



**First Parish Church in Beverly
Unitarian Universalist
225 Cabot Street
Beverly, Massachusetts 01915**

**ANNUAL REPORT
2019-2020**

FIRST PARISH CHURCH IN BEVERLY UNITARIAN UNIVERSALIST
225 Cabot Street, Beverly, Massachusetts 01915
Annual Meeting
Wednesday, May 27, 2020
7:00 p.m.
Moderator – Steve Hoy

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AGENDA
ANNUAL MEETING
Wednesday, May 27, 2020
7:00 P.M. Moderator – Steve Hoy

1. Call to Order
2. Gathering Words
3. Lighting the Chalice
4. Reading of the Warrant
5. Receive Annual Reports:
 - Staff
 - Financial
 - Standing Committees
 - Membership List
 - Nominations
6. Adoption of Church Budget for the 2020-2021 fiscal year, beginning July 1st, 2020

7. Discuss and vote on following motion:

To approve a revised scope of the Elevate First Parish building project to include:

- Installation of a LULA Elevator
- Reconstruction of the Minister’s Office in a new bump-out at the left rear of the sanctuary
- Reconstruction of an expanded Narthex Gallery/Greeting Area
- Elevator access areas in Hale Hall (Classroom 3) and on the Mezzanine level
- Relocation of Hospitality preparation to a new bump-out in the right rear of the sanctuary
- Raising the Mezzanine Railing
- Replacement of the church front steps and deck

And to authorize the Board to act on behalf of the Congregation to obtain debt financing of up to \$125,000 from a commercial lending institution to be used for the Elevate First Parish Project.

And to authorize the Board to act on behalf of the Congregation to commit the amount of the debt financing plus the amount of money gifted or pledged to the Elevate First Parish Capital Campaign (\$526,633 as of 5/13/20) to obtain the services of a qualified general contractor and to pay for related fees or services to complete the Elevate First Parish Building Project.

8. Election of Board Members, Officers, Standing Committees, and Committee Members
9. Extinguishing the Chalice

WARRANT OF ANNUAL MEETING 2020

WARRANT – CALL TO MEETING

Greetings: Notice is hereby given to the members of First Parish Church in Beverly qualified to vote in Parish meetings and elections that they are to meet via the teleconferencing service Zoom, Wednesday, May 27, 2020 at 7:00 p.m. to act on the following articles:

1. Receive all committee annual reports.
2. Elect, where appropriate the Moderator, Treasurer, Clerk and Committee Members for Parish, Building, Finance, Investment, Nominating and Religious Education committees and other committees as specified by the Parish Board.
3. Adopt a Church budget for the 2020-2021 fiscal year, beginning July 1, 2020.
4. Consider and vote on the following motion:

To approve a revised scope of the Elevate First Parish building project to include:

- Installation of a LULA Elevator
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5. Conduct any other business as specified in the printed agenda of the Annual Report.

Witness my hand this 17 day of May 2020.

Signed:

Karen Gendall, Parish Board Chair

Proxy Voting Information: Any Member may represent and vote by proxy for one and only one other Member provided the Member not in attendance provides to the church office (by phone or email) their name and the name of the Member to hold their proxy, prior to the meeting.

MINUTES
ANNUAL MEETING

Wednesday, May 29, 2019, 7:00 PM
Moderator, Steve Hoy
Clerk,

1. Quorum reached with over 43 members including proxies; called to order at 7:02 pm by Steve Hoy
2. Kelly offered Gathering Words in a reading "Hosea Ballou" "If we agree in love..."

Lighting of the Chalice by Steve Hoy reading the FPC Behavioral Covenant

3. Singing of Hymn #298 "Wake Now My Senses."
4. Reading of the warrant- Nat Carpenter, board chair
Vote to accept the warrant – approved unanimously
Vote to accept last year's minutes – approved unanimously
5. Vote to receive the annual reports – Approved Unanimously
6. Treasurer's report was presented by Patty Freeman-Lynde

Questions from the congregation:

- 1) Norrie Gall noted that she was happy to see \$1000 increase to UUA and regional dues although we are still at a 1/3 of what we should give. However, if we increase by just \$83, we could meet goal for a "Merit Congregation" designation and keep in with right relation with UUA. \$5083 instead of \$5000. Gina noted that the budget was currently \$1000 out of balance, Jay noted that \$83 is well within Board's discretion to approve. Congregation took a nonbinding vote to support the \$83 increase.

- 2) It was noted that the OWL program was removed from the RE budget. It was clarified that this was removed for this coming year only, as OWL is offered every other year.

Budget unanimously approved

7. Revision to Bylaws – David Shawn

Four people were on the bylaws committee (Vicki McLean, Reverend Kelly, David Shawn and Ellen Hoy). They met with committees over the course of church year and had opportunities to discuss revisions. Town meeting was held a couple weeks ago to present changes to congregation.

Question was raised as to why the call to minister was changed from requiring 67% to 80%. Kelly recommended this change but noted it is not critical. Previously required 2/3 majority. In last 2-3 decades more common to go to 80%. If you have less than 95% than probably shouldn't accept anyway. Most congregations have updated to 80%.

Revisions to bylaws unanimously approved

8. Contract for Architectural Services – Gabe Petino

- 1) Jay Coburn reviewed that the total project will be covered by \$390K in capital pledges and \$125K in potential borrowing that was discussed by investment and Finance committees. \$515K is needed for scope of architectural work. Architect to be engaged in the summer for 2019 for contractors to be on schedule for 2020 to install a Limited Used Limited Availability (LULA) elevator. Cabin 54x60 and can accommodate a wheelchair and a person.

Unanimously approved

9. Slate of Nominations:

There was a question regarding gender representation on certain committees...mostly female for RE and hospitality but male for investment. It was noted that Investment had a female but she was unable to complete her term. The NVI committee will consider the point but the focus is usually on competence and availability to volunteer over gender.
Nancy Petino coming off hospitality

Paul Drake – co chair for Social Action
Sheila Costello will stay on as usher wrangler
Lyndsley Rice is being added to RE
Melissa O'Connell – add to Hospitality
Kate Salandrea – Noted that Richard Salandrea is missing from the Diaconate. Judy Takata and Roberta Villanti unclear if they were asked.

One objection, otherwise nominations approved

Extinguished the chalice

Meeting adjourned 7:42 p

NEW MEMBERS
May 2019 – MAY 2020

John Soderblom

Julie Soderblom

Tim Harrington

Jenny Deprez

Sylvia Korstvedt

Laurence Nelson

ANNUAL REPORTS

STAFF REPORTS

MINISTER

Any given year in the life of a vibrant spiritual community is so crowded with events, occasions, and goings on that it would be impossible to thoroughly summarize them all in a single record. This is all the more true in this unprecedented year of challenge and change, brought on by the COVID-19 pandemic. Having said this, and aware that any report like this will be necessarily incomplete, it is good to look back and reflect, and to have a record of some of the crucial moments of this past church year, should any future generation be interested in perusing past annual reports. Therefore, I will once again make the attempt.

This church year was a major time of transition in our congregation's ministry to and with children and youth. In August of 2019, members of the Religious Education committee, parents, RE teachers and other interested members met with consultant Kim Sweeney to discuss goals for the future of our religious education program. Soon after, the search committee empowered to do so recommended to the Board Rose Sheehan to be the Acting Director of Religious Education for one year, with the option to extend that arrangement to an additional year if mutually agreed. I am deeply appreciative of the sensitivity, compassion, and thoughtfulness that Rose has brought to her position, and glad that she has chosen to stay on with us for that additional year.

As with any staff transition, there were substantial changes in the functioning of our Sunday School this year, and I'll leave most of them to Rose's report. But at least two had highly visible impacts on the worship life of the congregation, so I will highlight them here. First, the congregation began an experiment with the Soul Matters theme-based ministry curriculum. This service – in use at by many Unitarian Universalist congregations across the country – supplied not only religious education materials, but also materials for incorporation in worship and in Small Group Ministry, all based around a monthly theme. Second, this year we reimagined our beloved annual Christmas pageant as a "no rehearsal" affair in which anyone and everyone was invited to play the part of their choosing. Many thanks to all of you who took part in each of these experiments.

This past fall, at the invitation of the Social Action committee, we had a worship service centered on the voices and experiences of undocumented immigrants and asylum seekers living here in Massachusetts. This worship experience helped to connect our congregation to the plight of folks who live at the mercy of a broken and frequently heartless system. This stirred many of us to become involved (or more deeply involved) in acts of advocacy and witness on behalf of both individual immigrants and systemic reform. I saw several of you at multifaith protests at the ICE office in Burlington, and eventually at a marathon hearing at the state house on the SAFE Communities Act. My thanks to all of you showed up as people moved to act by their faith, and also to anyone who took action in less visible ways: having an important conversation about your values with a friend or a family member, or just reconsidering within yourself what the inherent worth and dignity of every person means in a world cut by borders into unequal pieces.

