



First Parish in Portland

A Unitarian Universalist Congregation

2018-2019 Annual Report

**Annual Meeting
June 9, 2019**

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First Parish Mission & Principles

**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 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, 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.

THE FIRST PARISH IN PORTLAND, UNITARIAN UNIVERSALIST

Annual Meeting Agenda

June 9, 2019

- I. Welcome by President** Janet Robinson, Governing Board President
- II. Chalice Lighting** The Reverend Christina Sillari, Minister
- III. Invocation and Memorial Names** The Reverend Christina Sillari
- IV. Call Meeting to Order** Janet Robinson
- V. Confirmation of Quorum** Patty Renaud, Clerk
- VI. Adoption of Rules of Procedure and Agenda** Janet Robinson
- VII. Approval of Agenda**
- VIII. Approval of Minutes of June 10, 2018**
- IX. Reports**
 - a. Vote to Accept Reports of Officers, Trustees, Committees & Staff
- X. President's Address** Janet Robinson, Governing Board President
- XI. Leader Acknowledgements** Robert Moldaver, Program Council Chair & Janet Robinson
- XII. New Business**
 - a. Discussion of 2019 Stewardship Campaign Bill Adams
 - b. Presentation to Adopt Target Budget Stephanie Desrochers
 - c. Presentation of Slate of Candidates John Schaberg
 - i. New Board Members
 - ii. Nominating Committee
 - d. Presentation of Trustees Janet Robinson
 - i. Board of Trustees
 - e. Introduction of New Leaders Robert Moldaver
 - f. Status of Volunteer Awards Janet Robinson

- g. Minister's Address The Reverend Christina Sillari
- h. Accessibility Project Update (2019) Austin Farrar, Chair, Accessibility Team
- i. Remarks by New President Jason Shedlock,
Incoming Governing Board President

XIII. Closing and Adjournment

Janet Robinson

Post-Meeting Announcements

THE FIRST PARISH IN PORTLAND, UNITARIAN UNIVERSALIST

Minutes of 2018 Annual Meeting

Sunday, June 10, 2018

- I. Chalice Lighting & Invocation by Minister, Christina Sillari
- II. Invocation and memorial names by Minister Christina Sillari
- III. Meeting called to order at 11:24 AM by Janet Robinson, Governing Board President
- IV. Quorum confirmed by Clerk, Diane Smith
- V. **Motion** by John Schaberg to Adopt Rules of Procedure. Seconded by Jan Berlin. Approved
- VI. **Motion** by Tom Rogers to Approve the Minutes of the Annual Meeting held on June 4, 2017 as amended. Seconded by Linda Shary. Approved
- VII. **Motion** by Robert Moldaver to accept Reports of Officers, Trustees, Committees and Staff. Seconded by Jason Shedlock. Approved
- VIII. President's Address by President of the Governing Board, Janet Robinson. Janet spoke of the process supporting our continuing growth and program expansion. She acknowledged the Board and the work the members had done.
- IX. Acknowledgements of Departing Leaders were given by Robert Moldaver and Janet Robinson.
- X. Volunteer Awards were presented by Jeanne Handy.
 - A. The David and Nancy Burns Award: Bill Adams
 - B. Distinguished Achievement Award: Angus Ferguson
- XI. New Business
 - A. Budget: Stephanie Desrochers presented a balanced budget for the 2018-2019 church year.
Motion by Richard Burbank to accept the budget as presented. Seconded by Tony Lacertosa. Approved
 - B. Slate of Officers & Committee Chairs listed below presented by John Schaberg, Nominating Committee.
Motion by Marianne Hill to accept. Seconded by Richard Burbank. Approved.

Governing Board

Janet Robinson, President (1-year term)

Jason Shedlock, Vice President (1-year term)

Tony Lacertosa, At Large (3-year term)

Jamie Jarvis, At Large (2 years of 3-year term vacated by Jason Shedlock)

Marcella Makinen, At Large (3-year term)

Patty Renaud, Clerk (2-year term)

Board of Trustees

Stephanie Eglinton, Treasurer (7-year term)

Memorial Garden

Linda Shary

Youth and Family Liaison

Brenda Norris (Term expires August 2020)

Accessibility Committee

Ted Oldham & Austin Farrar

C. New Committee Chairs

D. Other New Leaders

E. Declaration of Conscience

Motion to accept by John Schaberg, seconded by Sammy Riegel. Not approved. Ensuing discussion concerned inclusion of indigenous peoples. Tabled, sent back to Committee for revision in the fall.

XII. Closing and Adjournment

Gail Marine was recognized for organizing ushers.

Motion to adjourn by Chris Beasley. Seconded by Leslie Pohl. Meeting adjourned at 12:50 PM.

Submitted by Diane Smith, Clerk of the Governing Board

THE FIRST PARISH IN PORTLAND, UNITARIAN UNIVERSALIST

2019 REPORTS

Governing Board Report

Officers:

President: Janet Robinson
Vice President: Jason Shedlock (Personnel Committee liaison)
Clerk: Patty Renaud
At-Large members: Austin Farrar (Liaison, Finance Committee)
Jamie Jarvis
Tony Lacertosa
Marcy Makinen

Ex officio: Reverend Christina Sillari, Minister

As many of you know, in 2012 First Parish voted to change its governance structure from a Board-centered model, where the Governing Board alone has the authority to decide major questions sent up from committees, to a policy-based approach, where the Board creates overarching policies and authorizes the committees and the rest of the operational side of the church, referred to collectively as Ministry, to make its own decisions, which must conform with Board policies and be in accord with the vision and values of the church. This structure empowers Ministry, increasing efficiency and ownership, and frees the Board to do big-picture visioning necessary for the health of the church while closely monitoring the activities of Ministry for compliance. A great deal of early work on this transition was done under the leadership of former president Celine McFarquhar and continued by our subsequent president, Louise Berlin.

2019 marked the conclusion of two years of work by the Governing Board to complete the remaining key elements of this multi-faceted process. This year we finished the effort, started in 2017, of writing the Board policies, and then identified our fundamental values as a congregation, developed our Vision Statement describing what we want to be, and most exciting of all, established Annual Vision Goals to focus efforts on systematically improving our church. Collectively, these elements define who we are and help clarify and focus the efforts of our growing church. How do all these elements fit together? The values show what's important to us as a church. The Vision Statement tells us what we want to be. The Vision Goals start us on our way to achieving the condition described by the Vision Statement, and the policies govern our processes enroute. While many know the story behind the development of each of these, a brief description is below.

Our Values and Vision Statement

Our values and Vision Statement are foundational identities: along with the Mission Statement, they describe our most basic beliefs and aspirations and are standard parts of church canon. These were discerned from the wealth of information obtained from ten visioning workshops for congregants conducted in 2017 and a matching set of exercises for church leaders at the 2017 Leadership Retreat. All comments by congregants and leaders were put into spreadsheets and evaluated, categorized, ranked and otherwise evaluated comment by comment by the Board. From this effort and our members' own voices emerged our church's values, which are as follows, in order:

- **Love**
- **Justice**
- **Spiritual Growth**
- **Community**
- **Service**

Similar effort went into our Vision Statement. A vision statement is a description of what we want our church to be like if we live fully up to our Mission Statement. Using different information from both the workshops and the Leadership Retreat as well as our collective knowledge and experience with our congregation, the Board crafted the following Vision Statement, which we believe captures our members' hopes for First Parish:

First Parish is a congregation in which all people are joyfully engaged and active throughout their entire lives. We achieve this by

***Nurturing the spirit* through transcendent worship and lifelong spiritual growth;**

***Growing in community* by offering a welcoming, inclusive and supportive experience with diverse pathways to engagement, personal growth and leadership; and**

***Helping to heal the world* by inspiring all our members to vibrant and effective social and environmental activism.**

This vision, with its emphasis on spiritual growth and lifelong engagement, provides a tangible image for directing our activities and worship. It's aspirational, showing us what we want to strive for, and in conjunction with our Mission Statement provides a model by which to evaluate, focus, and prioritize our efforts.

Governing Board Policies

Board policies describe how the Board and Ministry relate and provide the operational requirements for Ministry activities, practices, and results. With specific directives for spiritual leadership and the management of staff, programs, finance, personnel, assets and other areas, these policies clarify what Ministry can and cannot do and what conditions must be achieved or maintained. In addition, the policies outline the expectations for the Board performance and activities, which include both monthly monitoring of Ministry and most importantly, visioning and planning.

These policies were developed using models from four other churches and were revised and crafted to reflect our specific values, needs, and practices. They were signed into authority by the Board on May 9, 2019 and will be revised as necessary once in use. They are posted on the public First Parish website and can be downloaded or printed by members and non-members alike.

Vision Goals

By far the most exciting and visible product of the Board's implementation of Policy Governance requirements is the introduction of Annual Vision Goals, which were initiated to fulfill the Board's mandate to conduct visioning and strategic planning for the church. Chosen from a long list of needs identified by Reverend Christina and the Board, the Vision Goals are intended to effect permanent change or improvement by focusing church-wide attention and resources on specific issues over the next year. The Board policies describe the process for selecting vision goals. Each Goal is supported by a written Statement of Basis, and a specific Board member, called the Goaltender, is assigned to each to help ensure that the intent of the goal is understood and achieved.

After much discussion, the following Vision Goals were selected for the church year 2019 – 2020. These are summarized below. The Statement of Basis for each is attached to the end of this report and is also available on the First Parish website.

Vision Goal #1: Improve the Coffee Hour Experience to Promote Congregant Retention and Engagement

This Vision Goal seeks increase the engagement of congregants by improving their social experience at Coffee Hour and by increasing the visibility of and access to church activities. Welcoming and friendly behavior extended to any lone individual at Coffee Hour will create and nurture the community that both new people and established members seek. Individuals who consistently feel welcomed and accepted are more eager to increase their participation in church functions and service activities, so this initiative is paired with a focus on making entry into organizational and FIA activities easy and quick, so that enthusiasm can quickly find a purpose. The ultimate objective is to ensure that our congregants are embraced and truly welcomed into a rich, accessible, and transparent church organization.

Success will be reflected by the absence of new and existing congregants standing alone during Coffee Hour, as well as by an “on the floor” assessment of the ease with which a new attendant can identify key opportunities and activities such as Chalice Groups,

Teams, and FIA activities. However, since the feeling of being truly welcomed both as a person (by being included in conversations) and as a participant in church activities (by our efforts to make joining in easy) is foundational to a motivation to join, the ultimate measure of success in this area will be a growing number of active and engaged members who remain with the First Parish year after year.

