



First Parish in Portland

A Unitarian Universalist Congregation

2019-20 Annual Report

Annual Meeting

June 14, 2020

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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 via the chat function (via Zoom) whenever possible.
- 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 14, 2020

- I. **Ingathering** Scott Wheatley, Music Director
- II. **Welcome by President** Jason J. Shedlock, Governing Board President
- III. **Chalice Lighting** The Reverend Christina Sillari, Minister
- IV. **Invocation and Memorial Names** Reverend Sillari
- V. **Call Meeting to Order** Jason J. Shedlock
- VI. **Confirmation of Quorum** Patty Renaud, Clerk
- VII. **Adoption of Rules and Agenda** Jason J. Shedlock
- VIII. **Approval of Minutes of June 9, 2019**
- IX. **Approval of Minutes of December 8, 2019**
- X. **Reports**
 - a. Vote to Accept Reports of Officers, Trustees, Committees & Staff
- XI. **President's Address** Jason J. Shedlock
- XII. **Leadership Recognition** Dirane Kelekyan, Ministry Leadership Team Chair
Reverend Sillari
Jason J. Shedlock
- XIII. **New Business**
 - a. Discussion & Vote: FY 2021 Budget Stephanie Desrochers, Finance Chair
 - b. Nomination of New Officers Jason J. Shedlock
 - i. Governing Board
 - ii. Board of Trustees
 - c. Minister's Address Reverend Sillari
- XIV. **Closing and Adjournment** Jason J. Shedlock

THE FIRST PARISH IN PORTLAND, UNITARIAN UNIVERSALIST

Minutes of 2019 Annual Meeting

Sunday, June 9, 2019

- I. Chalice Lighting & Invocation by Minister, Christina Sillari
- II. Invocation and memorial names by Minister Christina Sillari
- III. Meeting called to order at 11:23 AM by Janet Robinson, Governing Board President
- IV. Quorum confirmed by Clerk, Patty Renaud
- V. **Motion** by John Schaberg to Approve the Minutes of the Annual Meeting held on June 9, 2019 as presented in Annual Report. Seconded by Kris Minister. Approved with two abstentions.
- VI. **Motion** by Richard Van Bergen to accept Reports of Officers, Trustees, Committees and Staff. Seconded by Phil Ptacin. Approved with two abstentions.
- VII. **President's Address** by President of the Governing Board, Janet Robinson.

Janet acknowledged the work of the Board over the past year in moving to a policy governance framework. In this structure, the work of the church is governed by standard policies rather than by individual problem-solving decisions. The Board developed policies that church committees will now use to guide their work. Thus, the Board is now free to do future-looking strategic thinking that a church of this size requires. These policies were signed on May 9 and are posted on the First Parish website.

In addition, the Board also developed a set of Value Statements based on discussions at previous member workshops and leadership retreats. Based on these values, we arrived at three Vision Goals for the entire church to target for the year ahead. Each goal is being tended by a Board member and implemented by a special team. They are:

1. Improve the coffee hour experience – headed by Marcy Makinen
2. Plan to implement a 12-month church year in 2020 – Headed by Tony Lacertosa
3. Enhance both internal and external communications – Headed by Jason Shedlock

Janet closed saying, “We know our grounding principles, we know where we’re going, we’re on our way and very optimistic that we have the right structure and right tools to succeed.”

VIII. **Acknowledgements of Departing Leaders and Introduction of New Leadership**

Christina Sillari presented departing President Janet Robinson with a gift and acknowledged her leadership.

Robert Moldaver, Chair of the Program Council Liaison Team presented gifts to departing leaders: Bill Adams, Austin Farrar, Sammy Riegel Burbank, Brenda Franey, Sheila Cook, Peter Eglington, Lisa Page.

Incoming Chairs were welcomed:

Stewardship Committee - Greg Dorsey

Worship Committee - Jenna Nunziato and Gary Desrochers

Music Committee - Deena Hastings and Heather Trickett

Program Liaison – Dirane Kelekyan

R.E. Committee – Sammy Riegel Burbank

Christina then recognized and thanked Robert for his great work.

New position of “Vision Goal Coordinator” – Janet Robinson will be monitoring to ensure progress on our vision goals for this year.

Christina issued an open invitation to leadership. This is not a closed group – if anyone is interested in serving, talk to Christina.

- IX. **Stewardship Campaign** – Bill Adams reported results of the Stewardship Campaign, with pledges still coming in. We still have not made our goal, though roughly equal amount has been raised. He reported several statistics and comparisons. Comments from members indicated why people did not pledge as much as expected - #1 new tax laws owed more, #2 anticipated donations to accessibility project, #3 personal changes in finances.
- X. **Budget** -- Stephanie Desrochers reported that this year is expected to end with a \$12,000 surplus, the first in 9 years. Also, the budget development process was the least stressful experience this year because of the new governance structure. She then presented a balanced budget for the 2019-2020 church year.
Motion by Linda Shary to accept the budget as presented. Seconded by Richard van Bergen. Approved with three abstentions.
- XI. **Slate of Officers & Committee Chairs** presented by John Schaberg, Chair, Nominating Committee
Governing Board
Emily Bolt - At Large
Sally Oldham - Interim Vice President

Motion by Jason Shedlock to accept the candidates for the Governing Board. Seconded by Richard Burbank. Approved with one abstention.

Board of Trustees

Janet Puistonen, Secretary

Ted Oldham, Buildings and Grounds

Motion by Sally Oldham to accept the candidates for the Trustees. Seconded by John Schaberg. Approved with one abstention.

YFO (Youth and Family Outreach) Board

Lindsay Chard

Brenda Norris

Motion by Val Blais to accept the YFO board. Seconded by Jackie Oliveri. Approved with two abstentions.

XII. **Bylaws** - With evolution to policy governance, the board has proposed several updates and is checking with other committees to make them conform to the way we actually operate. No changes at this time but they will be coming for congregation vote during a special session this fall.

XIII. **Volunteer Awards** - No volunteer awards this year because of difficulty in ranking one person's efforts over another's. The Board decided to rethink the process, evaluate whether we want to continue, and what would be a more ecumenical way to go about it.

XIV. **Minister's Report**

Christina is excited about the future of First Parish. She is already working under policy governance so that is ongoing and not a concern. The Vision Goals are intense, so she is counting on the leadership team. This fall she will be participating in a Minister Exchange for 3 weeks with a congregation in VT. She is also participating in the Roots and Wings program training social justice leaders across the state of Maine. Most exciting is the Church for Everybody campaign - we are truly creating a church for every *body*.

XV. **Church for Every Body Campaign** Austin Farrar reported on the campaign to increase the accessibility of the church. We've been talking about this since the 1970s, it's time to do this if we are to achieve our mission. Phase 1 was successful in building the ramp, making the door wider, getting handicapped parking out front. Phase 2 campaign is to raise \$1.2 million. That's big. We're going forward because you have told us in the feasibility study that we can and we must. The quiet phase has started, doing structural work over the summer to hopefully launch it in the fall and conclude by

Thanksgiving. Communication will be important, volunteerism important, please reach out to be a part of it. Then start working with architects to break ground in June as soon as high school is out.

XVI. **Incoming President's Report** - Jason Shedlock noted that we're here to have fun and be nourished spiritually. I'm privileged to be a part of that. We're ambassadors of this church in the community. If I can leave the situation half as good as Janet has, we'll be doing ok. Janet passed Jason the gavel and parking permit.

XVII. **Closing and Adjournment**

Motion to adjourn by Steve Jenks. Seconded by Phil Ptacin. Meeting adjourned at 1:00 PM.

Submitted by Patty Renaud, Clerk of the Governing Board

FIRST PARISH IN PORTLAND, UNITARIAN UNIVERSALIST

**Minutes from the Special Meeting of the Membership
December 08, 2019**

I. **Meeting called to order** at 11:22 a.m. by Jason Shedlock, Governing Board President

II. **Quorum confirmed** by Clerk, Patty Renaud

III. **Presentation of Bylaws**

Jason Shedlock presented highlights of changes to the Bylaws made by the Governing Board over the past year. The revised Bylaws had been made available to everyone through the e-News, and Jason had provided "red-line" versions to those who had requested them.

Aside from technical cleanup and modernization, revision of the Bylaws were necessary in light of our recent adoption of the Policy Governance model. The Governing Board, in consultation with Reverend Sillari and others, have updated the Bylaws (last revised in 2015) to best suit the needs of our church.

IV. **Discussion**

Linda Shary asked for the names of members of the Ministry Leadership Team which Dirane Kelekyan provided.

Kris Minister offered a Friendly Amendment to delete the word “active” describing a member in Article X Section 2. The Ministerial Search Committee. She noted that the word was not defined and thus subjective. The amendment was accepted as friendly and the change will be made.*

Motion by Carl Capello to delete the word “active” in Article X Section 2. Seconded by Sally Oldham. Approved.