Since long before my arrival at First Parish, this congregation has acknowledged the need for an elevator make Hale Hall an accessible space. It was several years ago, now, that we really began to make a plan for such a project, and this year we moved closer than ever to finally realizing our shared goal. I will forgive you if the whole thing feels a bit like Zeno's Arrow – that with each new step, though we draw closer to the goal there seem to be no fewer steps in front of us – truthfully, I've had that feeling many times myself. But this really was the year that the practical realization of our dreams came into view. A dedicated group of talented volunteers spent long hours detailing our needs in a way that professionals could engage and work with. The congregation hired those professionals, and designs were created, to meet those needs. An initial design concept was approved by the congregation at a special meeting, and an extremely generous gift-matching challenge was issued to raise further funds for the project. (As of this writing the response has been very moving to that challenge – but there is still space left between the challenge amount and the pledges raised in response to it, if you would like to make a gift.) Now, at this upcoming annual meeting, the congregation will have a chance to discuss and potentially approve a scope for the construction, and empower the Board to hire a firm to do the work and spend the money necessary to finally realize a decades-old ambition. I am tremendously grateful to all the folks who leant their time, talent, and treasure to this important effort, grounded so deeply in our values of radical inclusivity and hospitality.

Of course, as all of us who have lived through it know, the last quarter of this year has taken a disorienting and bewildering turn. The COVID-19 pandemic has changed every life on this planet in one way or another, and seems likely to continue to do so in ways expected and unexpected for a long while to come. As of this writing, we have gone 10 Sundays without holding Sunday morning worship in-person in our building, having moved worship and other essential functions of the church online in mid-March, both to comply with public health orders and to follow our own principles. As I shared with the congregation recently, the church leadership and I sadly expect to be in a configuration like this for a while longer – potentially, quite a while.

As some businesses and even some other spiritual communities return to in-person operations, it may feel difficult for you to hold this line. However, in the months to come I urge you to stay grounded in the values that guide us as a congregation, starting with the infinite, wondrous value of every human being, and continuing with our sacred duty to offer the broadest, most generous, and most all-embracing welcome that we possibly can. For the moment, and it may be a long moment, the building is closed. But the church is open, as it has always been. In the year to come I look forward to discovering together new ways in which we can be the spiritual community that each of us needs, and that the world needs from each of us, during this hard and uncertain time. Our spiritual ancestor Francis David is said to have said, “We need not think alike to love alike.” Similarly, we need not be together in body in order to be together in spirit. I can hardly wait to clasp your hand; to look into your eyes without the mediation of a screen; to sing alongside you again. The one and only reason I could ever have for waiting is the one we have now: your wellbeing, and mine, and the that of everyone else around us. In every age we are called to be the most compassionate, truth-seeking, justice-making community that we possibly can be. Under these strange and often heavy conditions, let us continue to strive to be the finest sort of church that we can be.

I am profoundly grateful to each member of our staff team – Robert, Carol, Mike, and Rose – for their hard work and partnership this year, and particularly in these last few months. Likewise, I deeply appreciate the hard work and personal sacrifices of the volunteer leadership of our congregation, who do so much, so often unseen. In particular, it must be said that Karen Gendall, as chair of your Board of Trustees, has gone above and beyond time and time again this year. Her service would have been tremendous even before the current international crisis, but since she has been called on again and again to lead and to do. Karen, thank you for your gift of service. And friends – I hope that you will take the time to thank her, as well.

At the close of my tenth year of ministry here in Beverly, I thank you all for your attention to this report, and for allowing me the continuing honor of being your minister.

Submitted in Love and Service,

Rev. Kelly Weisman Asprooth-Jackson

ACTING DIRECTOR OF RELIGIOUS EDUCATION

I became Acting Director of Religious Education at First Parish Church Beverly in September 2019 during a period of program transition and re-imagining. In August, the Religious Education Committee had engaged faith consultant Kimberly Sweeney to support this process.

Through that work, the committee crafted this mission statement:

“The purpose of religious education at First Parish Beverly is to understand, nurture, and live our Unitarian Universalist faith.”

Subsequently, the committee was given these questions to consider in planning and implementing the program for the coming year:

- How will this class/activity/story help participants to *understand* our Unitarian Universalist Faith?
- How will this class/activity/story *nurture* Unitarian Universalist Faith?
- How will this class/activity/story help our kids to *live* their Unitarian Universalist Faith?

Together with Reverend Kelly and the church as a whole, the program subscribed to *Soul Matters* as the foundation for curriculum development and implementation. *Soul Matters* provides its member congregations with a monthly packet of resources to support worship, small group circles, religious education programming and family life. The resources focus on a common theme with this goal: “to enable parents, children and the whole church to go on the same spiritual journey each month.”

A big thank you to the religious education committee members for your dedication and hard work: co-chairs Patty Lynch-McPhail and Gina Coburn, scribe and meeting hostess Laura Hector, Nancy Petino, Beth Dietze, Lindsley Rice, Paul Knight, Julia Long and Diana Niethamer.

The primary focus of my work throughout the fall and early winter was on teacher support, curriculum development and getting to know the children. Utilizing Soul Matters, I developed distinct lesson plans and gathered the resources for three different age groups for each week that classes met.

Since each group was taught by a team of teachers, I developed systems to communicate with and among each team. Communications included teaching schedules, lesson plans, and feedback from teachers regarding the classroom experiences.

My heart-felt gratitude goes out to all those who stepped up to teach this year. They include Brad Willenbrock, Gina Coburn, Jay Coburn, Joleen Wilson, Scott Gorman, Julie Low, Julia Long, Nathan Seavey, Norrie Gall, Patty Lynch-McPhail, Morgen Gallo, Nancy Petino, Patrick Healy, Paul Knight, Melissa Ciaccia, Mike Keefe-Feldman and Beth Dietze. Also thank you to our OWL leaders Nathan Seavey and Elizabeth Miller, and to OWL coordinator Julia Long.

Other work included participating regularly in worship services during the Message for All Ages segment and in multigeneration services.

Another noteworthy activity was the re-designed on-line registration format that went live in January. Thank you to Mike Keefe-Feldman, Laura Hector and Nancy Petino! As of this writing, 22 families have registered 40 children.

The nursery program was looked at from a new perspective. Because of the agreement to more fully adhere to the recommended safe congregation guidelines of always having two adults present with groups of children in our programming, it was decided that the nursery be included in that standard. To that end, nursery staffing expanded to have two adults each week by pairing a volunteer with a paid person. Thank you to our nursery staffers Susan Elouche, Julia Norcross and Margaret Young. And thank you nursery volunteers Gina Coburn, Joleen Wilson and Monica Seavey.

Late winter and spring have seen an abrupt need for drastic re-orientation due to the disruption caused by the covid-19 health emergency and the cessation of all gatherings. The circumstances have challenged every one of us to adapt. The religious education plan put in place for March through the end of May has a two-pronged approach.

First, each week I email the families with suggestions and encouragement to take time together to apply their Unitarian Universalist lens to conversations or activities during the course of family life. As difficult as these times are, we have profound opportunity to live our faith with our children. In doing so intentionally, we contribute to their faith formation on a deep level.

Secondly, I live stream a children's chapel each Sunday afternoon. The chapels are centered around a story. They are meant to maintain a sense of continuity and connection and follow a predictable pattern of elements and rituals.

As we look ahead to a year where the likelihood of continued distance church and religious education programming is quite high, the primary goal will be to identify the new ways in which we continue our mission "to understand, nurture, and live our Unitarian Universalist faith."

I am grateful for the strong working relationships with the entire church staff: Reverend Kelly Weisman Asprooth-Jackson; Carol Collins, Church Administrator; Mike Donegan, Sexton and Robert Littlefield, Director of Music. I am also grateful for the engaged and supportive leadership from the Parish Board. This group can and will carry the congregation forward.

Respectfully submitted,
Rose Sheehan, Acting Director of Religious Education

DIRECTOR OF MUSIC

It has been another good year at First Parish, up until the difficulties of the current crisis. Sadly, both the Requiem and Music Sunday had to be suspended this year. I am glad to finally be able to contribute to Sunday services again, albeit by recording. Thank you to the staff and choir members for all their help and support.

Respectfully submitted,
Robert F. Littlefield, Director of Music

CHURCH ADMINISTRATOR

The financial and personal information of church members is updated in an ongoing basis in our church database, MemInfo, and address, telephone numbers, and e-mail addresses are update in Instant Church Directory, the congregant database, As I receive the information to be changed and new members come into the congregation, MemInfo and Instant Church Directory are updated. Individual Quarterly information is e-mailed out to each congregant to keep everyone aware of their pledges and donations to FPC. Reports are submitted to our Treasurer and Finance Chairman and leaders of Annual Stewardship Campaign and Elevate First Parish Campaign weekly as pledges for both campaigns are received. The information for our UUA Certification was filed with the UUA office in Boston in February 2020.

Our new web site remains current with events and services as necessary to keep everyone up to date. The annual fire extinguisher service was in October of 2020. The annual fire alarm test was in November 2020. Our building was inspected by the City of Beverly Inspector in September and a Certificate of Inspection was issued. The annual boiler inspection occurred November. I thoroughly enjoy working with the members of the congregation and appreciate all the assistance I continue to receive.

Respectfully submitted,
Carol Collins, Church Administrator

SEXTON

I continue to refine my weekly and monthly schedule. In general, I think the building is clean and requires less time for upkeep. Communication between myself and the other staff members has been excellent.

