



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

**ANNUAL REPORT REVISED  
2021-2022**

**FIRST PARISH CHURCH IN BEVERLY UNITARIAN UNIVERSALIST**  
**225 Cabot Street, Beverly, Massachusetts 01915**  
**Annual Meeting**  
**Wednesday, May 25, 2022**  
**7:00 p.m.**  
**Moderator – Steve Hoy**

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**AGENDA ANNUAL MEETING**  
**Wednesday, May 25, 2022 7:00 P.M.**  
**Moderator – Steve Hoy**  
**Agenda**

1. Call to Order
2. Gathering Words
3. Lighting of the Chalice
4. Reading of the Warrant
5. Receive Annual Reports
  - a. Staff
  - b. Financial
  - c. Standing Committees
  - d. Membership List
  - e. Nominations
  - f. Search Committee
6. Adoption of Church Budget for Fiscal Year 2022-2023 Beginning on July 1, 2022
7. Bylaw Changes
8. Election of Board Members, Officers, Standing Committees, and Committee Members
9. Extinguishing the Chalice

# WARRANT OF ANNUAL MEETING 2022

## WARRANT – CALL TO MEETING

Greetings: Notice is hereby given to the members of First Parish Church in Beverly Unitarian Universalist qualified to vote in Parish meetings and elections that they are to meet via the teleconferencing service Zoom, Wednesday, May 25, 2022 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 2022-2023 fiscal year, beginning July 1, 2022.
4. To elect a Search Committee for our settled Minister search
5. To discuss and vote on bylaw changes recommended by the Personnel Committee and Board as included in the Annual Report
6. Conduct any other business as specified in the printed agenda of the Annual Report.

Witness my hand this 21 day in April 2022

Signed:

/S/

Virginia Coburn, 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 26, 2021, 7:00 PM

Moderator, Steve Hoy

Clerk, Laura Knight

Meeting was held remotely via Zoom due to the COVID-19 pandemic. In person attendance was accepted through either video or phone participation. Quorum was confirmed by combination of in person attendance and proxies (43 minimum members reached). Votes were counted via chat function and verbal yay/nay.

353rd Annual Meeting called to order at 7:08p by moderator Steve Hoy

Gathering Words – Brad Willenbrock

- Acknowledged all the efforts of FPC during the past challenging year (Elevate First Parish, small group, AntiRacism Task Force, Black Lives Matter)

Chalice Lighting – Rev. Kelly

Reading of the Warrant – Brad Willenbrock

**Acceptance of 2020 minutes**

- Steve Hoy called vote / unanimously approved

**Received Annual Reports – Steve Hoy**

- All reports were unanimously approved

**Church Budget 2020-2021 fiscal year – Gina Coburn**

- 184 committed pledgers; there may be more
- Assumed fundraising for next year since the building will likely be reopen
- Largest change is the amount requested from Investment Committee (\$45K); due to current state of finances. Increase costs due to staff benefits (health insurance, etc). Salaries are being kept flat for 2<sup>nd</sup> year in a row. Building committee to repair belfry (\$5k). Budget still unbalanced by around \$3k. However if all pledges are paid then should come out ahead this year and can carry this over to next year.
  - Questions:
    - Next year is it possible to understand to cost of each position? Since amounts are listed in different categories. Maybe future finance committee could do this
    - Clear there was a lot of work that went into budget and committees; a lot of growth in our community
    - How much did we save by not meeting in person? We used \$27k of payment protection loan. We saved on expenses but also did not fundraise and did not collect Sunday cash
    - Biggest unknown is remaining pledges that are due by end of June. Budgeted 171K and rcvd 156K to date
    - Some confusion around church years (July 1-June 30)

Motion unanimously approved

**Endorse John Soderblom as a candidate to ordain as a minister; supporting him only as a candidate**

Motion unanimously approved

**Nominations**

- Only change was to addition of Vicki McLean to Pastoral Care Committee

**Unanimously approved**

**Elevate First Parish**

Construction begins next week. Demolition to start next Tuesday.

Extinguished the chalice

Meeting adjourned 7:56p

Minutes by Laura Knight, FPC Clerk

**NEW MEMBERS**  
**May 2021 – MAY 2022**

Thomas Pease  
Lyrallen Kaye  
Jude Sclarsky  
Sara Krachman  
Mary Lynn Treppa  
Paul Manzella  
Amy Grunder  
Carol Bousquet

**DECEASED**

Connie Reagan, June 1, 2021  
Stephanie Gay, July 11, 2021  
Carolyn Payne, November 7, 2021  
Chris Weis, February 1, 2022

# ANNUAL REPORTS

## STAFF REPORTS

### INTERIM MINISTER

I would be remiss to submit an annual report to the archives of First Parish Unitarian Universalist Church without commenting on what an unusual and challenging year this has been for all. The official beginning of my tenure as Interim Minister at First Parish Unitarian Universalist Church was August 1. In some ways, there have been many beginnings since then, as we have navigated changes in location, time, and mode of gathering (virtual, in person, hybrid). In addition to the separation of people due to two years of pandemic and a ministerial transition, FPC has experienced the additional complication of a building renovation, which kept us out of our own space until March 1.

It is important, even as we try to heal and recover, to understand that years from now, people will probably view this as a time in our culture when congregational life changed forever. Cultural trends that existed before the pandemic have been exacerbated: decline in church attendance, significant decrease in participation in religious education, financial stress, increase in professionals leaving religious positions and decrease in those entering religious professions. At the same time, we have discovered new opportunities as we have learned to conduct some of our congregational life online. In coming years, as we try to nurture the institutions we have, we will also all be striving to develop emerging forms of education, worship, community connection that can help congregations adapt to a changing world.