Motion by Jan Berlin to approve the revised Bylaws. Seconded by Sally Oldham. Approved.

V. Meeting Adjourned 11:35 a.m.

Respectfully submitted by Patty Renaud, Clerk of the Governing Board

* 04/04/2020 – It has since been noted that an “active” member is defined previously in Article IV, Section 3 (pg 2):

If a member has not attended, financially supported or otherwise contributed to the society for over a year’s time, the Minister shall assign inactive membership status to that person if the person does not respond within thirty (30) days after being asked if they wish to remain an active member.

The term “active member” appears seven times throughout the document: Article IV Section 3, pg 2; Article VII Section 4, pg 2; Article VII Section 5, pg 2; Article X Section 2, pg 8; Article XII Section 2(b), pg 10; and Article XIV, pg 11.

This makes the motion moot, so no change will be made.

THE FIRST PARISH IN PORTLAND, UNITARIAN UNIVERSALIST

Governing Board Report

Officers:

President:	Jason J. Shedlock
Vice President*:	Sally Oldham
Clerk:	Patty Renaud
At-Large Members:	Emily Bolt
	Jamie Jarvis
	Tony Lacertosa
	Marcy Makinen
Ex Officio:	Reverend Christina Sillari, Minister

**denotes an interim position*

A Transition, A Transformation

The 2019-2020 church year was the first full year that First Parish operationalized the Policy Governance model of church governance, initially voted on by the congregation in 2012. While a more fulsome timeline of the events that helped us arrive to this point can be found in the 2018-2019 Annual Report,¹ the Minister, staff, volunteer leaders and elected Governing Board finally had the opportunity to put into practice what the dozens of church members spent multiple years and thousands of collective hours mapping out on paper. The result was a church that was forced to mature in double time as it met with multiple challenges that would strain even the most long standing governance structure. Our faith community not only survived, it thrived. We are stronger for it, poised to pivot toward the future, equipped with lessons learned and bonds formed through our shared experiences.

During the 2019-2020 church year, our regular programming flourished, as you will see later in this Annual Report. The Governing Board wishes to express its deep gratitude to our Minister, her staff and the volunteers who made our church year a success. 2019-2020 was indeed a unique year however, in that we embarked on an ambitious and tremendously successful capital fundraising campaign on our legacy *Church for EveryBody* accessibility project, and weathered a public health pandemic the likes of which this generation has never seen, all while we increased our membership and continued to nourish the spirit and soul of members, visitors and community members alike through transcendent worship and programming.

¹ 2018-2019 annual report available at:

<https://firstparishportland.org/wp-content/uploads/2016/12/FP-2018-19-Annual-Report-Vision-Goals.pdf>

We put Policy Governance to the test early and often, with each decision point a new opportunity to create precedent. Our Minister, the Governing Board and church leaders approached issues and relied on how our new system empowers our Minister and her team to solve problems based on the guidance provided by our Bylaws and our Governing Board Policies. What we found was what we already knew: our Minister, her staff and our lay leaders lead with skill, an open heart and with the best interest of the congregation always at the forefront.

Changing governance structures is not an easy task during normal times, let alone during a year such as we had in 2019-2020. As Governing Board President, I wish to extend my personal appreciation to my fellow Board Members for their time, talent and patience as we navigated this process together. I'll name them here again: Interim Vice President Sally Oldham, Clerk Patty Renaud, and At-Large Members Emily Bolt, Jamie Jarvis, Tony Lacertosa and Marcy Makinen. It has been a sincere pleasure to serve with each and every one of you.

The Board's appreciation also extends to Ministry Leadership Team Chair Dirane Kelekyan. Dirane's leadership has been and will continue to be absolutely critical during this time of transition for our church. There is no doubt that we are a better church community because of her efforts. We look forward to continuing to benefit from the fruits of her leadership for years to come.

Vision Goals, Revisited

Another key role of the Governing Board, along with the monitoring function of the Minister, is to help plot out the big-picture, long range visioning of the church with a focus on impacting issues and effecting permanent improvement or adjustment on issues of critical importance. One way this is done is through the Vision Goal process. As a reminder, last year, the following Vision Goals were selected:

- Improve the Coffee Hour Experience
- Plan for a 12-Month Church
- Enhance Communications Activities

Later in this Annual Report, you can read updates from those activities and the excellent work that the volunteers of our church have undertaken to achieve results and improvements.

As stated, everything in the Policy Governance model, though not new to church governance as a whole, is new in practice to First Parish. The implementation of the Vision Goal activities are no exception. The Board feels strongly that the energy, creativity and enthusiasm that was present in each Vision Goal Team and their work was exactly what was envisioned when this process was contemplated. In each case, issues

were identified, solutions suggested, plans made for implementation and tasks carried out.

The Board also learned that the Vision Goal process is a much larger undertaking than perhaps originally envisioned. It is for that reason that the Governing Board unanimously voted to allow the current Vision Goals to continue to mature for FY 2021, rather than to add more to an already overburdened volunteer-led effort. As we know, the current public health pandemic further complicates many aspects of church life, and the Vision Goals are included in those activities. The Governing Board wishes the excellent work of the groups to continue (or adjust course, as is the case with the Communications effort), with the Governing Board Liaisons providing auxiliary support or guidance when necessary moving forward.

Our Minister

While our Policy Governance system provides guidance for the operations of the church, it also shifts the responsibility of those operations in a very large part squarely onto the minister as “Head of Ministry.” This shift is most oftentimes seen as empowering by Lead Ministers, though it can also be overwhelming during times of steady state, let alone during a year such as we had in 2019-2020. Reverend Sillari’s grace under pressure and ability to listen, learn, develop and adapt while putting Policy Governance into practice has been absolutely critical to not only this past year’s success, but the precedent it has set for the future.

It would have been easy, and perhaps understandable, to retreat and rely on old structures, or to put projects on hold, scuttle new initiatives or simply look inward when faced with challenges in the midst of a new playbook on how to do one’s job. Instead, Reverend Sillari worked with the Governing Board, her staff and her lay leaders and put the tools she was given to work for her and for the church. The Governing Board wishes to express its appreciation for Reverend Sillari for all of her dedication and tireless work, both seen and unseen, during the past year. Thank you.

We Must Do More

As well as we’re doing as a faith community, we know that more work needs to be done as a society and that the issues of today must not be left unmentioned. We are currently in the midst of a pandemic with thousands in America dying and dozens in Maine still getting sick each day. Our nation’s deep and unhealed wounds have been ripped open yet again due to our consistent inability to address issues of structural and institutional racism as people of color are being killed by a system that’s colorblind in theory only.

As Unitarian Universalists, is it absolutely critical that we always keep our seven principles² at the forefront as we live our lives in active service to others. **We must do more.**

With Love,
Jason J. Shedlock, President of the Governing Board

Vision Goal Reports 2019-20

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

The Coffee Hour Vision Goal Team had a good year this year, curtailed though it was by the COVID outbreak. The goal of this team was to improve the social experience at Coffee Hour and to increase the visibility of and access to church activities. Our plan was three-pronged: first to reinstate the use of nametags to make conversations easier; 2) to establish a staffed “Connections Corner” at Coffee Hour where folks could get answers to all their questions about First Parish, and 3) to reinforce the culture of reaching out to those standing alone at Coffee Hour. We implemented #1 and were just about to launch #2 when the virus sprang out and the church closed. But these initiatives are still in the works and we look forward to renewing our efforts whenever we’re back together. Stay tuned, and keep track of those nametags!

Respectfully submitted by Janet Robinson, Kathy Vezina and Michael Pancook

Vision Goal #2: A Twelve-Month Church

Year Round Church Committee (YRCC) Annual Summary (May 2020)

Vision: To ultimately establish a year round church and for 2020 to maintain the worship services and pastoral care mid-June to the beginning of August.

2020 Goals:

1. Ensure needed staff have schedules and compensation extended for additional 6 weeks.
2. Ensure all committees account for staffing and any additional funding for the additional six weeks
3. Ensure someone is at the pulpit for the additional 6 weeks of services

² Our Seven Principles: <https://www.uua.org/worship/words/image/our-seven-principles>

While there was a fair amount of work done to navigate what the additional six weeks of church would look like given the commencement of the renovation project, all that planning became moot with the arrival of our move to virtual church services.

What remains is the good work several of the church committees have done - some of which is still valid for our virtual existence and much of which will be more easily put in place next summer.

For worship services in 2020, we have an intern minister for four of our additional six weeks of service and the worship committee has agreed to ensure there is someone at the pulpit for the remaining two services.

The YRCC will come back together in late fall 2020 to ensure First Parish is well prepared to be a year-round church in 2021.