Respectfully submitted,
Michael Donegan, Church Sexton

FINANCIAL REPORTS

BUDGET TO ACTUAL FOR CURRENT YEAR

	Annual Budget	YTD actual	Remaining
Revenue			
Contributions			
2020 Pledges Received	187,933	127,876	
Other Contributions	11,016	14,149	
Total Contributions	198,949	171,670	
Donations and Memorials		500	
Fundraising	15,000	11,629	
Rentals	600	400	
RE Income	300	1,954	
Investment Income	34,550	25,913	
PPP loan		43,208	
Total Revenue	249,862	255,374	(5,512)
Expenditures			
Salaries	160,230	152,757	7,473
Benefits	31,866	24,993	6,873
Administrative Expenses	3,000	3,660	(660)
Utilities	12,154	12,045	109
Building			0
Insurance (Building)	8,000	8,086	(86)
Maintenance, snow removal, etc.	6,150	4,699	1,451
Total Building	14,150	12,938	1,212
Loan from investment fund payoff	2,972	2,972	0
Dues	5,000	5,083	(83)
Child care	1,200	785	415
Communications	615		615
Flowers	850	21	829
Finance	3,175	3,225	(50)
Hospitality	800	64	736
Membership	300	54	246
Music and Worship	4,805	2,759	2,046
Board	500	256	244
Pastoral Care	50		50
Social Action Committee			0
Suppers	3,500	1,825	1,675
Family Promise	300		300

General	750	500		250
ECCO membership	1,000	1,000		0
Total Social Action	5,550	3,325		2,225
Diaconate	50			50
Generosity Committee	250			250
Investment Committee	50			50
Fundraising Expenses	1,000	896		104
RE Expenses	2,295	1,369		926
Total Expenditures	250,862	227,202		23,660
Capital Campaign				
Revenue 2020		98,971		
Expenditures 2020		29,900		
2021 pledges received in 2020		10,841		

Proposed FY2021 Budget

	FY19/20 Budget	FY20/21 Budget	Comments
Revenue			
I.1 Contributions			
Collections	\$11,654	\$20,000	
Pledge Revenue	\$175,000	\$171,091	
Prior year pledge paid in current year	\$10,000		
Total I.1 Contributions	\$196,654	\$191,091	
I.2 Donations and Memorials			
I.3 Fundraising Total	\$15,000	\$12,000	At risk without a fall fair
I.4 Rentals	\$600	\$500	
I.5 Misc. Revenue	\$13	\$10	
I.6 Investment Income (Endowment Interest)	\$34,550	\$34,550	
1.6 A Carryover from prior year endowment interest		\$8,600	Assumes 5 payments (apply from FY 19/20)
I.7 RE Income	\$400	\$0	
I.8 Flower Memorials	\$400	\$400	
Total Revenue	\$247,617	\$247,151	
Expenditures			
Total E.1 Salaries	\$160,230	\$161,370	Most salaries stay the same/adjustment needed for 12 months of RE
Total E.2 Benefits	\$31,867	\$32,102	
Total E.3 Administrative Expenses	\$3,000	\$4,260	
Total E.4 Utilities	\$12,154	\$12,519	
E.5 Building			
Chime Maintenance	\$650	\$675	
Insurance Building	\$8,000	\$8,000	
General Maintenance	\$4,500	\$3,000	
Snow Removal	\$1,000	\$1,000	
Debt Service	\$2,972	\$0	
Total E.5 Building	\$17,122	\$12,675	No debt service/reduced maintenance
E.6 Dues	\$5,000	\$5,100	
E.7 Childcare	\$1,200	\$1,200	
E.8 Communications	\$615	\$650	

E.9 Flowers	\$850	\$850	
Ex.10 Finance	\$3,175	\$3,505	
			No coffee served this coming fiscal year
Ex.12. Hospitality	\$800	\$0	
Ex 13. Membership	\$300	\$100	
Ex.14. Music and Worship	\$4,805	\$4,000	
Ex.15 Board	\$500	\$500	
Ex.16. Pastoral Care	\$50	\$50	
Ex.18 Social Action			
Family Promise		\$200	
Publications/Supplies		\$0	
Supper Expense		\$3,300	
Social Action General		\$500	
ECCO membership		\$1,000	
Ex.18 Social Action	\$5,550	\$5,000	
Ex. 19 Long Range Planning			
Ex. 20 Diaconate	\$50	\$50	
Ex.21 Small Group			
Ex 22 Generosity Committee	\$250	\$200	
Ex 23 Investment	\$50	\$50	
Ex.24 Fundraising Expenses	\$1,000	\$500	
Ex.25 Religious Education	\$2,295	\$2,470	
Expenditure Total	<u>\$250,862</u>	<u>\$247,151</u>	

STANDING COMMITTEE REPORTS

PARISH BOARD

The 2019 summer services at Dane Street Beach were well attended. Suggestions were made for the summer of 2020 to invest in amplifiers and have greeters. Over the summer upgrades were made to the church Email with migration to MailChimp. A new copier was obtained for the office with the capacity to print in color in anticipation for the Holiday Fair signage.

As a follow-up to the disruption following the resignation of DRE Deborah Sweet, a new ad-hoc Code of Conduct committee was formed chaired by David Shawn.

A new Personnel committee was formed with Scott Gorman as chairperson with the goal to address the minister's needs for support; consideration of performance evaluation; and working on defining Rev. Kelly's role in terms of supervision.

In September members gathered at Ferry Beach for the annual tradition.

A discussion was held regarding recognition of Deborah Sweet's 25+ years of service. The Board approved a motion to offer the church for use by congregants keeping the event separate from the church service and publications.

In October, the Board discussed and approved obtaining legal review of the Elevate First Parish architect and construction contracts.

November's meeting included a discussion of a service project for Board Members serving a meal at Lifebridge. A discussion was held regarding the alternatives to replacing the front stairs to First Parish removed by the city due to sidewalk construction. A decision was tabled until more accurate estimates of the costs could be determined. Reverend Kelly requested a review of his 2010 letter of agreement with a new updated standard letter based on the UUA Ministerial Agreement model. Suggestions were made to refer the draft to the Personnel Committee for their input with further discussion to follow. The Board voted to give holiday monetary gifts to the staff from the Board's discretionary fund.

The Board met in December jointly with the Parish Council for an overview of what was going on with each committee and a time of sharing food and drink. The Board approved Christine DeSaia's proposal for *Tens for Teens* fundraiser, determining that the ask was in accordance with our values and that the members of the congregation could choose to give, or not, according to their means and desires.

January 2020's Board meeting welcomed Scott Gorman from the Generosity Committee who presented the goals of the annual pledge drive for a 25% increase in pledges. The Board discussed the good work of member Linda Andrist for her leadership on the Holiday Fair. Gina Coburn from Finance Committee discussed the trends of giving being flat over the previous 3 years and hopes and plans for an increase in pledges this year. Conversation about the endowment fund was tabled for a future discussion. The Board approved the creation of a Capital Project Finance Team as well as a matching fund donation restricted to the use for the capital improvements. Plans were made to hold a special congregational meeting in February to inform the members of the architectural drawings and obtain a congregation vote to approve the plans. On January 22nd, members of the Board and Rev. Kelly served dinner at LifeBridge in Salem. On February 13, 2020, the congregation had a special meeting in which the members of the building committee along with Derby Square Architects presented the drawings of the Capital Campaign. The three phases of the project were explained, and members had the opportunity to ask questions. The members voted overwhelmingly to approve the proposed plans to obtain structural drawings for construction. The budget phase of the project would be addressed at a future congregational meeting.

In February, the Board voted to approve a church credit card for Rev. Kelly to use for his expenses and purchasing items for the church. The members reviewed the comments and feedback from the Personnel Committee on the Ministerial Agreement and, after a few small edits, voted to approve. Annual reviews for staff members were discussed. Two members of the board along with two members of the Ministerial Committee were chosen to work on Rev. Kelly's review along with his self-evaluation.

Due to the wear and tear of the rear-entry lock and the inability for many members to access the church with their keys, the Board approved to have the door lock changed and new keys cut. This work was done the first week in March.

The March Board meeting was held via Zoom due to the restrictions put in place by Covid19. The Board discussed how to keep our members and staff safe and approved of the decision to completely close the church for the time being. The Board convened a couple of weeks later via Zoom to re-assess how the restrictions were going. Carol Collins, our church administrative assistant, was home and without access to church email or phone. After much discussion, the decision was made to keep the church closed completely for another two weeks to all staff and volunteers in the abundance of caution.

In April, Mike Keefe-Feldman arranged for Carol Collins to have access to the church email account from home. On April 22nd, the Board met via Zoom to discuss the Covid19 restrictions and functioning of the church. Karen Gendall had polled many area UUA churches regarding what their policies were regarding Covid19 and all of them were allowing staff into the church on a rotating basis with strict precautions. After much discussion, the Board voted to allow each individual staff person and Tuesday night supper volunteers to access the church following UUA procedures beginning April 23rd. A task force was formed to plan the annual meeting using the Zoom platform.

The Board met early in May via Zoom to plan the annual meeting. Realizing that more information was needed, a special meeting was held on May 13, 2020 with the Board, the building committee, and the elevate First Parish finance team to discuss the status of the project and what effect the Covid19 pandemic had on the project. The scope of the proposed project and proposed financing was discussed. The board agreed to inform the members at annual meeting of the project and to request a vote for the members to empower the board to obtain debt financing up to \$125,000 and to obtain the services of a general contractor to complete the project.

