

Unitarian Universalist Church of Concord

Annual Report

2013-2014



Connecting in Love and Service

Growing Spiritually

Transforming Ourselves and the World

The Annual Report is dedicated to some
special volunteers honored in 2013:

Unsung Hero of the Year:

Beth Gabrielli

Volunteer of the Year:

David Feltus

Lifetime Volunteer Award:

Elaine Pinkham

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Warrant for Annual Meeting

Sunday, May 18, 2014

To all members of the Unitarian Universalist Church of Concord:

You are hereby notified that the Annual Meeting of the Church will be held on Sunday, May 18, 2014 in Fellowship Hall immediately following the regular church services to consider and act upon the following articles:

ARTICLE 1 To receive and accept the minutes of the 2013 Annual Meeting.


ARTICLE 2 To amend the Bylaws of the Church, in accordance with the proposed amendments available at www.concorduu.org/pdf/draftbylaws.php, available at the Church office and provided at the Annual Meeting.

(A 2/3 majority vote of approval by the members of the Church present and voting would be necessary to pass Article 2.)

ARTICLE 3 To adopt a budget for the 2014-15 church year.

ARTICLE 4 To receive and accept the reports of the Minister, Prudential Committee, staff, committees and church-affiliated groups.

ARTICLE 5 To act upon such additional business as may appropriately be brought before the meeting.



Lorraine Ellis, Chair
Prudential Committee

Interested people are welcome to come to the meeting and may speak when properly recognized by the moderator, but may not vote unless their name is included on the list of members posted in the church 15 days in advance of the meeting, pursuant to Article IV, Section 4 of the church's Bylaws.

**2014-15 Budget Proposed to Congregation
to be voted on at Annual Meeting May 18, 2014**

	2013-14 Budget Approved by Congregation	2014-15 Proposed Budget	Change	Explanation of change (very simplified)
INCOME				
Couch Trust	\$17,000	\$18,500	\$1,500	
Downing Trust	\$2,000	\$2,000	\$0	
Endowment-budget	\$63,557	\$65,716	\$2,159	
Fernald Trust	\$3,500	\$3,500	\$0	
Growth Investment	\$7,000	\$7,000	\$0	
Interest	\$10	\$5	-\$5	
Miscellaneous	\$1,000	\$5,800	\$4,800	
Plate & Gift	\$7,500	\$7,500	\$0	
Rentals	\$32,000	\$28,000	-\$4,000	
Taize/Dances offering	\$600	\$600	\$0	
Music Fundraiser	\$1,000	\$1,500	\$500	
UU Café	\$0	\$400	\$400	
Merchandise - bookstore, SSOL	\$0	\$500	\$500	
Fundraisers - Auction, Sales	\$21,000	\$18,000	-\$3,000	
Total non-pledge income	\$156,167	\$159,021	\$2,854	
Pledge	\$271,950	\$257,051	-\$14,899	
TOTAL INCOME	\$428,117	\$416,072	-\$12,045	
EXPENSE				
Facilities	\$112,926	\$108,382	-\$4,544	eliminate salary and benefits allocated to Facilities for Admin Asst position
Ministerial	\$122,224	\$119,988	-\$2,236	reduction in health insurance cost add retirement for DMM + add'l for music/musicians + 41 weeks (instead of 40)
Music & Worship	\$49,156	\$54,903	\$5,747	
RE/Lifespan Faith Exploration	\$41,010	\$41,559	\$549	reduce DRE, add Youth Advisor
Administrative	\$40,744	\$32,856	-\$7,888	eliminate salary and benefits allocated to Administrative for Admin Asst position
Fellowship & Misc Programs	\$19,708	\$16,908	-\$2,800	eliminate salary and benefits allocated to this program for Admin Asst position; Cheryl more time on Outreach
Outreach	\$7,901	\$9,147	\$1,246	Cheryl more time on Outreach + add'l for UUFOR
Rentals	\$11,741	\$10,026	-\$1,715	eliminate salary and benefits allocated to Rentals for Admin Asst position
Interfaith and Denominational	\$17,341	\$18,123	\$782	increase Fair Share
Family Ministry & Nursery	\$5,359	\$4,180	-\$1,179	smaller budget
TOTAL	\$428,117	\$416,072	-\$12,045	

Minutes of the Annual Meeting, May 19, 2013

Prior to the meeting, Nick Mayo read a brief synopsis of the annual Children's Meeting which was held on May 5th and attended by 18 kids. They chose and voted on The Friendly Kitchen as their Social Action project for the next church year. They invited the adults of our church to join them in supporting the work of The Friendly Kitchen. Nick then recited the children's covenant.

Moderator John Tobin called the meeting to order at 12:10 pm with over seventy individuals in attendance. John determined that the members in attendance exceeded the minimum necessary for a quorum.

The Moderator announced that a Clerk needed to be elected. Karen Mayo moved that Sara McNeil be elected Clerk Pro Tempore. David Brown seconded. The motion carried.

The following articles were proposed and voted on by the members of the Unitarian Universalist Church of Concord:

ARTICLE 1. To view a presentation by the Prudential Committee on upcoming changes in governance structure.

Prudential Chair, Lorraine Ellis, stated that Pru members have been very involved in studying policy-based governance, a process that has been well-received in other UU congregations. Pru member, Valerie Hall, presented some highlights of policy-based governance and a timeline for implementation which will be initiated in 2014. Pru member, Craig Whitson, then presented an informative (and humorous) slide show tutorial about policy-based governance.

ARTICLE 2. To receive and accept the minutes of the 2012 Annual Meeting, and the Special Meetings of July 22, 2012 and Sept. 30, 2012.

Anne Zinkin moved to accept the minutes as printed in the 2012-13 Annual Report. Linda Hatchett seconded. The motion carried.

ARTICLE 3. To amend previous votes of July 22, 2012, and September 30, 2012 as follows (***bold italics*** are additions to the previous votes.)

July 22 vote: "to authorize the withdrawal from the endowment of up to \$500,000 to pay loan principle, ~~and~~ interest, ***and other project expenses*** over the next ten years for building improvements."

Sept. 30 vote: "To authorize additional withdrawals of up to \$300,000 from the endowment to pay loan principle, ~~and~~ interest, ***and other project expenses*** over the next ten years."

Moved by David Feltus and seconded by Linda Hatchett. David explained that some building improvement items could not be included in the grant/loan such as a handicapped door, building of a wall in the basement for storage and replacement of the air conditioner in the office. The grant/loan only included projects which were deemed environmentally sound improvements. A general discussion followed. The motion on Article 3 carried with the required two-thirds majority; all in favor and one opposed.

ARTICLE 4. To receive and act upon the report of the Nominating Committee and elect Officers of the Society.

Linda Hatchett thanked those who have served in the past and are now stepping down. Of note, Moderator John Tobin and Treasurer Ken Koerber are "retiring" after many years of service to the church in those official capacities. And, thank you to Edie Daigle for serving as Clerk. Linda Hatchett presented the slate of Officers as follows:

Anne Zinkin as Moderator, Sara McNeil as Clerk, Valerie Hall as Treasurer, Fran Philippe and Karen Mayo as Assistant Treasurers, Jack Wakelin as Custodian of Trust Funds, and Rick Harkness as member of Trust Funds Committee. Nominated Prudential Committee members are Lorraine Ellis for an additional one-year term as Chair and new members, Andy Duncan and Clare Howard-Pike for three year terms. Moved by Linda Hatchett and seconded by Anne Zinkin. The article passed unanimously.

ARTICLE 5A. To authorize an additional withdrawal of \$14,000 from the endowment to cover a potential budget deficit in fiscal year 2012-13 due to a shortfall in pledges.

Moved by Lorraine Ellis and seconded by Jack Wakelin. Jack said that if everyone would please try to fulfill their pledges on time, then we will likely be able to meet all our church's expenses and payroll and the \$14,000 withdrawal may not be necessary. However, as in years past, it has been very close so this article is needed in case all pledges are not received in a timely manner and/or for unforeseen expenses. The motion carried with all except two voting in favor.

ARTICLE 5B. To adopt a budget for the 2013-2014 church year.

Administrator Lea Smith stated that during the last few years we have spent time and money on building our programs and need to continue to keep this strong foundation. The 2013-14 budget includes a 1% increase in staffs' salaries. The 2013-14 pledge goal has been set at \$272,000. Trudy Mott-Smith noted that there has been a decrease in the administrator assistant's hours and Lea explained this was due to not having the extra hours that had been required in the past for outside programs such as Volunteers for Peace. Christy Bartlett urged members and friends to try to increase their pledges if possible, in part to help with some of our building's needs which have not received sufficient funding for many years. Lee Leppanen called the question and Karen Landsman seconded. Article 5B was voted on and passed unanimously.

ARTICLE 6. To receive and accept the reports of the Minister, Prudential Committee, staff, committees and church-affiliated groups. Moved by Clare Howard-Pike and seconded by Anne Zinkin. There was no discussion. Article 6 passed.

ARTICLE 7. To act upon such additional business as may appropriately be brought before the meeting. Christy Bartlett thanked Lea Smith for all her hard work; all present enthusiastically agreed. Jack Wakelin stated that he feels that stewardship is missing from policy-based governance and hopes this can be included. There was no further discussion.

