

First Congregational Church of
Georgetown, UCC

Annual Report for 2009

Rev. Deborah L. Adams, Interim Minister



1/31/2010

Meetings

The First Congregational Church of Georgetown, Inc.
7 Andover Street, PO Box 200
Georgetown, MA 01833

January 11, 2009

WARRANT

The members of the First Congregational Church of Georgetown are hereby advised that in accordance with the Constitution and Bylaws of said Church, The Annual Meeting of the Church will be held Sunday, February 1, 2009, immediately following worship, in the Church Sanctuary, then and there to act on the following listed Articles:

Article I: To receive the reports of the several boards, committees and officers of the Church and to take action thereon:

Article II: To see if the Church will vote to amend the vote of the 2008 Annual Meeting, adjusting the endowment amount of the housing endowment to \$130,00.00 and continuing to allow the usage of the proceeds of this fund for more than lost support of the Pastor's Housing Allowance, or take any other action thereto;

Article III: To hear and act on the report of the Finance Committee in regard to the 2008 financial operations and the 2009 proposed budget, or take any other action thereto;

Article IV: To hear and act on the report of the Nominating Committee, or take any other action in relation thereto;

Article V: To hear and act on any other business and to take any other actions, relative to the Church and its property, which may be brought before the Annual Meeting in accordance with the Bylaws, or take any other action in relation thereto.

By direction of the Church Cabinet

Emily J. Knapp
Clerk

Annual Church Meeting of 2008-

February 1, 2009

The meeting was called to order at 11:40 AM by Moderator, Tom Stewart.

1. Approve the Annual Meeting Agenda:

Michelle moved to accept the annual meeting agenda – Jo Stewart seconded

Discussion: Motion made and seconded to move Article IV to the last item.

Vote on the amendment – motion carried unopposed.

Vote on the amended motion – amended motion carried unopposed.

2. Moderator Remarks: Welcome by Moderator Tom Stewart – challenging year for everyone in the Church this past year. Tom said that the meeting will run until 12:15 and then we will adjourn for lunch. The question was asked if the business meeting is not completed by 12:15, will we adjourn for lunch and then reconvene this afternoon or at another time? That will be discussed at 12:15 if need be.

3. Deborah led us in the UCC Statement of Faith followed by the singing of “Spirit” and a moment of silence in remembrance of members that passed away in 2008

Tom Stewart, Moderator, asked that the Clerk read Article I.

Article I: To receive the reports of the several boards, committee and officers of the church and to take action thereon:

Joe Rawlins moved that the Church vote to accept the 2008 reports of the several Boards, Committees and Officers of the Church. Allan Barlow seconded the motion – discussion was called – vote taken – the motion carried unopposed.

Article II: To see if the Church will vote to amend the vote of the 2008 Annual Meeting, adjusting the endowment amount of the housing endowment to \$130,000.00 and continuing to allow the usage of the proceeds for this fund for more than just support of the Pastor’s Housing Allowance, or take any other action thereto:

Motion 1 for Article II:

Bob Knapp moved that the Church vote to amend the motion approved at the 2008 Annual Meeting establishing \$260,000.00 as the endowed amount of the Housing Endowment by changing the endowed amount to \$130,000.00 for 2009 and that the endowment amount be reviewed at annual meetings until such time as it returns to \$260,000.00 or is depleted. Joe Rawlins seconded the motion – discussion called for.

Bob discussed the financial difficulties of the church during 2008. As a stop gap for budget short-falls we voted last year to allow any proceeds in the housing endowment above the \$260,000 original amount to be used for more than just the minister’s housing allowance. Not only did we have to tap into this endowment last year it also suffered significant loss in value with the Stock market’s decline. Currently there is about \$200,000 in this endowment. There are two reasons to adjust the endowment amount. First, should an endowment fall below the original endowed amount, FinCom policy is to reinvest all dividends back into the endowment until such time as it re-attains its value. Normally we use 90% of the dividends from this endowment to offset the minister’s housing allowance. If we do not make this change this \$15,000 will be

reinvested and we will lose it as income, putting us further out of balance. Secondly, we have to make up the approximately \$70,000 income shortfall of our proposed budget. Since this fund was endowed by the church and has enough to cover the shortfall it seemed like the logical source. We would love to get this endowment back to its original amount some day. How was the \$130,000 derived from? \$200,000 current value minus projected budget deficit. -Could this effect our ability to offer a housing allowance to a new settled pastor? Yes. But at this time we aren't sure there are any other options.

As this is treated as real property the vote needs to carry by a 2/3 margin.

Motion carried unopposed.

Motion 2 of Article 2:

Bob Knapp moved that Church vote to allow the Treasurer, with the approval of the Finance Committee, to expend the proceeds from the Housing Endowment first to offset the Minister's housing allowance and then to offset any deficit for 2009.- Dorothy Blanchard seconded the motion.

Bob explained that as originally set up upon the selling of the parsonage, the Housing Endowment's proceeds were to be used only to offset the cost of the Minister's housing allowance. The church needs to vote to allow any other use. As stated on the previous motion, we will need to use these funds to offset our income shortfall for 2009.

Motion carried unopposed.

Article III: To hear and act on the report of the Finance Committee in regard to the 2008 financial operations and the 2009 proposed budget, or take any other action thereon:

George Desrochers moved that the Church vote to accept the 2008 Financial Report and the 2009 budget as printed. Kirsten Davis seconded the motion.

Budget is seriously in the red for 2009. Any further cuts would be tough to recover from. For example, if we were to change to a part time minister, getting back to a full time Minister would be quite difficult. Bob asked for questions on the proposed budget.

What plans does the Cabinet have with this budget?

The Finance Comm wrestled with this budget. The Cabinet felt that we should go one more year budgeting as in the past before making the drastic cuts needed to spend only what we take in. It was suggested that we prepare for informational purposes two other budgets. One being an "Ideal" budget, assuming income was not an issue so that we could pay our staff at recommended levels, save for our future in a responsible manner, contribute to mission work as a church in a Christian like fashion and meet all our other expenses. The second being a balanced budget based on our actual expectations for 2009.

Copies of these budgets comparing them to our actual 2008 results and proposed 2009 budget were passed out to everyone. (see attached)

It was noted that under an "Ideal" budget we would spend about \$325,000 this year.

Page 5 of the hand-out showed where the biggest suggested changes would occur if we were to balance the budget. We would need to cut back to a half time Minister, eliminate paying the Treasurer and Director of Music and cut the pay of the rest of the staff. We would eliminate nearly all Mission giving, except for direct appeals, and all saving for the future. Funding for Coffee hour, Birthday roses, Music, Hospitality and Stewardship would be eliminated.

Again this year under our proposed budget we will not save for our future and will continue to send only 5% of our pledges to the UCC's "Our Church's Wider Mission" God has blessed us by knowing we can meet this challenge.

Trustees have been looking at the Church insurance and it appears we will be able to save thousands by switching our carrier.

One of the trends that has been scary, in 2003 we had 112 pledging units. This year we only have 57 pledging units so far. Almost exactly half as many in six years.

There is much cause for concern over the increase in the deficit every year. We should seriously consider tithing.

If we vote yes to this budget each of us needs to say yes to a lot of work.

Motion carried unopposed

Article V (moved by initial vote) **To hear and act on any other business and to take any other actions relative the the Church and its property, which may be brought before the Annual Meeting in accordance with the By-laws, or take any other action in relation thereto:**

The Moderator asked if there were any items to be brought forth for discussion at this time.

Dorothy Blanchard spoke of a motion the church had approved a few years ago, requesting that the finance Committee have a budget discussion meeting at least one week prior to the Annual Church Meeting. She reflected that she did not believe that this has happened recently. Dorothy moved that the church resume meetings of the Finance Committee with interested members of the church and congregation at large. The meeting to be held at least one week before the annual meeting to go over the budget. The motion was seconded by Allan Barlow. Discussion on the motion was asked for.

The Finance Committee has had these meetings since this original request came forth, until this year. The Finance Committee were getting only two or three people in attendance at these meetings, and so for any who have been interested in reviewing the budget and finance information, the committee has made arrangements to meet with those people individually. The FinCom puts a lot of time in preparing to answer questions that never get asked. We would love to have the questions.

The vote was called for – the motion carried unopposed.

Article IV: **To hear and act on the report of the Nominating Committee or take any other action in relation thereto;**

Michelle Brock moved that the Church vote to elect the slate of Officers, Boards, Committees, Coordinators and Auditors listed in the 2008 Nominating Committee's Report and that to signify such election, the Clerk be directed to cast one ballot in favor of the slate as presented. Helen Snow seconded the motion. Discussion asked for.

Joan Chatterton, Chair of the Nominating Committee read the names of those to be elected at this meeting to serve during the year 2009. The Nominating Committee worked very hard and suggestions and concerns were taken seriously and prayerfully. The slate of officers is not full at

this time. The committee will continue to meet and try to fill these positions. Of note: the committee has listed a position of Honorary Historian. This position is not named within our By-Laws. Over the years, Al Perley was the honorary historian for the Church, a position that was felt important to fill. un-officially – Tom called for any other nominations from the floor – discussion called for – the vote taken – the motion carries by majority vote..

The Moderator asked that Allan Barlow come forward to swear in the Clerk of the First Congregational Church of Georgetown, MA Inc.

Rev. Deborah Adams was called upon the lead a Leadership Charge and Prayer to all who will be serving on Boards and Committees in 2009.

No additional business at hand, Dorothy moved that the meeting adjourned, seconded by Kirsten Davie. The meeting adjourned at 12:27 PM

Respectfully submitted,

Emily J., Knapp
Clerk

These minutes were approved by the Cabinet at the February 2009 monthly meeting

The First Congregational Church of Georgetown, Inc.
7 Andover Street, PO Box 200
Georgetown, MA 01833

May 12, 2009

WARRANT

The members of the First Congregational Church of Georgetown are hereby advised that in accordance with the Constitution and Bylaws of said Church, A Special Meeting of the Church will be held Sunday, May 31, 2009, immediately following worship, in the Church Sanctuary, then and there to act on the following listed Articles:

Article I: To see if the Church will vote to temporarily suspend the requirement in paragraph 5.1.1 of its Constitution and Bylaws requiring that, "Worship services shall be held on Sundays...." From June 15, 2009 through September 5, 2009, and instead substitute at least one worship service per week on days and at times recommended by the Diaconate and confirmed by vote of the Cabinet, or take any other action in relation thereto; (Note The plan is to cancel Sunday worship services and instead, hold Wednesday evening worship services during this period with the intent of attracting improved attendance during the summer vacation period.)

Article II: To see if the church Member ship will vote to amend the vote of the February 1, 2009 Annual Church Meeting, by reducing the Pastor's Housing Endowment from \$130,000 to \$120,000, or take any other action in relation thereto:

Article III: To hear and act on any other business and to take any other actions, relative to the Church and its property, which may be brought before this Special Meeting in accordance with the Bylaws, or take any other action in relation thereto:

By direction of the Church Cabinet

Emily J. Knapp
Clerk

Special Church Meeting
5/31/09

The meeting was called to order at 11:34 by Moderator, Tom Stewart. Rev. Deborah Adams led us in Hymn #375 "Weave Us Together" and then led us in opening prayer.

The Moderator asked for a motion to approve the Agenda for the meeting – Chuck Davis moved that the proposed meeting agenda be approved, seconded by Allan Barlow. Discussion was called for, the vote taken and the motion carried. (A copy of the Agenda will be attached to the original minutes and also in the Committee Book in Church Office).

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Allan Barlow moved that the Church Membership vote to temporarily suspend the requirement in paragraph 5.1.1 of its Constitution and Bylaws requiring that "Worship services shall be held on Sundays..." from June 15, 2009 through September 5, 2009, and instead substitute at least one worship service per week on days and at times recommended by the Diaconate and confirmed by vote of the Cabinet. The motion was seconded by Chuck Davis. Discussion called for.

Chuck Davis (representing Diaconate) spoke that at the congregational meetings there was discussion regarding summer worships and the low attendance we have during the summer months. The Diaconate and Cabinet have also discussed ways to attract and make the church more visible in the community and the concept of holding a Wednesday evening worship service was proposed. Second Congregational church in W. Boxford will be holding their services on Sunday and would welcome any here to attend Sunday services there as we will open our doors to anyone from W. Boxford here on Wed. evening services.

The question was asked as to what time the Wednesday services would be held. The services will be at 7:00 PM on Wednesdays and there will probably be a couple of weeks when a supper or some type of food will be served.

The vote was taken – and the motion carried.

read them. The question was asked if we have had any response to the letters as yet. Rev Deb responded to this question indicating that these letters were sent out without any expectations of receiving a response. The letters were to acknowledge the pain that the congregation was feeling. We have had one response from one of the parties who was very appreciative of receiving the letter.

3. Ad-hoc Personnel Committee: Dorothy Blanchard, Chair of the Ad-hoc Personnel Committee (members Pam Sheehan, George Desrochers, Karen Chiklakis, and Steve Lichty) spoke on the work that this committee has been pursuing since being formed in January. The mission of this ad-hoc committee was to see if the church needed a personnel committee and/or what formal procedures could the church put in place with regards to job applications, job descriptions, and evaluation procedures. This committee has been meeting twice monthly since January and hopes to present recommendations to the Cabinet very soon.

4. Fellowship Hall Floor Renovation: Rich Brock, Chair of the Trustees talked about the extreme need to replace the Fellowship Hall floor. The topic was discussed at a Cabinet meeting when Rev. Deb mentioned that she had been asked to host clergy from the Essex Association for a meeting at our church. She hesitated due to the appearance and condition of the Fellowship Hall. At that time, we realized we need to act on making the Fellowship Hall more attractive and suitable for use by our own members and for the wider community. The Fellowship Hall is used for everything – meetings, meals, dance, theater group etc. As we move forward in our “rebirth” we need to take a look at our appearance. For the moment, we will look to just replacing the Fellowship Hall floor. The issue with removing the Fellowship Hall floor is the asbestos tiles, which are perfectly safe when on the floor but need special handling to remove. Trustees have agreed that they will have the floor removed and then a new floor will be put down. It is hoped to be done during the summer and be completed by Rally day in September. We want to show a welcoming Church and get the church back to being a focal point for this community. To do this we need to raise funds. The Fellowship Floor Fund drive needs to be put into place with a goal of raising \$25,000. (\$5,000 of this for the removal of the existing floor) Rich mentioned that there may be original pine boards under the tiles, and if they are salvageable, those will be possibly restored. It was asked if there were any questions:

Will the Long Room floor be replaced too? No, at this time we are only looking to replace the floor of the Fellowship Hall.

The Trustees have also contracted to have the repair work done on the front edifice of the church building, which will be started soon.

Richard Aberman (Stewardship Team) spoke on fundraising efforts for the floor replacement work. Richard quoted a Japanese Proverb: “A vision without action is just a daydream; an action without vision is a nightmare”. There is a clear need to replace the floor in the Fellowship Hall and to not act on this is to court danger and increased risk. It is a clear and bold statement for us to take action; a statement of faith and of being good stewards of this church. We have three families who have already pledged \$1,000 each

read them. The question was asked if we have had any response to the letters as yet. Rev Deb responded to this question indicating that these letters were sent out without any expectations of receiving a response. The letters were to acknowledge the pain that the congregation was feeling. We have had one response from one of the parties who was very appreciative of receiving the letter.

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to this project. The Stewardship Team would ask each person, the prayerfully consider what you can do towards this effort. If financially you aren't able at this time to help, your prayers and spiritual support are fine too!! The Stewardship Team will be sending a letter out outlining the details of the fund-raising project. It was asked if letter could go out to outside groups who use the facilities. Yes, that is in the plan!