Vision Goal #2: A Twelve-Month Church

This objective of this goal is for First Parish to offer services all twelve months of the year starting in church year 2020-2021. Currently we are closed from approximately mid-June till August, an unusual characteristic that denies our members the community and spiritual support that our members depend on during the rest of the year. In short, we are not living up to our Mission Statement to “nurture the spirit and grow in community” when we lock our doors for six weeks in the summer.

To achieve this goal, a small exploratory team will be formed this year (2019-2020) to work with Reverend Christina, Worship, Finance, and other groups and individuals in the church to develop a plan for both what July services will look like as well as how and by whom they will be conducted. Various options will be considered, and summer services may not follow the format used the rest of the year. Costs associated with offering additional services will be estimated and incorporated into the 2020-2021 Stewardship campaign, and 12-month services will begin in church year 2020-2021.

Vision Goal #3: Enhanced Communications Activities

The objective of this vision goal is to ensure that our message and our programming is heard, seen and experienced by a larger internal and external audience, fulfilling the mission of nurturing the spirit by affording a wider population access to our fulfilling, empowering and transcendent services and activities. As we interact with and engage a wider and more diverse population, our powerful message of inclusion and activism will enlarge the First Parish footprint. Engaging a wider audience will likely lead to increased participation in Sunday services, elevated attendance at special events and a real possibility of new members who would donate their time, talent and treasure to our faith community.

During the first year of implementation of enhanced communications strategies, staff, church leaders and volunteers will identify and implement existing ways to reach out to the community via earned media, message boards, community events listings, local publications web forums and more. The team will also explore the best ways to communicate internally to our membership and enact systems to meet the goal. Other tasks may include engaging donated and low-cost subject matter expert services for marketing and electronic transmission of Sunday services and events. Success will be measured by assessing the implementation of initial outreach measures as well as putting in place the foundation for future communications activities.

For each of these Vision Goals, a small team of interested congregants will be assembled to work with Reverend Christina and other groups and individuals to brainstorm ideas and facilitate implementation of each one. For this first year, a Vision Goal Coordinator will help organize the different groups and promote the activities of all three groups as

well. This is exciting work and the teams are being formed; if you'd like to join in please contact Reverend Christina.

Bylaws

As a final task, the First Parish undertook the considerable effort of modifying the bylaws to reflect the changes in our governance structure and current practices. A draft of the revised bylaws is done and will be circulated among relevant committees for review and subsequently distributed to membership prior to a congregational vote during a special session to be held during the upcoming church year.

In conclusion, I think First Parish is at an extraordinary point in its history, a time of solid leadership and exciting possibilities, and as I conclude my term as President I feel confident that a bright future is ahead of us. The framework described above will be part of that success and was created by an exceptional group of individuals who gave up many weekends, evenings, and vacation days to devote the enormous amount of extra time and effort these tasks required. To their unflagging dedication, thoughtfulness, passion and enduring good humor over the last two years we should all be grateful.

Austin Farrar 2018 – 2020	Jeanne Handy 2018 - 2019	Jamie Jarvis 2019 – 2020
Tony Lacertosa 2018 – 2020	John Schaberg 2018 - 2019	Marcy Makinen 2019 – 2020
Jason Shedlock 2018 – 2020	Diane Smith 2018 - 2019	Patty Renaud 2019 - 2020

With gratitude,
Janet Robinson, President of the Governing Board

Board of Trustees Report

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

Completed projects this fiscal year include repair to the slate roof on the Memorial Garden side. We funded the replacement of all the furniture on the first floor of the Parish House and funded the replacement of the entry doors to the Parish House - work that should be completed by the end of May. The original Steeple Vane that was made in Boston in 1761 has been mounted in the Parish House.

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.

CURRENT TRUSTEES AND NOMINEE FOR 2018-2024

Janet Puistonon ('19), Secretary
Stephen Jenks ('20), President
Vincent Veligor ('21), Buildings and Grounds
Linda Shary (22), Memorial Garden
Charles Micoleau ('23)
Randall Weill ('24)
Stephanie Eglinton (025), Treasurer

The Trustees nominations are: **Janet Puistonon ('26)**, Secretary and **Ted Oldham**, Buildings and Grounds, for the unexpired term of Vincent Veligor ('21)
Respectfully submitted, Stephen Jenks, President

The following financials are respectfully submitted by Stephanie Eglinton, Treasurer of the Board of Trustees. If you have a question or would like to offer feedback, please contact: Stephanie Eglinton at seglinto@maine.rr.com .

**Trustees of First Parish
Year End Treasurer's Report
July 1, 2017 - June 30, 2018**

Income -	<u>2018 Year End</u>	<u>2017 Year End</u>
Endowment interest (MCF)	103,275.00	
Furniture/carving sales	4,440.00	
Gift for garden tree	100.00	
Gift for steeple lighting	2,150.00	
Four Directions loan interest	200.00	
Total Income	110,165.00	<u>165,650.00</u>
Expense -		
<i>Loan payments</i>		
Loan payments, People's United Bank	13,479.48	<u>24,668.78</u>
<i>First Parish operations</i>		
First Parish - sexton salary & benefit @50%	15,964.00	
First Parish - general operations	26,527.24	
First Parish - annual Flower fund	32.18	
First Parish - annual FIA fund	514.09	
Speical Fund - annual Minister Discretionary account	2,578.53	
subtotal	45,616.04	<u>45,507.32</u>
<i>Trust expenses</i>		
Insurance, Patriot Insurance	8,675.93	
Insurance, Philadelphia Insurance	1,258.00	
Sprinkler service, Portland Water District	414.51	
Memorial Garden, Mikki Jones-Little	2,373.25	
Lawn service, Keystone Horticulturists	375.25	
Stormwater fee, City of Portland	576.00	
Clock tower maintenance, David Graf	2,000.00	
Annual inspection/monitoring, Cunningham Security	417.20	
Fire protection inspection, Dean & Allyn	272.50	
Bookkeeping, DB Accountants	180.00	
IRS filings, Honeck O'Toole	1,675.00	
Stamps	49.00	
subtotal	18,266.64	<u>18,991.78</u>
<i>Capital & repair expenses</i>		
Steeple lighting, Napolitano Inc	2,400.00	
Center doors final payments, MR Brewer	18,996.72	
Parish House doors partial payment, MR Brewer	19,828.00	
Furniture purchases, various	5,519.56	

Steeple repair, Southgate Steeples	840.00	
Roof repair & inspection, Tecta America	9,220.00	
Boilers cleaning & repair, Pine State Services	1,180.50	
Weathervane (original) repair & mounting, Ball & Chain	690.00	
Fire extinguisher replacement, Dean & Allyn	358.10	
Lift repair, Black Bear Medical	50.00	
subtotal	59,082.88	49,886.98
Total Expenses	136,445.04	139,034.86
Income - Expense	-26,280.04	26,615.14
	6/30/2018	6/30/2017
Checking Account Balance	60,291.63	86,571.67
Loan Balance due	(47,098.18)	(58,190.30)
Endowment Fund Balances		
Maine Community Foundation*	2,447,258.29	2,368,305.08
People's United Wealth Management	254,246.40	242,020.55
Total	2,701,504.69	2,610,325.63

* \$10,000 added to endowment from Margaret Wilson bequest in Nov 2017

Stephanie Eglinton, Treasurer
8/30/2018

**Trustees of First Parish
Treasurer's Report
July 1, 2018 - March 31, 2019**

Income - Q1 + Q2 + Q3

Endowment interest (MCF)	77,818.50
Total Income	77,818.50

Expense - Q1 + Q2 + Q3

Loan payments

Loan payments, People's United Bank	9,997.11
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First Parish operations

First Parish - Q1 sexton salary & benefit @50%	12,445.89
First Parish - Q1 general operations	19,824.27
First Parish - annual Flower fund	32.06
First Parish - annual FIA fund	512.25
Speical Fund - annual Minister Discretionary account	2,569.31
subtotal	35,351.72

Trust expenses

Insurance, Patriot Insurance	7,257.79
Insurance, Philadelphia Insurance	1,328.00
Sprinkler service, Portland Water District	321.39
Memorial Garden, Mikki Jones-Little	1,236.50
Clocktower maintenance, David Graf	1,500.00
Cunningham Security testing & monitoring	477.00
Fire protection testing, Dean & Allyn	136.25
Accountant, DB Accounting	157.50
Tax form preparation, Honeck O'Toole	1,675.00
Stormwater fee, City of Portland	259.20
Organ tuning, David Wallace	350.00
subtotal	14,698.63

Capital & repair expenses

Parish House doors, balance, MR Brewer	20,141.62
Second set Meeting House doors, 50% dep, MR Brewer	13,377.38

Replace air supply valves, Dean & Allyn	576.12
PH Ladies bathroom renovation	1,771.12
MH carpet replacement	2,723.84
PH door lock replacement	239.00
Tree removal, Always Green	600.00
Slate roof repair, Tecta America	1,000.00
Squirrel removal & sealing, All American Wildlife	2,375.00
subtotal	42,804.08

Total Expenses	102,851.54
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Income - Expense	-25,033.04
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	12/31/2018	3/31/2019
Checking Account Balance	46,350.23	35,250.53
Loan Balance due	(40,414.45)	(37,491.55)
Fund Balances		
Maine Community Foundation	2,284,413.54	2,395,002.95
People's United Wealth Management	243,146.93	262,960.90
Total	2,527,560.47	2,657,963.85

Stephanie Eglinton, Treasurer
5/15/2019

Memorial Garden Committee Report

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 organized fall and spring clean ups in the Memorial Garden and Parish Hall Garden. FP Staff have requested some installations for security measures in the FP gardens. New plantings include a Shasta viburnum. The gardens are looking great, with the exception of the brown rhododendrons which suffered burn from the October frost. The Committee hopes they will recover and is monitoring them. The Committee asks all FP members and friends to keep the gardens in mind for events and to spread the word about our jewel in the heart of the city. The Committee welcomes anyone who'd like to join us in caring for our Memorial Garden.

Respectfully submitted, Linda Shary, Chair and FP Trustee
If you have a question or would like to offer feedback, please contact:
Linda Shary lindashary3@gmail.com .

Buildings and Grounds Committee Report

The Buildings and Grounds Committee, with the able help of Moe Blanchard and committee members was able to completely restore the Ladies Rest Room off the Community Room last August. New floor tiles were installed along with a new wall mirror, wall and ceiling paint, wall art and some hardware.

A few water lines were redirected to warmer parts of the Men's Rest Room to avoid their continual freezing during our cold December/January months.

The next major project, a new wood floor of white maple should be installed in the large R. E. room opposite the Nursery within the next couple of months.