Jack Wakelin moved to adjourn and Anne Zinkin seconded. The motion carried and meeting adjourned at 1:00 pm.

Respectfully submitted, Sara McNeil, Clerk

Report of the Nominating Committee

The Nominating Committee consists of John Warner and Linda Hatchett. The committee is responsible for recommending a slate of officers to be voted on at the annual meeting and filling any mid year vacancies.

Slate of Candidates to be elected at 2014 Annual Meeting

Moderator – one year term: Ann Zinkin (re-elect)

Clerk – one year term: Sara McNeil (re-elect)

Treasurer – one year term: John Warner

Assistant Treasurers (2) – one year term: Fran Philippe, Karen Mayo (re-elect)

Custodian of Trust Funds – one year term: Jack Wakelin (re-elect)

Prudential Committee

Three year term to expire in 2017 (2): CJ Landsman, Jim Shepard

One year term to expire in 2015: Betsy Peabody

Trust Fund Committee – four year term expiring in 2018: John Warner

Report of the Minister

Rev. Michael Leuchtenberger



“Going deeper,” is how I would describe the theme that guided our ministry this year. In all areas of our ministry there seemed to be a longing among us for depth. Spiritual depth, relational depth, emotional depth, depth in how we experience and reflect on life. Again and again we asked ourselves the question: In what ways can we make our church more deeply relevant to the lives we lead and the lives we aspire to lead?

This question emerged as the adaptive challenge we agreed to wrestle with as part of the ‘Leap of Faith’ initiative. Selected as one of ten ‘Leap of Faith’ congregations from throughout New England, we were paired as a mentee with First Parish Church in Duxbury, MA. Work with our mentors culminated in visits by our respective travel teams first in Duxbury and later in Concord. Our ‘Coming of Age’ class also visited Duxbury and was welcomed by their youth group during a joint meeting and worship.

In February, we began an experiment with theme-based worship services focusing an entire month on the theme of love. In March we focused on freedom, followed by hope in April. Looking at one theme from various angles over an extended period allowed us to go deeper on Sundays. Revitalizing our adult faith exploration offerings provided an opportunity for many to go deeper on Wednesdays. Our choir, under the capable leadership of Emily Jaworski, turned rehearsals into an increasingly spiritual experience on Thursdays. Emily also extended the reach of our music ministry by assembling ‘Visiting Voices,’ a variable group of singers reaching out to the homeless, the homebound, people in hospice or anyone else who could use the presence of singing voices in their lives.

Our new Ping-Pong table has deepened our multi-generational connections. Round 2 discussions after our services allow for in-depth follow-up on the Sunday service theme. Our new UU bookstore offers titles related to our services and allows visitors and members a chance to connect more deeply with our UU history and identity. Our UU Café invites congregants to connect before the service.

We have expanded our membership process. It now includes a 2-3 month period of exploration and connection between our “Exploring Membership” classes and our “Committing to Membership” session to allow for a more in-depth connection to our church before signing the membership book.

Our connection with the refugee community continued to deepen through dinners, new circles, dance parties, and multi-cultural events co-hosted both at church and in the larger community. Our focus on homelessness became even more relevant than expected when two homeless men were found camping out in the woods behind our church. The large group conversations that followed forced all of us to engage more deeply with the issue of homelessness in the Concord community.

The yearning for spiritual depth brought together a group of congregants and community members to imagine how a shared interest in contemplative practices could take shape and form within the physical and institutional space of our church. The list of contemplative practices hosted and organized by the church continues to grow yet more seems possible and in demand.

Our sanctuary and religious education classrooms are not as full on Sundays as I would like them to be yet the range of people involved in and touched by our ministries seems broad and growing in numbers. This trend appears to be in line with the experience in other churches and forces all of us to imagine church in new ways.

Our board of trustees, under the outstanding leadership of Lorraine Ellis (chair) and Craig Whitson (vice-chair), has done incredible work deepening our understanding of policy-based governance and preparing our congregation to officially move towards this new way of holding ourselves accountable to our mission and our goals.

We hosted the Northern New England District Assembly welcoming UUs from ME, VT, and NH to our church. We will send over 30 members to General Assembly in Providence, RI, including seven youth.

We welcomed back to our sanctuary stage the Concord Light Opera Company with their performance of Gilbert & Sullivan’s HMS Pinafore. Our Minnesota Smorgasbord became a highly acclaimed addition to our social event fundraisers.

There were many other highlights throughout the year, many of them mentioned in the pages that follow, many of them captured on our Facebook page and in our multimedia week-in-review and year-in-review videos and slides. Our ministry depends on all of us sharing in the work and creating together what we cannot do on our own.

So it remains to state the obvious: We most certainly could not do what we have done without the outstanding support we received from our dedicated and talented staff. Thank you Lea, Kristin, Emily, Calvin, Kathie, Cheryl, and Lyn. What a fabulous addition Emily and Calvin have been to our music ministry! Incredible job, Lea, for stepping in to fill the gaps created by the departure of Eve Scarcello who had served diligently as our administrative assistant for over a decade. And we will mourn and celebrate the conclusion of Lyn’s two-year internship at the end of June. Her ministry, leadership, and presence will be greatly missed and we wish her well as she follows her call into the professional ministry.

With love, respect, and gratitude,

Your minister, Rev. Michael Leuchtenberger

Report of the Prudential Committee

Lorraine Ellis, Prudential Committee Chair

If all goes as planned, this will be the final report of the Prudential Committee. A recommended change in by-laws, to be voted on at the 2014 Annual Meeting, will change the name to Board of Trustees – a term that de-mystifies the role of this entity within the church, and paves the way for a new job description under Policy-Based Governance.

Policy-Based Governance

The Prudential Committee has worked hard during the past year to create governance policies and bylaws revisions that will allow the church to fully transition to Policy-Based Governance (PBG) after the 2014 Annual Meeting. A draft policy manual has been published to the church website (www.concorduu.org/board.php), and the Pru will continue to work on additional details within these policies that will create a strong balance of programmatic freedom and vital protections for the church, staff, and members.

Under Policy-Based Governance, the minister and staff are delegated responsibility for managing the day to day operations of the church, while the Board is responsible for discerning the vision of the church and monitoring progress toward that vision, within limits that protect the church legally, ethically, and financially. This approach allows for a great deal of flexibility and creativity on the part of the minister, staff, and volunteers, as well as the ability to respond quickly to concerns, and to opportunities to engage with our mission and vision.

Recognizing the many advantages of Policy-Based Governance, the Prudential Committee has chosen several times to “act as if” we are already engaged in PBG, by delegating primary responsibility to our minister for the following activities, with regular reports back to the Board:

- Recruitment and hiring of the Director of Music Ministry and Accompanist. (The Board gave its formal approval upon Michael’s recommendations.)
- Coordinating a congregational response to the presence of a homeless camp on church property.
- Addressing a \$35,000 budget deficit, due to lower-than-expected pledges. This resulted in a \$20,000 increase in pledges, plus a number of small spending cuts, bringing the shortfall to less than \$5000, which was then covered by a health insurance tax credit.
- Exploring our on-going space needs with regard to the Emerson Preschool lease. (Per Michael’s recommendation, we have told Emerson that we intend to renew their lease through June, 2017.)
- Budget planning for next year.

This approach has worked well, and Michael has engaged with Prudential Committee members as well as congregants, seeking input and feedback about each of these issues before making final decisions or recommendations to the Board.

Parking Lot Exploration

The owners of Concord Othopaedics have expressed interest numerous times in the past several years in expanding its parking lot, through lease or purchase of church property. The church also has an interest in an improved parking situation. The Pru appointed an ad hoc committee, consisting of Peter Bartlett, John Warner, David Howe, Craig Whitson and Lea Smith, to explore various options with Concord Ortho. At this writing, Concord Ortho has been asked to provide the Prudential Committee with a design proposal and specific financial figures that can be further discussed with the congregation.

Next Year’s Board

In recent years, the Pru has been more intentional about its succession planning, and has created an expectation that the vice Chair will go on to become Chair. At this time we expect that Craig Whitson will be chair of next year’s Board, and Clare Howard-Pike will be vice-chair. Continuing members will be Betsy Peabody and Andy Duncan. Lorraine Ellis and Marianne Fleischman are completing their terms and stepping down this year.

Lifespan Faith Exploration Reports

Director of Religious Education

by Kristin Nelson

There are 44 children and 18 youth registered for the Religious Education program. Average attendance for the year is 28 children each Sunday.

This year's classes, curricula and teachers are:

Preschool/Kindergarten: Chalice Children; John Hatchett, Christina Kennard, Julia Hyndman

Grades 1, 2, & 3: UU Super Heroes; Marjorie Wright-Golec, Janet Kibbee

Grades 4 & 5: Toolbox of Faith; Jessica Hatchett, Erika Downie, Emma Chatterton

Grades 6 & 7: Neighboring Faiths; Betsy Peabody, Doug Kilmister, Anne Zinkin

Coming of Age, Grades 8 & 9: Jeff Fetter, Cara Leuchtenberger

Social action activities for this year included making desserts for the Friendly Kitchen, planting seeds for the community gardens, hosting Social Hour, baking for Thanksgiving baskets, and a repeat visit to Twitchell House, a residence for mentally disabled adults. In May they will be taking home collection boxes for the Friendly Kitchen.