5. Weathervane Update: Tom Stewart spoke about the Newbury church that sold their weathervane to the Museum of Fine Arts for \$547,000. Our weathervane was appraised in the range of \$ 45,000 – 175,000. The Trustees decided to take down the weathervane until we determined a value – it has been put away in a safe place. It has been suggested by the appraisers that the church find a place to hang the weathervane where it won't be touched. Have we received written appraisals for this? No just verbal. A third appraisal is expected to happen shortly.

6 Interim Minister Contract: Chuck Davis (Diaconate) The Diaconate has been looking at worship going forward and has discussed the renewal of Rev. Deborah Adams' contract and setting up some goals for the upcoming year. The Diaconate will be putting together a contract for Rev. Deb with new goals and a process for going forward this next year. The Cabinet voted to support the Diaconate in this decision.

Rev. Deb thanked everyone for all the hard work that has been done over the past nine months and asked that we all give a round of applause. The meeting ended with all of us singing "Allelu, Allelu, Allelu, Alleluia".

No additional business at hand, the meeting adjourned at 12:35 PM to reconvene downstairs for an ice cream sundae party.

Respectfully submitted,

Emily J. Knapp
Clerk

Pastor

May 29, 2009 RevDeb's Nine Month Interim Reflection

Brothers and sisters in Christ at Georgetown, MA –

Grace and peace to you in the name of our Lord Jesus Christ!

On May 15 we celebrated 9 months of serving together in Christ's name. Nine months has that wonderful gestation number which reminds us that a healthy human in vitro has sufficiently grown in physical development to be born from water into the dry land of a human family where care and nourishment will be provided. While we humans await the birth of our children usually with anticipation and joy, the birth of a child changes everything -- forever -- for everyone -- within the newborn's realm. The birth of a child is no small thing. The birth metaphor seems appropriate for the renewal and revitalization of congregations.

The rebirth of a congregation is also no small thing. When former leaders leave and new leaders arrive, a new congregation is born. Or not. (Usually this is when pastors leave suddenly – and members as well). Depending upon your relationship to this congregation during this interim time, you may be feeling like you've been involved in nine months of constant labor-or you may feel like the one who is carrying the child and sure wishes it would be born-or some of you may be carrying on as if there is no new child on the way-or some of you may want to keep the old child, or adopt another child(church) rather than give birth to this new creation-or some of you may already want to give this child up for adoption. Some of you may not know where your place is in this family welcoming this birth of a new church. Some of you may be standing in the waters of new birth drenched, joyful, and terrified at what lies ahead. Wherever you are on your life's journey and your relationship to this congregation, you are welcome here. We have only just begun. Each day is a new day and a new beginning in God's magnificent creation. Your participation matters. Your life matters to God. You matter to one another. You matter to me.

So how do we keep renewing our life so this precious child of God's may live vibrantly, surviving and thriving, as we build a sustainable future? Some answers are emerging. Our church leaders have been preparing the house of God for this new child to live and grow. As you will see from the congregational reports on May 31, 2009 initial decisions have been made - there is much new life emerging here at First Congregational – UCC, Georgetown. I am totally impressed, energized, and grateful for the work and willingness of staff and lay leaders to engage in this interim process. We are living an adventure in faith. What started out as three months of 'getting acquainted' followed by three months of 'congregational reunions' to rediscover who we are, whose we are, and what God is calling us to be about -- has turned into nine months of reawakening at many levels.

Thanks to the collaboration and dedication of our Interim Team (Cheryl Gould, Steve LeBlanc, Donna DeSisto, Nancy Aberman, Karen Chiklakis, Allan Barlow) the congregational reunions, "Back for the Future, Now!" were held on:

January 11 – A Taste of "Back for the Future, Now!"

January 25 - Healthy Congregations (Faith is caught as well as taught, complaints to commitments, healthy congregations inventory – three most needing attention = evangelize lives at work & in community, spiritual renewal of membership-small group fellowships, leadership development)

February 8 - "Glory Days" – Our congregation's history (DNA, Bell curve link to reenergize renewal)

March 1 - Spiritual Discernment – (how congregations make decisions WITH God!), holy/unholy triangles)

March 29 – Community Leader Interviews – perceptions of First Congregationall UCC-Georgetown, local community trends, greatest community needs

May 3 – World Café - greatest joy in life, at church; when church was being the church you dreamed; surprises in conversation, lingering questions...

(The outline of these reunions plus the congregational comments are recorded in Word documents for anyone who would like them e-mailed. I am also putting together an "Interim Notebook" with all those

documents available for the congregation to read. It will be in the Church Office as of Monday, June 1, 2009.)

As the congregational reunions began the end of January, the Church Cabinet had also embarked on a parallel journey of leadership gatherings initiated last December 2008. (The minutes of these meetings are recorded in the Interim Notebook as well!) Thank you all for allowing me to be witness and facilitator love keeps emerging! ...At the very least we all now know Matthew 18: 15-20 very well as it provided our scriptural guideline that Jesus outlined for handling church conflict. I remain available to listen and encourage the whole congregation to speak one-on-one with anyone with whom you have unfinished business. This is where we are **all responsible** for the harmony and unity of Christ's church, by working from our pain through to acknowledgment/forgiveness/making amends and moving on to reconciliation (being in union with one another, God, Christ). Reconciliation is the path of the call we each share to 'speak the truth in love.' Good work, you faithful servants of the Lord, to all who participated so fully. A new day is dawning because of your faithfulness.

We have accomplished much together. We are a community that is more skilled in difficult conversation and safer for each one's self-expression. We have begun: the research for better staff/congregational relations (ad Hoc Personnel Committee, Cabinet reconciliation process, regular staff meetings as staff create 'team'), venturing out in faith by considering Wednesday evening worship services, expansion of the Food Pantry, committing ourselves to creating a newcomer ministry this summer with the Social Committee and Deacons collaborating together, an ever-evolving Church Fair with a whole new commitment to Green Discipleship thanks to Deb Lamoureux and Michelle Brock, a new Prayer Shawl ministry, a revitalized Church School under the direction of Gloria Webster, a church office welcoming and energized – thanks to Michelle Brock, on-the-way are a new front of the church and new fellowship hall floor, receptions for those bereaved that the Women's Guild and Social Committee cannot be outdone on, gardens in the works, consistent opportunities for adult education, a plan for a Wedding Coordinator, webpage construction/updates for this coming fall, new wedding room and TOPS space, expanded Christian service from the Deacons, Confirmation class coming, summer study series on 'Thank God for Evolution' – the marriage of science and religion...older youth gatherings...whew! Even this list is only partial! Slow us down, Lord. Keep us focused! Bring us even more energized people to share in these new ventures. ☺

In addition I continue to offer pastoral care and worship leadership weekly as the opportunity arises. I continue to call members and friends as I still have an objective to visit with every member/friend before I depart. You are welcome to call me to set up a visit if my timing is too slow for you. I look forward to the coming year when we can focus even more fully on God's call to live into Christ's life together. We have only just begun...

The Native Americans have a daily prayer, "It is a good day to die." I've always associated that prayer with Christian baptism. For in Christ we die to ourselves, and live for God, knowing that God's dream for us is far greater than any dream we might have for ourselves. I've discovered, too, that birth is a way of dying out of one life into another. It happens again – and again – and again. Life is a never-ending journey of dying into new life! As we continue our journey into this new congregational birth we are experiencing, let us trust God's Spirit is among us, bringing us all to this new birth. Rejoice. God is good. All of the time.

Inspired and grateful for your willingness to be God's people, Jesus' friends, here in Georgetown; I remain your sister in Christ.

Rev. Deborah L. Adams, Interim Minister

"RevDeb"

2009 Annual Report - Rev. Deborah L. Adams, Interim Minister



After 15 months of working together to address the interim tasks listed below, the Search Committee is now in place and will begin the sacred work of finding this congregation's next settled pastor. The Search Committee, Interim Team, Cabinet and I will continue to attend to the interim tasks to ensure that the best information is available for the Search Committee to discern the 'best match' in a settled pastor. We can trust that God already has someone in mind to be your next settled pastor. That person is also waiting for you to show up on the radar, so to speak, which you will, probably by fall of this year.

Interim Tasks of the Congregation:

1. **Come to terms with your history.**
2. **Become clear about your identity.**
3. **Allow shifts in your leadership to occur.**
4. **Rethink/renew linkages to your denomination and the church at large.**
5. **Make a commitment to new leadership and a new future.**

In addition to sustaining the primary pastoral responsibilities of weekly public worship and pastoral care, I have spent much of my 'providing pastoral leadership' time with staff and leaders exploring 'becoming clear about your congregation's identity and call.'

Probably one of the most significant accomplishments in 2009 in this regard was the congregation's commitment to upgrading and refreshing Fellowship Hall. That action came out of an awareness from our Interim Team community interviews last winter that one of the ways this church could serve the people of Georgetown was to use the church building space for more community events like lectures/workshops, retreats, family & youth dances, after-school programs, fairs, public suppers, and receptions. In order to provide these 'ministry' opportunities, Fellowship Hall needed some serious attention which you have all provided generously with your time, talent, and treasure. This has been a successful stewardship venture due to the untiring efforts of the Board of Trustees, Stewardship Committee, and dedicated volunteers. Thank you each and all for your encouragement and inspiration!

Another area of pastoral leadership in which I have spent a goodly amount of time was the 'calling forth of gifts and talents' in the congregation. This arena is one in which I love to explore for it brings forth latent ministries. In this regard I discovered that there are many who have a commitment to Adult Education. Calling together these people resulted in the offering of regular Bible study, a summer book study, a fall Women's Retreat, a community mental health & faith three week series upcoming, a call to expand the Women's Fellowship also coming up, the formation of a Parish Nursing Team, a conference-wide retreat 'Listening Hearts' coming up, and ongoing 'earth steward/green congregation' discussions. We will see even more adult offerings in the year ahead. One of the most challenging discussions that we are having comes from a quote I discovered, *'Jesus welcomed children and taught adults. Why is it that our North American churches then tend to welcome adults and teach children?'* Adult education seeks to balance and promote opportunities for us adults to continue the lifelong journey of adult Christian spiritual formation. I do wonder what might happen in this congregation if we had adult faith renewal a

priority and mission...I catch glimpses. What about you? Where is God calling you into fuller human being and life? How and where do you follow Jesus? The answers to these questions are the true heart of this congregation's ministry.

One of the joys of pastoral ministry for me this year is having the eye-opening/heart-opening/mind-opening opportunity to work with fourteen of our young people who have committed themselves to an 8-month Confirmation process. You will see the fruits of their time and study after Easter as they share their journey with the congregation and are welcomed as adult members and friends of this congregation. Please continue to hold each confirmand in your prayers – Aidan Kelly, Jenn Lutes, Andrea Pantano, Emma Szkutak, Elena Chiklakis, Kristin Hogan, Matt Hogan, Ben Brock, Kyle Gillen, Melissa Edwards, Bridget Edwards, Connor O'Grady, Chris Chiklakis, and Matt Hartford.

In pastoral visitations I discovered information that lead to the Cabinet having two major leadership processes for healing & reconciliation this past year. They primarily revolved around the congregation's opportunities to share difficult and painful issues and situations that members have had/have with former pastors and lay leaders. The Cabinet has taken the information from these confidential pastoral sharings very seriously and has begun the process of expanding ways for communication to be more honest and complete. Some actions the Cabinet has taken in this regard are the creation of a Personnel Committee for staff support and evaluation, the appointment of a By-laws Committee for a complete review of the By-laws to include a 'Conflict of Interest' clause, and the acknowledgment that we will train up a Pastoral Relations Committee this coming year so the leadership and congregation are better prepared & practiced in communicating more fully when the next settled pastor is called. I am grateful to the members who have shared as well as the Cabinet for responding with courage and conviction. Open & transparent communication is one of the primary gifts and practices of a vital congregation.

We have financial challenges and this reality puts this congregation at a crossroads this year. The congregation will be presented two budgets at Annual Meeting, one mostly balanced and one very much out-of-balance. There will be a presentation of our congregation's pledge life and how that relates to the average family income for Georgetown. We have a serious financial challenge primarily because we are not a tithing congregation and not all members are giving financially to the wellbeing of the congregation's ministries. It is important that we address this present moment in light of the congregation's call to ministry. How can our personal giving increase? How do we create ministries that are financially supportive? What is God asking us to see and discover in this moment? How can our vision and mission of 'what we are called to be and do' be financially sustained?

This has been a full year with God bestowing many blessings upon this congregation. I am so very grateful to be serving with you as your Interim Minister. To Michelle, Gloria, Rachel, Bob and Emily – thank you for your untiring good humor, commitment, and support. To Tom Stewart, our Moderator, and the Cabinet and officers, thank you for giving extraordinary time and talent to the renewal & revitalizing of this congregation. To each and all of you members and friends of this congregation – ongoing gratitude for your faith, prayers and participation...

As we begin this new year and decade in which every day carries possibility and opportunity, I find myself pondering the words of the text in Matthew 2 describing the Magi's visit to the manger, and how they were warned in a dream to return another way. I also hear the text of Joel 2 calling us to return to God, "Rend your heart, not your garments. Return to the Lord your God, for God is gracious and compassionate, slow to anger and abounding in love..." In these coming months I look forward to discovering with you how returning home to God will show us how to return yet another way, together, as Jesus' followers and friends.

God is blessing us, every one! In gratitude, I remain your sister in Christ. "RevDeb"

January 2010

Moderator

MODERATOR'S REPORT

Historians will look back on 2009 as being an important transition year for the First Congregational Church UCC of Georgetown. Under the Pastoral guidance of the Intentional Interim Minister Rev. Deborah Adams, our church continues to address many issues and build a foundation for a stronger future. There have been a number of meetings, workshops, committees, Ad Hoc committees, teams, discussions and an impressive emotional and spiritual commitment by many members of the church.

In November of 2009 I met with the Nominating Committee with the intention of beginning the process of forming a Search Committee for a Settled Pastor. The Nominating Committee provided much support during this process giving helpful feedback and suggestions. Additionally, the Massachusetts Conference UCC Area Conference Minister, Rev. Don Remick, and our Intentional Interim Minister, Rev. Deborah Adams, provided support and prayerful guidance throughout the process. After reviewing the church membership list time and time again, it became obvious there are many very qualified church members who can effectively serve on the Search Committee. In addition to following the rules established in the bylaws, the Moderator established and followed the Search Committee criteria: 1. The ability to listen to the congregation. 2. The ability to listen for the voice of the Holy Spirit. 3. The ability to work well together. After much thought, prayerful consideration, and, going over the church membership list again and again, a Search Committee was selected and recommended to the Cabinet for a vote. On January 14, 2009 the Cabinet, in accordance with the bylaws, voted to approve the Search Committee members. Beginning in February 2010, the following members of the First Congregational Church of Georgetown will serve as a Search Committee for a Settled Pastor, Richard Brock, Jeff Gillen, Jo Anne Kelly, Deb Lamoureaux, Janice Murphy, Steven Pinto and Susan Stead. As a congregation, we will be discussing how we can support this committee in as many ways as possible.

