

# Annual Report

(April 1, 2012—March 31, 2013)

## Unitarian Universalist Church of Concord



*Connecting in Love and Service  
Growing Spiritually  
Transforming Ourselves and the World*

**The Annual Report is dedicated to  
some special volunteers honored in 2012:**

**Unsung Hero of the Year:**

*Trudy Mott-Smith*

**Outstanding Volunteer of the Year:**

*Bob Gabrielli*

**Lifetime Volunteer of the Year:**

*Sue Koerber*

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# **WARRANT FOR ANNUAL MEETING**

***Sunday, May 19, 2013***

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 19, 2013 in Fellowship Hall immediately following the regular church services to consider and act upon the following articles:

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

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

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

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

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

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

ARTICLE 5        To authorize an additional withdrawal from the endowment to cover a potential budget deficit in fiscal year 2012-13 due to a shortfall in pledges, the amount to be determined shortly before Annual Meeting. At the time of Warrant publication, it was unclear if an additional withdrawal will be necessary. If it is not, the Article will be eliminated at Annual Meeting.

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

ARTICLE 6        To receive and accept the reports of the Minister, Prudential Committee, staff, committees and church-affiliated groups.

ARTICLE 7        To act upon such additional business as may appropriately be brought before the meeting.



Lorraine Ellis, Chair

Prudential Committee

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

	A	B	C	D	E	F
1	Proposed Budget Church Year 2013-14					
2				2012-13 Budget	2012-13 Projected Actual (calculated on 3/31/2013)	2013-14 Proposed Budget
3	Income					
4		Couch Trust		17,000	17,043	17,000
5		Downing Trust		2,000	2,000	2,000
6		Endowment-budget		67,500	67,500	63,557
7		Fernald Trust		3,000	3,500	3,500
8		Growth investment		10,000	10,000	7,000
9		Interest		20	10	10
10		Misc Income - designated		0	1,458	0
11		Miscellaneous		600	11,800	1,000
12		Plate & Gift		7,500	6,500	7,500
13		Pledges				
14		Previous year pledges		0	9,576	0
15		Pledges from current pledgers*		266,029	244,000	266,950
16		Anticipated growth*		5,000	0	5,000
17		Total pledge		271,029	253,576	271,950
18		Rentals		30,000	28,000	32,000
19		Taize offering		900	600	600
20		Music Fundraiser		0	0	1,000
21		Ways & Means-Fundraisers		19,800	22,500	21,000
22	Total Income			429,349	424,487	428,117
23		* in recording actual pledges received, "current" and "anticipated" are combined				
24						
25						
26	Expenses	Program				
27		Facilities		123,823	130,960	112,926
28		Ministerial		120,449	122,040	122,224
29		Music & Worship		49,410	46,960	49,156
30		Religious Education		40,762	40,557	41,010
31		Administrative		38,197	33,661	40,744
32		Fellowship & Misc Programs		17,551	17,497	19,708
33		Outreach		7,600	7,628	7,901
34		Rentals		10,227	9,268	11,741
35		Interfaith and Denominational		14,782	14,782	17,341
36		Family Ministry & Nursery		6,544	5,210	5,359
37	Total Expenses**			429,349	428,563	428,117
38		** totals not exact due to rounding				

## Minutes of Annual Meeting, May 18, 2012

Prior to the meeting, Lizzie Fetter read the minutes of the Religious Education Annual Meeting. Because not all of the children were able to participate in this year's Social Action project at Live and Let Live Farm, the children voted to explore other projects such as visiting Havenwood or Riverbend to sing, help refugee children learn English by helping with homework or reading with them, start a Kids' Caring Network for children who are sick or in the hospital, and continue working at Live and Let Live Farm.

The meeting was called to order at 12:17 pm by Moderator John Tobin. It was determined that the members in attendance exceeded the minimum necessary for a quorum.

The following articles were proposed and voted on by the members of the Society in attendance.

**Article 1.** To elect a Clerk Pro Tempore to record the minutes of this meeting. Barbara Keshen moved that Edie Daigle be elected Clerk Pro Tempore. Fred Creed seconded. The motion carried.

**Article 2.** To receive and accept the minutes of the 2011 Annual Meeting.

Fred Creed moved to accept the minutes as printed in the 2011-12 Annual Report. Amy Wright seconded. The motion carried.

John Warner, Chair of the Prudential Committee (Pru), introduced the next article with a presentation including ideas about how to be a great church. He gave a review of the year's work of the Pru and its plans for the coming year.

**Article 3.** To reduce the number of Prudential Committee members to six by amending the bylaws as follows (*italic font denotes additions*):

Article VI, Section 1: "The Prudential Committee shall consist of ~~nine~~ *six* Society members, ~~three~~ *two* of whom shall be elected at each Annual Meeting of the Society to serve for a term of three years (and until their successors shall be elected), and the Treasurer, who shall also be a voting member of the Prudential Committee.

Article VI, Section 6: "At any meeting of the Prudential committee ~~six~~ *five* members shall constitute a quorum for the transaction of business.

John Warner spoke for the passage of this article. It had the unanimous support of the Prudential Committee members. John presented three reasons for reducing the number of members on the Pru. It would enable the work of the Pru to get done more efficiently, it supports the direction of governance change supported by the UUA, and it would free up church leadership for other important long range leadership tasks.

The article was moved by John Warner and seconded by Tom Herbert. Discussion of the article included concerns about the Pru being less representative of the diversity of the congregation, whether or not there would be enough members at every meeting, the difficulty of recruiting people to serve on the Pru, and the danger of a loss of continuity. Supporters of the article cited the benefits of the smaller size for completing work more efficiently, fewer members to recruit each year, and confidence in the process leading to this article. Wayne Frey called the question. Amy Wright seconded. The motion carried.

The vote on Article 3 carried with the required 2/3 majority.

**Article 4:** To receive and act upon the report of the Nominating Committee and elect Officers of the Society.

Moved by Barbara Keshen and seconded by Tom Herbert. Patty Bass asked to be reminded of the make-up of the Prudential Committee for next year with the reduced numbers. Lorraine Ellis responded: Lorraine Ellis, Valerie Hall, Marianne Fleischman, Betsy Peabody, Craig Whitson, Karen Ryan, and Ken Koerber, Treasurer. The article was passed with no discussion.

**Article 5:** to change the legal name of the church to Unitarian Universalist Church of Concord. This includes the following (*italic font denotes additions*):

**A** To amend the bylaws as follows:

Article 1, Name and Mission: “The name of the ~~society Church~~ shall be ~~The Second Congregational Society in Concord (Unitarian-Universalist)~~ commonly called the *Unitarian Universalist Church of Concord*. *The church was originally founded in 1827 as The Second Congregational Society in Concord (Unitarian-Universalist) and any external references to the Second Congregational Society shall be understood to apply to the Unitarian Universalist Church of Concord.*” The bylaws will be further amended so that the new name is reflected throughout the bylaws, and so Article II reflects the creation of a modified seal incorporating the new name.

**B** To amend Article 1 of the Articles of Agreement filed with the State of New Hampshire to read as follows: “The name of the corporation shall be: ~~The Second Congregational Society in Concord (Unitarian-Universalist)~~ *Unitarian Universalist Church of Concord.*”

Moved by John Warner, seconded by Tom Herbert. John explained that daily transactions use the name Unitarian Universalist Church and that it is the more memorable one. “Church” reflects the religious aspect. Having the two names in use causes problems with differences in wills, checks, etc.

Wayne Frey was concerned that there might be another UU Church of Concord somewhere. John responded that the city and state are on all documents. Peter Bartlett moved to amend Section A to strike the original name of Unitarian Universalist because historically it was not UU in 1827. Seconded by Betty Eberhart. Trudy Mott-Smith said that the name being changed is currently Unitarian Universalist, which needs to be referenced in the name change, and Lea Smith agreed. The Bartlett amendment passed.

Discussion returned to the name change: Fran Philippe observed that people outside the church don’t identify us as a church because of the name. Kitty Hok moved to add New Hampshire to the new name. Sarah-Elizabeth Whitcomb determined that in an internet search of the name without NH, ours came out as the first of four in the list. Peggy Herbert reminded us that we all refer to us as UU without the NH. The Hok amendment failed. Cathie Creed called the question and Amy Wright seconded. The motion carried. Article 4 passed with the required 2/3 majority.

**Article 6.** To amend Article VIII of the bylaws as follows (*italic font denotes additions*):

“At each Annual Meeting the Prudential Committee shall submit an operating budget for the coming fiscal year. The budget shall be adopted by a simple majority of the voting members present at the meeting. Once the budget has been adopted, the Prudential Committee may authorize and expend the funds budgeted. Upon consultation with the Finance Committee the Prudential committee *or the Minister* may reallocate funds as long as the total annual reallocation does not exceed 10% of the total approved budget. All other budget changes must be submitted to a meeting of the society’s members.”

Moved by Ken Koerber and seconded by Fred Creed. Ken Koerber spoke to the article, saying that Rev. Michael Leuchtenberger needs flexibility on matters in which the Prudential Committee doesn’t need to be involved. They only meet once a month, but he is here every day. Wendy Bennett asked if this means Michael or the Pru can move up to \$40,000? Ken explained that this is intended for smaller amounts, not the bottom line. Patty Bass said that requesting expenses of such large amounts is not in the Minister’s job description. There needs to be a balance of power. The Minister is leader, but also an employee. We need to protect against the Minister wanting too much power. Ken responded that the Minister is under the supervision of the Pru. This doesn’t mean changing the bottom line, just moving amounts around.

Amy Wright moved to amend the total reallocation to 3% with full Pru approval. When reminded that the Annual Meeting approves the budget, the motion was withdrawn. Cathie Creed agreed with Patty that Michael is fine, but the next minister might not be concerned with finances. It will require another 2/3 vote to undo this change

to the bylaws. Fred Creed said that the law states the Pru can move any amount unless restricted in the bylaws. Ken thought we should assume that any minister hired by the congregation would also have the best interests of the congregation in mind. Lee Leppanen stated that adding the Minister would actually achieve a greater balance of power. David Brown said that any idea should be "sold" through the Pru. John Warner wondered if there really is fear and mistrust in this congregation. Michael brings everything to Pru. There have been problems with him having to go to the Pru for every little thing. This change would involve parts of budget for which he has responsibility. In the future, the Pru will have further clarified the rules. Wayne Frey supported the article and felt it was time to move ahead and take a risk. The Pru only meets once a month and Michael needs to be able to deal with things that come up in between meetings. Greg Terkow asked if the limit is 10% per budget line. Ken stated no, the bottom line. Bobbie Herron asked to clarify if Pru would still be aware of movements of money. Ken answered yes. Jack Wakelin added the need for flexibility. He feels there are enough safeguards. Fred Creed called the question and Dick deSeve seconded. The motion carried. The vote on Article 6 passed.