Our 4th and 5th graders, led by teacher Emma Chatterton, have set a goal of making 1000 origami cranes by the end of the church year. They have been teaching adults to fold cranes at Social Hour, as well as inviting other classes to learn with them and assist with their project. Folding 1000 cranes is believed to bring good luck, healing and peace.

There are 10 youth participating in this year's Coming of Age program. They have spent the year learning about UU history and theology, exploring their personal beliefs, and learning how to lead and participate in worship. This year we added two overnights led by Michael and myself, which included lots of food and fun along with youth-led worship and learning activities and even a little sleep! These were very successful and were a great way for both the youth and the facilitators to get to know each other better. The group will visit Boston, Plymouth and our mentor church in Duxbury in April on their UU Heritage trip. They will also share their personal credos at the Coming of Age service in May.

Our older youth, along with some of the Coming of Age group, have been working hard to raise funds for a service trip to Nicaragua next February. The trip is being planned through a service organization called Compas de Nicaragua. The youth will live with host families, work on community projects, and participate in a variety of local activities.

Many thanks to the RE Committee, our amazing teachers, and to the parents and volunteers who helped support our program this year.

Religious Education Committee

Don Brueggemann, Chair

The members of the RE Committee are Don Brueggemann, Linda Hatchett, Jessica Hatchett, Gen Lebel, Jim Shepard, Erin Stewart and Kristin Nelson (ex-officio, as Director of RE).

The RE Committee has continued to offer a variety of programs even as we refine them to maintain their relevance and expand their impact. Sunday morning classes for children from preschool through middle school have been well-attended and enriching thanks to our talented and dedicated teachers. We are looking for ways to allow greater participation in this valuable and rewarding endeavor and for our curriculum to more closely follow the themes being developed in the service.

This year, about a dozen 8th and 9th graders are participating in the Coming of Age program as they learn and reflect on what it means to develop a faith life of their own. We now have three consecutive classes each with about a dozen youth who have gone through these programs and we are continuing to look for ways in which we can keep these often over-scheduled high school students engaged in Youth Group and in the life of the church. A service trip to Nicaragua initiated by Cheryl Bourassa is scheduled for next year and has already served as a focal point to engage many of our older youth.

Other activities sponsored by the RE Committee include the ever-popular evenings of Games & Chocolate and an occasional Movie Night (everyone loves the Muppets!) We are looking at adding other activities that help facilitate inter-generational interactions in ways that are fun and engaging such as a contra dance. Towards this end we are working with the Family Ministry Committee in order to strengthen both our offerings and make sure that there are regularly scheduled family events throughout the church year.

Lastly, we are working with Membership in order to find ways in which we can be more welcoming to new families visiting our church. We are committed to having more information available about our RE program and in particular having someone available to help new families get settled and connected on Sunday morning and beyond.

A special thanks to all who have participated in RE programs during the past year and especially teachers, RE Committee members and Kristin Nelson (DRE) as we share our faith with our youth and with each other.

Report of the Family Ministry Committee

Erin Stewart (chair), Bob Gabrielli, Jesse Webb and Carin Plante

Family Ministry Committee remained committed to supporting young families within our church during the past church year.

We continued to support family covenant group, and are excited to help as needed with a newly started covenant group supporting parents of teens.

We have scaled back some of our offerings due to both the small size of the committee and the commitments that many families have that conflict with church events. This was the first year in many where we did not host a gourmet dinner, and we hosted only one “bring a friend Sunday” and dessert and discussion. We are also hosting a get to know each other dinner for families new to the covenant group.

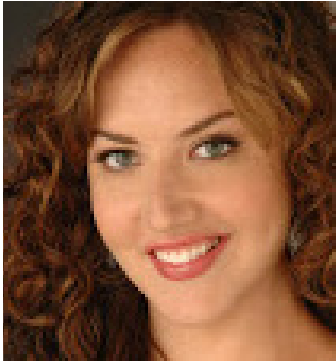
We look forward to meeting the changing needs of church families as we go into the 2014-2015 church year. We have many ideas for family and intergenerational events and look forward to your ideas and participation.

FMC-Erin Stewart chair, Bob Gabrielli, Jesse Webb and Carin Plante

Music & Worship Reports

Director of Music Ministry

Emily Jaworski



I have had an eventful first year settling in to the role of Director of Music Ministry. The early part of the church year was spent becoming familiar with church programs and processes, and brainstorming ways that the music program can fulfill some of the goals set forth in our Ends Statements.

So far this year, we have reached out to our community in several musical ways. A small group gathered to visit some of our UU friends at Havenwood, we sang Christmas carols in area nursing homes and to Concord's homeless, and we gathered to sing at Fred Creed's bedside in the days before he passed. All of these activities have paved the way for the creation of a vocal ministry group, to engage regularly with the community and be "on call" should a need arise. We

have named our traveling music ministry "Visiting Voices," and are working on a more structured approach for next year.

This spring, we will host a fundraising concert featuring the musical talents of our choir and members of the congregation. At this writing, it is still a month away, but an event of this type could set a precedent for future musical activities in our church, put on by our church family.

We have also hosted a successful production of "HMS Pinafore," put on by the Concord Light Opera Company. These types of events provide important outreach opportunities for our church (or maybe in-reach?), and in the future, we will look for more ways to welcome guest performers in to our church and deepen our connections.

Our church is incredibly blessed to count Calvin Herst as our accompanist. He is an accomplished musician with countless creative ideas for enhancing our worship services. Calvin is also kind, enthusiastic, and always quick with a joke or a smile. His musical contributions are surpassed only by his personal qualities.

The goals, expectations and opportunities for the DMM continue to outnumber the hours in a day, but we have identified several areas of focus for next year: continuing to provide fun and meaningful musical opportunities for our children and youth; continuing to provide musical support, comfort and healing in times of transition, sorrow or grief; continuing to explore ways to connect the rich music-making that happens in our sanctuary on Sundays with the greater Concord Community. Thank you for your enthusiastic support of me, Calvin, and the vision of music in our church.

Music Committee

Vicki Wakelin, Chair

The Music and Worship Committee has evolved into a different framework this past year. We now have a Music Committee to work in concert with our DMM, Emily Jaworski, and Accompanist, Calvin Herst, on various projects throughout our church year. The Worship Teams i.e. Ushers, Greeters, Christmas Eve Team, Banner Team, Summer Services Team and Worship Associates now work in concert with the Minister's Worship Planning Team.

In this past year, Music Committee members helped organize our church choir members and others to carol at several local nursing facilities during the holidays. This was a profoundly moving experience for each and every one of us and the residents. There were many memorable moments but the following was especially poignant: a resident with speech difficulties slowly but surely began singing with us. We are all looking forward to expanding these connecting pastoral care experiences with others through music in the future. A "Mobile Ministry" group of singers also visited the bedsides of Fred Gillis and Fred Creed to sing before their passage.

We are looking forward to working with our music staff to plan and conduct other musical activities this coming year.

Members of the Music Committee are: David Brown, UU minister (ret.), Craig Whitson, Gary Schroeder, Peter Bartlett, Elaine Pinkham (ad hoc member) and Vicki Wakelin (chair).



Fellowship, Outreach & Miscellaneous Programs Reports

Outreach and Volunteer Coordinator

Cheryl Bourassa

During 2013 - 2014 the Outreach and Volunteer Coordinator's position has been funded at twelve hours a week; my time was divided into a few major areas:

- Ensuring enough volunteers to make "small miracles" happen every Sunday. Finding hosts for social hour continues to be challenging. As a result, increasingly social hour is used for fund raising purposes, with the host agreeing to make the coffee and clean up afterwards, in exchange for selling food. Additionally, we have opened the UU Café. At the café it is possible to have a cup of coffee and get a breakfast treat before church. Hopefully, congregants will come to church early and spend time deepening our connections.
- Working to match congregants with committees that are looking for additional help. To this end we surveyed congregants to determine their talents and interests;
- Filling in as needed to help ensure that all of our major fundraisers were held;
- Helping new members and friends find ways to connect in 'love and service,' with the goal of enriching their experience at the church;
- Coordinating our outreach projects as described below.

As our church finalized its new Mission and Vision Statement, the Outreach and Social Justice Ministry's focus became clear:

- We will be a visible leader in the greater Concord area living our Unitarian Universalist values as we focus our collective energies creating partnerships in support of refugees and the homeless.
- We will be a model of environmental stewardship in the way we use, maintain, and develop our building and campus.

Our outreach to the refugee community has long been in place and is well regarded within the community. Please see the UU Friends of Refugees report for details.

Our church has also been involved for years with outreach to the homeless, but this year, we increased our focus significantly. Rev. Michael Leuchtenberger joined the board of the Concord Coalition to End Homelessness; this helped us to better understand how to best serve this community. Our monthly visit to the Friendly Kitchen to prepare a meal has been a tradition for years, but with our new focus, the number of congregants volunteering for this project has increased significantly. We also began a new monthly outreach service to OutFITters, the retail arm of Families in Transition. Through our volunteer work we have provided the equivalent of more than a full month's rent to a family in their program.

