

First Parish in Portland, Maine



Unitarian Universalist

**2016-2017 Annual Report  
Annual Meeting  
June 4, 2017**



**The First Parish in Portland, Maine, Unitarian Universalist strives to manifest its mission to**

Nurture the spirit,  
Grow in community, and  
Help heal the world.

**We are guided by our Strategic Vision, in which**

First Parish is widely viewed as an inter-generational, spiritual, social, cultural and educational hub within the greater Portland area. We have a large, diverse and fully engaged congregation with strong staff and lay leadership. First Parish is universally recognized for its beautiful and historic building and as a leader in social justice, cross-cultural community building and personal and spiritual growth. We are self-supporting and financially sound.

**We affirm and promote the seven Unitarian Universalist principles:**

- ⊕ The inherent worth and dignity of every person;
- ⊕ Justice, equity and compassion in human relations;
- ⊕ Acceptance of one another and encouragement to spiritual growth in our congregations;
- ⊕ A free and responsible search for truth and meaning;
- ⊕ The right of conscience and the use of the democratic process within our congregations and in society at large;
- ⊕ The goal of world community with peace, liberty, and justice for all;
- ⊕ Respect for the interdependent web of all existence of which we are a part.

**THE FIRST PARISH IN PORTLAND, MAINE,  
UNITARIAN UNIVERSALIST**

**ANNUAL MEETING**

**Rules of Procedure**

- Rule 1            These Rules of Procedure shall not be amended or suspended during the course of the meeting, except by a two-thirds vote.
- Rule 2            The order of the Agenda, as adopted at the beginning of the meeting, shall not be amended during the course of the meeting.
- Rule 3            All matters not covered by these Rules of Procedure or the by-laws of The First Parish in Portland, Maine, Unitarian Universalist, shall be governed by *Robert's Rules of Order*.
- Rule 4            Any motion must be presented in writing.
- Rule 5            Each speaker from the floor, whether member or non-member, may speak for up to three minutes per issue.



**\*NOTE: Please email questions and/or comments pertaining to a specific report to the author of that report in an effort to save time for agenda items requiring full Meeting Membership. Please CC the Governing Board President on your email. Please contact the office if you need an email address. Thank you for your understanding and support.**

B. Presidential Address Louise Berlin

**VIII. Volunteer Awards and Acknowledgements** Louise Berlin

A. David & Nancy Burns First Parish Volunteer of the Year Award

B. The First Parish Distinguished Achievement Award

C. Acknowledgements

**IX. New Business**

A. Presentation and Vote to Adopt Target Budget Finance

B. Presentation and Vote on Slate of Officers and Committee Chairs John Schaberg

C. Remarks by New President

**X. Closing and Adjournment** Bruce Carver

**Post-Meeting Announcements**

1. Safe Harbor Congregational Survey Jenn McAdoo

2. Worship Committee Congregational Survey Jen Caswell

3. Ferry Beach Retreat & Leadership Training Rev. Sillari

4. First Parish Website Development Stephanie Desrochers

**First Parish Unitarian Universalist, Portland**  
**Minutes of Annual Meeting**  
*Sunday, May 22, 2016*

Meeting called to order: 11:30 AM

I. Chalice Lighting & Invocation by Sabbatical Minister, Mary Gelfand

II. Meeting Called to Order by Moderator Bruce Carver

III. Quorum Confirmed by Clerk, Israel Buffardi

IV. **Motion** to Adopt Rules of Procedure

Motion made by Ralph Carmona

Seconded by Casey Gilbert

Approved

V. **Motion** to Approve the Minutes of the Annual Meeting held on May 31<sup>st</sup> 2015

Motion made by Richard Burbank

Seconded by Chris Beasley

Approved

VI. Reports

A. **Motion** to Accept the Reports of Officers, Trustees, Committees, & Staff

Motion made by Robert Moldaver

Seconded by Tony Lacertosa

B. Special Report on the FIA Black Lives Matter (BLM) Subcommittee by Israel Buffardi

The BLM subcommittee of FIA was convened this year in response to the Action of Immediate Witness passed at the 2015 UUA General Assembly, which urged UUA member congregations to support the Black Lives Matter Movement. The BLM team has hung a Black Lives Matter banner in front of the church as an act of public witness and solidarity with the BLM movement. The BLM team also is working to engage members and friends of First Parish in antiracism efforts through educational opportunities and public witness events.

C. Special Report on Community Dinners by Janet Robinson

In previous years, Wayside Kitchen supported the community dinner, but they have discontinued their support. Measures were taken to ensure that the community dinner could continue. A special account has been set up to allow local businesses and organizations to contribute funding to support the dinner. Donations are actively being solicited and received, which will allow the community dinner to continue for the foreseeable future.

#### D. President's Address by President of the Governing Board, Louise Berlin

First Parish is moving forward with its transition to policy governance; this is a priority. Church life continues to run smoothly during Rev. Christina's sabbatical. First Parish is pleased to be hosting the Al Zahara Mosque and its school programming.

#### VII. Acknowledgements & Volunteer Awards

##### A. Departing Leaders

First Parish acknowledges the following outgoing leaders for their service:

Israel Buffardi, Clerk of the Governing Board

Bruce Carver, Acting Vice President of the Governing Board

Ralph Carmona, Chair of Faith in Action Committee

Jeanne Handy, Nominating Committee

Tony Lacertosa, Head of Program Council

Marge Stockford

Liz Cramer, RE Director

Gretchen Miller, Congregational Administrator

##### B. Volunteer Award

Presented to Jen Caswell

##### C. Distinguished Service Award

Presented to Allen and Alyssa Armstrong

#### VIII. New Business

##### A. Budget

**Motion** to Accept the Target Budget as Presented by Austin Farrar, Finance Committee

Motion made by Ralph Carmona

Seconded by John Schaberg

Approved

##### B. Slate of Officers and Committee Chairs

Presented by Jeanne Handy, Nominating Committee

**Motion** to Accept the Following Slate of Officers and Committee Members:

Motion made by Carolyn Barschow

Seconded by Richard Burbank

Approved

#### Trustees

Charles Micoeau, for a 2<sup>nd</sup> term ending in 2023

**Governing Board**

Janet Robinson, Vice President, 1 year term followed by 2 year term as President

Diane Smith, Clerk, 2 year term

Anthony Lacertosa, At-Large Rep., 2 years remaining of 3 year term left by Carsten McCarter

Jeanne Handy, At-Large Rep., 1 year remaining of 3 year term left by Claudette Ndayinhaze

**Nominating Committee**

Celine McFarquhar, 2 years remaining of 3 year term

Sheila Cook, 3 year term

**Finance Committee**

Stephanie Desrochers, co-chair

IX. Closing and Adjournment by Bruce Carver, Moderator

Motion to adjourn made by John Schaberg

Seconded by Ralph Carmona

Meeting Adjourned at 12:37 PM

Submitted by Israel Buffardi, Clerk of the Governing Board

## ANNUAL REPORT of the GOVERNING BOARD 2016 - 2017

### Officers:

President: Louise Berlin  
Vice President: Janet Robinson (Personnel Committee liaison)  
Clerk: Diane Smith  
At-Large members: 1. Austin Farrar (Chair, Finance Committee)  
2. John Schaberg (Chair, Nominating Committee)  
3. Tony Lacertosa  
4. Jeanne Handy  
*Ex officio:* Reverend Christina Sillari,

Your Governing Board has had a good year serving you, our members. The fall started with a stimulating retreat of about 30 First Parish leaders at Ferry Beach to brainstorm goals for the future of First Parish. These ideas are being incorporated with others developed over the year from many sources within the congregation.

The Governing Board (GB) dealt with issues regarding Safe Congregations, finance, fees, donations, fundraising and building rentals. It reviewed and agreed to sign a Declaration of Conscience from the UUA affirming our UU principle of the inherent worth and dignity of every person. The GB approved several new policies, reviewed and approved the new website, and voted to hire new staff. We hosted two New Members Brunches for the new folks and their families who joined our church in February and May of 2017.

This year we continued transitioning into Policy Governance. At this point we are using what we learned from Visioning Workshops consisting of over 70 people who shared their values and wishes about First Parish for the next ten years. These will be incorporated into new policies and reported to the membership in the fall. The time that members of the congregation have contributed to expressing their values and goals for the future of our church is very much appreciated.

The GB and the Trustees agreed on improving accessibility to our historic buildings. A joint Accessibility Committee was formed and is now working to find a site for an elevator that will join the three floors of the Parish House, so all the elderly and the disabled of any age may participate in the life of the church. A status report will be issued to the congregation in the fall.

Thanks to all members for their support and participation in the life of First Parish. We could not do our job without you.

If you have a question or would like feedback, please contact: Louise Berlin,  
[LouiseABerlin@gmail.com](mailto:LouiseABerlin@gmail.com) or phone (207) 518-9733.

**Report of the Board of Trustees for  
THE FIRST PARISH  
in Portland, Maine Unitarian Universalist**

May 1, 2017

*The members of the First Parish Society approved a Declaration of Trust in 1906 and designated a permanent Board of Trustees with authority to receive and hold the original funds of \$1,866.27 plus any and all other property. As a consequence, the Trustees hold the title to the Meeting House and the Parish House with all the contents, as well as the trust funds. The total amount of all trust funds currently is about \$2.4 million, of which 4-4.5% is available each fiscal year to carry out the mission below.*

**MISSION**

The Trustees are responsible for the preservation of the building and the collections, oversight of investments, major building improvements and maintenance costs. The Trustees work with the Buildings and Grounds Committee and other committees in First Parish to establish and review the projects to be undertaken.

These costs are separate from the costs of paying for staff and all church programs in the Annual Operating Budget. Portions of the trust funds are designated for support of the Sexton, the Annual Operating Budget, the Minister's Discretionary Fund, the Memorial Garden, and Faith in Action.