In summary, there were a number of Cabinet Committees, votes and changes in 2009. The Ad Hoc Committees include the Personnel Ad Hoc Committee, Bylaws Review Committee, I-Team, Leadership Teams and Goals Committee. These committees were developed to address specific issues in the church. As Moderator, I also worked closely with the Audit Committee to facilitate the process for a first time outside audit. Furthermore, the Trustees and Stewardship Team embraced a concept first discussed at a Cabinet meeting in March of 2008 to renovate Fellowship Hall. Additionally, a monumental change occurred in 2009 when the Cabinet voted to change wedding eligibility to include couples who are not members of our church. The Cabinet and Diaconate also worked together to change the summer worship service. All of the dedication, commitment and work by these committees, teams and projects was nothing less than impressive. Specifics of these events are discussed in reports submitted by the respective participants.

Last, I would like to thank the members of the First Congregational Church of Georgetown for the opportunity to serve as your Moderator. I respect this office and the church and promised at the onset of my service to make decisions which I believe are in the best interest of this church while putting any personal relationships aside. It is an honor to be entrusted to serve as the Moderator during such a transitional time in our church. I look forward to 2010 as we all continue to experience new developments in our church. As mentioned in the 2009 Annual Report, it is my hope the First Congregational Church of Georgetown can address the issue of creating a process for new and continuous leadership training and development in our church.

Respectfully Submitted,

Thomas W. Stewart

Clerk

Report of the Church Clerk

Listed below you will find the many activities and events that were held at The First Congregational Church of Georgetown during 2009.

- January:**
- Three Kings Sunday
 - "Back To The Future" – Reunion #1
- February:**
- Annual Church Meeting
 - "Back To The Future" – Reunion #2
 - Valentines Candy and Craft Sale for Heifer Fund – to purchase a llama!
 - Lenten Offering – 80% Reserve Fund, 20% Diaconate Fund
 - Shrove Tuesday Mardi Gras Talent Show & Pancake Supper
 - Ash Wednesday Service
 - Book Club – "Friday Night Kitting Club"
- March:**
- "Back To The Future" – Reunion #3 and #4
 - Lenten Adult Ed – "Putting Forgiveness Into Practice"
 - Lenten Offering-20% One Great Hour of Sharing 80% Church Reserve Fund
 - Girl Scout Sunday
 - Prayer Shawl Ministry
 - Moonlight Productions – "Mulan"
 - Book Club – "Sundays In America"
- April:**
- New Hymnals – "Hymns of Truth and Light"
 - Stewardship Team – Giving Tree
 - Cook-book Fundraiser
 - Annual Church Spring Clean-up
 - Palm Sunday Service
 - Maundy Thursday – Pot-luck Supper and Service of Tenebrae
 - Easter Sunrise Service and Baptism at Camp Leslie
 - Easter Sunrise Breakfast
 - Christ Has Risen! – Easter Morning Worship Service
 - Gift and Treats for Troops in Iraq
 - Book Club – "The Shack"
- May:**
- "Back To the Future" – Reunion #5
 - Memorial Day Remembrances
 - Children's Sunday
 - Book Club – "The Last Lecture"
 - Replace the Long Room / Fellowship Hall Floor fundraising
- June:**
- Graduate Recognition Sunday
 - Book Club – "Sarah's Key"
 - Strawberry Social on front lawn of Church
 - Adult Bible Study – "Faith Testimonies"
 - Moonlight Productions – "Aida"
- July/August:**
- Keep your week-end plans – Summer Worship on Wednesday Evenings
 - Moonlight Productions – "Music Man"
 - Work to replace Fellowship Hall and Long Room floors commences!!
- September:**
- Rally Day – Welcome Back service with Marionettes

- Vesper Services – Open Sanctuary 3rd Thursday of the month
- Fellowship Hall/Long Rom floor work completed!!
- Confirmation Class Begins
-

October:

- World Wide Communion
- “Back To The Future” – Congregational Café
- Women’s Retreat – Seal Cove, Maine
- Adult Bible Study – studying Parables and other teachings of Jesus
- Moonlight Productions – “Seussical”
- A Tithing Experiment – Stewardship Team
- Annual Church Fair – “Fall Fair”
- International Day of Climate Action – ring church bell 350 times
- Golf Extravaganza – Carriage Pines Golf Club, Rowley, MA
- Book Club – “A Walk in the Woods”

November:

- All Church Boards/Committees – Leadership Event and Brunch
- Stewardship Sunday – Guest Speaker Rev. Ruth Bursin Director of RIM
- Thanksgiving Food Drive for Emmaus House
- Book Club – “the Heretic’s Daughter”
- Thanksgiving Eve Ecumenical Service
- Advent Offering 50% Local Aid 50% Church Reserve Fund

December:

- Bd. of Christian Education – ADVENT-ure workshop
- Advent Bible Study – “Gospel of the Birth of Mary”
- Music Committee – Christmas Talent Extravaganza
- Music Committee - Caroling at Trestle Way and Carlton Home
- Book Club – “The Guernsey Literary and Potato Peel Pie Society”
- Gifts for HOME
- All Church Christmas Pageant during morning worship
- Christmas Eve Service of Candles and Carols

So many stories to tell about the year 2009 and as we enter a new decade, I believe the First Congregational Church of Georgetown will continue to build on a foundation of loving care and sensitivity to one another, our community and the world at large so that there will be many more stories to tell – to tell our children, our grandchildren and our greats!!!!

This will be my final Annual Report as Church Clerk. I am stepping aside after many years in this position – a position that I have been honored to have served in. I have been asked, and have accepted the invitation to serve as Scribe (Clerk) for the Essex Association beginning in the spring of 2010. Although I am scared to death of all this job entails, I look forward to the learning experience it will offer.

Thank you all for the love, support and encouragement that has been shown to me over the years. It has been truly appreciated.

Respectfully submitted,

Emily J. Knapp
Clerk

Membership Information

Members as of 12/31/08 232

Membership Removal:

| | |
|----------------------|----|
| Deaths | 4 |
| Request for Removal | 2 |
| Transfer to Inactive | 40 |

Total Membership as of 12/31/09 186

In Memoriam

Harry Carr
Florence Hamelin
Robert Morris
Sigrid Morris

• Church Friends: Dorothy Giles, Mark Kelloway, Susan Strogney

Baptisms

Jo Connelly Stewart
Madelyn Ilene Lewis
Samantha Jean Kennedy

From The Ministers Records

| | |
|-----------|---|
| Baptisms: | 3 |
| Weddings: | 0 |
| Funerals: | 6 |

Respectfully submitted,

Emily J. Knapp, Clerk

Diaconate

2009 Report of the Diaconate

2009 was a year of planning toward transition. We worked closely with our Interim Pastor Deborah Adams to begin a rediscovery process of who we are and where we want to head. I want to sincerely thank, on behalf of both myself and our Church Family, all of the members of the Diaconate that made 2009 a great success! Betty Bruce, Cheryl Gould, Allan Barlow, Steve LeBlanc, Gladys Kneeland, and Tracy Southwick worked diligently to accomplish our goals. It has been an honor to serve with this team this past year.

As part of the discovery process, Church Reunion and World Café meetings were held where we discovered our past, present and where we want to go in the future. This effort was coordinated by the "ITeam". More detail will be provided in their report.

A major change was made this year concerning worship. We ended our Summer exchange relationship with West Boxford, and instead moved our Sunday worship to Wednesday Evenings. Our first Summer service was a Baccalaureate Service held to honor our Graduates (both High School and College). One of our services was led by David Rogers, a former Church member, who provided a very inspirational message on our personal contributions to the world, both large and small. Attendance was steady throughout the summer. A few services were held in Fellowship Hall due to the heat, but most reviews were positive for the experience.

After several dormant years, the Thanksgiving Eve Ecumenical service was re-instated. We joined with St. James Episcopal Church of Groveland and had an inspiring service with some elements drawn from Native American traditions. This was an inspirational way to celebrate our roots and express thanks for the Lord's Bounty.

The Diaconate Memorial Fund provided financial support for construction of the new shelves and organization for our much more active food pantry. This construction project was an Eagle Scout project coordinated by Kevin Southwick. We congratulate him on completing this milestone and making a significant contribution to the community. Also funded was the purchase of ten new plastic tables for use during functions and to replace those that had served their useful life. Additionally the Diaconate Fund again provided support for Georgetown Senior Celebration (for HS graduates) and other local missions.

The Diaconate conducted a thorough review of the current membership list. Letters were sent to those who were deemed inactive. Based on the review our year-ending membership stood at 186.

Christian Service was organized to provide rides for church services and for other needs. Several senior members are now brought to church by others. We are hopeful to continue to expand our Christian Service activities in the coming year providing more support to our shut-ins.

We have established some key actions which will feed the Goals established by the Cabinet. These actions call for improving our communication and its transparency, actively looking for opportunities to expand participation in church activities, and also continue to streamline the Diaconate duties so that we can function with a smaller board membership. We will continue to look for ways to facilitate these goals for 2010.

We are thankful for the opportunity to serve the church and contribute to Jesus' ongoing ministry.

Respectfully submitted,

Chuck Davis, Tracy Southwick
Co-Chairs

School Superintendent

CHRISTIAN EDUCATION DIRECTOR REPORT from Gloria Webster

January 2009 began my second Webster month as Christian Education Director after an active and rewarding Advent season. In December, 2009, we had an Advent-ure celebration with a luncheon, art activities, and the start of the season of fellowship and joy. The Church School children were angelic and enthusiastic as they re-created the Nativity during Christmas Sunday worship service.

The New Year of 2009 began with a dedicated teaching staff including Cheryl Gould, Kirsten Orender, Janice Murphy, Alan Gould, Jeff Fitzpatrick, Rich Brock and Carol Lutes, ably assisted by students Ben Brock, Jennifer Gould, Kevin Southwick, and several substitute teachers. Katy Pelletier, Kate DeSisto and Bob Knapp shared their music talents.

Shrove Tuesday on Feb. 22 was observed with a pancake supper prepared by the Christian Education Board and followed by an amazing "Mardi Gras" Talent Show by church members and friends. We ended the Lenten season on Easter Sunday and an Easter Egg Hunt on the front lawn after worship.

Other activities were the annual Heifer Fund-raising Valentine Event, collection for One-Great-Hour-of-Sharing and the food pantry, Christmas gifts for H.O.M.E.

The 2009 Fall Semester began with adding a new class by dividing the previous 5-8th grade into a 5-6th grade class and a 7-8th grade class. I believe we need to focus on these ages now as attendance has been sporadic although teachers Rich Brock and Carol Lutes are enthusiastic and diligent in preparing classes. I wrote a curriculum for the 7-8th grade focusing on UCC Identity as well as an introduction into other world religions and the 5-6th grades followed the UCC-Brethren curriculum, Gather Round.

Other responsibilities I have undertaken was to provide children's care and activities when "World Café" and other after-church meetings were held so that parents were able to attend them. I also provided "pew packs" for children at worship several times, recruited church members as "shepherds" (thanks to a suggestion from Jeff Fitzpatrick) to substitute when classroom helpers are needed. Our church has a "safe church" policy that requires all classes to have two adults (or one teacher and a teen assistant) in each room.

We need to recruit more adults to participate.

I meet with the Christian Education Board monthly to plan events, discuss the needs and/or problems. Two members have been added now - Eileen Schneider and Carol Lutes. Others are Joanne Kelly, Michelle Wilson, Kirsten Orender, and Lauren Kalfin.

We do need to have more parental involvement either as teachers or assistants, because we are a co-operative Church School and the interest and support of parents (and all church members) contributes to its continued success. We always have willing volunteers for special events which I want to continue and enlarge.

Future goals I have include updating the classrooms by re-painting, better lighting, evaluating other needs for modern teaching methods; -

- offering the sexuality course, Our Whole Lives, endorsed by the UCC, after discussing the need with our parents - providing more family-oriented programs
- pursuing the possibility of using marionettes in our worship and classes by involving (mainly) older children in the making of them and writing scripts
- offering a teacher training program for all parents to acquaint them with the curriculum and its inclusiveness for the entire family
- a four-week session for 4th graders on the history and meaning of Holy Communion, ending with their participation in the traditional Maundy Thursday service

I have thoroughly enjoyed meeting and working with the dedicated and enthusiastic people at this church. I have been warmly welcomed and have many individuals to thank for their support and contributions to our Church School program.

Youth Fellowship

Youth Groups

The Senior High Youth Group had a good year. The year kicked off with a pizza party for our youth made their own pizzas. We had a movie night and a Rock Band night, our annual Pasta Supper, as well as a trip to an indoor Paint Ball arena, which has promise to be an annual event.

Our young adults also spruced up their Youth Room by putting a fresh coat of paint on the walls. Along with donated furniture and a large screen television set, our youth did an excellent job putting their mark on the church, especially the exit door. This room was used many times, especially for our Movie and Rock Band events.

As we move into the new year, the Middle School and Senior High youth groups have been combined. Youth in grades 6-12 are welcome to participate. The combined groups have already had a make your own pizza where we got to use our new ping pong table, set up and decorated our Christmas trees, delivered donations to Emmaus House, and had a fun bowling.

We'd like to extend a huge thank you to Chuck Davis, who was a co-leader last year. Chuck's assistance and guidance simplified the transition from Susan Stead's leadership, dedication, and commitment to us. Chuck's tenure as a Youth leader ended last year, and his contributions and support will be missed. We'd also like to welcome Jeff Fitzpatrick as our new co-leader.

We hope that the 2009/2010 season will have many new activities and events that both engage our youth in our church ministries, as well as allow them to relax and have fun in a safe and secure environment. Plans are in the works for a movie night, maybe some skiing, fund raising dinners, and of course, our annual paint ball event.

*Respectfully submitted
Richard and Michelle Brock
Jeff Fitzpatrick
Youth Group Leaders*

Trustees

Report of the Trustees for 2009

The members of the Board of Trustees, Chairman Rich Brock, Steve Pinto, Jeff Gillen, Alan Gould, and Jo Stewart have had a productive year. We also need to extend a special thank you to Chuck Davis and Steve LeBlanc for their ongoing assistance with the electrical, heating, computer, and sound systems.

Emery and Webb were contracted to be the Church's Insurance agent for our property and workman's compensation policy. This change allowed the church to significantly reduce our insurance costs, without sacrificing any coverage requirements.

The clutter that the Church has been collecting over the years was removed. This effort provided ample space in the various closets and attic areas for the various boards, groups, and committees to better organize their materials.

In the spring of 2009, the woodwork on the front of the church was repaired. In addition to this repair, all woodwork, doors, and entrance ways were re-painted, giving the church a nice clean appearance. The work was performed by North Street Woodworking & Remodeling.

During the latter part of summer, 2009, the work began to replace the floor in both the Fellowship Hall and Long Room. In attempt to keep costs under control, some of the work was completed by the Trustees as well as other volunteers.

The first step was to remove the stage from the Fellowship Hall. Since the stage was rarely used for its intended purpose, the decision was made to remove it as the additional floor space would be better utilized.

Once the floor was removed, All State Abatement Professionals, Inc was hired to remove the tiles from both rooms. As these were asbestos tiles, it was in our best interest to hire a professional for the removal and disposal of the old floor.

With the floor removed, members of the church family prepared the floor for the new tiles. This effort involved the removal of nails as well as the laying of a new subfloor. With the subfloor in place, Artisan's Flooring installed the new tile floor. Tiles were selected over other materials, such as hardwood and laminate primarily due to a lower cost and durability.

In December 2009, the Long Room and Fellowship Hall were painted. With both rooms painted and a new floor installed, it is the hope of the Trustees that the utilization of these rooms will increase in the years to come by both our church family and the community.

In addition to these major renovation projects, the Trustees were busy throughout the year with day to day maintenance. Here are the highlights

The internal alarm within the fire alarm box continued to go off at inopportune times. A technician was hired to look at the box itself. It was determined that there was a loose connection within the box. Once this was resolved, the alarm has stopped.

