

Unitarian Universalist Church of Concord

# *Annual Report 2015-16*



Connecting in Love and Service

Growing Spiritually

Transforming Ourselves and the World

The Annual Report is dedicated to some  
special volunteers honored in 2015:

Unsung Hero of the Year:

**Bobbie Herron**

Volunteers of the Year:

**David Canfield & Ruth Axelrod**

Lifetime Volunteer Awards:

**Vicki & Jack Wakelin**

Youth Volunteer Awards:

**Natalie Duncan & Hannah Miller**

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# **Warrant for Annual Meeting**

## **Sunday, May 15, 2016**

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 15, 2016 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 2015 Annual Meeting, and the Special Congregational Meetings of Jan. 17, 2016 and March 20, 2016.

ARTICLE 2 To receive and accept the Slate of Officers.

ARTICLE 3 To amend Article IV, Section 3 of the Bylaws of the Church as follows: “Notice of the Annual Meeting and all special meetings of the Church shall be given by the Clerk or by any member of the Church designated by the Board of Trustees, stating the time, the place, and the nature of the business to be transacted by posting the same in two conspicuous places in the Church building at least two Sundays prior to such meetings and by mailing notice of the same, via electronic delivery where possible and by postal service where not, postage prepaid, to every member of the Church at his or her last known electronic or postal address at least ten days prior to such meetings.”

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

ARTICLE 4 To amend Article V, Section 7 of the Bylaws of the Church as follows: “REMOVALS OF TRUSTEES AND OTHERS

Members of the Church may, by majority vote at any properly called and constituted meeting, remove any trustees, officers, committee members, or committee chairs for good cause shown. Upon any such removal of an officer, the members of the Church may elect a successor to serve the unexpired term of that officer.

(A 2/3 majority vote of approval by the members of the Church present and voting would be necessary to pass Article 4.)

ARTICLE 5 To amend Article VI, Section 8 of the Bylaws of the Church as follows: “REMOVAL OF OFFICERS, TRUSTEES AND OTHERS; FILLING VACANCIES

The Board of Trustees may, for good cause shown, by majority vote of the members present at any properly called and constituted meeting, remove from office any trustee, officer, governance committee member or agent elected or appointed by it. Upon any such removal, or upon the resignation, death, or incapacity of trustee, officer or other individual, the members of the Board of Trustees may elect a successor to serve the unexpired term left vacant ~~by the removal~~.

(A 2/3 majority vote of approval by the members of the Church present and voting would be necessary to pass Article 5.)

ARTICLE 6 To hire a part-time Sabbatical Minister for 2016-17, to adopt a budget for 2016-17 that includes compensation for the Sabbatical Minister, and to authorize the withdrawal of funds from the endowment, in excess of the 4% permitted by the Bylaws, to help fund the 2016-17 budget.

(This will be a ballot vote. A 2/3 majority vote of approval by the members of the Church present and voting would be necessary to pass Article 6. If Article 6 passes, Article 7 will not be needed.)

ARTICLE 7 [If Article 6 does not pass.] To adopt a budget for the 2016-17 church year.

ARTICLE 8 To receive and accept the reports of the Minister, Board of Trustees, staff, committees and groups.

ARTICLE 9 To act upon such additional business as may appropriately be brought before the meeting.

Andy Duncan, Chair  
Board of Trustees

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.

## ***Report of the Nominating Committee***

This year's Nominating Committee consists of Lorraine Ellis and Craig Whitson. The committee is responsible for recommending a slate of officers to be voted on at the annual meeting and filling any mid year vacancies.

In March, 2016, the committee recommended Linda Rogers to complete the remaining year of the board position vacated by Jim Shepard. The Board approved her appointment.

The following is the slate of Candidates to be elected at the 2016 Annual Meeting:

Board of Trustees

three-year term expiring in 2019 (2): Nancy Normand and Gary Schroeder

one- year term expiring in 2017: Linda Rogers

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

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

Treasurer – one-year term: John Warner (re-elect)

Assistant Treasurers – one-year term (3):

Karen Mayo (re-elect)

Beth Corcoran (new) and Fran Philippe (re-elect) to share the second position

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

Trust Fund Committee – four-year term expiring in 2020: Karen Mayo (re-elect)

## ***2016-17 Proposed Budget***

The proposed budget was not ready as of publication date, but will be available as a handout prior to and at Annual Meeting. Because Rev. Michael Leuchtenberger will be on sabbatical in 2016-17, one major budget consideration is whether to hire a part-time Sabbatical Minister in Michael's absence. Two budget options are being prepared: one with a Sabbatical Minister, and one without. There will be a Budget Forum on Sunday, May 8 after the worship service, to present and discuss these budget options.

## ***Minutes of the Annual Meeting, May 17, 2015***

Moderator Anne Zinkin called the meeting to order at 12:14 with more than 70 members in attendance. Anne stated that the number of members in attendance exceeded the minimum necessary for a quorum. Prior to the formal agenda some opening remarks (“state of the union”) were made by the following people:

- Craig Whitson, Chairperson of the Board of Trustees
- Rev. Michael Leuchtenberger
- Peter Bartlett, Ad Hoc Parking Study Team

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

### **ARTICLE 1. To elect a Clerk Pro-Tempore to record minutes of this meeting.**

Dick de Seve moved to vote Betsy Peabody as the Clerk Pro-Tempore and Trudy Mott-Smith seconded. The motion passed.

### **ARTICLE 2. To receive and accept the minutes of the 2014 Annual Meeting.**

Lee Leppanen moved and David Canfield seconded that we accept the minutes from the 2014 Annual Meeting. The motion passed.

### **ARTICLE 3. To receive and accept the Slate of Officers.**

Lorraine Ellis introduced the slate of candidates on behalf of the nominating committee. Lorraine moved to accept this slate of officers. Seconded by Nancy Morse. There was no further discussion. The motion passed.

Board of Trustees - three year term expiring in 2018: Suzanne Rude, Lisa Eberhart

Moderator - one year term: Anne Zinkin (re-elect)

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

Treasurer - one year term: John Warner (re-elect)

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

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

Trust Fund Committee - four year term expiring in 2019: Rob Fleischman (re-elect)

**ARTICLE 4. To amend Article XI, Section 2 (1) of the Bylaws of the Church. The current wording is “Up to four percent (4%) of the average of the last 13 quarterly totals of Undedicated Funds may be allocated annually to the Church’s operating budget.” Those words would be replaced with: “Except as otherwise provided in these By-laws, up to four percent (4%) of the average of the Undedicated Funds balance may be allocated annually to the Church’s operating budget. The average shall be defined as the sum of 13 of the calendar quarter-end reports (March, June, September, and December), including and ending with the Dec. 31 report for the previous calendar year. The sum shall be divided by 13, with no more than 4% of that result allocated to the following fiscal year’s annual operating budget.” (A 2/3 majority vote of approval by the members of the Church present and voting would be necessary to pass Article 4.)**

Jack Wakelin introduced the article. He explained the purpose for this needed change. This is a housekeeping question. We need to make the change to clarify what we can anticipate coming into the operating budget yearly. Jack moved and Dick de Seve seconded the motion. Ruth Axelrod introduced an amendment stating, “the average shall be defined as the sum of 13 consecutive calendar quarter-end reports.” Jack seconded the motion. The amendment passed. Discussion continued regarding the article as amended. The article as amended passed.

**ARTICLE 5. To authorize the withdrawal of up to \$17,200 from the endowment to pay for removal of trees on church land that are a danger to life and property. (A 2/3 majority vote of approval by the members of the Church present and voting would be necessary to pass Article 5.)**

Christy Dolat-Bartlett introduced the article. Owning as much land as we do calls upon us to take responsibility to manage it. Over the years, we have used other funds from the operating budget to address issues as they have come



up. We do not have the funds within our operating budget to address the bigger issues we need to address. An example of the problems we face happened during the Thanksgiving snow storm when some trees fell on the building, breaking some windows in the parlor. Christy met with professionals from the Merrimack County Cooperative Extension to assess the current status of our woods. The question is not IF we will have large trees fall, but WHEN they fall. Several of our trees are infested by the ash borer which are expected to die off. Significant machinery will be needed to complete this job though some could be done with volunteers. Arbor Tech, a tree service company in Gilmanton offered the \$17,200 estimate. Christy moved that the article be passed and was seconded by Curtiss Rude. Kitty Hok asked if the money was over and above the amount allowed by our bylaws to be withdrawn from the endowment on a yearly basis. According to Jack Wakelin, yes, this is over and above the amount drawn to support the operating budget. Are there additional fees associated with disposing of the ash trees? Christy indicated no. Patty Bass asked about any plans to replant in the area behind the building if trees are taken down. Christy indicated not at this time. Bob Williams asked about a tree that is on Riverbend's property. Can we share the cost of removing trees with our neighbors? We would probably need to have the land surveyed to determine responsibility. Lorna Landry moved to call the question. Beth Klemann seconded. The motion passed.

**ARTICLE 6. To adopt a budget for the 2015-16 church year.**

Lea Smith, Church Administrator, introduced the proposed budget. The goal was to introduce a realistic budget that was balanced and didn't overestimate income. Some expenses needed to be reduced. Lea explained that we can't talk about reducing expenses without talking about staff time. Staff restructuring will be underway since the resignation of Cheryl Bourassa and Kassie Martin. A 10-15 hours per week Ministry Assistant position will be pursued. There are some painful cuts. Reduction in the Facilitator Manager's hours and family ministry budget are included in the new budget. Summer childcare funding was requested, but could not be included. A (merit) salary increase of slightly less than 1.5% for Michael is included, though the Board had hoped for 2%. Lorraine Ellis moved that we accept the budget. Dick de Seve seconded the motion. Patty Bass suggested that in the future we should be including in our operating budget the ability to take care of our land (trees, etc). Fran Phillippe questioned the expected income from fundraising included in the proposed budget since we have not reached our fundraising goals this year. Lea agreed that more fundraising will be needed. Bob Williams spoke to how we have used funds set aside for land improvements to solve facility problems as they come up. Jenn Star stated that anything that makes our kids safe is worth the money we spend. The motion to accept the article on the 2015-2016 budget was passed. [See page 9 for approved budget.]