Committee Members: Tony Lacertosa – Governing Board Representative, Liz Wasilewski, Gary Desrochers, Deena Hastings, Beth Schultz, Tricia Naddaff – Co-chair, Shelia Cook – Co-chair

Vision Goal #3: Enhanced Communications Activities

Formed to work on the Governing Board's 2019-2020 Enhanced Communications Vision Goal, starting in early fall, the Communications Team met monthly to assess and try to improve communications activities both within the First Parish community and reaching out to the larger community. Core team members - Sheila Sullivan, Stephanie Desrochers, Kris Minister and Angus Ferguson with Michael Pancook as MLT liaison—were supported on specific tasks by Jason Shedlock, Heather Davis, Thomas Welch and others.

The Communication Team tested multiple ways of enhancing First Parish's public visibility, such as: writing media releases, posting to community calendars, pursuing news articles, posting to Facebook, creating highly visible rental and online services (during the COVID-19 shutdown) banners for the Congress Street fence, and developing new PR materials (posters and bookmarks). By identifying and contacting individual reporters, who covered the Christmas Pageant in past years, the Team recruited positive TV and press coverage of the 2019 Pageant. Also, reporters covering music events were identified by searching Press Herald bylines and gathering their phone numbers and email addresses in an effort to publicize the First Parish Concerts for a Cause series; however, this effort faltered by missing a two-week advance deadline to get into the newspaper's weekly music column.

Ongoing communications activities through the church Office include posting event information in the following places: FP website, eNews email, printed monthly bulletin,

and our new magnetic bulletin board in the Parish Hall. The Office Notes-- which are maintained by the church administrator and available on the Members page of our website and in the FP Google Docs folder -- detail how church committees and members can schedule space, post events on the First Parish website calendar, the church Facebook page and in the Friday eNews. The capacity of the member database, ICON, to identify members skills and interests and facilitate text and email messaging was explored and discussed. The Governing Board has recognized the importance of improved communications within First Parish and reaching out to the community, and is proposing the formation of a permanent Communications Team.

Church For EveryBody (CFE) Accessibility Project Report

The CFE Accessibility Project helps First Parish solve an almost two-century old lack-of-access problem by providing universal physical access to all of our highly used public areas.

As we come to the close of the first year of our five-year fundraising effort, the CFE Capital Campaign needs less than \$100,000 more to reach our \$1,200,000 goal. As you will see below, however, we may need to raise additional capital as well. We continue to reach out to potential donors so that we may both close this gap and exceed our goal. We thank all who have contributed or pledged to the campaign so far and hope that those who have not yet given or pledged to this transformational project will consider doing so.

The construction of the addition to the north side of the Parish House that was planned for this summer is expected to break ground in June or July. The contract documents have been completed and submitted to the City of Portland for the required permits and construction will begin as soon as the permits are received.

Our general contractor, Ducas Construction, has completed the bidding for our project work and timelines and work assignments are in place. Unfortunately, their work revealed that construction costs have continued to climb despite the pandemic's devastating impact on our economy. \$1,200,000 may be insufficient to complete everything that we had hoped to do when the campaign goal was developed. We do believe, however, that we have adequate funds and pledge commitments to complete the following project components:

- The north side addition with the new entrance, elevator and stairs,
- Improvements to the kitchen and Community Room on the lower level,
- The addition of a new ADA-compliant restroom with shower, and
- The construction of an accessible entrance to the Memorial Garden.

The additional accessibility components, including the audiovisual system and additional Memorial Garden work, will be addressed when we are confident of available funds.

With our A Church for EveryBody Accessibility Project we have an exciting opportunity to create a legacy that will endure for generations to come. It is a project of which we can all be proud!

Respectfully submitted by Austin Farrar and Ted Oldham, Co-Chairs of the CFE Accessibility Campaign and Construction Project

Operational Team Reports

Finance and Stewardship Report

The July 2018- June 2019 church fiscal year finished with a balanced budget for the second year in a row.

COVID-19 changed First Parish's financial situation, as it did for many. First Parish faces financial uncertainty not knowing when our church will be open and able to generate income we have come to rely on from Sunday Services, rental groups, and fundraisers. Leaders acted quickly to develop contingency plans, which included an immediate freeze on discretionary spending. At the recommendation of the Unitarian Universalist Association, First Parish also applied and was approved for the Paycheck Protection Program (PPP) loan to cover 2.5 months of payroll expenses and utilities. The loan is forgiven if we retain all our staff through June 30.

As of the May 31 financial report, First Parish has reached almost 90% of its revenue goal (\$383,372) because of continued contributions from members, friends, dedicated rental groups, and the successful raffle fundraiser. First Parish has spent 85% of its budget, and plans to direct unspent funds to support the 2020-2021 budget.

The 2020-2021 proposed budget anticipates \$25,000 less revenue due to closure and \$4,000 more in expenses, which will be augmented with this year's unspent budget funds. Each year presents difficult budget decisions, but we are proud to put forth a budget that retains all of our talented staff, funds year-round church services for the first time, and includes staff raises to those who did not receive one in 2019 or 2020.

This proposed budget would not be possible without the valiant efforts of this year's Stewardship Team. The goal was \$225,000 in pledges. Despite the challenges following a highly successful accessibility capital campaign and the uncertainties created by the Coronavirus, we received pledges totaling \$202,925 from 182 households for 90% of our pledge goal - an amazing feat considering our circumstances! We have fewer households pledging in the upcoming year, several households that had to decrease their pledges, and 39 households we haven't heard from yet. However, 54% of households increased their pledge, keeping our expected pledge revenue steady for the coming year.

Thank you to all who pledged this year and next year! Remember: the magic of what we do together is the miracle of community!

This year's Finance Team Members are: Matt Caston, Clerk and Stewardship Campaign Liaison; Claire Cowan, incoming Chair; Stephanie Desrochers, outgoing Chair; Karen McKinney, Expense Treasurer; Carl Cappello, Income Treasurer. Thomas Crane also volunteers as the Cash Counter Coordinator. Stewardship Team Members are: Greg Dorsey; Chair, Bill Adams, Emily Bolt, Martha Burke, Matt Caston, Claire Cowan, Tom Crane, Stephanie Desrochers, Arne Gronningsater, Marlies Reppenhagen, Jennifer Bell and Andrew Bloom.

Respectfully submitted by Bill Adams, Claire Cowan, and Stephanie Desrochers
If you have a finance or budget question or would like to offer feedback, please contact: Claire Cowan at finance@firstparishportland.org.

First Parish in Portland Maine Unitarian Universalist
Proposed Budget July 1, 2020 - June 30, 2021

	2020-2021 Proposed	2019-2020 Approved	\$ Change
Income			
Congregation Contributions			
Pledges	202,725.00	204,840.00	-2,115.00
Share the Plate	3,000.00	3,600.00	-600.00
Sunday Collections	16,600.00	20,000.00	-3,400.00
<i>SubTotal Congregation Contributions</i>	<i>222,325.00</i>	<i>228,440.00</i>	<i>-6,115.00</i>
Building Use Income			
Concert Series	2,240.00	4,000.00	-1,760.00
Faith in Action Events	1,500.00	5,500.00	-4,000.00
Pageant Donations	1,200.00	1,200.00	0.00
Rental Groups	17,430.00	21,000.00	-3,570.00
Rental One Time Use	11,000.00	20,000.00	-9,000.00
<i>SubTotal Building Use Income</i>	<i>33,370.00</i>	<i>51,700.00</i>	<i>-18,330.00</i>
Contributions from Trustees	44,129.15	43,882.00	247.15
Other Income			
Donations External	12,000.00	12,000.00	0.00
Fundraising - Summer/Spring Fling Dinners	8,000.00	6,000.00	2,000.00
Fundraising - Raffle	35,000.00	31,000.00	4,000.00
Miscellaneous Income	1,400.00	500.00	900.00
RE Other Income	250.00	7,650.00	-7,400.00
RE Registration Fees	2,400.00	2,200.00	200.00
<i>SubTotal Other Income</i>	<i>59,050.00</i>	<i>59,350.00</i>	<i>-300.00</i>
Estimated Income	358,874.15	383,372.00	-24,497.85

Expenses

Administration Expenses			
Advertising	1,600.00	2,000.00	-400.00
Computer Network Maintenance	1,400.00	1,440.00	-40.00
Equipment Lease Fees	1,120.00	1,128.00	-8.00
Miscellaneous	300.00	300.00	0.00
Office Equipment Expense	1,500.00	5,300.00	-3,800.00
Office Supplies General	1,200.00	1,000.00	200.00
Payroll Service Fees	1,800.00	1,600.00	200.00
Postage Mailing Expense	500.00	500.00	0.00
Software Fees	1,595.00	1,505.00	90.00
Technology Repair	400.00	400.00	0.00
Telephone Expenses	1,000.00	1,000.00	0.00
Website Fees	1,400.00	1,000.00	400.00
<i>SubTotal Administration Expenses</i>	<i>13,815.00</i>	<i>17,173.00</i>	<i>-3,358.00</i>
Building and Grounds Expenses			
Audio/Visual	2,500.00	0.00	2,500.00
B&G Maintenance	2,490.00	3,120.00	-630.00
B&G Supplies	3,320.00	2,800.00	520.00
Permits and Inspection Fees	519.00	519.00	0.00
Security	4,480.00	2,300.00	2,180.00
Snow Removal	500.00	500.00	0.00
Utilities	0.00	0.00	0.00
Electricity	3,486.00	4,200.00	-714.00
Gas	6,000.00	7,000.00	-1,000.00
Trash Removal	1,000.00	1,200.00	-200.00
Water Sewer	1,500.00	1,600.00	-100.00
<i>SubTotal Utilities</i>	<i>11,986.00</i>	<i>14,000.00</i>	<i>-2,014.00</i>
<i>SubTotal Building and Grounds Expenses</i>	<i>25,795.00</i>	<i>23,239.00</i>	<i>2,556.00</i>