Respectfully submitted,

Karen Gendall, chairperson

On behalf of Brad Willenbrock, Vice Chair, Nat Carpenter, Chair Emeritus, and the Board members Vicki MacLean, Ellen Hoy, Kurtlan Massarsky, David Shawn, and Susan Elliott.

FINANCE COMMITTEE

In developing this coming fiscal year budget we considered our goals for the next 3 fiscal years and projected income and expenses to meet these goals. Our goals were to improve staff salaries and benefits, increase use of guest speakers, enhance social action programming, increase our annual dues to the UUA and decrease reliance on fundraising and endowment fund interest. We were hoping to increase pledge revenue by 25% and our Generosity Committee reached out to all of the membership. The discontinuation of in person church services as well as uncertainty about the economy disrupted these efforts and although most of our members committed to a 2020/2021 pledge, in total we did not receive pledge commitments to meet the needed increase. Our proposed budget for the next fiscal year is very similar to the current year. The budget includes maintenance of existing staff, but not an increase in salaries and benefits, some decrease in fundraising, and additional committee budget decreases.

We are also looking into improving our method for obtaining online contributions as well as obtaining a credit card to support church business.

Special thanks to Linda Andrist and Patricia Mitchell for running a very successful fall fair fundraiser and to Dunc Ballantyne for continuing to manage Heavenly Rides.

We couldn't function without our Administrator, Carol Collins who deposits our contributions and keeps our member records up to date and our Treasurer, Patty Freeman-Lynde for paying our bills and maintaining our financial records.

The Finance Committee Gina Coburn, Kurtlan Massarsky, David Miederma, Russ Hereford and Patty Freeman-Lynde

TREASURER'S REPORT

With a month and a half left, this is an estimate of where we are for the fiscal year ending June 30.

As a congregation, we have risen to the challenge of continuing to fund our operations this year. Not surprisingly, the amount we had budgeted for our income is almost \$40,000 more than we have received for the year. (Last year's annual report showed a difference of about \$21,000.) I expect several people to finish paying their pledges before end-June, but probably not enough to make up that difference. Thanks to the many of you who have continued to send in your checks!

Fortunately, Board Chair Karen Gendall applied for and received a PPP loan from the government for FPC, through our local bank, Peoples United. This allows us to continue paying our staff, even though we have asked them to stay safely at home much of this time. It also covers a portion of the church's utilities. Because of this loan, we decide to defer the last payment we normally receive from the investment fund (\$8637) and will use it next year, when we anticipate needing it more.

Some of our expenses are a little below where they might be by now, due partly to having no RE Director at the beginning of the year. In addition, our Music and Worship expenses are lower than expected, probably because we did not hold services in the church these last few months. Our administrative expenses are above what we projected, since we had to get a new copy machine. The lower expenses help to offset the lower income.

I expect to get additional receipts from some committees that will need to be paid before the end of June. Please email them or mail them to me, with your address, and I will send you a check.

Feel free to email me or call me if you have questions—or catch me at Coffee Hour (on Zoom).

Patty Freeman-Lynde

INVESTMENT COMMITTEE

Summary

Investment Funds Total (3/31/2020)	\$745,399.22
FY 19-20 Budget Withdrawal	\$34,550.00
Withdrawal Percent	4.64%

The First Parish Investment Committee members serve as Trustees of the First Parish Endowment Fund and provide management oversight of other invested funds for the benefit of First Parish. The church depends on member pledges to fund its programs and operations. However, the operating budget of the First Parish Church currently exceeds the contributions of members. Contributions are supplemented with money from fundraisers and approved disbursements from the investment funds.

First Parish Church has continued to make progress in managing the amount it withdraws from its investment funds. The total withdrawal is currently 4.64% - higher than the prior Fiscal Year (FY), and still above the 4% that the committee and our investment manager considers sustainable over the long term. We recognize the strength and stability the Endowment Fund provides to First Parish programs. We encourage all members and friends who wish to support the continuing mission of the church to consider including the First Parish Endowment Fund in your plans for annual and legacy giving.

Investment Performance

Up until April 24th, 2018 the investment funds were managed by Manning & Napier (M&N). After that date, locally based First Financial Trust (FFT) in Wakefield, MA began managing all of the investment funds of FPC. We have been pleased with their investment expertise, willingness to provide support for our efforts to educate the congregation about legacy giving, and commitment to socially responsible investing that better matches our mission.

	Inception (5/1/18)	FY 19-20	2020 YTD
FPC Funds	1.68%	-5.14%	-11.25%
FPC Funds Net Fees	0.78%	-5.77%	-11.44%

Investment Accounts

The investment funds under management represent the co-mingled balances of three separate funds: the Endowment Fund, the Muir Fund, and the RE Fund. In an effort to preserve the RE Fund, the principal balance has been capped at \$26,000 with a future annual withdrawal set at 5% (\$1,300), theoretically all interest. The Muir Fund has been handled similarly, with a preserved principal balance of \$85,000 and yearly withdrawals of 5% (\$4,250). The recommendation of the Investment Committee is to continue to reduce the overall draw from the investment funds from the prior fiscal year – this, of course, is dependent upon continued successful pledge campaigns. The RE budget, having been merged with the overall church budget, will continue to be fully funded by pledges, the RE Fund, RE fundraising and income, and the Endowment Fund, as appropriate.

Current market value of all holdings, as of 3/31/2020 totals \$745,399.22 – down from \$794,707.77 on 3/31/2019 as detailed in the 2019 Annual Report. The fund hit an all-time high (it is believed) of \$853,144.76 in November 2019 before declining at the outset of 2020 due to the economic volatility and hardship brought about by the global COVID-19 pandemic.

Investment Philosophy

Consistent with the goals of First Parish Church, the Investment Committee has identified several criteria to be followed in investing the endowment funds of the Church. The criteria of highest importance include Climate Change, Diversity, Environmental Management, Human Rights, Civilian Fire Arms, Sexual Orientation, Tobacco and Workforce (Rights, Benefits, Health and Wellness). These criteria are used by our investment manager, First Financial Trust (FFT), to invest the First Parish Church portfolio in concert with the church mission through a personalized strategy that FFT has developed to highlight the Environmental, Social, and Governance issues that the Investment Committee has identified as important.

In practice FFT employs what is known as an ESG Overlay Strategy. FFT has developed an Approved List of Investments for clients that consist of well-researched securities that they have determined to be appropriate for their client portfolios. This list is stringently managed by their investment team. FFT begins with the Approved List and overlay their ESG research to develop their ESG portfolios. As other highly rated ESG investments come to their attention, they put them through the same strict research process prior to adding to portfolios.

The foundation of FFT’s ESG Overlay Strategy is in the United Nations Principles of Responsible Investing Initiative and the 17 Sustainable Investment Goals developed by the UN as a blueprint for solving the biggest global challenges we will face over the next decade. The strategy is enacted through a two-step process.

FFT combines corporate ESG rankings from three industry leading ESG research providers (RobeccoSam, Sustainalytics, and Bloomberg Intelligence ESG Research) to develop an ESG Score (ranking) for each company on our Approved List of Investments.

Next, they incorporate the individual ESG metrics most important to their clients. Some metrics are easily attainable, such as whether management bonuses are linked to ESG results or the percent of women on a company’s board, while others are tracked through researching company reports and industry data, identifying how thoroughly companies are setting ESG policies and goals, and how well they are meeting these goals.

FFT has noted that incorporating ESG factors into their research is making a positive difference for their clients. They find that top-rated ESG rated companies are more likely to be their top performers and are increasingly held throughout their client portfolios.

Building Fund

Balance 6/30/2019	\$(2,971.78)
Payments (budgeted)	\$2,971.78
Balance 6/30/2020	\$0.00

The building fund is paid in full. The fund was primarily the result of a \$40,000 loan made at the 2011 Annual Meeting to retire an outstanding mortgage and interest on the loan. As the building project ended, additional expenses of approximately \$13,000 were paid by endowment funds, increasing the loan balance to approximately \$53,000. Payments of budgeted operating funds as well as additional donations have contributed to paying the loan in full.

The original term of the investment fund loan was 3 years with \$2,000 (5%) annual interest. The Investment Committee and Finance Committee had subsequently agreed in 2016 to a more manageable 10-year term with zero interest payments at \$3,500 per annum. As a result of a generous donation in FY 16-17, allocation of book sale profits from FY 18-19, and allocation of a budget overages, the final payment was received from a line item within the FY 19-20 budget.

Pledges in Securities

First Parish is able to accept gifts of appreciated securities from members and friends to fulfill pledged obligations or to increase the endowment fund. Gifting securities may have tax advantages for the donor. When gifts of securities are received, they are transmitted from the donor's account to investment accounts overseen by the Investment Committee. The current process requires that the donor notify the Treasurer or the Investment Committee Chair that a gift of securities will be made so that the gift can be processed and accounted for properly. Any member who wishes to make a gift of securities is encouraged to speak with the Treasurer or a member of the Investment Committee.

