church	1,102			X	587	44		631
1881 U	Polly Sanderson	Poor of the Church	2,223			X	1,009	89		1,098
1955 U	Annie W. Smith	Poor of the Parish	11,067			X	2,734	443		3,177
1999 UU	Castner Memorial	Music	6,283			X	256	251	350	157
1992 UU	David E. Clough	Music	1,225			X	119	49	100	68
2012 UU	Irene Kallow	Music	43,054			X	2,661	1,722	1,700	2,683
1950 W	Walter F. Starbuck	Music	580			X	90	23	100	13
2004 UU	Betty Lee Diggs	Music (Organ)	25,000			X	(225)	1,000		775
1972 UU	Martha Abbott	Children's Library	1,400			X	346	56		402
1996 UU	Dr. Douglas Butman	Property Maint.	30,000			X	(330)	1,200	2,790	(1,920)
1966 W	Alice J. Mason	First Parish Guild	500			X	263	20		283
1942 U	Alice S. Peabody	Sunday School	300			X	219	12		231
1992 UU	Ted Jones Scholarship	UUA Scholarships	8,402			X	1,066	336		1,402
1926 W	Alice L. Smith	Pastor's Supplement	237,796 ****			X	24	3,652	3,665	12
2007 UU	Jones Trust	Non-Budget Initiative	----- **			X	86,494	39,508	59,957	66,045
1913 U	Clara Abbott	-----	500			X	101,127	49,234	69,201	81,160
1905 W	George L. Almy	-----	500			X				
1921 W	Abby E. Armstrong	-----	300			X				
1923 W	Phineas & Mary Barnes	-----	1,673 ***			X				
1935 B	Mary E. Barry	-----	2,000			X				
1927 W	Fred & Mary Bryant	-----	2,179 ***			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	-----	4,757 ***			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	-----	318,039		X					
1977 W	Parsonage Proceeds Fund	-----	352,600		X					
2013 UU	Fixed Assets (Gas Boiler)	-----	69,148		X					
Accumulated Income & Appreciated Value			18,300		X					
<b>Grand Total, All Funds</b>			603,552	522,391		81,160				
			2086810	1351968	264044.5	470798				