Buildings and Grounds can always use new members for on-going projects. All welcome.

Respectfully submitted by Chris Beasley, Chair, Buildings and Grounds Committee
If you have a question or would like to offer feedback, please contact:
Chris Beasley at rcbeasley@live.com

Faith In Action (FIA) Committee Reports

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 ways to engage in this work. This year a newcomer volunteered to collect jackets and blankets for the homeless – a project we were happy to support. Join us at our meetings (usually 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 to offer feedback, please contact:
FIA Chair Marianne Hill hillmarros@aol.com.

Subcommittees and Related (*)

Community Dinners – Noel DeYoung

Friends of Safe Harbor – Jenn McAdoo

Maine Unitarian Universalist State Advocacy Network* – Rev. Sillari

Portland Center for Restorative Justice* – Elizabeth Chapman

Preble St Soup Kitchen* – Irv Williams, Jeanne Najemy

Racial Justice Team – Carl Cappello, Marcy Makinen and Kris Minister

Rally4Justice – Angus Ferguson

Share the Plate

Community Dinners – Noel DeYoung

The Community Dinner Program is going very well. Feedback from the community and volunteers is positive. We continue to have new volunteers and seasoned volunteers willing to take an active role in preparing and serving our community of folks who come to the dinner. We serve a different freshly prepared meal every first Sunday to a group of 35-50 folks who come from Bayside, Parkside and surrounding communities. Many of our folks have come since we began this program. When we come together our socioeconomic differences disappear. We are a welcoming place to those who come. The community continues to support us, Portland Co-Op is our prime supporter contributing a monthly gift card of \$150. Trader Joe's donates flowers, Standard Bakery and Big Sky contribute bread and pastries to use and give away. We are supported by First Parish and have also received contributions from the community we serve. The commitment and support of our community and volunteers is amazing. I am filled with gratitude each month as I gather supplies and work with the volunteers. I wish to thank

all who support us in this endeavor. The powers are magical. For more information, please contact noeledey@yahoo.com .

Friends of Safe Harbor-- Jenn McAdoo

Friends of Safe Harbor 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. We are working with In Her Presence, a Portland-based organization that was founded and is led by immigrant women. One of its co-founders, Claudette Ndayininahaze, is also a member of First Parish. Our two groups have been hosting a series of cooking classes. From the outset, we learned about differences in how cultures think about food and nutrition. Somewhat coincidentally, we also developed a partnership with staff from Maine's Food Supplement Program interested in providing health and nutrition classes to immigrant women. We are very grateful to Emma Veillux from SNAP-Ed who brought a curriculum, food and other resources to our partnership! Our cooking classes have included a nutritional, health-related topic and a wonderful meal created by an American and African "chef." We have played some games, gotten to know each other and learned some French while helping others learn English along the way. The wider First Parish community has helped to support this partnership through periodic donations and collections of food pantry and household items, underwear and cookware for these women. Church members have been enthusiastic and generous with their donations and the women from IHP have been grateful to be connected to such a caring community! We are also grateful for the generosity of Noel DeYoung and the Community Dinners crew as we explored a shared use of the community kitchen. Special thanks, too, to Sheila Sullivan and Moe Blanchard for helping us with our organization! Friends of Safe Harbor meets at the church on the 3rd 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 .

The Maine Unitarian Universalist State Advocacy Network – Rev. Sillari

MUUSAN has been busy this year working with 25 UU congregations in Maine and our justice partners tracking and testifying for bills related to our four issue groups: Democracy in Action; Healthcare for All; Climate Change; and Racial, Immigrant and Native Justice.

I was the co-chair for the last two years of the Racial, Immigrant and Native Justice issue group. I am stepping down from that role but will remain on the Steering Committee of MUUSAN.

Members of MUUSAN testified for the following bills this session. I personally testified for three of them. Many of these bills have passed and some are scheduled for work sessions.

- LD 797: “An Act to Limit Greenhouse Gas Pollution and Effectively Use Maine's Natural Resources”
- LD 1679: “An Act to Establish the Maine Climate Change Council To Assist Maine To Mitigate, Prepare for and Adapt to Climate Change”
- LD 1532: “An Act to Eliminate Single-use Plastic Carry-out Bags”
- LD 1711: “An Act to Promote Solar Energy Projects and Distributed Generation Resources in Maine”
- LD 619: “Proposing an Amendment to the Constitution of Maine Regarding Early Voting.”
- LD 1083: “An Act to Implement Ranked-choice Voting for Presidential Primary and General Elections in Maine.”
- LD 1196, LD 1365, LD 1477: “RESOLUTIONS Proposing Amendments to the Constitution of Maine to expand the use of Ranked-choice Voting for Governor and Members of the Legislature in general elections”
- LD 211: “An Act to Open Maine's Primaries and Permit Unenrolled Voters To Cast Ballots in Primary Elections.
- LD 1631: “Resolution, Proposing an Amendment to the Constitution of Maine Concerning Early Voting, Voting by Absentee Ballot and Voting by Mail”
- LD 1025: “An Act to Prohibit the Provision of Conversion Therapy to Minors by Certain Licensed Professionals”
- LD 820: “An Act to Prevent Discrimination in Public and Private Insurance Coverage for Pregnant Women in Maine”
- LD 1313: “An Act to Enact the Maine Death with Dignity Act”
- LD 777: “An Act to Establish the Permanent Commission on the Status of Racial and Ethnic Populations”
- LD 179: “An Act to Change the Name of Columbus Day to Indigenous Peoples Day”
- LD 1317: “An Act to Restore Services to Help Certain Non-citizens meet their Basic Needs”

MUUSAN also hosted an Immigration Summit last August which educated and empowered congregations in the work of immigrant justice. An Immigration Tool Kit was created for congregations.

If you are interested in becoming involved in MUUSAN please contact me at minister@firstparishportland.org. We need a representative from First Parish to attend bi-monthly MUUSAN meetings on Saturday mornings to serve as a liaison.

For more information about MUUSAN please go to their website:<https://www.muusan.org/>.

The Portland Center for Restorative Justice – Elizabeth Chapman

The Portland Center for Restorative Justice is an all-volunteer initiative started by members of First Parish in 2011. Our dual mission is to support youth in the Greater Portland area who are at risk of getting enmeshed in the criminal justice system and, to support a climate of enquiry and discussion in the greater Portland area. PCRJ conducted 12 facilitated restorative conferences in Cumberland County and one

community conversation on racism and entitlement in York County in 2018-2019. For more information, please contact Elizabeth Chapman eliza.chapman177@gmail.com .

Preble Street Soup Kitchen – Irv Williams and Jeanne Najemy

First Parish is part of a combined effort with Allen Avenue Unitarian Universalist to staff one dinner a month for the Preble Street Soup Kitchen. This organization serves over one million meals a year to Portland's most vulnerable citizens, opening its doors 365 days a year to anyone in need. First Parish/Allen Avenue volunteers serve from 3:30 to 6:30 PM on the fourth Tuesday of each month. Getting started with this volunteer efforts is extremely easy. Preble Street maintains a online registration system at <https://preblestreet.volunteerhub.com/>. Interested parishioners should register online, and indicate that they are First Parish members. After that, just show up on the fourth Tuesday, put on an apron, and spend three hours completing this Faith in Action. Once registered for the Soup Kitchen you will get emails on days that they may need additional volunteers, so volunteering on any day of the month or at any meal of the day is possible. For more information, please contact Irv Williams irvwilliams@gmail.com or Jeanne Najemy jnajemy@smccme.edu .

Racial Justice Team– Carl Cappello, Kris Minister, Marcy Makinen

The Racial Justice Team's mission is to help heal the world by providing the congregation the means to be change agents for racial and social justice. During this first year of the Racial Justice Team's existence, the Team accomplished the following tasks and activities: • Prepared the educational program, a coordinated series of workshops for the 2018-19 church year beginning with helping white congregants become more “woke” about racism and concluding with practice in confronting racist behavior. • Publicized and delivered the following workshops to a total of 110 participants: Owing White Blindness Owing Your White Story Interpersonal Intervention in Racist Behavior Bystander Intervention in Public Contexts, led by Prevention.Action.Change • Using participants' feedback, evaluated the workshops and modified them. • Promoted opportunities for congregational participation in the Poor Peoples Campaign and other justice organizations' events in the wider community. Co-chairs Carl Cappello, Marcella Makinen, and Kristina Minister.

For more information, please contact Carl Cappello ccappello@maine.rr.com, Marcella Makinen marcymakinen@yahoo.com, or Kristina Minister krisminister@me.com .

Rally4Justice – Angus Ferguson

In July 2018, Rally4Justice hosted Lisa Brooks PHD, speaking to a crowded First Parish Meeting Hall on “English Colonization and Wabanaki Persistence in Casco Bay 1675-

1757". The Amherst Professor cited and spoke about Reverend Thomas Smith, First Parish minister from 1727 to 1789, who profited from scalp bounties and owned black slaves. Brooks raised interest in this dark chapter of First Parish history followed by attendance at Chief Polin's memorial in Westbrook, Wabanaki Reach presentations in the community room and ongoing discussions of how to own and address Reverend Smith's legacy. Rally4Justice opened the Parish Hall to support marches and protests aligned with U.U. values: e.g. in June, the "Families Belong Together" rally against child separations at the border, in August, the "Stop Kavanaugh" City Hall rally re Trump's challenged Supreme Court nominee. Rally4Justice Coordinator Angus Ferguson has continued to work with Maine Climate Protectors on state rules and legislation to control greenhouse gas emissions. Eat, Laugh and Dance is the theme of the first Justice Bean Supper Dance to launch May 25, 2019.

For more information, please contact Angus Ferguson angus@angusferguson.com or 749-6618.

Share-the-Plate

The FIA also oversees Share-the-Plate. This past year, there was a special collection each month after service that went to the Share-the-Plate organization chosen. These recipient organizations do work that 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 at a meeting open to all members. The recipients this year were: Window Dressers, MUUSAN, Theater Ensemble of Color, Preble Street, Hair Matters, Black Lives UU, Boys to Men, Sea Change Yoga, In Her Presence and Furniture Friends.

Library Committee Report

The Library Committee had a very busy year. We began after the library transition to a smaller space the previous year, and completed that transition by organizing the updated library books by topic on the shelves and donating remaining books that had been previously culled out to charity.

The committee updated the cataloguing system, locating an e-system that was free of charge and transitioning the older manual system to the current e-catalogue. This is available to all through the First Parish Web site, allowing the library contents to be accessed at any time. We especially like that a short description of the book can be seen by clicking the picture of the book in the e-catalogue.