Availability of Detailed Reporting on Endowment Fund Investments

The Massachusetts General Law Statute which defines our duties, protections, and authority as Trustees of the Endowment Fund (M.G.L. Chapter 285, Approved July 21, 1986) specifies that we present an account to the church at each annual meeting which includes items of information presented above, as well as "the identifying description, cost and market values of all securities of the fund, and the amount of all cash items, in each case as of the first and last day of such fiscal year, or date reasonably proximate thereto."

To address this requirement, we provide copies of the March quarterly report of the investment fund holdings at the Annual Meeting and in the office of the Church Administrator for review prior to the meeting for any member who wishes to review a list of the specific securities held by First Parish. We believe the March report offers the best "reasonably proximate" mid-spring date.

Members with questions about First Parish investment management, or those who wish to review additional detail or a copy of Chapter 285, the Statute governing the operation of the Endowment Fund, may request this information from a member of the Investment Committee and we will seek to provide the information you request.

If you are a member with talent and interest in investment management or governance who wishes to join the investment committee as current trustee terms expire, we encourage you to make your interest known to either a member of the committee or to the Nominating and Volunteer Involvement Committee.

Respectfully submitted: 2019-2020 Investment Committee

Joel Hector, David Long (co-chair), John Kennedy, Bruce Egan (co-chair), and William Hines

RELIGIOUS EDUCATION COMMITTEE

Members of the 2019-2020 committee: Co-Chairperson—Patty Lynch; Co-Chairperson—Gina Coburn, Committee Scribe—Laura Hector, Julie Long—OWL Coordinator, Beth Dietze, Paul Knight, Nancy Petino, Diana Niethamer, Lindsley Rice

The FPC RE Committee serves our community by helping to administer the Sunday School program and other programs for children and youth. In April of 2019 we engaged with a consultant who helped our community define what Religious Education means to us and how we want to utilize our Sunday School as a way for children in our church to learn about Unitarian Universalism.

During the summer of 2019 we hired our Interim Director of Religious Education, Rose Sheehan. She attended the consultant meetings with Kim Sweeney. It was decided, along with Kelly, that we would utilize the Soul Matters theme-based ministry for the year in both the sermons for the whole congregation and in the Sunday School. We embarked on a new path with Rose in which the Sunday School experience took on a new rhythm.

The new must-haves for our program were:

1. There must be 2 adults, who have been properly CORI'd, in each classroom at all times.
2. There wouldn't be individual curricula that each grade level teachers had to teach from, rather Rose would guide the teachers through the monthly themes with activities and readings.
3. Teachers would get regular instruction and opportunities for feedback.

Due to the newness of having a new Director, we were unable to plan/execute many of the long-standing traditions that our children participate in. However, we did have a wonderful "pick-up Pageant" and Mystery Friends Tea.

In March 2020, due to the pandemic, we suspended in-person church services. During this time, Rose has offered a Facebook Live video of a story.

Our OWL program had 2 new teachers trained, Elizabeth Miller and Nathan Seavey. They started their OWL class in January 2020 and had to suspend due to lockdown. They will continue to be in discussion with families of participants and with Julia Long, our OWL coordinator and Kelly and Rose.

Coming off the committee and with great thanks for their service are Laura Hector, who has been our notetaker/scribe for many years and Beth Dietze. Patty Lynch will also be stepping down as co-chair.

We will be working on creating a virtual experience for our families to engage with Sunday School in the coming year.

Respectfully Submitted,
Patty Lynch, Chair

COMMITTEE AND TASK FORCE REPORTS

DIACONATE

The Diaconate began the year with an August cookout and meeting at Karen Menezes's home to socialize and plan for the new church year. The committee welcomed new members Linda Andrist, Russ Hereford, and Judy Takata. On Sunday, September 29th the Diaconate hosted a French toast breakfast for the congregation to welcome new members and celebrate the new church year.

Our mission statement calls us to strengthen connections between the generations and to represent FPC in community activities. In October, we participated in Beverly Main Streets Trick or Treat, greeting close to a thousand children & parents & handing out treats in front of the church. In November we donated a gourmet gift basket from Henry's Market to benefit the Silent Auction at First Parish's Holiday Fair. The Willenbrocks once again provided Diaconate representation in the city's annual Holiday Parade, and the committee thanks them for their planning & participation. Church members & Sunday school children participated and carried the Sunday School banner. In December we enjoyed a holiday open house at the Salandreas.

New Years Eve day found us in the church kitchen, selling hot chocolate & baked goods during Beverly First Night, a family celebration at multiple downtown venues including First Parish. This and other community events the Diaconate participates in help to increase the church's visibility and foster goodwill in the community.

New this year, the Diaconate collaborated with the RE committee in preparing and hosting the annual Mystery Friends Tea, a highlight of the Mystery Friends event connecting church school children with adults and older children in the church. The Diaconate served tea sandwiches and sweets to a large group of children and their new friends. The committee agreed to also host this event next year, and to use the money raised from First Night cocoa sales to provide the food for this fun event.

Respectfully submitted,
Kate Salandrea & Karen Menezes, co-chairs

MUSIC AND WORSHIP

Worship Associates are Fran Gerrior, Melissa O'Connell, Kristen Cotter, Brad Willenbrock, Patty Freeman-Lynde (music/choir liaison) and Sheila Costello (enlist Ushers/Greeters). Our role as Service Associates is to be a warm and welcoming presence along with assisting the Minister in the enrichment of our Worship Services. In our church this need is met with love, enthusiasm, faith, hope and strength. In fact, it has really made us a family. I am extremely grateful to be serving with these wonderful, dedicated committee members.

We meet monthly, usually the 1st Wednesday of each month. Some of our discussions and duties include:

- ❖ Assisting and supporting the Minister and Guest Ministers/Lay-Leaders with the services
- ❖ Check supplies (i.e. candles, matches, alcohol, wicks for lighters, alter candles, tea lights, advent candles, check sound systems, etc.
- ❖ Count offering with Finance Committee member following Sunday Service
- ❖ Presence monthly at Parish Council meetings
- ❖ Schedule Summer Services at Dane Street Beach
- ❖ Prepare budget for upcoming year
- ❖ Looking for volunteers to make a recording to participate with welcoming words, reading, song, chalice lighting, benediction, etc. for our Sunday Services
- ❖ Training for on-line services for this summer

Summer Services were held outdoors at Dane Street beach with a lay-lead service loosely based on our regular ritual format. Thanks to all who trusted themselves with powerful contributions, courageous spirit and the audience to witness the personal truth in their stories. Unfortunately, this year we will not be having services at Dane Street Beach. The Music and Worship committee members in conjunction with Rev. Kelly have agreed to keep worshipping entirely online via Zoom this summer in the interest of the health of our members, visitors, and entire community. We are requesting volunteers to lead us with a story, reading, music, inspirational message, reflection, brainstorming and/or creative program.

Sincere appreciation to our Music Director, Robert Littlefield, the Choir and guest musicians for providing various styles of music each week plus Christmas Eve that adds beauty and depth.

These past few months has been unusually and challenging times for all of us with COVID-19 pandemic in which we are social distancing , staying home, safe and well. However, Rev. Kelly has continued to provide powerful, moving, joyful, uplifting, inspiring, nourishing, exceptional services online thru Facebook. He's kept us all connected which we are all truly grateful!

Respectfully submitted,
Brenda Briana

MEMBERSHIP COMMITTEE

The Membership Committee has had a busy year with greeting newcomers and orienting them toward involvement in the many activities of First Parish. Inviting them in at their own pace meant some were quick to join as a Voting Member, while others wanted more time to find ways to be involved. An orientation series was scheduled in the fall but was not well attended. The reason is probably that the newcomers are more quickly integrated into the congregation and their questions are answered more informally.

The activity of the Membership Committee was dramatically affected by the Coronavirus crisis. We have had no way of welcoming newcomers.

Respectfully submitted,
Stephen Hoy and John Root

PASTORAL CARE

Committee Members: Dan Borghesi-Co-Chair, Anne Egan, Keith Goggin, Ellen Hoy, Arthur Thompson, Paul Willenbrock-Co-Chair and Reverend Kelly

The purpose of the Pastoral Care Committee is to provide comfort and support to members and friends of our congregation. Toward this end over 30 members of our church volunteered to do one or more support activities: send a note or card/make a friendly phone call/provide transportation/make a meal/do an errand like shopping/ provide child care. Each member of the Pastoral Care Committee coordinated the volunteers for one support activity and a notice was placed regularly in our church chalice concerning committee contacts when comfort or support was needed by our members or friends.

Additionally throughout the year committee members were in individual contact with members of the church who were believed to need on-going support and comfort.

This year the widespread coronavirus caused our church to be closed. The Pastoral Care Committee will have completed check-in calls on all church members during the months of March, April, and May to help foster helpful communication and identify needs.

The committee met every month either in person or with the help of zoom and appreciates the extensive support that members of our congregation provide to each other.

Respectfully submitted with Peace and Love,
Paul
Paul Willenbrock Co-Chair Pastoral Care Committee

HOSPITALITY COMMITTEE

As our abbreviated year ends the hospitality committee has found that our tasks have run fairly smoothly, thanks to our committee members and all of the church members that have taken responsibility to help with coffee hour. As a time to get to know new people, discuss the focus of the church service, and bond our community it is an important hour. Thanks to all those who have participated!