**RECENT PROJECTS and PRIORITIES**

The bank loan for the steeple was paid in full in March of 2017. Completed projects this fiscal year include repair to the slate roof on both the Memorial Garden side and the Parish House side of the Meeting House as well as plaster repair and painting of the affected areas inside the Meeting House. In addition, we were successful in having the first set of the front doors to the Meeting House replaced.

The Trustees have an extensive list of structural work that is needed, projects that aid in the functioning of the church, and requests that make the buildings and grounds (internal and external) more useful and appealing to members and others who use the facilities. The total of all these items is approximately \$750,000. We work to balance the priorities in each category and to have funds available for the inevitable unplanned problems that arise. Currently, we are revising the list of key priorities in each category, including the recent plans for accessibility that is ADA compliant.

**CURRENT TRUSTEES AND NOMINEE FOR 2017-2024**

Stephanie Eglinton ('18), Treasurer  
Janet Puistonen ('19), Secretary  
Stephen Jenks ('20), President  
Vincent Veligor ('21), Buildings and Grounds  
Linda Shary (22), Memorial Garden  
Charles Micoeau ('23)

The Trustees recommend the renomination of Randall Weill for a second full term ending in 2024, and ask for the congregation's vote of acceptance.

Respectfully submitted, Stephen Jenks, President

If you have a question or would like feedback, please contact:

Stephen Jenks [sjenks@zwi.net](mailto:sjenks@zwi.net)

**Trustees of First Parish  
Treasurer's Report  
July 1, 2015 - June 30, 2016 (Year End)**

**Income**

Endowment interest (MCF)	101,010.00
Steeple loan collateral interest transfer (PUB)	50,000.00
Gift toward steeple expense	4,692.29
Gift for lighting consultant	150.00
Gift toward vestibule flooring	5,000.00
Insurance, gate damage	530.00
Interest, Four Winds	200.00

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**Total Income    161,582.29**

**Expenses**

*Loan payments*

Steeple Loan payments, People's United Bank	<b>26,628.00</b>
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*First Parish operations*

First Parish - sexton salary & benefit @50%	15,663.00
First Parish - general operations	25,368.00
First Parish - Faith in Action (annual)	492.00
First Parish - Flowers (annual)	31.00
Key Bank - Mininster Disc fund (annual)	2,466.00

**subtotal    44,020.00**

*Trust expenses*

Insurance, Patriot Insurance	8,855.24
Insurance, Philadelphia Insurance	1,561.00
Sprinkler service, Portland Water District	395.69
Sprinkler inspection, Dean & Allyn	518.75
Alarm monitoring, Protection One	1,789.13
Memorial Garden, Mikki Jones-Little	2,843.00
Irrigation, Watermatic	337.00
Stormwater charge, City of Portland	288.00
Bookkeeping, DB Accounting	180.00
Organ tuning, David Wallace Co	450.00
Piano turning, Eric Peppe	100.00
Tax preparation, Honeck O'Toole	1,850.00
Clock tower maintenance, David Graf	2,000.00
Postage, USPS	51.39

**subtotal    21,219.20**

*Capital & repair expenses*

Pew removal, Rainbow Construction	2,662.42
Outside building repairs, InnerWorks Construction	15,052.30
Heating repairs, Pine State Services	1,502.54

Thermostats replaced, Pine State Services	1,012.50
Plumbing repairs, Capozza Plumbing	175.00
Folding chairs purchase	1,498.50
Steel door replacement, DSI Door Service	1,995.00
Vestibule tile flooring, Capozza Tile	11,700.00
Vestibule lamp repair, ME Architectural Ironworks	380.00
Security cameras, Night Owl	1,226.59
Sound system contribution	5,000.00
Lighting consultant, Gregg Carville	150.00

**subtotal 42,354.85**

**Total Expenses 134,222.05**

**Income - Expense** 27,360.24

	<b>12/31/2015</b>	<b>3/31/2016</b>	<b>6/30/2016</b>
Checking Account Balance	67,512.76	72,715.91	59,956.53
Steeple Loan Balance due	(33,328.66)	(26,983.86)	(20,639.06)
<b>Fund Balances</b>			
Maine Community Foundation	2,177,958.14	2,196,551.00	2,200,106.48
People's United Wealth Management	216,256.74	217,501.86	219,060.87
<b>Total</b>	<b>2,394,214.88</b>	<b>2,414,052.86</b>	<b>2,419,167.35</b>

Stephanie Eglinton, Treasurer  
9/18/2016

**Trustees of First Parish  
Treasurer's Report  
July 1, 2016 - March 31, 2017**

**Income - Q1 & Q2 & Q3**

Endowment interest (MaineCF at 4.5%)	77,310.00
Insurance payment for gate work	1,470.00
Four Directions interest	200.00
<b>Total Income</b>	<b>78,980.00</b>

**Expense - Q1 & Q2 & Q3**

***Loan payments***

Steeple Loan payments, People's United Bank **20,936.41**

***First Parish operations***

First Parish - sexton salary & benefit @50%	11,973.00
First Parish - general operations	19,822.50
First Parish - annual Flower fund	32.06

First Parish - annual FIA fund	512.20
Special Fund - annual Minister Discretionary account	2,569.06

<b>subtotal</b>	<b>34,908.82</b>
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***Trust expenses***

Insurance, Patriot Insurance	6,880.28
Insurance, Philadelphia Insurance	1,247.00
Sprinkler service, Portland Water District	306.72
Sprinkler inspection, Dean & Allyn	397.50
Memorial Garden, Mikki Jones-Little	1,642.25
Lawn care, Keystone Horticulture	402.43
Garden irrigation, Watermatic	117.00
Stormwater fee, City of Portland	432.00
Bookkeeper, DB Accounting	120.00
Tower clock maintenance, David Graf	500.00
Fire alarm inspection & monitoring, Cunningham Security	450.75
Tax forms preparation, Honeck O'Toole	1,725.00

<b>subtotal</b>	<b>14,220.93</b>
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***Capital & repair expenses***

Roof repairs, Tecta America	30,300.00
Front door replacement, MR Brewer (1/3 deposit)	7,713.20
Interior painting, Jonathan Burnham	3,805.00
Fire alarm service call & extinguishers, Dean & Allyn	623.54
Security camera monitor	100.00
Gate repair, ME Architectural Ironworks	3,000.00
Garden signs, Southpaw signs	240.00
Back door bar lock replacement, So ME Locks	493.75
Fire alarm panel replacement, Cunningham Security	1,931.49
Cleaning from vandalism, Servpro	710.00

<b>subtotal</b>	<b>48,916.98</b>
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<b>Total Expenses</b>	<b>118,983.14</b>
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<b>Income - Expense</b>	<b>-40,003.14</b>
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	<b>12/31/2016</b>	<b>3/31/2017</b>
Checking Account Balance	59,071.85	51,607.04
Steeple Loan Balance due	(7,568.62)	0.00

**Fund Balances**

Maine Community Foundation	2,220,871.48	2,332,573.89
People's United Wealth Management	226,437.68	235,377.75
<b>Total</b>	<b>2,447,309.16</b>	<b>2,567,951.64</b>

Stephanie Eglinton, Treasurer  
5/1/2017

If you have a question or would like feedback, please contact:  
Stephanie Eglinton [seglinton@maine.rr.com](mailto:seglinton@maine.rr.com)

**ANNUAL REPORT of the  
MEMORIAL GARDEN COMMITTEE  
May 10, 2017**

The Memorial Garden Committee works with the Trustees to maintain the Memorial Garden, including the budgeted funds earmarked from the Endowment to preserve First Parish's Memorial Garden.

The Committee consists of: Linda Shary, Trustee Chair, Charlie Micoleau, Carolyn Jenks, and Martha Burke. Pris Nelson resigned from the Committee this spring.

Mikki Jones-Little is contracted to perform ongoing landscape maintenance. First Parish Trustees cover Mikki's work and the cost of the sprinkler system, pruning, and other associated work.

Last season (May-November), the Committee recommended long overdue heavy pruning, dead plant removal and targeted fertilization that was undertaken by Keystone Horticulture over the course of the summer. This work had been postponed for years while other priorities for funds were attended to from the Endowment. Through a generous gift from Pris Nelson, this additional work was paid for and completed in hopes of opening up the garden to more light, more public use, and long-term health of the plantings. The Committee also hopes to foster more rental income when the Garden is used for weddings and other events.

In the hopes of discouraging cigarette butts and other debris left by visitors, the Committee commissioned three signs posted to ask visitors to respect our garden.

This Spring will see two new replacement plantings: a witch hazel and an azalea. The Committee welcomes others to join in assisting in the ongoing preservation of our garden gem, another welcoming place in the heart of the city.

Respectfully submitted, Linda Shary, Chair

If you have a question or would like feedback, please contact:  
Linda Shary [lindashary3@gmail.com](mailto:lindashary3@gmail.com)

## **REPORTS of GOVERNANCE COMMITTEES AND TEAMS**

### **ANNUAL REPORT OF THE COMMITTEE ON MINISTRY (COM)**

**May 21, 2017**

The 3 member Committee on Ministry (COM) gathers once a month during the church year with Reverend Sillari to discuss her work, professional development and relationships with the membership and staff. COM meetings sometimes deal with sensitive issues concerning church members and staff and are, therefore, not open to protect confidentiality. Last autumn, Sarah Franklin left the COM for more time with her grandchild in Vermont - replaced by Devin Green. In June 2017, after 2 two year terms of service, Angus Ferguson and Sue Veligor retire from the COM as set forth in the First Parish Bylaws. Andrew Bloom and Jenn Caswell have stepped up to ably fill their shoes.

If you have a question or would like feedback, please contact: Jen Caswell [hfcjdc@gmail.com](mailto:hfcjdc@gmail.com)

### **ANNUAL REPORT of the BUILDINGS and GROUNDS COMMITTEE**

**May 22, 2017**

As in the past the Buildings and Grounds Committee has been limited in much of what it would like to accomplish because of limited funds. However, we remain undaunted in our efforts to maintain and improve building projects that fall within our budget and member capabilities. This last year (July 2016 – June 2017) we have been able to make water damage repairs to the ceilings in one of the second floor bathrooms along with similar improvements to the RE Piano Room, also on the second floor. In addition, we have been able to repair and paint the lower back door entryway walls, ceilings and floor for a much improved appearance. More needs to be done in this area.