We also updated the book sign out system by streamlining it to self-serve using a notebook to sign books out and in, and a basket for book returns. These are on the table next to the library shelves.

Sally Waite is in the process of making a lovely banner to hang at the library area so it will be more visible.

We have had several very interesting book donations, and have recently reviewed and updated the library contents. Donations of books that are relevant to our principles and mission and will be enjoyed by others are welcome and can be left in the donation box on the floor next to the shelves.

Our expenses for the year were \$6.95, which we donated, leaving our budget for the year unused.

Respectfully submitted by Betsy Garnett and Michael Pancook, Co-chairs

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

Betsy Garnett at ekgarnett@yahoo.com, or Michael Pancook at mpancook@gmail.com

Membership Team Report

The Membership Committee is dedicated to fostering community at First Parish to support membership retention, and creating a welcoming environment to attract new members. This year we spearheaded a number of community events, including a Thanksgiving Feast that was attended by more than 50 members of the First Parish community, Bowling with the Minister in January, and a Bean Supper in March that welcomed a number of First Parish families and friends. We also organized the annual Opportunity Fair in October to educate parishioners about the myriad options for getting involved in First Parish activities and groups. We collaborated closely with members involved in coordinating Coffee Hour and signing up Greeters, as these functions are essential to creating a welcoming experience at First Parish. In June, we look forward to a retreat to re-envision how the committee can better serve First Parish and begin planning goals and priorities for the coming church year.

Respectfully submitted by Claire Cowan, Chair of the Membership Team

If you have a question or would like to offer feedback, please contact: Robert Moldaver at moldaver.robert@gmail.com.

Pastoral Care Team Report

The Pastoral Care Team responds to calls that come in to the First Parish office that are of a pastoral care nature; makes phone calls to members in need and sends cards; visits members in hospitals, assisted living centers, and their homes often bringing food and flowers; keeps in touch with homebound members by regular visits, holiday cards, and sending sermons and bulletins from Sunday services. We support members in the end of life process and help facilitate celebrations of life and memorial services. Where possible we give members rides to Sunday services. We often reach out to other FP committees to more fully support our parishioners. As Lay Pastoral Care Associates, we are an extension of the Minister and responsible to her. We are active and empathic listeners

and not counselors. We do not problem solve. We are focused on the needs of the congregant rather than their personal dilemmas. In the coming months we will be collaborating with other teams to improve the effectiveness of our “coffee hour” in terms of connecting and reaching out to one another. We will also be continuing with the recently introduced “Prayers for the People” during service, with Joys and Sorrows heard monthly after worship by a member/members of the Pastoral Care Team. We have begun to have team representation at the monthly community dinners and in the fall will volunteer as a team to serve as ushers. Currently our chairman serves on the Program Council, attending scheduled meetings.

Respectfully submitted by, Judy Micoleau, Chair of the Pastoral Care Team
If you have a question or would like to offer feedback, please contact:
Judy Micoleau at judymicoleau299@gmail.com

Personnel Committee Report

For the past year, the Personnel committee was comprised of new incoming member, Susan Egerton Griggs, Chair, Richard Burbank, and Jason Shedlock as Governing Board Vice Chair and liaison to Personnel.

During the year, we continued to enjoy the contributions of Congregational Administrator, Sheila Sullivan, Music Director, Scott Wheatly, Sexton, Moe Blanchard and Director of RE, Toben Cooney-Callnan as they continued to serve with ever growing experience and knowledge. Dee Pecoraro was hired for the position of Membership Coordinator last year and served from last September to March, when she moved on to pursue other career opportunities. In April, long time member, Laurie Hasty was hired to serve as Membership Coordinator, where she is off to a fantastic start.

We, the members of the committee have been so thankful for the wonderful staff that we have at First Parish and are looking forward to the bright new fiscal year as all staff members continue to show their commitment to making First Parish as good as it can be!

One of the biggest challenges our committee faces is how to work within the budget available to provide the hours, compensation, and benefits we would like our valued staff members to receive. We appreciate your continued support of this church to enable us to provide for our staff. We hope to grow our financial ability in the years to come so that First Parish can afford to expand staff hours and wages and start to provide health insurance.

The Personnel Committee is also looking for two new members to serve in the coming year. If you have experience with human resources or management, we would welcome your consideration of joining the committee. You may contact Richard Burbank at personnel@firstparishportland.org for more information.

Respectfully submitted by Richard Burbank, Chair of the Personnel Committee

If you have a question or would like to offer feedback, please contact: Richard Burbank at personnel@firstparishportland.org .

Program Council Liaison Team Report

The PCLT supports the growth of the congregation by facilitating communication between the many teams and committees as they pursue their individual missions. Liaisons are assigned to the active committees and connect with them as needed to support their work and any staff that may be connected to that work. Members of the PCLT help resolve problems that might arise in the course of volunteers working together. The PCLT meets monthly and also conducts church-wide leadership meetings during the year. The chair of the PCLT meets with the minister and the president of the governing board as a “steering committee” to support the integration of the Vision Goals with the ministries of First Parish. The PCLT is charged with creating ministry-side policies that benefit the overarching mission of First Parish.

This year, we supported the leadership meeting in the fall, the January leadership retreat, and a 3rd leadership meeting in late April. Ideally, the PCLT is made up of 4 to 6 members who share an understanding of the broad work being accomplished at First Parish and have skills in communication and organization. More members are needed for next year. Please contact Rev. Sillari if interested.

Respectfully submitted by Robert Moldaver, PCLT Chair
If you have a question or would like to offer feedback, please contact:
Robert Moldaver at moldaver.robert@gmail.com .

Pageant Committee Report

On December 16, the 92nd Pageant of the Nativity vespers service was celebrated in the candlelit meetinghouse, narrated by Rev. Sillari with guest organist Rev. Charlie Grindle. This service honors the birth of all children and reminds us of the Spirit of Goodwill within everyone. About 120 adults and children participated in the cast, crew, and choir - many for the first time! Over 375 people attended and generously donated \$1200 to support the Pageant and First Parish. In the continuing care of costumes, Bette crafted new Spirit wings. Festive wreaths hung on the outside doors and new artificial evergreen garlands decorated the balcony for the holidays.

Join us for the 93rd Nativity Pageant at 5pm on Sunday, December 15, 2019!

Many thanks to the committee dedicated to continuing this special tradition: Linda Blue, Bette Brunswick (Costume Mistress), Lindsay Chard (Assistant Director), Nancy Chard, Laurie Hasty (Producer), Cecily Merrill (Director).

Respectfully submitted by Laurie Hasty, Chair of the Pageant Committee
If you have a question or would like to offer feedback, please contact:
Laurie Hasty at laurie@maine.rr.com .

Music Committee Report

I believe this current church year has been a revitalizing experience for both the music committee and the choir. There are currently 34 active choir members and of these 34, eight joined during this church year. The music committee has worked with the choir in creating a choir covenant which we read and refer to on a regular basis. We also had a choir retreat in March that was very well attended and the exit survey reflected the desire to have retreats on a regular basis so another has been scheduled for Sept. Attendance at the “Concerts for a Cause” series was disappointing and some changes need to be made for the coming year. This will be the major point of discussion at our final meeting in June, with a sub-committee probably being formed to work on the concert series during the summer.

Respectfully submitted by Brenda Franey, Chair of the Music Committee
If you have a question or would like to offer feedback, please contact:
Brenda Franey at brendafraney6@gmail.com .

Religious Exploration Committee Report

The RE Committee has supported a thriving RE program this year. We have volunteered in the classrooms, developed and implemented two parent surveys, held one RE Mixer, and acted as RE Greeters for new families. We have advised the Director of RE on issues such as welcoming new families, retention of RE families throughout the year, recruitment and retention of RE teachers, and creating a greater presence for children and youth in the services. We have a strong committee, however, next year several members will be rotating off after two or three years of service. We hope to recruit new members at the RE picnic on June 2nd. We will be holding our first RE Committee retreat on June 18th, when we will begin planning for the 2019-20 program year, including how the RE program can address the Vision Goals that the Board has set for the coming year.

Respectfully submitted by Lisa Page, Chair of the RE Committee
If you have a question or would like to offer feedback, please contact:
Lisa Page at lisapage11@yahoo.com .

Stewardship Team Report



Stewardship Team – Bill Adams, Nancy Berges, Emily Bolt, Martha Burke, Carl Capello, Matt Caston, Claire Cowan, Tom Crane, Stephanie Desrochers, Greg Dorsey, Arne Gronningsater, Marlies Reppenhagen, Chris & Ellie Speh, Jennifer Taylor and Kathy Vezina with graphic assistance from John Tiedje.

This year we set a goal of \$225,000 in pledges. As of this writing we have pledges totaling \$203,840 from 194 households for 90.5% of our goal. Several factors may be responsible for this year's outcome. We have anecdotal evidence that lower than expected tax returns affected people's ability to contribute. We also posit that some of our Stewardship donors are considering their upcoming donations to the church's Accessibility fundraising and that this may also have had an effect on this year's Stewardship drive. Although we did not set a record, as we did last year, we did break the \$200,000 mark for the second year in a row and we should all be proud!

Highlights of this year's campaign:

- Pledges over \$200K again! \$203,840 (just shy of last year's \$205,864).
- The number of households who pledged went from 202 last year to 194 this year – 4% decrease – giving us an average pledge of \$1,061.
- We had a 79% response rate from households who received a pledge packet in the mail.
- 30 new households pledged this year.
- Our Telethon efforts generated \$1,900.
- On Stewardship Sunday, we collected over \$95,000 in pledges - which once again jump started the campaign for us.
- Pledge packets were mailed in mid-February and the Stewardship brunch was held on March 31st – continuing our strategy of keeping the campaign as short as possible.

The “Thank You Brunch” celebrating the official wrap-up of the Stewardship campaign is now an eagerly anticipated tradition. By all accounts – this year's was another success. All who stayed after the service were treated to a special brunch with kitchen and serving help from the Men's Chalice Group. Additional special thanks to Stone McFarquhar for fabulous cooking and Moe Blanchard for overall support– we couldn't have done this without their help.

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

Respectfully submitted by Greg Dorsey, Co-Chair of the Stewardship Team

If you have a question or would like to offer feedback, please contact: Bill Adams at gdorsey@gogin.net .

Welcoming Team Report

Coffee Hour has gone well this year. The \$700 budget is low, given the number of parishioner's coming to Coffee Hour. I'd like it increased to \$1000.00. New equipment is needed to provide for the building congregation who come to Coffee Hour. We need a bigger, better coffee brewing system, better-quality coffee, and better cups and cream pitchers. I am willing to host Coffee hour for the coming year. I need to identify backup Hosts for Coffee Hour when I have a job commitment.