**Article 7.** To adopt a budget for the 2012-2013 church year.

Ken Koerber presented an overview of the budget process. The stewardship campaign was \$22,000 below the planned budget. This was not a problem because committees don't always spend everything allocated, projects don't get completed, etc. The budget was presented in a new format due to requests from people to see where the money actually goes. Article 7 was moved by Ken Koerber and seconded by Fran Philippe. Jane Brown questioned the tiny figure for the Minister's Discretionary Fund. Perhaps this is made up by the community plate? Were those figures included? Ken responded that Michael gets lots of donations throughout the year. Cathie Creed asked if the Director of Religious Education would be full time. Lea Smith explained that it will be 27 hours per week for 45 weeks. Wayne Frey questioned the differences in lines 10 & 12. Ken explained that it represents line 11, which is based on the anticipation of new members joining and making pledges. Sue Koerber asked that the contributions of the Ways and Means committee be acknowledged. Ken added the Gilbert and Sullivan production, too. Susan Feltus wondered if the projections for 2012-13 were optimistic? Lea stated that all are realistic except line 12. Pledges are really hard to project. Article 7 was voted on and passed.

**Article 8.** To receive and accept the reports of the Minister, Prudential Committee, staff, committees and church-affiliated groups. Moved by Dick deSeve and seconded by Fred Creed. There was no discussion. Article 8 was passed.

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

Patty Bass asked that the Pru provide more food at next year's meeting.

Ken Koerber discussed the building renovations. There is a large amount of wasted closet space in the balcony. CJ Landsman's design will add 51 seats in that area. An energy audit is being evaluated. It looks like a low cost right now. If the renovation could be planned, it would come before congregation.

Trudy Mott-Smith asked if there is any way to improve visibility of screen. Ken explained that Michael is working on a new set-up. Deb Bruss asked if the building renovations would be looking at windows and insulation. Ken explained yes, and overall energy usage. Energy use is currently \$18,000/year, and saving 50% would only be \$9000 in savings, so there would be a long payback time on any changes.

Dessert was served and a short video on Policy Governance was shown.

Wayne Frey moved to adjourn and Trudy Mott-Smith seconded. The motion carried.

*Respectfully submitted, Edie Daigle, Clerk*

## Minutes of Special Congregational Meeting, July 22, 2012

Lorraine Ellis, Chair of the Prudential Committee, began the meeting with a conversation about how neither John Tobin, our moderator, nor Edie Daigle, our clerk, are available today. She explained how her first order of business would be to have the members elect a moderator pro-tem and a clerk pro-tem.

She called the meeting to order at 11:10 a.m. and nominated Bill Allen as Moderator pro-tem, and Karen Mayo as clerk pro-tem. Chris Soule seconded the motion, and having no discussion, a voice vote was taken. All were in favor, and the motion carried.

Lorraine Ellis explained that a special summer meeting has been called to vote on a time-sensitive building remodel. She asked David Feltus to speak to the issue. Sometime during his presentation, she announced that we had a quorum present, with 72 members in attendance.

David Feltus gave a presentation. He explained that he is on the Buildings and Grounds Committee and on the Finance Committee. Those 2 committees formed a combined committee to manage the project we are voting on today, and he is the Chair of the combined committee.

He explained that our church is dealing with significant building maintenance problems: the heating system is in dire trouble—because of its age it needs lots of maintenance, breaks down frequently, and furnace parts are hard to get, take a long time to come in, and do not last. The building also has lots of heat loss, especially with the windows, which are single pane with metal frames – perfect conductors of cold! Since these problems have been ongoing, the B&G (Buildings and Grounds) Committee had an energy audit done, which fully described these multiple problems. A couple of months ago, the Better Buildings Program, run by the Community Development Finance Authority (CDFA), came to the B&G Committee's attention.

Veronica Collins from the CDFA was introduced. She explained that we are eligible for a Grant of 25% of total cost, and the Better Buildings Program will also pay 50% of the interest over the life of the project AND will provide all of the expertise.

Dave Feltus continued. We don't have exact costs yet—once the engineering and architectural plans are done, total costs can be calculated. And we expect to finance this project in three ways: a 10-year loan, fundraising, and the endowment. Because the construction HAS TO BE finished by March 2013, we MUST get this thing started; hence, the unusual summer meeting.

Dave Feltus explained the steps already taken by the combined committee: They sent out a request for proposal (RFP) for the design of the project. And they hired Integrated Design Energy Associates (IDEA), a subsidiary of Bruss Construction, to be the designers of this project. They brought in Peterson Engineering, for the Engineering and Stewart White, from Norwich Vermont, for the Architectural designs. These folks will be developing the plans over the next few weeks. Each of these firms has a great reputation and has done numerous big, well-known projects in the area.

GDS Associates will be the project managers, hired by Veronica Collins. And the person who did our energy audit, Margaret Dillon, was hired by us to oversee our interests.

Once the designs are completed, a final price will be calculated, and a building contractor will be hired by August. If this vote passes, we will have a BUSY fall with some discomfort.

A bank loan has already been committed to by one bank and we expect to hear from another bank this week. In terms of communications – the combined committee will give regular status reports in Parish Notes, it will have a regular Monday meeting at 8:30 a.m. in which everyone is welcome (especially experienced folks!), and the library has a white binder filled with the important documents, for all to peruse.

Dave Feltus opened the floor to questions.

D Swan asked about any major changes to our original structure- especially in regards to windows?

Dave Feltus replied that we'll add airlocks to 3 main entrances. Veronica Collins also added that we have to go through a Historic Preservation review, so they will make sure building retains its historic character.

Lorna Landry asked if there will be any upgrade of the kitchen? Dave Feltus replied No—that would be a separate project.

Beth Corcoran asked what the monthly mortgage will be? Dave Feltus answered that the ANNUAL cost will be roughly \$60,000 and that we will generate a \$6-8,000 savings over our existing budgeted costs for heat and maintenance.

Kitty Hok was confused about what Bruss is doing? Dave Feltus stated that Bruss' subsidiary is doing the design, but construction phase has not been decided yet.

Tom O'Brien asked if we are having a discussion of a motion that has not been made yet? YES—and asked are we planning on tapping into endowment for the whole cost? Or are we going to use the endowment for collateral only, and raise all other money outside of it? Dave Feltus answered that that is the big question. He said that we need to be realistic; we must expect not to be able to raise all of the money needed, but to use the endowment for some of it.

Rob Fleischman introduced himself as the Chair of the Endowment Committee. He stated that the endowment balance is about \$1.75 million. We draw about 4% to cover operating expenses, and currently, the asset mix is set to produce about \$40-50,000 in cash dividends and interest annually. We'll need to rebalance our assets to produce the cash we'll need, once we know how much we'll need. We can handle this, reasonably—ONLY if our annual draw continues to be responsible.

Dave Feltus gave the microphone back to Bill Allen, who read the motion: to authorize the withdrawal from the endowment of up to \$500,000 to pay loan principle and interest over the next ten years for building improvements. Christy Bartlett moved the motion, and Scott Mayo seconded the motion. Bill Allen asked if there was any more formal discussion?

Jack Wakelin introduced himself as the Chair of the Finance Committee. He stated that he has been here for 12-13 years, looking at church finances, and that this is a great opportunity that may not come again. We are in a position to take advantage. In regards to Rob Fleischman's warning—over the last 4-5 years, we have maintained the 4% draw, but we will have to do more in future years because we will have 4% of a smaller number. (The balance of the endowment will be smaller from our use of some of it for this project.) So we will need our membership to give more to the operations while the endowment covers our capital expenses. And we'll have to continue to attract new members. He fully supports this project, but wants people to know we have to do more monetarily in the future.

Jim Shepard asked if the article says that the endowment is the backstop to whatever we don't raise on our own? In other words, is that the most the endowment will be responsible for? Dave Feltus answered YES.

Fred Creed is gravely concerned about this process—our church has always supported the separation of church and state—and this project violates it tremendously. He says that we have the money in the endowment; we should use our own money, not government money.

John Warner wants to highlight our unique environment now. Interest rates are the lowest they have been in 50 years. Various groups have been discussing how we can take advantage of that, given our endowment collateral position. Many committees have talked about doing projects that give us positive payback.

Someone asked Veronica Collins a question about how many other churches have taken advantage of this program? She answered that one other church; she stated that she has a limited amount of money, and that very few projects meet the criteria. Only five projects were chosen—and she reminded us that it includes a 25% grant for the cost of the project—for us that dollar amount is about \$150,000.

Sarah Elizabeth Whitcomb asked what happens when we need more space? What happens when we grow and then we are stuck with a building that is too small? What about storage? Dave Feltus replied that there is no neat answer—but if we wait until we grow, we are in trouble. We have lots of risk right now with the status of the systems in place, and the conditions are great right now for us to do this project.

Lorraine Ellis stated that we also must recognize that if we spend money on a new heating system, we also have to spend money to KEEP the heat in the building—the windows and insulation part of the project go hand in hand with the heating system upgrade.

Dave Feltus stated that in the design, we will include a PROVISION for air conditioning in the sanctuary, so the groundwork will be laid. AC is not part of the project, but in the future it will be easier to install.

Craig Whitson said that often projects cost more than expected, so what are the contingency plans if that happens here? Will we come back to the well? What is the probability of it happening?

Veronica Collins replied that Craig's comments were very accurate—few big projects come in on-budget. Her job is to make the project fit! Early on, she will keep track of projected costs and try to scale back. They might become more selective in the windows, etc. This is stimulus money—if it's not spent, it will go back to the federal government. There will probably not be much money after this coming from the government; this is a unique opportunity. She stated that this project is a complicated project, so if we don't get the money, another of the 40 applicants will benefit. She's not afraid to make cuts—it is her job—to get the project in on budget and on time.

Dave Feltus added that the combined committee has already padded our estimate because we expect the unexpected.

Barbara Keshen asked if someone could explain the criteria that was used to determine who got the grants?

Veronica Collins explained: 1. An energy audit had to be already completed; 2. The organization had to have financial stability (the ability to qualify for a bank loan); 3. Energy savings had to be at least 15% and 4. The project had to be ready to go on the organization's end. Since many of our UU committees were already thinking and working on these issues, we were golden here! Also, the timeline has to work.

Christy Bartlett explained that B&G gets asked to do a lot of things—they have a monthly task list that never shortens—replacing tiles, windows, cushions. They always have to prioritize, and other things have been “BUMPED” recently since the heating is always a priority, and it has been so inconsistent in the last few years. She said that Andy Duncan told us about this program.

Lee Leppanen made a motion to call the question. And Wayne Frye seconded. A vote by raised hands passed the motion.

Bill Allen read the motion again, and then asked for a hand vote. All but Fred Creed voted in favor of motion.

Chris Soule made a motion to adjourn the meeting and Rick Mitchell seconded—all voted, and the meeting adjourned at 11:45 a.m.

*Submitted by Karen Mayo*

## Minutes of Special Congregational Meeting, September 30, 2012

Members present: a quorum would be 28 members, 10% of the membership. There were more than 28 members present, as determined by a show of hands.

The meeting was called to order by John Tobin, Moderator, at 12:07pm.

**Article One:** To finalize a budget and scope of work for the "Greener Building Project." *(A simple majority vote for approval by the congregation would be necessary to pass Article One.)*

Article One was moved and seconded. There followed presentations by Michael Bruss of Bruss Construction and David Feltus of the Greener Building Project Team. After a period of questions and answers, the question was called and seconded.

Article One passed on a voice vote.

**Article Two:** To authorize additional withdrawals from the endowment to pay loan principle and interest over the next ten years. The exact amount of these withdrawals will be determined under Article One. *(A 2/3 majority vote of approval by the congregation would be necessary to pass Article Two.)*

An amendment was offered to make the first sentence read "To authorize additional withdrawals of up to \$300,000 from the endowment to pay loan principle and interest over the next ten years."

The amendment was seconded and passed on a voice vote.