	2020-2021 Proposed	2019-2020 Approved	\$ Change
Governance Expense			
Leadership Retreat	1,000.00	1,000.00	0.00
Ministry Leadership Team	500.00	500.00	0.00
Governing Board	500.00	1,500.00	-1,000.00
Organizational/Leadership Development	1,000.00	0.00	1,000.00
UUA Fair Share Dues	10,000.00	9,000.00	1,000.00
<i>SubTotal Governance Expense</i>	<i>13,000.00</i>	<i>12,000.00</i>	<i>1,000.00</i>
Personnel			
FICA Medicare	11,277.28	10,628.00	649.28
Hiring	450.00	450.00	0.00
Minister Medical	18,963.00	20,000.00	-1,037.00
Pension Fund			
Administrator	4,246.52	4,329.00	-82.48
Minister	8,700.00	8,060.00	640.00
RE Director	2,030.40	2,369.00	-338.60
Sexton	3,003.00	2,874.00	129.00
Music Director	1,015.20	0.00	1,015.20
Professional Expense			
Administrator	500.00	750.00	-250.00
Membership Coordinator	100.00	0.00	100.00
Minister	7,060.00	8,060.00	-1,000.00
Music Director / Music Program	1,000.00	500.00	500.00
RE Director / RE Program	500.00	1,000.00	-500.00
Wages			
Administrator Wages	42,465.15	43,298.00	-832.85
Event Wages - Staff	3,320.00	4,000.00	-680.00
Membership Coordinator	10,965.00	9,865.00	1,100.00
Minister FICA Reimbursement	6,655.50	6,166.00	489.50
Minister Housing Allowance	38,500.00	32,100.00	6,400.00
Minister Wages	48,500.00	48,500.00	0.00
Music Choir Director Wages	27,040.00	23,331.00	3,709.00
RE Director Wages	20,304.00	23,696.00	-3,392.00
RE Teachers Wages	6,085.00	6,000.00	85.00
Sexton Wages	30,030.00	28,740.00	1,290.00
Student Minister	2,000.00	0.00	2,000.00
Temp Staff Wages	2,581.22	0.00	2,581.22
Youth Advisor	2,625.00	0.00	2,625.00
Workers Compensation	1,862.00	1,862.00	0.00
<i>SubTotal Personnel</i>	<i>301,778.26</i>	<i>286,578.00</i>	<i>15,200.26</i>
Programs			
Faith in Action			
Community Dinners	1,000.00	1,000.00	0.00
FIA Other	0.00	3,000.00	-3,000.00
Racial Justice	1,000.00	1,800.00	-800.00
Faith in Action Events	1,000.00	1,500.00	-500.00
Safe Harbor	400.00	400.00	0.00
Share the Plate (STP) Recipients	3,000.00	3,600.00	-600.00
<i>SubTotal Faith in Action</i>	<i>6,400.00</i>	<i>11,300.00</i>	<i>-4,900.00</i>
Finance			
Fundraising	7,000.00	7,000.00	0.00
Stewardship	1,500.00	1,500.00	0.00
Upgrades & Replacements	1,000.00	1,000.00	0.00
<i>SubTotal Finance</i>	<i>9,500.00</i>	<i>9,500.00</i>	<i>0.00</i>

	2020-2021 Proposed	2019-2020 Approved	\$ Change
Life Long Learning			
Adult RE	250.00	250.00	0.00
Library	150.00	100.00	50.00
RE	1,800.00	1,700.00	100.00
Youth Group	500.00	0.00	500.00
Youth Group Service Trip	0.00	7,650.00	-7,650.00
<i>SubTotal Life Long Learning</i>	<i>2,700.00</i>	<i>9,700.00</i>	<i>-7,000.00</i>
Membership Expenses			
Membership Team Expenses	1,200.00	1,800.00	-600.00
Pastoral Care	200.00	700.00	-500.00
Welcoming Team Expenses	600.00	900.00	-300.00
<i>SubTotal Membership Expenses</i>	<i>2,000.00</i>	<i>3,400.00</i>	<i>-1,400.00</i>
Music Expenses			
Concert Series Expenses	2,240.00	2,240.00	0.00
Music and Guest Instrumentalists	1,000.00	1,000.00	0.00
Tuning and Instrument Maintenance	600.00	600.00	0.00
<i>SubTotal Music Expenses</i>	<i>3,840.00</i>	<i>3,840.00</i>	<i>0.00</i>
Worship Expenses			
Annual Funding for Future Sabbaticals	1,800.00	500.00	1,300.00
Lay Service Speakers	2,000.00	1,700.00	300.00
Pageant	1,300.00	1,300.00	0.00
Worship Expenses	1,000.00	1,000.00	0.00
<i>SubTotal Worship Expenses</i>	<i>6,100.00</i>	<i>4,500.00</i>	<i>1,600.00</i>
SubTotal Programs	30,540.00	42,240.00	-11,700.00
Total Expenses	384,928.26	381,230.00	3,698.26
Other Expenditures			
Bank Service Charges	1,500.00	1,100.00	400.00
Credit Card Charges	2,000.00	1,000.00	1,000.00
Total Other Expenditures	3,500.00	2,100.00	1,400.00
Summary			
Total Revenues	358,874.15	383,372.00	-24,497.85
Total Expenditures	384,928.26	381,230.00	3,698.26
Total Other Expenditures	3,500.00	2,100.00	1,400.00
Total Other Financial Sources-Uses (1)	31,000.00	0.00	31,000.00
Income Less Expenses	1,445.89	42.00	1,403.89

(1) Carryover from 2019-20

Personnel Team Report

This committee is back up and running with three members: Sue Veligor, Chair, Steve Jenks and Richard Burbank, committee members, and Jamie Jarvis as Governing Board Liaison. We seek one or two additional members to join. In the coming year we will create a timeline of recurring items to be addressed, bringing consistency to our work. We anticipate reviewing and updating the Personnel Policy Manual, reconnecting with Parish employees, and aiming toward efficiency, clarity of purpose and goals, and being available as needed. Additionally we plan to utilize Google Docs such that transitioning committee members will have all the information they need, and that operationally, there is no loss of documents.

Respectfully submitted by Susan Veligor, Chair of the Personnel Committee
If you have a question or would like to offer feedback, please contact: Susan Veligor at personnel@firstparishportland.org.

Ministry Team Reports

Ministry Leadership Team

Originally known as the Program Council Liaison Team, the Ministry Leadership Team (MLT) redefined and renamed itself to more accurately fulfill its role in the new Governance Model.

The MLT works to support our minister in the leadership of all teams and programs that comprise the ministry of our church. We work as a team and team up with leaders across groups and committees to identify synergies and opportunities that single teams cannot leverage. The group also helps address any conflicts that might arise across teams. The MLT Chair participates in monthly Executive Committee meetings with the Minister and the Governing Board President.

In 2019/20 we:

- Worked with teams to build out the presence of Ministry on First Parish's Google Drive, thereby providing access to up-to-date information about the committees to all with a need for that information.
- Developed the Following Ministry Policies
 - Expectations of Members and Team Leaders
 - FP's Conflict Resolution Policy
 - FP's Publication Guidelines
- Analyzed a collection of policies that existed only in a white binder at the church

office and initiated a project for owning teams to review them, update them as needed and publish them electronically for ongoing maintenance and access on FP's Google Drive

- Held a Fall Appreciation Luncheon for FP Leaders and a virtual April Retreat with a focus on supporting the church community and each other during times of crisis.

Respectfully submitted by Dirane Kelekyan, Ministry Council Chair. If you have a question or would like to offer feedback, please contact: Dirane Kelekyan at dkelekyan@gmail.com.

Buildings and Grounds Committee Report

The B & G Committee has had an unusually quiet year in comparison to other years. Except for a few heating issues that were of a maintenance level we did not have any serious building emergencies this fiscal year.