The new lawnmower that was generously donated last year was put to good use. Special thanks to Chris and Alex Pinto for their assistance in mowing the lawn this year.

Shoveling was done as needed, with sand and salt laid in for general use. The snow blower is still running and has had a busy 2009/2010 winter.

The Sexton continues to do an excellent job keeping the church clean and tidy for all that use the church. Special thanks to the entire Edwards family for their assistance.

Respectfully Submitted

Richard Brock, Chairman, Board of Trustees

Music

Report of the Music Committee

The Music Committee would like to thank our ever enthusiastic and capable leaders for their faithful and talented contributions to our music program: Organist – Emily Knapp; Music Director – Bob Knapp; Assistant Junior Choir Director – Marion Harding. The congregation is truly blessed to have their musical leadership.

We would also like to thank all those who participate in the Junior Choir, Senior Choir, Bell Choir, Band, and all those who as well as those who accompany and support these groups whenever necessary. We'd also like to thank Katie DeSisto and all those who provided music during the summer. Music is a vital part of our worship and your efforts enable us to truly 'Make a Joyful Noise Unto the Lord'.

The new Hymnals arrived in time for Easter and we have been enjoying the experience of hunting for our favorite hymns at their new locations! The old Pilgrim Hymnals have been sorted, stacked and indexed so friends, family, and members can get hymnals donated by or in memory of family members. So far about twenty hymnals have been returned to their families.

In June the 'World's Most Dangerous Church Band' again provided entertainment for the Strawberry Social.

Music is so important during the Advent and Christmas season. On December 21st we celebrated with Outdoor Caroling event, letting our joyful voices out at Carlton Home and Trestle Way before returning to the Church for hot cocoa and homemade cookies.

Our music groups are always looking for additional members. Join us! The only requirement is your desire to 'Make a Joyful Noise Unto the Lord'.

Respectfully submitted,
Dwight Southwick, Chair
Pamela Sheehan
Sharon Lee
Katie Pelletier

Guild

ANNUAL REPORT OF THE WOMEN'S GUILD

At our only winter meeting, sixteen members attended the February "work bee", counting change from the **Coffee Hour Penny Bowl** and working on quilts for babies "at risk", our on-going mission. **One Great Hour of Sharing** was the recipient of the \$120 Penny Bowl collection, and twenty-five quilts were completed. We thank Millie Gangloff for her talent and leadership in our **quilt project** of fifteen-plus years!

The March meeting turned into a popular event when 18 members and friends were entertained by Sally Applegate, veteran reporter of the *Georgetown Record*. Sally told of interesting people and hilarious events that have marked her varied career in the writing business. In April, an afternoon tea was well attended and enjoyed when Gloria Ford, librarian and flower lover presented a program on flower facts and legends. The final spring gathering was held at Leah Mae's Tea Room in Haverhill, our annual luncheon outing, at which time we voted to contribute \$350 to the **Fellowship Floor Restoration Fund**.

Our own Church Historian, Chris Comiskey, gave a wonderful talk on little known and unique facts of our church history, plus other stories about old Georgetown at our September meeting. It was a very special day for our first fall gathering and was well attended. Guild women supported the **Church Fair's Cookie Walk** by baking and providing full-time tending to the cookie table in October. It was a huge success and a sell-out!

"Mrs. Gordon", in the person of actress, Rita Parisi, returned to give us all the details of "An Edwardian Christmas" at our **Guest Social** in November. We celebrated the Advent Season a little on the early side by welcoming many guests from Georgetown and surrounding communities, a total of seventy women, who were treated to a Silver Tea and happy stories from 100 years ago. It gave us much pleasure to host this event – especially since we had a new floor in the Fellowship Hall! **Thank you, from the Guild, to all of you wonderful volunteers who helped with the installation of the flooring.**

Rounding out the year was our annual December **Holiday Party** at Barbara Morehouse's lovely home at Wheelerbrook Farm. It was a warm and friendly time as we shared luncheon, Christmas stories by Judy Robillard and Jackie Moore, and a carol-sing. A sock collection, for **Ruth's House** in Haverhill, brought in 135 pairs of socks for this worthwhile **mission**.

We welcome all women from our church fellowship, as well as their friends from the community, to join us for day-time meetings during the spring and fall. There is a **new evening women's fellowship** group forming, in the exploration stage at this point. Anyone interested will meet for the first time on **Monday evening, January 25**, at Susan Stead's home on Searle Street at 7 p.m. Rides will be provided for those who do not drive at night. It is hoped that this group will be an extension of our already established daytime Guild. Please keep it in mind.

Respectfully submitted,
Joan Chatterton, Secretary

Mission Coordinator

REPORT OF THE MISSIONS COORDINATOR FOR 2009

Sincere thanks to everyone for supporting the mission efforts of our Church. It has been a difficult year for many and there is much need in our local and worldwide communities. Your generosity in giving your time, talents and resources is greatly appreciated. The following are some of our mission activities for the year while additional activities are reported by other groups, committees and/or boards:

- The Church School Valentine Candy Sale raised \$346.25 for Heifer International. A llama, sheep and flock of hope (ducks, geese and chickens) were purchased.
- The Women's Guild made quilts for babies in crisis. Materials were purchased from donations to the "penny bowl."
- The Lenten Offering was divided with 80%, or \$1,087.20, being directed to the Reserve Fund and 20%, or \$271.80, added to One Great Hour of Sharing.
- In April your generosity to our troops in Iraq was enthusiastically received. Eight boxes totaling 147.57 lbs. of snacks, toiletries, etc., were divided between and sent to Jonathan Young and Jordan Finley, Rev. Deb's son-in-law. The Prayer Shawl group also started in April. We had several dedications of shawls in Church this year and a number of them were distributed.
- The annual UCC One Great Hour of Sharing donation was received from various sources: Guild pennies, \$120.00; collection from "treasure boxes" initiated by the Church School for participation by all, \$271.00 (minus cost for treasure boxes); and a portion of the Lenten offering, \$271.80. A total of \$645.30 was sent to the UCC.
- Non-perishable food items, gift certificates and checks were collected Children's Sunday and Thanksgiving Sunday for Emmaus House in Haverhill which provides housing and services to homeless adults and families.
- In September, 10 people from our Church family volunteered their time and talents one Saturday to work on a Habitat build in Lawrence.
- The Advent offering was \$1,104.00, divided with 50% to the Reserve Fund and 50% being divided with \$700.00 to local families and \$404.00 to the Diaconate Fund.
- Christmas gifts were donated to H.O.M.E. (Homeworkers Organized for More Employment) in Orland, ME, for children who would not otherwise receive gifts.
- Our "pantry" grew and our mission is to grow it more. It was a blessing to individuals and families in Georgetown and surrounding areas. There was great community participation, including donations prior to Christmas by the Pentucket Workshop children and their families. This generosity helped stock our pantry shelves, refrigerator and/or freezer.
- Newsletter information for various events included: Earth Day in April; 41st Project Bread Walk for Hunger, Boston, in May; Hike for Habitat for Humanity, in June; Emmaus, Inc.'s "Cycle for Shelter" in July; Ruth's House, Haverhill, an interdenominational thrift store and ministry; and fund raising walks for the Jeanne Geiger Crisis Center 18th Annual "Walk Against Violence" and the Essex Association Mission Committee of the Massachusetts Conference UCC Second Annual Crop Walk, Danvers, in October.
- Contributions to the Massachusetts Conference UCC for funding of outreach programs were 5% of our weekly pledges for a total amount of \$4,191.92 for the year.
- Church contributions were made to the scholarship fund at Andover Newton Theological Seminary, \$300.00, and the Essex Association fund for in-care students, \$400.00.

Suggestions, ideas and/or thoughts for future mission activities or projects are always welcomed. Let us all practice deeds of kindness whenever and wherever possible. In the words of St. Francis of Assisi, "For it is in giving that we receive."

Respectfully submitted,
Diane Townsend

Fair

Annual Church Fair

Fall Fair 2009

October 23 and 24

Co Chairs: Michelle Brock and Deb Lamoureaux

Another successful fair has come and gone. Our entire church family has to be thanked for their hard work and dedication to our biggest fundraiser of the year.

Our "Annual Fair" again exceeded all expectations. The town changed their format for "Georgetown Days", this year only the Farmers Market & the Horribles parade were held the same weekend. Our loyal following helped us keep the forward momentum going.

Once again our favorite committees were present and accounted for The pies were better than ever this year. We had yummy maple syrup courtesy of the Barlow family and our huge maple trees on the front lawn. The Cookie ladies out did themselves this year. The White Elephant definitely had something for everyone.

This year we increased our seating capacity for the mother & daughter tea with 2 rooms and 2 seatings!

Our new format continues to develop into a very manageable event. Changes that we are looking for in our next fair include music and fall decorations in our new fellowship hall and hopefully some "Green vendors". Again, this year outside handicraft vendors were invited to join our fair. We had new vendors as well as some favorites revisit us. The vendors paid for their rental space and tables. Each vendor donated an item to our raffle.

We have again decided to co-chair the fair for another year so we can keep the ball rolling on the vendor portion of the fair. We continue to hope that this portion will grow even larger using all the available space our church has to offer. Our goal is to have our Church Fair be the coveted fair for the fall. We would like to make this a juried show.

Thank you for all your generous love and support.

Michelle and Deb

Hospitality

Sharing the Gift of Hospitality

Annual Report Hospitality Team

The Hospitality Team has been busy this year. One of our new improved additions are new name tags. Please wear your name tag during worship service and coffee hour. This is a great way to greet new members and visitors to our church family.

One of our goals for the Hospitality Team was to initiate an experiment and request that each Church family or a group of individuals sign up to do (1) Coffee Hour and (1) Sunday to Greet and Collect the Morning Offering.

By everyone taking responsibility for one Sunday, the job will be easier for everyone. Sign up sheets have been out during Coffee Hour for people who have wanted to pick their own dates to serve. These sign-up sheets will continue to be out during Coffee Hour.

We have had many volunteers in 2009.

“Thank-you everyone who has signed up for Coffee Hour and to Greet & Collect the Morning Offering”.

This project is going well and will continue through June 2010. At that time we will re-evaluate our Hospitality Team experiment.

The Hospitality Team is always open to new ideas and suggestions, please contact one of the members of the team.

Thank-you!

The Hospitality Team,

Janice Murphy, Kirsten Davis, Nancy Clift, Deb Lamoureux,
and Laura Zalewski

Flowers

REPORT FROM THE FLOWER COORDINATORS

It was a tough year for gardeners everywhere, and we too, fought a losing battle against weather, weeds, and winged creatures with a taste for flowers. Now, with the church blanketed in white, it's easy to forget last summer's battles and look forward to the spring bulbs that will bring the first hints of color to the church gardens. Thanks to all who brought a pot of flowering bulbs last Easter Sunday, we should have even more color this spring.

Highlights of 2009:

- A diligent crew of workers pulled out the hedges on Clark St. and the huge yews on the front lawn, opening up new possibilities for the front of the church.
- The back planters were cleaned out, replanted, and maintained by our neighbor, John Face.
- The communion table displayed a broad array of floral tributes from the simple spare branches of Lent to local garden flowers to beautiful professional arrangements. Thank you to all who contributed to the changing seasons and celebrations of life by sharing flowers or donating to Christmas and Easter plants in memory of loved ones.
- We celebrated Palm Sunday with two kinds of palms this year, and learned how to fold palm crosses.
- Pots of flowering spring bulbs brightened the front steps on Easter Sunday and created a wonderful photo op for all the children decked out in their Easter finery.

We welcome your help with flowers for the communion table. They can be as fancy or as simple as you like; a plant from your window sill or flowers from your garden, the supermarket, or the florist. It's so easy to do, and you don't need a green thumb! Monetary donations to purchase flowers are also greatly appreciated. If you would like to donate any amount in memory of loved ones or to honor someone special, just put your donation into the collection plate and label it for flowers.

Once again, we thank everyone who has helped to bring the beauty of flowers to the inside and outside of our church this past year.

Sincerely,

Michelle Brock and Jaime Krenn

Social

Report of the Social Committee 2009

The Social Committee has continued to work along side the Hospitality Team this past year. We hope to have the two committees combined in the next year to help with coordination on coffee hours, greeting/collecting, receptions, and other welcoming events.

We hosted several Congregational reunion luncheons during the year with many great soups, sandwiches and desserts. The new idea of having a Pot Luck luncheon after the Annual Meeting will continue for 2010. We appreciate everyone's contribution of soups, sandwiches and desserts at these events!

We were honored to have hosted collations for the families of Florence Hamelin and Matthew Kelloway. Again, many thanks to all of you who helped bake, serve and clean up.

After 14 (or so) years of serving on the Social Committee, I will be stepping down to move on to something different and let some new faces surface. I will continue to work with the Hospitality team at this time.

Janice Murphy will continue as Chairperson. I have greatly appreciated all her help in the past few years while serving with me. Also, I would like to thank all those in our church who have helped me with coffee hours, receptions, luncheons, and collations with their baking, serving and coordination! It has been an easy job thanks to the efforts of all of you!

Please consider serving on the Social Committee!

Sincerely,

Kirsten Davis
Janice Murphy

ByLaws

Report of the Bylaws Revision Committee for the 2010 Annual Church Meeting

The Bylaws Revision Committee is proposing Version 3.0 of the Constitution & Bylaws for adoption at the 2010 Annual Church Meeting. Version 3.0 accomplishes the following:

1. Updates section **2.0 FAITH, POLITY, AND FELLOWSHIP**
2. Inserts a new section, **3.0 DEFINITIONS**, and adjusts the 1st digit of the following paragraph numbers accordingly;
3. Clarifies and updates section **4.0 MEMBERSHIP** (was 3.0);
4. Updates and adds some duties to section **5.0 CORPORATE ORGANIZATION** including annual performance appraisals for all paid staff members;
5. Adds some minor requirements to section **6.0 MEETINGS**;
6. Adds to the title of section **8.0 SPONSORED ORGANIZATIONS** and;
7. Adds a new section **10.0 CONFLICT OF INTEREST**.

If adopted, these changes will be effective immediately. Existing paragraphs which have been changed are shown with strikeouts for deletions and bold face type for additions. New sections are shown essentially as they will appear in the Version 3.0 document.

#1 Section **2.0 FAITH, POLITY, AND FELLOWSHIP** is changed as follows:

- 2.1 **AUTHORITY:** This Church acknowledges the Parenthood of God, Lordship of Christ, and ~~Brotherhood of man~~ **community of humankind**; It looks to the Bible and seeks guidance from the Holy Spirit in matters of faith and action.
- 2.2 **GOVERNMENT:** ~~The government of~~ This Church, **a member of the United Church of Christ, acknowledges UCC guidelines, but its government** is vested in its members who have full and final control over all of its affairs.

#2 Section **3.0 DEFINITIONS:** is added as follows:

- 3.1 **CALLED:** Chosen for a particular duty by a person, board, committee, or the Church Membership and we pray, summoned by God;
- 3.2 **CALLING:** A particular duty or service for which a person or organization seems uniquely suited or possesses the talent or skills to perform.
- 3.3 **CONFLICT OF INTEREST:** A condition in which an individual, or a family member or close friend of the individual, has interests, concerns or duties that interfere with the individual's duty of undivided loyalty to the Church Membership and its mission. The condition may be financial, moral, political, theological, or otherwise. See Section 10.0 for situations where this may occur within Church positions of responsibility and how such situations should be handled.
- 3.4 **MISSION** (of the Church): Defined purposes or callings which this Church is fitted or destined to do.
- 3.5 **PAID STAFF:** Paid Staff consists of the Pastor, Interim, Intern, Temporary, and Assistant Pastors, Church Secretary, Director of Christian Education, Music Director, Organist, and Sexton. The Collector and Treasurer are not paid staff; they receive non-accountable expense allowances which, for IRS purposes, are reported as salaries. See also para 6.4.
- 3.6 **SANCTIONED:** The status of organizations which have been approved as being an integral part of this Church's corporate governing structure. Such organizations must have their own operating bylaws that have also been approved as being compatible with the Church's Bylaws and the Church's mission (e.g. Couples Club, Guild, Fellowship groups). Financial management is generally

independent from that of the Church unless voted otherwise by both the sanctioned organization and the Church membership.