When COVID-19 interrupted our traditional Sunday service Kelly immediately changed gears to give us a virtual service by way of Facebook. Not only that, but after the service he initiated a very welcome coffee

hour on Zoom. We are so blessed to have such a 'with it' guy for our minister! In the future our committee needs to make sure that we have someone that is capable of taking on the responsibility of a virtual coffee hour if needed to relieve Kelly of this job.

The committee is looking forward to the completion of the elevator, and foyer changes which will also include a new coffee area. It will make our hospitality hour easier, more efficient and pleasant.

Thanks to the committee members for working so well together and making the year go so smoothly. Special thanks to Kristin Danielson who, again, has made the coffee throughout the year.

Linda Andrist. Kristin Danielson. Anne Egan
Melissa Goggins. Ray Freeman Lynde Melissa OConnell
Ann Wickberg. Chair: Ann Geikie

COMMUNICATIONS COMMITTEE

Committee Chair: Michael Keefe-Feldman

Progress Report

The Communications Committee has made progress on a number of fronts. Highlights include:

- Greatly improved search engine ranking for First Parish, now appearing on first page of results for "Beverly MA church," "Beverly Massachusetts church," etc.
- Activation of online giving portal, enabling the church to accept online donations
- Reformatting and relaunching the church's "This Week at First Parish" email newsletter and migrating the e-newsletter to MailChimp
- Reinvigorating the private First Parish Facebook group, enabling greater online interaction among church members
- Developing a First Parish press release template with related "About First Parish" boilerplate language
- Increased collaboration with the church's Generosity Committee on pledge comms

The committee chair wishes to acknowledge the excellent work of several committee members, in particular: Morgan Gallo's efforts in collaboration with Carol Collins on relaunching the church email newsletter; Carol Girard's work on establishing a First Parish press release template; Terry Slater's work on keeping the imagery on the First Parish Facebook page fresh; Barney Beal's contributions to search engine optimization; and Pam Perkins' efforts to connect the Communications and Generosity committees.

Goals for 2020-2021

The Communications Committee has identified the following focus areas for the year ahead:

- Establishing an online community social spot beyond Facebook, both during and after pandemic, and developing/implementing a comprehensive social media strategy after identifying a new committee member with expertise in social media and a firm grasp of First Parish's voice
- Better conveying communications options available to members, perhaps during a future View from the Pew
- Implementing a more robust media outreach program to increase publicity of special events via local media
- Incorporating a chair/co-chair structure to further decentralize the work of the committee
- Budget-permitting, producing a video to better showcase First Parish to potential new attendees
- Budget-permitting, placing Google Ads to further increase appeal to local "church shoppers"

GENEROSITY TEAM REPORT

The Generosity Team is responsible for planning and carrying out or coordinating all fund-raising activities at First Parish. These responsibilities were formerly held by the Finance Committee and these two groups work together closely to promote the financial health of our church. The Team is modeled after successful examples of how other UU Churches have organized to carry out their fund-raising activities. Our goal is to help the congregation develop the generosity practices we need to sustain the church and move it forward in ways that reflect our spiritual values.

Members of the Team are Kathleen Feldman, Scott Gorman, Paul Willenbrock, Vicki MacLean, Rev. Kelly Asprooth-Jackson, and Jay Coburn.

We began the current year by assessing congregational feedback and reported results from the 2019 Face-to-Face Annual Stewardship Campaign. This campaign produced many warm and engaging meetings and valuable feedback on the pledging process and other aspects of church life from those who were able to schedule a meeting with a campaign volunteer. However the reliance on a face-to-face meeting meant that members who were unable or who preferred not to meet were not given the same information and opportunity to pledge their support. A number of prior year pledgers who were not reached did not complete a pledge for the current year and we fell short of our goal that would have allowed us to catch staff salaries up with Unitarian Universalist Association benchmarks and adequately fund our UUA dues.

The campaign this year was designed to offer all members and friends information on the cost of our church programs (see Chart, next page), personal and community pledging history, and guidelines for determining our pledge. The mailing was intended to give us all the ability to complete a pledge on our own without the need for a meeting. We again recruited volunteers to provide phone outreach and to offer face-to-face meetings if requested.

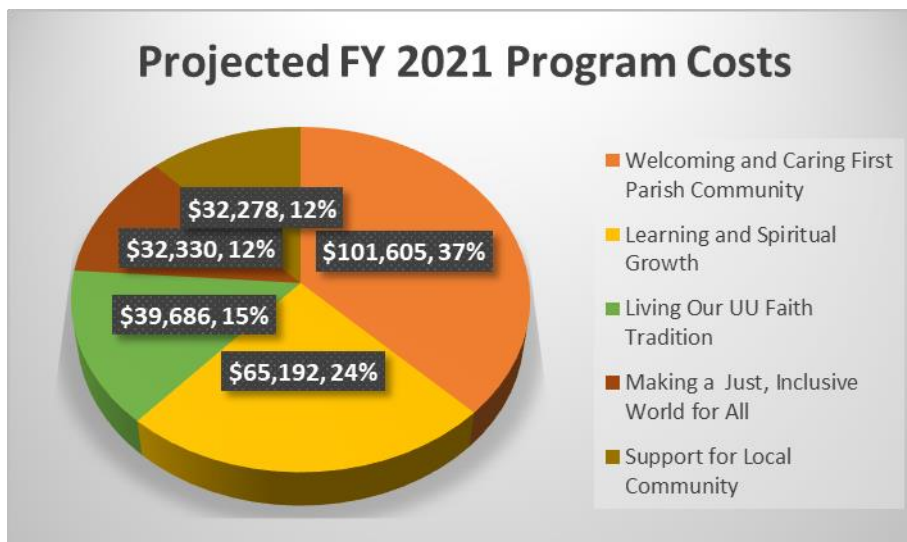
As of reporting on May 7, 2020, annual giving for the coming year included the following results:

- 14 members and friends made first-time pledges or returned to pledging after an absence
- 12 members and friends increased their pledges by 50% to almost 200%
- 11 members and friends increased by 20% to 50%
- 19 members and friends increased by 2% to 20%
- 25 members and friends maintained their pledge at their current level
- 10 members and friends decreased their pledge relative to last year
- 23 members and friends have not yet completed a pledge – we will continue to receive pledges
- Our total pledge revenue of \$180,000 exceeds the prior year but falls short of our \$215,000 goal

This year began and ended with major and unexpected losses: the resignation of our long-term Director of Religious Education, Deb Sweet, last spring and the drastic changes prompted by the Covid epidemic in February. These two losses figured to different degrees in many of our individual decisions about pledging support for the church. We hope that the coming year will allow us to begin to heal from these losses, make peace with and celebrate our history, and continue to actively pursue our hopes for the future of First Parish.

The Generosity Team will continue to look for ways to inform us and engage our collective gifts in ways that reflect our values and advance our mission and presence in the community. Members who are interested in learning more or participating in these activities are invited to speak with a member of the Team and to join in our efforts.

Thanks to all for your generous support of First Parish!



Program Descriptions

Welcoming and Caring First Parish Community - All that we do to welcome and include members, friends, and newcomers and build community as a church - worship services, social events, choir, committee work, opportunities for action and service.

Learning and Spiritual Growth - Our various efforts to deepen our knowledge and experience, to open our hearts and open our minds - the Sunday School, Small Group Ministry, study groups, music, crafts, public speaking and worship services (again).

Living Our UU Faith Tradition - Things that form and reinforce our identities as UUs and our connection to the larger world of Unitarian Universalism - participation in UUA-organized programs like Side With Love, Black Lives of Unitarian Universalism, UU the Vote, General Assembly, collaboration with other congregations, use of UU curricula in the Sunday School, lighting the chalice each Sunday.

Making a Just, Inclusive World for All - Everything we do to make the world kinder, especially the stuff that's focused deep inside on personal change or deep outside on big-picture change - ECCO, education and support for social and economic justice, ASAPROSAR, Small Group Ministry, and worship services (yet again).

Support for Local Community - That which we do to connect with and support our larger community in Beverly and on the North Shore - suppers in Beverly and Salem, Family Promise, the Beverly Multi-Faith Coalition, concerts, Bootstraps, local donations, ECCO (again) and worship (yet again).

SMALL GROUP MINISTRY

Small Group Ministry, for those who identify as women, meets the third Sunday of every month from 7:00 – 8:30 pm. There are eight current members of the group. We started out using a text from the UUA, “*Soul to Soul*”, selections for gatherings for reflection and sharing. In March we switched to the UUA *Soul Matters* monthly packages. Each month, reading materials are sent out in advance for review and reflection. At the meeting we follow the suggested guidelines for reading, reflection, and sharing. We started the year meeting in either a member’s home, or in Kelly’s office at the church. In March, due to the Covid19 pandemic, we began meeting via Zoom.

Respectfully,
Karen Gendall

Members:

1. Karen Gendall (chairperson)
2. Christine DiSaia

3. Lynn Willenbrock
4. Maria Wigozki
5. Nelda Quigley
6. Roberta Villanti
7. Vicki MacLean
8. Gina Coburn

FREE OUTREACH-SUPPERS

Suppers bought, prepared and served each year: One Monday a month, 12 months a year: Every Tuesday, 52 weeks a year; Total meals served per year: 64.