This work will be continued and expanded under the leadership of a newly created committee, the Homelessness Outreach Steering Group. This group came together to attempt to find answers to the many questions raised at a church-wide forum. We became aware that we had two homeless individuals living in the woods, on our property; their campsite included tents and a small structure. The group diligently worked to provide some clarity around both legal and moral issues. Their findings were presented to the congregation in a second forum. The decision was made to have a moratorium on new campers, but to allow the current campers to remain for the time being.

This group recognizes that our focus has to be broad, and thus their vision includes finding ways to get our

congregation involved in finding more permanent solutions to homelessness. They have been active in generating support for the Plan to End Homelessness in Concord. Additionally, they have stepped up to organize emergency relief. The Cold Weather Shelters closed on March 21, but winter was still going strong. Our church provided both the financial resources and the drivers to get ten individuals sheltered in a motel for five very cold nights. Thanks go out to David Canfield and Fran Philippe for taking on a leadership role with this new group. Interested congregants are encouraged to reach out to David and Fran to learn how to become more involved.

An Environmental Action Group also formed this year under the leadership of Kitty Hok. They organized a forum with the New Hampshire Citizens for Clean and Fair Power to explore ways to force the closure of the coal fired power plant in Bow. Their major focus is climate change; they work closely with 350NH.org to increase public awareness. Stopping the Keystone Pipeline is an important goal for this group, but they are interested in hosting other forums and programs that will educate our community about environmental issues and encourage more direct action. If you have particular issues that concern you, please contact Kitty.

Many congregants worked on a myriad of short term outreach projects. Here are some highlights:

1. A fresh food drive for Merrimack Valley Day Care Services (MVDCS) that supplemented the ongoing donations of produce from our Give Away Garden;
2. Boxes of fresh food and home baked treats for Thanksgiving were donated to UUFOR families and to families from MVDCS;
3. A gently used Christmas “Shopping Spree” at the Boys and Girls Club that allowed young children to bring home a beautifully wrapped gift to their family members;
4. A Martin Luther King Day of Service visit to OutFITters where we did some deep cleaning and helped them prepare for painting parts of the store;
5. A trip to MVDCS’ after school program at the Jennings Drive Community Center to help children make a card for Mothers’ Day; our annual Valentine’s Day event was cancelled due to snow;
6. Weekly Community Plates allowed us to share our wealth with dozens of local, national and international organizations.

Finally, 16 youth have been very busy this year raising funds for an upcoming trip to Nicaragua. We’ll spend the next several months continuing to raise money and to learn more about the communities we will be visiting.

Community Service Committee

Deborah Bruss (chair), Anne Stoops, Angela Shepard, Koy Graeff, and Kirk McDaniel

The Community Service Committee recently added two new members. Thank you for joining us!

We continue to hum along, collecting funds for various projects and non-profits through our Community Plate. As of March 16th, our plate has raised \$17,382, about \$1200 more than the same time during the previous fiscal year. Most of the difference is from a single donor, a visitor to one of our Christmas Eve services, who felt especially generous and wrote a large check for the Minister’s Discretionary Fund. Even without this donation, the collections for the MDF top all other collections – a testament to our congregation’s support for Michael’s work.

The CSC does its best to balance the requests, which include those from Michael, the staff, congregants, religious education and committees, as well as for emergencies. Many of these requests are directly tied to our church’s vision (goal) to create partnerships in support of refugees and the homeless.

The Community Plate also serves to support another of our church's visions: to be full and active participants in the work of the larger Unitarian Universalist Community. These plates include Love Your Neighbor, Guest at Your Table and the Coming of Age Trip to Boston.

Church members are encouraged to submit Community Plate requests at any time during the year, thereby tying into the last of our church's goals: generously cultivate the energies, talents and passions of our church community.

We welcome new members at any time during the year. Or just stop by to offer your ideas at one of our monthly meetings, which are held at 9:30 AM on the last Sunday of each month.

Date and Recipient	Offering
4/7/2013 Concord Parks and Rec scholarships	343.45
4/14/2013 Concord/Merrimack Cty SPCA	397.50
4/21/2013 Families in Transition	628.91
4/28/2013 Concord Coalition to End Homelessness	678.37
5/5/13 Granite State Independent Living	369.81
5/12/13 350.org	278.00
5/19/2013 UUFOR Emergency Fund	461.00
5/26/13 Woodside School	298.00
6/2/2013 Be the Change Club \$360, leftover to MDF	634.72
6/9/13 Concord Multicultural Festival	378.69
6/16/2013 Love Your Neighbor/New American Africans/Keach Party	171.00
6/23/13 Love Your Neighbor/New American Africans/Keach Party	204.00
6/30/13 Live and Let Live	166.06
7/7/13 Live and Let Live	193.75
7/14/2013 Families in Transition	178.00
7/21/13 MS Challenge Walk	82.00
7/28/2013 MS Challenge Walk	209.61
8/4/13 Love Your Neighbor/New African Americans	358.89
8/11/2013 Sycamore Garden	171.00
8/18/2013 Sycamore Garden	93.00
8/25/13 NH Coalition to Abolish the Death Penalty	178.00
9/1/2013 NH Coalition to Abolish the Death Penalty	186.00
9/8/2013 Ministers Discretionary Fund	817.26
9/15/2013 CROP Walk	504.00
9/22/2013 Compas de Nicaragua	535.18
9/29/2013 Project Learning Tree	432.55
10/6/2013 UUA Join the Move building fund	306.71

Community Plate (continued from page 17)

Date and Recipient	Offering
10/13/2013 Nicaragua youth trip	711.50
10/20/2013 Ferry Beach Scholarship Fund	321.00
10/27/2013 Riverbend - Twitchell House enrichment	250.00
11/4/2013 Kids4Peace NH	407.50
11/10/2013 Merrimack Valley Day Care	546.56
11/17/2013 Concord Coalition to End Homelessness	843.00
11/24/2013 Doctors without Borders/Philippines typhoon	777.48
12/1/2013 Sheila Stanley Counseling Fund	307.67
12/8/13 UUFOR Giving Tree + new Circle	451.34
12/22/13 Concord Cold Weather Shelter	552.11
12/24/13 Ministers Discretionary Fund	2,491.35
12/29/2013 Concord Hospital Trust REACH Higher Fund	281.45
1/5/14 Crisis Center of Central NH	522.00
1/12/14 Families in Transition	413.50
1/19/14 Dutabare Foundation	594.40
1/26/14 Prison Book Program	445.65
2/2/14 Concord Feminist Health Center Transgender fund	667.50
2/9/14 UUSC - Guest at Your Table	526.00
2/16/2014 Nicaragua youth trip	595.35
2/23/2014 Concord Homeless Resource Center	404.00
3/2/14 Friendly Kitchen	516.00
3/9/14 Amnesty International	384.00
3/16/14 Be the Change Club	364.00
3/23/2014 Coming of Age Heritage Trip to Boston	426.00
3/30/14 housing for 10 homeless for five nights	731.00



UU Friends of Refugees

Julia Freeman-Woolpert, Chair

On one of the first meetings with their new circle of support, Bhagi, a Bhutanese woman, told the circle how difficult it had been to be uprooted and to start again. “I was thrown out of Bhutan, I was thrown out of Nepal,” she said. “When will I have to leave here?”

“You won’t be thrown out,” said Rob Fielding. “You’re home now.” “Thank you,” Bhagi said as she teared up, and so did many in the room.

So started the relationship of the 6th circle with the Darjees. Since then, there has been a whirlwind of activity, giving rides, looking for jobs, momos (a Bhutanese delicacy), figuring out bills, English lessons, more momos, and generally getting to know each other.

Meanwhile, the seventh circle has enjoying making friends with their family from Rwanda, and has learned about some African ways. The mother of the family of four said that before they started helping them with weekly food shopping, she spent more than her food stamp allotment and had to pay some cash. They showed her how to understand the price per pound and price each tags. Now she is always within the allotment. Recently they got a computer for the family, and got it working and connected. The older son learned more English and other things during all the discussions about the computer and updated programs and prices. With the computer, the two boys can do school related work online now.

It is these relationships that form the heart of UU Friends of Refugees (UUFOR) and central to the vision statement of the church. UUFOR has had a very busy and fulfilling year. In addition to the two new circles, the first five circles continue with varying degrees of involvement. Some families are independent now, while others still need support.

UUFOR has been active in the Concord community, taking a major role in Love Your Neighbor events such as the cookout at Keach Park this summer, and the reading of the I Have a Dream Speech on the steps of the State House. Concord’s Multicultural Festival committee included several UUFORs.

UUs have been taking steps to connect with New Americans in various ways, including reaching out to Concord High School’s Be the Change club. In March, UUFOR and Bhutanese youth put on a joint fundraiser, UU ma Ramailo Din, a dinner and dance performance to raise money for two different activities, for the Bhutanese youth trip to Washington, and for the UU youth trip to Nicaragua next year. UUFOR has conducted a diaper drive and raised money for gifts through the Giving Tree at Christmas. We also sponsored a reading group for the book *Radiance of Tomorrow* and a field trip to see the author, Ishmael Beah, a former child soldier in Sierra Leone, at Gibson’s.