We did have some plaster and minor water damage repairs to make in the Meeting House. One bizarre incident was the separation of one of the two plaques on either side of the pulpit. Our Sexton, Moe Blanchard, noticed small piles of plaster/insulation on the chair rail under the plaque to the left side of the Altar. The plaque was pulling away from the wall and had to be removed and then reset. The Trustees helped to provide the necessary funds for repairs.

Finally, the Buildings and Grounds Committee has been busy moving a multitude of items in preparation for the Accessibility Construction beginning this summer.

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 at First Parish is an umbrella structure that ties together the efforts of a number of disparate teams or individuals performing justice work.

Marianne Hill stepped down as Chair of FIA in September 2019 and Carl Cappello and Markis Larrivee became Co-Chairs. Susan Payne became the Ministry Leadership Team liaison to FIA. A major focus for FIA this year has been the development of committee and team charters. This is a church-wide effort coordinated and managed through the MLT liaisons. The FIA revised charter is in draft form awaiting the committee's final approval. The committee last met on October 22, 2019. The March 22, 2020 meeting

was cancelled due to the COVID-19 pandemic. Please see below for reports from our Faith in Action Teams.

Share-the-Plate Report

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 the 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 2019-2020 recipients were: Preble Street Teen Center, The Poor People's campaign, Youth and Family Outreach. Learning works, MUUSAN, The Maine Council of Churches. The Share-the-Plate collection has also temporarily fallen victim to the virus and will be resumed with the return of in-person Sunday services.

For additional information or inquiries about Faith in Action at First Parish, please contact Carl Cappello at ccappello@maine.rr.com.

Community Dinners – Noel DeYoung

Feeds the hungry and builds community through cooking and hosting Community Dinners. For more information, please contact Noel DeYoung at noeledey@yahoo.com.

Friends of Safe Harbor - Jenn McAdoo

First Parish members and friends met regularly last summer to determine what type of support First Parish could provide to 400 newly arrived immigrants temporarily housed at the Portland Expo. Some provided direct support at the Expo, while others answered the call to provide temporary housing to these new arrivals and still others provided support to the hosts and their guests. With no script for how to undertake these efforts, people offered their skills, talents, homes and wallets to help these families begin their lives in Maine. New connections were formed and many of the friendships made last summer are still going strong today.

In addition, once the church year was underway, FSH continued our cooking partnership with a group from In Her Presence. Unfortunately, our classes were cut short due to COVID-19, but we look forward to seeing the ways in which this partnership will grow in the future.

For more information, please contact Jenn McAdoo at mcadoo.jenn@gmail.com.

The Maine Unitarian Universalist State Advocacy Network – Rev. Sillari

Advocates for UU values in the public arena. If you are interested in becoming involved in MUUSAN please contact Rev. Sillari at minister@firstparishportland.org. We need a representative from First Parish to serve as a liaison and attend bi-monthly MUUSAN meetings on Saturday mornings. For more information about MUUSAN please visit their website: <https://www.muusan.org/>.

Portland Center for Restorative Justice – Elizabeth Chapman

The Portland Center for Restorative Justice has expanded its Board to include four young professionals and two older folks involved with universities in Maine and with Long Creek.

We continue to have a contract with the DOC. Our Board President is the RJ coordinator for the District Attorney's office as well as being an RJ consultant across the country. For more information, please contact Elizabeth Chapman eliza.chapman177@gmail.com

Preble Street Soup Kitchen – Jeanne Najemy

Feeds the hungry and builds community by staffing a meal at Preble Street Soup Kitchen once a month. For more information, please contact Jeanne Najemy jnajemy@smccme.edu.

Racial Justice Team– Marcy Makinen & Kris Minister

Educates and promotes racial justice by providing people with the tools to be change agents for racial and social justice. For more information, please contact Marcella Makinen marcymakinen@yahoo.com or Kristina Minister krisminister@me.com .

Rally4Justice – Angus Ferguson

Rally4Justice sponsored a series of Justice Bean Supper Dances, serving beans, hot dogs, veggie dishes on Saturday nights with entertainment, raising funds for causes and organizations aligned with the U.U. Principles. Former First Parish President Jeff Logan and daughter Maddie regaled a hungry crowd of over 30 with songs like “Deportee” by Woody Guthrie during a late June supper that raised over \$500 for the Immigrant Legal Advocacy Project. The Justice Bean Supper just before Thanksgiving filled

tummies and the dance floor, gathering donations for the Maine Poor People's Campaign. Ticket sales and donations from the January 2020 Justice Bean Supper benefited Reverend Sillari's discretionary fund, which helps immigrant families, the homeless and others in need. The last Justice Bean Supper before the COVID-19 quarantine supported the Dental Care is a Human Right campaign to expand Maine-Care dental coverage led by the Southern Maine Workers Center. Around the 200th anniversary of the signing of the Maine Constitution in October 1819 in the old wooden church on the present site of First Parish, Rally4Justice hosted a panel including a Maine Constitutional law expert, the author of a history of women's suffrage in Maine and a Tribal historian chaired by SMCC history Professor Herb Adams. Herb Adams returned for a follow-on event in March 2020, telling more of the tangled tale of the intrigues, politics and personalities behind Maine becoming a "free state" as part of a compromise that allowed slavery in Missouri.

To get involved with Rally4Justice and its programs of public forums and support for community organizations, Monument Square protests and City Hall rallies about issues reflecting our U.U. Principles, contact Angus Ferguson angus@angusferguson.com or 749-6618.

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 176 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 32 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 32 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 2019– May 2020 Accomplishments:

- Maintained accreditation with the National Association for the Education of Young Children (NAEYC).
- Maintained Level 4 status (highest rating) on Maine’s Quality Rating System for Child Care Providers
- Awarded a collaborative CDBG grant (with Catherine Morrill Day Nursery) from the City of Portland. This grant allows us to assist families whose children would otherwise not be able to stay in “school” because of unexpectedly, and temporarily, difficult times
- Completed its 7th year of providing a community-based Public Pre-K classroom in Portland.
- Continued its focus on Nutrition by providing highly nutritious lunches and snacks created in- house, by YFO’s own Chef, and using mostly local grown food sources.
- Continued collaboration with Portland’s General Assistance Workforce Volunteers Program
- Completed our 12th 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.
- YFO continues its commitment to community collaboration through its work with the Maine Shared Services Alliance and the Maine Department of Labor. Through this collaboration, an Early Childhood Specialist Apprenticeship Program was developed. YFO currently has 4 employees enrolled in this Apprenticeship Program.
- Similarly, YFO’s Executive Director continues to serve on a Task Force developed to identify barriers families experience when trying to access Public Pre-K here in Portland.

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.
- YFO is small, but mighty. Yet, nonetheless, it does not have the resources to “go it alone”, especially given the difficult financial times in which we are now living. So, after much research and community discussion, YFO decided to partner with an affordable housing developer (Portland Housing Authority) to expand our mission for this building. Collaborating with PHA will allow YFO to double the number of children we serve. In addition, this collaboration will allow us to

increase the availability of affordable homes for some of our most vulnerable families. By increasing the availability of both affordable homes and childcare/educational opportunities within Portland's downtown "core", YFO and PHA strives to provide even more opportunity for residents of Portland to engage and prosper.

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 2022
Melissa Cilley (Vice President)	Term expires October 2020
Lindsey Chard (Secretary)	Term expires January 2022 (Member First of Parish UU)
Wade Gallon (Treasurer)	Term expires June 2021
Emily Leibling	Term expires September 2020
Brenda Norris	Term expires August 2020 (Member of First Parish UU)
Tom Marczak	Term expires February 2021
Owen Patrick	Term Expires August 2021
Jodelle Austin	Term expires September 2022
Alain Nahimana	Term expires May 2021
Georgia Jenkins (New Member)	Term expires September, 2022
Elizabeth Pope (New Member)	Term expires January 2023
Elizabeth Snell (New Member)	Term expires April 2023
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 .

Library Committee Report

The Library Committee had an active year in 2019-2020. We continue to maintain and update the e-catalogue, adding new books as they are received. Thank you to everyone who has donated books to the library,

A used book sale was held by the Library in Fall of 2019, with books that were that were not purchased donated to charity.

The library highlighted the UU book of the year, "An Indigenous Peoples' History of the US". 5 copies were purchased for circulation and a lively Book Discussion Group was held on 5/1/20,

We plan to obtain copies of the 2020-2021 Book of the Year during this next fiscal year, with a Book Discussion Group in the Spring of 2021.

The First Parish Library has remained available to Church members despite the Pandemic as the e-catalog is accessible and our wonderful staff people are willing to sign out books and deliver them at the door to borrowers. Thankyou Sheila!

The Library Committee is looking for a couple of new members for this next year. If you are interested please let the office know.

Respectfully submitted by Elizabeth Garnett

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

Elizabeth Garnett at ekgarnett@yahoo.com.