Our Committee has continuing concern about temporary help in the event our Sexton, Moe Blanchard, is injured or ill and cannot perform his usual duties. If you have, or know of someone who has some experience with custodial work please let this committee know so that, in the case of such an emergency, we can get in contact with you. Hopefully we won't have to do so.

The Buildings and Grounds Committee is essentially what its name says. We try to meet once or twice a month after Sunday Services and discuss the never ending projects at hand. We could use a few more members.

Present members of the Buildings and Grounds Committee are:

Ted Oldham, Moe Blanchard, Austin Farrar (financial advisor), Chris Beasley (Chair)

If you have a question or would like feedback, please contact:

Chris Beasley [rcbeasley@live.com](mailto:rcbeasley@live.com)

## ANNUAL REPORT on CHALICE GROUPS

The goal of Chalice Groups is to provide small group settings for folks at First Parish to practice right relationships and to forge strong bonds with others within our community. The Chalice group facilitators are supported with monthly meetings, including our minister and the other facilitators. The year 2016-17 was typical in that the participation ebbed and flowed. We are ending the year on a high with 7 groups, with approximately 60 participants. We have 2 women's groups, a men's group, an elder's group, 3 mixed groups, and a "travelers" group.

Respectfully submitted, Jennifer Caswell, Chalice Group coordinator

If you have a question or would like feedback, please contact: Jen Caswell [hfcjdc@gmail.com](mailto:hfcjdc@gmail.com)

## ANNUAL REPORT of THE FAITH IN ACTION (FIA) COMMITTEE

The Faith in Action Committee strives to help members and friends of First Parish UU live out their faith in ways that support the mission of our church: *to nurture the spirit, grow in community and help heal the world*. There are many, many ways to engage in this work. Join us at our monthly meetings (currently the 2nd Sunday of the month from 11:15 a.m.-12:30 p.m.) or dive into the work of one of our subcommittees.

If you have a question or would like feedback, please contact:

FIA Chair Marianne Hill [hillmarros@aol.com](mailto:hillmarros@aol.com).

### Subcommittees and Related (\*)

Black Lives Matter – *Jen McDonnell*

Climate Action Community (CAC) – *Susan Payne*

Community Dinners – *Noel DeYoung*

Community Forums – *Ralph Carmona*

Friends of Safe Harbor – *Jenn McAdoo*

Maine Unitarian Universalist State Advocacy Network\* – *Mary Ann Larson & Dan Spratt*

Portland Center for Restorative Justice – *Elizabeth Chapman*

Preble St Soup Kitchen\* – *Jeanne Najem*

Public Forums – *Ralph Carmona*

Rally4Justice – *Angus Ferguson*

Youth and Family Outreach\* - *Jen McDonnell and Jackie Oliveri*

**Share-the-Plate.** The FIA also oversees Share-the-Plate. This past year, First Parish provided a \$300 donation each month to a state or local organization whose work is furthering our mission of "nurturing the spirit, growing in community and helping to heal our world." Each share-the-plate recipient was chosen through a nominations process that was open to all First Parish members, with the final selections made by FIA at an open meeting. Recipients are listed below on pages 21-23.

**Black Lives Matter (BLM) Team – Jen McDonnell [jensmcd@gmail.com](mailto:jensmcd@gmail.com)**

Church year 2016-2017 was the second year the Black Lives Matter subcommittee was active in the congregation. We continue to support this national social justice, people of color led movement and have endeavored to keep a banner on display as public witness. During the year we facilitated discussions around race at FP. Jen McDonnell shared a sermon “Engaging on Race” in November, in February we hosted a film screening, and we helped coordinate the white supremacy teach-in on April 30th. We will continue to provide resources, learning opportunities and make community connections in the spirit of holding up the inherent worth and dignity of all people.

**Community Dinners – Noel DeYoung [noeledey@yahoo.com](mailto:noeledey@yahoo.com)**

Community dinner has been self-sustaining this year with the support of the church and community. We continue to provide a nutritious dinner free to the public. We have a diversity of people who come as guests, some from Franklin Towers, some from Bayside, some from Parkside and many other areas. The purpose of our community is to provide a welcoming environment for whoever comes through our door. Many come for the company as well as the free dinner. When we come together this way, our socio-economic differences disappear. Recently, the RE program participated in the dinner. Children made inviting signs and tablecloths, prepared flower arrangements, cooked and served. We had thirty volunteers at the dinner in April. We average 35-40 guests which is a good number for the space we are in. We give leftovers away as well as donated bread and flowers. Last month one of our volunteers donated pies for the dinner. My goal is to receive more contributions from our church community who would like to volunteer but are unable to do so on a Sunday evening. My relationships with the Portland Co-Op , Trader Joe’s , Standard Bakert and Big Sky Bakery are still active. Their contributions are welcomed with overwhelmingly heartfelt appreciation. The realization of how willing our community is to supporting our efforts is amazing! The realization of how willing and committed our volunteer community is equally amazing! I thank all who support this program.

**Climate Action Community (CAC) – Susan Payne [susan.m.payne@maine.edu](mailto:susan.m.payne@maine.edu)**

Accomplishments of the Climate Action Community (CAC) in 2016-2017. The main goals of the CAC are to promote climate-related activism among First Parish members, facilitate energy efficiency, and work with local and state climate-related organizations. Eighty First Parish members (the largest number of signatures of any organization in the state) signed the “Children’s petition” calling for climate action, for submission to Maine agencies.

Thirty four people attended a workshop on climate action by the Reverend Fred Small of Massachusetts. Twenty four postcards supporting solar power legislation were sent to state legislators. CAC members advocated for a statewide energy policy and the Portland community solar farm; started the Rally4Justice in response to the recent national election; lobbied in Augusta for climate action and solar power; participated with groups such as the Citizens Climate Lobby and the Sierra Club; and gave a sermon on the urgency of protecting future generations by addressing climate disruption.

**Community Forums – Ralph Carmona** [rcarmona@smccme.edu](mailto:rcarmona@smccme.edu)

The post-election forum in November was well-attended, with prominent speakers. See also Rally4Justice below.

**The Conversation Project** - Marge Stockford: [mstockford@maine.rr.com](mailto:mstockford@maine.rr.com)

The Conversation Project, an initiative to bring interested First Parish community members into conversation with other Mainers with divergent political views, kicked off in January. Marge Stockford and Fred van Liew conceived the idea as a response to the fall 2016 election of Donald Trump as president; they hope The Conversation Project can bridge gaps in understanding between people with different perspectives on life in America and, in so doing, move us closer to working together, despite our differences, for the good of the country and of all those who live in America.

We have held three meetings so far with attendance of up to 20 people/meeting. In these gatherings, we have learned about and practiced the talking circle technique of communicating (a tool from our restorative justice practice), we have discussed and debated the purpose of The Conversation Project and we have planned an additional talking circle training session and our first “Conversation” with the UU Church in Waterville. That session in Waterville is tentatively scheduled for September.

While we are “on hiatus” this summer, Marge is talking with Eliza Novick-Smith of the Portland Center for Restorative Justice about other directions our work will take. She hopes to report back to The Conversation Project team in the new few weeks.

**Friends of Safe Harbor – Jenn McAdoo** [jmcadoo@maine.rr.com](mailto:jmcadoo@maine.rr.com)

Meets the needs of our newest neighbors by deepening connections and providing meaningful support to immigrants trying to rebuild their lives in Portland.

Committee members continue efforts to connect First Parish to Portland's immigrant community. During the past year, much of our activity focused on providing support to the Al Zahraa Arabic School which met in the RE classrooms on Saturday and Sunday afternoons. The school celebrated their one-year anniversary at First Parish in January. Among the highlights that occurred this year were three highly successful community dinners that helped build relationships between the First Parish and school communities. The teachers hosted the first two dinners -- one following Ramadan and another on the anniversary of the death of Imam Hussain - - and committee members hosted another spring celebration. Throughout the year, Al Zahraa also explored formalizing as a nonprofit. Jenn McAdoo served as a facilitator and Sue Lippert served on the board as a liaison from First Parish. Due to scheduling and other issues, Al Zahraa leaders have decided to stop meeting for the summer and will re-examine opportunities for the fall. However, the families who attended Al Zahraa remain grateful for the hospitality and support First Parish provided to the Arabic community. Committee members also have explored other ways to support the immigrant community from making First Parish more visibly welcoming with signage to investigating other community efforts, deepening the intercultural competency of members and learning about the sanctuary movement. Jenn McAdoo also served as guest preacher on April 23<sup>rd</sup> with a sermon titled *Rerooted* and continues to represent First Parish on the Welcoming Immigrants Network and Maine Immigrant Rights Coalition. Friends of Safe Harbor meets at the church on the 3<sup>rd</sup> Wednesday of the month from 6:30-8 p.m. and meetings are open to all.

For more information, please contact Jenn McAdoo at [mcadoo.jenn@gmail.com](mailto:mcadoo.jenn@gmail.com)

**The Maine Unitarian Universalist State Advocacy Network – Mary Ann Larson and Dan Spratt** [larsonma47@gmail.com](mailto:larsonma47@gmail.com), [SPRATTD@mmc.org](mailto:SPRATTD@mmc.org)

MUUSAN's (Maine Unitarian Universalist State Advocacy Network) membership has continued to grow, with our meetings now attracting 45-50 UUs from all over the state, coming together to **advocate for our principles in the public arena**. We have added "Immigrant and Racial Justice" as another issue group, joining Healthcare for All, Climate Change and Restoring Democracy as our areas of focus in helping to heal the world. We meet every other month, beginning in January each year, at the UU Community Church in Augusta. *We're growing our skills in informed advocacy towards a more just society*. For more information check out our website and Facebook page at [muusan.org](http://muusan.org), or reach out to Mary Ann Larson [larsonma47@gmail.com](mailto:larsonma47@gmail.com) or Dan Spratt [SPRATTD@mmc.org](mailto:SPRATTD@mmc.org)

**Native American Ally Committee – Carin Seadler** [itsbetterinmaine@gmail.com](mailto:itsbetterinmaine@gmail.com)

This is currently a temporary committee set up to prepare for a day-long workshop that will be facilitated by REACH, the Maine Wabanaki community outreach organization. The workshop will educate attendees and prepare them for advocacy work with Native Americans.