**ARTICLE 7. To receive and accept the reports of the Minister, Board of Trustees, staff, committees and church-affiliated groups.**

Dick de Seve motioned and Nancy Morse seconded the motion to accept the reports. Motion passed.

**ARTICLE 8. To act upon such additional business as may appropriately be brought before the meeting.**

Trudy Mott-Smith wants to be able to read the newly developed Policy Manual (for policy governance) and believes it should be readily available on-line or in the office. Craig Whitson assured everyone that it is on the way. David Canfield praised everyone for a great Annual Meeting. Barbara Keshen praised the quality of our music program and our minister. Christy Dolat-Bartlett asked that people who are really concerned about fundraising please step forward to help with the fall auction. Emily Burr asked that everyone consider helping with the church school program next year. Dick de Seve would love to see this church pursue solar power and hopes to create a critical mass of people at church to support this.

Lorraine Ellis moved that we adjourn the meeting. Bobbie Herron seconded. The motion passed.

The meeting adjourned at 1:37 p.m.

Respectfully submitted,

Betsy Peabody, Clerk Pro-Tempore

## ***Minutes of the Special Meeting, January 17, 2016***

Moderator Anne Zinkin called the meeting to order at 12:05 pm. The moderator declared that the number of members present exceeded the required quorum.

Andy Duncan, Chair of the Board of Trustees, stated that, technically, the first Article did not have to be brought before the membership for a vote but that the Board and the Minister decided it would be a more open process to do so.

Administrator Lea Smith and Rev. Michael Leuchtenberger explained the changes in the budget were mainly focused upon moving money from one area to another to meet the needs of the church following several changes in hours and positions. In addition, this Article includes an increase in the budget of approximately \$500.

### **ARTICLE 1 - To adopt a revised budget for the 2015-16 church fiscal year.**

Pat Dahme moved to approve the Article. Dick DeSeve seconded.

After a lengthy discussion, Marjorie Waters called the question. Multiple members seconded to end the discussion. A vote was held and the motion carried. [See approved revision on page 9.]

### **ARTICLE 2 - To endorse the ordination of Lyn Marshall, to be held at our Church on May 22, 2016.**

Rev. Michael Leuchtenberger presented a brief description of what the ordination represents. Marjorie Waters moved to approve the Article. Christy Bartlett seconded. A discussion followed. A motion was made, and seconded, to vote via a paper ballot. Discussion ensued and the Bylaws were reviewed. A vote was taken and the motion failed. Gary Schroeder called the question. Christy Bartlett seconded. A vote was held and the motion carried.

New Business: Dick DeSeve requested that a formal job description be prepared for the position of Assistant Minister. There being no further business, Linda Williams moved to adjourn. Marjorie Waters seconded. The Moderator adjourned the meeting at 12:50 pm.

Respectfully submitted,

Sara McNeil, Clerk

## ***Minutes of the Special Meeting, March 20, 2016***

Moderator Anne Zinkin called the meeting to order at 12:05 pm with over forty-five members in attendance. Anne determined that the members in attendance exceeded the minimum necessary for a quorum.

This Special Meeting was called to present, discuss, and vote upon whether the Church wishes to place a solar photovoltaic system on its front lawn.

Today, John Warner gave a 25-minute, detailed presentation about the solar array including the location, installation, financial costs, funding options, and benefits to the church. (Of note, an informational forum was also held by the Solar Array Team on March 13, 2016.)

The Moderator read **Article One:**

**To authorize the Unitarian Universalist Church of Concord to enter into a contract for hosting a 32 kilowatt solar photovoltaic system on its front lawn, and using electricity generated from this system, if the Board of Trustees deems the project to be in the church's best interests.**

Dick DeSeve made a motion to accept Article One. Kitty Hok seconded.

A question and answer period followed with members of the Solar Array Committee providing additional information, as requested.

After approximately 30 minutes, Steve Daigle called the question and the majority were in favor of closing the discussion. The Moderator then read Article One and called for a vote. The results of the vote were fifty (50) in favor, seven (7) against, and two (2) abstained.

There being no further business, a motion was made by Beth Klemann to adjourn. Motion was seconded by Betty Eberhart. The Moderator adjourned the Special Meeting at 1:05 pm.

Respectfully submitted,

Sara McNeil, Clerk



**2015-16 Budget, approved at 2015 Annual Meeting, revised at Jan. 17, 2016 Special Meeting**

	A	B	C	D	E	F
1			2015-16 Budget Approved May 2015	2015-16 Revised Budget Jan 2016	Difference	
2						
3	INCOME					
4		Couch Trust	\$17,800	\$19,351	\$1,551	
5		Downing Trust	\$2,000	\$2,000	\$0	
6		Endowment	\$67,447	\$67,447	\$0	
7		Fernald Trust	\$3,000	\$3,000	\$0	
8		Miscellaneous	\$1,000	\$1,000	\$0	
9		UUCU Outreach Offerings	\$3,300	\$3,300	\$0	
10		Plate & Gift	\$8,500	\$9,500	\$1,000	includes one time-gifts for 2015-16. Reduce to \$7500 in future years.
11		Rentals	\$26,773	\$26,773	\$0	
12		Parking Lot Lease	\$0	\$7,000	\$7,000	7 months \$1000 per month
13		Taize Offering	\$600	\$600	\$0	
14		Music Fundraiser	\$600	\$600	\$0	
15		Merchandise - bookstore, SSOL	\$1,200	\$1,200	\$0	
16		Restorative Circles Training	\$500	\$500	\$0	
17		Raffle	\$5,000	\$5,000	\$0	
18		Other Fundraisers - Auction, Sales	\$14,000	\$14,500	\$500	assumes \$10K Auction, \$3.5K Greens Fair, \$1K Plant Sale
19	Total non-pledge income		\$151,720	\$161,771	\$10,051	
20		Pledge	\$255,526	\$253,573	(\$1,953)	Pledges as of 5/15/15 were \$255,529. As of 1/6/16, they are \$253,339.
21		Pledges Unpaid (3%)	\$0	(\$7,607)	(\$7,607)	
22		Pledges Received After Close of Fiscal Year	\$0	(\$7,000)	(\$7,000)	
23		Pledges - Previous Fiscal Year	\$0	\$7,000	\$7,000	
24	Total pledge income		\$255,526	\$245,966	(\$9,560)	
25	TOTAL INCOME		\$407,246	\$407,737	\$491	
26						
27	EXPENSES					
28		Facilities	\$106,041	\$106,155	\$114	
29		Ministerial	\$122,511	\$113,396	(\$9,115)	Michael's time reallocated: 5% to RE/LFE (Youth Group), 8% to M&W (Choir Director), 2% to Outreach (to maintain visible community leadership in lieu of Outreach Coordinator) *
30		Music & Worship	\$43,059	\$39,156	(\$3,903)	Director of Music Ministry changed to Choir Director with fewer hours and benefits, but added time for Michael to sub as Choir Director
31		RE/Lifespan Faith Exploration	\$44,182	\$51,193	\$7,011	Michael's time with Youth Group; Lyn's time with Covenant Groups, etc.
32		Administrative	\$35,886	\$38,612	\$2,726	Lyn's time on admin tasks
33		Fellowship & Misc Programs	\$16,104	\$18,721	\$2,617	Lyn's time on membership development, etc.
34		Outreach	\$6,053	\$5,984	(\$69)	
35		Rentals	\$11,651	\$12,601	\$950	new property taxes due to parking lot rental
36		Interfaith & Denominational	\$18,131	\$18,131	\$0	
37		Family Ministry & Nursery	\$3,628	\$3,788	\$160	added childcare in summer
38	TOTAL EXPENSES		\$407,246	\$407,737	\$491	
39						
40	* In all previous budgets, the Minister's time has been allocated 100% to Ministerial, despite him working in many programs. This revised budget only reallocates those activities previously done by another staff person (Youth Advisor, Outreach Coordinator, and Choir Director.) In future budgets, we may consider doing a more complete reallocation of his time. In particular, policy-based governance means the Minister spends more time on Administration, and that is not yet being broken out.					
41						
42						

## Report of the Minister



Again and again, this year, I was reminded that at the core of a faith community has to be a commitment to care about each other and to show up and care FOR each other. We need to feel that we are noticed and heard as we try to make sense of life as it hits us. We need to know that our community will be there for us when it feels dark inside, when we mourn, when we feel overwhelmed, when we are anxious.

Our monthly worship themes reflected this emphasis on caring for each other. In September we started with “Welcoming.” In October we moved onto “Forgiveness,” and in March and April we focused on “Loss,” and “Respect.” Yet, even our months on “God” (November) and “Imagination” (February) reminded us that an essential quality of religious community is feeling held by something larger than ourselves and the importance of helping each other find new perspectives when we feel stuck. (Other themes included mystery, prophecy, conscience, and harmony.)

We have expanded our group of pastoral care associates (PCAs) and expanded their job description to include a more systematic follow-up with congregants who have experienced loss during the past year. In our monthly meetings we continue to emphasize the PCA’s role as ambassadors for helping the congregation create a culture of noticing and caring for one another.

One of the most important ways I have seen that culture of care flourish is through the connections made in our covenant groups. To help visitors and new members get more easily connected, we established a drop-in covenant group on the first Sunday of the month. And we followed the model of our successful family covenant group, by offering dinner as part of our newly established community covenant group. Both groups explore the worship theme of the month as their topics.

Having monthly worship themes, continues to be a powerful way to go deeper and to offer focus to our individual and joint spiritual journeys. A big thank you to our worship associates for brainstorming and selecting our themes each year.

Having themes has also allowed me to explore a new preaching style – preaching from the heart. Most Sundays, I no longer read my sermons from a script. Instead, I attempt to feel with all my heart (and mind) the message I hope to convey and to share that message in a more intimate style, stepping away from the pulpit, more aware of, and responsive to, the moment and what I sense is in the room. I feel a lot more alive and authentic preaching this way. Thank you for your patience, encouragement, and feedback as I hone this new skill.

Our staffing this year took some surprising turns. When our Director of Music Ministry resigned last summer, I temporarily took over leadership of the choir in the fall. With Calvin’s support we were able to bring Linda Mai in as our new Choir Director in November. However, due to a prior commitment, Linda was unavailable from January through March, so I stepped in as interim Choir Director once more. This addition to my work load was made possible by having Lyn Marshall join our staff.