Membership Team Report

The Membership Team works to foster community at First Parish, to support membership retention, and to attract new members. In October, team members created a worship service exploring how we create a warm and welcoming community. We organized the annual Opportunity Fair to educate parishioners about the myriad options for getting involved in First Parish activities and groups. The annual Thanksgiving Feast was a huge success with more than 80 members and friends sharing food and conversation. We worked to document policies and procedures, finalizing the committee charter as well as documents addressing greeter roles, coffee hour setup, event planning, mentorship of new members, and food safety. COVID-19 eliminated in-person events in the spring, but Membership was part of an outreach effort to contact every member by phone once the shut-down order took place. In the coming year, we plan to focus on virtual engagement strategies to keep members connected to the First Parish community until we are able to worship again in person. Team members: Claire Cowan (chair), Emily Bolt, Hannah Herbold, Jane Hoover, Mo Nichols, Jane Schaberg, Joan Stanton, Liz Wasilewski, Mary Wheeler

Respectfully submitted by Claire Cowan, Chair of the Membership Team

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

mclairecowan@gmail.com.

Memorial Garden Committee Report

The Committee invited members to our Fall Clean-up in October. We changed contractors from Keystone Landscape to Always Green (owner Breece Sleeper) after the city mandated herbicide/pesticide free treatment of landscapes. We also installed some security measures to help keep out ‘overnight guests’ and those who abuse or vandalize the garden. Our sexton, Moe Blanchard, is also instrumental in assisting with garden security. We did not host a Spring Clean-up because of lockdown measures. However, our contractor Mikki Jones-Little, a licensed landscaper / agriculture worker and therefore deemed “essential” has been able to upkeep the garden during this time. We are looking into how to open this season while still maintaining security. We are in conversation with the Trustees to get something that can prevent folks from crawling through the railings when the gardens are closed. Finally, we have worked with the accessibility team in identifying how the garden can also become for EveryBODY.

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.

Pageant Committee Report

On December 15, the 93rd Pageant of the Nativity vespers service was celebrated in the candlelit meetinghouse, honoring the birth of all children and reminding us of the Spirit of Goodwill within everyone. About 115 adults and children participated in the cast, crew, and choir - some for the first time! Over 400 people attended and generously donated \$1451.86 to support the Pageant and First Parish. In an effort to be more green, the Order of Service was printed without any date specific information so that they could be used again. The Portland Press Herald published photographs taken during the Pageant on their website and front page.

We are looking forward to the 94th Nativity Pageant on Sunday, December 13, 2020!
Many thanks to the committee dedicated to continuing this special tradition: Linda Blue, Bette Brunswick (Costumes), Lindsay Chard (Publicity), 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.

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, extended care facilities, 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 rides to Sunday services. We often reach out to other FP committees to more fully support our parishioners. Before the Covid-19 pandemic, we met our goal of ushering as a Pastoral Care Team. Due to the pandemic, our role has changed and our contacts to parishioners is by phone. We joined with the Governing Body, Leadership, and Membership to make sure that each member of our FP community was contacted to assess their needs. PCT also increased meetings from monthly to every two weeks to assess needs and follow-up. Currently our chair serves on the Ministry Leadership Team, attending scheduled Zoom meetings and is present at Zoom Sunday services.

Members: Judy Micoleau, Chair; Jen Caswell, Anne Heminway, Maryellen McCone, Jeanne Mullen, Rev. Christina Sillari, Wendy Stanley.

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.

Religious Exploration Committee Report

This has been a year of transition and change for the RE Program and RE Committee. Our Director of Religious Exploration, Toben Cooney-Callnan, has been sharing his time and gifts with First Parish and the UU congregation in Brunswick. This opens opportunities for Toben to develop his role as DRE, but also creates challenges because we depend upon his leadership on Sunday mornings.

The RE Committee supported the RE Program on the weeks when Toben was not present until he identified and trained one of his teachers to be the RE Point Person. We also worked on RE childcare for year-round church, RE budgeting, the OWL program, and other matters.

Following Toben's lead and vision, the most substantive work has been to begin transitioning from a Religious Exploration program focused upon weekly educational and worship opportunities for the children, towards a Faith Formation model, which is a whole congregational approach.

The RE Program has involved weekly programming for the children, which has been almost wholly separate from the rest of the congregation, but for occasional sharing from the children during services, such as Youth Sunday and RE Sunday.

Faith Formation is a broader concept, and reorients our perspective to the whole congregation, working to develop and foster our UU faith. As such, we are having discussions as an RE Committee and with the Worship Committee to explore how better to meet the needs of the whole congregation and the children as they mature, and to better include them in services and congregational life.

For 20/21, we expect the RE Committee will become the Faith Formation Committee, and will be seeking new members to develop this vision.

DRE: Toben Cooney-Callnan

RE Committee Members: Thomas Mauldin, chairperson; Andrew Bloom; Mary Bloch; Maura Sullivan; Richard Hooks-Wayman.

Respectfully submitted by Andrew Bloom, former Chair of the RE Committee
If you have a question or would like to offer feedback, please contact: Andrew Bloom at abloom@maine.rr.com.

Safe Congregation Annual Report

Safe Congregation became actively engaged this year to attend to the safety of our members, friends, visitors, and renters while affirming the inherent worth and dignity of all people. The Safe Congregation Task Force defines policy to ensure a safe workplace, meeting space, and worship environment. Three major projects have been undertaken: We worked to define the security position and to hire a guard to be on duty during Sunday morning worship when we do return to worshipping in the meetinghouse. Naloxone doses are now stocked in each of the first aid kits and staff is trained in its administration.

The focus of the group now is to advise Rev. Christina on how to safely reopen our building. Policies and protocols are being developed in accordance with recommendations and regulations from the CDC and the Maine governor's office.

Task Force members: Moe Blanchard (staff), Emily Bolt (GB), Toben Cooney-Callnan (staff), Bob Fowler, Laurie Hasty (staff), Susan Payne (MLT), Jen Stenberg, Liz Waslewski

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.

Worship Committee Report

This year our committee was small, but creative and dedicated, successfully creating services in the monthly themes of Expectation, Belonging, Attention, Awe, Integrity, Resilience, Wisdom, Liberation, Thresholds, and Compassion.

We brought the following guests to our church: Vaishali Mamgain, Reverends Shay Mackay & Diana Maclean, Reverend Fred Small, State Representative Lois Reckitt, Reverend Carolyn Lambert, and Clara Porter. We are grateful to have these individuals in our space, and grateful to you for welcoming them so fondly.

In our first-ever Pulpit Exchange, we welcomed Reverend Barnaby Feder from Champlain Valley UU for four weeks while Reverend Christina attended four weeks in their space. This resulted not only in impactful services, but an exchange of knowledge and best practices between churches.

Many of you have entered the pulpit and delivered thoughtful homilies and sermons, that highlighted your story as well as your passions. Many thanks to Marianne Hill, Jenna Nunziato, Laurie Hasty, Kathy Vezina, The Worship Committee from 2018-2019, Allen Armstrong, Kate Stenberg, Mo Nichols, Jaimie Mulligan, Angus Ferguson, Jeff and Maddie Logan, Sarah Collins, Mary Wheeler, Maria Ptacin, our youth, Stephanie Desrochers, Tricia Nadoff, and Deena Hastings. They have all delivered highly memorable services that embodied the greatness of us as a congregation and the cherishment of our faith.

We are proud to have supported the congregation through this year of Firsts:

- The first ever pulpit exchange.
- The first ever transition into online services, albeit in the face of a pandemic.
- Soon to arrive year-round church services for the first time in several years.

With all that is unstable in our world, with the extended continuance of virtual church services, with the onset of a major church renovation, and as we embark on continuous church services all through the summer, we the Worship Committee remain as solvent as ever to deliver this safe space for you, keep our chalice burning every Sunday morning, and to keep our togetherness intact. As the 2019-2020 church year draws to a close, the dedication of our committee members, Jenna Nunziato, Gary Desrochers, Sarah Collins, Kate Stenberg, Jaimie Mulligan, Patrick Saunders, Brenda Franey, Deena

Hastings, and Francesca Galluccio-Steele, cannot be overstated.

Submitted with gratitude and love by Jenna Nunziato & Gary Desrochers, Worship Committee Co-Chairs

If you have a question or would like to offer feedback, please contact: Jenna or Gary at worship@firstparishportland.org.

STAFF REPORTS

Minister's Report

Wow! I am completing my tenth year of ministry with you, dear congregation. Each year is more interesting and more joyful than the last. Together, we continue to change and grow. We are so fortunate to have such a competent dynamic staff team. Your Ministry Leadership Team is healthy and strong, reimagining and supporting the many ministries at First Parish. Your Governing Board holds our mission and vision as their top priority, while compassionately monitoring and supporting me. I deeply bow to all the leaders and staff at First Parish for your steadfast dedication and your exquisite skillfulness in sustaining our church, especially during this difficult time.