**The Portland Center for Restorative Justice – Elizabeth Chapman** [eliza.chapman177@gmail.com](mailto:eliza.chapman177@gmail.com)

The Center is an all-volunteer initiative, started by First Parish in 2011. Our primary mission is to support youth in the Greater Portland area who are at risk of getting enmeshed in the criminal justice system.

PCRJ has conducted 4 dialogues between young offenders and the member of the community harmed; one of us was chosen to facilitate the Black Lives Matter protestor circle which the Cumberland County DA's office ordered; we've conducted monthly restorative justice training circles at the Bayside Learning Community School; one of us has drafted and presented a proposed amendment for the Cape Elizabeth Town Council and School Committee which says the town and the school will not tolerate mistreatment of or discrimination against people of color or different ethnic or racial origins; two of us are participating a Dept. of Corrections collaborative of restorative practitioners to create restorative justice guide lines for the State.

**Preble Street Soup Kitchen – Jeanne Najem** [jnajemy@smccme.edu](mailto:jnajemy@smccme.edu)

First Parish Portland teams with Allen Avenue UU once each month in staffing an evening meal at Preble Street Soup Kitchen. The soup kitchen serves over one million meals a year to Portland's neediest inhabitants. Recruiting for volunteers has been ongoing through the church year, but the group has not expanded beyond its initial size of three. Allen Avenue supplies many more volunteers, so the evening is generally well staffed, but there is a need for more volunteers.

**Rally4Justice – Angus Ferguson** [angus@angusferguson.com](mailto:angus@angusferguson.com)

Formed after the 2016 elections, RALLY 4 JUSTICE (R4J) mobilizes events at First Parish to work for social justice and oppose hate, racism, sexism, economic inequality and government by and for the wealthy few and big corporations. Our first forum on January 21<sup>st</sup> brought almost 200 people into our historic Meeting House to hear from three Maine Legislators and speakers

on Immigrant Rights, Healthcare as a Human Right, Environmental Protection, Economic Inequality and Civil Liberties. The second R4J gathering in February focused in on racism and healthcare followed by small group discussions. Volunteers stepped up to help with email list, social media and event planning at the R4J Organizational Dinner in March. We worked with March On to organize joint Tax Day events on April 15<sup>th</sup>, participating in a rally in front of Portland City Hall calling for President Trump to release his tax returns – followed by post-card signing, refreshments and networking in the Parish Hall. This *Stamp Out Tax Injustice* after-event generated over 200 handwritten communications mailed to elected officials in Washington and Augusta, calling for fair taxation and federal and state budget reform. For more information, contact R4J Co-Coordinator Angus Ferguson [angus@rally4justice.com](mailto:angus@rally4justice.com), Kris Minister [krisminister@me.com](mailto:krisminister@me.com) or John Schaberg [johnschaberg@outlook.com](mailto:johnschaberg@outlook.com); or check us out [rally4justice.com](http://rally4justice.com) [www.facebook.com/rally4justice.me](http://www.facebook.com/rally4justice.me) and [twitter.com/rally4justiceme](https://twitter.com/rally4justiceme)

**Youth and Family Outreach – Jen McDonnell [jensmcd@gmail.com](mailto:jensmcd@gmail.com)**

Since its origins in 1844 as a community outreach mission of the Portland Ministries at Large, Youth and Family Outreach has had a rich, unwavering history of serving the children and families of Portland who are most in need. Beginning in 1853 with the establishment of Maine's first adult education school, the agency has risen to meet critical community needs of the time. Throughout the past 165+ years, some of these community needs included: the Pride Training School for developmentally delayed children and the Beacon Teen Center for homeless youth. All of this was initially made possible through the generosity of Mary Deering Preble who donated to the Portland Ministry and First Parish Society of Portland the land for the construction of a chapel. The only condition was that this facility, which was completed in 1852, would always serve the needs of the needs of the community. That same mission continues on Madame Preble's land to this day.

Today, Youth and Family Outreach offers an early care and education program for nearly 60 young children and provides rewarding employment for over 15 staff. The Program is licensed and nationally accredited by the National Association for the Education of Young Children (NAEYC). Services are rendered primarily to low income and young families with children 6 weeks to five years of age. Camelia Babson-Haley serves as the Executive Director.

YFO is funded by the United Way of Greater Portland, the City of Portland, the USDA, DHHS and other state subsidies, grants from charitable foundations and fundraising. Giving to YFO is one of the best ways to support this Faith in Action program. YFO is celebrating 30 years of service to children and families of Greater Portland. Please join us at our celebration on September 14, 2017.

**2017 Accomplishments:**

Maintained accreditation with the National Association for the Education of Young Children.

Maintained Level 4 status on Maine's Quality Rating System for child care providers

Awarded a collaborative grant with Catherine Morrill Day Nursery from the City of Portland to offer interim scholarships to families facing unforeseen challenges.

Continued a community-based public pre-k classroom in Portland.

Participated in the planning and execution of “Starting Strong Day”. The third annual festival to promote school readiness.

Community collaborations: Youth and Family Outreach has many partners throughout Greater Portland. This past year we were fortunate to reconnect with some First Parish members who have been volunteering their time with us here at YFO. One comes to help in our infant room three days a week and her husband is assisting us with a construction project that we will embark on in the next year.

Portland ConnectEd: This is the City of Portland’s Cradle to Career consortium and work plan for Portland. Funders, stakeholders and professionals have joined forces and are working hard to develop strategies for improving the number of children who graduate from high school and continue on to higher education. YFO’s Director sits on the sub-committee ‘Starting Strong’. This group targets work for 0-8years of age. In the past year, work groups have developed to target Attendance rates and School Readiness. YFO staff participate in each of these groups.

YFO Board of Trustees: The First Parish Bylaws call for the “official” election and/or endorsement of YFO Board members by the First Parish Unitarian Universalist Society. This “endorsement” is meant to happen at the FP Annual Meeting. With this in mind, YFO Board Members require a pro forma endorsement. Currently serving on the board, their roles and terms are:

Tom Marczak, President February 2015 – February 2018  
Amy Pulaski, Vice President February 2016 – February 2019  
Wade Gallon, Treasurer June 2015 – June 2018  
Marin Weiner, Secretary August 2015 – August 2018  
Peter Lacy February 2016 – February 2019  
Jennifer McDonnell June 2015 – June 2018 (Member of First Parish)  
Metta Morton February 2016 – February 2019  
Owen Patrick August 2015 – August 2018  
Jodelle Austin September 2016 - September 2019

YFO is currently in search of additional board members, particularly those with experience in Development. See Jen McDonnell ([jensmcd@gmail.com](mailto:jensmcd@gmail.com)) or Jackie Oliveri for more information or visit <http://www.yfoutreach.org/home.html>

### **Share-the-Plate Recipients for the 2016-17 Church Year**

#### *1. Maine Immigrant Rights Coalition*

MIRC strives to improve the legal, social and economic conditions experienced by Maine’s immigrants---enhancing their lives and strengthening Maine----through advocacy, information sharing

and fostering collaboration among member organizations.

*2. Project Feed*

Provides supplemental nutritional support to those in need and is consistent with our mission by nurturing the spirit, growing in community and helping to heal the world.

*3. ChiME—The Chaplaincy Institute of Maine*

ChiME educates and ordains interfaith leaders who serve with integrity, spiritual presence and prophetic voice. ChiME graduates serve as chaplains in over 70 organizations such as hospice centers, prisons, homeless shelters and other places where people need spiritual support.

*4. Speak About It*

Promotes awareness of healthy sexual choices, advocates for consent, and strives to prevent sexual violence through inclusive performance-based education, discussion facilitation and provision of resources. In so doing, it strengthens and heals communities.

*5. Youth and Family Outreach*

YFO creates opportunities that support learning and enhance the quality of life for children, teens and families in greater Portland, with a focus on disadvantaged children.

*6. MUUSAN (Maine Unitarian Universalist State Advocacy Network)*

MUUSAN is a statewide advocacy and public policy network anchored in our UU faith that seeks to bring together and amplify the voices of UUs from around the state to insure that UU values are part of the conversations related to the formation of public policy.

*7. “Rise and Shine” Youth Retreat*

The youth retreat is consistent with FP’s mission because it creates mindful spaces for teen girls to play, dream and connect. This happens in an intentionally multicultural space that provides leadership training and teaches self care skills to young women.

*8. Maine Council of Churches*

Seeks common ground, working for the common good. Advocating for civility and respect this election year.

*9. Southern Maine Workers Center* is a nonprofit committed to creating a grassroots, people-powered movement that improves the lives, working conditions and terms of employment for working and poor people in Maine.

10. *Maine – REACH* is the community outreach arm of the Wabanaki in Maine. REACH (Reconciliation, Engagement, Advocacy, Change and Healing) "engages Maine people to acknowledge the full truth of the past, embrace the full truth of the present and commit to creating a just future, no matter what obstacles are in our path." They will facilitate a workshop at FP.

## **ANNUAL REPORT of the First Parish LIBRARY COMMITTEE** **May 2017**

The Library is regularly used, with books being borrowed and returned. A number of books were donated this past year and await evaluation as to their suitability for the Library. We purchased a few relevant books, and stayed within our budget.