Lyn was hired in August 2015 to provide a mix of clerical and program support across all ministry areas of our church. The need for a ministry assistant was prompted in part by the additional work required in my role as Executive (CEO) of the church under policy-based governance. Having a Ministry Assistant also made it possible for me to step more fully into the leadership of our youth ministry after our Youth Advisor resigned last May. Throughout the year, Lyn’s contributions became increasingly invaluable and, thanks to her training as a minister, she was able to help out with a broad range of ministerial functions typically on my plate.

By the time of our special congregational meeting in January set up to pass an updated budget, I realized that Lyn's role had evolved into that of an Assistant Minister. I was glad to have the congregation overwhelmingly approve the new budget with expanded hours and a changed title for Lyn. Having an Assistant Minister in the staff mix was a true gift during this year of transitions.

With the carrot of the Nicaragua trip gone, Youth Group had to redefine itself. After several overnights and regular weekly youth group meetings/activities, I am delighted to see the beginnings of a youth group culture emerging that I hope will grow into a fixture our younger kids aspire to graduate into.

The search for a new Director of Lifespan Faith Development (DLFD) is almost complete thanks to the capable leadership of Carin Plante. Carin also showed great leadership in bringing congregants and community members together for an inspiring and memorable performance of "The Vagina Monologues" in February.

With most of our governance policies in place, the board's attention this year turned toward policy interpretations, monitoring reports and linkage. Stepping into the role of Board Chair last minute, Andy Duncan did an outstanding job reminding all of us again and again of the clear division in responsibilities between governance and operations. He was capably supported by vice chair CJ Landsman and the rest of the board. Thank you Andy, CJ, Clare, John, Lisa, Suzanne, and Linda (replacing Jim in the spring). I feel very lucky to be able to work with such a dedicated and supportive group of people.

For the third year in a row, we hosted the Northern New England District Meeting in April bringing UU lay leaders and clergy together from across NH, VT, and ME. I presented a workshop on our work creating listening communities and I concluded my service on the Nominating Committee of the District. I am now in my second year as President of the Northern New England Chapter of the UU Ministers Association and Lyn has joined the leadership of the chapter as Technical Administrator. I host the monthly cluster meetings of UU clergy in our area, act as the convener of an interfaith group of clergy in Concord, and serve as the official mentor of a colleague as he moves toward Final Fellowship.

I keep learning as a member of the NH Suicide Prevention Council, and I now serve as the board vice chair of the Concord Coalition to End Homelessness, with the understanding that I will transition to chair after I return from my sabbatical next March.

Yes, I will be on sabbatical for six months next fall and winter and the preparations for my absence are well under way! A huge thank you to the Sabbatical Leadership Team (Ruth Axelrod, Andy Duncan, Lorraine Ellis, Wendy Olson, Carin Plante, Jack Wakelin, John Warner, and Linda Williams) and to Lea Smith for acting as the convener of the group.

Most of the myriad of activities that reflect how we choose to live out our mission in this world are described throughout the rest of this report (or can be seen each Sunday in our "Week In Review" slide show – thank you, Lyn!!). So let me close by expressing my deep, deep gratitude for the colleagues that make coming to "work" the soul, heart, and mind nourishing experience it continues to be. Thank you Lea, Lyn, Emily, Linda, Calvin, and Kathie. What a team you are!

With much affection and care,

Your minister, Rev. Michael Leuchtenberger



## **Report of the Board of Trustees**

**Andy Duncan, Board Chair**

The Board of Trustees continues to refine its role as the church's governing body operating under policy-based governance. This is the fourth year of the policy governance journey, and perhaps the first year that we are starting to see the benefits of this approach.

We on the Board take seriously our fiduciary duty on behalf of the congregation, overseeing the financial and executive operations of the church. As a governing body, we don't make operational decisions, but define the acceptable boundaries for church management through "executive limitations" policies. There was a great deal of board work last year establishing these policies, and a great deal of staff work this year reporting on compliance with these policies. In future years, with clear policies and clear reporting in place, the reporting process will be relatively straightforward and transparent. With Rev. Michael Leuchtenberger's upcoming sabbatical next year, it is a particularly opportune time to have these operational and reporting structures in place for the church to function cohesively in Michael's absence.

In addition to regular monthly meetings, the Board held two weekend retreats to work on understanding, implementing and reporting on our own Board governance process policies. These retreats were also a way for the Board to discover and connect with each other through mindfulness activities and thought-provoking discussions. As the Board has shifted its attention away from operational decisions, it has focused more on the church's "ends," the goals of our church – the reason we exist as a church community. This is the exciting work of the Board, exploring the impact that our church has on each other, our community and the world.

Ends work does not happen in a vacuum. It involves linkage outreach with church members and the wider web of constituents who, collectively, are the authority under which the Board operates. We attempted a linkage effort around one of the church's stated ends -- "having a broad circle of effective leaders," but it was a rather abstract concept to communicate, and an area for further efforts.

Our linkage work included two special member meetings, one in January to accept church 2015-2016 budget revisions and to joyfully endorse the ordination of Lyn Marshall as she advances on her journey to becoming a full-fledged UU minister. The other special meeting was held in March to support the solar project on the church's front lawn. These are not only opportunities for members to vote, they are a collective effort at defining ourselves and honoring different perspectives. It is always immensely valuable for the Board to hear thoughtful comments from church members.

Many thanks to our dedicated board members, to our very capable minister Michael Leuchtenberger and administrator Lea Smith, and to all the volunteer and professional staff who contribute to a thriving church. On behalf of all church members we appreciate the work you do.

# ***Lifespan Faith Development Reports***

## ***Interim Director of Religious Education***

***Rev. Emily Burr***

This has been my second year as your Interim Director of Religious Education. I am grateful for the opportunity to have led the RE program as the congregation discerned what they want going forward in the faith development component of our church. I have enjoyed being able to reconnect with friends from my earlier time in the congregation. It has also been good to make new UU friends and get to know the children and their families.

This year we have had 62 children register for Nursery to 8th Grade and 9 for Youth Group. Our average Sunday morning attendance for PreK – Gr 8 this year has been just over 18 - down a bit from last year but the Nursery average was over 3 which is up.

We had four classes again this year.

Below are the groupings, curricula and their amazing teachers:

PreK – K Janet Kibbee & Hannah Miller

“Me and My World”

Gr 1, 2 & 3 Margie Wright-Golec & Sonya Knowlton

“Moral Tales”

Gr 4 & 5 Laura Messenger, Scott Pollard & Deborah Demoulpied each led 1/3 of the year

“Toolbox of Faith”

Gr 6, 7 & 8 Sarah-Elizabeth Whitcomb and Ayn Whytemare – Junior High Youth Group

Erin Stewart & Jeff Fetter – “Neighboring Faiths”

Morganne Waldo was hired to be our Nursery Caregiver. She is a freshman at a local college. We are hoping she will be with us in the Nursery for several years.

At the Children’s Annual Meeting last spring, the children chose Pope Memorial SPCA as their social justice project for this year. We visited the shelter in the fall where we were given a tour, had a chance to meet some of the animals and learned ways we could help. We are grateful for the congregation’s support of our donation drive and the Community Plate. The children made pet blankets and dog biscuits. Later this month, they will be going to help with a spring clean-up.

RE has sponsored several activities for families throughout the year: Apple Picking, hiking behind the church, movie nights, and Guest at Your Table. The most enthusiastically enjoyed has been the monthly Games and Chocolate night started by Loren Hill. About a dozen people came to play games in September. Last month, more than thirty people of all ages had a great time playing and eating. The No Rehearsal Christmas Pageant was a great success. Perhaps it will become a tradition?

Next year, I will be continuing my part-time ministry in Franklin, NH. I will miss being in Concord. Thank you for the love and kindness you brought to our shared work of creating the UU village that our children need. My deepest gratitude goes to the Lifespan Faith Development Committee members, the wonderful teachers, and all the parents and congregants who helped out in our Sunday morning classes and Activity days.



## ***Lifespan Faith Development Committee***

***Jim Shepard, Chair***

The members of the committee wish to thank the broader church community for their participation in the various efforts we have made this year to come to a plan for developing our religious education program into a more comprehensive lifespan faith development effort. Rev. Emily Burr has been with us for two years as an Interim Director of Religious Education and has helped make space for reimagining the future of the program. The REvisioning team started the process of thinking about these issues and distributed a churchwide survey to gauge the church's desire for and satisfaction with various programs currently in place or contemplated for the future. The (formerly RE) committee then convened a large group of stakeholders to brainstorm an "ideal RE program" and map a path toward that future. From that we have developed a five year plan to move from the idea of religious education in our church being about our children to a way of thinking about religious education in terms of a lifetime of faith exploration.

Some of you have already gotten to experience that effort as we have started Adult RE classes in the hour before church services on Sunday.

We look forward to hiring a new Director of Lifespan Faith Development for next year who should be able to provide some logistical support for the committee in continuing to develop the five year plan. The committee firmly believes that developing the religious education of our children and deepening the faith exploration of our adults is the best way to strengthen our overall church community and we are looking forward to continuing to develop the five year plan in the coming years.

We always need more teachers. You may not know that each classroom has a pre-planned curriculum and that there are always two adults involved in each class. So teachers neither have to create material from whole cloth nor teach it alone. Please see anyone on the committee if you have any interest in teaching for next year. Or see any of our teachers to ask them how rewarding an experience it can be.

## ***Director of Lifespan Faith Development Search Committee***

***Carin Plante, Chair***

Carin Plante was appointed as the chair of the Search Committee, and she and Michael have brought together the following congregants to serve the church in this important task: Bob Gabrielli, Jeff Fetter, Betsy Peabody, Rachel Burlock, and John Tobin. As of April 1, 2016 we have five applicants and are beginning interviews. We hope to have a decision by mid-May.

## ***Library***

***Loren Hill, Librarian***

Northern New England District closed out its lending library. NNE offered the books to member churches free. Our library selected 133 books to incorporate into our shelves and keep as backup copies. Our church also picked out 4 standing book cases for use throughout the church. Just over 50 books are checked out as of this writing. Due dates on them range from 2012 to 2016. Please be mindful about timely return of materials so that others may peruse them. Of more concern is the fact that books are stolen every year. This year a total of 36 books, from 11 different categories, have been stolen. This is about three times the average number of yearly thefts. On the positive side many donations of books have been received from a variety of members and friends. At the moment about two dozen titles are awaiting processing to become shelved.