The amended Article Two was passed on a voice vote with the necessary 2/3 majority.

The meeting adjourned at 12:46 pm.

*Respectfully submitted,  
Edie Daigle, Clerk*

## **Nominating Committee**

*By Linda Hatchett, Chair*

The Nominating Committee consists of Gail Rueggeberg, Nancy Morse, and Linda Hatchett. The committee is responsible for choosing a slate of officers to be voted on at the annual meeting and filling any mid year vacancies.

### **Slate of Officers to be Elected at Annual Meeting on May 19, 2013**

**Moderator** (*one year term*): Anne Zinkin

**Clerk** (*one year term*): TBA

**Treasurer** (*one year term*): Valerie Hall

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

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

**Trust Fund Committee** (*four year term to end 2016*): Rick Harkness (*re-elect*)

#### **Prudential Committee:**

Lorraine Ellis for a *one year term* to end in 2014

TBA for a *three year term* to end in 2016

TBA for a *three year term* to end in 2016

## Report of the Minister



If I had to characterize the year in one word I might say it was a “building” kind of year. It was my third year in Concord and we continued to build the trust in each other so essential to the ministry we share and the ministry we envision for the future. The Futures Team completed its wonderful work engaging our entire community in building a renewed sense of purpose and helping us construct a unified vision for the difference we want to make in people’s lives.

Our mission statement now reads “Connecting in Love and Service. Growing Spiritually. Transforming Ourselves and the World.” It is short but captures the essence of why we exist. The vision that emerged has become the foundation upon which our board, the Prudential Committee, can build its work in establishing concrete goals for the next few years. These goals can now be used to hold ourselves accountable as we pursue the ministries of our church.

The goals also remind us that we cannot be the church that offers everything to all people. For our church to have a visible and meaningful impact—within us, among us, and in the world—we need to be willing to focus and prioritize our finite resources.

The Prudential Committee, under the excellent leadership of Lorraine Ellis, has done outstanding work deepening our understanding of effective governance and its relationship to the ministry of our church. With the help of consultants and a dedicated sub-committee, the board was able to take deliberate and steady steps towards policy-based governance.

I began the church year travelling to Africa, building relationships with emerging Unitarian Universalist congregations in Burundi, Rwanda, and other francophone countries in the region. We continue to build relationships with Burundis and other refugees who have settled in the Concord area. We are getting involved in the work of building a world (or at least a town) without homelessness.

We have laid the foundation to becoming a teaching congregation. Lyn Betz has been our fabulous half-time intern minister bringing with her the fresh, curious, and questioning eyes, ears, and mind of a seminary student. With her help we have built a team of pastoral care associates that will expand the reach of the pastoral care our church can provide. And our music ministry continues to “build steam” thanks to the inspiring leadership of our Director of Music Ministry, Kristofer Johnson.

Yet, more than anything else, this was a “building” kind of year because there was physical construction all around us as we began AND completed the most substantial upgrade to our church buildings in 50 years. Thanks to the Greener Building Project team, under the highly capable leadership of David Feltus, we have substantially lowered our energy footprint for years to come and proactively converted a heating system that was on life support.

Throughout all the inherent messiness and chaos of the construction, our staff team did an outstanding job of juggling schedules, space, and spirits to keep our congregation functioning and thriving week after week. Thank you Lea, Eve, Kathie, Kristin, Cheryl, Kristofer, Abby, and Lyn for your patience, your good cheer, and your willingness to work as a team. As I wrote last year: You are an inspiration and a huge part of why I love the work I get to do.

*With love, respect, and gratitude,  
Your minister, Rev. Michael Leuchtenberger*

# Report of the Prudential Committee

by Lorraine Ellis

## Policy-Based Governance

During the 2012-13 church year, the Prudential Committee continued to learn about policy-based governance, with a goal of making a formal transition by the end of the 2013-14 church year. Upon advice from the District Executive, Joe Sullivan, Pru members read a second book on the subject, *Getting Started in Policy Governance* by Caroline Oliver. We formally voted to move forward with adopting Policy-Based Governance in November. Our goal (from a brainstorming session about our philosophy of governance) is to create a governance structure that is mission-focused, transparent, democratic, fair, accountable, empowering, allows delegation, and is flexible enough to accommodate new situations and evolve when necessary.

This winter, we contracted with Unity Consulting to help us integrate our theoretical learnings with concrete next steps. As part of that contract, a consultant conducted a retreat in March, and will hold another in October 2013.

Under Policy-Based Governance, the work of the board, minister, and committees (or ministry teams) is guided by a set of policies, including “ends,” which specify what the church will do, and “means,” which guide how things will get done. The means policies are a set of reasonable limitations – in other words, the few things that the board, minister, and committees may *not* do while carrying out the church’s mission/vision. Everything else is allowed. This permission-giving structure is balanced through rigorous monitoring by the board, to ensure that the limitations are being observed. Policies can be adjusted to provide more or fewer limits, as needed. It’s a constantly evolving, “freedom within fences” model.

The Prudential Committee is grateful for the work done by the Futures Team this year in creating mission and vision statements for the church. At the March retreat we began translating those vision statements into ends policies, which will guide much of our work over the next few years. The means policies will be created during the October retreat. We expect that any changes that may be required in our by-laws will be presented to the congregation next winter and spring, for a vote at next year’s annual meeting.

At this moment we are in an awkward in-between phase. We do not yet have our limitation policies in place, nor do we have a formal monitoring structure. However, we still need to occasionally create new policies that will allow us to do the work of the church. With this in mind, in January we adopted a policy, in PBG format, to address participation in church life by known sex offenders. A first report from the Minister, for monitoring purposes, is due in June. Our thanks to Lisa Eberhart, Sherry Akers and Jeff Fetter for helping us write the policy, and providing a comprehensive set of professional recommendations to the minister for how to balance the humane treatment of offenders with the safety of our congregants and children.

## Space Needs

The Greener Building Project, which consumed a good deal of our storage space in the building, set off a prolonged and thoughtful discussion of what our space needs will be over the next few years, in light of our mission and vision. At the very least we have more staff than we’ve had in the past (including an intern minister). Our future programming, including an expanded music ministry, and our participation in the interfaith homelessness project, Family Promise, may require even more space. The rooms currently occupied by the Emerson School offer a tempting solution to the problem. However, we have a long, productive, and agreeable relationship with Emerson School, and ending that relationship would be difficult on many levels. After much conversation among ourselves and with the Emerson School, Pru decided to offer Emerson School a two-year contract this year (our usual term is three years), with the intention of informing them of our longer-term space needs and plans by January 2014. In the meantime we have worked out some limited space-sharing arrangements that will allow us to use some of their space and equipment on Sundays for religious education classes.

The city of Concord recently performed a tax reassessment of the church due to the fact that a portion of the building is rented to another entity – the Emerson School. As a result, property taxes on the building were increased this year. As part of their rental agreement for next year, Emerson School will take responsibility for the portion of next year's property tax bill that reflects their presence in our building.

### **Leap of Faith**

This year the church received an invitation to participate in the New England Leap of Faith – a recognition by District leaders that we are on the cusp of making a leap in growth. During the upcoming year, we will be mentored by a congregation that has achieved success in growth. We look forward to the experience.

### **Personnel Committee**

Following the adoption of a new Personnel Policy last May, the Pru appointed a new Personnel Committee in October.

### **Leadership Development**

At its summer retreat, the Prudential Committee identified a goal of improving our leadership development process. In April 2013 we will participate in a district-sponsored workshop to explore the concept of leadership development as a ministry in service to the church's mission. We will also investigate the idea of transitioning from a "Nominating Committee" model to a "Leadership Development Ministry" model.

This was the Pru's first year as a seven-member board, down from ten members in the past. The smaller board is clearly an advantage for keeping meetings on track while allowing everyone to have a say in all discussions. However, there are some disadvantages as well. The smaller board means that individual members must take on more responsibilities when work is delegated to members or subcommittees. We do expect that, as we complete our transition to Policy-Based Governance and begin to delegate responsibility to other entities, the need for board members to take on extra projects will diminish greatly. The other effect of a smaller board is a smaller pool of potential chairpersons. It is now clear to us that all future Pru nominees must be capable of assuming the chairmanship in their third year. It's now a 1 in 2 chance, rather than a 1 in 3 chance that they will be called upon to do so.

Pru has operated this year without a vice-chair, as none of the current members was able to take on this responsibility. In order to bridge the gap, it is expected that Lorraine Ellis will continue as chair next year.

This year's committee members were Lorraine Ellis, Marianne Fleischman, Valerie Hall, Betsy Peabody, Karen Ryan, Craig Whitson, and Ken Koerber (as Treasurer).

# Lifespan Religious Education & Enrichment Reports

## Director of Religious Education

*by Kristin Nelson*

There are 70 children and 17 youth registered for the Religious Education program. Attendance this year has fluctuated a great deal, particularly in the fall. Average attendance for the year is 27 children each Sunday. Since January it has increased significantly, up to an average of 32 children attending each week. The RE Committee is planning a parent survey this spring to ask about attendance and to evaluate programming. We are also working closely with Family Ministry to find ways to increase family and child attendance at church events, and to help new families feel welcome and find the information they need about our programs and upcoming events.

This year, our kids voted to support multiple organizations through their social action work, rather than just one. One class visited Twitchell House, a residence for mentally disabled adults, for some “reverse trick-or-treating.” They ended their visit by teaching the residents “From You I Receive” which the kids and adults sang together. Other classes have baked cupcakes for the Friendly Kitchen, made pumpkin bread for Thanksgiving baskets, and made and sold dog treats to raise money for the “A Seat for Everyone” fundraiser. The Youth Group also held a blanket drive.

Michael and I held a Chalice Lighters class for those children who want to light the chalice on Sunday mornings. They learned the history of our chalice, practiced lighting it safely, and made chalice patches that were sewn onto a beautiful new stole for the chalice lighter to wear. Thanks to Linda Williams and Ginnie Warner for designing and sewing the stole!

This year’s classes, curricula and teachers are:

**Preschool/Kindergarten:** Rainbow Seekers; Anne Laforce and Kristin Nelson, assisted by Dima Soule, Christina Kennard, Basanta Rai and Lorna Landry.

**Grades 1 & 2:** Picture Book UU and Picture Book Bible Tales; Peggy Herbert, Marjorie Wright-Golec, Janet Locatelli

**Grades 3 & 4:** Spirit of Adventure; Kath Butcher, Jessica Hatchett, Emma Chatterton

**Grades 5 & 6:** Traditions With A Wink; Betsy Peabody, Don Brueggemann, Doug Kilmister, Anne Zinkin

**Grades 7 & 8:** FALL Neighboring Faiths; Anne Dupre, Mary Brunette, Karen Mayo  
WINTER/SPRING Our Whole Lives (OWL); Gary Schroeder, Krista Rand, Rachel Vogelzang

One of the strengths of our Religious Education program is Our Whole Lives (OWL), our sexuality education program. This year we have a large and active OWL class, with 14 students. The program brought in some youth who had not attended church for a while; we are glad to have them back!

Our facilitators this year were Gary Schroeder and Krista Rand, with assistance from Rachel Vogelzang and Anne Laforce. We are blessed to have such an amazing group of instructors. Thank you for your time and dedication to the program. Also, thanks to the OWL parents for providing meals and getting kids to class every week!