The two areas with bookcases, in the Library alcove, and against the wall in the Parish Hall, are fairly popular places during the Coffee Hour for a visitor or newcomer, or a person who is alone, to stand and occupy themselves. We keep an eye on those places so as to offer help with the library, but also to make conversation if a person is standing there alone. Church members who are looking for visitors or new people to greet, or for people who are standing alone, might also check those library areas during the Coffee Hour.

Janet Robinson, Evy Newlyn - Co-chairs

If you have a question or would like feedback,

please contact: [enewlyn@brockport.edu](mailto:enewlyn@brockport.edu) , [jrobinson@woodardcurran.com](mailto:jrobinson@woodardcurran.com)

## **ANNUAL REPORT of the MEMBERSHIP TEAM**

### *Membership Team's Mission Statement:*

*The Membership Team of First Parish is committed to the recruitment and retention of new members and in collaboration with other Committees, promoting integration and friendship within the Congregation for all members.*

Our new Membership Coordinator, Sheila Sullivan, has brought creative energy, vision and organization to the Team. The Team also has new members: Emily Adair, Larry Larson and Joan Stanton in addition to returning members Casey Gilbert and Ellie Speh. We are looking to recruit new members to the Team in the new church year.

The Team has accomplished a lot this church year and has ambitious plans for next year as well:

- 65 people attended Newcomer Coffees between Sept-May. We fine tuned the message and the handouts and followed up with attendees.
- 41 New Members joined this church year. A New Member Mixer (to be retitled "Membership Mingle") will be held in June. We will also conduct a survey to gauge newcomers' perceptions of First Parish before and after joining the church.
- In collaboration with the Welcoming Team, we established the church calendar of events for the remainder of this year and plans for next year and responsibility for each. We will

help find volunteers for special events such as the end of the year picnic and decorating the Meeting House & Tree for the Holidays.

We are creating a volunteer donation form so we can more accurately track expenditures for each event.

- The Yellow Mug Initiative continues to be a success and has the added advantage of encouraging the entire congregation to seek out visitors and make them feel welcomed.
- The new color brochure with lots of photos is becoming a reality thanks to the talents of Sheila, Emily and Casey. We will make these available to visitors and at recruitment opportunities like the Farmers' Market.
- In an effort to make young families feel welcome, a chest holding donated toys for kids to use during fellowship time after services has been placed in the Parish Hall. It will be placed outside with more outdoor appropriate toys for warmer weather.
- We will again designate November as Welcoming Month, coordinating this effort with the Worship Committee
- We will assist FIA with the Community Engagement Fair in October.

We will draft an all member survey to be sent out in the fall to gauge what members feel is working, what needs improving and what things they'd like to see initiated.

If you have a question or would like feedback, please contact: Ellie Speh [elliespeh@yahoo.com](mailto:elliespeh@yahoo.com)

### **ANNUAL REPORT of the MUSIC COMMITTEE**

**May 26, 2017**

Just before Christmas, Mark Rossnagel announced he was vacating his post as Music Director at the end of January. The Personnel Committee and the Music Director Interview Team hastily posted an ad in early January and Scott Wheatley was hired as Interim Music Director, giving the Personnel Committee, with input from the Music Committee, time to plan for a permanent search. With three candidates applying for the permanent position, Scott Wheatley was clearly the stand-out and was hired as the Music Director in May, a move enthusiastically endorsed by the choir.

The Music Committee with Scott will now go forward with planning next year's Concert Series. In addition, Mr. Wheatley will be collaborating with the Portland Conservatory of Music for the Thursday Noon-time Concerts.

The Music Committee is comprised of Jan Berlin, as chair, Deena Hastings, Elizabeth Chapman and Scott Wheatley, as an ex-officio member.

If you have a question or would like feedback, please contact: Jan Berlin [ajanberlin@gmail.com](mailto:ajanberlin@gmail.com)

### **ANNUAL REPORT of the PAGEANT COMMITTEE**

**2016/2017**

The 90<sup>th</sup> annual candlelight Vespers Service and Nativity Pageant was celebrated on December 18, 2016. Rev. Jill Job Saxby, former First Parish Associate Minister from 1995-2001 officiated; Rev. Christina Sillari welcomed the congregation to the service. During the final tableau, a professional photograph was taken by Robert Rosen of AppleLedge Photography to use for

future publicity and for a historical record. It was very exciting this year to have a front page feature story about the Pageant in the *Portland Press Herald*. A newspaper reporter and photographer attended the rehearsal and the service, interviewing participants and documenting the process of presenting this special event. The committee has begun working with the Maine Historical Society to research and document the history of some of the special costume fabrics. Their textile experts were impressed with the level of preservation that we have been able to provide thus far. A long-handled candle lighter/snuffer was purchased for easier and safer reach to the candles that replace the lightbulbs in the wall sconces. Several new faces to First Parish participated in the preparation and presentation of the Pageant. It is a wonderful way to become involved in a short-term project at our church and to meet other members of our congregation. Since the Pageant, several of these new friends have now joined the church as members. Future plans include a fundraising project with the pageant photograph, the purchase of archival quality boxes for costume storage, and the purchase of another long-handled candle lighter/snuffer for use at the Pageant and other services.

Please join us for the 91<sup>st</sup> Vespers Service and Nativity Pageant at 5pm on Sunday, December 17, 2017.

Thank you to the dedicated committee members who organize this special service and to the over 100 people who participated in the cast, crew, and choir.

Laurie Hasty (Committee Chair), Linda Blue (Heavenly Hostess), Bette Brunswick (Costume Mistress), Nancy Chard (Director), Jason Shedlock (Publicity)

If you have a question or would like feedback, please contact: Laurie Hasty [laurie@maine.rr.com](mailto:laurie@maine.rr.com)

### **ANNUAL REPORT of the PASTORAL CARE TEAM**

Members: Judy Micoleau (chair), Wendy Stanley, Jeanne Mullen, Anne Heminway, Sally Oldham

The Pastoral Care Team tends to the pastoral care and wellness needs of the members of First Parish. We meet monthly. We have been actively providing care to over 60 members this church year. We make phone calls, send cards, offer rides to church, and visit members in hospitals, assisted living centers, and their homes. We keep in touch with our homebound members by regular visits, holiday cards, and sending sermons and bulletins from Sunday services. We are currently working on creating a list of older members birthdays so we can send them a birthday card. We keep track of members in need. We are present for worship during the sharing of joys, sorrows, celebrations, and life events and make an effort to follow up with folks. Reverend Christina counsels members in her office offering them active listening, tools for health and well being, and guides them to seek appropriate health care practitioners when needed. The team also supports members in the dying process and helps facilitate celebrations of life and memorial services.

If you have a question or would like feedback, please contact: [judymicoleau299@gmail.com](mailto:judymicoleau299@gmail.com)

## ANNUAL REPORT of the PERSONNEL COMMITTEE

The Personnel Committee (PC) consists of: Richard Burbank, Bruce Carver, Jamie Jarvis, Janet Robinson (representing the Governing Board), and Beth Schultz, Chair. Cindy Collins, due to health concerns, stepped down from the committee, and Bruce Carver graciously agreed to fill her spot. Thank you, Bruce! We definitely miss Cindy's clear thinking and extensive knowledge base. Rev. Sillari continues to share staff reports, evaluations, and concerns with us.

The Personnel Committee has addressed the following this year:

- **Orientation and hiring of new staff:** Steve Moore joined the staff as Office Administrator in May 2016. Sheila Sullivan was hired as Membership Coordinator in October 2016. When Mark Rossnagel resigned as Music Director December 2016, an interview team was formed and recommended that Scott Wheatley be hired as the interim Music Director. The search for a permanent Music Director took place this spring, and we are delighted that Scott has now officially become First Parish's Music Director.
- **Procedure for Hiring Staff at First Parish Portland:** In order to reduce uncertainty and inconsistency regarding the hiring of staff, the PC created a list of steps to use. It includes writing the job description, determining pay range and hours worked, advertising, interviewing, recommending, finalizing offer, and approving the final candidate.
- **Liaison Structure:** During Rev. Sillari's Sabbatical, each PC member paired up and supported a different staff member. The liaison structure continued during 2016 and into part of 2017. In March 2017, the Personnel Committee decided to modify the liaison structure and change it to "Personnel Committee (PC) Contact."
- **Personnel Policy Manual:** The PC continues to review and update the Manual to ensure that it reflects best practices in human resources and development.
- **Budget:** The PC collaborates with Christina and the Finance Committee to gather information regarding appropriate pay ranges and benefits for our staff. The PC relies on charts and policies, such as the Salary Recommendations Geo Index 2 and the Fair Compensation Guidelines, developed by the UUA.
- **Health Insurance:** Given the uncertainty regarding the future of the Affordable Health Care Act, the PC recognizes the need to address this important issue again. The UUA has developed guidelines and expectations for churches; however, implementing them will be an ongoing challenge for First Parish.

Because this is my final year of my tenure on the PC, I will be leaving at the end of June 2017. It has been an honor and privilege to serve First Parish in this capacity. Not only have I learned a lot about how the church operates, but I also have discovered a renewed appreciation for the hard work and dedication of First Parish's employees and its many volunteers.

Submitted by: Beth Schultz

If you have a question or would like feedback, please contact: [bschultzmaine@gmail.com](mailto:bschultzmaine@gmail.com)

## **ANNUAL REPORT of the PROGRAM COUNCIL COMMITTEE**

The PCC covenant begins with: The Program Council Committee (PCC) supports the mission of our congregation by maintaining contact with the other First Parish committees, offering to support them in their work and communicating their activities to the church leadership.

This year, the PCC conducted regular meetings and facilitated three Program Councils where First Parish committee chairs, leaders, and staff discussed progress towards our collective efforts. Next year we will continue direct communication with all committees in order to build a more efficient flow of information, problem-solving support, and success in the individual committee goals and overall First Parish mission. Sincere thanks for all of the dedicated work of the many committee chairs and congregants.