Attendance is 15 to 35 and grows toward the end of the month. Taking attendees at an average of 25, the suppers crews plate 1600 servings a year.

First Parish also oversees one meal per month at LifeBridge in Salem. We do not finance the meal, but we prepare and serve. The meal serves upwards of 70 people and is led by Cheri and Matt Guerin.

The actual total cost of the supper program to First Parish is less than \$5,000.00 because of the generous donations from Super Sub/Paul Guanci, who donates 6 meals per year; and Shaws, who donates 4 meals per year. Parishioner Joleen Wilson provides dessert several times a month, something she has been doing for about 10 years.

First Parish parishioners have led the Monday supper program for over 25 years and the Tuesday supper program for over 10 years.

For the Monday Suppers, served at the Baptist Church at 6pm, a team of 4 prepares, serves and cleans up. For the Tuesday Suppers there are 4 teams of 5-6 people who work from 5-7pm. There is a leader for each team that decides on and shops for the meal. Some teams have a shopper who buys and brings the food to the church. Overall about 30 volunteers participate in the Monday/Tuesday suppers.

This year our system and procedure of serving suppers was disrupted by the COVID- 19 pandemic in March of 2020. We needed to move from serving dinners in Hale Hall to making up bagged dinners, bringing them out to Ellis Square on a serving table and having the guests take their meals. This allowed us to provide nourishment without any contact with each other thus keeping everyone safe. We moved from working with our team to each team leader working with their spouse and/or direct family members. Sandwiches, fruit, water and a dessert became the norm. At the moment of this report we do not know how long this will last. Initially the numbers of guests went up dramatically, but they have evened off to be about 35 meals each week.

We miss our teams that we always looked forward to working with each week. We have reached out to them to provide dessert for the bagged meals and they have answered the call. We thank them and can't wait to get back to "normal".

Respectfully submitted by team leaders:
Martha Brennan, Nat Carpenter, Fran Gerrior and Melissa Goggin.

FAMILY PROMISE

First Parish Church was one of the first North Shore churches to commit to supporting the mission of Family Promise North Shore Boston (FPNSB) in providing housing and meals to homeless families in our area. For the past eight years FPC has hosted families for four weeks each year. During each of our hosting weeks, FPC provides a "home" for 2-4 families with children which can include a total of between 6-14 people. It is an incredible commitment of time, resources, and love.

As always, our amazing volunteers step forward offering to set up or take down the temporary rooms in the sanctuary, to buy groceries, to cook meals, to serve the meals and eat with the guests, to be available to play with children, to offer supportive connections to the parents, and finally to sleep overnight in the church. Each week requires about 70 spots to be filled. Our volunteers are truly extraordinary. Our guests frequently tell us how welcoming and supportive the volunteers are, some saying it through tears as they say good bye on their way to their next host church.

Joyce Prior worked alongside me as co-coordinator for three wonderful years. Having retired as a school nurse in June 2020, Joyce decided to step back from Family Promise in order to travel, etc. Our church thanks Joyce for the huge positive impact she contributed to me, our guests and our volunteers. The good news is that Marty Johnson jumped right in to volunteer as my new co-coordinator. Being a very fast learner, Marty was an essential part of creating a successful week of hosting in early March. Due to our anticipated construction during 2020, Family Promise generously agreed that we would be responsible for just three weeks of hosting in 2020. Having completed a week in March, we have two weeks left for this year- October 10-18, 2020 and November 1-8, 2020. We completed our March week just as everyone was becoming increasingly aware of Covid 19 and of the need for social distancing, etc. Based on state, church, and personal guidelines around Covid 19, we will reassess how to best manage our two week commitment in the fall.

We have a remarkable partnership with our good neighbors, the First Baptist Church (FBC). They provide volunteers and host the Family Promise dinner on Tuesday evenings when our church is hosting Tuesday Night Suppers. The FBC also stores our room panels and air mattresses, gets our linens washed, and purchases the majority of food we need. Their financial and personnel support has created a true partnership with a strong sense of shared purpose and close community. Thank you, First Baptist Church. We are grateful to so many and cannot list everyone here. Special thanks go to Mark Holland who leads the team doing set up and break down. Duncan Ballantyne continues to train new volunteers. Our staff, Kelly Weisman Asprooth-Jackson, Rose Sheehan, Robert Littlefield, Carol Collins, and Mike Donnegan continue to be supportive and flexible while they actively work to make the program a success. Many thanks to you all.

Offering hospitality and support is one way that we practice our faith. It is a joy to continue in this effort that is both an honor and labor of love.

Respectfully submitted,
Carol Ballantyne and Marty Johnson, Co-Chairs

If you would like to be a new volunteer or learn more about Family Promise, please contact Carol Ballantyne at carolbal@comcast.net or 978-998-9114 or Marty Johnson at martyjon@gmail.com or 617-668-4183.

CAPITAL CAMPAIGN

The Elevate First Parish Capital Campaign was reactivated in February following proposals by three members to create a matching gift fund. The match opportunity was to match up to \$80,000 in new pledges or gifts dollar for dollar through the end of March so that we could begin the project in April. First Parish members and Friends responded enthusiastically with \$50,328 in matched gifts. When our April ground-breaking was delayed, match donors agreed to extend the opportunity until the actual ground-breaking. With proceeds of \$396,305 from the initial phases of the campaign in 2018, potential funds for the Capital Campaign are up to \$526,633. If we fully match the remainder of the \$80,000 the resulting total of \$556,305 will exceed the goal of \$525,000 identified by Brian Raiche, our consultant from Cornerstone Fundraising, in the feasibility study he completed prior to launching our campaign. This amount combined with a planned \$125,000 in loan financing would provide a total project budget of \$681,305. The Capital Campaign was planned in 2017, conducted in 2018, and reactivated this year as the building project completed schematic design.

Let's go First Parish!

ELEVATE FIRST PARISH

At our Annual Meeting last year, we voted to authorize the Board to engage architectural services to design the installation of an elevator in the church to make Hale Hall accessible. The planned project included improvements to spaces that would be impacted by the installation. Building Committee members Gabe Petino, Mike Hardiman, James Mitchell and Rob Cotta were joined by Nat Carpenter, Rev. Kelly Asprooth-Jackson and Jay Coburn to form the Architect Selection/Project Design Team. The Board asked this group to conduct an evaluation and recommend selection of a firm. The group met weekly through last summer to

prepare a Request for Proposals, distribute it to four qualified firms, evaluate submissions from three candidates and finally recommend selection of Derby Square Architects (DSA) in Salem Massachusetts. The group further recommended that DSA work with our prior partners Struble Engineering for structural engineering and Carr Enterprises for cost estimation.

DSA began work in October. Their work was guided by the overall goal of accessibility and by the 2018 Capital Project Brief. The Brief is a document prepared by Mike Hardiman with input from First Parish members and staff involved in the many programs and functions which make use of the building. The Brief outlined functional goals for the building over the coming years and our priorities for the current project. Based on this information, DSA prepared schematic design options which received review and comment from the Design Team as well as members of the congregation in a series of three open meetings conducted in the fall of 2019.

Following these reviews, DSA completed a schematic design proposal which was presented to a Special Meeting of the Congregation in January. At that meeting members shared questions, concerns and overall enthusiasm for the project; the congregation voted to approve the schematic design and proceed with development of a construction drawing set.

Also in January, Carr Enterprises developed an updated project cost estimate based on the schematic design. At \$778,510, the updated estimate significantly exceeded the expected budget for the project. The Design Team began a series of discussions with DSA and Carr to downsize the scope of the project and value engineer its components with the goal of reducing the construction cost estimate by over \$200,000; they recognized that substantial elements of the schematic design would need to be deferred to a future project.

Following these discussions, a reduced project scope was developed that includes:

- Installation of a LULA elevator
- Reconstruction of the Minister's Office in a new bump-out at the left rear of the sanctuary
- Reconstruction of an expanded Narthex Gallery/Greeting Area
- Lift access areas in Hale Hall (Classroom 3) and on the Mezzanine level
- Relocation of Hospitality preparation to a new bump-out in the right rear of the sanctuary
- Raising the Mezzanine Railing
- Replacement of the church front steps and deck

The overall rationale for selection of these elements was to preserve the major goal of elevator accessibility, replace the loss of the Minister's office and finish off all areas disrupted by the elevator installation in a way that would not require rework of temporary solutions. Replacement of the front steps which were destroyed during the City's Cabot Street sidewalk renovation was added to the scope as a timely and practical opportunity.

Priority and popular design elements that will be deferred to future projects under this plan include:

- Ramp access to Hale Hall bathrooms
- Raised Area reconstruction at Lower Level in front of toilets
- Lower Level Toilet reconstruction to ADA standards
- Hale Hall Ceiling, Lighting, and Sanctuary Floor Shim
- Classroom/Meeting Room Space Redesign
- Church Signage
- Sanctuary Painting and Flooring
- Pew Repair and Cushions
- Kitchen Renovation
- Built-in storage and work areas in Hale Hall and the Minister's Office

In mid-April Carr provided a revised cost estimate of \$592,468 for the reduced scope of work. This amount plus an expected \$125,000 to \$150,000 in project-related fees and expenses currently exceed our potential project budget of \$651,633. The Design Team is working with DSA to review and complete the detail construction drawings and specifications for this scope of work. The level of detail is important to help reduce the need for allowances and contingency estimates in the cost proposal. We will work to close the gap between needed and available funds by a combination of cost engineering, competitive bid of subcontractor services, overall contract negotiation and any further gift or pledge funds offered in support to Elevate First Parish.