## Religious Education Committee

*by Don Brueggemann, Chair*

The members of the RE Committee are Mary Babineau, Don Brueggemann (chair), Jim Shepard, Erin Stewart and Kristin Nelson (ex-officio, as Director of RE).

The RE Committee has continued to offer a variety of programs even as we refine them to maintain their relevance and expand their impact. Sunday morning classes for children from preschool through middle school have been well-attended and enriching thanks to our talented and dedicated teachers. The UUA Tapestry of Faith continues to be the backbone of our curriculum. Once a month, a Service for All Ages or a Chapel service replaces the regular morning class.

This year, about a dozen 7th and 8th graders are participating in the Our Whole Lives program in which they are exploring relationships and sexuality in a safe and spiritual context. In the next year, this group will participate in the Coming of Age program as they move towards becoming adults in the church. We now have two consecutive classes each with about a dozen youth who have gone through these programs and we are continuing to look for ways in which we can keep these often over-scheduled high-school students engaged in Youth Group and in the life of the church.

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

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

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

## Family Ministry Committee

*by Bob Gabrielli, Chair*

This was pretty much a “status quo” year for the committee as far as activities go. We continue to hold the six major events of the year: two Gourmet dinners, two Dessert and Discussions and two Bring a Friend Sundays. We also continue to monitor and support the Family Covenant Group. However, we did focus more on a transition of leadership. Co- assistant chairs, Erin Stewart and Laura Messenger, assumed more of the leadership role in preparation of becoming Co-chairs next year with Bob Gabrielli stepping down from the Chair position. We also added Jessie Webb to the committee to represent families with older children who have left the household. Jen Smith joined us as a mom of a young child. We hope to add several new members to the committee this spring.

For next year we would like to add some minor events so that there is at least one family event each month. We would also like to institute informal picnics each week during the summer.

We made a major change to Family Covenant Group this year and changed to set groups that will meet together for at least six months at a time rather than changing group membership each month. Family Covenant Group continues to grow. Our childcare program with Mallory Switaj as childcare coordinator has become quite solid.

Committee Members: Bob Gabrielli, Laura Messenger, Erin Stewart, Carin Plante, Scott Mayo, Jessie Webb, Jen Smith

## Adult Enrichment Committee

*by Bobbie Herron, Chair*

This year we have had five well-attended programs that were ongoing: weekly Yoga, Meditation, and Laughter Yoga sessions and monthly Poetry & Spirituality and Music Sharing groups. As long as attendance continues to be brisk, and the instructors are willing, we hope these programs will be with us in the coming year.

In November 2012 we enjoyed a fascinating talk called *"Soaring Past 7 Billion: Population Challenges for a Crowded World"* presented by John Seager, President and CEO of Population Connection. Although attendance was small, those present enjoyed his talk and acquired a much clearer understanding of this many-faceted global problem.

The Greener Building Project has affected activities in the church building from December through March, so the AE Committee voted to "keep it simple," and not offer any new programs until the renovation was complete.

As of this writing, we have a Fiber Frolic Day scheduled for April and two more workshops in the planning stages for the rest of the church year. We welcome any interested parties who would like to join our committee as members or part-time advisors.

Adult Enrichment Committee: Bobbie Herron, Tondy McGowan, Jim Shepard

## Music & Worship Reports

### Director of Music Ministry

by Kristofer Johnson



In response to the congregation's love and support for music, the Unitarian Universalist Church of Concord created and filled the position of Director of Music Ministry. I have been privileged to serve in this capacity since August 1 of 2012 and have enjoyed the challenge of working with our congregation to strengthen our musical offerings.

For the first time in some years, the choir has met for a weekly evening rehearsal. These Wednesday rehearsals have been a meaningful place for musical work and significant fellowship amongst singers in the congregation. At full strength, our choir has numbered 35 singers. At most worship services the choir is in the range of 22-27. In response to a need for developing musical and technical skills in our choir, I instituted weekly vocal clinics for the 30 minutes before rehearsal. A majority of the

choir has taken advantage of these opportunities to grow their skills, and the choir has made excellent growth as an ensemble to enhance worship.

The church is fortunate to enjoy the talents of pianist Abigail Charbeneau, who provides beautiful service music and so ably leads our congregational singing from the piano and organ. Abby has also played a vital role in our Wednesday rehearsals with the choir. She is an excellent colleague and a fine musician. All of the many guest instrumentalists who have played for and with Abby do so, in part, out of their deep respect and admiration for her talents.

Part of the music minister's staff time is devoted to worship planning with the Minister, Director of Religious Education, and Intern Minister. This team worked thoughtfully and collaboratively to plan, rehearse, and present meaningful worship services for the congregation. We have carefully listened to congregant feedback in an effort to be responsive to the desires and wishes of all as we made modifications to the order of service.

Taizé at Concord UU continues to offer a lovely alternative worship experience to our congregation and the wider community. I stepped in to sing, perform, and lead these services at various times throughout the year. A breadth of instrumentalists have offered of their time and talent to augment these services.

There continues to be great opportunity for growth in the music ministry of this church. As I am resigning at the end of this church year, I wish my successor and the congregation all the best as they continue their work towards the church's mission. It has been a pleasure to serve you this year, and I thank you for teaching me about the UU tradition and opening your arms to welcome me.

## Music & Worship Committee

*by Victoria Wakelin, Chair*

The Music and Worship Committee is organized with a core group of members, and a number of teams as well as ad hoc members to carry out the committee's varied functions. We would like to welcome two new members to the committee, Suzanne and Curtiss Rude. A complete list of the members of the committee is found at the end of this report.

Upon the successful completion of the search process Kristofer Johnson became our new Director of Music Ministry (DMM) on August 1, 2012. The Wednesday night voice clinic and choir practice that Kristopher initiated has enabled the choir to sing more challenging pieces throughout the year and many have remarked how enjoyable it is to have more time to learn the music and vocal techniques.

The room adjacent to the sanctuary now contains an office for the DMM and the music library. In this new space there is room for music and worship equipment such as the music library files, banners and chorale folders all in the same location. We are hoping to have two people as music librarians to assure coverage to manage the music library and return music to its proper place each Sunday.

The music team and the DMM continue to define their respective roles as to how the team may best assist the DMM. The team will continue to reflect comments made to them from the congregation that apply to the music program.

The Usher Team is increasing with the recent addition of 3 couples. Several of the Ushers have reflected that the current scheduling process is easy, allows wide choice of dates and helps them feel connected. We have updated and refined Usher Services to set a welcoming tone as people enter the sanctuary.

The Banner Team, Linda Williams, Ginnie Warner and Jean Reynolds, has been working on various special projects in addition to their usual responsibilities.

Craig Whitson, Gary Schroeder and the AV Team continue to work toward improving the sound system and performance of the listening assistance devices.

The Christmas Eve Services were very well attended. Some attendees spoke to the Christmas Eve Team and commented on the schedule of the two services; 5:00 pm and 10:00 pm, and the schedule of the choir. These comments will be reviewed during the planning for Christmas Eve Worship Services next year.

The committee again sponsored Village Harmony who performed in our sanctuary on August 15. Approximately 65 people attended which was a slight increase from the previous year. Although the weather was hot, the concert appeared to be enjoyed by all.

Last year's Services in the Summer (June 2012-September 2012) were moved to Fellowship Hall for about one half of the summer due to the balcony expansion project in the sanctuary. This year's Services in the Summer Team, Linda Williams, Elaine Pinkham, Suzanne Rude, Curtiss Rude (ad hoc) and Rev. Michael Leuchtenberger are currently planning the services for the upcoming summer period.

The committee hosted a concert by Norwegian pianist Knut Erik Jensen on Friday, October 26, 2012. The attendance was small but enthusiastic and there were UUs who traveled to Concord from other parts of New Hampshire who said that they would do so again to hear him. We are hoping to have Knut Erik Jensen return to our church during his next US tour.

The Music and Worship Committee is looking forward to working with our new DMM to continue to develop the music and worship programs including music outreach.

Present members of the Music and Worship Committee are: Martha Bower, Susan Carnegie, Jeff Fetter, Suzanne Rude, Gary Schroeder, Vicki Wakelin (Chair), Sarah-Elizabeth Whitcomb, Craig Whitson, Linda Williams with ad hoc members, Elaine Pinkham, Diane Roberge, Curtiss Rude, Jack Wakelin and Barbara Stewart. The committee works in concert with Rev. Michael Leuchtenberger and the music staff.

## **Dances of Universal Peace @ Concord UU**

*by Sarah-Elizabeth Whitcomb*

DUP@CUU are scheduled for the third Sunday of each month from 7:00-8:30pm. The circle is attracting people from across the state who love the practice of the Dances of Universal Peace. We have continued to grow our dance circle this year on the third Sunday of each month. More often we have 12 or more people gathered to dance, with new attendees finding us each month. We canceled our dance in December due to the icy driving conditions as people drive from all across the state including: Laconia, Manchester, Milford, Enfield (NH) and Maynard, MA. Children's Chapel on March 3 explored the Dances of Universal Peace.

Our circle is deepening into the experience of the dances. We are grateful to have use of the Chapel once a month to grow our understanding of this beautiful practice.

Leaders and Musicians of DUP@CUU include: Sarah-Elizabeth Whitcomb, Mentored Dance Leader & church member; Jenaabi Finlay, Certified Dance Leader of Maynard, MA; BJ, guitar of Milford, NH; D Swan, drummer & church member; DeLuna, harp/flute/drums of Hooksett, NH

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

## Fellowship, Outreach & Misc. Programs Reports

### Volunteer & Outreach Coordinator

*by Cheryl Bourassa*

During 2012–2013 the Volunteer and Outreach Coordinator's position has been funded at eleven hours a week; my time was divided into four major areas:

- Ensuring enough volunteers to make "small miracles" happen every Sunday. Finding hosts for social hour continues to be challenging. This year, hosting was divided into three tasks – bringing food, setting up and making coffee and finally, clean-up. Occasionally, covenant groups and committees opted to serve together; more frequently, individuals agreed to handle one of the tasks;
- Working to match congregants with committees that are looking for additional help;
- Filling in as needed to help ensure that all of our major fundraisers were held, and helping to coordinate the extra fundraising projects we took on this year tied to expenses incurred as part of the Greener Building Project;
- Partnering with Religious Education classes to ensure that each child had an opportunity to perform outreach work;
- Coordinating our outreach projects as described below.

### Outreach and Social Justice Ministry

The 2012–2013 church year was a time of waiting and regrouping for this ministry. One message that came through our Mission and Vision conversations is that many congregants want to see our outreach efforts concentrated in a few fields. By the spring it became clear that we hope to become leaders in the areas of homelessness and refugee assistance. This vision will become the guiding focus of our efforts as we move forward.

Waiting for the vision to be clarified did not mean that we were idle! Here are some of the highlights:

1. A children's book give away during Concord's Downtown Market Days;
2. A fresh food drive for Merrimack Valley Day Care Services (MVDCS) that supplemented the on-going donations of produce from our Give Away Garden;
3. Boxes of fresh food and home baked treats for Thanksgiving were donated to UUFOR families and to families from MVDCS;
4. A gently used Christmas "Shopping Spree" at the Boys and Girls Club that allowed young children to bring home a beautifully wrapped gift to their family members;
5. A Martin Luther King Day of Service visit to Rise Again Outreach where we sorted donated clothing that will be brought into low income neighborhoods in Concord;
6. A fundraiser for the victims of the central market fire in Bujumbura, Burundi, featuring food, dancers and drummers from Burundi;
7. Two visits to MVDCS' after school program at the Jennings Drive Community Center to help children make a card and a craft for Valentines' Day and Mothers' Day;
8. Every month, a crew of UUs served dinner at the Friendly Kitchen;
9. Weekly Community Plates allowed us to share our wealth with dozens of local, national and international organizations.