Intern Minister

Lyn Betz, Intern Minister, August 2012-June 2014



The most appropriate format I can think of for my report from your Intern Minister is as a gratitude journal.

- I am grateful to Michael Leuchtenberger for saying yes when most new ministers would have said no, and for his deep commitment to learning and spiritual growth – mine, his own, and yours. For him to allow me to learn from him and with him as he began his first settled ministry was a magnificent gift.
- I am grateful to the rest of the church staff, who each contributed more than they know to my experience, and who helped me learn from my mistakes as well as my successes.
- I am grateful to Bob Gabrielli, Jeff Fetter, Margaret Fletcher, Susan Koerber, Laura Messenger, and Carin Plante for serving on the internship committee, a job none of us knew how to do two years ago. I will take all we have learned together to Allen Avenue UU Church's first-ever internship committee next year and pass on the gift you have given me.
- I am grateful to each of you, from our youngest children to our wise and wonderful elders, for helping me grow into a minister with good gifts to bring to the next congregations I serve, to the communities around me, and to a world in deep need of the healing power of faith. It is going to be painful for all of us to part in June, but in the way it must be painful for a caterpillar to lose itself to become something new. You will always be part of who I have become, and I will be grateful for that until the end of my days.
- Last, and not least, I want to offer gratitude to the greater Concord community where we do our work. I have learned from my interfaith colleagues, members of the refugee community, the inspiring high schoolers in the Be The Change Club, our homeless friends Charlie and Andrew for teaching me more about homelessness, and to many other justice-minded people serving in various non-profit agencies.

I hope that you will continue to offer internships after I leave, because the Unitarian Universalist Church of Concord is such fertile ground for learning, and the world needs more people who are schooled in your good lessons.

From you, I receive. To you, I give. Together, we share, and from this, we live.

Small Group Ministry

Peggy Herbert

A new feature this year was that 2 four-month sampler groups were offered in the fall with the opportunity to then join an existing group. It was also decided that in January, anyone who wanted the chance to change groups, add a group or take a sabbatical from their group would be able to do so. Through this process, existing groups have been strengthened and a new group has formed. Without a chair for this ministry, Rev. Michael Leuchtenberger provided leadership. There are a number of people interested in helping manage the groups so hopefully by next fall, Michael will have some support in this critical ministry of our church.

Downing Trust Grants for 2014

Valerie Hall, Treasurer

The Downing Trust Committee for 2014 consisted of John Warner, past chair of Prudential, Lorraine Ellis, current chair of Prudential, John Tobin, member-at-large from the congregation, and Valerie Hall, Treasurer. A meeting was held on April 7, 2014 to review the applications and to determine the recommendations for grants for 2014.

There were five applications submitted for a total of \$18,775 plus a general request for a non-specified amount. This year the trust had \$11,775 available for distribution. The committee distributed the funds to those grants that were considered most likely to extend the influence of Unitarian Universalism in New Hampshire in accordance with the Downing Will.

The Prudential Committee accepted the recommendations of the Downing Trust Committee at their regular meeting on April 9, 2014.

The grants requested, and the amounts awarded, are summarized in the table below.

Requestor	Purpose	Amount Requested	Amount Awarded
UU Society of Laconia	Support for advertising campaign in local community	\$1000	\$1000
	Religious Education Instructor/Stipend	\$1500	\$0
Peterborough UU Church	Renovations to church kitchen to comply with city codes to continue offering community suppers	\$8275	\$6775
Keene UU Church	Install power door opener to improve accessibility for church members and Montessori school	\$3000	\$2500
First UU Society of Exeter	Salary for newly-created Membership Coordinator position	\$5000	\$0
Jeanne Nieuwajaar, Minister Emerita	To provide six worship services on prison reform from June, 2014 - May 2015 to include discussion and workshops following service	Not specified	\$1500
Total Request and Grants		\$18,775 *	\$11,775

* In addition to the specific requests totaling \$18,775, there was an application for a non-specified amount.

Caring Network

written by Lea Smith, Congregational Administrator

Parish care and pastoral care are two separate but related areas of connecting with congregants who may need a fellow congregant to lend a helping hand, a listening ear, or a loving heart.

The Caring Network provides parish care, and consists of support services for church members in their time of need: Memorial Services (led by Beth Gabrielli and Susan Koerber), Meals (led by Ginnie Warner with backup from Anne Zinkin), Transportation (led by Judy Gillis), and Special Tasks (led by Kits Tunney.) Wendy Bennett stepped down as Caring Network chair and the committee did not formally meet this year. Rev. Michael Leuchtenberger and Intern Minister Lyn Betz stepped in to provide leadership. Church members in need contact Michael, who gets in touch with task coordinators or Pastoral Care Associates as needed.

Pastoral Care Associates

Rev. Michael Leuchtenberger

The *Pastoral Care Associates* (PCA) met monthly with the minister and intern minister for mutual support, continuing training, and assignments of pastoral care duties. The *Pastoral Care Associates* were commissioned by the congregation during a worship service in late September. Each PCA wears a green ribbon on their name tag with the label 'Pastoral Care Associate.'

PCAs are expected to visit/call or otherwise connect with one or more congregants a month to offer a ministry of presence provided there are sufficient congregants on our pastoral care list. PCAs are encouraged to refer congregants to the *Caring Network* team leads for meals, transportation, or special projects if such ministry seems appropriate. The PCAs are also encouraged to let congregants know about our Visiting Voices music ministry.

In addition, there are now two PCAs "on duty" each Sunday - one person who assists with the lighting of the candles (or placing of stones) during Joys & Sorrows and a second person to take notes if people share at the microphone. The notes were then shared with the PCA group by email.

The two PCAs "on duty" also have the primary responsibility for checking in with anyone who did share during Joys & Sorrows to make them feel heard and to see whether they would like any follow-up contact/pastoral care.

Our commissioned Pastoral Care Associates include: Beth Gabrielli, Susan Koerber, Mandy Nason, Ginnie Warner, and Richard Blood.

Library

Loren Hill

The library was able to purchase 21 new books with the \$270 budgeted for the year. Also a wall calendar and some filing supplies were bought. The church library benefitted greatly from book donations over the past year and a half. Andrea Rook, Carol Leonard, Dot Soule, and the late Rev. Fred Gillis each donated significant numbers of books. These books covered a wide range of subjects, from Buddhism to Women's Issues to Meditations to UU Religion. The newly purchased books include books in Ecoharmony, Men's Words, Liberal Religion, Social Justice, UU Religion, Family & Relationships, and other areas too. Even with all the purchases and donations there are many more new books that are desirable for the library. A "wish list" of selected books is always being updated. Anyone who would like to purchase a book in memory of someone, in celebration of some person or event, or just as a patron of the library, should check with the library person. At this point 24 books are checked out in good standing; 20 books are checked out and very overdue, as is being due in 2012. (Yes, 2012, not 2013). This does not seem to be unusual as the report on the Pembroke town meeting in March stated: "Voters amended the proposed budget....adding \$7,500 to beef up security to stop people from stealing books from the library." Impressive !

Clerk's Report

Lea Smith, Congregational Administrator, for Sara McNeil, Clerk

The church membership stood at 288 at the beginning of April of 2013 and has changed to 281 as of the end of March 2014.

Seventeen new members joined the church: Steve Del Deo, David Howe, Lisa LaPierre, Bob Lyon, Joab and Maggie Owen, Vicki Gutierrez Sakakeeny, Paula Santos, Ida Santos, Cathy Sturtevant, Jenny Tyniec, Jack Bopp, Ed Carroll, Melanie Collins, Bruce and Elizabeth Klemann, Jenna LaBombard. One member was reinstated: Mary Whitman. Welcome to these new and reinstated members!

We sadly recount the deaths of these members: Brooke Stebbins, Rev. Fred Gillis, Betty Robson, Fred Creed, Barbara Nason, and Eleanor Kjellman.

Seven members moved away and were resigned: Krista & Lee Rand, Eve Goss, Linda Kearns, Michael Pratt, and Bob & Dean Davis.

Twelve members were resigned for other reasons: Abby Charbeneau, Michael Annicchiarico, Bonnie Argeropoulos, Sallie Thurber, Susan Carnegie, Andrea Rook, Maggie and Joab Owen, Leslie Alcorn, Kathy Alcott, Dorothy & Larry Duclos.

Membership Committee

Peggy Herbert

This has been a year of transition for Membership as a number of folks stepped down after years of service and it has been challenging to rebuild the committee. We have had a volunteer take over getting greeters for Sunday morning which has been wonderful as it has meant so many more people have had the opportunity to do this important job. Exploring Membership has continued with a fall session and a winter session. This year we incorporated a third session a couple of months later to give interested people the chance to get more involved before deciding to join. We are hoping that through this process, those that decide to become members will already have made the connections that will keep their membership long-term and meaningful.



Administration and Facilities Reports

Congregational Administrator

Lea Smith



As Congregational Administrator, most of my duties fall into four areas: communications, finance, physical plant, and support for the board and minister.