**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 = 4.0%

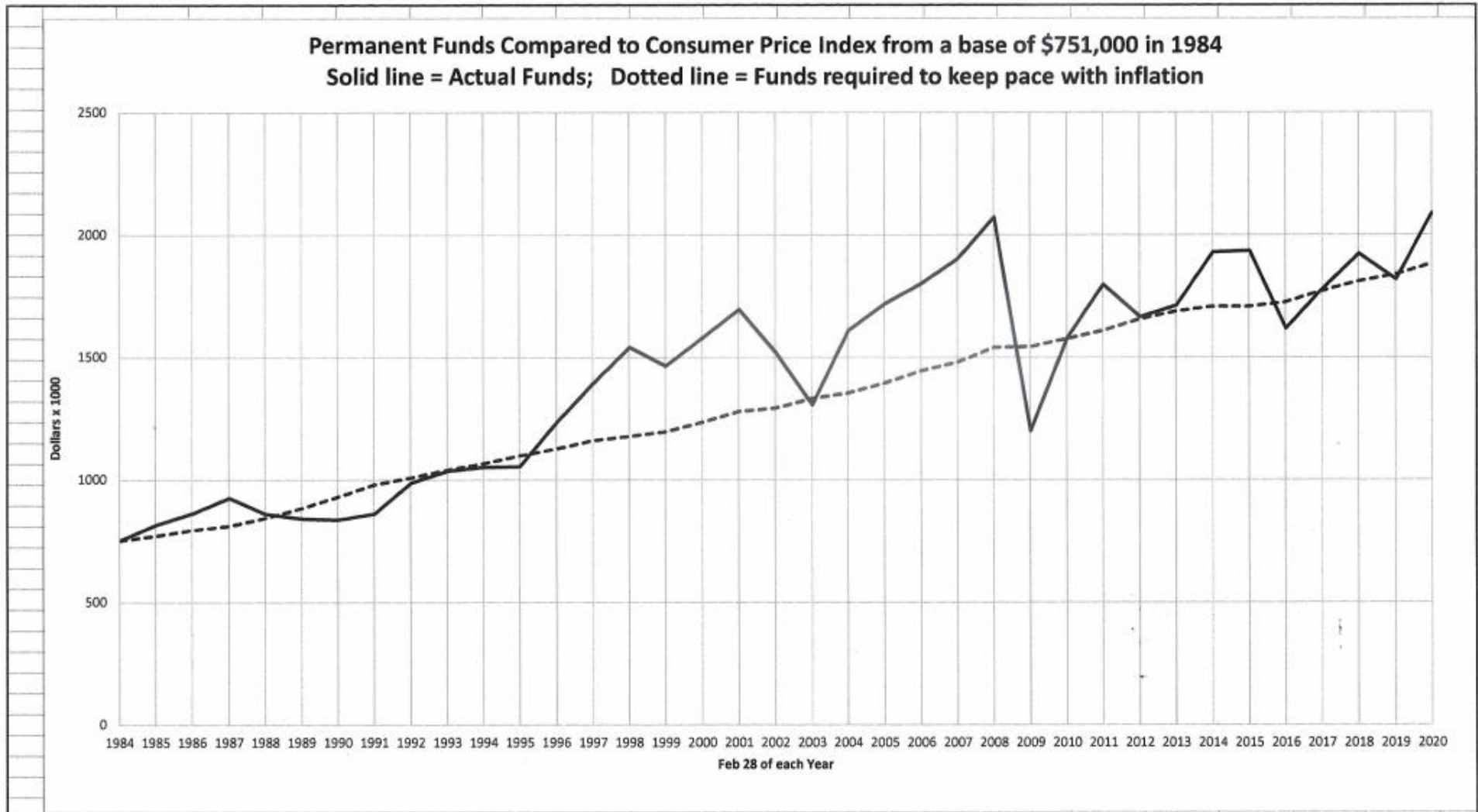
**Sources**

- B = Beacon Universalist
- W = Waltham Universalist
- P = Puritan predecessor
- U = Unitarian before 1958
- UU = Since merger in 1958

New legacy gifts can be made to existing Named Funds or to newly named ones.



## 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 approximately 10% more than it was in 1984. While keeping up with inflation, the funds have also contributed \$3.7 million to First Parish operations during these 36 years.

## **Jones Partnership Fund Grant Recipients 2019-2020**

### **First Parish Waltham Jones Partnership Fund Grant Recommendations for 2020**

**African Cultural Services Inc. \$1,500**

Sponsor: Susan Weddig

Trying to keep the immigrant families together, facilitating social events for learning and keeping these communities aware of their heritage. Attention will be drawn to the older folks and the kids will be performing a play /skit on assimilation. The organization uses tools of stories and dialog to achieve its objectives

**The Cat Connection \$1,400**

Sponsor: Martha Gallagher

Aim is to help low income and the immigrant population with spaying/neutering cats (who would otherwise not be able to afford these services). Educating the public of the advantages of spaying/neutering cats and the best way(s) to deal with community cats. The target goal for this project is reach 15 cats.

**Chaplains on the Way \$2,000**

Sponsor: Leslie Gildersleeve

Purchase McDonald's gift cards in bulk. Then, one of our chaplains will go to McDonald's on Main Street every weekday morning at 7:30am to hand out gift cards to unhoused people. Our goal is to be able to offer a card to anyone who needs it, so that all unhoused people have the option of at least one hot meal a day, and a meal in which they can choose what they eat. We expect to give 30-40 cards a day.

**Chesterbrook Community Foundation \$800**

Sponsor: Pam Penton

The organization seeks to bring together children from three housing developments for a fall party. These are families that may be having only this party in the entire year. The aim is to have the young ones experience a moment perhaps they only wish for, this may also enhance their development both socially and personal morale.

**Community Day Center of Waltham \$2,500**

Sponsor: Roberta Walz

This year's project focuses on health. Help will be provided to the homeless community on an as-needed basis, to cover co-pays, transportation to and from medical appointments and escort/ advocates to medical appointments where needed.

**Diaper Depot \$2,200**

Sponsor: Colleen Bradley-MacArthur

The Diaper Depot distributes feminine products to mothers using a WIC or Mass Health. Products are purchased in bulk and re-packaged into monthly amounts for distribution. First Parish members and friends may contribute supplies to the project and assist with the distribution and/or packaging.