- 3.7 SPONSORED: The status of non-Church groups and individuals who have been given permission to use the Church name, edifice, and facilities on a semi-permanent basis without payment of a user fee or other compensation (e.g. Boy Scouts, Girl Scouts). All financial operations are completely independent from those of the Church.

#3 Portions of section 4.0 MEMBERSHIP are changed as follows:

- 4.1.2 Subsequent to the adoption of this Constitution and Bylaws,
- a) **Have reached their fourteenth (14th) birthday, and;**
 - b) **Are sponsored by a Pastor** and the Diaconate as having or seeking a Christian faith and experience and a consistent Christian way of life, **and;**
 - c) **Have publicly confessed their faith or for whom the Church has received** ~~satisfactory~~ **letters of transfer from other Christian churches, and;**
 - d) **Have been accepted by vote of the Diaconate, and;**
 - e) ~~Accept~~ **Agree to abide by** the Church Constitution and Bylaws, **and;**
 - f) **Receive or have received the Sacrament of Baptism, and;**
 - g) **Are formally received into the fellowship of this Church.**

4.2 DUTIES: Members are expected to:

- 4.2.1 **Live ever increasingly the Christian life, and;**
- 4.2.2 **Attend the worship services of this Church regularly, and;**
- 4.2.3 **Give systematically (e.g. weekly, monthly, annually) for the financial support of this Church and its benevolences, and;**
- 4.2.4 **Share in the organized work of this Church, and;**
- 4.2.5 **Encourage the spiritual growth of fellow members.**

4.3 RIGHTS: Members may:

- 4.3.1 **Act and vote on all transactions of the Church, in accordance with Massachusetts law, and;**
- 4.3.2 **Serve in all corporate officer and staff positions of the Church except where otherwise restricted (e.g. Conflict of Interest, para 10.0).**

4.4 TERMINATION OF MEMBERSHIP:

- 4.4.1 **Members may request a letter of transfer through the Pastor/Teacher or a Diaconate member and be granted such by vote of the Diaconate.**
- 4.4.2 **Members who have not ~~Lived within the parish area~~ ~~Worshipped with this Church~~ contributed to ~~it~~ **this Church** financially or in any other way for two years or more may, ~~upon recommendation of the Pastor/Teacher and~~ by vote of the Diaconate, be transferred to Inactive status 30 days after being served with written notification of such intent and without a response indicating such action should not be taken.**
- 4.4.3 **Deceased** members ~~who become deceased~~ may be removed from the membership roll immediately with no action required by ~~the Pastor/Teacher or~~ the Diaconate.

- 4.4.4 Inactive Members whose status has not changed for two years or more may be removed from the membership roll upon ~~recommendation of the Pastor/Teacher and~~ vote of the Diaconate.

#4 Portions of section 5.0 CORPORATE ORGANIZATION are changed as follows:

- 5.1 **BOARD OF DIRECTORS:** The Church Officers, Boards, Committees, and Coordinators shall be governed by a Board of Directors hereinafter called the *Cabinet*; each Cabinet member, including anyone who holds multiple positions, shall have only one vote. **See also para 10.4.4 for potential conflict of interest situations which may restrict who can vote;**
- 5.1.1 The Cabinet shall consist of:
- a) The Corporate Officers;
 - b) The Chair and the Clerk of the Diaconate;
 - c) Chairs of the following Boards and Committees:
 - 1) Board of Christian Education;
 - 2) Board of Trustees;
 - 3) Finance Committee;
 - 4) Music Committee;
 - 5) Nominating Committee;
 - 6) Pastoral Relations Committee;
 - 7) Safe Church Committee;
 - 8) Special **purpose** committees ~~sanctioned or~~ and positions created by the Cabinet **in an ex-officio capacity only, i.e. they may not vote;**
 - d) Missions Coordinator;
 - e) Church Delegate Coordinator;
 - f) Flower Coordinator;
 - g) Social Coordinator;
 - h) Ushering Coordinator;
 - ~~j) Ladies Guild Coordinator;~~
 - j) Presidents or Chairs of all organizations sanctioned by the Cabinet **(includes Guild)**, except that if not a Church Member, a Church Member must be elected or approved by vote of the organization as their Cabinet coordinator.
- 5.2.1 A **Pastor and Teacher** (previously and hereinafter referred to as the Pastor) who shall be an ordained minister, preferably with a UCC background, to be chosen and called by the Church whenever a vacancy occurs, to be installed by the ~~Essex Association~~ **UCC Area Association** after becoming a member of the Church, and to serve until ~~he or she chooses~~ **choosing** to resign or retire or is ~~directed~~ **dismissed** by vote of the Church ~~Membership to leave;~~
- 5.3.3 A **Board of Trustees** of six members, three to be elected at each Annual Meeting for two-year terms. Individual elected members shall not serve more than two consecutive terms. **The Sexton shall be an ex-officio (non-voting) seventh member.** The Board of Trustees shall elect its own Chair **from among its six elected members.**
- 5.3.4 A **Finance Committee** of three lay members plus the Treasurer and Collector for a total of five **voting** members, one lay member to be elected at each Annual Meeting for a three-year term. The Finance Committee shall elect its own Chair from among its three lay members.
- 5.3.6 A **Music Committee** of four members, two to be elected at each annual meeting for two-year terms. Individual elected members shall not serve more than two consecutive terms. **The Organist and Music Director shall be ex-officio (non-voting) fifth and sixth members.** The Music Committee shall elect its own Chair **from among its four elected members.**

- 5.3.7 A **Nominating Committee** of four members, two to be elected at each Annual Meeting for two-year terms. Individual elected members shall not serve more than two consecutive terms. **The Church Secretary shall be an ex-Officio (non-voting) fifth member.** The Nominating Committee shall elect its own Chair from among its **four** elected members.
- 5.4.2 The **Cabinet** shall:
- d) **Interpret and enforce the provisions and limitations of this Constitution and Bylaws and have authority to grant waivers to said provisions and limitations, except for those reserved for the Membership (Para 5.4.1), with a unanimous vote of those present and voting;**
 - m) **Comply with the provisions of Para 5.1 on voting, 6.0 on meetings, 6.3.3 on Executive Sessions, 6.3.4 and 10.4.7 on quorums, and 7.3 on new organizations.**
- 5.4.3 The ~~Pastor/Teacher~~ shall:
- q) **Appraise the work performance of the Church Secretary and make recommendations regarding the Secretary's salary to the Finance Committee at least annually;**
- 5.4.4 The **Moderator and Chair of the Cabinet** shall:
- a) **Provide the leadership needed to maintain the Corporation as an ongoing business entity including enforcement of the provisions in these Bylaws;**
- 5.4.8 The **Diaconate** shall:
- q) **Comply with the provisions of Para 6.0 on meetings, 6.3.3 on Executive Sessions, and 6.3.4 and 10.4.7 on quorums.**
- 5.4.9 The **Board of Christian Education** shall:
- c) **Provide the Director of Christian Education with performance appraisals and make recommendations regarding the Christian Education Director's salary to the Finance Committee at least annually;**
 - h) **Comply with the provisions of Para 6.0 on meetings, 6.3.3 on Executive Sessions, and 6.3.4 and 10.4.7 on quorums;**
- 5.4.10 The **Board of Trustees** shall:
- e) **Provide the Sexton with performance appraisals and make recommendations regarding the Sexton's wages to the Finance Committee at least annually;**
 - h) **Comply with the provisions of Para 6.0 on meetings, 6.3.3 on Executive Sessions, and 6.3.4 and 10.4.7 on quorums;**
- 5.4.11 The **Finance Committee** shall:
- e) **Comply with the provisions of Para 6.0 on meetings, 6.3.3 on Executive Sessions, and 6.3.4 and 10.4.7 on quorums;**
- 5.4.13 The **Music Committee** shall:
- c) **Provide the Organist and Music Director with performance appraisals and make recommendations regarding their salaries to the Finance Committee at least annually;**
 - e) **Comply with the provisions of Para 6.0 on meetings, 6.3.3 on Executive Sessions, and 6.3.4 and 10.4.7 on quorums;**
- 5.4.14 The **Nominating Committee** shall:
- c) **Consider the provisions of Section 10.0 on Conflict of Interest when selecting and recruiting potential candidates;**
 - d) **Comply with the provisions of Para 6.0 on meetings, 6.3.3 on Executive Sessions, and 6.3.4 and 10.4.7 on quorums;**

5.4.15 The Pastoral Relations Committee shall:

- h) Comply with the provisions of Para 6.0 on meetings, and 6.3.4 and 10.4.7 on quorums;

5.4.16 The Safe Church Committee shall:

- e) Comply with the provisions of Para 6.0 on meetings, 6.3.3 on Executive Sessions, and 6.3.4 and 10.4.7 on quorums;

#5 Portions of section 6.0 MEETINGS are changed as follows:

6.3.4 Seven Cabinet members and fifty percent of Board or Committee members plus one person shall constitute a quorum for the transaction of all business except discussion and adjournment which does not require a quorum, except that the Cabinet may not transact business (vote) on matters related to a particular Board or Committee if there is no representation from that Board or Committee. **Note that ex-officio Board and Committee members do NOT count for purposes of determining the presence of a quorum;**

6.3.5 Cabinet members who are Chairs of Boards or Committees and are unable to attend a Cabinet meeting may send a representative who shall have full voting rights provided said representative is a member of the Church **and is in compliance with the Conflict of Interest provisions of Section 10.0.**

#6 The title of section 8.0 SPONSORED ORGANIZATIONS is changed as follows:

8.0 SANCTIONED and SPONSORED ORGANIZATIONS

#7 Section 10.0 CONFLICT OF INTEREST is added as follows:

10.0 CONFLICT OF INTEREST

10.1 INTRODUCTION: In order to satisfy needs for certain talents, skills, interests, and personal development, some Church members, multiple family members, or non-Church members where permitted, may be serving in, recruited for, or called to serve in Corporate Officer, Corporate Staff, paid staff, and/or Volunteer positions within the Church Organization. While it is expected that persons in such positions will make decisions based on what is best for the mission of the Church, potential for real or perceived conflict of interest exists. Adherence to the following is intended to minimize issues with conflict of interest.

10.2 DEFINITIONS for this Section:

10.2.1 **Absent**: Gone from the area where discussion and voting are taking place;

10.2.2 **Family**: Spouse, parent, parent-in-law, child, sibling, sibling-in-law, first cousin, grandparent, grandchild, aunt, uncle, nephew, niece, betrothed, and significant other.

10.2.3 **Personal Friend**: A non-family member, such as but not limited to, a close friend, coach, or co-worker with whom one associates meaningfully.

10.2.4 **Volunteer**: A person serving on a regular basis in positions not specifically named by these by-laws (e.g. Christian education teachers, Youth Group leaders, band, choir, and bell choir members), but not persons serving occasionally (e.g. greeters, ushers, and coffee hostesses).

10.3 BACKGROUND:

10.3.1 ***Paid Staff Members*** are called and their performance and compensation evaluated as described earlier in these bylaws:

Interim, Intern, Temporary, and Assistant Pastors—by the Diaconate
Church Secretary—by the Pastor
Director of Christian Education—by the Board of Christian Education
Music Director—by the Music Committee
Organist—by the Music Committee
Sexton—by the Board of Trustees

10.3.2 ***Corporate Officers, and Corporate Staff:***

- a) ***Pastor***—called to serve by vote of the Church membership and performance and compensation evaluated by the Diaconate;
- b) ***Collector and Treasurer***—recruited by the Nominating Committee with approval of the Finance Committee, called to serve by vote of the Church membership, and performance and expense stipend evaluated by the Finance Committee;
- c) ***Pastoral Relations Committee***—recruited by a subcommittee of the Cabinet and called to serve by vote of the Cabinet;
- d) ***All others described in para 5.3***—recruited by the Nominating Committee and called to serve by vote of the Church membership;

10.3.3 ***Volunteers*** are called to serve by the boards, committees, and coordinators as described earlier in these bylaws.

10.4 OPERATING RULES:

10.4.1 ***Annual Disclosure:*** Potential conflicts of interest shall be indicated by each member of each board and committee at the first meeting following each annual meeting or, if filling a position between annual meetings, at the first meeting a new member attends:

- a) All Corporate Officers, Corporate Staff, and Paid Staff, shall disclose any interests they or family members have in companies with which the Church does business including, but not limited to, stock ownership, employment, or other significant business dealings;
- b) All Corporate Officers, Corporate Staff, and Paid Staff shall disclose board memberships for other non-profit organizations;
- c) All Corporate Officers, Corporate Staff, and Paid Staff shall disclose all Corporate Officer, Corporate Staff, Paid Staff, and Volunteer positions in which they or any family members are serving;

Other members of the board or committee shall determine if any conflict or potential conflict is pertinent and any actions to be taken, such as, but not limited to:

- 1) Noting the issue and any actions in the minutes;
- 2) Directing the member to be absent;
- 3) Recommending, in extreme cases, that the member resign.

10.4.2 ***Immediate Disclosure:*** Persons participating in any Cabinet, Corporate staff, Paid staff, or ad hoc committee meeting in which a new topic or issue comes up for discussion and/or action shall immediately disclose any additional conflicts or potential conflicts of interest. Other members of the board or committee shall determine if the conflict or potential conflict is pertinent. If it is they shall direct the person to be absent. Conflict disclosures and any actions shall be noted in the meeting minutes.

10.4.3 **Competitive Bids:** At least two, preferably more, competitive bids shall be obtained for any contract or purchase of \$1,000 or more and involving a vendor who is also:

- a) A Church member or a regular attendee, or;
- b) A family member or personal friend of a person in the group awarding the contract. Said person in the group may participate in preliminary discussions including recommending potential vendor(s) and may vote on whether to pursue obtaining a contract or purchase but not on to whom the business is awarded. Once bids are received and the group is ready to discuss them and vote, said person shall be absent.

Conflict disclosures and any actions shall be noted in the meeting minutes.

10.4.4 **Conditions for Absence:** Corporate Officers, Corporate Staff, Volunteers, and Paid staff shall be absent when issues pertaining to them, family members, or personal friends come before their boards, committees, or the Cabinet with the exception of Cabinet hearings involving their dismissal.

10.4.5 **Paid staff members:**

- a) Persons, boards, and committees are encouraged to consider Church members and regular attendees who have the talent and/or skills necessary to fill Paid staff positions;
- b) Paid Staff may serve on the Nominating Committee, but only as ex-officio members;
- c) Eligible Paid Staff, except pastors, are free to serve in other corporate staff or officer positions for which they have skills, talent, or interest, but shall not serve as voting members of the board or committee which called, supervises, or appraises their paid performance;
- d) Paid staff shall be absent when a board or committee is preparing performance appraisals or compensation adjustment recommendations or discussing and voting on other issues involving pay and job performance for the paid staff member, a family member, or a personal friend (does not apply to actual communication of performance appraisals and compensation adjustment recommendations when the staff member is expected to be present).