In the area of communications, we've attempted to expand and improve in several areas. Most of the things that used to be handled by the defunct Communications Committee are now handled by webmaster Lorraine Ellis and me. The monthly newsletter, Parish Notes, is edited and laid out by staff in state-of-the-art software. About half of our mailing list receives Parish Notes electronically, and I attempt to make it screen-friendly while still being attractive and readable as a print newsletter. My thanks to volunteer Nancy Wood for her many years as vol-

unteer Parish Notes editor! We continue to work on integration of the website calendar (www.concorduu.org/thyme), weekly eBulletin (produced by Lorraine and me alternately), and Parish Notes so that we are publishing clear, consistent information.

Last year's Greener Building Project wrapped up in spring of 2013. People have reported the building is much less drafty and more comfortable with the new windows and heating systems. Despite an exceptionally cold winter in 2013-14, we saw substantial savings in natural gas. Facility Manager Kathie Martin and I had a steep learning curve for operation of the new heating systems, and a wiring problem in the sanctuary air handler control baffled technicians for much of the winter. We are hoping that the kinks have been worked out and that next winter will see smooth operation of the system. Thanks to Kathie for her attention to detail and careful monitoring of the new systems.

There is much discussion and dreaming about how to re-create our space to reflect the church we are: vibrant, growing and reaching out! While our sunny and expansive sanctuary reflects this dynamism, some of the dark hallways and cluttered rooms need improvement. I expect we'll see big changes in the years to come.

As we transition to policy-based governance, the administrator's role in supporting the board and minister is changing. My role is primarily operational while the board is transitioning to a broader governance role. Strengthening our base of operational support volunteers will be important in the years to come, to provide a solid operational foundation so that our mission and vision can be achieved.

Perhaps the biggest change in the office this year was the resignation of our Administrative Assistant, Eve Scarcello in February. Eve came to the church in 2001 and was the second-longest tenured employee. I have said before that one thing that helped me be an effective Administrator was having Eve's support every day! Congregants miss her warm smile and compassionate heart, and staff miss her dependability and technical skills. Shifting priorities have led to the decision to not hire a new Administrative Assistant. Instead, my hours have been increased by five per week, and Bobbie Herron, Cathie Creed, Fran Philippe, and Jack Wakelin have stepped in as office volunteers. My thanks to them all. Fine-tuning and evaluating this new staffing pattern (paid and volunteer) will be an ongoing process, so please don't hesitate to let me know when balls get dropped.

Our outstanding staff and good-hearted congregants are the life and soul of this church, and you make my job fun! Brightest blessings on you all.

Financial Reports

Valerie Hall, Treasurer, and Lea Smith, Congregational Administrator

The pages that follow show the financial condition of the church for last year, FY 2012-13, and the current fiscal year 2013-14 through March 31, 2014.

For the last few years, the congregation has voted on and passed a budget by Program (Facilities, Ministerial, Administrative, etc.) However, expenses are tracked during the year by individual line items, and only converted to programs at the beginning of the year for budget passage, and at the end of the year for budget reporting.

For 2012-13, the Budget vs. Actual report (page 27) shows we finished the year generally on target for program expenses, with the exception of Facilities. The high expenditures in Facilities were mostly connected with the Greener Building Project, along with sanctuary mezzanine expansion. These projects were supported by endowment withdrawals as authorized by the congregation and Prudential Committee (lines 7 and 8 on the report on page 27.) Pledge income was \$30,000 below budget, resulting in an extra withdrawal from the endowment of \$14,000.

In 2013-14, the Budget vs. Actual report (page 28-30) appears in the line item format since the year has not yet ended. The church year (Aug 2013 to July 2014) started out with some challenges. Our pledges were far short of the budgeted pledge amount of \$270K. A December stewardship campaign brought our pledges up to \$250K. In January, Rev. Michael Leuchtenberger and Lea Smith proposed some small budget cuts in many programs, which were approved by the Prudential Committee. These cuts, along with unanticipated health care tax credits of about \$10K (shown on Miscellaneous income line) were expected to balance our budget. An exceptionally cold winter resulted in very high heating and snow removal expenses, and may put us back into a deficit situation. We will watch this closely for the remainder of the year.

The proposal for the 2014-15 budget (see page 5) reflects realistic income levels. Expenses have been reduced by approximately \$12,000. This savings is largely due to the elimination of the Administrative Assistant position. Another focus of the proposed budget is to add a Youth Advisor, a professional who would be responsible for helping our youth find “authentic connection” in our congregation.

Balance Sheet, 12 months rolling

Unitarian Universalist Church of Concord
Balance Sheet as of month end

04/23/2014

	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014
ASSETS												
Current Assets												
Checking/Savings												
Citizen's checking	7,304	28,292	40,868	31,189	41,524	12,299	45,243	52,414	69,853	45,573	39,237	29,821
Total Checking/Savings	7,304	28,292	40,868	31,189	41,524	12,299	45,243	52,414	69,853	45,573	39,237	29,821
Total Current Assets	7,304	28,292	40,868	31,189	41,524	12,299	45,243	52,414	69,853	45,573	39,237	29,821
TOTAL ASSETS	7,304	28,292	40,868	31,189	41,524	12,299	45,243	52,414	69,853	45,573	39,237	29,821
LIABILITIES & EQUITY												
Liabilities												
Current Liabilities												
Accounts Payable	15	0	0	0	801	0	0	0	65	0	1,554	0
Other Current Liabilities												
Advance Pledges	6,500	6,500	7,500	9,900	0	0	0	0	0	0	0	0
Total Other Current Liabilities	6,515	6,500	7,500	9,900	801	0	0	0	65	0	1,554	0
Total Current Liabilities	6,515	6,500	7,500	9,900	801	0	0	0	65	0	1,554	0
Total Liabilities	6,515	6,500	7,500	9,900	801	0	0	0	65	0	1,554	0
Equity												
Community Plate Fund	678	298	549	848	0	0	0	0	891	594	594	0
Designated/Restricted Funds												
Audiovisual Fund	23	23	0	0	0	0	0	0	0	0	0	0
Building Fund	0	0	0	2,472	2,472	2,472	2,472	2,472	2,472	2,472	2,472	2,472
Coming of Age	83	83	83	83	83	83	83	83	83	83	83	83
Downing - for disbursement	0	0	0	0	0	0	0	0	0	0	0	0
Dulabare Fund	0	0	0	0	0	0	0	0	0	0	0	0
Fresh Food/Garden fund	387	187	187	177	177	177	177	177	177	177	177	177
Friendly Kitchen fund	0	0	0	0	0	0	0	0	120	120	0	0
Legacy Gift Fund	0	0	0	0	30,000	0	0	0	0	0	0	0
Memorial Garden maintenance	1,989	1,989	1,989	1,989	1,989	1,989	1,989	1,989	489	489	489	384
Memorial Gift Fund	335	335	335	335	335	335	335	335	335	335	424	424
Memorial Plant Fund	54	54	54	54	54	54	54	54	54	54	54	54
Minister's Discretionary	1,709	1,759	2,364	2,314	2,314	3,023	2,244	1,907	4,161	3,029	2,929	1,882
Misc FUND-designated	0	0	0	0	0	0	302	841	-260	40	40	40
Religious Education Fund	0	0	0	0	0	200	200	200	200	200	200	0
Standing on the Side of Love	0	0	0	0	0	0	0	0	0	0	0	281
UU Friends of Refugees	120	581	581	581	581	581	581	581	461	734	694	694
Youth Group Fund	1,987	1,987	1,987	1,987	1,987	1,987	3,253	3,456	5,081	5,367	7,086	8,175
Total Designated/Restricted Funds	6,687	7,044	7,663	9,992	39,992	10,901	11,690	12,012	13,290	13,017	15,801	26,718
Retained Earnings	14,430	14,430	14,430	14,430	10,449	10,449	10,449	10,449	10,449	10,449	10,449	10,449
Net Income	-21,006	20	10,725	-3,981	-9,717	-9,051	23,104	29,953	45,157	21,513	10,840	-7,345
Total Equity	789	21,792	33,367	21,289	40,723	12,299	45,243	52,414	69,787	45,573	37,684	29,822
TOTAL LIABILITIES & EQUITY	7,304	28,292	40,867	31,189	41,524	12,299	45,243	52,414	69,852	45,573	39,238	29,822

Program Budget vs. Actual, 2012-2013

	A	B	C	D	E	F
1	Budget vs. Actual, Church Year 2012-13					
2				2012-13 Budget	2012-13 Actual	
3	Income					
4		Couch Trust		17,000	17,044	
5		Downing Trust		2,000	2,000	
6		Endowment-budget		67,500	67,500	
7		Endowment-special transfer		0	31,421	\$14K to cover deficit, \$17,421 for GBP
8		Endowment-Pru 5%		0	8,184	mezzanine, Unity Consulting
9		Fernald Trust		3,000	3,500	
10		Growth investment		10,000	10,000	
11		Interest		20	6	
12		Misc Income - designated		0	25,908	
13		Miscellaneous		600	11,972	
14		Plate & Gift		7,500	4,699	
15		Pledges				
16		Previous year pledges		0	9,576	
17		Pledges from current pledgers*		266,029	228,468	
18		Anticipated growth*		5,000	0	
19		Total pledge		271,029	238,044	
20		Rentals		30,000	27,221	
21		Taize offering		900	477	
22		Music Fundraiser		0	0	
23		Ways & Means-Fundraisers		19,800	24,212	
24	Total Income			429,349	472,188	
25		* in recording actual pledges received, "current" and "anticipated" are combined				
26						
27						
28	Expenses	Program				
29		Facilities		123,823	177,030	
30		Ministerial		120,449	124,739	
31		Music & Worship		49,410	46,412	
32		Religious Education		40,762	40,595	
33		Administrative		38,197	33,308	
34		Fellowship & Misc Programs		17,551	18,396	
35		Outreach		7,600	7,062	
36		Rentals		10,227	9,592	
37		Interfaith and Denominational		14,782	14,782	
38		Family Ministry & Nursery		6,544	4,252	
39	Total Expenses**			429,349	476,169	
40		** totals not exact due to rounding				