**Families for Depression Awareness****\$1,000**

Sponsor: Carla Hillyard

To pilot a Parent Speakers panel featuring parents whose children suffer from teen depression. Parents will share their experiences with other adults with the goal of eliminating teen suicides by reducing stigma about teen depression among adults and helping parents understand their role in diagnosis and treatment.

**Food Link****\$2,700**

Sponsor: Donna Vandercluck

Food Link is a food rescue non-profit that uses the power of over 200 volunteers to collect and distribute food to 47 social service agencies in Eastern Massachusetts. Food Link partners with grocery stores, farms, and cafes to utilize high-quality foods that would otherwise be wasted. These funds will support our existing partnerships in Waltham with Chesterbrook Community Foundation, Costco, and Jewish Family and Children's Services, where we will continue rescuing food and providing free access to local agencies.

**Greater Boston PFLAG****\$500**

Sponsor: Devin Shmueli

Educate and train the staff and board (all white ) toward addressing cultural differences to a non-white population as we discuss LGBTQ issues. We believe the first step is to address our own racial preconceptions and misunderstandings before we can partner with congregations and organizations in non-white neighborhoods and communities.

**Healthy Waltham****\$5,000**

Sponsor: Muffy Young

With the onset of the coronavirus, and at the request of Mayor McCarthy, Healthy Waltham is increasing food offerings from once a month to twice a month. Residents of Waltham--a community whose members are already among those most vulnerable--must overcome social isolation, the decrease of available resources, and the uncertainty of the future. COVID-19 has made accessibility to fresh food and needed toiletries for them even more difficult, and sometimes impossible. For this reason, Healthy Waltham is expanding its mobile-based pantry to serve those in greatest need. Healthy Waltham is projecting the increased Food Pantry service for five months, from April through August.

**In Good Company****\$1,500**

Sponsor: Barry Stearns

"Radiance of the Day" is a new musical theater piece we are creating in collaboration with the Eureka Ensemble (eurekaensemble.org), whose social justice mission has helped inform the play. "Radiance" incorporates music from the cultures of many of today's immigrants as well as first-hand accounts of their challenges, and will demonstrate that people can unite for a common purpose, despite differences in culture and language.

**Middlesex Human Service Agency****\$1,800**

Sponsor: Candace Holman

The MHSA Bristol Lodge Food Pantry provides free food to those in need every Wednesday. Food is provided by the Greater Boston Food Bank (GBFB) and private donations. GBFB would like MHSA to service more people and will increase our food delivery quantities. MHSA does not have enough shelving units to accommodate larger food deliveries. MHSA would like to install additional shelving, paint the food pantry and have electrical work done at the program.

**(NAMI) National Alliance on Mental Illness - Newton/Wellesley Affiliate** **\$300**

Sponsor: Scott Shurr

Produce critical situation cards and distribute to the community for people with mental health issues, their families and supporters. These cards will help understand crisis situations; what to do and whom to call for assistance in an emergency.

**Opportunities for Inclusion** **\$1,000**

Sponsor: Jon Taylor

We seek funding to continue and expand opportunities for individuals with intellectual and developmental disabilities, to volunteer in the Waltham community. Participating in service projects provides a sense of purpose, pride and accomplishment and builds connections in the community. Individuals with disabilities are not typically asked to give back, but are ready, able and eager to help others, with proper support. We will run a combined community service/social event and other service activities through our Recreation Program.

**Waltham Boys and Girls Club** **\$2,500**

Sponsor: Sue Genser

Working closely with the Waltham Public Schools and adhering to guidelines set forth by the Massachusetts Department of Elementary and Secondary Education and the Waltham Health Department, Boys & Girls Club staff are providing and distributing free "grab-and-go" meals curbside at several strategic locations throughout the city. This "no contact" model ensures safe delivery of this critical program - currently serving over 500 students a day.

**Waltham Farmers Market** **\$2,800**

Sponsor: Dan Taylor

SNAP funds are matched up to \$10.00 per week per customer to allow low income families access to fresh fruits and vegetables. Vendors are promptly reimbursed.