ANDRIST, Linda
ARMSTRONG, Donna
ASPROOTH-JACKSON, Kelly
BAKER, Barbara
BALLANTYNE, Carol
BALLANTYNE, Duncan
BAUMOEL, Doug
BEAL, Barney
BLACK, Elizabeth
BORGHESI, Dan
BRENNAN, Martha
BRIANA, Brenda
CARLIN, Amy
CARNEY, Janice
CARPENTER, Nat
CHAMBERS, Richard W.
CHARBONNEAU, Annie
CIACCIA, Melissa
CLARKE, Laurance
COBURN, Jay
COBURN, Virginia
COLEMAN, Peggy
CONNELL, Patrick
CONSTANTINO, Tony
COSTELLO, Sheila
COSTIN, Liz
COTTA, Rob
COTTER, Kristen
DANIELSON, Kristen
DANIELSON, Pat
DEPREZ, Jennifer
DIETZE, Beth
DIETZE, Mike
DISAIA, Christine
DOXSEE, Christine
DOXSEE, Josh
DRAKE, Paul
DRISCOLL, Maureen
DUFF, Liz
EGAN, Anne
EGAN, Bruce
ELLIOTT, Susan
FAY, Jillian
FELDMAN, Kathleen
FLYNN, David
FLYNN, Jennifer
FREDERICK, Elizabeth
FREEMAN, Mark
FREEMAN-LYNDE, Patty
FREEMAN-LYNDE, Raymond
GALL, Norrie
GARDNER, David F.
GAY, Stephanie

GEIKIE, Ann
GEIKIE, David
GENDALL, Karen
GERRIOR, Charles
GERRIOR, Fran
GLOVER, Barrie
GOGGIN, Keith
GOGGIN, Melissa
GORMAN, Scott
GRASSIN, Elizabeth
GRASSIN, Susan
GUERIN, Cheryle
HACKER, Susan
HACKETT, Victoria
HARDIMAN, Mike
HECTOR, Joel
HECTOR, Laura
HEREFORD, Russ
HINES, Madeleine
HINES, William
HOY, Ellen
HOY, Stephen
KENNEDY, John
JOHNSTON, Amanda
JONES, Carol
KEEFE-FELDMAN, Georgina
KEEFE-FELDMAN, Neal
KEEFE-FELDMAN, Michael
KNIGHT, Laura
KNIGHT, Paul
KORSTVEDT, Sylvia
KYROUZ, Bill
LAMPERT-BODEN, Henryka
LAUENSTEIN, Helen
LAUENSTEIN, Milton
LIGHTFOOT, Kali
LONG, David.
LONG, Julia Q.
LORING, George
LORING, Sally
LOW, Julie
LYNCH, Patty
MACKINNON, Susan
MACLEAN, Vicki
MAIER, Beth
MAIER, Louise
MALTAIS, Danielle
MARTIN, Annamarie
MASSARSKY, Kurtlan
McAVOY, Beth
McAVOY, Peter
McGOWAN, Stephanie
MENEZES, Karen

MIEDEMA, David
MIEDEMA, Cristina Prochilo
MILLER, Elizabeth
MILLS, Fred
MITCHELL, James
MITCHELL, Patricia
MOODY, Elizabeth
NALLEY, Betsy
NALLY, Hardy
NELSON, Larry
NIETHAMER, Diana
NOYES, Lauren
O'CONNELL, Melissa
PAYNE, Carolyn
PETINO, Gabriel
PETINO, Nancy
PRAZAR, Andrew
QUIGLEY, Jack
QUIGLEY, Nelda
RATTE, Edith
RATTE, Scott
REILLY, John M.
RICE, Jonathan
RICE, Lindsley
ROGERS PITTMAN, Alex
ROOT, John
ROYS, Robert
SALANDREA, Kate
SALANDREA, Richard
SHAWN, David
SHAWN, Emily
SHAWN, Susan
SLATER, Terry
SMITH, Amy
SODERBLOM, John
SODERBLOM, Julie
STONER, Tina
SWEET, Debra
SWEET, Ronald
TAKATA, Judy
THOMPSON, Arthur F.
TREFRY, Robin
VALLE, Mary
VILLANTI, Roberta
WAINWRIGHT, Candyce
WAINWRIGHT, Charles
WARDLOW, Ann
WEIS, Christine E.
WEISMAN, Sara
WHITEHAIR, Bob
WHITEHAIR, Kathleen
WICKBERG, Ann
WICKBERG, Edward

WILKS, Robert
WILLENBROCK, Brad
WILLENBROCK, Lynn
WILLENBROCK, Paul
WILSON, Douglas
WILSON, Joleen
ZAHARIS, Joanne
ZWICKER, Christine
ZWICKER, Heidi

NOMINATIONS

FIRST PARISH CHURCH OFFICERS & COMMITTEE MEMBERS

July 2019– June 2020

Board (start)
 Brad Willenbrock Chair (2019)
 Gina Coburn Vice Chair (2020)
 David Shawn (2018)
 Kurtlan Massarsky (2019)
 Fran Gerrior (2020)
Pending
 Karen Gendall, Chair Emerita (2016)___

Pending
Council
 Facilitator

Steve Hoy
Moderator

Patty Freeman-Lynde
 Maureen Driscoll Assistant Treasurer
Treasurer

Laura Knight

Music and Worship
 Brenda Brianna Chair
 Melissa O’Connell
 Brad Willenbrock
 Candy Wainwright (youth choir)
 Kristen Cotter
 Sheila Costello (ushers)

Religious Education
 Nancy Petino Co-Chair
 Julie Long
 Diana Niethamer
 Paul Knight
 Lindsley Rice

Pending
Finance Chair
 Gina Coburn
 David Miedema
 Kurtlan Massarsky
 Russ Hereford
 Sheila Costello

Investment (5Yr term, can repeat)
 Bruce Egan Co-chair
 David Long Co-chair
 John Kennedy
 Joel Hector
Pending

Generosity Team
 Kathleen Feldman Co-Chair
 Jay Coburn Co-Chair
 Paul Willenbrock
 Maureen Driscoll
Pending

Pending
Membership
 Steve Hoy
 Norrie Gall
 Joleen Wilson
 Ray Freeman-Lynde

Nominating/Volunteer Involvement
 Ellen Hoy Chair
 Brenda Brianna
 Jay Coburn
 Nelda Quigley
 Ray Freeman-Lynde
 Sheila Costello
 Nat Carpenter

Building Chair
 Gabe Petino
 Jay Coburn
 Mike Hardiman
 James Mitchell
 Rob Cotta
 Consultant - Charlie Dunn (organ)

Social Action
 Amanda Johnston Co-chair
 Paul Drake Co-chair
 Elizabeth Maier
 Susan Elliott
 Lauren Noyes
 Elizabeth Miller
 Tony Constantino
 Chris Weiss
 Jay Coburn

Historical
 Not seated for 2020-2021

Committee on Ministry
 Membership appointment by Minister and Board Chair

Flower
 Pending in-person services for 2020-2021
 Vicki Maclean Coordinator

Pastoral Care

Paul Willenbrock Co-Chair
Dan Borghesi Co-Chair
Anne Egan
Keith Goggin
Ellen Hoy
Arthur Thompson

Hospitality

Not seated for 2020-2021 due to COVID 19

Diaconate

Kate Salandrea Co-Chair
Karen Menezes Co-Chair
Carol Ballantyne
Tony Constantino
Jay Coburn
Fran Gerrior
David Geikie
Ann Geikie
Barrie Glover
Elizabeth Grassin
Melissa O'Connell
Carolyn Payne
Nelda Quigley
Mickey Ratté
Rich Salandrea
Judy Takata
Art Thompson
Roberta Villanti
Charlie Wainwright
Candy Wainwright
Bob Wilks
Lynn Willenbrock
Paul Willenbrock
Christine Zwicker

Communications

Mike Keefe -Feldman Coordinator
Morgan Gallo
Terry Slater
Pam Perkins
Mark Freeman
Barney Beal
Tom Gallo
Carol Girard

Our Whole Lives (OWL)

Nathan Seavey
Elizabeth Miller
Ellen Hoy
Andrew Prazar
Julia Quigley-Long

Personnel

Scott Gorman Coordinator
Nat Carpenter
Ellen Hoy
Karen Menezes

Task Force Coordinators

Circle Dinners - Amy Smith, Nelda Quigley
Family Promise – Carol Ballantyne & Marty Johnson & Mark Holland
Monday Night Dinners – Fran Gerrior
Tuesday Night Dinners – Nat Carpenter & Melissa Goggin
Wednesday Night Dinners at Life Bridge
(Patti's Pals)– Cheri Guerin
Matt Guerin
Ray Freeman-Lynde
Donna Armstrong
Marilyn Driscoll
Braden Willenbrock
Paul Willenbrock

Morrill Gallery - Tony Constantino
Second Sunday Activities– Nelda Quigley & Elizabeth Black & Fiona Long