The PCC members are: Robert Moldaver (chair), Sue Lippert, Leslie Runser, and Peter Eglinton. If you have a question or would like feedback, please contact: [rmoldave@maine.rr.com](mailto:rmoldave@maine.rr.com)

## **ANNUAL REPORT of the COMMITTEE to MAKE the CHURCH PUBLIC SPACES APPEALING**

This committee works to make the church's physical spaces appealing and welcoming.

This year the committee:

- Kept the front doors of the church seasonally decorated.
- At Christmas: purchased, setup, and organized the decorating of the Christmas Tree in the Parish Hall.
- Also at Christmas, worked with the help of volunteers for "The Greening of the Meeting House", making large greens arrangements for the church balcony, and decorating the pulpit.
- Purchased an electric firelog for the Parish Hall fireplace.

If you enjoy "decorating", please join Lynne Beasley in these endeavors!

If you have a question or would like feedback, please contact: [lynnebeasley1@msn.com](mailto:lynnebeasley1@msn.com)

## **ANNUAL REPORT of THE RELIGIOUS EXPLORATION COMMITTEE**

This year has seen new leadership for the RE Committee (Lisa Page and Andrew Bloom) and for the Director of RE (Toben Cooney-Callanan). The committee also recruited three new members to replace outgoing members. Our updated committee has worked well together. We have continued to see growing numbers of children, especially in the younger classes, and we have a solid roster of committed teachers. We offered a K-1 class of OWL, taught by committee member Angela Blier. We have had and continue to have fruitful discussions regarding RE programming, communication, greeting new families, registration, security, and recruiting volunteers. We have moved forward on many of these issues and look forward to another productive year.

Respectfully submitted, Lisa Page, RE Chair

If you have a question or would like feedback, please contact: [lisapage11@yahoo.com](mailto:lisapage11@yahoo.com)



## ANNUAL REPORT of the STEWARDSHIP TEAM

Stewardship Team – Bill Adams, Matt Caston, Arne Gronningsater, Jane Schaberg, Stephanie Desrochers, Chris & Ellie Speh, Tom Crane, Kris Minister and Marlies Reppenhagen (6 new members this year).

This year we set a goal of \$200,000 in pledges. As of this writing we have collected \$195,791 from 182 households for 97.9% of our goal. This is truly an outstanding accomplishment of which we should all be proud!

Highlights of this year's campaign:

- Pledges rose from \$178,000 last year to \$195,791 this year (\$17,791 increase).
- The number of households who pledged rose from 161 last year to 182 this year – 13% increase.
- We had an 84% response rate from households who received a pledge packet in the mail.
- 30 new households pledged this year.
- We introduced our new on-line pledge system this year and 41 households used it to make their pledge.
- We wrapped up the campaign 3 full months ahead of last year's schedule – (It was July 1st, 2016 before we reached 161 pledging units with pledges totaling \$178,000).
- Our Telethon efforts generated \$20,680 from 17 households.
- On Stewardship Sunday, we collected 56 pledges which jump started the campaign for us.
- We kicked off the campaign on Sunday March 5th and closed it on Sunday, March 19th – record time to complete!

On Sunday, March 26th, we held our Stewardship “Thank You Brunch” celebrating the official wrap-up of this year's Stewardship campaign. By all accounts – it was a huge success. All who stayed after the service were treated to a breakfast truly suited for Super Heroes. Many thanks to Stone McFarquhar, the Men's Chalice Group and Moe Blanchard – we couldn't have done this without their help.

Thank you to all who helped make this year's campaign a huge success!

If you have a question or would like feedback,

please contact: Bill Adams [wadams5071@gmail.com](mailto:wadams5071@gmail.com)

## **ANNUAL REPORT of the WELCOMING TEAM**

The Welcome Team is responsible for:

1. Coffee Hour- To provide a safe, comfortable & welcoming environment for members, friends & guests. We provide the coffee set-up but not the treats; these are provided by whoever wishes to do so. We focus on food/kitchen sanitation & safety.
2. Flowers- A sign-up poster is in the Parish House where people can donate flowers. If they want to dedicate them they need to contact the office.

We are in need of new members. Currently we have 4 members, two of whom are also choir members and one who is a part-time snow-bird.

If you have a question or would like feedback,  
please contact: Linda Blue [bluelindac@yahoo.com](mailto:bluelindac@yahoo.com)

## **ANNUAL REPORT of the WORSHIP COMMITTEE**

*Our Covenant: We pledge to be present, honest, accountable, and loving in our communications with each other, to assume each other's best intentions, to listen attentively, and to ensure that each voice is heard. We respect diversity of opinion, value creativity, and are united in both friendship and our shared mission: to serve the worship needs of our community.*

The Worship Committee, in collaboration with Reverend Christina Sillari, develops, presents, and supports consistently high-quality worship services, while being flexible and responsive to the needs of our congregation and the association. Our goal is to make worship at our church welcoming, accessible, uplifting, and relevant to the lives of everyone seeking a spiritual home with us. The committee is also responsible for organizing and overseeing the summer services. The worship committee this past year has been extremely blessed to have Mary Wheeler, Gary Desrochers, Sammy Reigel-Burbank, Laurie Hasty, and Dirane Kelekyan on the team. These are all generous people who worked hard to meet the mission of our church by providing high quality services.

In addition to working with and supporting Christina in her theme-based ministry in Sunday services from September through June, the committee also was responsible for 15 lay-led services and 5 summer services.

We continue to work in concert with music, RE, and Membership to best coordinate our collective efforts to create the best Sunday service experience possible. With support from Steve our church administrator, and past worship member Tori Lillie, the Wayside Pulpit has continued with inspiring messages.

On behalf of the Worship Committee, we are grateful to all the people who have agreed to support the mission of the church during the summer months and those who have shared their ministry during the church year from the pulpit during lay-led services. We also thank Laurie Hasty, whose role chairing the Pageant brought us our 90<sup>th</sup> anniversary of that tradition. In addition, although not currently under the responsibility of the worship committee, we acknowledge and are grateful for the on-going work of Mary Gelfand and Mark Gallup in offering the congregation the opportunity to celebrate the solar holidays.

Respectfully submitted, Jennifer DeWilde Caswell—Chair Worship Committee

If you have a question or would like feedback, please contact: [hfcjdc@gmail.com](mailto:hfcjdc@gmail.com)

## STAFF REPORTS

### ANNUAL REPORT of the MINISTER

**Dear members of First Parish,**

It is an honor and a privilege to serve this congregation. I love First Parish and I love all of you. In our seven years together we have done some very good ministry both inside and outside the walls of our church. I appreciate you so much...your fearless leadership, your passion for justice, your care for one another, your openness to new ideas and experiences, your generous stewardship, and your desire to change and grow. Thank you for your commitment to this faith tradition and to this congregation.

This church year I returned to my ministry at First Parish in August refreshed and fulfilled from my four month sabbatical (March-June 2016) which included a month alone on the Adirondacks, two months at home being a mom, and one month in Europe with my husband. Thank you to all of the leaders and staff who made my sabbatical possible.

I continue to hire, supervise, support and evaluate staff with the guidance of the Personnel Committee. This year we had a number of staff transitions including the membership coordinator and the music director.

Committee work at First Parish is the life and breath of this congregation. I give time and energy to committees that are in direct need of the minister's input and support. This year I have devoted my attention to Pastoral Care, Personnel, Membership and Finance.

There has been an increase in **pastoral care** needs this year most likely because our membership is growing and because people were disoriented from the presidential election. I continue to visit some of our older members in their homes which brings me great joy. One member died this year: Brownie Wheeler, an amazing man and dedicated member of First Parish.

**Worship** continues to go well. Attendance on Sunday mornings has increased. We have explored using alternative worship elements including movement, rituals, dialogue, music and simply shaking up the normal flow. We attempt to create balance between justice and spirituality through theme based ministry. The worship committee is instrumental in assisting me to create and implement worship services and has done a superb job crafting worship on the Sundays I am not in the pulpit.

Over forty members have joined First Parish this year and a number of former members have reinstated their membership. We truly are a growing congregation. We should all be proud!

The plans to make First Parish accessible is underway. I am so excited! This is monumental in the life of our congregation. Much gratitude to our president Louise Berlin and member Ted Oldham for leading this project and the team of folks who are working with them.

I am proud to share **The Reverend Leela Sinha**, our community minister, who we have been guiding and supporting in her ministry, has been granted Final Fellowship this year by the UUA.

**Faith in Action (FIA)** is a strong part of the life of First Parish. The justice work being done by the many FIA teams is powerful and relevant. People are coming to First Parish because of how we put our values into action in the local community and the world. Although I cannot be involved with every FIA team, I appreciate and support all of your efforts. You are all doing great ministry and creating opportunities for people to put their faith into action. Special thanks to Angus Ferguson for creating the Justice Rallies, Jenn McAdoo for her revitalization of Safe Harbor, and Marge Stockford for initiating the Conversation Project. I try to answer the immediate call to justice from the UUA which often intersects with the work we are doing in our congregation. This year I answered the clergy call to Standing Rock as well as the congregational call to stand on the side of love with immigrants and people of color through exploration of sanctuary and white supremacy. During the next church year we will explore becoming a sanctuary church in collaboration with other UU congregations in Maine. We will also continue our work in dismantling racism and making our congregation more welcoming to people of color. This year, thanks to Mary Ann Larson, our work with the MUUSAN (Maine UU Advocacy Network), has deepened. MUUSAN has added a fourth issue group to their advocacy work: “Immigrant, Racial and Indigenous Justice” which I will be co-leading. You may be thinking: how does she have time for this? Well, this is my last year serving on the UUA Commission for Social Witness. I am simply replacing my work on the CSW with the work of MUUSAN. As we move forward in our justice work next year, it is important to pay attention to the very different needs in our congregation. Some of you want more faith in action and more worship services devoted to justice and some of you want more inner growth and worship services dedicated to spirituality. I am committed to making space for both!