This church year at First Parish will go down in history for a number of reasons:

1. We raised 1.1 million dollars to make our church accessible.
2. We hosted a march and rally for the Poor People's Campaign: We Must Do MORE Tour with Rev. William Barber II and Rev. Liz Theoharis preaching in our pulpit.
3. We experienced a three week ministerial exchange with Rev. Barnaby Feder of Champlain Valley UU Society in Middlebury, Vermont.
4. We remained strong and committed during the pandemic.

I am so proud of us! And I am deeply grateful to each one of you who helped make all of this happen. Your curiosity and openness, trust and commitment, to our congregation and our faith tradition make my heart sing.

“This too shall pass,” I hear the wise elders say. We may feel we are waiting for the virus to pass, through us, or around us, or eventually far away, so our lives can return to normal. But our normal was not really working. We need to find new ways of being and doing which enable us to fully actualize our seven principles At this unprecedented

time, we are being called to take a long hard look at our lives, our communities, our leaders, and our planet, so we can begin to unravel the complicated mess we have made.

We, as a people, as a country, as a faith tradition we have some important work to do. Our systems are not just, our resources are not equitable, our actions do not always affirm the worth and dignity of all. Unitarian, abolitionist minister, Theodore Parker preached a sermon in 1853 saying: “I do not pretend to understand the moral universe. The arc is a long one. My eye reaches but little ways. I cannot calculate the curve and complete the figure by experience of sight. I can divine it by conscience. And from what I see I am sure it bends toward justice.” Our bending towards justice begins in our hearts, ignites our conscience, and extends into our community. For without community, there is no hope; and love and justice become unrealized dreams. So we do our spiritual work, stay connected to one another, and put our faith into action as best we can.

The highlights of my work this year all involved justice work. Last summer’s Youth Trip to West Virginia was life changing. My leadership in Roots and Wings: A Small Group Justice Ministry program has been deeply rewarding for me, my ministerial colleagues, and the participants. The work I am doing with the Poor People’s Campaign is slow but steady and will bring about lasting change in this country. And finally, I have taken two of six courses at the Harvard Kennedy School to obtain a Certificate in Public Leadership which gave me the tools to make some important moral decisions in the past few months.

We must come together soon in person or on zoom to discern the role our congregation can play in transforming and bringing hope and justice to our greater community. In the meantime, I am asking you all to sign up for the Digital Mass Poor People’s Assembly & Moral March on Saturday, June 20th!

As we move into the new church year, I am committed to being your moral and spiritual leader as we find new ways to deepen our connections as a beloved community. Please feel free to reach out to me with any needs, concerns or ideas.

I love you!

Rev. 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

In reflecting upon the last year, I would like to highlight our high functioning Staff team, as evidenced by Christina’s confidence to pursue time away during her Minister

exchange, study leave, & recent family leave. I'm proud of our team for not merely "holding down the fort" while Christina was away, but for advancing our work in our individual roles, and with the Teams affiliated with our positions. Christina's leadership style can be credited for fostering this dynamic. Her monthly supervision meetings provide regular opportunity for follow-up on issues, and Christina is forthright in encouraging confidence and ownership for decision-making amongst the Staff. The fact that we all love and respect each other also helps a great deal. :)

My major job responsibilities as Congregational Administrator fall into the following categories: Communications/Administration (eNews, bulletin, website, FP online calendar, email, phone, etc.), Bookkeeping (payroll, deposits, check writing, bookkeeping entries in Icon, tracking rental income and credit card expenses, etc.), Rentals (ongoing groups & one-time events), Supervision (Sexton & Membership Coordinator), and Technology (network & computer updates).

Communications

A major focus of my work this year was helping to get the Communications Team off the ground. This included both the important visioning work as defined by the Governing Board, as well as the critical action-oriented work to improve communications efforts at First Parish. These were lofty goals for the Communications Team to tackle, and we struggled to retain membership on the Team. We are confident that we've laid the groundwork for a productive year ahead.

In other Communications-oriented work, I collaborated with Dirane Kelekyan, Chair of the Ministry Leadership Team, on a myriad of ways to bring our Ministry and Operational Teams up to speed using Google Drive and Google Docs as the most efficient way to share work and keep track of important FP documents. The Worship Team deserves recognition for making a full transition to Google Docs/Drive; both the Worship calendar and weekly Orders of Service are created and updated collaboratively using the shared platform. It is hard to imagine how we ever functioned without Drive! I expect the next church year will see many more teams gaining comfort with this new platform.

The COVID-19 pandemic has created many new communications challenges and opportunities:

- immediate move to online services using Zoom and Facebook starting March 15, 2020
- increased importance of eNews & website without the printed bulletin
- two print mailings sent from Rev. Christina & Jason Shedlock
- formation of a rental-reopening team, working closely with the Safe Congregation Task Force, to form guidelines & procedures for reopening our building.

Rentals

In a typical year, I receive numerous requests for information re. wedding and event rentals. Moe and I both give tours to potential renters. Some wedding requests were coming in for 2021 prior to COVID-19, but these have dropped off significantly given the health concerns around large group gatherings. Prior to the pandemic, I was receiving many rental requests from political campaigns. There has been talk of developing a policy to not allow rentals for political campaigns, but rentals for issues in alignment with UU values would be allowed.

2019-20 Rental update

- Our 2 large AA groups and the Peaceful Harbor Sangha have all continued to pay their monthly rent during our 3 month building closure, demonstrating their commitment to the rental partnership with First Parish.
- Single-use rental events were down from the previous year-- 22 scheduled events (6 weddings, 6 memorials, 10 other non FP events-- 2 of these canceled due to COVID-19), compared to 32 during the 2018-19 church year;
- 4 weddings were scheduled between August-November of 2020- 1 of the August weddings has been postponed until August 2021.
- 13 recurring rental groups will all be extending their rental agreements into the next church year.
- The Guster concert in partnership with the State Theater last August was the largest event at First Parish in as long as anyone can remember. 600 people filled our Meeting House on a very warm night for a fantastic evening of music. We hope to continue to collaborate with the State for future alternative venue shows.
- We entered a new ongoing rental agreement with Palaver Strings, a local string quartet that recently relocated to Portland. They use a variety of spaces at First Parish for their quarterly rehearsal schedule. They also have rented space for their concerts and events with their music program for children. They are a wonderful organization, and I am so pleased to have them as a rental partner!

Bookkeeping: This is a very time-consuming part of my job. As First Parish looks to expand our membership and communications goals, it will make sense to shift the bookkeeping responsibilities to a sub-contracted bookkeeper.

Tech: Anticipated tech projects: switch internet provider from GWI to Spectrum for increased upload/download speeds (especially for live-streaming services), and updates to our antiquated phone system.

The very best part of my job is working with such fantastic colleagues, leaders, and First Parish community members. I have such respect for the important, heart-centered work that comes from this community working together. Thank you for the opportunity to serve you in this role!

Respectfully submitted by Sheila Sullivan, Congregational Administrator.

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

Director of Religious Exploration's Report

There has been quite a bit of transition into new territory this church year. This was the first year of shared ministry with the UU Church of Brunswick. I continued to work twenty-five hours a week at First Parish and split my Sundays between FP and UUCB. I had originally hoped to have members of the RE Committee serve as Point People on the Sundays when I was at UUCB but ran into difficulty finding members who felt secure in the duty and had enough availability to take this on. We also hit a snag when our chair stepped down part way through the year. I ended up paying one of the teachers extra to serve as Point Person as well as teach on my off Sundays. This was successful in many ways.

This winter the RE Committee met with Rev. Christina, members of the Committee on Ministry, and the Board to discuss our vision for the future of RE. We determined that we will be moving away from the traditional "Sunday School Model" of RE and into a more expansive and inclusive program that focuses on Faith Formation but in and outside of the classrooms. We discussed having the children more integrated into the congregation and the services as well as having workshop-model curriculum designed to engage both children and adults. The RE Committee would like to rebrand as the Faith Formation Committee. We'd also like to change the name of the program to Faith Formation and my title to Director of Faith Formation.

This discussion and decision came right on time because COVID-19 and our resulting inability to meet in person in our classrooms and meeting house have made us switch the ways in which we do things to an online model which is a big push in the Faith Formation method. RE has had online Children Chapels as well as online Youth Group. The transition has been difficult for some families who are not able to commit to online services after having online work and online school all week long.

The RE Committee and I have been and will continue to collaborate with the Worship Committee to create services that engage the children as well as the rest of the congregation. This includes one Multi-Generational service a month as well as weekly Time for All Ages stories. It will be important for us to work closely with the Worship Committee as we hone our online services and, certainly, when we return to the Meeting House.

Our current online Children's Chapels have an attendance of between five and ten kids. I have been able to run them with the help of just one other teacher. It is clear to me that I will not need a full staff of teachers if we continue to meet online especially if the attendance stays the same. I will be submitting a report to Membership of families that

we haven't seen online in the hopes of finding out what ways we can better serve those families.