Unitarian Universalist Church of Concord
Profit & Loss Budget vs. Actual
Church year 2013-2014, as of March 31, 2014

	Actual Aug '13 - Mar '14	Budget Approved by Congregation May 2013
Income		
Couch Trust	14,309	17,000
Downing Trust	2,000	2,000
Endowment-budget	47,668	63,557
Fernald Trust	3,500	3,500
Growth Investment	0	7,000
Interest	3	10
Merchandise Income	0	0
Misc Income - designated	753	0
Miscellaneous	10,633	1,000
Plate & Gift	2,451	7,500
Pledge	158,789	271,950
Pledge-previous year	7,324	0
Rentals	19,913	32,000
Special transfer-endow	0	0
Special Transfer-PRU 5%	0	0
Taize offering	815	600
UU Cafe Income	0	0
Ways & Means-Fundraisers		
Music Fundraiser	0	1,000
Ways & Means-Fundraisers - Other	13,766	21,000
Total Ways & Means-Fundraisers	13,766	22,000
Total Income	281,926	428,117
Expense		
11-Salary		
Admin Assistant	9,686	15,147
Administrator	23,112	35,028
Child Care	1,018	1,275
Custodian/Facility Manager	20,236	30,183
Director of RE	20,557	28,013
Minister	51,365	78,558
Music Assistant - Accompanist	5,301	8,516
Music Director/Choir Director	14,880	24,000
Volunteer Coordinator	6,181	9,454
Total 11-Salary	152,336	230,174
12-Benefits		
Employer Payroll Expenses	11,766	17,608
Health Insurance	19,687	26,000
Life/Disability/Dent Insurance	1,919	2,500
Pension	12,504	18,693
Total 12-Benefits	45,876	64,801
13-Office		
advertising	466	850
credit card fees	623	900
liability insurance	3,879	5,600
office equipment	3,365	5,940
office supply	1,452	2,000
payroll Service	56	0

Unitarian Universalist Church of Concord
Profit & Loss Budget vs. Actual
Church year 2013-2014, as of March 31, 2014

	Actual Aug '13 - Mar '14	Budget Approved by Congregation May 2013
postage	1,122	1,400
property tax	1,593	2,055
staff training	735	1,800
telephone	1,869	2,400
volunteer recognition	66	400
workers' comp	3,058	3,100
Total 13-Office	18,284	26,445
14-Ministry		
Committee on Ministries	0	100
Discretionary	0	100
Intern Ministry	0	500
Professional	5,143	7,856
Total 14-Ministry	5,143	8,556
15-Religious Education		
child safety policy	258	400
DRE professional	1,175	1,750
equipment-re	0	100
OWL/Coming of Age	401	300
special events	382	300
supplies	1,055	1,700
training-teachers	0	700
Youth Advisor expense	0	200
Youth Group	0	250
Total 15-Religious Education	3,271	5,700
16-Building & Grounds		
electric	5,000	6,900
equipment-b&g	329	1,000
extra custodial help	0	200
heat	8,519	7,000
maint - special projects	261	1,500
maint & repairs-b&g	11,729	16,000
 snow plowing	 8,150	 4,000
supply-b&g	3,115	4,200
Trash disposal	706	1,000
water / sewer	1,335	2,400
Total 16-Building & Grounds	39,144	44,200
17 - Dues		
Interfaith Council	175	175
NNED Dist Dues	2,583	5,166
UUA Fair Share	8,250	11,000
Total 17 - Dues	11,008	16,341
18 - Music & Worship		
Audiovisual	0	300
Christmas Eve musicians	450	550
conferences, dues	80	1,000
DMM professional	1,237	2,400

Unitarian Universalist Church of Concord
Profit & Loss Budget vs. Actual
Church year 2013-2014, as of March 31, 2014

	Actual Aug '13 - Mar '14	Budget Approved by Congregation May 2013
Guest musicians	200	300
guest pulpit	732	1,000
instrument maintenance	265	1,000
music	1,034	1,000
music outreach	0	200
summer accompanists	500	1,200
supplies & sanctuary	675	1,000
Taize expenses	486	600
Total 18 - Music & Worship	5,659	10,550
19 - Prudential		
Leadership Development	335	1,000
19 - Prudential - Other	2,757	6,500
Total 19 - Prudential	3,092	7,500
20 - Outreach		
Community Service	452	500
Friends of Refugees	0	1,000
Giveaway Garden	9	300
Social Justice	0	500
20 - Outreach - Other	76	700
Total 20 - Outreach	537	3,000
Adult Enrichment	0	100
Canvass	236	500
Caring Network	80	1,000
Communications Committee	0	200
Conflict Resolution	0	500
Covenant Groups	0	150
Denominational Affairs-GA	0	1,000
Family Ministry Committee	617	3,000
Fellowship/Social Hour	791	1,500
Green Sanctuary	0	100
Library	272	300
Membership	502	600
Merchandise sales	517	0
Pastoral Care	47	100
UU Cafe	56	0
Ways & Means expense	1,802	1,800
Total Expense	289,270	428,117
Net Income	(7,344)	0

Finance Committee

Jack Wakelin, Chair

The Finance Committee is currently composed of Val Hall (Treasurer), Karen Mayo (Assistant Treasurer), Fran Philippe (Assistant Treasurer), David Feltus, Lee Leppanen, Lea Smith (Administrator) and Jack Wakelin.

As anticipated in last year's report, the budget for the church year 12-13 (ending on July 31, 2013) required an extra \$14,000 withdrawal from the Trust Fund to balance the budget. For this church year (ending July 31, 2014) we anticipate no extra draw from the Trust Fund even though we experienced a very cold winter with more heating and snow plowing expenses than usual. A preliminary analysis of the energy savings realized this winter from the Greener Building Project (GBP) was completed. This analysis showed an approximate 40% energy savings in the September 2013 – March 2014 time frame due to the GBP. This saving undoubtedly is helping to minimize winter expenses in this year's budget.

The role of the Finance Committee in the future has yet to be determined due to the implementation of Policy Governance. Preparation of a budget for next church year that provides the resources to support our Mission and Vision are currently underway.

Stewardship

Lea Smith, Congregational Administrator

Since spring of 2013, we have been transitioning to a year-round stewardship campaign (rather than a one-time spring push for pledges.) This model promises to provide consistent income and a stable financial platform. Pledges are now considered open-ended, and remain in effect until a congregant updates them by filling out a new pledge card. Rev. Michael Leuchtenberger says, "Since we start from a known base of current pledges, our stewardship campaigns can focus on the piece of our vision we hope to make real through additional giving."

Karen Landsman and Margaret Fletcher co-chaired the effort to launch this new model in the spring of 2013. The plan was to invite small groups of congregants to members' homes for an intimate discussion about what church means to them and how they can support the church through their pledge. These meetings would be ongoing throughout the year, and church members could update their pledge at anytime. Despite the generous offers by members to host these gatherings, most congregants were not able to attend, resulting in a very small proportion of updated pledges through the fall of 2013. As of Dec. 1, our pledge total was about \$230,000, well below that needed to support the operating budget.

In the late fall, Michael convened a group of capable congregants who successfully increased pledges. As of March 31, we have 223 pledge units totalling \$252,394.

We have encouraged congregants to sign up for automatic monthly giving (preferably by direct debit from their bank account) and about 36 pledge units (17%) have opted for this. This type of giving provides a stable cash flow for the church, and simplifies pledge payments for congregants. To sign up, please fill out a yellow form available outside the church office.

The year-round model has been challenging to integrate into our fiscal year and pledge database. Heartfelt thanks and many kudos to Assistant Treasurers Karen Mayo and Fran Philippe for working through these technical challenges.

Our concept of Stewardship is transitioning from simply a pledge campaign to a broader concept of creatively finding the resources needed to support our mission and vision. A Stewardship Council composed of members of Finance Committee, Trust Funds Committee, Stewardship Team, and financial officers met in January.

Custodian of Trust Funds

Jack Wakelin

The balance in the Trust Fund as of March 31, 2013 was \$1,849,000 and was \$1,963,000 on March 31, 2014. Therefore, the fund balance grew by approximately 6% during last year reflecting a very good market. Due to lower pledge receipts than budgeted, \$14,000 above the 4% target had to be withdrawn from the Trust Fund to balance the CY12-13 budget.