**I love teaching.** This year I have led or helped lead the following Religious Exploration classes:

- Sound Healing Workshops
- Death, Dying and Beyond Class
- Coming of Age Program
- Two Movement Classes
- Race the Power of Illusion film and discussion
- Defying the Nazis: The Sharps’ War film and discussion
- Two New to UU Classes

There is quite a bit of work, training, and ministry I do within our association and our greater community. Below are lists of some of that work.

### **UUA/UUMA Work**

- Attended the International Council of Unitarian Universalists Meeting in Holland
- Served on the Commission on Social Witness of the UUA
- Facilitator in the UUMA Program “Where Leads Our Call” (New York District Ministers)
- Participated in clergy call to Standing Rock, North Dakota
- Attended The UUA New England Regional Assembly
- Attended MUUSAN Annual Meeting
- Web meetings and trainings on Sanctuary and White Supremacy
- Will attend UUA General Assembly in New Orleans

### **Professional Development**

- University of Southern Maine Professional Development Programs:  
Multicultural Competency in the Workplace  
Certificate Cohort in Supervision
- Working with a coach/consultant from the Pastoral Excellence In Ministry Network
- Death and Dying Shamanic Training
- Attended Active Shooter Training with Homeland Security
- Will attend Anti-Racism Training in New Orleans

### **Community Work**

- speaking at and attending various rallies and marches
- Equality Maine Board member
- work with Abbey of Hope meetings and dinner dialogues
- Interfaith Clergy Group
- Arabic School

**I look forward to entering another year of ministry with you. As always, I welcome your suggestions and feedback on my ministry and leadership.**

**In loving service, Reverend Christina Sillari**

If you have a question or would like feedback, please contact: [cmsillari@gmail.com](mailto:cmsillari@gmail.com)

## **ANNUAL REPORT of the CONGREGATIONAL ADMINISTRATOR**

It has been a great privilege to serve this Congregation over the past year. The office has been a very busy place as I have supported the work of this Congregation, its members, staff, committees and volunteers. Getting to know so many of you has been a great pleasure and I take much pride in being a part of such a vibrant, active and engaged spiritual community. With best wishes and hopes for the future and coming year, Steven Moore  
If you have a question or would like feedback, please contact: [office@firstparishportland.org](mailto:office@firstparishportland.org)

## **ANNUAL REPORT of the DIRECTOR of RELIGIOUS EXPLORATION**

This year the RE Program tried a new approach to RE Sunday. Instead of picking a theme at the end of the year as we had done last year, we chose a theme in August and expanded on the concept throughout the year during Children's Chapel. In keeping with the previous DRE's efforts to help the children be a visible part of the congregation and that they participate in Faith In Action efforts, we teamed up with other service committees for our service projects throughout the year. This culminated in our final all class service project through which we teamed up to help out with the April Community Dinner. Our participation was well received and we are planning to make this an annual or biannual event for RE.

I've attended two Renaissance Modules so far: UU Identity and Faith Development. Both were impactful and informative. I plan to integrate what I learned into the RE Program over the next year and will be attending at least two more in the upcoming year.

We held the K/1 OWL class this year and will be offering 4/5 and 7-9 OWL next year. We will need at least two more trained OWL facilitators and I have reached out to Jane Dettweiler who does the trainings to see if we can bring one to Portland. I would also like to try to bring the Young Adult OWL Program to First Parish next year. I have begun conversations with Christina around this.

The Coming of Age Youth put on an incredible service this winter before moving into the Youth Group. The existing Group Members, under the guidance of the Youth Advisor were gracious and welcoming.

If you have a question or would like feedback, please contact:  
Toben Cooney-Callnan, DRE [dre@firstparishportland.org](mailto:dre@firstparishportland.org)

## **ANNUAL REPORT of the MEMBERSHIP COORDINATOR**

It's been an exciting six month's as the new Membership Coordinator for First Parish. I've been lucky to work with smart, hard-working people on both the Membership and Welcoming Teams. Many thanks to Ellie Speh for her thorough Membership Report. I take it as a very good sign that 41 fantastic people decided to join the church this year! In addition to all the numbers Ellie reported, we held our two Membership classes (New to UU & Path to Membership) in both the

fall and spring. A total of 24 people attended the New to UU classes, and 30 people attended the Path to Membership Classes.

My vision for Membership at First Parish includes the following:

- Functioning, up-to-date systems that make it easy for newcomers to find out what is going on at First Parish. These systems include our online presence (website, Facebook & Instagram), as well as our Sunday morning experience (events bulletin board, monthly flyers, easy-to-read bulletin, etc.)
- Mentoring program which matches New Members with longer-term members for two-year cycles. These mentoring relationships would serve to provide a special personal connection, as well as another resource for how to get involved at First Parish.
- Up-to-date Membership List with contact information, fed from our ICON database, which Members and church leaders could access with a password.
- Balance of events and opportunities to get involved between social justice work, adult Religious Exploration classes and social, community building events.
- Creative collaboration with the DRE on public events for families, to raise exposure of FP to this group.
- Continuing to build strong internal systems to ensure the work of the Church is spread evenly amongst a wide group of people, to avoid burn-out.
- Striving for a faith community where all members feel connected, appreciated, involved and welcomed.

If you have a question or would like feedback,

please contact: Sheila Sullivan [membership@firstparishportland.org](mailto:membership@firstparishportland.org)

### **ANNUAL REPORT of the MUSIC DIRECTOR**

I began as Interim Music Director on February 1, 2017, replacing the popular former Music Director, Mark Rossnagel. My biggest challenge was to keep the continuity of the music portion of the Sunday services seamless through this transition. The choir has grown in members and I've presented a variety of music and styles, as well as working with the children's choir. In moving forward into next year, as I transition from Interim Music Director to the Full Time Music Director, I hope to continue growing the music program both at First Parish and in the community at large, tapping into the vast talent, diversity and generosity of our members, through expanded Sunday morning offerings, concert series presentations and community education.

If you have a question or would like feedback, please contact:

Scott Wheatley, Music Director [musicdirector@firstparishportland.org](mailto:musicdirector@firstparishportland.org)

### **ANNUAL REPORT of the SEXTON**

Hello Everyone, Hope you are doing well. This winter was a hard winter on snow removal but I got it done. Looking forward to summer to get some projects done. I want to thank you for all your help over the years and to the great staff we have. Been working hard and trying to keep

everyone happy and feeling safe. I want to see if we can get a Safe Congregations group of you together for the years to come.

Love Ya All,

Your sexton Moe

If you have a question or would like feedback, please contact: 773-5747

## **ANNUAL REPORT of the YOUTH GROUP ADVISOR 2017**

We added Anthony Moffa to the group as a volunteer leader.

Merged COA with YG, beginning with a kick off welcome event to get to know one another. As the year went on we continued to purposefully integrate older and younger youth intentionally in both small and large groups. The group appears to be getting along well. The older youth have voiced feeling frustrated about having less time to discuss their lives, and ask or give advice. We have tried to organize the check-in portion of group so that everyone goes quickly at first, and if they have any important issues, we intentionally hold space at the end of the group.

Prepared for Youth Sunday service, with a focus on how we can weave UU Principles and Purposes into social justice work and their communities outside of the church.

Service trip planning, including fundraising planning, coordinating parents, kids, and staff, as well as discussing the youth's future interests for service trips. The youth have sold baked goods at the Men's Chorus, began a bottle drive, and are hoping to fundraise on Father's Day as well. This year the youth will attend Heifer Farms in Rutland, MA:

“Heifer Farm is one of Heifer International’s Learning Centers that help rural communities lift themselves out of poverty through farming. At this educational farm in Rutland, Massachusetts, visitors take part in hands-on, interactive programs and activities promoting sustainable solutions to global hunger, poverty and environmental degradation.

Heifer Farm offers overnight programs, field trips, day camp and public events for youth and adults. The farm is 270 acres, which includes 2 acres of organic gardens, 30 acres of pasture managed by intensive rotational grazing, 200 acres of woodlands, and a Global Village.“

My main goal for the group next year is to facilitate a space where they continue to support one another's growth and exploration of the world.

If you have a question or would like feedback,  
please contact: Elise Lehotsky [eliselehotsky@gmail.com](mailto:eliselehotsky@gmail.com)

## **ANNUAL REPORT of the FINANCE COMMITTEE for the Church Year 2016-2017**

The Finance Committee meets on the fourth Tuesday of each month August through June. 2016-2017 Committee Members and Roles: Matt Caston, Stewardship Campaign Liaison; Rachel Rier Carter, Income Treasurer; Thomas Crane, Cash Counter Coordinator; Stephanie Desrochers, Co-Chair; Austin Farrar, Co-Chair; Karen McKinney, Special Projects; and, Chris Speh, Expense Treasurer. Staff: Steven Moore, Congregational Administrator/Bookkeeper

**Final Financial Results for the 2016 Church Year (July 2015-June 2016):** The year ended with an operating **deficit** of **\$4,134.46**. An earlier report of the financial results had shown a surplus of \$32.54, but during the Finance Committee's review and overhaul of the church's accounting and record-keeping system (ICON), \$4,167 in FY 2017 pledge revenue was found to have been incorrectly applied to FY 2016. It was subsequently transferred and properly applied to FY 2017.

**Preliminary Financial Results through April 30 of the 2017 Church Year (July 2016-June 2017):** At the May 22, 2016 First Parish Annual Meeting, the Congregation approved a budget that projected a year-end deficit of \$7,328 for Church Year 2016-2017.

Preliminary financial reports for the church year through April 30, 2017 showed a small surplus, but, given the projected revenue flow for the last two months of our fiscal year and the expected monthly spend rate, a year-end deficit is expected. To try to minimize this deficit, uncollected 2016-2017 pledges and operating expense management are the items of primary focus during the last two months of the church year.

**The 2017 Stewardship Campaign:** Bill Adams led the First Parish Stewardship team this year. The campaign set a goal of \$200,000, and, as of May 22, 2017, pledges totaling \$195,791 had been made, 98% of our goal! Great job Bill and team! Thank you all for your dedication and hard work in this year's campaign.