Please continue to respect the reserved time on Sundays for browsers. As a special note, PLEASE DO NOT RESHELVE ANY BOOKS, whether from browsing, returning, or whatever. Leave them on the table or counter. Thank you.

# **Worship Reports**

## **Music Committee**

### ***Vicki Wakelin, Chair***

During the summer of 2015 our Director of Music Ministry, Emily Jaworski, resigned and Rev. Michael Leuchtenberger assumed the choir directing responsibilities until a new person could be hired. Linda Mai was hired in October as our new Choir Director. Due to her prior commitments, Rev. Leuchtenberger resumed the choir director's role from January 1st until March 31st when Linda Mai returned. Special thanks to Michael Annicchiarico for directing the choir on several occasions during Linda Mai's absence. The choir has enjoyed Rev. Leuchtenberger's time as director and looks forward to Linda Mai rejoining us in that role.

The Music Committee continued to provide support to the music program and staff throughout the past year. A highlight of the year was the Village Harmony Concert on August 10th which took place during Concord's 250th Celebration. Village Harmony is a group of talented young singers and instrumentalists who performed music from the Balkans, the Baltic States, Georgia, Ukraine, Occitan France, plus contemporary compositions. Their concert became an official event of Concord's 250th Celebration. In addition, the Music Committee, with the help of Loren Hill, created several displays of both our Unitarian and Universalist past contributions to Concord's history. The displays were viewed by concert attendees and others during the week of celebration.

The committee will continue to:

- Sponsor the Village Harmony Concert in the summer of 2016.
- Support the music program and staff throughout the fall sabbatical period.
- Support music outreach through Visiting Voices instituted and organized by Sharie Annicchiarico.

Members of the Music Committee are: David Brown UU minister (ret.), Craig Whitson, Gary Schroeder, Peter Bartlett, Nancy Morse, Vicki Wakelin (chair) and ad hoc members, Elaine Pinkham, Charles Hillen, Edith and Steven Daigle

## **Dances of Universal Peace**

### ***Sarah-Elizabeth Whitcomb, Dance Leader***

The fifth year of DUP@CUU has been one of growth. We continue to attract people, from across NH and Maine, who love to practice the Dances of Universal Peace. Our core group of dancers provide support to newcomers to the practices as we continue to grow new lovers of the DUP. Connections were made through the Silent Retreat: The Art of Letting Go weekend held in February, which we hope will expand our circle further in the coming months.

A new dance practice is being birthed from our circle! DeLuna wrote a prayer song, which she brought to our circle. Sarah-Elizabeth worked with her to create a flow of movements which express this prayer. Sarah-Elizabeth plans to share this practice at the annual Dance Deepening, a gathering of DUP leaders and dancers from around the world held in May. We continue to practice this and a variety of the Dances of Universal Peace on the third Sunday of each month. We are grateful for the continued use of the Chapel once a month and look forward to continuing next year.

Leaders and Musicians of DUP@CUU include:

Sarah-Elizabeth Whitcomb, Mentored Dance Leader and member of UU Concord

Jenaabi Finlay, Certified Dance Leader of Maynard, MA

Kartherine Rhoda, guitar of Hiram, ME

DeLuna, harp/flute/drums of Hooksett, NH

Information about the Dances of Universal Peace can be found at [www.dancesofuniversalpeace.org](http://www.dancesofuniversalpeace.org).

## **Taizé**

### ***Michael Leuchtenberger and Lyn Marshall, Worship Leaders***

Taizé services continued on the second Sunday of the month from October through April, supported by our instrumental ensemble (Calvin Herst, Lorraine Ellis, Craig Whitson, Charles Hillen, Barbara Heggie, and Dick Bennett.) Attendance ranged from 25 to 40, growing steadily through the year. Possibly in response to posters placed in the Concord community, Taizé has attracted non-UUs to the service. Taizé began in January 2011, so is now completing its sixth season in our church.

## ***Earth-Centered Spirituality Group***

***Charles Hillen***

The Earth-Centered Spirituality group has ten full members, two of whom are church members, and five pending members as of March 29, 2016. There were several demissions in winter 2016, which is why the full members' roster is smaller this year.

The Steering Committee held an annual meeting during the year, but due to only Steering Committee members being present, the meeting adjourned with only a call for Full Moon Circle volunteers. In June, the group held a cookout with twelve members present. The focus of the cookout was to reflect upon our vision for the group and to determine how we can improve. Many positive ideas centering on the group's dynamic were shared and the discussions were lively. The members shared thoughts about potential social events and spiritual development classes also. In January, the Steering Committee met with the church minister to discuss the future of the ECSG as it related to some imminent changes in membership. One question was whether the group might be able to proceed without a church member on the Steering Committee. The discussion resulted in a reaffirmation of this requirement and also reaffirmed the role of the group in the church's ministries. In the fall, a few changes were made to the group's by-laws, including adding the church liaison position to the Steering Committee. This was done to ensure that the Steering Committee is always in compliance with church policy on affiliated groups.

The group continues to present eight public seasonal rituals a year, at the solstices and equinoxes, as well as the four cross-quarter days that fall midway between the solstices and equinoxes. Attendance has continued to be good and those who attend are very appreciative. All are welcome to attend these rituals, which are appropriate for children (unless otherwise advertised). If the weather is good, we celebrate in the grove, but if it is rainy or there is snow on the ground, we gather inside the church.

Over the course of the year, we continued to meet for members-only full moon circles as leaders were available. These are opportunities to gather for discussion about a specific topic, to provide mutual support for spiritual development, and to get to know each other better.

The group's business calendar begins in mid-February, with its annual meeting. However, the winter 2016 meeting was canceled due to a very light agenda. The past year's Steering Committee was: Lorraine Ellis, Annie Forrey, Shawn Forrey, Heather Johanson, and Rich Roby. The Steering Committee for the upcoming year is Christie Faella, Charles Hillen (church liaison), Phillip Hunt and Rich Tomasso. Each Steering Committee member serves a two-year term except the church liaison, who serves a one-year term.

More information about the group, including the mission and vision statements, policies, and how to become a member, is available at [www.concorduu.org/ecsg](http://www.concorduu.org/ecsg). Upcoming rituals are listed on that page, as well as in the church calendar and eBulletin.

## ***Contemplative Practices Group***

***Jeanne Ann Whittington***

The Contemplative Practices Group was organized last year to bring together those who offer and who seek contemplative depth in spiritual life. Activities this year were limited, but deeply rewarding. Considerable volunteer effort contributed to the success of a weekend meditation retreat in late February. Margaret Fletcher, Jeanne Ann Whittington and Rev. Michael Leuchtenberger led the retreat, which was attended by about 50 people. Also, the Monday evening Mindfulness Meditation group officially became part of the church program this year (it had previously been meeting as an independent group and paying rent.) It currently operates on a donation basis and half of the proceeds are offered to the church's general fund. A meeting is planned in late April to reflect on the recent retreat and to see what needs and aspirations are present, and to build on this foundation for contemplative experience. We also hope to more formally and effectively connect with other existing contemplative practice groups that are alive and well in the church.

## Outreach Reports

### Homelessness Outreach

*Fran Philippe and Wendy Olson*

Outreach to Concord's homeless has continued on several fronts throughout the year.

**The Friendly Kitchen:** We continue to provide one dinner a month on the first Wednesday with our cook team increasing in numbers, now with seven regulars and another eight to ten that fill in. Fran Philippe coordinates with Hank Resling stepping in when needed. We had a good showing of Standing on the Side of Love t-shirt wearers in the annual fund-raising walk.

**OutFITters:** Each third Tuesday a group of volunteers meets at the store on Main St. to help sort and prepare clothing for sale. We have also volunteered our services for Market Days and on Martin Luther King day of service. This year, knowing that we have a dependable group, we were asked to do a special project for them that actually took several volunteer days. We also had a team of costumed adults and children in the Wicked FIT run/walk in the fall.

**Concord Coalition to End Homelessness:** We continued to support our homeless residents with our own minister, Michael, serving as Board Vice Chair. David Canfield once again chaired the Souperfest with the support of a group of UU volunteers, some of the 140 needed to run the event, that raised \$38,000. Several of us also answered the call to open a temporary cold weather shelter by volunteering at St. Peter's Church.

**Family Promise:** Family Promise of Greater Concord opened its doors to the first guests at the end of September 2015. Ten churches from the greater Concord area host homeless families one week at a time. The Unitarian Universalist Church is participating in the program. Through the Community Plate we became a Founding Donor and we upgraded our smoke/carbon monoxide detectors in Fellowship Hall to meet the Concord Fire Department code requirements. Members and friends of the church donated all the blankets and supplies that were needed. The church was scheduled to host three weeks but there were only guests for two of those weeks. Many volunteers provided snacks, meals, and served as evening and overnight hosts to the families in the program.

### Environmental Activities

*Lea Smith, Congregational Administrator*

Many members of the Environmental Issues Group focused their efforts on Solar Panel team this year. (See page 35 for more info.)

Two church members, Peter Flora and Jim Locke, initiated a new weekly discussion group called the Noah Project to develop sustainable models of living. They report that about half a dozen people participate irregularly in the Noah Project meetings on Sundays.

## **UU Friends of Refugees**

**Cheryl Bourassa, Chair**

UU Friends of Refugees spent most of this church year re-grouping. We are an ad-hoc group for the most part, coming together for events, and offering support to ongoing programs. We repeated two of our successful events:

- Multicultural Thanksgiving Food Baskets – we prepared baskets for 18 families, half of whom are from the new American community. For those who do not eat traditional Thanksgiving fare, we included dal, rice, lentils and goat meat. All of the baskets were full of fresh vegetables as well as treats made by our Middle School Youth Group.
- Traditional Christmas Party – many new Americans generously invite members of the host community to their holiday celebrations. We invite them to experience the joy of a Christmas party, complete with cookie and ornament decorating. The highlight of the afternoon is a visit from Santa. With your generous donations to our Giving Tree, each child received a gift and each family received a gift card.