The monthly loan repayment (\$6,692) to Centrix Bank for the Greener Building Project (GBP) began in May 2013. A total of \$ 73,609 was paid (May '13 through March '14) during the period covered by this report. In anticipation of a savings of approximately \$6600 per heating season due to the GBP, this amount (\$6600) is to be subtracted from the 4% withdrawal from the Trust Fund in future budgets to partially offset the loan repayments. Therefore the budgeted withdrawal from the Trust Fund next church year will be \$72,316-\$6600 or \$65,716.

As part of the GBP, approximately \$9,500 was withdrawn from the Trust Fund in May 2013, to install/upgrade the air conditioning in the central offices as well as rooms 8/9.

We recently received the final payment (\$30,000) of a generous legacy gift from the estate of Priscilla Devine in November 2013. The total amount of this gift deposited in the Trust Fund last year was \$50,000.

Harvest Capital of Concord continues to manage the trust fund following the socially responsible investing guidelines established by the congregation and monitored by our Trust Funds Committee. The funds are located with Charles Schwab Institutional.

The Memorial Garden Endowment is invested through Fidelity in a mutual fund. This year, the fund rose from approximately \$22,000 to \$24,000 due to the market rise and no requirements from the fund for maintenance.

Trust Funds Committee

Rob Flesichman, Chair

The Endowment Committee continues to focus on the careful management of the Church's investments. The endowment ended 2013 with a balance in excess of \$1.9 million. Positive equity returns were responsible for a 16.8% overall return. We continue to perform well, according to our benchmarks, with the help of our manager, Harvest Capital Group.

The committee notes that, as the endowment continues to pay the interest on the loan the church took for capital improvements, it is more important than ever to adhere to our 4% guideline regarding the annual draw from the endowment. As always, we welcome interest and questions from church members.

Members: Robert Fleischman (chair), Karen Mayo, Rick Harkness, Tom Fredenburg, with regular guidance from John Warner and Jack Wakelin.

Building and Grounds Committee

Christy Dolat Bartlett and Peter Bartlett, Co-chairs

This committee is charged with decisions regarding the maintenance of the building and grounds. This is a huge task for a small committee with few members who have the skills necessary to maintain this aging building.

Each month we meet and review the “task list” that is updated by our church administrator who tries to organize and track various requests from members and others who use our building. The members make decisions on how the sparse budget can prioritize & address these tasks.

Twice a year, we organize a “clean up” day where we ask all members of the church community to volunteer to do physical labor to rake, sweep, paint and maintain the outside of the building and grounds. There is a separate community garden group charged to maintain that area.

After the big Greener Building Project of 12-13, this committee concentrated on painting the exterior of the building and plan to finish in the spring/summer 2014. We had about 30 church members who worked hard over two days during the past year and made great progress. Please note that most of the volunteers would be considered “older” and we sure could use some younger members to step up onto the ladders this year!

This coming year the remaining light pole and fixture will be replaced in the parking lot.

The biggest need for this committee is more involvement from church members. We need members of the committee and those who might consider adopting a task as an individual or group. Please let us know if you have a skill or even just “brawn” that would help us maintain our building.

Building Use Committee

Lea Smith, Congregational Administrator

The Building Use Committee is charged with managing non-church building use (rentals, support groups, Peace Site use, etc.) In last year’s Annual Report, the committee noted that it planned to review the Building Use Policy to reflect the spirit of the church’s new vision statement. This has yet to be done. In the meantime, many non-church events have come along that reflect our vision, and have been accommodated by special exceptions to the policy authorized by the minister and staff. Some examples are Burundi drumming rehearsals (in support of the refugee community) or music rehearsals or recitals in keeping with our vision “to harness our congregation’s passion for music to enrich the cultural life of our greater community.” Revision of our policy should happen ASAP to allow such events to happen within policy.

We’ve hosted three non-church support groups for many years, and this spring that was reduced to two. The Thursday AA group moved to another church. We are sad to see this lively group of young people go, but I expect that the church will benefit from access to our Fellowship Hall and kitchen on Thursday nights.

We remain active as a Peace Site by providing free space to groups working on peace and social justice issues such as NH Peace Action, American Friends Service Committee, and new this year, Court Appointed Special Advocates (CASA.)

The resignation of our administrative assistant, Eve Scarcello, has a big impact on our rental program. We expect to continue large ongoing rentals such as Emerson School, Local Harvest CSA, and Master Gardeners, while cutting back on smaller one-time rentals. While this may result in slightly less rental income, this should be more than offset by the reduction in staff salary. We are proposing a rental income budget of \$28,000 for 2014-2015 (down from \$32,000, which has not been achieved in recent years.) This may also allow for more resources of time and space to be used for mission-related work rather than income-related work.

Reports of Church-Affiliated Groups

Earth-Centered Spirituality Group

Lorraine Ellis

The group's newly formed Steering Committee, taking a page from the church's book, spent the first part of this year engaging in mission/vision exploration with the members of the group. From that work emerged the following:

Mision:

Enriching individuals and the community through nature-based spirituality.

Vision:

- Members and participants experience deep spiritual immersion, connection, and joy.
- We are a close spiritual family, supporting each other with warmth, trustworthiness and acceptance
- Each member's care and effort enlivens our community's spiritual experience.
- Healthy relationships are supported by effective communication, fairness, honesty and respect.
- Differing views are met with openness and curiosity.
- Administrative business is carried out in a simple and straightforward manner.

The remaining months were spent reviewing current policy and bylaws, to ensure that they reflect and support the mission and vision. Recommended changes were then voted on and approved by the rest of the group. Some highlights of the changes:

- Greatly simplified the requirements for maintaining membership by eliminating a complex "points system." Membership is now maintained by leading or assisting with 3 public rituals per year.
- Formalized an ongoing Steering Committee of 4 or 5 members, to ensure that the group is carrying out its mission and vision, to regularly review bylaws and policy, and to ensure that regular ongoing supportive tasks are carried out.
- Simplified the process by which members can sign up to lead public and private rituals.

There was one membership orientation class held since the last annual report. Three new members were added, while two resigned, bringing the current membership to 18, including our first youth member, the 16 year old son of two of our adult members.

The group presented eight public seasonal rituals, and one Sunday morning worship service. Energy was low for full moon circles this past year; only one was held, combined with a pot-luck dinner. However, for the upcoming calendar year, we have leaders committed for 6 full moons so far.

The group's business calendar begins in mid-February, with its annual meeting. The past year's Interim Steering Committee was: Heather Johanson, Lorraine Ellis, Annie Forrey, Shawn Forrey and Rich Roby. Elections have not yet been held for the the upcoming year.

Unitarian Benevolent Association

The Unitarian Benevolent Association (UBA) has been in existence since about 1837. All those many years ago, we were not allowed to join the preeminent Concord Female Charitable Association, as we Unitarians were not Christians. Our purpose has remained the same over many years, to help those in need, particularly women and children in our community.

The UBA is an independent corporation registered with the State with its own Articles of Association. Though we are not legally connected to the church, most of the Association members are also members of the church.

We met only once this past year, as it has become more difficult to recruit new members over the past several years. At our April 28, 2013 Annual Meeting, there were 15 members in attendance. There is an endowment fund that is invested and produces income to support organizations who work with the populations we try to help. This past year the UBA distributed \$6,500 to thirteen local organizations whose purpose is to help women and children.

Our Board and members are charged with the responsibility of reviewing our investments and allocating money. In addition, we bring flowers to church members who have been hospitalized, and holiday plants, twice a year, to those unable to easily travel away from their homes. A separate fund, the Silsby Trust, is set aside from the main endowment to support these deliveries.

Please consider joining the UBA. The only financial commitment from a member is the annual dues of \$10. We need new and caring members from our community to bring new ideas and energy to the Association. We don't ask for a large time commitment from anyone, but we need your ideas and support to thrive as an organization.

The Annual Meeting will be held June 1. We have a very nice luncheon to feed us after the regular church service on Sunday.

If you have any questions or suggestions, please feel free to call any officer of the UBA.

Christy Dolat Bartlett, President 224-3172 p-c.bartlett@comcast.net

Beth Corcoran, Vice-president

Clare Howard-Pike, Secretary

Editor's Note:

Additional church-affiliated groups include the UU Book Group, which meets monthly, and the Trustees of the Downing Trust. The Concord Community Drum Circle was formerly a church-affiliated group, but dissolved this year.

Unitarian Universalist Church of Concord

274 Pleasant St, Concord, NH 03301

(603) 224-0291

www.concorduu.org

Mission (Our Purpose)

Connecting in Love & Service

Growing Spiritually

Transforming Ourselves & the World

Vision (Our Goals)

1. We will have deeply meaningful, transformative experiences, grounded in our Unitarian Universalist faith tradition, which include:
 - A rich and diverse worship life that nurtures, challenges, and inspires
 - Compassionate pastoral care in times of joy, sorrow, and transition
 - Opportunities for authentic connection, multigenerational engagement, and lifelong learning and growth.
2. We will be a model of environmental stewardship in the way we use, maintain, and develop our building and campus.
3. We will harness our congregation's passion for music to enrich the cultural life of our greater community.
4. We will be a visible leader in the greater Concord area living our Unitarian Universalist values as we focus our collective energies creating partnerships in support of refugees and the homeless.
5. We will be full and active participants in the work of the larger Unitarian Universalist Community.
6. We will generously cultivate the energies, talents and passions of our church community, fostering lay and professional leadership as we pursue our vision.