**Waltham Fields** **\$1,500**

Sponsor: Bill VanderClock

The Mobile Outreach Market (MOM) is a weekly subsidized farmstand-style market in Waltham from July-October. Located in the former Fitch school lot, it is designed to get fresh organic vegetables to households struggling to make ends meet. Customers take a share of vegetables and either pay \$5 in cash or with SNAP benefits, or get them for free with a voucher they receive from one of the 15+ partner organizations.

**Waltham High School Show Choir** **\$1,000**

Sponsor: Rachel Learned

We develop students' self-worth using discussion, lessons and performance. Paying for copyrighted songs will allow students access to a variety of high quality music. The Show Choir season is typically funded by the profit from an annual Eastern Show Choir Festival in April. This festival profits around \$17,000, and was canceled due to COVID-19. The WCPA created backup fundraisers to make-up some of this \$17,000, but due to the stay at home order we have not been able to implement new fundraisers.

**Waltham Mills Artists Association** **\$500**

Sponsor: Joel Weddig

Waltham Open Studios invites the public to visit art where it's made on November 7 and 8, 2020. The artists propose fresh ways to promote the weekend. Translating more event materials, revamping the web and mobile experience and advertising are three strategies for the 2020 event.

**Waltham Partnership for Youth**

**\$1,000**

Sponsor: Martha Creedon

This program strengthens the connection among a diverse cohort of organizations serving teens in Waltham. We meet monthly to advance Program Development and to strengthen our working relationship with each other so that we can better serve our teens.

**Waltham Philharmonic Orchestra**

**\$500**

Sponsor: Marianne Cutter

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 or musicians the opportunity to perform as a soloist with the orchestra, partner with the Plympton Elementary School, and produce free chamber music performances for the community.

**WATCH CDC**

**\$1,000**

Sponsor: Deb Jose

The Immigrant Appreciation Night is an event aimed at increasing understanding of and appreciation for the contributions of the immigrant community in Waltham. The event - held at First Parish - is also designed to increase interaction between the immigrant population and the community at large.

<b><u>Total Distribution for 2019-2020</u></b>	<b><u>Total Distribution Since Inception (2010)</u></b>
22 Grants	182 Grants
\$ 35,000	41 Organizations
	\$ 297,062

## Nominating Committee – Positions to be Filled

### Positions to be Filled 2020

**Delegates to General Assembly**

Katie Gullotti  
Pam Penton  
Scott Tougas

**Alternate**

Position	Current Term Expires 2020	Nominated in 2020	New Term Expires
<b>Moderator</b> 1 year Term limit: none	<b>Bill VanderClock</b> ending 5th term	<b>Bill VanderClock</b>	2021
<b>Clerk</b> 1 year Term limit: 7	<b>Michael Carmody</b> ending 4th term	<b>Michael Carmody</b>	2021
<b>Treasurer</b> 1 year Term limit: 7	<b>Donna VanderClock</b> ending 3rd term	<b>Janet Riley</b>	2021
<b>Assistant Treasurer</b> 1 year Term limit: 7	<b>Leslie Gildersleeve</b> ending 6th term	<b>Leslie Gildersleeve</b>	2021
<b>Finance Commissioner</b> 2 years Term limit: 2	<b>Joan Smith</b> ending 2nd term	<b>Donna VanderClock</b>	2022
<b>Property Commissioner</b> 2 years Term limit: 2	<b>Charlie Kelly</b> ending 1st term	<b>Dan Taylor</b>	2022
<b>Religious Education</b> 2 years Term limit: 2	<b>VACANT</b> Per agreement of Board and DCE; leave position on roster		
<b>Nominating Committee</b> 2 years Term limit: 3	<b>Amy Eastwood</b> ending 3rd term	<b>Bee Fortin</b>	2022
	<b>Karen Klein</b> ending 3rd term	<b>Gary Morrison</b>	2022
	<b>Jim Griffeth</b> ending Bob Goggin's 3rd term	<b>Jim Griffeth</b>	2022
<b>Jones Partnership Fund</b> 3 years 2 terms	<b>Joan Bone</b> ending 1st term	<b>Joan Bone</b>	2023
<b>UUA General Assembly</b> 1 year Term limit: none		<b>Katie Gullotti</b> <b>Pam Penton</b> <b>Scott Tougas</b>	
<b>Trustee</b> 3 years No limit	<b>Barry Stearns for Fred Ruland</b>	<b>Barry Stearns</b>	2023