Respectfully submitted by Hannah Herbold, Welcoming Team Leader

If you have a question or would like to offer feedback, please contact: Hannah Herbold at hherbold@yahoo.com .

Worship Committee Report

Rev Christina Sillari and the Worship Committee prepared this year's services with monthly themes: Vision, Love Beyond Belief, Memory, Healing, Power, Creativity, Be The Change, Journey and Relationship. When Rev Christina was out of the pulpit, we created Sunday services with guests and fellow church members. We are grateful to the following guests for sharing their insights and perspectives: Marpheen Chann, Penthea Burns, Thandeka, John Baugher, Dan Hughes, Ayman Nijim, Larissa Davis, Matthew Francis, and Rev. Charlie Grindle. Thank you to the following members and church groups for creating Sunday Services: Sally Waite, Allen & Elissa Armstrong, Angus Ferguson, Jenna Nunziato, Claudette Ndayininahaze, Cecily Merrill, Toben Cooney-Callnan, the church youth, Scott, the Music Committee, the Social Justice Chalice Group, the RE teachers and the church children. The following people have held service, supported Rev Christina, and served with me on the worship committee with dedication and compassion: Sarah Collins, Gary Desrochers, Laurie Hasty, Dirane Kelekyan, Cecily Merrill, Jenna Nunziato, and Sally Waite. As we turn over another year, Laurie and I will be retiring from the committee. Thank you, Laurie, for all that you have given. Your thoughtfulness and attention to detail and relationship has been so valuable over the past few years. I believe your gifts will continue to grow in the group. I am blessed to pass the committee chair to Jenna and Gary. With their leadership, the worship committee will continue to explore worship possibilities and keep our worship vibrant and inspiring. Ideally, the committee functions best with 8-10 members. We are looking for a few church members who feel called to serve the worship needs of our church. Please speak to any committee member or email worship@firstparishportland.org for more information. Behind the scenes, we have successfully restructured committee responsibilities. We are better able to give with our strengths and are happy with the change. We also continue to document our work and have improved communications using our google drive. Thank you, Christina, Scott, Sheila, and Toben, for your patience and working with us. Thank you, Christina, for your leadership and for pushing us to expand our ideas of worship. Thank you to everyone who has helped create worship at First Parish this year and everyone who has attended and participated in services.

Submitted with gratitude and love by Sammy Riegel Burbank, Worship Chair
If you have a question or would like to offer feedback, please contact: Sammy Riegel Burbank at worship@firstparishportland.org .

Youth and Family Outreach Report

History

Youth and Family Outreach (YFO) has a rich and unwavering history of serving some of Portland's most disadvantaged children and families. **In addition, YFO has a longstanding, historical connection with First Parish.** Founded in 1844 as a community outreach mission of the Unitarian congregations of Portland, from the very start its mission has been to serve "the poor of Portland". Throughout its long history, YFO has provided many different kinds of support to this important part of Portland's

population. Beginning in 1853 with the establishment of Maine's first adult education school, the agency has always risen to meet the critical community needs of the time. Throughout the past 175 years, some of these community needs included: the Pride Training School for Developmentally Delayed Children, Beacon Teen Center for Homeless Youth, a Teen Adventure Program for at-risk Middle School youth, to name just a few. For the last 31 years, however, YFO has run an early childhood care and education program for children ages 6 weeks to 5 years. In line with its mission, 60-70%, of the approximately 60 families YFO serves are low-income families.

YFO is First Parish's oldest social action endeavor. And though YFO has been independent of FP for over 31 years now, the ties between the two are still strong and healthy. Indeed, members of First Parish have served on the YFO Board of Trustees since its inception, and continue to be active volunteers and stewards to this day.

May 2018– May 2019 Accomplishments:

- YFO celebrated 31 years of service to children and families of Greater Portland
- Maintained accreditation with the National Association for the Education of Young Children.
- Maintained Level 4 status (**highest** rating) on Maine's Quality Rating System for Child Care Providers
- Awarded a collaborative grant (with Catherine Morrill Day Nursery) from the City of Portland
- YFO completed its 6th year of providing a community-based Public Pre-K classroom in Portland
- YFO continued its focus on Nutrition by providing highly nutritious lunches for our children. All lunches and snacks are created using mostly local grown food sources. They are prepared in-house, from scratch, by YFO's own Chef
- Continued collaboration with Portland's General Assistance Workforce Volunteers Program
- Completed our 11th year of collaboration with the USM School of Social Work Internship Program. YFO is an official Internship Site for BSW students. These students provide invaluable support and case management services for our families.
- Completed FY18 with a strong fiscal foundation going into FY19.
- **NEW Community Collaborations:**
 - Maine Shared Services Alliance:** In Partnership with the Maine Dept. Of Labor, YFO worked together with 6 other Early Childhood Programs to develop and Early Childhood Specialist Apprenticeship Program. As a result, YFO currently has 3 Employees enrolled in this Apprenticeship Program—and will add one more in September.
 - Public Pre-K:** YFO's Exec. Director was invited to join a task force assembled for the purpose of: 1) identifying barriers families experience when trying to access Public Pre-K, and 2) developing a plan that the City might use to both address these barriers and, therefore,

expand Public Pre-K opportunities for Portland families.

MAJOR NEW INITIATIVE

In July 2018, YFO embarked on an endeavor to expand programming that would assist its children and families. To this end, in March, 2019 YFO closed on the purchase of 337 Cumberland Ave., the property that abuts YFO.

-The intent is to use this building to increase classroom space. In particular, YFO plans to increase “classroom slots” for those age groups in which we are consistently forced to turn away children.

-This additional space will also allow YFO to expand programs and resources for our families, perhaps through a “shared space” project with other agencies and services vital to the well-being of our families

-In September 2019, YFO will begin a feasibility study to determine its ability to raise funds through a capital campaign to build this new facility, a facility that would attach to our existing building.

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, *NEW* YFO Board Members require a pro forma endorsement.

Amy Grommes Pulaski (President)	Term expires February 2019	
Melissa Cilley (Vice President)	Term expires October 2020	
Lindsey Chard (Secretary)	Term expires January 2022	New Member & FP Member
Wade Gallon (Treasurer)	Term expires June 2021	
Emily Leibling	Term expires September 2020	
Brenda Norris	Term expires August 2020	FP Member
Tom Marczak	Term expires February 2021	
Owen Patrick	Term Expires August 2021	
Marin Johnson	Term Expires August 2021	
Jodelle Austin	Term expires September 2019	
Alain Nahimana	Term expires April 2021	

YFO Administrative Personnel

Camelia Babson-Haley, Executive Director

Michelle Greenlaw, Program Director

Respectfully submitted by Jackie Oliveri, Liaison for Youth and Family Outreach

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

Jackie Oliveri at joliveri@gwi.net .

STAFF REPORTS

Minister's Report

Dear Members of First Parish,

It is a privilege and an honor to complete my ninth year of shared ministry with you. I continue to grow and to be inspired by the leaders and staff of this congregation. This Annual Report is an account of your ministry to one another and the greater community. This is your congregation. As your called minister I am here to support you in fulfilling the mission and vision of First Parish, to provide pastoral support and spiritual guidance, and to make sure everything is running smoothly. You are doing great work in fulfilling your mission by nurturing your spirits, growing in community, and helping to heal the world. I honor you and bow to you for upholding and living out our values as Unitarian Universalists.

The great Unitarian liberal theologian James Luther Adams said: “Church is a place where you get to practice what it means to be human.” We are all practicing being human both in our doing for and our being with one another to create a safe place where all people feel welcome, not just the older educated white able bodied upper middle class. First Parish continues to become more diverse in age, theology and economics. Thanks to so many of you we keep making strides in other areas. This year the Racial Justice Team helped us look at our whiteness and our biases. This year we opened our hearts and our doors to the greater community through Share the Plate and Rally for Justice. This year members of First Parish helped the Poor People’s Campaign gain momentum in Maine. This year we unpacked some of our difficult history concerning native peoples. This year the Accessibility Team conducted a Feasibility Study showing that First Parish is capable of moving forward to raise the funds we need to become accessible. This year Thandeka inspired us to transform worship. This year the music and the choir at First Parish created an abundance of healing and joy. This year the Governing Board competed the governance policies which empowers the congregation in its many ministries.

You are doing powerful ministry at First Parish and in the community. My colleague Mark Morrison-Reed says: “The central task of the religious community is to unveil the bonds that bind us each to all.” We keep finding and expanding those bonds AND we must also maintain the bonds we already have. Many people have left First Parish over the past few years for many different reasons and sometimes there is nothing we can do about it. My question for all of you is how do we nourish and maintain the bonds of the past, the people who have been left in the shadows who helped shape and grow this community? How do we stay connected to the elders who cannot come to church on Sundays? How do we ensure we speak and act with kindness to new people and include new members in our ministries? How do we embrace young families? How do we truly

practice our principles and see each person that walks through our doors as both human and magnificent, a gift, a potential teacher?

This is the work of the religious community. This is your religious community and each one of you has the power to create a culture of welcome and nourishment, openness and safety. Not just to grow and sustain Unitarian Universalism, not just to keep the doors of our historical buildings open, not just to move First Parish along in its journey, not just to be the downtown liberal church everyone likes. BUT to truly be a religious community to anyone seeking freedom, love and justice.

In loving service, Reverend Christina Sillari

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

Reverend Christina at minister@firstparishportland.org .

Congregational Administrator's Report

I am happy to report that I feel much more grounded in my role as Congregational Administrator as I complete my second year in the position. It has taken a full two years in the Office to wrap my head around the varied responsibilities of the position. It may come as a surprise to many of our Members to learn that a large part of my time is spent handling the bookkeeping for First Parish. Stephanie Desrochers, Finance Chair has been a patient teacher, for which I am very grateful. I have worked hard to streamline many of our communications procedures, so as to make that part of my job as efficient as possible. I have started working with the newly formed Communications Team on addressing the priorities under this Vision Goal. I have some concerns over how this new work will fit into my already very full load at 35 hours/week, without putting in any additional hours. Responding quickly to rental inquiries continues to be a priority.

The very best part of my job is working with such fantastic colleagues, leaders, & First Parish community members. I have such respect for the important, heart-centered work that comes from this community working together. Please see the highlights below for more detail on my work over the last year.

Communication/Admin

- Helped organize the first 2 meetings of the Communications Team.
- Produced eNews & OOS on a weekly basis; moved to producing the bulletin once a month for more efficient use of time. Edited, formatted and distributed the Stone Soup Newsletter in early December. **Looking for a volunteer to take on production of this newsletter, but no one has stepped up so far.**
- Maintained the FP Calendar for events, meetings, room rentals, etc.
- Updated the website every Friday with worship info, eNews link & Upcoming Events updates. Minor editing of other pages on an as needed basis.