### **Religious Education classes were also involved in outreach:**

1. Grades One through Four went to Twitchell House for a morning of reverse Trick or Treating for residents who are both medically fragile and mentally ill;
2. Grades Five and Six did a super job of decorating cupcakes that were served at the Friendly Kitchen;
3. Grades Seven and Eight made treats for our Thanksgiving boxes;
4. The Youth Group did a blanket and sleeping bag drive for homeless community members who spend a portion of the year living outdoors.

Members of the Community Service Committee, UUFOR and the steering committee for the Family Promise project came together with other UUs with an interest in social justice to review what work we have done and where we might consider putting efforts next year. This is an open forum; any interested congregant is welcome to join us.

## **Community Service Committee**

*by Deborah Bruss*

Members: Deborah Bruss, chair; Bob Wright; Angela Shepard; Ann Stoops.

**Total plate collection** from 7/27/2012 through 3/17/13 is \$16,816.67.

This year, the CSC has received a wide variety of requests from church members for the Sunday Community Plates. Some requests are new while others support ongoing projects. Our committee's primary function is to solicit these requests from the staff and church members and assign them to the Sunday services. Guidelines have been developed as to which requests are given priority, taking into account our church's mission, time-sensitive requests, Sunday service topics, emergency relief requests, outreach projects and seasonal requests.

Repeat requests from previous years include: CROP Walk, UUSC Guest at Your Table, Sycamore Gardens, Second Start, Merrimack Valley Day Care, the Friendly Kitchen, CASA (Court Appointed Special Advocates), and the Waysmeet Center at UNH (United Campus Ministry).

We have worked closely with the church's UUFOR (UU Friends of Refugees), using plate collections to support their work, including UUFOR Giving Tree, Emergency Fund for Refugees, Sycamore Garden and Concord Parks and Rec.

We have welcomed new requests from congregants and staff who are connected to organizations both near and far; from our neighbors at the McKenna House, to across the ocean in Burundi where a new UU church has been established. Disaster relief—after Hurricane Sandy and the Burundi Market Fire—continues to be an important part of our giving.

The CSC worked closely with the Religious Education program and Volunteer Coordinator Cheryl Bourassa to facilitate many of the projects mentioned under Outreach Ministry.

Our plate collections compared to this time last year are down \$1181, a 6.6% drop, but this can be attributed to a similar drop in the collections taken on the two services before Christmas.

Thank you to those who have submitted requests throughout the year. Our congregants have been generous in their donations to many worthwhile and exciting projects.

Collection Date	Recipient	Amount
4/1/12 .....	Society for the Protection of NH Forests.....	517.10
4/8/12 .....	Coming of Age trip to Boston .....	645.00
4/17/12 .....	Live and Let Live Farm .....	485.66
4/22/12 .....	Concord Rape and Domestic Violence Center.....	633.07
4/29/12 .....	NH Peace Action.....	469.70
5/6/12 .....	Concord Community Music School financial aid .....	802.81
5/13/12 .....	Trans-NH bike ride for Muscular Dystrophy .....	325.22
5/20/2012 .....	Giveaway Garden .....	586.69
5/27/12 .....	UUFOR summer camps .....	298.75
6/3/12 .....	Concord-Merrimack County SPCA/Animal Rescue League of NH .....	524.35
6/10/12 .....	Concord Hospital Family Health Centers.....	352.96
6/17/12 .....	NH Food Bank.....	190.00
6/24/12 .....	NH Food Bank.....	147.00
7/1/12 .....	NH Food Bank.....	110.18
7/8/12 .....	Children's Place .....	49.88
7/15/12 .....	Children's Place .....	170.50
7/22/12 .....	Children's Place .....	213.15
7/27/12 .....	CROP Walk.....	191.38
8/5/12 .....	CROP Walk.....	164.00
8/12/12 .....	CROP Walk.....	170.86
8/19/12 .....	Friends of Forgotten Children .....	166.00
9/2/12 .....	Friends of Forgotten Children .....	167.00
8/26/12 .....	Friends of Forgotten Children .....	119.29
9/9/2012 .....	Ministers Discretionary Fund .....	704.50
9/16/12 .....	Second Start Adult Learners.....	480.50
9/23/12 .....	CROP Walk.....	515.25
9/30/12 .....	Assoc. Unitarienne Francophone Africaine/U Chch of Burundi .....	755.68
9/23/12 .....	late CROP Walk.....	5.00

10/7/12 .....	Merrimack Valley Day Care .....	470.61
10/14/12 .....	Twitchell House .....	573.49
10/21/2012 .....	Children's Literacy .....	359.25
10/28/2012 .....	Crisis Center .....	466.44
11/4/2012 .....	turkey baskets, leftover to Friendly Kitchen .....	734.11
11/11/12 .....	Cold Weather Shelter .....	628.00
11/18/2012 .....	CERG Hurricane relief .....	732.59
11/25/2012 .....	UUMN youth choir .....	395.53
11/18/12 .....	CERG Sandy relief (late) .....	50.00
12/2/2012 .....	UUFOR giving tree .....	415.35
12/9/2012 .....	CASA .....	441.83
12/16/12 .....	general fund holiday giving campaign .....	627.74
12/24 .....	Christmas Eve to Ministers Discretionary .....	1,521.00
12/30/2012 .....	McKenna House for winter clothing .....	271.00
12/23/2012 .....	Ministers Discretionary Fund .....	427.90
12/16/2012 .....	(late) general fund for holiday giving campaign .....	50.00
1/6/2013 .....	UUSC Guest at Your Table .....	496.55
1/13/2013 .....	Ministers Discretionary .....	365.75
1/20/13 .....	Southern Poverty Law Center .....	515.96
1/27/2013 .....	Burundi celebration expenses .....	404.91
2/3/2013 .....	Burundi fire recovery .....	1,362.15
2/10/2013 .....	Merrimack Valley Day Care .....	289.80
3/3/13 .....	Mayhew Program .....	472.83
2/17/2013 .....	Children's Place .....	406.00
3/10/13 .....	Waysmeet Center at UNH .....	280.90
3/17/13 .....	Culture of Peace film series .....	617.52
3/24/2013 .....	Memorial Garden .....	394.71
<b>TOTAL April 1, 2012 to March 31, 2013 .....</b>		<b>23,733.40</b>

## **UU Friends of Refugees**

*by Julia Freeman-Woolpert*

"We will be a visible leader in the greater Concord area living our Unitarian Universalist values as we focus our collective energies creating partnerships in support of refugees and the homeless." So says our congregation's vision statement, and UU Friends of Refugees (UUFOR) is central in fulfilling that vision. UUFOR provides significant support to several area refugee families, including the five families that are surrounded by UU circles of friends. This spring we will help to form a sixth circle. We plan to bring together five or six UU families who will work with a newly arriving refugee family as it resettles in Concord. Our families will welcome and introduce the new family to Concord, help with transportation to medical appointments, facilitate school registration, offer English language tutoring, teach financial literacy and share the joy of discovering what our community has to offer. In preparation, we have revised and updated our Volunteers Handbook for working with newly arrived refugees, and it is now on the website for all to use.

The church has been very generous with financial support for this work. We are able to help the families with whom we work when they face an extraordinary expense, such as applying for a Green Card, a first step toward potential citizenship. The Giving Tree, Thanksgiving boxes, and the diaper drive all benefited the families. We also partially underwrite the cost of their children's participation in sports programs and summer camps.

Joining a circle requires a significant time commitment. We continue to look for ways to bring more members of the UU Church into a friendly relationship with refugee families. To this end, we hosted a Burundi luncheon and drumming event in February. We used the funds raised from this event to send more than \$2,100 to the UU Church of Bujumbura to aid it as it helped the city recover from a devastating fire in the central market. We also helped to organize Concord's response to the hate filled graffiti on the homes of four refugee families. One of those families gardens with us on our front lawn, along with four other new American families. Our support has also allowed other families to have plots at Sycamore Gardens. We are looking at plans to offer public community dinners that will let us cook with members of the refugee community. We encourage any interested UUs to consider how they might work with us to ensure that we truly are a church that offers significant support to the refugee community.

## **Family Promise Committee**

*by John and Linda Hatchett*

Members: Fran Philippe, David and Jane Brown, Bill Gunn, Hilary Tomson and Tom Fredenburg, Susan Koerber, and Linda and John Hatchett (Co-chairs )

The Greater Concord Family Promise Board continues to meet on a monthly basis. The Family Promise Program requires 13 churches to effectively function. Since the Concord chapter only has five churches committed so far, the Board continues to focus on recruitment and gaining 501(c)(3) status. The paperwork has been submitted for 501(c)(3) status and a checking account has been established for donations.

The Board has established five committees and invites any interested community members to join a committee. The committees are: Recruitment, Publicity, Fund-Raising, Transportation and Day Center. If you are interested in joining Family Promise, please contact either John or Linda Hatchett at [zjohn@mac.com](mailto:zjohn@mac.com).

## Committee on Ministries

*by Barbara Keshen*

The Mission of the Committee on Ministries is to lead the congregation in discerning its calling and to support the congregation as it answers that call through its ministries, as they support the vision of the church. As a first step toward fulfilling this mission, the Committee on Ministries partnered with Pru to establish a Futures Team to discern the passion of the church. The Futures Team was comprised of Betsy Peabody, Laura Messenger, Craig Blouin, Fran Philippe, Gary Schroeder and yours truly. After hours of parlor meetings, neighborhood meetings, and conversation, the Vision Statement was drafted and sent to the Pru for adoption and implementation. Thank you to all of the members of the Future Team who worked so diligently.

The Committee on Ministries will examine at least one ministry per year to determine how our ministries are aligning with our vision. This year we undertook an examination of our Pastoral Care ministry and provided thoughts about it to Pru. Next year we will be looking at Religious Education.

### The members of the Committee are:

Barbara Keshen, Chair  
Betty Eberhart  
Marjorie Waters  
Wayne Frey  
Laurel Horne

Term expires January 2014  
Term Expires December 2014  
Term Expires December 2016  
Term Expires December 2016  
Term Expires December 2016

Thank you to Tom Van Loon and Fran Philippe for their extraordinary contributions in helping to define the Committee on Ministries and whose terms were up December 2012.

## Internship Committee

*by Lyn Betz, Intern Minister and Bob Gabrielli, for the Internship Committee*



Our church took an important step in its own growth and learning by becoming a teaching congregation for the first time in recent memory. The work of preparing new ministers is a very direct way for our church to give something to the larger Unitarian Universalist movement, and reminds us that we are part of a larger faith community. In September we welcomed intern minister Lyn Betz, a student at Meadville Lombard Theological School, in a robing ceremony that marked the beginning of a two year, half time internship.