UUFOR also recommends plates that support many of the programs that make our city a more welcoming community. For example, we gave money to Second Start's Adult Learners Program and the Sycamore Community Garden Project. Some of the plates serve a dual purpose – support for an organization and fun for us! We sponsored New American Africans Friday Family Fun Night and we are helping to underwrite the cost of the Multicultural Festival on June 25.

Finally, we offer some support to Circles of Friends that are formed around a newly resettled family. This year we formed three new circles. If anyone is interested in learning more about offering friendship to a new American family, please contact Cheryl Bourassa at [cbourassa59@gmail.com](mailto:cbourassa59@gmail.com).

## **Community Service Committee**

**Deborah Bruss, Chair**

It is a great pleasure to report that Community Plates have risen 23% so far for this fiscal year as compared to this time last year. Only a small part of this jump can be attributed to the previous winter when snow cancelled church several times.

There are a few plates that fall outside the guidelines of Community Plates: the Minister's Discretionary Fund (taken twice on Sunday during the year) and the general fund (taken on Christmas Sunday). These plates have also seen the same dramatic increase.

The largest community plate collections are for local non-profits that serve the homeless, mental health programs and food programs. Congregants have also been very generous towards the Unitarian Church in Burundi where we have personal connections.

The CSC does its best to balance requests, which include those from Michael, the staff, church members and other committees. Many of these requests are directly tied to our church's vision of supporting refugees and the homeless.

The CSC welcomes new members at any time during the year. Monthly meetings are usually held at 9:30 AM on the last Sunday of each month. Check the church calendar for updates.

Please send us your suggestions for future community plates. The blue forms can be found outside the office.

Committee members: Deborah Bruss, Angela Shepard and Lorna Landry.



8/2/15	Sheila Stanley Community Counseling Fund	277.25
8/9/15	Granite State Independent Living	120.00
8/16/15	Outreach Offerings UUFOR and outreach budget*	269.00
8/30/15	Second Start	267.87
8/23/15	Child and Family Services	225.00
9/6/15	Outreach Offerings UUFOR and outreach budget*	170.86
9/13/15	Family Promise	1,002.25
9/20/15	Crisis Center Walk a Mile	518.00
9/27/15	Compas de Nicaragua	550.40
10/4/15	CROP Walk	520.50
10/25/15	Families in Transition	432.45
10/11/15	Pope Memorial SPCA	311.52
10/18/15	Ministers Discretionary Fund	721.97
11/1/15	Open Door Community Kitchen	664.00
11/8/15	Southern Poverty Law Center	475.50
11/15/15	Unitarian Fellowship of Huntington, West Virginia	528.85
11/22/15	Outreach Offerings - turkey boxes*	589.60
11/29/15	Outreach Offerings - Family Promise*	934.60
12/6/15	Outreach Offerings UUFOR Giving Tree*	629.00
12/13/15	Unitarian Church of Burundi	682.76
12/20/15	general fund	2,779.57
12/24/15	2 services to Ministers Discretionary Fund	1,394.25
12/27/15	Ministers Discretionary Fund	477.50
1/3/16	Outreach Offerings for Family Promise*	515.02
1/10/16	UUSC Guest at Your Table	436.85
1/17/16	Parent Information Center	571.90
1/24/16	Concord Feminist Health Center	508.50
1/31/16	NAMI-NH	714.47
2/7/16	WE Are Concord	494.70
2/14/16	Friends of Forgotten Children	525.10
2/21/16	Mayhew Program	670.00
2/28/16	LR Berger for Culture of Peace Forum	509.00
3/6/16	New American Africans	405.35
3/13/16	CCEH Souperfest	759.95
3/20/16	Concord Community Music School	393.38
3/27/16	Flint Water Fund	750.00
	TOTAL	21,796.92

\* This year, Outreach Offerings is a new method of support for our church's outreach budget, by taking plates for our own community service activities.

## **Unitarian Benevolent Association**

### ***Beth Corcoran, President***

The Unitarian Benevolent Association (UBA) was organized in the 1830s as a local charitable organization to help women and children in need.

As our organization has evolved over the years, we now donate to local social service agencies who have these goals, rather than to individuals.

At our annual meeting on June 7, 2015, we distributed \$7200 to 12 agencies.

We welcome new members! The commitment is to attend our annual meeting in the spring, enjoy a luncheon and vote on where our money will be distributed. Please feel free to contact Beth Corcoran with questions or ideas about other local agencies that we could donate money to.

## **Downing Trust Grants for 2016**

### ***John Warner, Treasurer***

The Downing Trust Committee for 2016 consisted of Craig Whitson, past chair of the Board of Trustees, Andy Duncan, current chair of the Board, Sarah-Elizabeth Whitcomb, member-at-large from the congregation, and John Warner, Treasurer.

Comments were invited from all committee members to determine the recommendations for grants in 2016.

There were three applications submitted this year for a total of \$15,150. The available for distribution from the trust this year was \$13,212.17. All applications met the qualifications set forth in the Downing Will.

The Board of Trustees accepted the recommendations of the Downing Trust Committee at their regular meeting on April 13, 2016.

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

Requestor	Purpose	Requested	Awarded
UU Society of Laconia	Support for new sound system	\$1,950	\$0*
UU Church of Franklin	Support for: Repair of water damage Renovation of meeting area Repair of handicap ramp	\$6,700	\$6,700
UU Church of Portsmouth	Support for new fire safety system	\$6,500	\$6,512.17

\* note that Laconia UU has benefited from at least seven past Downing grants totaling \$11,000.

# Healing and Helping Reports

## Pastoral Care

**Lyn Marshall, Assistant Minister**

Our Pastoral Care Associates serve in a number of ways to provide pastoral ministry along with our professional staff. They help with Joys & Sorrows during worship, are available to talk with anyone who'd like a listening ear, and visit with many of our elders who have difficulty getting to church. Pastoral Care Associates meet monthly with Michael and Lyn to discuss the pastoral needs of the congregation and to give and offer mutual support as we grow our skills as compassionate listeners. This year, our Pastoral Care Associates were Judi Abbe, Richard Blood, Jack Bopp, Beth Gabrielli, Maggie Hyndman, Susan Koerber, Mandy Nason, Kits Tunney, and Ginnie Warner. Ron Robare and Zoe Picard will be joining the group in April and we look forward to their participation.

## Caring Network

**Lea Smith, Congregational Administrator**

Our Caring Network continues its quiet but important support for congregants in times of need. Dozens of church members have volunteered to be on task lists in four areas of support:

- Memorial Services (providing a reception after the memorial of a member or the close relative of a member), coordinated by Beth Gabrielli and Susan Koerber
- Meals (providing meals for ill, injured or grieving members), coordinated by Ginnie Warner
- Transportation (providing transportation to church, or to appointments or errands when an illness or injury makes transportation difficult), coordinated by Joyce Bennett
- Special tasks (helping with just about anything that becomes difficult because of a special need), coordinated by Sara McNeil

Congregants are encouraged to reach out to any of the coordinators or the church office if they are in need of help. Willing helpers have been recorded in our database in the office, and added to an email group for the latter three areas. When a need arises, the coordinator can email the group to find a willing helper and make a match. Sometimes phone calls work better, but this relatively new email system expedites making a match in some cases.



# ***Membership and Fellowship Reports***

## ***Clerk's Report***

***Sara McNeil***

The church membership stood at 278 as of March 31, 2015 and has now changed to 276 members, as of March 31, 2016.

Fifteen new members joined the church: Richard Bennett, Joyce Bennett, Eleanor Bond, Karen Cox, Peter Flora, Shawn Forrey, Sonya Knowlton, James Locke, Lyn Marshall (reinstated), Darcy Mitchell, Cory B. Pierson, Cory P. Pierson, Scott Pollard, Joe Sewell, and Martha Troy.

We sadly report the deaths of these two members: Constance Lehoux and Mary Ann Leon

Fifteen members resigned: Chris Burgess, Naomi Butterfield, Katie Dunn, Gail Fayre, Judith Fayre, Rob Fielding, Eric Halter, Betty Hutchinson, Don Latourette, Jan Latourette, Tondy McGowan, Melissa Minery, Kristen Nelson, Vicki Sakakeeny, and Ilene Stern.

## ***Membership Team***

***Lyn Marshall, Assistant Minister, and Suzanne Rude, Greeter Coordinator***

This year brought new energy from several folks directed towards making sure we do a good job of welcoming newcomers and integrating new members into the life of the congregation. Suzanne Rude, David Canfield, Tom O'Brien, and Bobbie Herron all joined forces as a membership team to coordinate greeters, to find worker bees to host social hour, and to keep useful, up-to-date data about newcomers and new members. Joanna Henderson helped run our Exploring Membership classes with Michael Leuchtenberger. 7 people from the fall class joined in December, and we will welcome 11 new members from the second class on April 17. Due to high interest, a third class will start this spring and have their final session in the fall. It takes all of us help create a warm and welcoming community for those seeking a religious home as well as for those of us who are already established here - if you feel especially called to this ministry of hospitality and welcome, join the membership team!

## ***Restorative Circles Team***

***Lea Smith, Congregational Administrator***

Restorative Circles offer an opportunity for members to restore relationships when in conflict. Any church member may request a Circle by contacting the chair, Sarah-Elizabeth Whitcomb, or any of the trained RC facilitators. A few Circles were held this year. This program is spreading in the UU community, and Sarah-Elizabeth will be a presenter at the General Assembly of the UUA in June.

## ***Covenant Groups***

***Lyn Marshall, Assistant Minister***

Our Covenant Groups continue to be one of the important ways we live into our mission of "Connecting in Love and Service." In addition to eleven ongoing groups, we added a regular First Sunday Drop-In group for newcomers (or anyone else!) to be able to experience the covenant group format before and between sign-up times in January. We also started a Community Covenant Group on the third Wednesdays that includes a potluck meal before its meeting. Both of the new groups use a topic sheet based on the monthly worship theme. If you are looking for a way to get to know people in the congregation and you don't yet belong to a covenant group, give the drop-in group a try!

# Administration and Finance Reports

## Congregational Administrator

Lea Smith



As Congregational Administrator, I am responsible to provide administrative leadership for church operations, to coordinate efforts of staff and lay leaders in operational areas, to oversee congregational communications, and to help manage the daily finances of the church.