10.4.6 **Family Members:**

- a) On any board or committee having
 - 1) Four or fewer members, only one person from any family may serve as a voting member;
 - 2) Five or more members (including the Cabinet), no more than two persons from the same family may serve at the same time as voting members;
- b) In the Corporate Officer group, only one person from any family may serve at the same time.

10.4.7 **Quorums at Meetings:** Except for Church membership meetings, all meetings requiring a quorum for action (see para 6.3.4) shall count members of the same family as one person. However, all may vote. For example: Members of the Cabinet include sisters from one family and a husband and wife from another. The sisters would count as one person. The husband and wife would also count as one person. To reach the seven member quorum requirement, five additional members would need to be in attendance.

The Constitution & Bylaws Revision Committee:

Allan R. Barlow, Dorothy Blanchard, and Robert Knapp

Food Pantry

The Food Pantry Annual Report

Our food pantry really flourished in 2009. Publicity generated by Paul Nelson, a resident in town, brought a great deal of attention to the local food pantries, and we received a large donation of food gathered at Town Meeting. Since that time, many people have donated food items and gift cards; in fact, many donations are coming from outside of our congregation. Food drives conducted by both a local brownie troop and Pentucket Workshop restocked our shelves. And speaking of shelves, a thousand thanks go out to Kevin Southwick - he built new shelving and reorganized the pantry space to make it much more usable as his Eagle Scout project. It is wonderful!!! We are lucky to have both refrigerator and freezer space, which allows us to provide meats and dairy items that are often missing from other food pantries.

We don't know exactly how many people are being helped by our pantry, but we do know that the food practically flies off the shelves these days. We continue to need donations, and we ask our church family to keep the pantry in mind when doing food shopping; just a few extra items in your shopping cart can make a big difference to those in need.

Thanks to everyone for your support.

Respectfully submitted,

Donna Desisto

Karen Leblanc

Peggy Smith

Personnel

AD HOC PERSONNEL COMMITTEE ANNUAL REPORT

This Committee was chartered by the Church Cabinet on 9 September 2008 to explore the possibility of a permanent Personnel Committee and Appropriate by-law changes. The committee members were recommended by representatives from other church committees including the Diaconate, Trustees, Music committees as well as the Church Moderator and the Reverend Deborah Adams. The committee consisted of the following members Karen Chiklakis, George Desrochers, Dorothy Holly-Blanchard, Steve Lichty and Pamela Sheehan.

The committee held its inaugural meeting on 8 January 2009---all members were in attendance with the addition of Moderator, Tom Stewart, and the Reverend Deborah Adams, Interim minister. The committee elected Dorothy as chairperson and Karen as Secretary. The committee met monthly through June. The committee used printed resources and workplace experiences to ascertain our church's current practices principally regarding paid staff. Many "gaps" were discovered

The committee found the following "gaps". The church does not have

- Standard applications for employment
- Job descriptions except for the Director of Christian Education and some brief ones in the by-laws.
- Personnel policies
- Formal Evaluation process
- Clear organizational chart
- System for retaining and securing personnel records
- Plan for staff training
- Contract Agreements
- Plans for Conflict of Interest disclosure

The Ad Hoc Personnel Committee made the following recommendations

- A Personnel Committee should be formed, initially comprised of five members with length of terms staggered
- Initial tasks of Committee should be to close the gaps as noted
- The ongoing role of the Committee should be reviewing and approving personnel job descriptions, maintaining Personnel records, coordinating employee evaluations to ensure the committees perform and file evaluations timely, and serving as Personnel Grievance Committee for the church.
- After the initial tasks of closing the gaps the Committee could be reduced to three members and meet quarterly and as needed.
- Due to the importance of the Minister's position, the process of evaluating the Minister and communicating feedback is critical to the health of the Church. The Diaconate is tasked with evaluating the minister. Guidance should be provided to assist the Diaconate in this very important mission. This should be in the form of a specific written procedure on how this is to be

Page 2 Ad Hoc Personnel Committee Annual Report

- **done. Ongoing, the evaluation of the Pastor should also include soliciting input from church boards and committees as part of the process**
- **With respect the Minister's contract specifically there may be an expectation on the part of the Minister (and /or the UCC) that it conform to UCC Guidelines. A recommendation is made that the new Personnel Committee obtain copies of the appropriate UCC guidelines to compare with our contract with our Minister. As a church, we may or may not agree with the guidelines, so a review is recommended to manage expectations and to address any potential conflicts or contradictions.**

The complete report was given to the Cabinet at the July 2009 meeting. The complete report is included as an appendix with the Church's 2009 Annual Reports.

A new Ad Hoc Personnel Committee has been established. The members are Dorothy Holly-Blanchard, Kirsten Orender and Susan Stead. Dorothy is the chairperson, Susan is the secretary. The Committee has met twice. They met in December and January. The plans are to meet the 4th Thursday of each month. The Committee would like to have the membership increased to five members.

Dorothy Holly-Blanchard, Chairperson

UCC Delegate

Report of the UCC Delegate

In the capacity of UCC delegate, I am responsible for representing our church as a voting delegate at the Essex Association's spring and fall meetings and at the annual meeting of the Massachusetts Conference of the United Church of Christ. In addition, the UCC delegate is the representative from our Church to Ecclesiastical Councils, which examines candidates as to their fitness for ministry, and at ordinations.

During 2009, I attended the following meetings:

- Spring Meeting of the Essex Association (May 2009). The topic of the meeting was *"Walking the Way Together: Spiritual Formation for All Ages"*. I attended the workshop, *"Taking the Story on the Road: Mission Trips Near and Far,"* at which various churches described their mission work. I also attended, and voted at, the annual business meeting.
- Fall Meeting of the Essex Association (November 2009). The topic of the meeting was *"Spiritual Growth Through Challenging Times"*. I attended a workshop presented by Rev. Linda Kreil (First Congregational Church, Methuen) on *"It's More than Just Numbers—Are You Counting Members or Growing Disciples?"* A brief business meeting was held to vote on by-law changes for the Association.
- Annual Meeting of the Massachusetts Conference, UCC (October 2009). The topic of the meeting was *"Generosity as a Way of Life."* I attended the **Stewards of Vitality** workshop, presented by Rev. Dr. Mary Louise Gifford, Pastor of Wollaston Congregational Church who discussed the story of their 'turnaround' church. At the business meeting, the annual budget was approved, increasing dues per church by 40 cents per member (\$16.80 per church member). Several other articles were approved as well as a resolution action regarding climate change.

In addition, I attended an Ecclesiastical Council for Malcolm Carr at the Dane Street Church in Beverly (June 2009) and an ordination for Teri Motley at Nahant Village Church (November 2009).

I am also privileged to serve on the Board of Directors of the Essex Association as a member at large. I chaired the By-laws Subcommittee and our committee presented proposed by-law changes at the Fall meeting of the Association. The by-laws changes were approved. A copy of these by-laws are on file in the Church office.

Thank you for the opportunity to serve the Church in this capacity.

Respectfully submitted,
Nancy S. Aberman

Stewardship

REPORT OF THE STEWARDSHIP TEAM

The Stewardship Team would like applaud the many Church members who stepped forward this year to offer their support by means of their time, prayers, talent and financial contributions.

In the spring we were approached by the Trustees to help in the capital campaign to renovate the Fellowship Hall. There were many hands involved in making the renovations happen, but special kudos to Richard Brock, who engineered the process through its completion.

We would also like to thank those who support the items on the Giving Tree. People who contribute help offset office and utility fees associated with the Church.

In the fall, the men had another successful golf outing. There was lots of fun and over a thousand dollars raised for the church at the Carriage Pines Golf course.

As we approach another interim year we feel blessed by the many who contribute in their special way.

Grace upon grace

George Comiskey, Tim Clift, Richard Aberman

Finance

Report of the Finance Committee

We continue to thank all of you who contribute to this church, both financially and with your time and talents. Your continued support keeps this church and its mission a vital part of Georgetown and beyond. An enthusiastic thank-you for a job well done to JoEllen Fielding & Peggy Smith for the amount of time and effort they devote to their respective positions as Collector and Treasurer and the cheerful way they do so. Finally, a special thank-you to Dave Smith, not only for assisting Peggy, but also for producing our Lenten & Advent envelopes.

We were sad to begin 2009 with the retirement of George Desrochers from our board. He put in many years of hard work and is missed at meetings. This, however, allowed us to welcome Megan Lichty as our newest member. We are sure her banking experience will be put to good use!

2009 turned out to be a slightly better year, financially, than we expected though we still remain substantially out of balance when it comes to keeping the church running. Instead of the expected \$75,000 shortfall we fell "only" \$51,400 short of having receipts match disbursements. Also, because of the over 17% increase in value of our investments our total financial "net worth" declined by only just over \$11,000.

We are happy to report that the trend over the past half dozen years of a declining number of pledgers has ended as we have the same quantity as last year at this time and the average amount per pledge is also up! We are further pleased that, though there is still much that needs attention, our venerable facility received some sprucing up, most noticeably our new floors in the fellowship hall and long room. Thanks to all who contributed time or treasure.

Needless to say we are still concerned that we can not meet our expenses without substantially dipping into our endowments. We can only do this for so long. The easiest solution would be for each member and friend to invest an extra \$5.50 per week. Not anticipating that happening this year we are presenting two proposed budgets, one continuing to "limp" along as we have on the backs of our savings and the other essentially balanced. Each has merit. Continuing to have most of the congregation's needs met and better potential for growth comes with the first though if no real growth occurs soon we will drastically impact our endowment. The second will keep us functioning as a church for many years but will require more contributions of time and talents from the congregation as we cut back to a part time Pastor and it will make growth more difficult, though not impossible. We felt, however, that this should be the decision of the church as a whole and not just the five of us. Please prayerfully consider in which direction you feel God is leading us.

Respectfully submitted,
Megan Lichty Tim Clift Robert Knapp
JoEllen Fielding Margaret Smith

Audit

Report of the Audit Committee

2009

The Audit Committee has gone a number of years without performing an internal audit and to the best of our knowledge has never coordinated a professional stewardship review. In 2009 the Church retained the services of Karen McArthur who is the founder of The Steward's Prophet Consulting Services. We retained Karen to perform an internal audit, but also to provide overall financial, operational, and training consulting services for the Church as needed or requested by the Finance Committee, the Audit Committee or any other board or committee that may find value in her expertise. Currently the fees for her services will be covered under the Audit Committee budget, which will be held as low as reasonably possible.

Karen will perform an overall stewardship review for the Church, make recommendations of her findings, and help implement them as necessary. The stewardship review began in December with an initial kickoff meeting with members of the Finance Committee, the Audit committee and the Moderator. As a result of this meeting it was determined that Karen's first step should be to help convert the church books and the corresponding financial reports to standardized "Audit Ready" form by reconfiguring and fully utilizing the Quickbooks software we already own. Once this is complete, 2010 finances should be easier and more efficient to manage in Quickbooks, and financial reports can be automatically generated. In addition, standardized reporting will simplify the work of actually auditing the books, which Karen plans to complete sometime around the end of the first quarter.

During the auditing phase, Karen can guide Audit Committee members in the process. Once the financial audit is complete, she will summarize her findings and make further recommendations as appropriate. For anyone with a potential interest in serving on the Audit Committee, the current engagement with Karen provides an excellent opportunity to receive training and guidance as she proceeds with her work.

Audit Committee

Jeff Moore

Collector

2009 Collector's Report

2009 Collection Plate

| Description | Number | Pledged | Collected | Unpaid |
|----------------------|--------|-----------|-----------|------------|
| | | \$ | \$ | \$ |
| 2009 Pledges | 61 | 72,415.00 | 62,817.60 | 9,597.40 |
| 2008 Pledges | | | 394.00 | |
| Regular Contributors | 17 | | 19,487.00 | |
| 2010 Pledges | | | 1,150.00 | |
| Loose Cash | | | 3,503.00 | |
| Church School | | | 0.00 | |
| Stewardship Total | 78 | 72,415.00 | 87,351.60 | (9,597.40) |

2009 Pledges by Range

| \$ | Qty |
|--------------|-----------|
| 1 - 300 | 8 |
| 301 - 600 | 15 |
| 601 -1000 | 11 |
| 1001-1500 | 13 |
| 1501-2000 | 2 |
| 2001-3000 | 7 |
| 3001-4000 | 3 |
| 4001-5500 | 2 |
| 5501- | 0 |
| Total | 61 |

\$ 72,415.00

2010 Pledges by Range

| \$ | Qty |
|--------------|-----------|
| 1 - 300 | 6 |
| 301 - 600 | 13 |
| 601 -1000 | 11 |
| 1001-1500 | 11 |
| 1501-2000 | 6 |
| 2001-3000 | 6 |
| 3001-4000 | 3 |
| 4001-5500 | 1 |
| 5501- | 0 |
| Total | 57 |

\$ 70,107.00

Respectfully Submitted,

JoEllen Fielding

Collector

GIVING TREE FUNDRAISER 2009

| | # of envelopes | amount on envelope | amt. coll. |
|------------------------|----------------|--------------------|-------------------|
| Heating- Gas | 1 | 327/month | |
| Heating-Gas | 2 | 75.00/week | \$150.00 |
| Pipe Organ Maintenance | 1 | 500.00/year | \$500.00 |
| Telephone | 3 | 31.00/week | \$93.00 |
| Telephone | 2 | 134.00/month | \$268.00 |
| Heating- Oil | 3 | 26.00/day | \$70.00 |
| Heating- Oil | 2 | 187.00/week | \$187.00 |
| Electricity | 3 | 75.00/week | \$150.00 |
| Electricity | 2 | 325.00/month | \$650.00 |
| Sunday School Supplies | | 10.00 | \$10.00 |
| Heating Gas | | 33.00 | \$33.00 |
| Office Supplies | 2 | 230.00/month | \$460.00 |
| Office Supplies | 3 | 60.00/week | \$60.00 |
| Rubbish disposal | 1 | 300.00/year | \$600.00 |
| Rubbish disposal | 5 | 25.00/month | \$300.00 |
| Sunday School Supplies | | 15 | \$15.00 |
| Water | 4 | 25.00/month | \$100.00 |
| Punch for coffee hour | 2 | 10.00/15.00/20.00 | \$30.00 |
| Sprinkler Maintenance | 2 | 300.00/year | |
| Sprinkler Maintenance | 2 | 30.00/month | \$30.00 |
| Sunday school supplies | 4 | 5.00 | \$25.00 |
| Sunday school supplies | 4 | 2.00 | \$3.00 |
| Coffee hour supplies | 5 | 10.00/15.00/20.00 | \$75.00 |
| Elevator Maintenance | 3 | 36.00/wk | \$72.00 |
| Elevator Maintenance | 2 | 158.00/month | \$318.00 |
| Piano Tuning | 1 | 175.00/yr | \$175.00 |
| Electricity | | 20.00/2days | \$20.00 |
| Totals | 59 | \$5,160.00 | \$4,394.00 |

| | |
|-----------------------|------------|
| week one- 9 envelopes | \$1,165.00 |
| week two- 10 " | \$248.00 |
| week three- 4 " | \$873.00 |
| week four- 12 " | \$1,224.00 |
| week five- 9 " | \$374.00 |
| week six- 2 " | \$119.00 |
| week seven- 3 " | \$135.00 |
| week eight- 2 " | \$211.00 |
| week nine- 2 " | \$45.00 |

Totals \$4,394.00

Treasurer / Budget

2009 Financial Report and 2010 Budget

The following pages contain a basic breakdown of our church's income and expenses for the year as well as the proposed 2010 budget.