In addition to weekly supervision meetings with Michael, Lyn meets monthly with the newly-created Internship Committee to reflect on her formation – what does it mean to be a Unitarian Universalist minister? How is she doing in our church? Chaired by Bob Gabrielli, with Jeff Fetter, Margaret Fletcher, Sue Koerber, and Laura Messenger, these meetings have provided both Lyn and the committee new awareness about what it means to do ministry, and what we do together as a church. The committee provides her with feedback about her performance in worship and, with her, looks at how the church is functioning as a beloved community and considers a minister's role in helping the church thrive.

Having a ministerial intern not only benefits the student in formation, but provides the supervising minister, the committee, and the congregation with a new lens through which to see themselves. As Lyn moves into her second year, she will begin to assume more of a leadership role, expanding the possibilities of what the church staff can offer and providing support to lay volunteers. Lyn and the committee are excited about continuing our work together, and we are grateful to Michael, the Prudential Committee, and the congregation for their support.

## Downing Trust Grants for 2013

The Downing Trust Committee for 2013 consisted of John Warner, past chair of Prudential, Lorraine Ellis, current chair of Prudential, Sarah-Elizabeth Whitcomb, member-at-large from the congregation, and Ken Koerber, Treasurer.

E-mails were exchanged during the early part of April, 2013, to review the applications and to establish the recommendations for grants for 2013.

This year the money from the Downing Trust available to fund proposals was \$9,252.02. There were only three viable proposals, which made the decision process much easier relative to last year. The proposal from Rev. Appel was quite interesting in that it included preparation of a book as well as sermons given during the summer. There was insufficient money to fund the entire proposal but the grant will fund part of the writing of the book with an appropriate acknowledgment.

At their regular meeting on April 10, 2013, the Prudential Committee accepted the recommendations of the Downing Trust Committee.

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

Requestor	Purpose	Amount	Grant
UU Society of Laconia .....	Advertising in the local community .....	\$1,000 .....	\$1,000
UU Church of Manchester .....	Music program.....	\$2,000 .....	\$2,000
	Extra hours for the sexton .....	\$3,000	
Rev. K. Shayna Appel .....	Six sermons.....	\$2,000 .....	\$2,000
	Preparation of book.....	\$13,000 .....	\$4,252.02
<b>Total, requests &amp; grants .....</b>		<b>\$21,000 .....</b>	<b>\$9,252.02</b>

*Submitted by Ken Koerber*

## Clerk's Report

The church membership stood at 277 at the beginning of April of 2012 and has changed to 288 as of the end of March 2013.

22 new members joined the church: Robert and Susan Fielding, Kirsten Graeff and Kirk McDaniel, Janet Kibbee, Susan Leonard, Jim Mills, Melissa Minery, Katie Pine, Curtis and Suzanne Rude, Jennifer Smith, Carrie and Krista Weikel-Delaplane, Deborah and Michael Bruss, Jennifer Dotson, Tom O'Brien, Donna Odde, Dima Soule, Donna and Ian Torney

Three church members passed away: Karolyn Sidway, Jonathan Hutchinson and Priscilla Devine.

Four members, Donna and Ian Torney, Denise Colby, and Matt Aversa, moved away and were resigned.

Five members were resigned for other reasons: Willam (Bill) Allen, Deb Demoulpied, Eleanor Kjellman, John Morse and Mary Whitman.

One member was reinstated: Eleanor Kjellman

*Submitted by Clerk Edie Daigle*

## **Membership Committee**

*by Peggy Herbert*

This year the membership committee has undertaken a revamping of jobs. All the tasks of the committee have been outlined and members of the committee have agreed to oversee certain things. Our responsibilities include greeting on Sundays during the church year, offering Exploring Membership classes, organizing the long term member recognition, organizing the Sundays when we have folks sign the membership book and keeping the nametags up to date.

We decided to change the name of the Pathways to Membership class to Exploring Membership as we felt it better represented what we were trying to do.

## **Caring Network**

*by Wendy Bennett*

The Caring Network has been meeting bi-monthly or as needed as well as via e-mail. We hosted a Heart-to-Heart Luncheon in November for our visiting friend duos. We shared great food, conversation, and a great time. We were even serenaded by our Director of Music Ministry, Kristofer Johnson and his wife, Janine.

We are currently working on another Heart-to-Heart Luncheon for April or May.

We continue to explore, along with our Reverend, the benefits of pastoral care.

Committee members are: Wendy Bennett, Chair and Coordinator of Transportation; Ginnie Warner, Meals Coordinator; Beth Gabrielli, Coordinator of Memorial Services; Beth Gabrielli & Susan Feltus, Visitation Coordinators; Kitty Hok, Julie Lombard, and Susan Koerber. We have many other members who make themselves available to give a helping hand or meal, etc. Our list is quite extensive so please know they are all well appreciated for everything they do. Our success is only possible with the generous help of so many volunteers from within our church.

## **Small Group Ministry**

*by Peggy Herbert and Rev. Michael Leuchtenberger*

This has been a year of change as the chair of the committee for the past six years (Peggy) has resigned and no volunteer has stepped up to take over. Because it is such a crucial ministry of the church, Rev. Michael Leuchtenberger has temporarily assumed leadership of the program. The facilitators now meet monthly, alternating between a covenant group experience facilitated by the minister and discussions of logistics and training for the facilitators.

## Administration & Facilities Reports

### Congregational Administrator

by Lea Smith



Church operations have been unusual in several ways this year. Our exciting Greener Building Project affected church building use, our rental program, staff schedules and workload, and the entire congregation. The congregation greeted this challenge with a wonderful spirit. I am thankful to Bruss Construction, the subcontractors, the Greener Building Team, and the church staff for their can-do attitude and patience through the whole project. The building is warmer, our heating system is more dependable, our carbon footprint will be smaller, and our bills will be lower. There is still much to be done to maintain and upgrade our aging building, but we have taken some monumental steps forward.

Church finances have been challenging this year, as we had an ambitious pledge goal which we did not quite achieve. However, we had some interesting new fundraisers, including the amazingly successful Seat for Everyone fundraiser. Thank you to those who were willing to think creatively to help close our budget gap.

On the subject of finances, I offer immeasurable gratitude to Ken Koerber, who has served as our Treasurer since 2006, almost the entire period that I've been Administrator. In many ways, he mentored me in how bookkeeping for a church is different from other types of bookkeeping. Ken is thoughtful, compassionate and careful when it comes to handling church money in a way that is both fiscally responsible and in keeping with our church mission—not always an easy balancing act. He's resigning as Treasurer this year and will be missed.

Our new vision statement reflects that congregants yearn for spiritual sanctuary, and it's clear that today's lifestyles allow for different volunteer patterns than in past decades. This, in combination with the Prudential Committee's exploration of policy-based governance, leads us to shift the ways we think about volunteer and staff roles in the church. I look forward to exploring these changes in the coming years as we progress into policy-based governance.

In hopes of furthering UUism via effective administration in our churches, I have joined the board of the Association of UU Administrators. I look forward to the annual meeting of the AUUA when I will attend my very first General Assembly this June in Louisville. I also participate in quarterly meetings of our District's administrators.

Our staff team formed a cohesive unit after many years of changes. Michael's leadership is instrumental in keeping staff focused on mission, and the staff are creative in meeting every challenge presented them. They're smart, dedicated, and just plain fun to work with.

## Report of the Treasurer

*by Ken Koerber*

The past year has seen a lot of unusual financial activity at the church. The main drivers for this activity have been several improvement projects involving the balcony in the sanctuary, lighting in the parking lot, and the energy efficiency of the building. When these activities are factored out of the P&L, the financial activity of the church is consistent with prior years. To put the P&L in perspective, notes have been added and are explained below.

**Note 1:** The church received a total of \$10,295 from Concord Ortho and the Hospital to offset the cost of the upgraded lighting in the parking lot.

**Note 2:** Congregational donations of \$1457.50 helped cover the cost of the picnics and the Thanksgiving dinner.

**Note 3:** The church received a grant of \$11,362.00 from Liberty Utilities in conjunction with the upgrade of the heating system.

**Note 4:** Actual pledges for the year are \$248,158 compared to a budgeted amount of \$271,029.

**Note 5:** There were several ancillary expenses associated with the energy upgrade of the building not directly covered by the GBP loan. These will be covered by a special draw from the endowment.

**Note 6:** The cost of the balcony upgrade, \$5,763.84, was covered under the Pru 5% special draw provision.

**Note 7:** The Prudential Committee hired Unity Consulting for \$2,420.12 to assist in the initial phase of transitioning to Policy Governance

The particulars of the church's current financial status are given in the reports of the Trust Fund Committee, the Report of the Custodian of Trust Funds, and in the balance sheet.

Finally, the treasurer wishes to acknowledge the outstanding support provided by Fran Philippe and Dave Feltus in posting contributions and pledges and generating quarterly account reports, respectively.

Worthy of a separate paragraph is a special "thank you" to our administrator/bookkeeper, Lea Smith, whose incredible recall of facts, innovative thinking, attention to detail, positive attitude, and willingness to show up at a seemingly endless series of meetings, continues to make the treasurer's job a real pleasure!