As the church has transitioned to Policy-Based Governance, with the Minister serving as the Chief Executive, I am endeavoring to provide more leadership in operational areas. I recently heard an anonymous minister quoted to say, “When you hired your staff (some of them many years ago) you hired them as HELPERS. They are now being hired as LEADERS.” It’s an exciting and challenging transition for

me, and I’m sure for you!

We have an outstanding staff that simply does more in less hours. A recent analysis of staff hours showed that in 2005-06 (10 years ago) our staff consisted of 4.6 FTEs (full-time equivalents, or the total of weekly staff hours, divided by 40.) From 2009-2012, we increased hours in some programs to “staff for growth,” to around 5 FTEs. Now in 2015-16, we are at 4.4 FTEs. In spite of having a smaller staff, the cost of staff keeps rising every year as health insurance costs skyrocket and UU churches engage in a denomination-wide effort to offer fair compensation. While it is hard for our budget to absorb increased staffing costs, our church is to be commended, for we now meet the UUA’s Fair Compensation Guidelines in almost all areas.

Our facility shines thanks to the careful attention provided by our Facility Manager, Kathie Martin. Her job changed a bit this year with reduction of the Facility Manager’s hours from 38 per week to 36.5 as a cost-saving measure. While this is a painful cut, it is in line with cost-saving cuts in all other programs in recent years.

Christy and Peter Bartlett stepped down as co-chairs of the Building and Grounds Maintenance Committee and we find theirs are hard shoes to fill! Thanks to Christy and Peter for their years of service. Things were fairly quiet in the areas of building maintenance and improvement this year - not because there aren’t things to do, but because we are lacking volunteer leadership. Kathie and I have tried to address urgent or dangerous building issues (such as a failed drainage structure in the parking lot or a serious problem with spring groundwater entering our main electrical disconnect box) but many problems are being addressed with stop-gap measures or not at all. A few dedicated volunteers plug away at projects they choose, but we are lacking overall coordination and long-term planning. While I hesitate to name volunteers for fear of leaving someone out, I can’t resist offering a public THANK YOU to Loren Hill, who is so dedicated that he is often mistaken as our paid handyman by newcomers.

After long negotiations with Concord Orthopaedics about expanding COPA parking on church land, the negotiations ended in November with COPA’s request to scale back to the rental of 20 spaces (see page 34 for more info.) This results in less revenue than we expected, but freed us to happily renew leases with Master Gardeners and Local Harvest CSA for the 2016 season, which might not have been possible with a larger COPA rental. As of publication date, it appears that rental income will exceed its budget goal this year.

Bobbie Herron is completing her second year as office volunteer. She maintains our membership database, prepares worship materials, and much more. She is wise, thoughtful, and fun to work with. I cannot thank her enough! Jack Wakelin and Fran Philippe also continue as Sunday office volunteers. Thanks to them all!

This spring I will work with our Sabbatical Leadership Team to prepare for Michael’s sabbatical next fall and winter. The Sabbatical Leadership Team includes congregants representing a wide variety of church programs: Lorraine Ellis, Linda Williams, Ruth Axelrod, Jack Wakelin, Wendy Olson, John Warner, Andy Duncan, and Carin Plante. The sabbatical promises to be a wonderful opportunity for rejuvenating volunteerism and ministering to one another.



# Financial Reports

*John Warner, Treasurer, and Lea Smith, Congregational Administrator*

The pages that follow show the financial condition of the church for last year, FY 2014-15, and the current fiscal year 2015-16 through March 31, 2016.

We create a balance sheet (page 25) each year to report on the current status of operating and designated funds. TOTAL ASSETS primarily represents the balance in our checking account on a monthly basis. CURRENT LIABILITIES is the sum of residual unpaid bills and prepayments of various kinds. EQUITY adds up all of the small designated funds or temporary funds of all kinds other than the ENDOWMENT. RETAINED EARNINGS is the carryover (shortfall or surplus) from the prior year's operating budget. NET INCOME is the monthly measure of profit and loss for the operating budget.

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 2014-15, the Budget vs. Actual report (page 26) shows that we finished the year with expenses that were about \$11,000 under budget. However, pledges fell short of the budget by over \$34,000. The Board of Trustees authorized an extra withdrawal from the endowment of \$20,803 (5% of the budget, as the Bylaws permit) to finish the year with a deficit of \$5286.

In 2015-16 the Budget vs. Actual report (page 27-30) appears in the line item format since the year has not yet ended. The church year (Aug 2015 to July 2016) started out with several unanticipated changes in staffing. The Director of Music Ministry resigned, and the Interim Director of Religious Education requested to reduce her hours from 24 per week to 20. The Ministry Assistant position was increased to help fill some gaps. This position changed to Assistant Minister in January. A congregational meeting was called on January 17, 2016, to approve a revised budget accommodating these changes. Additionally, the revised budget acknowledged the trend of the last few years to fall short of budgeted pledges due to congregants that need to cut back on their pledge mid-year or don't fulfill it. It is hoped that this will alleviate the problem we've had in the last few years of having to take extra money from the endowment to make up for a shortfall in pledges. We are generally quite successful at managing to the expense side of the budget, but we have little control over the income side.

As of publication date, budgeted expenses are in line with where we would expect to be at this time of year, and in line with the revised budget. We did spend \$17,200 for tree removal, which is offset by a special withdrawal from the endowment authorized at the 2015 annual meeting. On the income side, we have collected about 70% of budgeted pledges, and we have completed about 70% of the fiscal year. Therefore, if pledge payment continues on this track, we will finish the year with a balanced budget.



# Balance Sheet, 12 months rolling

	Apr 2015	May 2015	June 2015	July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	March 2016
<b>ASSETS</b>												
Current Assets												
Checking/Savings												
Citizen's checking	27,574	27,792	38,565	20,117	38,265	21,050	14,590	14,590	45,291	32,289	32,399	49,454
Total Checking/Savings	27,574	27,792	38,565	20,117	38,265	21,050	14,590	14,590	45,291	32,289	32,399	49,454
Total Current Assets	27,574	27,792	38,565	20,117	38,265	21,050	14,590	14,590	45,291	32,289	32,399	49,454
<b>TOTAL ASSETS</b>	<b>27,574</b>	<b>27,792</b>	<b>38,565</b>	<b>20,117</b>	<b>38,265</b>	<b>21,050</b>	<b>14,590</b>	<b>14,590</b>	<b>45,291</b>	<b>32,289</b>	<b>32,399</b>	<b>49,454</b>
<b>LIABILITIES &amp; EQUITY</b>												
Liabilities												
Current Liabilities												
Accounts Payable	3,600	0	1,349	0	1,494	0	-34	56	3,913	6,696	0	0
Other Current Liabilities	0	0	594	594	0	0	0	0	0	0	0	0
Advance Income - Misc	1,500	3,500	11,900	11,950	0	0	0	0	0	0	0	0
Advance Pledges	1,500	3,500	12,494	12,544	1,494	0	-34	56	3,913	6,696	0	0
Total Other Current Liabilities												
<b>Total Current Liabilities</b>	<b>5,100</b>	<b>3,500</b>	<b>13,843</b>	<b>12,544</b>	<b>1,494</b>	<b>0</b>	<b>-34</b>	<b>56</b>	<b>3,913</b>	<b>6,696</b>	<b>0</b>	<b>0</b>
<b>Total Liabilities</b>	<b>5,100</b>	<b>3,500</b>	<b>13,843</b>	<b>12,544</b>	<b>1,494</b>	<b>0</b>	<b>-34</b>	<b>56</b>	<b>3,913</b>	<b>6,696</b>	<b>0</b>	<b>0</b>
Equity												
Community Plate Fund	286	0	959	0	269	0	312	0	0	0	0	0
Designated/Restricted Funds												
Building Fund	2,472	2,472	2,472	2,472	2,472	2,472	2,472	2,472	2,472	2,472	2,472	4,972
Downing - for disbursement	0	0	0	0	0	0	0	0	0	0	0	13,212
Memorial Garden maintenance	1,356	1,356	1,356	1,356	1,123	518	518	418	395	395	395	395
Memorial Gift Fund	587	587	737	737	737	737	737	737	737	737	937	937
Memorial Plant Fund	54	54	54	54	54	54	54	54	54	54	54	54
Minister's Discretionary	1,331	1,256	1,156	631	631	1,006	1,653	786	1,866	1,756	1,691	1,476
Misc FUND-designated	0	0	0	0	0	0	0	527	345	345	-139	0
Religious Education Fund	544	544	544	144	144	344	344	344	344	344	344	344
UU Friends of Refugees	461	461	461	461	461	461	461	308	308	308	308	308
Youth Group Fund	952	952	1,344	894	894	894	894	894	894	894	894	894
Total Designated/Restricted Funds	7,757	7,682	8,124	6,749	6,516	6,486	7,133	6,540	7,415	7,305	6,957	22,592
Retained Earnings	6,110	6,110	6,110	6,110	824	824	824	824	824	824	824	824
Net Income	8,321	10,501	9,530	-5,286	29,162	13,740	6,356	16,496	33,138	17,463	24,618	26,037
<b>Total Equity</b>	<b>22,474</b>	<b>24,292</b>	<b>24,722</b>	<b>7,573</b>	<b>36,771</b>	<b>21,050</b>	<b>14,624</b>	<b>23,860</b>	<b>41,378</b>	<b>25,593</b>	<b>32,399</b>	<b>49,454</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>27,574</b>	<b>27,792</b>	<b>38,565</b>	<b>20,117</b>	<b>38,265</b>	<b>21,050</b>	<b>14,590</b>	<b>23,916</b>	<b>45,291</b>	<b>32,289</b>	<b>32,399</b>	<b>49,454</b>