- Encouraged FP leaders to get comfortable using Google Docs as the preferred shared platform for FP work. I maintain a number of shared folders in Google Drive that various leaders have access to.
- Note: a very large percentage of time goes toward scheduling meetings, answering the phone, greeting visitors & printing the OOS & bulletin. As our Congregation grows toward 350 members, I encourage the Board to strongly consider adding a part-time (10 hrs/wk) Office Assistant to handle phones, bulletin, photocopying, etc. This would free the Congregational Administrator up to do larger, higher-level projects, such as facilitating the Communications Goal.

Bookkeeping/ Admin.

- Managed the bookkeeping responsibilities for FP: payroll, deposits, check writing, bookkeeping entries in Icon, rental income, credit cards, etc.

Rentals:

- Respond to numerous requests for information re. wedding and event rentals. I give tours to potential renters when Moe is not available. Wedding requests are coming in for 2020.
- *2018-19 Rental update*
 - 32 single-use events (weddings, memorials, other non FP events), compared to 20 during the 2017-18 church year;
 - 10 weddings & 4 memorial services;
 - 12 recurring rental groups will all be extending their rental agreements into next year, and 1 new recurring rental starting in Sept.
- *2019-20 Rental update:* 5 weddings, 1 memorial service & 1 large concert (in collaboration with the State Theater) currently scheduled between June 2019-January 2020.

Supervision

- Conducted monthly and mid-year evaluations with Sexton and Membership Coordinator. Final evaluations will be held in mid-June.
- Hired & trained Dee Pecoraro, who served as Membership Coordinator from September- April. Hired and trained Laurie Hasty as Interim Membership Coordinator, serving April- June.
- Collaborated with Christina on leading Staff meetings throughout the year.

Technology

- Worked with Kyocera to determine our tech needs and install significantly upgraded modem & router units throughout the Parish House & Meeting House.
- Gathered quotes for necessary upgrades to the 3 desktop and 1 laptop computer in our offices. Hoping to install these over the summer, if the budget allows.
- Still need to update our phone system at First Parish. Our office phones are at least 20 years old. The voicemail system is antiquated and prone to problems.

If you have a question or would like offer feedback, please contact: Sheila Sullivan, Congregational Administrator, office@firstparishportland.org.

Director of Religious Exploration's Report

This year was a big year for Worship Services. The RE Program put on three services including Coming of Age, Youth Sunday, and RE Sunday. I also helped create a service and wrote a sermon for a Sunday when Rev. Christina was out of the pulpit. Additionally, I helped with the Child Dedication, Thanksgiving, Christmas Eve and Easter services. This year also required a lot of organization and fundraising for the Youth Group Service Trip to West Virginia. This trip has been several years in the making. Unfortunately, the turn-out is less than we were hoping for as less than half of the families were able to commit to sending youth despite my trying to change dates to accommodate as many participants as possible. With thirty-nine kids and youth officially enrolled in RE, we had decent RE attendance and participation this year with the exception of the Pre-K/K/1 which had lower attendance than past years. This is perhaps due to having a change in teachers twice during the year. Hiring teachers was certainly more of a challenge this year than years past but the RE Committee made several suggestions for hiring next year that seem very promising. We also put out surveys both for the Youth Group and for Nursery- 8th Grade families to get a sense of what families most want to get out of the RE Program. We will be using input from these surveys at our RE Committee planning retreat in mid-June to inform our curriculum and event choices for the 2019-20 year. We put a lot of effort into trying to greet and connect with new families before services and during coffee hour. There were times that our efforts seemed redundant to what the Membership Team was doing so we made some adjustments including removing our greeters. Our approach has shifted to making a special effort to increase our visibility and outreach during coffee hour. Professionally, I have spent a lot of time doing the required reading for the DRE Credentialing Process and have had monthly check-ins with the mentor LREDA paired me with. I am still seeking a local mentor with DRE experience to help me grow my administrative skills and to help support me in setting and meeting goals that will improve and grow the RE Program over time.

Respectfully submitted by Toben Cooney-Callnan, Director of Religious Exploration
If you have a question or would like offer feedback, please contact: Toben Cooney-Callnan at dre@firstparishportland.org .

Membership Coordinator's Report

The purpose of the coordinator is to foster connections between new people and current members about participating at First Parish, with assistance from the Membership Team. From September 2018 - April 2019, Dee Pecoraro was Membership Coordinator. Laurie Hasty is the Interim Membership Coordinator through the end of this church year.

Dee attended an outreach seminar offered by the UUA Northeast District to which the staff continually refer. She instituted the online volunteer Sign-Up Genius. Liz Wasilewski has undertaken the organization of Sunday morning greeters. The Coordinator works with the security officer to ensure a Safe Congregation. Thanks to the Membership Team, the Thanksgiving Dinner was a festive celebration! Claire Cowan skillfully guides the Team as chair. Delicious aromas from the kitchen welcome

parishioners on Sunday mornings, courtesy of Hannah Herbold who has volunteered to be responsible for coffee hour.

Welcome to First Parish's new members and friends! This year 23 new members signed the membership book. 14 people attended the winter "Path to Membership" class. Two "New to UU" sessions were offered (14 total attendees). Newcomer Coffee with the minister was held on the first Sunday of each month (59 attendees total; average 7/month). We are growing in numbers and spirit!

Respectfully submitted by Laurie Hasty, Membership Coordinator
If you have a question or would like to offer feedback, please contact Laurie Hasty at membership@firstparishportland.org.

Music Director's Report

I'm finishing my 2nd year at First Parish. Although it has been quite a tumultuous year for me personally, I feel like the Music Program at First Parish is strong. I'm especially proud of the growth and the quality of the choir this year. There are several new, young members that are adding a fun energy to the group. The musical offerings of the choir have definitely grown in variety and difficulty with our biggest challenge coming on Music Sunday, June 2nd when we present a classical program of Schubert's Mass in G with a professional string quartet. Last September, we moved the small upright piano from the Community Room to the Parish Hall and this has made a huge difference in both rehearsal space for the choir, as well as using the Parish Hall as a performance venue. The Concerts for a Cause series has proved problematic in establishing congregation support. I hope to present only 4 concerts next season and put all of our resources and energy into getting them better attended with, perhaps, an individual or business to financially help sponsor the series, so that more money can go to the charities. The Music Committee has been working hard this year to support me and the Music Program at First Parish, for which I am very grateful.

Respectfully submitted by Scott Wheatley, Music Director
If you have a question or would like to offer feedback, please contact Scott Wheatley at musicdirector@firstparishportland.org.

Sexton's Report

I want to start off saying it is great to work in a place where everyone works together to help the community and the world. I am proud to say that I've worked at First Parish for 17 years now. Here is a brief summary of the main aspects of my work:

- Upkeep of the Meeting House & Parish House (cleaning, painting, repairs, etc.)
- Coordinating repair work with all the vendors who work at First Parish (plumbing, electrical work, heating system, new doors for the Meeting House & Parish House, etc.)

- Working with rental groups for weddings, memorial services, presentations & First Parish events. This includes setup & breakdown for events, as well as providing tours and pre-event meetings to discuss room setup, etc.
- Continuing to work on Safe Congregation issues, including training the Security Guards and meeting with the Safe Congregation Team.
- Snow removal around building in the winter. This is the most taxing part of my job.

Love your Sexton, Moe Blanchard

If you have a question or would like to offer feedback, please contact Moe through the Office at office@firstparishportland.org .

Finance Committee's Report

The Finance Committee oversees the financial matters of First Parish (other than those delegated to the Trustees) and communicates information relating to these matters to the leadership and congregation. Current Committee Members are: Emily Bolt, Special Projects; Matt Caston, Clerk and Stewardship Campaign Liaison; Thomas Crane, Cash Counter Coordinator; Stephanie Desrochers, Chair; Austin Farrar, Finance Liaison to Governing Board; and Karen McKinney, Expense Treasurer. John Schaberg and Carl Capello also joined the committee this year; in the coming year John will be sending Expense Budget Reports and Carl will be sending pledge statements.

The 2017-2018 church year finished with a surplus for the first time in several years thanks to continued growth in rental income and pledge fulfillment. Per policy governance, 50% of the surplus was set aside in a contingency fund and a portion was directed towards unfunded budget priorities such as upgrading the computer network and personnel. First Parish appears to be on track to meet its 2018-2019 budget goals if members and friends complete their pledges. As of the latest financial report April 30, First Parish reached 84% of its total revenue goal (\$349,956) and spent 78% of its budget. Pledge statements will be emailed by the first week of June so households can see if they have completed their pledge. ***July 31st will be the last day to make donations or request a reimbursement for the July 2018-June 2019 year.***

The 2019-2020 proposed budget anticipates \$33,000 more revenue due to a successful stewardship campaign, a new fall fundraiser, continued rental income growth, and funds raised for this summer's Youth RE service trip. With this expected additional revenue, First Parish was able to budget for critical needs in 2019-2020 such as replacement computers, several personnel increases, funds needed to achieve visioning goals, and increases to many committee budgets.

Respectfully submitted by Stephanie Desrochers, Finance Chair

If you have a finance or budget question or would like to offer feedback, please contact: Stephanie Desrochers finance@firstparishportland.org.