## Unitarian Universalist Church of Concord

# Balance Sheet

## *As of March 31, 2013*

Mar 31, 13

**ASSETS**

## Current Assets

## Checking/Savings

Citizen's checking

19,840.43

Total Checking/Savings

19,840.43

Total Current Assets

19,840.43

**TOTAL ASSETS****19,840.43****LIABILITIES & EQUITY**

## Liabilities

## Current Liabilities

## Accounts Payable

2000 · Accounts Payable

3,440.00

Total Accounts Payable

3,440.00

## Other Current Liabilities

Advance Pledges

3,000.00

Total Other Current Liabilities

3,000.00

Total Current Liabilities

6,440.00

Total Liabilities

6,440.00

## Equity

Audiovisual Fund

22.83

Coming of Age

82.82

Community Plate Fund

Comm Plate income

87,474.84

Comm Plate payments

-86,914.84

Total Community Plate Fund

560.00

Downing- for disbursement

9,252.02

Fresh Food/Garden fund

398.53

Memorial Garden maintenance

1,988.71

Memorial Gift Fund

335.25

Memorial Plant Fund

54.03

Minister's Discretionary

2,064.26

Retained Earnings

14,430.12

UU Friends of Refugees

119.80

Youth Group Fund

1,987.37

Net Income

-17,895.31

Total Equity

13,400.43

**TOTAL LIABILITIES & EQUITY****19,840.43**

			Actual Aug '12 - Mar '13	Annual Budget	note in Treasurer's Report				Actual Aug '12 - Mar '13	Annual Budget	note in Treasurer's Report
Income						16-Building & Grounds					
Couch Trust			13,043.79	17,000.00			electric		6,362.69	7,500.00	
Downing Trust			2,000.00	2,000.00			equipment-b&g		424.92	1,000.00	
Endowment-budget			50,625.00	67,500.00			extra custodial help		933.75	1,200.00	
Fernald Trust			3,500.00	3,000.00			heat		7,584.40	13,000.00	
Growth Investment			10,000.00	10,000.00			maint - special projects		19,362.43	3,000.00	(5), (6)
Interest			5.07	20.00			maint & repairs-b&g				
Misc Income - designated			11,752.50		(1), (2)		electrical		897.56		
Miscellaneous			11,694.63	600.00	(3)		fire & emerg. lights		2,450.05		
Plate & Gift			4,037.08	7,500.00			floors		1,040.00		
Pledge			162,916.20	271,029.00	(4)		grounds		15,260.50		(1)
Pledge-previous year			9,576.10				plumbing		2,550.66		
Rentals			18,908.50	30,000.00			roof		360.00		
Special transfer-endow			2,504.14		(5)		other		3,734.79	14,000.00	
Special Transfer-PRU 5%			5,763.84	0.00	(6), (7)		Total maint & repairs-b&g		26,293.56	14,000.00	
Taize offering			320.18	900.00			snow plowing		6,175.00	4,000.00	
Ways & Means-Fundraisers			15,427.80	19,800.00			supply-b&g		2,688.85	4,200.00	
Total Income			322,074.83	429,349.00			Trash disposal		706.61	1,000.00	
Expense							water / sewer		877.45	2,400.00	
11-Salary							Total 16-Building & Grounds		71,409.66	51,300.00	(8)
Admin Assistant			10,894.14	15,736.00			17 - Dues				
Administrator			26,044.00	34,008.00			Interfaith Council		175.00	175.00	
Child Care			1,068.25	2,750.00			NNED Dist Dues		2,303.50	4,607.00	
Custodian/Facility Manager			21,701.70	29,884.00			UUA Fair Share		7,500.00	10,000.00	
Director of RE			20,802.04	27,736.00			Total 17 - Dues		9,978.50	14,782.00	
Minister			53,847.72	77,780.00			18 - Music & Worship				
Music Assistant - Accompanist			5,443.00	8,432.00			conferences, dues		2,893.80	3,500.00	
Music Director/Choir Director			16,972.80	24,960.00			Guest musicians		550.00	600.00	
Volunteer Coordinator			5,940.00	8,580.00			guest pulpit		450.00	1,000.00	
Total 11-Salary			162,713.65	229,866.00			instrument maintenance		480.00	900.00	
12-Benefits							music		223.11	800.00	
Employer Payroll Expenses			12,804.30	17,585.00			music outreach		0.00	400.00	
Health Insurance			22,040.78	29,500.00			summer accompanists		400.00	1,000.00	
Life/Disability/Dent Insurance			1,822.83	2,500.00			supplies & sanctuary		542.30	900.00	
Pension			13,185.00	18,514.00			Taize expenses		415.44	980.00	
Total 12-Benefits			49,852.91	68,099.00			Total 18 - Music & Worship		5,954.65	10,080.00	
13-Office							19 - Prudential				
accessibility			0.00	250.00			Leadership Development		144.00	2,000.00	
advertising			444.81	850.00			19 - Prudential - Other		3,316.13	1,000.00	(7)
credit card fees			622.99	940.00			Total 19 - Prudential		3,460.13	3,000.00	
liability insurance			4,051.00	5,600.00			20 - Outreach				
office equipment			3,362.88	5,340.00			Community Service		34.86	500.00	
office supply			1,319.76	2,000.00			Friends of Refugees		712.22	1,000.00	
postage			1,500.00	2,000.00			Giveaway Garden		0.00	300.00	
property tax		</									

## **Finance Committee**

*by Jack Wakelin, Chair*

The Finance Committee is currently composed of Ken Koerber, John Warner, David Feltus, Lee Leppanen, Lea Smith (congregational administrator) and Jack Wakelin.

The committee is anticipating that the budget for the church year (12-13) ending on July 31, 2013 will be completed with only a 4% draw from the Trust Fund. In spite of extra efforts for fund raisers, however, there still may be a need for an extra draw from the trust fund to meet all expenses for the year ending on July 31, 2012.

The Program Budget format was used to present the budget to the congregation for approval at the Annual Meeting in May, 2012. A copy of the program totals is shown on page 5. Several members mentioned that the format was much easier to understand. Background line item budgets were available for those who wished to see them.

Budget preparations for next church year have been under way since January 2013 with a goal of keeping the total of the operating budget the same in church year 13-14 as it is in the current church year.

## **Stewardship Committee**

*by Karen Landsman, Co-chair*

**“Fulfilling the Promise”**

Our church has gone through many changes in the past few years, and the time has come for the Stewardship Committee to change as well. Our goals remain the same: to care for our church building and its community, to garner financial support and commitment that will reinforce the foundation of the congregation while providing sustenance for helping us grow, and to continue to provide direction in achieving our financial goals.

However, with suggestion from our Minister, we are changing the approach for accomplishing our goals. Over and over again, we hear from our congregation that we value small group connections. So this year we have implemented a new strategy. Instead of one big canvass effort that tries to reach everyone all at once over a short period of time, we are meeting in small groups in the comfort of our homes and in the soft glow of the Parlor lamps; sharing our thoughts, ideas, questions, concerns, suggestions (and desserts), we are discussing how our pledges make a difference, and how a difference in our pledges can fulfill the promises we have made to our church and to ourselves.

These meetings will take place year-round, and each person's pledge will remain in effect until he or she decides to change it. This implies an ongoing commitment to give, to be as generous as we can be to make our church thrive and grow. Like a jar that holds big rocks (big goals), and smaller rocks around those (smaller goals), let this be the year that we add pebbles and sand—the pledges that will fill the jar and Fulfill the Promise.

## **Custodian of the Trust Funds**

*by Jack Wakelin*

The balance in the trust fund as of March 30, 2012 was \$1,843,000 and was \$1,849,000 on March 29, 2013. Therefore, during 2011 and early 2012 the fund has held its value in what is still a volatile investment climate. Several projects to improve our church such as expanding the balcony and buying new chairs have required the withdrawal of funds over and above the 4% that is used to support our operating budget.

The completion of the Greener Building Project this past year will result in the withdrawal of approximately \$70,000 per year from the trust fund to pay the principle and interest for this project for the next ten years. In addition, the trust fund was used as collateral for the low interest loan that financed this project and withdrawals from the trust fund must be pre-approved by the lien holder (Centrix Bank) over the 10 year life of the loan.

We recently received the initial payment (\$20,000) of a generous legacy gift from the estate of Priscilla Devine. The final amount of this gift will be determined when her estate is settled.

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

The Memorial Garden Endowment is invested through Fidelity in a mutual fund. In August, 2012, \$2,645 was withdrawn and in November, 2012 another \$1,800 was withdrawn for maintenance of the Memorial Garden. The Memorial Garden Fund had a balance of \$24,990 on April 1, 2012 but with the two large withdrawals noted above, the balance on December 31, 2012 was only \$22,153. Over the last two years, the total value of the fund has declined by approximately \$8,000 or over 25%. The Memorial Garden Committee is conducting fund raising efforts to help replenish the fund.

## **Trust Funds Committee**

*by Rob Fleischman, Chair*

We are pleased with the Endowment performance in 2012. The strategy maintained a diverse investment position while achieving both capital appreciation and income goals. We ended the year with approximately \$1.76 million dollars. Although the overall portfolio appreciated 9.5% vs 16% for the S&P 500 index, our endowment produces income and funds a portion of the church operating budget. In addition, our allocation is much less volatile and more diversified than the index.

Our committee continues to guard against financial market volatility by keeping a diverse group of investments, including alternative investments, in our portfolio. We periodically review our investment policy statement and monitor our investment positions and performance monthly. We are welcoming to any and all church members who wish to discuss our investment policy and position selections at any time.

In this constantly changing environment, we continue to believe that high-quality financial professionals overseen by a disciplined and informed committee is the best position for our endowment. For this reason, the committee continued its advisory relationship with Harvest Capital Management of Concord.

Elected Committee members are: Rob Fleischman (chair); Karen Mayo; Rick Harkness; Tom Fredenburg; Jack Wakelin (as Custodian of Trust Funds). In addition to elected members, John Warner provides valuable assistance to the committee.

## Communications Team

*by Lea Smith, Congregational Administrator*

I've dubbed this the Communications Team report because the group responsible for church print and electronic communications is more of a task force than a committee. The team works hard to facilitate communication with members and friends through a variety of means to meet your diverse needs.

Electronic communication is increasing in the church as in the wider world. This year we launched the church Facebook page, which has three goals:

1. Community building, inspiration, and announcements for current members/friends;
2. Information for Visitors/Newcomers/Seekers/Questioners;
3. Outreach/Connection to greater community and denomination.

Our Facebook page has 152 "fans." There are also three Facebook special interest groups, facilitated by various staff or volunteers: Religious Education, Social and Outings, and Outreach. These are closed groups open to members and friends of the church only.

Lorraine Ellis continues to maintain our attractive website, and she alternates creation of the weekly eBulletin, with me. Administrative Assistant Eve Scarcello maintains our online calendar, which feeds text to the website and eBulletin. Eve attempts to include event descriptions whenever possible, so both the calendar and eBulletin are informational and complete.

Nancy Wood continued as our volunteer Parish Notes (monthly newsletter) editor, a job she has been dedicated to for many years. In March, an office computer crashed, necessitating a long-overdue software upgrade. This, in combination with a long-held desire to modernize the format of Parish Notes, seems to be resulting in the shift of some Parish Notes responsibilities to office staff. As this is written, Nancy, Eve and I are feeling our way through this transition. Our goal for the next six months is to make Parish Notes more readable as an electronic document, so more people will elect to receive it that way, saving paper and money. However, we will continue to provide an attractive print version for those who prefer it, and for visitors to pick up at the church.

## Building and Grounds Committee

*by Christy Dolat Bartlett & Peter Bartlett, Co-chairs*

This Committee is charged with decisions regarding the maintenance of the building and grounds. This is a huge task for a small committee with few members who have the skills necessary to maintain this aging building. Each month we meet and review the "task list" that is updated by our church administrator who tries to organize and track various requests from members and others who use our building. The members make decisions on how the sparse budget can prioritize and address these tasks.

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

Last summer we oversaw the expansion of the choir loft, now called the balcony, and added additional seating to the sanctuary. This project involved contractors and many volunteers afterwards to paint the new walls, ceilings and all those spindles in the railing that spans the loft! Then a group unpacked and assembled more than 100 new green seats, much more comfortable than the wooden benches.

The new church sign was installed. This sign has several dedicated weekly sign changers. One side lists the weekly sermon topic. The other has a quote reflecting our UU principles. This year permanent lighting will be installed at the same time the lights at each end of the driveway are replaced.

The Greener Building Project was the biggest news of the year! This was a huge undertaking involving this committee and a subset of the committee. There were numerous meetings throughout the 8-month job. There will be significant energy savings as we continue to become a more efficient and greener building.

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

## Greener Building Project

*by David Feltus, Project Chair*

This past year saw the biggest effort for our church building since its original construction over fifty years ago. The purpose of the Greener Building Project was to update our aging heating system, replace old single pane glass with modern double insulated windows or add appropriate storm windows, correct our basement flooding problems and address deferred maintenance issues. All of this is necessary to minimize our environmental footprint, improve livability of our space, and reduce future operating costs. This required a major financial commitment and major disruptions to our normal church life.

### To summarize the financials:

Bruss Construction Contract.....	\$ 791,247.04
Handicapped Accessible Door Opener .....	6,832.00
Sump Pump repair/backup.....	1,750.00
Total Project.....	\$ 799,829.04
 Better Buildings Program Grant.....	 -150,000.00
Utility Rebate .....	-11,362.00
 <b>Final Project Cost .....</b>	 <b>\$ 638,467.04</b>

As this is written, we have one outstanding item. The air conditioners in the staff offices and room 8/9 had to be removed to allow the new radiators to be installed. It is expected that replacement will add five to six thousand dollars to the cost of the project.