Each category has 5 columns of figures.

2008 Actual shows what we received & spent in 2008

2009 Budget shows what we planned for 2009

2009 Actual shows what we actually took in & paid out in 2009

2010 Budget shows one plan for 2010 with deficit spending

2010 Balanced shows another plan for 2010 nearly balanced

At the top of page 1 is a recap of our financial assets at the start of the year.

Following that is a listing of our receipts for the year.

Finally there is a review of our investment's performance.

The second page lists all of the ways we spent our money.

Beginning page 3 is a recap of our financial assets at the end of the year.

The second section demonstrates the annual results.

When expenses exceed income, (We wish that was "If" instead of "When")
we must dip into our investments to meet the short-fall.

The last section on this page explains where we do the dipping.

Page 4 presents the various Funds & Endowments that make up the church's assets.

The Finance Committee:

Tim Clift Robert Knapp Megan Lichty

Collector: JoEllen Fielding Treasurer: Margaret Smith

2009 Financial Report and 2010 Budget

| <u>DESCRIPTION</u> | <u>2008 Actual</u> | <u>2009 Budget</u> | <u>2009 Actual</u> | <u>2010 Budget</u> | <u>2010 Balanced</u> |
|---|--------------------|--------------------|--------------------|--------------------|----------------------|
| <i>Church Assets 1/1</i> | | | | | |
| Checking Account | 15,256.12 | 1,007.05 | 1,007.05 | 20,159.29 | 20,159.29 |
| Investments | 392,147.15 | 265,695.12 | 265,695.12 | 235,509.48 | 235,509.48 |
| TOTAL Assets | 407,403.27 | 266,702.17 | 266,702.17 | 255,668.77 | 255,668.77 |
| <i>Receipts</i> | | | | | |
| | <u>2008 Actual</u> | <u>2009 Budget</u> | <u>2009 Actual</u> | <u>2010 Budget</u> | <u>2010 Balanced</u> |
| Collection Plate | 85,445.50 | 89,550.00 | 88,003.60 | 95,600.00 | 95,600.00 |
| <i>Pledges, Regular Givers, Loose Collect</i> | | | | | |
| Special offerings/donations | 20,767.00 | 15,025.00 | 25,904.00 | 16,475.00 | 16,475.00 |
| <i>Advent, Lenten, Memorial etc.</i> | | | | | |
| Fund Raising | 17,651.62 | 17,239.88 | 22,695.42 | 16,750.00 | 16,750.00 |
| <i>Church Fair, Youth Groups etc.</i> | | | | | |
| Mission Giving | 1,117.00 | 950.00 | 988.45 | 900.00 | 900.00 |
| <i>Neighbors In Need, Disaster Relief etc.</i> | | | | | |
| Use of Facilities | 11,210.00 | 13,175.00 | 12,726.00 | 12,260.00 | 12,260.00 |
| <i>Theater Group, Weddings, Sr. Center etc.</i> | | | | | |
| Investment Income | 13,592.64 | 9,679.00 | 5,506.42 | 13,404.28 | 13,404.28 |
| <i>Payments from our investments</i> | | | | | |
| Other | 7,059.03 | 6,245.94 | 28,746.41 | 7,500.00 | 5,312.47 |
| <i>Reimbursements, refunds etc.</i> | | | | | |
| TOTAL Receipts | 156,842.79 | 151,864.82 | 184,570.30 | 162,889.28 | 160,701.75 |
| <i>Investments</i> | | | | | |
| | <u>2008 Actual</u> | <u>2009 Budget</u> | <u>2009 Actual</u> | <u>2010 Budget</u> | <u>2010 Balanced</u> |
| Investment Capital Gains | -105,397.49 | 15,225.00 | 41,149.08 | 19,500.00 | 19,500.00 |
| <i>Stocks, Bonds, Mutual Funds, etc.</i> | | | | | |
| <i>This can go up or down</i> | | | | | |
| Investment Dividends | 13,592.64 | 9,679.00 | 5,506.42 | | |
| <i>Same as Receipts</i> | | | | | |
| NET PROCEEDS Investments | -91,804.85 | 24,904.00 | 46,655.50 | 19,500.00 | 19,500.00 |

2009 Financial Report and 2010 Budget

| Disbursements | <u>2008 Actual</u> | <u>2009 Budget</u> | <u>2009 Actual</u> | <u>2010 Budget</u> | <u>2010 Balanced</u> |
|--|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| P Salary | 49,495.67 | 70,989.19 | 68,250.00 | 68,250.00 | 39,812.14 |
| A Salary & Housing | | | | | |
| S Insurance, Tax & Pension | 25,548.20 | 30,531.12 | 24,007.44 | 31,282.50 | 21,031.05 |
| T Health Insur., Soc. Sec., Pension | | | | | |
| O Reimbursed Expenses | 4,713.45 | 4,142.00 | 4,394.90 | 6,200.00 | 4,650.00 |
| R Continuing Ed, Auto & Business Exp. | | | | | |
| Staff | 35,878.75 | 47,146.05 | 44,837.33 | 49,122.96 | 47,077.61 |
| Office Mgr, Sexton, Organist etc. | | | | | |
| Office Expenses | 3,220.57 | 3,250.00 | 4,399.72 | 4,200.00 | 4,000.00 |
| Office Supplies, Copy Machine etc. | | | | | |
| Utilities | 19,347.74 | 19,455.00 | 18,942.81 | 20,810.00 | 20,810.00 |
| Electricity, Telephone, Gas, Oil etc. | | | | | |
| Maintenance | 6,225.61 | 5,850.00 | 6,746.75 | 5,885.00 | 4,585.00 |
| Snow Rem., Cleaning Sups, Elevator etc. | | | | | |
| Improvements | 6,780.25 | 15,500.00 | 34,043.68 | 5,500.00 | 5,500.00 |
| | | | | | |
| Insurance | 16,486.72 | 17,000.00 | 6,994.78 | 5,000.00 | 5,000.00 |
| Liability, Comprehensive, Worker's Comp. | | | | | |
| Missions | 7,540.13 | 7,532.50 | 7,527.68 | 7,932.50 | 7,932.50 |
| To aid the needy, what comes in goes out | | | | | |
| Conference Dues | 4,080.00 | 4,080.00 | 4,036.92 | 3,970.00 | 3,287.00 |
| Support for the United Church of Christ | | | | | |
| Christian Education | 2,162.35 | 4,048.42 | 2,658.44 | 4,552.92 | 4,252.92 |
| Sunday School & Youth Groups | | | | | |
| Worship & Fellowship | 8,172.36 | 3,475.00 | 2,355.81 | 3,100.00 | 3,100.00 |
| Birthday Roses, Flowers, Punch etc. | | | | | |
| Other | 3,381.08 | 4,209.88 | 7,556.52 | 5,848.18 | 5,198.18 |
| Music, Finance exp., Miscellaneous etc. | | | | | |
| TOTAL Disbursements | 193,032.88 | 237,209.16 | 236,752.78 | 221,654.06 | 176,236.40 |

2009 Financial Report and 2010 Budget

| <i>Church Assets 12/31</i> | <u>2008 Actual</u> | <u>2009 Budget</u> | <u>2009 Actual</u> | <u>2010 Budget</u> | <u>2010 Balanced</u> |
|--|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| Checking Account | 1,007.05 | 1,000.00 | 20,159.29 | 1,459.68 | 1,459.68 |
| Investments | 265,695.12 | 197,724.83 | 235,509.48 | 201,544.03 | 244,774.16 |
| TOTAL Assets | 266,702.17 | 198,724.83 | 255,668.77 | 203,003.71 | 246,233.84 |
| Net Change in Assets | -140,701.10 | -67,977.34 | -11,033.40 | -52,665.06 | -9,434.93 |
| <i>This will differ from the gain or loss for the year as capital gains or losses appear here and any unpaid obligations do not.</i> | | | | | |
| <i>Yearly Gain or Loss (-)</i> | <u>2008 Actual</u> | <u>2009 Budget</u> | <u>2009 Actual</u> | <u>2010 Budget</u> | <u>2010 Balanced</u> |
| Day to Day expenses | -38,995.49 | -75,577.36 | -51,401.83 | -60,574.36 | -15,156.70 |
| <i>Keeping the Church Open</i> | | | | | |
| Mission Expenses | -136.86 | -993.86 | -258.50 | -1,050.00 | -1,050.00 |
| <i>Helping those in need</i> | | | | | |
| Investing in our Future | 3,760.36 | -6,282.70 | -1,376.65 | 4,062.50 | 1,874.97 |
| <i>Saving for improvements or emergencies</i> | | | | | |
| NET Gain () or Loss (-) | -35,371.99 | -82,853.92 | -53,036.98 | -57,561.86 | -14,331.73 |
| <i>When our Income fails to cover current expenses, we take money from our savings and investments.</i> | | | | | |
| <i>Transfers for deficits</i> | <u>2008 Actual</u> | <u>2009 Budget</u> | <u>2009 Actual</u> | <u>2010 Budget</u> | <u>2010 Balanced</u> |
| Reserve Fund * | 9,347.71 | 2,943.75 | 514.33 | 5,921.86 | 5,921.86 |
| <i>For Day to Day expenses</i> | | | | | |
| Local Aid (Dole) Endowment | 0.00 | 839.93 | 1,000.00 | 0.00 | 0.00 |
| <i>For Diaconate Fund</i> | | | | | |
| General Expense Endowment | 7,128.27 | 824.74 | 637.50 | 3,162.06 | 3,162.06 |
| <i>For Day to Day expenses</i> | | | | | |
| Housing Endowment | 22,519.51 | 71,808.87 | 50,250.00 | 51,490.44 | 6,072.78 |
| <i>To Offset Housing & other expenses</i> | | | | | |
| TOTAL Transfers | 38,995.49 | 76,417.29 | 52,401.83 | 60,574.36 | 15,156.70 |

2009 Financial Report and 2010 Budget

| <i>12/31 Ending Balances</i> | | | | | |
|---|--------------------|--------------------|--------------------|--------------------|----------------------|
| <i>Equity & Liabilities</i> | <u>2008 Actual</u> | <u>2009 Budget</u> | <u>2009 Actual</u> | <u>2010 Budget</u> | <u>2010 Balanced</u> |
| <i>What makes up our Assets</i> | | | | | |
| Capital Outlay Fund | 6,917.88 | 7,640.26 | 7,127.77 | 7,077.10 | 7,077.10 |
| Diaconate Fund | 1,160.62 | 1,368.30 | 2,318.48 | 1,540.63 | 1,540.63 |
| Memorial Fund | 6,995.90 | 8,065.52 | 7,921.08 | 8,124.94 | 8,124.94 |
| Renovation Fund | 17,484.62 | 4,274.78 | 9,667.12 | 5,874.89 | 5,874.89 |
| Reserve Fund | 522.39 | 60.14 | 2,933.82 | 0.00 | 0.00 |
| Fair Seed Money Fund | 1,102.36 | 1,289.88 | 1,291.55 | 1,324.77 | 1,324.77 |
| Youth Group Funds | 348.42 | 0.00 | 1,202.92 | 0.00 | 0.00 |
| Transition Day Fund | 1,531.25 | 6,827.19 | 6,781.25 | 12,031.25 | 9,843.72 |
| Southwick Star Is. Endow. | 3,124.19 | 3,405.65 | 3,645.70 | 3,490.18 | 3,490.18 |
| Expense Endowment <small>Combination of Henry Hilliard, Elizabeth M. Bateman, Bradstreet, Chester Brown, Fletcher Means, Jessie H. Bateman, Bertha L. Poole, Philip Driscoll & Alice Gurley, Elliott, Sara P. Wright and Baker Adams Endowments</small> | 11,089.19 | 10,700.00 | 13,609.38 | 10,800.00 | 10,800.00 |
| Local Aid Endowment <small>The Dole Endowment. For the "Poor of good habits of the Parish" Proceeds support the Diaconate Fund.</small> | 10,907.80 | 10,496.30 | 9,926.63 | 10,183.87 | 10,183.87 |
| Music Endowment <small>Combination of E.E. Pingree, Beth Arseneault, Bill Rasmussen, Dominic DeFilippo, and Mina Hartman Endowments</small> | 6,753.31 | 7,018.55 | 9,045.96 | 9,280.38 | 9,280.38 |
| Housing Endowment | 198,764.24 | 137,563.79 | 180,297.16 | 133,142.12 | 178,559.78 |
| Remaining Liabilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 266,702.17 | 198,710.36 | 255,768.82 | 202,870.13 | 246,100.26 |

Funds are for dedicated purposes. Money has been raised or donations accepted with the understanding that they will be used for the stated purpose only.

Endowments are special donations to the Church, with the stipulation that the original amount be invested but never spent. The Church may use the proceeds.

Dividends, Interest & Capital gains are left in the endowment to help it grow but are available should the need arise.

To have our **Assets** work for us, our **Funds** and **Endowments** are invested in higher yield accounts. We currently use Fidelity Investments and the United Church Fund to handle this for us.

2009 Financial Report and 2010 Budget

The following pages are an attempt to show how each area of our budget impacts the budget as a whole. Included are our original budget for 2009, what we actually did in 2009, and our 2 budget proposals for 2010.

The first page contains the different ways we receive income.

Via the **Collection Plate**: Pledges and other non-designated contributions that we receive at each worship service.

Via **Special Offerings**: Donations made for special appeals or situations such as Advent, Memorial, Giving Tree, Light the Church etc.

Via **Fund Raising**: Fair, Cookbook, Strawberry Social, Golf etc.

Via **Facilities Use**: Renting our building or equipment to others.

Moonlight, TOPS, Joyce Dance Studio, Council on Aging etc.

Via our **Investment Income**: Planned withdrawal of Dividends or Capital gains from our Funds and Endowments

The Second page displays where our money goes.

For our **Building**: All the costs of physically keeping our church structure open including the Sexton.

For our **Minister**: what we expend for Pastoral care

For **Worship**: All the costs related to religious activities, except for Christian Ed. and Music, including the Office Manager, Collector and Treasurer

For **Music**: Paid music staff, organ upkeep etc.

For **Christian Education**: Christian Ed. Director, curriculum, supplies etc.

For the **Wider Church**: Dues we pay to UCC and the Essex Association

For **Missions**: To aid those in need locally and around the world. This slice (not shaded) does not count against a deficit. What comes in goes out.

For **Improvements**: New Floor, Façade repair, new equipment etc.

Paid for by money we've put aside over the years for just such a purpose. This slice (not shaded) does not count against a deficit as it comes from multiple years.

The Third page shows how we actually paid or plan to pay for our disbursements.

Via **Current Expense Receipts**: All the income for the year (first page) except for that designated for missions or to be put aside for the future.