## Program Budget vs Actual, 2014-15

	2014-2015 Budget Approved by Congregation	2014-15 Actual	Explanation of large variances
<b>INCOME</b>			
Couch Trust	\$18,500	\$17,752	
Downing Trust	\$2,000	\$2,000	
Endowment-budget	\$65,716	\$65,716	
Endowment-Special Transfer Board 5%	\$0	\$20,803	to alleviate deficit resulting from shortfall in pledges
Fernald Trust	\$3,500	\$3,000	
Growth Investment	\$7,000	\$7,000	
Interest	\$5	\$2	
Miscellaneous	\$5,800	\$8,497	
Plate & Gift	\$7,500	\$8,867	
Rentals	\$28,000	\$27,391	
Taize/Dances offering	\$600	\$779	
Music Fundraiser	\$1,500	\$877	
UU Café	\$400	\$0	
Merchandise - bookstore, SSOL	\$500	\$880	
Fundraisers - Auction, Sales	\$18,000	\$13,768	
Total non-pledge income	\$159,021	\$177,332	
Pledge	\$257,049	\$222,467	includes current and prior year
<b>TOTAL INCOME</b>	<b>\$416,070</b>	<b>\$399,799</b>	
<b>EXPENSE</b>			
Facilities	\$108,382	\$111,475	high heating expense
Ministerial	\$119,988	\$119,766	
Music & Worship	\$54,903	\$45,781	reduction in DMM position
RE/Lifespan Faith Exploration	\$41,559	\$41,104	
Administrative	\$32,856	\$32,781	
Fellowship & Misc Programs	\$16,908	\$11,212	reduction/shift in Vol/Outreach Coordinator position
Outreach	\$9,147	\$9,160	
Rentals	\$10,026	\$12,074	
Interfaith and Denominational	\$18,123	\$18,124	
Family Ministry & Nursery	\$4,180	\$3,608	
<b>TOTAL</b>	<b>\$416,072</b>	<b>\$405,085</b>	



## Line Item Budget vs Actual, 2015-16

	Actual Aug 2015 - Mar 2016	Annual Budget Aug 2015 - July 2016
<b>Income</b>		
Couch Trust	14,709	19,351
Downing Trust	2,000	2,000
Education fees	1,250	500
Endowment-budget	50,585	67,447
Fernald Trust	0	3,000
<b>Fundraisers</b>		
Music Fundraiser	0	600
Raffle	15,380	5,000
Fundraisers - Other	9,867	14,500
<b>Total Fundraisers</b>	<b>25,247</b>	<b>20,100</b>
<b>Merchandise Income</b>	<b>914</b>	<b>1,200</b>
<b>Misc Income - designated</b>	<b>424</b>	<b>0</b>
<b>Miscellaneous</b>	<b>973</b>	<b>1,000</b>
<b>Outreach Offerings</b>	<b>3,108</b>	<b>3,300</b>
<b>Plate &amp; Gift</b>	<b>8,947</b>	<b>9,500</b>
<b>Pledge</b>		
Pledge-previous year	6,527	7,000
Pledge - Other	159,477	238,966
<b>Total Pledge</b>	<b>166,004</b>	<b>245,966</b>
<b>Rentals</b>		
Parking Lot Rentals	4,000	7,000
Rentals - Other	23,672	26,773
<b>Total Rentals</b>	<b>27,672</b>	<b>33,773</b>
<b>Special transfer-endow</b>	<b>17,200</b>	<b>0</b>
<b>Taize offering</b>	<b>817</b>	<b>600</b>
<b>Total Income</b>	<b>319,850</b>	<b>407,737</b>

\$17,200 off-budget tree removal offset by  
withdrawal from endowment authorized at  
0 2015 Annual Meeting

# Budget vs. Actual

04/08/16

	Actual Aug 2015 - Mar 2016	Annual Budget Aug 2015 - July 2016
<b>Expense</b>		
<b>11-Salary</b>		
Accompanist	5,832	9,110
Administrator	27,122	41,481
Assistant Minister	4,451	14,466
Child Care	876	1,555
Custodian/Facility Mgr	19,705	29,267
Director of RE	15,130	21,276
Minister	53,715	82,128
Ministry Assistant	8,009	8,002
Music/Choir Director	2,965	5,269
<b>Total 11-Salary</b>	<b>137,804</b>	<b>212,554</b>
<b>12-Benefits</b>		
Employer Payroll Exp	10,319	16,260
Health Insurance	23,522	29,500
Life/Disability/Dent Ins	2,040	2,600
Retirement	12,919	19,662
<b>Total 12-Benefits</b>	<b>48,798</b>	<b>68,022</b>
<b>13-Office</b>		
credit card/ACH fees	437	1,000
liability insurance	3,446	5,300
office equipment	4,288	5,000
office supply	829	2,000
payroll Service	1,331	1,700
postage	845	600
property tax	59	869
staff training	164	500
telephone & internet	1,040	1,900
volunteer recognition	127	300
workers' comp	2,139	3,220
<b>Total 13-Office</b>	<b>14,705</b>	<b>22,389</b>
<b>14-Ministry</b>		
Assistant Minister Prof	0	1,447
Discretionary	0	100
Minister Professional	5,943	8,213
Ministry Assistant Prof	632	1,200
Ordination	0	500
<b>Total 14-Ministry</b>	<b>6,575</b>	<b>11,460</b>



# Budget vs. Actual

04/08/16

	Actual Aug 2015 - Mar 2016	Annual Budget Aug 2015 - July 2016
<b>15-Lifespan Faith Explor (RE)</b>		
child safety policy	586	400
DRE professional	1,598	1,750
Lifespan Faith Expl class	0	100
OWL/Coming of Age	0	300
special events	569	300
supplies	628	1,300
training-teachers	82	350
Youth Advisor expense	0	300
Youth GA	0	800
Youth Group	320	500
<b>Total 15-Lifespan Faith Explor</b>	<b>3,784</b>	<b>6,100</b>
<b>16-Building &amp; Grounds</b>		
electric	4,423	7,400
equipment-b&g	383	1,000
heat	6,531	11,000
maint - special projects	395	900
maint & repairs-b&g		
electrical	38	0
fire & emerg. lights	1,756	0
floors	1,400	0
grounds	19,943	0
maint & repairs-Other	627	16,000
<b>Total maint &amp; repairs-b&amp;g</b>	<b>23,763</b>	<b>16,000</b>
snow plowing	2,840	5,000
supply-b&g	2,771	3,900
trash disposal	743	1,050
water / sewer	1,045	2,100
<b>Total 16-Building &amp; Grounds</b>	<b>42,896</b>	<b>48,350</b>
<b>17 - Dues</b>		
Interfaith Council	175	175
NNED Dist Dues	4,047	5,396
UUA Fair Share	12,000	12,000
<b>Total 17 - Dues</b>	<b>16,222</b>	<b>17,571</b>

\$17,200 off-budget tree removal offset by  
withdrawal from endowment authorized at  
0 2015 Annual Meeting

# Budget vs. Actual

04/08/16

	Actual Aug 2015 - Mar 2016	Annual Budget Aug 2015 - July 2016
<b>18 - Music &amp; Worship</b>		
audiovisual	189	250
Christmas Eve musician	200	200
conferences, dues	120	200
guest musicians	0	500
guest pulpit	350	1,000
instrument maintenance	260	600
sheet music	969	1,000
summer accompanists	500	1,200
supplies & sanctuary	642	900
Taize expenses	228	190
<b>Total 18 - Music &amp; Worship</b>	<b>3,458</b>	<b>6,040</b>
<b>19 - Board of Trustees</b>		
Leadership Development	800	2,800
<b>Total 19 - Board of Trustees</b>	<b>800</b>	<b>2,800</b>
<b>20 - Outreach</b>		
Community Service	379	500
Friends of Refugees	1,127	800
Giveaway Garden	0	300
Homelessness	1,422	1,000
Outreach - Other	0	700
<b>Total 20 - Outreach</b>	<b>2,928</b>	<b>3,300</b>
Caring Network	0	400
Conflict Resolution	0	500
Contemplative Practices	775	0
Covenant Groups/Small Grp M	0	100
Family Ministry Committee	841	1,500
Fellowship/Social Hour	899	1,600
Library	216	300
Membership	216	600
Merchandise sales	1,304	1,000
Pastoral Care	21	50
Stewardship	93	800
Ways & Means expense	11,478	2,300
<b>Total Expense</b>	<b>293,812</b>	<b>407,736</b>
<b>NET PROFIT OR LOSS</b>	<b>26,037</b>	<b>1</b>

## Fundraising and Pledge Program

*Ruth Axelrod, with input from Fran Philippe and Lorraine Ellis*

The Greens and Artisan Fair, held on December 13th, was led by Fran Philippe. Hand-decorated wreaths and swags are always the biggest money-maker of the event, and decorating them was a two-day social event, involving sixteen volunteers. A dozen artisans rented tables and sold their crafts in Fellowship Hall. The holiday boutique, cookie-walk, bake sale, raffle, plant sale, kitchen-window, UU café and 26 volunteers combined to earn \$3200 for the Church.

This year's annual auction was postponed from October to March due to a lack of volunteer leadership. Last year's experiment of holding part of the auction online was a success and enabled the participation of people who could not make it to the event, so Committee Chair Ruth Axelrod continued it this year on eFlea, a full-service Canadian online auction system that is available free for nonprofit organizations. The auction event on March 12th included both silent and live auctions, as well as a lot of fun and fellowship over appetizers and supper. One new feature was "Fund a Church Need," which successfully raised \$2,624 for additional large print hymnals, batteries for headsets, and cameras and electronic door locks to increase security. Overall, the auction earned more than \$9,200.

In January, Lorraine Ellis, Angela Shepherd and Erin Stewart experimented with a new fundraiser, a raffle with \$20 tickets and a \$10,000 prize for the winner. Church members and friends purchased tickets for themselves and sold them to their friends, neighbors, co-workers and family. The gross revenue was \$15,200 of which the church retained \$5,200.

In April, we are holding a Celebration Sunday, "All hands on deck!" to welcome new members, pledge, share lunch, with a cookout, bouncy house and games for kids, and then share in Spring Grounds Clean-Up. We are aiming for an overall 3% pledge increase.

The final major fundraising event of the year, the Plant and Yard Sale is scheduled for May 14th. Both donated commercial seedlings and plants from church members' gardens are sold to the general public, as are donated goods in the Yard Sale.





## **Finance Committee**

*Jack Wakelin, Chair*

The Finance Committee is currently composed of John Warner (Treasurer), Karen Mayo (Assistant Treasurer), Fran Philippe (Assistant Treasurer), David Feltus, Lee Leppanen, Ruth Axelrod, Lea Smith (church administrator) and Jack Wakelin.

As of March 31, 2016, a balanced budget is projected for the end of church year 2015-2016. The winter of 2015-2016 was relatively mild so did not result in excessive heating and snow removal expenses. Extensive staff realignments during the period August 2015 through March 31, 2016 required a Special Congregational Meeting in January 2016 to realign the budget programs and maintain a balanced budget.