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

Membership Coordinator's Report

The promotion and support of membership at First Parish opens a wide umbrella. We are so pleased to have welcomed 12 new members this fall and anticipate another group to join this spring. Newcomer Coffees with Rev. Christina occur monthly as an introduction to First Parish for our visitors and new friends. I aid newcomers to find their place with established committees and First Parish activities. The Membership Team mentorship program welcomes new members into the life of our church. Mo Nichols, Val Blais, and I conducted a worship service about the strength and importance of belonging to a church community. I have been working with the Coffee Hour Goal team to envision ways to make this time more warm and welcoming. Rev. Christina and I have redesignated the "New to UU" class as a "UU History" class to encourage participation from current members as well as newcomers. During his time with us, Rev. Barnaby also offered a UU history class. The safety of our congregation and support to our volunteers during worship motivated me to activate the Safe Congregation Team. Working with the staff and Pastoral Care Team, a concerted effort has been made to reach out during the pandemic and support every member of First Parish through individual telephone calls and emails, online inspirational Wayside Pulpit words, and small online discussion groups. Personal contact is an important part of my role. As I come to the end of my first official year, this has been a year of growth for the position of Membership Coordinator. I am excited to be part of a cohesive staff team and to have connected with so many parishioners.

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

What a turbulent year we have had!!! Whether a global pandemic, major capital campaign or our unstable social and political climate, First Parish has embraced these challenges with creativity and imagination. I couldn't be more proud to be part of the

Staff, who along with the Leadership and Congregation has risen to all the challenges presented.

Pre Covid-19, music at FP was thriving. The Choir had grown to 38 members, a 8 person Folk Group had been started and was going strong and the Women's Quartet was presenting beautiful music to services. The Nativity Pageant was successful and had excellent attendance. The Hymn Sing in December was very popular. We had 2 of our Concerts for a Cause performances and through my teaching at USM, cultivated a collaboration for future social justice musical performances.

Clearly, Covid-19 has taken a toll on the music program at First Parish. We canceled our last two performances of the Concert Series, as well as Music Sunday, which was to include a Bluegrass Mass with a bluegrass band and the full forces of the First Parish music program. However, everyone involved in the music at First Parish has been recording music for our online services. Despite the limitations and challenges of adapting to new technology and the impersonal feeling of recording separately, we have been providing music for the online services which continue to nurture the spirit and feed the soul.

Whatever challenges the universe throws our way, I have every confidence in the people of First Parish to rise to the occasion and continue to provide support to individuals, congregation, community and world.

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

Hello Everyone- I hope everyone is doing well and feeling safe. I have been working at First Parish since 2002, and now it is 2020. Wow- 18 years! It feels like a new start every year.

Ive worked hard on the upkeep of First Parish. I love working with Members, Staff, church groups, rental groups, and anyone who drops in. It's important to me that everyone who enters our building feels welcomed and safe.

I want to say that I will keep working for you and with you. Feel free to let me know of any issues at First Parish that I may not be aware of.

2019-20 Building Projects:

- Months of preparation for Guster concert in August 2019. Largest group hosted in Meeting House in decades!
- Painting projects in the balcony and main floor of Meeting House: organ area, ceiling leak, pews, etc.
- Snow removal, lawn mowing, clean-up of both side gardens
- Varnishing of all wood in Meeting House (pulpit, pews, chancel table) and tables in Parish Hall.
- Deep clean out in preparation for CFE project:
 - Sexton's office
 - Community Room kitchen- packed up all dishes and cookware + some food
 - Dungeon
- Window cleaning for Parish House. Meeting House windows need to be repaired before being cleaned professionally.
- Met monthly with the newly formed Safe Congregation Task Force, and recently with the Rental Reopening Team.

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.

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.

BUILDING REPAIR PROJECTS and PRIORITIES

The Trustees will be making a loan to the Church for Everybody construction project in the upcoming fiscal year as those costs have to be paid as incurred and the campaign funds will be paid over several years.

CURRENT TRUSTEES AND NOMINEE FOR 2020-2027

Stephen Jenks ('20), President
 Ted Oldham ('21), Buildings and Grounds
 Linda Shary ('22), Memorial Garden
 Charles Micoeau ('23)

Randall Weill ('24)
Stephanie Eglinton ('25), Treasurer
Janet Puistonen ('26), Secretary

The Trustees nominate Austin Farrar ('27) to become President, succeeding Stephen Jenks.

Respectfully submitted by Stephen Jenks, President of the Board of Trustees. If you have a question or would like to offer feedback, please contact: Stephen Jenks at stephen.jenks@me.com.

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
Treasurer's Report
July 1, 2018 - June 30, 2019**

Income	<u>2019 Year End</u>	<u>2018 Year End</u>
Endowment interest (MaineCF)	104,086.00	
Total Income	104,086.00	<u>110,165.00</u>
Expense		
<i>Loan payments</i>		
Loan payments, People's United Bank	13,329.48	<u>13,479.48</u>
<i>First Parish operations</i>		
First Parish - sexton salary & benefit @50%	16,594.52	
First Parish - general operations	26,432.36	
First Parish - annual Flower fund	32.06	
First Parish - annual FIA fund	512.25	
Speical Fund - annual Minister Discretionary account	2,569.31	
subtotal	46,140.50	<u>45,616.04</u>
<i>Trust expenses</i>		
Insurance, Patriot Insurance	9,916.00	
Insurance, Philadelphia Insurance	1,328.00	
Sprinkler service, Portland Water District	430.24	
Memorial Garden, Mikki Jones-Little	1,652.00	
Lawn service, Always Green	328.50	
Clocktower maintenance, David Graf	2,000.00	
Inspection/monitoring, Cunningham Security	477.00	
Fire protection testing, Dean & Allyn	136.25	
Bookkeeping, DB Accounting	157.50	
Tax form preparation, Honeck O'Toole	1,675.00	
Stormwater fee, City of Portland	460.80	
Organ tuning, David Wallace	350.00	
subtotal	18,911.29	<u>18,266.64</u>
<i>Capital & repair expenses</i>		
Parish House doors, balance, MR Brewer	20,141.62	
Second set Meeting House doors, MR Brewer	26,754.75	
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 repairs, Tecta America	1,870.00	
Squirrel removal & sealing, All American Wildlife	2,375.00	
Boiler tank replacement, Pine State Services	702.75	
subtotal	57,754.20	<u>59,082.88</u>
Total Expenses	136,135.47	<u>136,445.00</u>
Income - Expense	-32,049.47	-26,280.04
	6/30/2019	6/30/2018
Checking Account Balance	29,427.35	60,291.63
Loan Balance due	(35,530.23)	(47,098.18)
Fund Balances		
Maine Community Foundation	2,437,650.94	2,447,258.29
People's United Wealth Management	271,622.43	254,246.40
Total	2,709,273.37	<u>2,701,504.69</u>

Stephanie Eglinton, Treasurer
8/30/2019

**Trustees of First Parish
Treasurer's Report (Q1 - Q3)
July 1, 2019 - March 31, 2020**

Income -

Endowment interest (MaineCF)	76,435.00
gifts/donations	4,185.00
AA funds for chairs	470.00
Total Income	81,090.00

Expense -

Loan payments

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

First Parish - sexton salary & benefit @50%	12,679.50
First Parish - general operations	20,205.15
First Parish - annual Flower fund	32.68
First Parish - annual FIA fund	522.09
Speical Fund - annual Minister Discretionary account	2,618.66
subtotal	36,058.08

Trust expenses

Insurance, Patriot Insurance	7,446.99
Insurance, Philadelphia Insurance	1,401.00
Sprinkler service, Portland Water District	335.43
Memorial Garden, Mikki Jones-Little	1,876.75
Landscaping, Always Green	350.00
Garden irrigation, Watermatic	234.00
Stormwater fee, City of Portland	453.60
Fire protection testing, Dean & Allyn	591.87
Cunningham Security	417.00
Organ tuning, Wallace	350.00
Clock tower maintenance, David Graf	1,000.00
Tax form preparation, Honeck O'Toole	1,675.00
Bookkeeper, DB Accounting	135.00
Stamps, USPS	55.00
subtotal	16,321.64

Capital & repair expenses

Plaque & wall repair, MR Brewer	3,926.00
Roof/gutter repair, Tecta America	730.00
Chair purchases	1,567.72
Magnetic wall, Identity Group	546.88
So Maine Locks	75.00
subtotal	6,845.60

Total Expenses 69,222.43

Income - Expense 11,867.57

	12/31/2019	3/31/2020
Checking Account Balance	41,996.19	40,184.13
Loan Balance due	(29,668.89)	(26,537.03)
Fund Balances		
Maine Community Foundation	2,474,239.18	2,169,159.24
People's United Wealth Management	284,803.03	253,216.24
Total	2,759,042.21	2,422,375.48

Stephanie Eglinton, Treasurer
5/1/2020