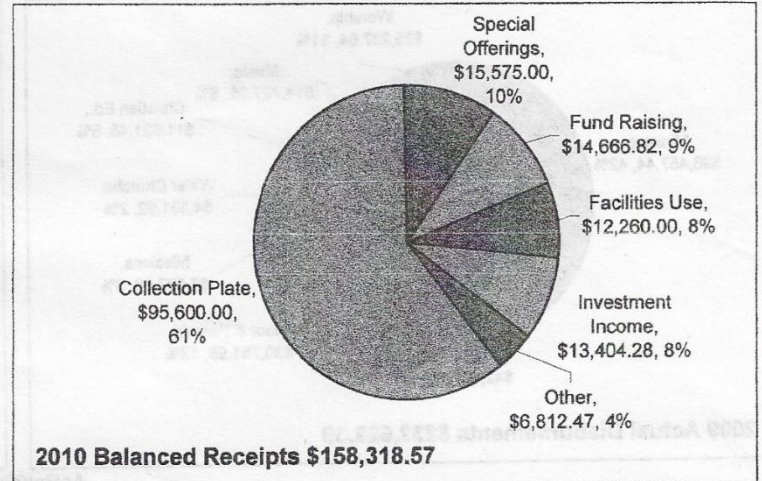
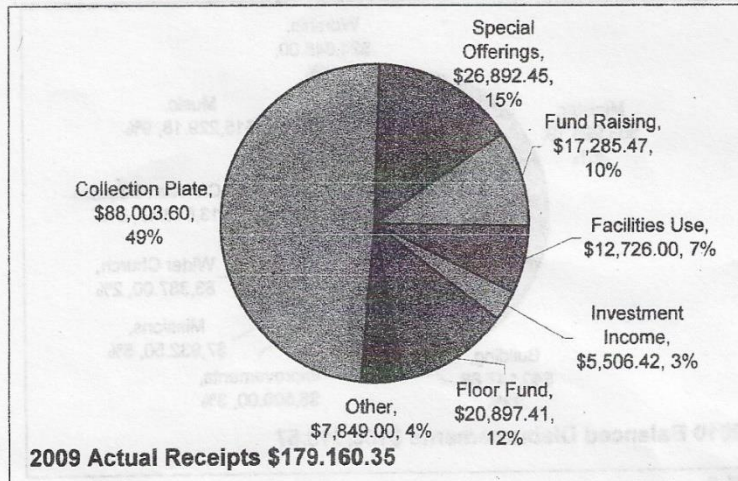
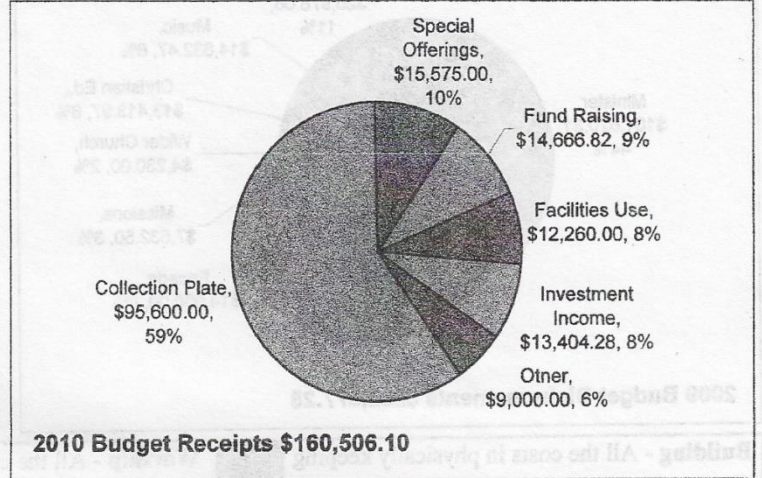
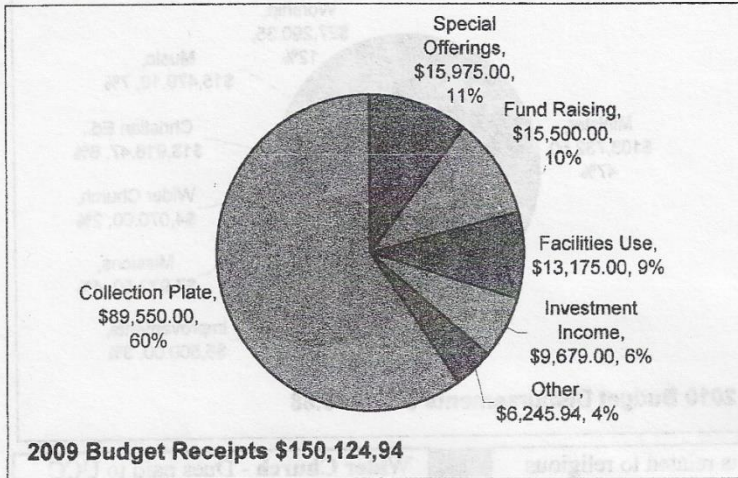
Via the **Reserve Fund and General Expense Endowment**: Money put aside over the years for when we have budget shortfalls. We would rather not use this money but at least it's the proper use.

Via the **Housing Endowment**: Money put aside to support Minister's housing allowance. This is where we are making up our deficit by using money for other than its original intended use.

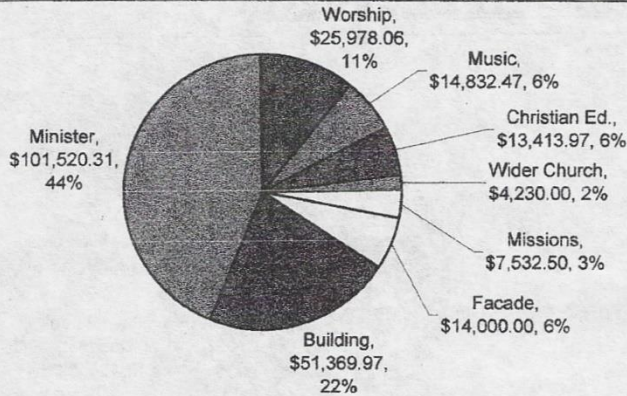
Via **Mission Receipts**: Money given for specific missions. This slice (not shaded) is outside of any deficit.

Via **Savings**: Money put aside over the years for a purpose and expended for that purpose. This slice (not shaded) is outside of any deficit.

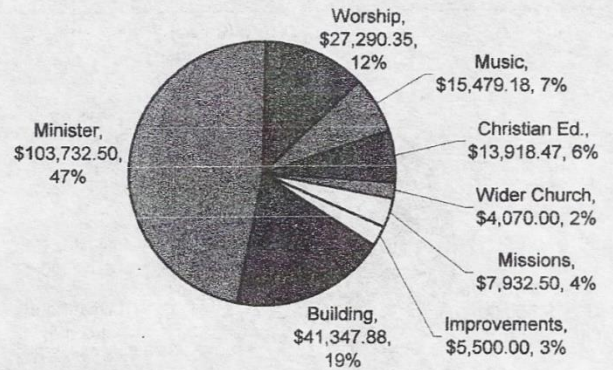
2009 Financial Report and 2010 Budget



2009 Financial Report and 2010 Budget



2009 Budget Disbursements \$232,877.28

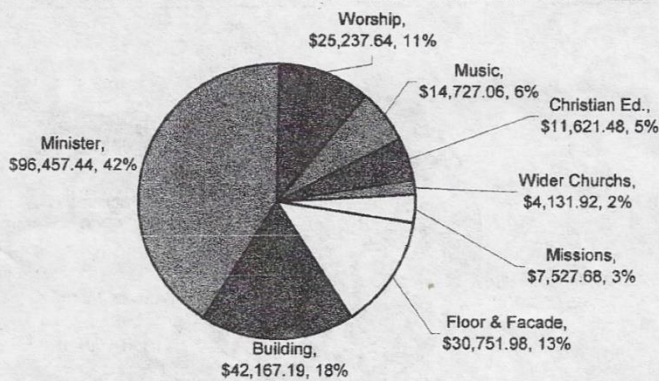


2010 Budget Disbursements \$219,270.88

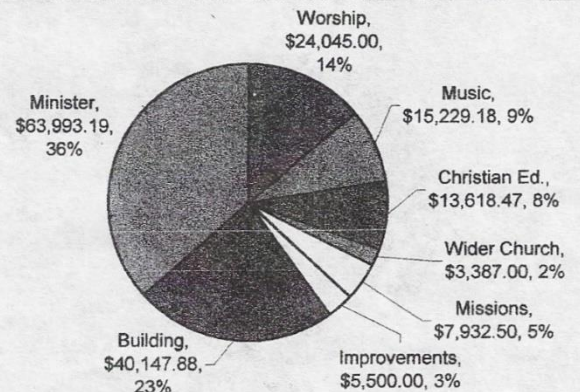
Building - All the costs in physically keeping our building open including the Sexton. Costs are relatively fixed.

Worship - All the costs related to religious activities except music & Christian Ed. Including Office Mgr., Treas. & Collector.

Wider Church - Dues paid to UCC
Missions - Money given to aid those in need both locally & world wide.

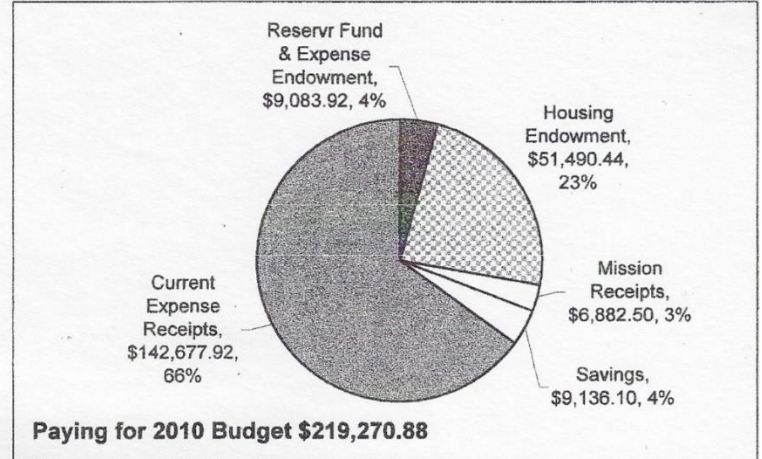
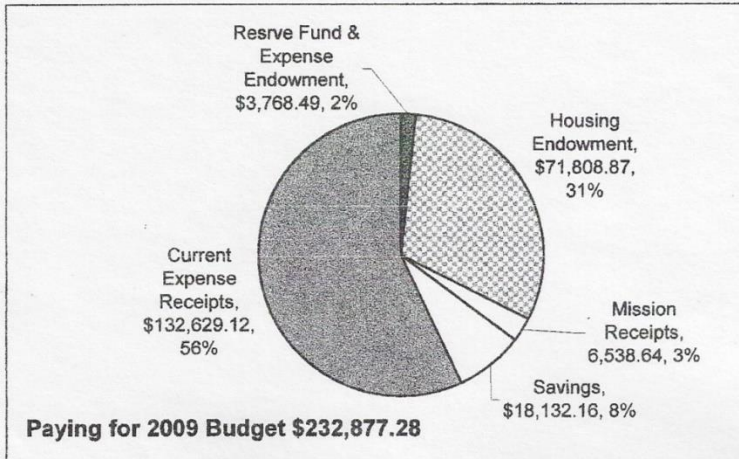


2009 Actual Disbursements \$232,622.39



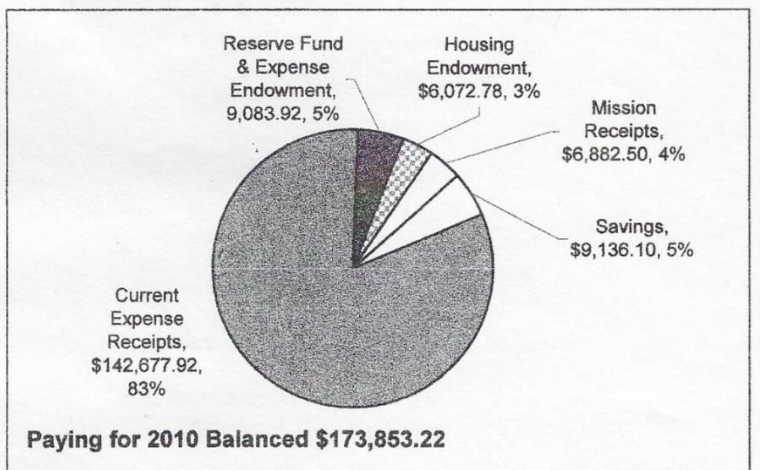
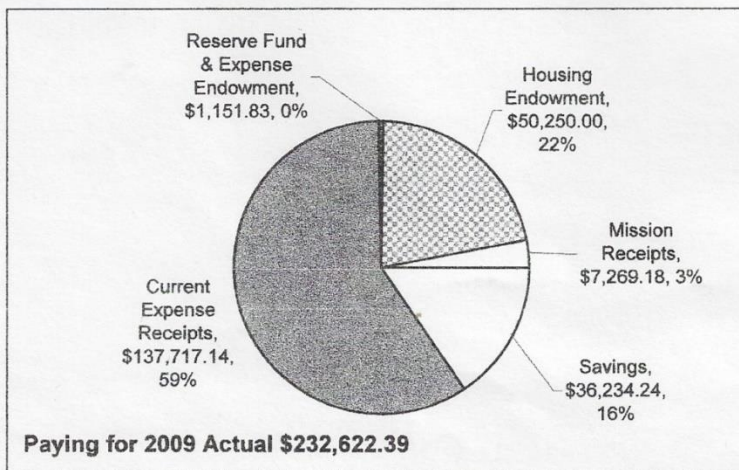
2010 Balanced Disbursements \$158,318.57

2009 Financial Report and 2010 Budget



Savings - Money raised over the years for a specific purpose.
Is not included as a current expense.

Missions - Money given to aid those in need locally and world wide. Is not included as a current expense.



Nominating

REPORT OF THE NOMINATING COMMITTEE

* 2010 (officers/committees/boards) candidates for election at the 1/31/10 Annual Meeting

(The following are elected for a non-restricted 1-year term)

| | | | |
|---------------------------|-----------------------------|-------------------------------|--------------------------|
| Moderator | Tom Stewart* | Treasurer | Peggy Smith* |
| Clerk | TBA | Collector | JoEllen Fielding* |
| Auditor: | TBA | | |
| Coordinators: | Ushering | George Comiskey* | Donn Chatterton* |
| | Missions | Diane Townsend* | |
| | Social | Janice Murphy* | |
| | Flowers | Jaime Krenn* | |
| | UCC Delegate | Nancy Aberman* | |
| | Safe Church Advocate | Jeff Gillen* | |
| Honorary Historian | Chris Comiskey | (non-elected position) | |

(The following are elected for a 3-year, non-restricted term)

FINANCE COMMITTEE

| | | |
|-------------------------|----------------------------|-----------------------------|
| Tim Clift (2011) | Megan Lichty (2012) | Robert Knapp (2013)* |
|-------------------------|----------------------------|-----------------------------|

(The following are elected for a 2-year term & restricted to 2 terms)

DIACONATE

| | |
|-----------------------------|--------------------------------|
| TBA (2011)* | Chuck Davis (2012)* |
| Allan Barlow (2011) | Rachel Edwards (2012)* |
| Steve LeBlanc (2011) | Gladys Kneeland (2012)* |
| TBA (2011)* | Tracy Southwick (2012)* |

BOARD OF CHRISTIAN EDUCATION

| | |
|-------------------------------|---------------------------------|
| Lauren Kalfin (2011)* | Carol Lutes (2012)* |
| Joanne Kelly (2011) | Eileen Schneider (2012)* |
| Kirsten Orender (2011) | Michelle Wilson (2012)* |

BOARD OF TRUSTEES

| | |
|---------------------------|---------------------------------|
| Rich Brock (2011) | Brendan Comiskey (2012)* |
| Alan Gould (2011) | Jo Stewart (2012)* |
| Steve Pinto (2011) | TBA (2012)* |

MUSIC COMMITTEE

| | |
|------------------------------|---------------------------------|
| Sharon Lee (2011) | Kim Osgood (2012)* |
| Katy Pelletier (2011) | Dwight Southwick (2012)* |

NOMINATING COMMITTEE

| | |
|-------------------------------|--------------------|
| Joan Chatterton (2011) | TBA (2012)* |
| Marion Harding (2011) | TBA (2012)* |

Respectfully submitted

Pat Barlow

Joan Chatterton

Marion Harding