First Parish in Portland, Maine Unitarian Universalist
Proposed Budget July 1, 2019 - June 30, 2020

	2019-2020 Proposed	2018-2019 Approved	\$ Change
Income			
Congregation Contributions			
Pledges/Donor Advised Funds	204,840.00	206,684.00	-1,844.00
Share the Plate	3,600.00	1.00	3,599.00
Sunday Collections	20,000.00	20,000.00	0.00
<i>Subtotal Congregation Contribution</i>	<i>228,440.00</i>	<i>226,685.00</i>	<i>1,755.00</i>
Building Use Income			
Concert Series	4,000.00	6,300.00	-2,300.00
FIA Forums	5,500.00	2,000.00	3,500.00
Pageant Donations	1,200.00	1,000.00	200.00
Rental Groups	21,000.00	21,000.00	0.00
Rental One Time Use	20,000.00	15,000.00	5,000.00
<i>Subtotal Building Use Income</i>	<i>51,700.00</i>	<i>45,300.00</i>	<i>6,400.00</i>
Contributions from Trustees	43,882.00	43,571.00	311.00
Other Income			
Donations	12,000.00	13,000.00	-1,000.00
Fundraising - Raffle	31,000.00	10,000.00	21,000.00
Fundraising - Other	6,000.00	6,000.00	0.00
Miscellaneous Income	500.00	0.00	500.00
RE Other Income	7,650.00	3,400.00	4,250.00
RE Registration Fees	2,200.00	2,000.00	200.00
<i>Subtotal Other Income</i>	<i>59,350.00</i>	<i>34,400.00</i>	<i>24,950.00</i>
Anticipated Income	383,372.00	349,956.00	33,416.00

Expenses

Administration Expenses

Advertising	2,000.00	1,500.00	500.00
Computer Network Maintenance	1,440.00	1,200.00	240.00
Equipment Lease Fees	1,128.00	0.00	1,128.00
Miscellaneous	300.00	500.00	-200.00
Office Equipment Expense	5,300.00	2,460.00	2,840.00
Office Supplies General	1,000.00	1,300.00	-300.00
Payroll Service Fees	1,600.00	1,500.00	100.00
Postage Mailing Expense	500.00	500.00	0.00
Software Fees	1,505.00	1,230.00	275.00
Technology Repair	400.00	400.00	0.00
Telephone Expenses	1,000.00	2,400.00	-1,400.00
Website Fees	1,000.00	700.00	300.00
<i>Subtotal Administration Expenses</i>	<i>17,173.00</i>	<i>13,690.00</i>	<i>3,483.00</i>

Building and Grounds Expenses

B&G Maintenance	3,120.00	2,120.00	1,000.00
B&G Supplies	2,800.00	2,800.00	0.00

	2019-2020 Proposed	2018-2019 Approved	\$ Change
Permits and Inspection Fees	519.00	462.00	57.00
Security	2,300.00	3,300.00	-1,000.00
Snow Removal	500.00	1,000.00	-500.00
Utilities			
Electricity	4,200.00	5,200.00	-1,000.00
Gas	7,000.00	6,500.00	500.00
Trash Removal	1,200.00	1,200.00	0.00
Water Sewer	1,600.00	1,600.00	0.00
<i>Subtotal Building & Grounds</i>	<i>23,239.00</i>	<i>24,182.00</i>	<i>-943.00</i>

Governance Expense

Leadership Retreat	1,000.00	500.00	500.00
Organizational Development	1,500.00	1,500.00	0.00
Program Council	500.00	500.00	0.00
UUA Fair Share Dues	9,000.00	8,000.00	1,000.00
<i>Subtotal Governance Expense</i>	12,000.00	10,500.00	1,500.00
Personnel			
FICA Medicare	10,628.00	9,794.00	834.00
Minister Medical	20,000.00	19,585.00	415.00
Hiring	450.00	0.00	450.00
Pension Fund			
Administrator	3,780.00	3,780.00	0.00
Minister	8,060.00	8,060.00	0.00
RE Director	2,365.00	2,365.00	0.00
Sexton	2,821.00	2,821.00	0.00
Professional Expense			
Administrator	750.00	750.00	0.00
Minister	8,060.00	8,060.00	0.00
Music Director / Music Program	500.00	500.00	0.00
RE Director / RE Program	1,000.00	1,200.00	-200.00
Wages			
Salary & Pension Increases	4,474.00	-	-
Administrator Wages	43,298.00	37,801.00	5,497.00
Event Wages - Contract	0.00	250.00	-250.00
Event Wages - Staff	4,000.00	2,000.00	2,000.00
Membership Coordinator	9,600.00	9,600.00	0.00
Minister FICA Reimbursement	6,166.00	6,166.00	0.00
Minister Housing Allowance	32,100.00	32,100.00	0.00
Minister Wages	48,500.00	48,500.00	0.00
Music Choir Director Wages	20,304.00	20,304.00	0.00
RE Director Wages	23,650.00	23,650.00	0.00
RE Teachers Wages	6,000.00	6,200.00	-200.00

Sexton Wages	28,210.00	28,210.00	0.00
Workers Compensation	1,862.00	2,356.00	-494.00
<i>Subtotal Personnel</i>	<i>286,578.00</i>	<i>274,052.00</i>	<i>12,526.00</i>

Programs

	2019-2020 Proposed	2018-2019 Approved	\$ Change
Faith in Action			
Community Dinners	1,000.00	600.00	400.00
FIA Training/Workshops	3,000.00	0.00	3,000.00
Racial Justice	1,800.00	1,500.00	300.00
Rally4Justice	1,500.00	1,500.00	0.00
Safe Harbor	400.00	400.00	0.00
Share the Plate (STP) Recipients*	3,600.00	0.00	3,600.00
<i>Subtotal Faith in Action</i>	<i>11,300.00</i>	<i>4,000.00</i>	<i>7,300.00</i>
Finance			
Fundraising	7,000.00	1,500.00	5,500.00
Stewardship	1,500.00	1,500.00	0.00
Upgrades & Replacements	1,000.00	0.00	1,000.00
<i>Subtotal Finance</i>	<i>9,500.00</i>	<i>3,000.00</i>	<i>6,500.00</i>
Life Long Learning			
Library	100.00	100.00	0.00
RE	1,700.00	1,200.00	500.00
Service Trip Fundraising	0.00	400.00	-400.00
Youth Group	0.00	300.00	-300.00
Youth Group Service Trip	7,650.00	2,100.00	5,550.00
<i>Subtotal Life Long Learning</i>	<i>9,450.00</i>	<i>4,100.00</i>	<i>5,350.00</i>
Membership Expenses			
Adult RE	250.00	250.00	0.00
Membership Team Expenses	1,800.00	1,700.00	100.00

Pastoral Care	700.00	700.00	0.00
Welcoming Team Expenses	900.00	700.00	200.00
<i>Subtotal Membership Expenses</i>	<i>3,650.00</i>	<i>3,350.00</i>	<i>300.00</i>
Music Expenses			
Concert Series Expenses	2,240.00	4,500.00	-2,260.00
Music and Guest Instrumentalists	1,000.00	700.00	300.00
Tuning and Instrument Maintenance	600.00	450.00	150.00
<i>Subtotal Music Expenses</i>	<i>3,840.00</i>	<i>5,650.00</i>	<i>-1,810.00</i>
Worship Expenses			
Annual Funding for Future Sabbaticals	500.00	1,700.00	-1,200.00
Lay Service Speakers	1,700.00	1,400.00	300.00
Pageant	1,300.00	1,300.00	0.00
Worship Expenses	1,000.00	900.00	100.00
<i>Subtotal Worship Expenses</i>	<i>4,500.00</i>	<i>5,300.00</i>	<i>-800.00</i>
Total Programs	42,240.00	25,400.00	16,840.00
Other Expenses (<i>i.e. credit card, remote deposit</i>)	2,100.00	2,000.00	100.00
Total Expenses	383,330.00	349,824.00	33,506.00
<hr/>			
Income less Expenses	42.00	132.00	
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**STP expenses will equal STP collections*

**First Parish in Portland, Maine Unitarian Universalist
Proposed Budget July 1, 2018 - June 30, 2019**

	2017-2018	2018-2019			
	Approved	Proposed	\$ Change	% Change	% of Budget
Income					
Congregation Contributions					
Donations from Members/Friends	6,500.00	11,600.00	5,100.00	78.46%	
Pledges	189,591.00	195,084.00	5,493.00	2.90%	
Sunday Collections	20,000.00	20,000.00	0.00	0.00%	
SubTotal Congregation Contributions	216,091.00	226,684.00	10,593.00	4.90%	64.78%
Building Use Income					
Rental One Time Use	6,500.00	15,000.00	8,500.00	130.77%	
Rental Group	20,500.00	21,000.00	500.00	2.44%	
Concert Series	2,500.00	6,300.00	3,800.00	152.00%	
FIA Forums	750.00	2,000.00	1,250.00	166.67%	
Pageant Donations	1,100.00	1,000.00	-100.00	-9.09%	
SubTotal Building Use Income	31,350.00	45,300.00	13,950.00	44.50%	12.94%
Contributions from Trustees					
Income from Society Fund	26,462.00	26,464.44	2.44	0.01%	
Income to FIA	512.00	512.25	0.25	0.05%	
Share of Sexton Salary	15,964.00	16,594.53	630.53	3.95%	
SubTotal Contributions from Trustees	42,938.00	43,571.22	633.22	1.47%	12.45%
Other Income					
Donations External	13,000.00	13,000.00	0.00	0.00%	
Fundraising - Auction	10,000.00	10,000.00	0.00	0.00%	
Fundraising - Other	6,000.00	6,000.00	0.00	0.00%	
Miscellaneous Income	0.00	0.00	0.00		
RE Registration Fees	2,500.00	2,000.00	-500.00	-20.00%	
RE Other Income	0.00	3,400.00	3,400.00		
SubTotal Other Income	31,500.00	34,400.00	2,900.00	9.21%	9.83%
Anticipated Income	321,879.00	349,955.22	28,076.22	8.72%	100.00%
Expenses					
Advertising	934.00	1,500.00	566.00	60.60%	
Computer Network Maintenance	896	1,200.00	304	33.93%	
Miscellaneous	149	500.00	351	235.57%	
Office Equipment Expense	1,867.00	2,460.00	593.00	31.76%	
Office Supplies General	1,120.00	1,300.00	180.00	16.07%	
Payroll Service Fees	934	1,500.00	566	60.60%	