Beginning in March, 2016, several members of the Finance Committee (Ruth Axelrod, John Warner, Lea Smith and Jack Wakelin) began serving on the Sabbatical Leadership Team, one of whose tasks is to manage the financial aspects of the sabbatical.

## **Custodian of Trust Funds**

*Jack Wakelin*

The balance in the Endowment as of March 31, 2015 was \$1,867,824 and was \$1,672,437 on March 31, 2016. Therefore, the fund balance was reduced by 10% during last reporting year. The 10% reduction this last year coupled with a 5% reduction from the previous year resulted in a 15% loss in the value of the Trust Fund in the last two years. These reductions will reduce the amount of the 4% support for the budget in future years.

In addition to the 4% of the Endowment withdrawn to support the budget in the last year, an additional \$10,000 was withdrawn in April, 2015 to cover a budget shortfall due partially to the severe winter weather's impact on the heating and snow removal expenses for the winter of 2014-15. Also, \$10,803 was withdrawn in July 2015 to cover a shortfall in pledges.

Additionally in May, 2015 the congregation authorized a withdrawal of \$17,200 for the removal of trees that either threatened the building or were diseased. This work was carried out in early 2016 and the money withdrawn from the Endowment.

The monthly loan repayment (\$6,692) to Eastern (formally Centrix) Bank for the Greener Building Project (GBP) continues and resulted in a total of \$ 80,301 in loan repayments during the period of this report.

Harvest Capital of Concord continues to manage the Endowment following the socially responsible investing guidelines established by the congregation and monitored by our Trust Funds Committee (see their report below). The funds are located with Charles Schwab Institutional.

The Memorial Garden Endowment is invested through Fidelity in a mutual fund. This year, the fund balance has essentially remained steady at approximately \$24,500.

## **Trust Funds Committee**

*Rob Flesichman, Chair*

The Trust Fund Committee continues to focus on the responsible management of the Church's investments. The Endowment ended 2015 with a balance of approximately \$1.73 million. The increased draw due to loan interest from capital improvements and market performance have caused the balance to decline by approximately \$125,000 in 2015.

We look forward to 2016 as a year where we can increase our use of "Socially Responsible" funds which have, so far, performed well versus their "regular" counterparts.

Due to eventual market draw-downs, the committee stresses that it is more important than ever to minimize the annual draw from the Endowment. As always, we welcome interest and questions from church members.

## **Properties Reports**

Our property benefits from several committees or individuals who are responsible for various areas of the building or grounds. These include:

- Building and Grounds Maintenance Committee (see below)
- Cheryl Bourassa, chair of UU Friends of Refugees, coordinates the vegetable gardens on the front lawn. Plots are offered free of charge to refugee families, or for a small fee to congregants (to cover the cost of water.) Gardeners are expected to use organic methods. At publication date, the plans for this summer and the future are uncertain due to the possible installation of solar panels.
- Fran Philippe coordinates our Adopt-a-Spot program which allows congregants to sign up to provide tender loving care for small areas, mostly in areas of ornamental plantings.
- The Memorial Garden Committee is in charge of the wooded area behind the church and the columbarium. This area has lovely plantings of native shrubs and perennials. The Memorial Garden has its own small trust fund and hires a professional landscaper for maintenance. Chris Rueggeberg chairs this committee.
- The playground and perennial gardens near it are owned and maintained by our tenant, Emerson Pre-school.
- A Building and Grounds Vision Committee charter was written last year, to form a group interested in looking at the big picture of how our building and grounds can serve our mission, and for long-term planning. This committee has not been populated yet; if you're interested, please contact Administrator Lea Smith.

### **Building and Grounds Maintenance Committee**

**Christy Dolat Bartlett, Committee member**

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.

This year, the committee has not met on regularly for lack of leadership. There is a “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.

Twice a year, in the fall & spring, a “clean up” day is held and we ask all members of the church community to volunteer to do physical labor to rake, sweep, and maintain the outside of the building and grounds.

The larger task is to manage the woodlot. An estimated 60 ash trees infested by the Emerald Ash Borer have been removed where they were judged to endanger those using the playground. In addition, about 13 large pine trees that were near the back of the building and judged to cause risk of damaging the building were removed. Thanks to Bob Lyon who has agreed to take on the job of “woodlot steward” for the near future.

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.



## **Building Use Committee**

***Lea Smith, Congregational Administrator***

The Building Use Committee is charged with oversight of non-church building use (rentals, support groups, Peace Site use, etc.) The committee met just once this year, to respond to a church member's request for a change in policy about fundraisers for outside groups. The committee decided that the current policy was adequate: a church group wishing to offer a fundraiser for an outside group is still asked to make a space use donation, either from the fundraiser's income or from a committee's budget.

While last year's Annual Report noted that the committee would soon meet to discuss possible revision to the Building Use Policy to reflect the church's mission and vision, that revision has not happened.

## **Parking Committee (ad hoc)**

***Lea Smith, Congregational Administrator***

A Parking Committee formed in 2013 to consider a proposal from Concord Ortho to expand parking. The committee membership changed over the two years that it was active, and the following people were on the committee for some or all of the time: Peter Bartlett served as chair, with John Warner, David Howe, Beth Klemann, Lea Smith, Craig Whitson and Rev. Michael Leuchtenberger. In April 2014, COPA initially offered to buy some or all of our back property. After lengthy discussions with the congregation, it was decided that now is not the time to consider a sale. Negotiations then moved to the possibility for COPA to expand parking on church land with lease revenue to the church. Many months were spent negotiating where and how an additional parking lot could be built. COPA had conceptual plans drawn up, which included a parking lot to the northwest of our current lot, in area that is currently wooded. On May 31, 2015, a congregational forum was held, and a survey taken, to discern the congregation's wishes about moving forward on this extensive parking lot expansion. The expansion would have been paid for by COPA initially, following which COPA would pay rental fees at a reduced rate until the construction was paid back. The survey showed that of the 140 responses, 87% supported moving forward, so we let COPA know we would be interested in a letter of intent for a parking lot expansion.

At a meeting on July 21, Carl Moskey, and Peter Noordsij from COPA presented a new proposal to Michael and Peter. They prefaced the proposal by saying that the COPA Board was not ready to enter into a long-term commitment involving major construction, without the permanency of a land sale, at this time. Instead, COPA offered to lease 45 existing spaces at \$50 per space, to add access between the two lots, and to purchase an easement to build a bridge so that they could access the Concord Hospital Garage. While consulting with the City of Concord about the property tax ramifications of such a proposal, Peter learned, and shared with COPA, that any structural changes to the lots could be problematic in that both our organizations' lots would not be deemed adequate under current code, but are grandfathered in until we make changes. Thus the small structural changes that COPA proposed might trigger significant additional changes. Therefore, COPA decided not to move forward with any renovations or additions. Instead negotiations ensued which resulted in a lease, effective in January 2016, for 20 spaces at \$50 per space per month. In early March, 2016, COPA approached us to re-open negotiations for additional spaces, and to buy an easement for a small piece of land, and Rev. Leuchtenberger is working with COPA on that negotiation at publication date.

# Solar Panel Committee

*Trudy Mott-Smith, Chair*

Members of the congregation wishing to promote sustainability gathered to form the Solar Panel Committee in the summer of 2015. Andy Duncan introduced the committee to the manifold ways we could harness solar power, potentially involving other individuals and communities as well as the church. The committee chose as its main goal the provision of solar power for the church and, as secondary goals, inviting others served by Unitil to join us in net metering and educating the wider community about solar power.

During the fall the committee met with representatives from ReVision Energy and Milhouse Enterprises, both New Hampshire solar companies, who explained net metering and State incentives, and described their respective offerings, including the construction and layout of panel arrays and potential financing programs.

The committee's excitement upon learning that the building's extensive roof had the potential to produce enough power for us to share with others evaporated when a professional examination of the roof showed that it could not meet current code requirements for the weight of a solar array and snow. The committee chose not to locate the array behind the building because doing so would require clear-cutting the hill and increase the cost of the project. It rejected an off-site array because some of the project's financial benefit would have to be shared with the owner of the site.

Requests for proposals were sent to seven solar companies; three replied. The committee preferred the cost and the proposed array layout submitted by Norwich Technologies. The firm's representatives met with the committee at the church building and have been helpful and easy to work with from the beginning.

The committee determined that the project, including some electrical repairs needed whether or not a solar array is built, will cost about \$100,000. It considered a variety of financing methods used by other non-profit organizations, and decided upon congregational donations, augmented if necessary by low-interest loans.

The congregation approved the project 50-7, with two abstentions, on March 20, 2016. The Board of Trustees authorized its Chair to sign a contract with Norwich Technologies on April 3, 2016. The contract allows the church to terminate its obligations to Norwich Technologies if certain conditions necessary to the undertaking can not be met. Among these conditions are a City of Concord variance allowing the array to be on the front lawn; City approval of the project site plan; a net metering connection with Unitil; assurance of rebates from the NH Public Utilities Commission; and our ability to raise the necessary funds.

Solar Panel Committee members include Patricia Bass, Joanne Davis, Dick de Seve, Andy Duncan, Sue Hale-de Seve, Kitty Hok, Michael Leuchtenberger, John Warner, Jessie Webb, Bob Williams and Chair Trudy Mott-Smith



## ***Unitarian Universalist Church of Concord***

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## ***Ends Statements***

### **Connecting in Love & Service**

Our congregants create and experience authentic connection.

Congregants give and receive care and support in times of joy, sorrow, and transition.

Our greater community is enriched by our congregation's passion for music.

We have a broad circle of effective leaders who have the resources to complete their work in service to our mission.

Our congregation benefits from the exchange of wisdom across the generations.

### **Growing Spiritually**

Our rich and diverse worship and religious life nurtures, challenges and inspires us to lifelong learning, growth, and transformation.

We are grounded in our Unitarian Universalist faith tradition and pass those values to the next generation.

### **Transforming Ourselves & the World**

We are visible leaders in the greater Concord area as we live our Unitarian Universalist values.

Our outreach ministries have a noticeable impact in the larger community.

We are full and active participants in the work of both the Greater Concord Faith Community and the larger Unitarian Universalist community.