**The Auction:** The Church's primary fund-raiser, the auction, was held in November and raised over \$10,000 for First Parish. Jane Schaberg and Jan Berlin co-chaired the 2016 auction efforts. They and the auction team worked diligently and enthusiastically to ensure its success.

Looking ahead to this year's auction (November 11 or 18), we urgently need volunteers to staff this year's team and a dedicated person (or persons) to lead the team. We will be asking for volunteers at our Annual Meeting on June 4, 2017 and if we can't get at least 10 people to sign up, we may have to cancel the auction, an event that contributes significantly to our ability to fund our Church's needs. If you would like to be a part of our 2017 auction effort or be involved in other fund-raising activities at First Parish, please contact Stephanie Desrochers, Chair of the Finance Committee in 2017-2018, or the Church Administrator.

### **Objectives for the current year (2016-2017):**

1. Receive income and control expenses to enable First Parish to complete the church year (July thru June) with a small financial surplus;
2. To keep accurate records of income and expenses;
3. To support a Stewardship Campaign that will provide more than half of the funds needed to support next year's operations;

4. To support efforts to ensure the year's fundraising goal is met;
5. To compile a budget for the next church year that allocates a reasonable estimate of the year's total income to current and new programs as defined by the Governing Board;
6. To continue the successful Cash Counting Procedure;
7. To create, revise and monitor a set of policies governing our financial operations; and,
8. To adopt a process for annually reviewing the Church's financial records.

To meet these objectives the Finance Committee:

1. Received income of many types, including Pledge payments, plate collections, rents, donations, Trust Endowment income, fundraising income, and RE registration fees. We controlled expenses with procedures to ensure that payments were justified by clear commercial obligations or approvals by program activity chairs;
2. Completed a major review and overhaul of the church's accounting and record-keeping system (ICON) and related money management processes. This required hundreds of hours of Finance Committee effort to: fully learn and understand the capabilities of our system; establish new and more efficient processes for data entry, file reconciliation and reporting; accurately assign data to the proper accounts in the proper fiscal years; develop appropriate checks and balances to ensure the integrity of the church's financial data and money management processes; and, improve the overall timeliness of accurate system output. This could not have been accomplished without the leadership and dedication (and the many, many hours dedicated to doing it right) of Stephanie Desrochers and Rachel Rier Carter.
3. Entered all transactions in the Icon CMO accounting system, which produced monthly reports that were discussed and acted upon in Committee meetings, and then summarized and presented to the Governing Board;
4. Supported Stewardship Chair Bill Adams in conducting a campaign that reflected our goal, in 2017-2018, to raise \$200,000 of revenue through pledge contributions. Committee support included Sunday presentations to the Congregation regarding First Parish finances, budget projections, consultations with Stewardship about the current and past campaigns, and campaign record keeping.
5. Compiled a number of trial budgets for planning purposes, and presented, through the collaborative efforts of Church leaders, a Church Year 2017-2018 Budget to the Governing Board for its consideration and approval.

We did not have the time this year to adopt a process for annually reviewing the Church's financial records.

**Of special note:** During the spring it became apparent that First Parish has to strengthen its effort to raise building-use revenue, especially one-time event fees (e.g., weddings, forums, concerts, etc.). Through April 30, 2017, building use income was almost \$17,000 below the \$40,750 budgeted amount for 2016-2017. Without this income, many church programs may receive reduced funding or go unfunded in the future.

**Fiscal 2017-2018 Plans.** For next year, our ongoing objectives remain the same. A very important focus will be to improve the First Parish revenue stream generated through building rentals, both recurring and special events. A task force will be created to address this critical area and we encourage all who are interested in participating in this effort (we will be asking for volunteers at our Annual Meeting on June 4, 2017) to contact Stephanie Desrochers, Finance Chair, or the Church Administrator. Additionally, we will continue to evaluate current church financial policies and

eliminate, revise, and/or create financial policies that address First Parish needs. Finally, we want to create and adopt a process for annually reviewing the Church's financial records.

Respectfully submitted,

Stephanie Desrochers and Austin H. Farrar, Co-Chairs  
 First Parish Finance Committee

If you have a question or would like feedback, please contact:

Austin Farrar [ahfarrar@aol.com](mailto:ahfarrar@aol.com)

Stephanie Desrochers [slidesrochers@gmail.com](mailto:slidesrochers@gmail.com)

## PRESENTATION OF THE ANNUAL BUDGET 2017-2018

Dear First Parish Members:

For the first time in four years, the Finance Committee and Governing Board present a balanced budget for your consideration and approval. This budget preserves/enhances the personnel and the buildings & grounds (utilities) portions of the budget and provides for a First Parish contribution to the UUA (1/4 share). To achieve the balanced budget that both the Finance Committee and Governing Board agree is necessary, we had to reduce the budgets of all other expense areas by 25%, or by roughly \$11,000 in total. This decision was extremely difficult to make because we value all First Parish services and programs and wish to support them. It was done to ensure that our Church has the future working capital it needs to both retain our minister and staff and to pay the bills that allow us to keep our Church open and available to our community. We are hopeful that if the revenue-generating plans that First Parish is considering come to fruition in the months ahead, enough additional income will be realized to enable us to allocate more money to some of the programs whose funding was reduced and to create a financial reserve that can be used to provide a buffer against similar budget reductions in the future.

Sincerely,

Your Finance Committee and Governing Board

	2016-2017 Approved Budget	2017-2018 Proposed Budget	\$ Change	% Change	% Budget
<b>Income</b>					
Congregation Contributions					
Pledges	\$172,800.00	\$189,586.00	\$16,786.00	9.7%	58.7%
Donations-Members & Friends	\$5,200.00	\$6,500.00	\$1,300.00	25.0%	
Sunday Collections	\$18,000.00	\$20,000.00	\$2,000.00	11.1%	
Total Congregation Contributions	\$196,000.00	\$216,086.00	\$20,086.00	10.2%	66.9%
Building Use Income					
Event Fees	\$20,250.00	\$10,850.00	-\$9,400.00	-46.4%	

Program Fees	\$20,500.00	\$20,500.00	\$0.00	0.0%	
Total Building Use Income	\$40,750.00	\$31,350.00	-\$9,400.00	-23.1%	9.7%
Contributions from Trustees					
Adams Bequest Income	\$10,419.00	\$10,457.00	\$38.00	0.4%	
Income from Society Fund	\$16,011.00	\$16,070.00	\$59.00	0.4%	
Income to FIA	\$512.00	\$514.00	\$2.00	0.4%	
Share of Sexton Salary	\$15,964.00	\$16,905.00	\$941.00	5.9%	
Total Contributions from Trustees	\$42,906.00	\$43,946.00	\$1,040.00	2.4%	13.6%
Other Income					
Donations-External	\$15,000.00	\$13,000.00	-\$2,000.00	-13.3%	
Fundraising	\$12,000.00	\$16,000.00	\$4,000.00	33.3%	
RE Registration Fees	\$1,500.00	\$2,500.00	\$1,000.00	66.7%	
Bank Interest	\$10.00	\$0.00	-\$10.00	-100.0%	
Total Other Income	\$28,510.00	\$31,500.00	\$2,990.00	10.5%	9.8%
Release of Sound System Liability	\$12,305.00	\$0.00	\$12,305.00	-100.0%	
<b>Total Income</b>	<b>\$320,471.00</b>	<b>\$322,882.00</b>	<b>\$2,411.00</b>	<b>0.8%</b>	<b>100.0%</b>
<b>Expenses</b>					
Administrative Expenses	\$13,500.00	\$9,785.70	-\$3,714.30	-27.5%	3.0%
Buildings & Grounds Expenses					
Supplies/Fees	\$4,300.00	\$3,212.10	-\$1,087.90	-25.3%	
Maintenance	\$1,500.00	\$1,867.50	\$367.50	24.5%	
Sound System Expense	\$12,305.00	\$0.00	\$12,305.00	-100.0%	
Utilities	\$15,300.00	\$15,300.00	\$0.00	0.0%	
Total Bldg & Grnds Expenses	\$33,405.00	\$20,379.60	\$13,025.40	-39.0%	6.3%
Denomination Expenses	\$4,180.00	\$5,945.00	\$1,765.00	42.2%	1.8%
Governance Expenses	\$2,000.00	\$2,614.50	\$614.50	30.7%	0.8%
Personnel Expenses: Salaries, Benefits, Professional Expenses					
Total Personnel Expenses	\$246,074.00	\$266,891.66	\$20,817.66	8.5%	82.7%
Programs					
Faith in Action	\$5,990.00	\$3,142.20	-\$2,847.80	-47.5%	
Finance	\$7,200.00	\$2,241.00	-\$4,959.00	-68.9%	
Life Long Learning	\$1,600.00	\$1,718.10	\$118.10	7.4%	
Membership	\$3,000.00	\$2,241.00	-\$759.00	-25.3%	
Music	\$4,100.00	\$2,689.20	-\$1,410.80	-34.4%	
Worship	\$5,600.00	\$4,369.95	-\$1,230.05	-22.0%	
Total Programs	\$27,490.00	\$16,401.45	\$11,088.55	-40.3%	5.1%

Other Expenses ( <i>i.e. Card Processing Fees</i> )	\$1,150.00	\$859.05	-\$290.95	-25.3%	0.3%
<b>Total Expenses</b>	<b>\$327,799.00</b>	<b>\$322,876.96</b>	<b>-\$4,922.04</b>	<b>-1.5%</b>	<b>100.0%</b>
<b>Income less Expenses</b>	<b>-\$7,328.00</b>	<b>\$5.04</b>	<b>\$7,333.04</b>	<b>100.1%</b>	

If you have a question or would like feedback, please contact:

Austin Farrar [ahfarrar@aol.com](mailto:ahfarrar@aol.com)

Stephanie Desrochers [sldesrochers@gmail.com](mailto:sldesrochers@gmail.com)