	2017-2018 Approved	2018-2019 Proposed	\$ Change	% Change	% of Budget
Postage Mailing Expense	317	500	183.00	57.73%	
Software Fees	934.00	1,230.00	296.00	31.69%	
Technology Repair	373.00	400.00	27.00	7.24%	
Telephone Expenses	1,139.00	2,400.00	1,261.00	110.71%	
Website Fees	1,121.00	700	-421	-37.56%	
SubTotal Administration Expenses	9,784.00	13,690.00	3,906.00	39.92%	3.94%
Building and Grounds Expenses					
Building and Grounds Maintenance	1,121.00	2,120.00	999.00	89.12%	
Building and Grounds Supplies	2,839.00	2,800.00	-39.00	-1.37%	
Snow Removal	747	1,000.00	253.00	33.87%	
Security	0	3,300.00	3,300.00		
Permits and Inspection Fees	462	462	0.00	0.00%	
Utilities	15,300.00	14,500.00	-800.00	-5.23%	
SubTotal Building and Grounds	20,469.00	24,182.00	3,713.00	18.14%	6.91%
Governance Expense					
UUA Fair Share	5,945.00	8,000.00	2,055.00	34.57%	
Governance Consulting	374	0	-374.00	-100.00%	
Leadership Retreat	1,307.00	500	-807.00	-61.74%	
Leadership Training & Recognition	934	1,500.00	566.00	60.60%	
Leadership Council	0	500	500.00		
SubTotal Governance Expense	8,560.00	10,500.00	1,940.00	22.66%	3.00%
Personnel					
FICA Medicare	9,290	9,793.18	503.18	5.42%	
Minister Healthcare	19,935.00	19,585.06	-349.94	-1.76%	
Staff Pension Fund	16,469.00	17,026.14	557.14	3.38%	
Professional Expenses	9,306.00	10,510.00	1204	12.94%	
Wages	208,200.00	214,781.40	6,581.40	3.16%	
Workers Compensation	2,500.00	2,356.00	-144.00	-5.76%	
SubTotal Personnel	265,700	274,051.77	8,351.77	3.14%	78.34%
Programs					
Faith in Action					
Racial Justice (formerly BLM)	224	1,500.00	1,276.00	569.64%	
Center for Restorative Justice	224	0	-224.00	-100.00%	
Community Dinners	896	600	-296.00	-33.04%	
Forums	75	0	-75.00	-100.00%	
Rally4Justice	299	1,500.00	1,201.00	401.67%	
Safe Harbor	299	400	101.00	33.78%	
Share the Plate**	1,500.00	0	-1,500.00	-100.00%	
SubTotal Faith in Action	3,517.00	4,000.00	483.00	13.73%	1.14%

	2017-2018 Approved	2018-2019 Proposed	\$ Change	% Change	% of Budget
Finance					
Fundraising	1,120.50	1,500.00	379.50	33.87%	
Stewardship	1,120.50	1,500.00	379.50	33.87%	
SubTotal Finance	2,241.00	3,000.00	759.00	33.87%	0.86%
Life Long Learning					
Adult RE	0	250	250		
Children RE	1,046.00	1,200.00	154	14.72%	
Youth Group		300	300		
Service Trip	598	2,100.00	1502	251.17%	
RE Fundraising Expenses		400	400		
Library	75	100	25	33.33%	
SubTotal Life Long Learning	1,719.00	4,350.00	2631	153.05%	1.24%
Membership Expenses					
Membership Team Expenses	1,494.00	1,700.00	206.00	13.79%	
Pastoral Care	224	700	476.00	212.50%	
Welcoming Team Expenses	523	700	177.00	33.84%	
SubTotal Membership Expenses	2,241.00	3,100.00	859.00	38.33%	0.89%
Music Expenses					
Concert Series Expenses	896	4,500.00	3,604.00	402.23%	
Music and Guest Instrumentalis	1,494.00	700	-794.00	-53.15%	
Tuning and Instrument Maintena:	299	450	151.00	50.50%	
SubTotal Music Expenses	2,689.00	5,650.00	2,961.00	110.12%	1.62%
Worship Expenses					
Funding for Future Sabbatical	1,867.00	1,700.00	-167.00	-8.94%	
Lay Service Speakers	672	1,400.00	728.00	108.33%	
Pageant	971	1,300.00	329.00	33.88%	
Worship Expenses	859	900	41.00	4.77%	
SubTotal Worship Expenses	4,369.00	5,300.00	931.00	21.31%	1.52%
Total Programs	16,776.00	25,400.00	8,624.00	51.41%	7.26%
Other Expenses (ie. credit card fees)	1150	2000	850	73.91%	0.57%
Total Expenses	322,438.70	349,823.77	27,385.07	8.49%	100.00%
Income less Expenses	-559.7	131.45			

** Share the Plate (STP) is not being eliminated. STP collections will have its own fund next year separate from the Operating Budget, like the Accessibility Project.

Vision Goals 2018- 2019

First Parish Unitarian Universalist 2018- 2019 Annual Vision Goal #1

THE COFFE HOUR EXPERIENCE

Statement of Basis

May 9, 2019

Vision Goal #1: Improve the Coffee Hour Experience to Promote Congregant Retention and Engagement

Basis of Need

At least one consultant has made the statement that churches rise or fall on their coffee hour. This is where both new and repeat church attendees gage whether our church will provide to them that fundamental emotional connection we all seek, and then whether they will be able to be part of the real workings of the church, or remain just an outsider drinking coffee. Many who have attended our church have shared their experiences of standing alone at Coffee Hour, even after they've come several times, and others who have come repeatedly say they have no idea how to get involved in Chalice Group or committees, feeling instead like participation and leadership is a "closed shop". This experience leads to a diminished level of engagement and too often, to an eventual cessation of church attendance. While certainly not universal, this experience is reported frequently enough, and is so counter to our intentions and values as a church and faith, that it warrants special attention as a Vision Goal for 2019.

Objective of Vision Goal

This Vision Goal seeks increase the engagement of congregants by improving their social experience at Coffee Hour as well as by increasing the visibility of and access to church

activities. Welcoming and friendly behavior that is genuine, consistent, and extended to any lone individual at Coffee Hour will create and nurture the community that so many of our new people seek, and which our established members cherish. Individuals who feel welcomed and accepted are more eager to increase their participation in church functions and service activities, so this initiative is paired with a focus on making entry into organizational and FIA activities easy and quick, so that enthusiasm can quickly find a purpose. The ultimate objective is to increase the pool of enthusiastic new recruits for both church functions and FIA by making sure that our newer congregants are embraced and truly welcomed into a rich, accessible, and transparent church organization.

Condition to be Achieved

Success will be reflected by the elimination of reports and observations of new and returning congregants standing alone and ignored during Coffee Hour. Success may also be measured by an “on the floor” assessment of the ease with which a new attendant can identify key opportunities and activities such as Chalice Groups, Teams, and FIA activities during the same coffee hour experience, either through (for example) organized, printed, up-to-date resources or the presence of an individual at a staffed “Get Involved” table at Coffee Hour. Additionally, interviews with new congregants can provide insight into the success of efforts in both arenas. However, since the feeling of being truly welcomed both as a person (by being included in conversations) and as a participant in church activities (by our efforts to make joining in easy) is foundational to a motivation to join, the ultimate measure of success in this area will be a growing number of active and engaged members.

**First Parish Unitarian Universalist
2018- 2019 Annual Vision Goal #2**

A TWELVE-MONTH CHURCH

Statement of Basis

May 9, 2019

Vision Goal #2: Have year-round services beginning in the 2020 calendar year

Basis of Need

Each spring, a number of congregants express concern and, in some cases, dismay that the church will be closing for about 6 weeks. Many of these people depend on First Parish to fulfill their spiritual needs, provide comfort if they are in a difficult position or are seeking a family to help them overcome their loneliness. When we close for over a month in the summer, there is a sense of emptiness in these people and First Parish is not meeting its mission to nurture the spirit of all who come here. Since we are the only UU church in this region which does not have year round services, these people are left to wonder why we are “abandoning” them while every other church would be there for them.

In addition to leaving these congregants with a sense their needs are not being met, First Parish is also sending the wrong message to people who first come to us in the late spring seeking a spiritual home only to be told not to return until August while we go on vacation. With other UU churches in the area being open all year, it is very easy for those people to look elsewhere for a spiritual home. This puts us at risk of losing potential new members.

The interest in some form of year-round service was mentioned by participants in the visioning workshops which were completed during the information gathering stage for setting the visioning goals of First Parish so this goal is consistent with input from the congregation.

Objective of the Vision Goal

The primary objective of this vision goal is to ensure First Parish is doing all it can to fulfill two of the three items identified in its mission statement, to nurture the spirit and to grow in community.

In providing year-round services, we will nurture the spirit by ensuring everyone who is part of our church will have uninterrupted access to all that worshipping here provides. When we close in the summer, during that time we are denying our members and guests the spiritual support, comforting or the family connections they seek.

Attaining this vision goal will serve the mission of growing in community by being accessible year round to people who are looking for connections to others, providing a place for more summer visitors to come join us, and fostering deeper bonds between people who first meet in the spring. By not having a 6 week hiatus between meeting someone new and reconnecting with that person, stronger bonds will develop which may not develop otherwise.

Finally, as a secondary objective, being open all year should increase membership for the reasons mentioned above.

Condition to be Achieved

This goal will be achieved when year round services begin during the 2020 calendar year. This will require the formation of a small group of people to look at everything which needs to be done to achieve this goal. This “exploratory” group will be formed and begin its work during the winter and spring of 2019. It will need to work with Christina, the worship committee and any other individuals or groups they identify as necessary to this process. Monitoring of the progress toward this goal will require obtaining regular updates from this exploratory group during the remainder of the 2018-19 church year and throughout all of the 2019-20 church year up until implementation of summer services in July 2020.

**First Parish Unitarian Universalist
2018- 2019 Annual Vision Goal #3**

ENHANCED COMMUNICATIONS

Statement of Basis

May 9, 2019

Vision Goal #3: Enhanced Communications Activities

Basis of Need

As a vibrant and growing church in the heart of the city serving its community, it is vital that the work that is done at First Parish be made known far and wide. Those who put the great effort to be heavily involved with our congregation may know of events by knowing where to look, whom to ask or how to simply be where the action is. The objective fact is that time and time again far too many of our own members, let alone visitors and the community at large, are left unaware of the events and programming put on by, or in partnership with, the church.

Top notch performances, Concerts for a Cause, Faith in Action events, diversity trainings and more are often presented to more empty seats than should ever be the case. If we fail to adequately utilize the various means accessible to make our work known to the wider community, we are, pardon the pun, merely preaching to the choir.

Objective of the Vision Goal

The primary objective of this vision goal is to help First Parish fulfill its mission to nurture the spirit and grow in community.

In ensuring our message and our programming is heard, seen and experienced by a larger subset of our internal and external audience, we will fulfill the mission of nurturing the spirit by affording a wider population access to our fulfilling, empowering and transcendent activities.

As we utilize multiple mediums to notify and engage our neighbors, we will undoubtedly fulfill our mission to grow in community. As we interact with and engage a wider and more diverse population, our powerful message of inclusion will enlarge the First Parish footprint.

A positive byproduct of engaging a wider audience means that our efforts will likely lead to increased participation in Sunday services, elevated attendance at special events and a real possibility of new members who would donate their time, talent and treasure to our faith community.

Condition to be Achieved

During the first year of implementation of enhanced communications strategies, staff, church leaders and volunteers will identify and implement existing ways to reach out to the community via: earned media, message boards, community events listings, local publications web forums and more. The team will also explore the best ways to communicate internally to our membership and enact systems to meet the goal. Other tasks may include engaging donated and low cost subject matter expert services for marketing and electronic transmission of Sunday services and events. Success will be measured by assessing the implementation of initial outreach measures as well as putting in place the foundation for future communications activities.