The final contract cost was over \$5,000 under the original contract amount. We are indebted to church member Michael Bruss and his staff (especially Wayne Blais, Manager for the project) for beating the original price while dealing with many unexpected problems as well as striving to minimize the daily disruptions to our church life.

We are also indebted to Veronica Collins and the Better Buildings Program (part of the Community Development Finance Authority). In addition to the program grant noted above, the Better Building Program will subsidize the interest on our ten year building loan so that our final rate will be 2.75% a year. The financial assistance was a critical part of the project, but Veronica also provided extensive guidance and support in managing the whole process, from initial request for bids through the final completion of the work. She also provided an independent engineer (Keith McBrien of GDS Associates) to act as our consultant on the project and review all work to assure its quality.

The real heroes of this project are our church staff. Lea Smith, our Administrator, had to deal with a million issues daily while juggling the church schedule to keep some resemblance of normal church routine. Kathie Martin spent countless hours trying to keep the church livable and making sure that all was ready when the rest of us showed up on Sunday morning. Eve Scarcello managed our rentals to minimize the disruptions and disappointment to our important rental community. All of our church staff, both professional and administrative, had to contend with daily noise, dust and disruptions during the extensive building process.

We need to recognize the members of the Greener Building Project Committee: Christy and Peter Bartlett, Ken Koerber, and Jack Wakelin. Andy Duncan and C.J. Landsman also provided input at critical points. All these folks were particularly active in defining the original project and its finances, as well as weighing in on critical issues that came up during the process.

Finally, we want to express our appreciation to everyone in the church community who contributed through disrupted meetings, chilly church services, and helping raise additional funds for the project. We and future generations will enjoy the results of this year's efforts!

## **Building Use Committee**

*by Eve Scarcello, Administrative Assistant*

Knowing the use of the building would be impacted by the Greener Building Project, we purposely scaled back on non-church related building use during the period of October 2012 through March 2013. Though this meant we lost out on some rental income during this time, this allowed more flexibility for church event space use while staying out of the shifting areas actively under renovation. We had budgeted for a rental income of \$30,000. As of March 31, 2013, we took in \$18,908 and project to receive \$28,000 by July 31, 2013. Luckily, the renovations didn't conflict with our largest rentals (September through December for Master Gardeners and Local Harvest CSA June through November) and they were able to do most of the work in the Emerson Preschool rooms during the school's vacations and days off.

Now that the church's vision statement has been solidified, the committee plans to review the Building Use Policy to reflect the spirit of the statement. Long-term, we envision that building use could become a ministry in support of the church mission, rather than just a program of logistics and budget support.

Per the policy, the committee consists of the minister, three members-at-large, who are appointed by the minister, and one to two members of the administrative staff. The current committee members are: Peter Bartlett, Ken Koerber, Trudy Mott-Smith, and administrative staff members Lea Smith and Eve Scarcello.

## **Personnel Committee**

*by James Shepard*

The Personnel Committee has recently been reformed and consists of Maggie Hyndman, James Shepard and Linda Zollo. We have spent the last couple of months familiarizing ourselves with the personnel handbook and meeting with church staff to establish priorities for addressing work issues. We look forward to working with staff and members of the Prudential Committee as we move forward to simplify the benefits structure for the staff. Any church member having questions about the staff structure at the church can look to our committee as an additional source of information.

## Memorial Garden Committee

*by Chris Rueggeberg, Chair*

During 2012 the Memorial Garden Committee members continued our commitment to promoting the 7<sup>th</sup> UUA Principle: *Respect for the interdependent web of all existence of which we are a part.*

Our Memorial Garden is on the Garden in the Woods list of gardens in New England. All our plantings and maintenance encourage a natural site where native plants and wildflowers flourish throughout the year. Donations of specific trees, shrubs, or flowers may be made from the Memorial Garden Committee's list of current and future plantings. Families and friends are encouraged to support the costs of maintaining the landscaping and plantings. Additional monetary gifts are always welcome.

Our landscaper Phil Wise and New England Landscaping dismantled and rebuilt the columbarium. It had become difficult for family members to inter ashes. The new stonework and grate work will make the columbarium accessible for years to come.

The Memorial Garden Committee hosted a social hour. Committee plans for 2013 include fundraising and maintaining the past years' plantings. The Memorial Garden Fidelity account has been depleted by extraordinary expenses—tree damage during two previous winters and rebuilding the columbarium.

Interment of ashes took place for Priscilla Devine. The Memorial Garden Committee oversaw a brass plaque being mounted on the church wall outside the parlor to remember Bob Soule.

The members of the Memorial Garden Committee include: Chris Rueggeberg, Fred Creed, Tom McNamara, Joan McNamara, Ray Orzechowski, Margie Wright-Golec, and Laura Messenger.

The Memorial Garden Committee always encourages church members to explore the garden and enjoy its tranquility.

## Church-Affiliated Groups Reports

### Concord Community Drum Circle

*by D Swan*

The Concord Community Drum Circle continues gathering the first Friday of every month. Attendance ranges from 3 – 12 each month. With the addition of one or two chants (Native American, Mother Earth, Peace, Goddess), attendees report their enjoyment and connectedness to the experience.

We offer a beginner's class just prior to the Circle to give new drummers the opportunity to familiarize themselves with the sounds and feel of the hand drum. Attendance ranges greatly for this but we are committed to being available for whomever chooses to participate.

The attendance of children is always joyful and their needs and personalities are respected as is everyone's.

### Earth-Centered Spirituality Group

*by Lorraine Ellis*

This year the group's energy was occupied in great part with a growing division between two segments of the membership with differing visions of the group's future. These differences eventually led to a decision by eight members to leave the ECSG and form their own group. Two additional members resigned at about the same time.

At a followup business meeting in August, the remaining members of the group voted to repeal the tiered membership model that had been implemented in July 2012. All members again have a vote in all business matters. In addition, the group established an Interim Steering Committee to:

- Manage the group's day-to-day activities, such as coordinating ritual leaders, record keeping, publicity, and membership activity.
- Guide the group through an exploration of vision and mission and review of its covenant.
- Review current policies and make recommendations to ensure they support that mission and vision.
- Make recommendations for a long-term form of governance for the group.

During the fall, in order to begin addressing the relationships damaged during the separation of the two groups, several ECSG members engaged in a Restorative Circle process with three of the former members. That process is still ongoing at the time of this writing.

The group held a membership orientation class in February and added two new members, bringing our total membership to 17(?).

During the year, the ECSG again held eight public seasonal rituals. Attendance at rituals continues to increase a little every year. We now plan for about 50 at each ritual. Indoor rituals, over the years, have moved from the chapel to the parlor due to growth in attendance. This year we recognized that we have outgrown the parlor, and now hold ritual in Fellowship Hall when we cannot be in the Grove. Winter Solstice attendance was 130, and featured the return of the Stag Dance after a two-year hiatus. 184 people follow our Facebook page, and 159 are subscribed to our Yahoo Group email list for announcements.

Non-public activities included eight full or new moon rituals for members, an on-going study of the book *Non-violent Communication* by Marshall Rosenberg by five members, and Thanksgiving dinner at a member's home.

## **Unitarian Benevolent Association**

*by Christy Dolat Bartlett*

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

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

We met only once this past year, as it has become more difficult to recruit new members over the past several years. At our June 3, 2012 Annual Meeting, there were 17 members in attendance. There is an endowment fund that is invested and produces income to support organizations who work with the populations we try to help. This past year the UBA distributed \$5,875 to twelve local organizations whose purpose is to help women and children.

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

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

The Annual Meeting will be held April 28. We have a very nice luncheon to feed us after the regular church service on Sunday.

If you have any questions or suggestions, please feel free to call any officer of the UBA: Christy Dolat Bartlett, President (224-3172, p-c.bartlett@comcast.net); Beth Corcoran, Vice-president; Clare Howard-Pike, Secretary; Wendy Bennett, Treasurer.

## **Trustees of the Downing Trust**

*by Linda Ashford*

The Downing Trust is a private non-profit trust which was created in the early 1800s by Lewis A. Downing, one of the founders of Abbot and Downing, a company famous for the "Concord Coach." Mr. Downing was impressed by the speeches of Reverend Channing, and wanted to provide support for them to continue.

Provision of the trust requires our church to be responsible for appointing trustees but the actual activities of the Trust are completely autonomous to the control or even guidance of the church members or its leaders. These trustees are directed by the trust document to maintain the trust and provide what the trustees believe to be an appropriate amount from the income to our church each year. The Trust further directs that our church is to keep only \$2,000 and to distribute the remainder to any organization that follows the teachings of Reverend Channing. The procedure has been established that the Prudential Committee distributes the remainder of the income to help other UU Churches and ministers.

The trustees currently serving are Linda Ashford, Richard Beyer and John Warner. On the next page you will see the recent history of the trust investments.

### Trust Under the Will of Lewis A. Downing

Year	Net Gain or Loss	Other Receipts (Capital Gain Dist.)	Balance of Principal	Dividends & Int plus other inc	Distribution to Beneficiaries	Cash Value as of 12/31
2012.....0.....		\$8,139.85 .....	\$581,710.26 .....	\$13,492.02 .....	\$11,252.02 .....	\$638,559.17
2011.....	\$1,441.45 .....	\$6,845.50 .....	\$573,570.30 .....	\$10,732.49 .....	\$8,492.49 .....	\$571,910.03
2010.....		\$2,611.40 .....	\$568,283.46 .....	\$18,454.15 .....	\$16,214.15 .....	\$607,306.65
2009.....	\$(25,449.54).....	\$2,268.47 .....	\$565,667.75 .....	\$16,586.84 .....	\$14,331.84 .....	\$553,466.92
2008.....	\$(5,524.67).....	\$10,576.93 .....	\$588,848.42 .....	\$18,242.26 .....	\$16,012.26 .....	\$452,585.11
2007.....	\$11,560.81 .....	\$16,422.30 .....	\$586,806.48 .....	\$15,767.09 .....	\$13,537.09 .....	\$683,722.40
2006.....	\$(2,848.16).....	\$10,626.96 .....	\$555,813.05 .....	\$16,089.02 .....	\$13,859.02 .....	\$659,299.64
2005.....	\$(954.00).....	\$11,325.42 .....	\$550,678.25 .....	\$18,137.43 .....	\$15,827.43 .....	\$602,651.75
2004.....	\$(29,580.46).....	\$3,538.05 .....	\$539,849.39 .....	\$18,688.69 .....	\$16,418.69	
2003.....		\$4,624.53 .....	\$565,891.80 .....	\$17,780.39 .....	\$16,315.85	
2002.....	\$(9,450.59).....	\$855.92 .....	\$511,072.06 .....	\$19,233.92 .....	\$17,033.92	
2001.....	\$7,823.07 .....	\$3,433.20 .....	\$594,037.50 .....	\$22,043.77 .....	\$19,778.77	
2000.....	\$3,397.85 .....	\$16,391.65 .....	\$656,027.80 .....	\$22,481.20 .....	\$20,231.12	
1999.....	\$6,622.49 .....	\$17,485.47 .....	\$712,852.09 .....	\$19,927.28 .....	\$17,677.28	
1998.....	\$20,188.12 .....		\$635,024.89 .....	\$13,575.20 .....	\$11,528.81	

#### Editor's Note:

There is one additional church-affiliated group, **The UU Book Group**, led by Joanna Henderson, that continues to meet monthly at the church as in past years.

**Unitarian Universalist Church**

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