First Parish Church has surely been affected by these stresses in ways we will only understand later. There is no doubt that the congregation has lost participation during the time of a conflict, a pandemic, and a renovation. But it has also shown admirable resilience in being able to move forward with and complete the building project; care for the safety of the congregation during this pandemic; and continue programs that serve the larger community, as well as some programs within the congregation. Many of our committees and task forces have met regularly through this time to carry on the work of the congregation.

It has been harder to do some of the transition work that calls for in person interaction, but we have made progress. The Transition Team had conducted Listening Circles to provide care to people feeling disconnected by the pandemic; we have conducted two Transition Sundays to elicit congregational input on its Identity (Who Are We Now?) and Vision (Who Do We Want to Become?). The results of the latter were especially interesting and will be shared with leaders, congregation, and, ultimately, the duly elected ministerial search committee.

On another level, the board had a special session on Conflict and Conflict Management, which I led. With the congregation still feeling the effects of a divisive conflict three years ago, it seems important to begin to develop some conflict competence, starting with leaders. I hope to extend some of the models and their tools to others in the congregation as well. In addition, next year may bring the process of developing a congregational covenant to help us think about what we promise to each other in the way we engage. In terms of the fundamental transitional focus areas, next year we will take up the question of the congregation's history or "Who Have We Been?" It is important for congregants to know some of their specific history, but also to identify patterns that persist from generation to generation, including ones that can be less than helpful.

The next congregational year will bring, we can hope, more regularity than we have had this year, for instance in Religious Education, Adult Education, Pastoral Care. We look toward several exciting special events as well, including a Building Re-dedication, the ministerial search, and (we hope) a Candidating Week and the call of a minister to be First Parish UU Church's next settled minister.



During the transition, especially as we try to settle into a steadier pace, if Covid cooperates, it is important that we continue outward reaching work that reflects our values. Even during this year, community service efforts like Family Promise and Suppers have continued. The Ant-Racism Task Force has met, taken an action and is soon to present a worship service. Some of our LBQTIA members did a moving worship service, and we hope to do a Pride service near the very end of the regular years. The Social Action team is beginning to go into gear again. These efforts and others toward serving the community and working for a more just world are important, and we want to remain committed to the values of Unitarian Universalism and the issues of justice and well-being of citizens of Beverly and the region.

Ministry has been challenging these past few years, and I mean not only that of ordained, professional ministers, but that of other religious professionals as well. Trying to provide engaging worship online, programming for children who stressed out by virtual engagement and societal pressures, and music in whatever form it can happen has been frustrating and discouraging. It is no wonder that so many ministers and directors of religious education are exiting the professions with burn-out. In spite of the conditions, I am grateful to have been able to get to know and serve you this past many months. Thank you for your support. I would like to extend special thanks to our Board of Trustees and Transition Team, with whom I have spent many working hours. Both are really good groups of wonderful human beings who are committed to the well-being and future of this congregation. Thank you to Gina Coburn, Board Chair, for so much information, time, and orientation, and thank you to the Exec team of the Board (Gina, Scott Gorman, and Brad Willenbrock) for thoughtful conversations about the first stages of dealing with so many issues.

I would never end an annual report without thanking the staff as well. Rose Sheehan, Acting Director of Religious Educator, has been a generous collaborator and co-creator; Carol Collins, Office Administrator has given me much help and showed me great kindness; Robert Littlefield, Director of Music, has provided cheerful and cooperative service; Mike Donegan, Sexton, is simply the best.

Thank you, too, of course to this congregation for your commitment. Our faith matters to the world; I hope you will continue to invite it to matter in your life.

Submitted respectfully,  
Rev. Susan Milnor, Accredited Interim Minister  
First Parish UU Church in Beverly

### **ACTING DIRECTOR OF RELIGIOUS EDUCATION**

This report will highlight the ways in which the Religious Education Program navigated the constantly shifting pandemic landscape. It will include factors that informed decision making as well as descriptions of the program activities.

It will also include comments about the work of the Religious Education Committee and appreciation for our OWL facilitators.

The 2021-2022 church year has been a challenging one, even more so than the previous year, or the spring of 2020 when the covid pandemic began. As we began the year, the ongoing pandemic coupled with the inaccessibility of our own building required frequent adjustments. Children were not yet eligible for covid vaccines. Risk assessment became a regular part of decision making. These factors contributed to a degree of uncertainty in charting a long view programs and participation. Nevertheless, there was still a sense of enthusiasm and hope from those who did choose to participate in our autumn programs.

A September comment from one parent framed this well:

*“We understand that many transitions are afoot at FPC, we value the community that it has been for us for many years, and we want to figure out how to fit it into the new world we're navigating right now. We're still unsure, but we will stay connected!”*

A parent survey was conducted to help determine how to best design and offer programming.

Three important takeaways were:

- Most families wanted to connect in person, not online
- Covid safety was important
- Most families were likely to attend church three or fewer times per month

In weighing this information, the Religious Education Committee considered the following:

To successfully foster ongoing interest in attending church activities, it is important for children and teens to see and interact with their peers. Parents made it clear that most anticipated attending church two or three times a month, with a strong preference for meeting on Sunday mornings.

This led to the decision to plan outdoor programs on select dates throughout the autumn to create a better likelihood for greater attendance numbers.

There were six outdoor programs for children and youth from September through November. Highlights included leaf raking at Hale Farm, a hike, and a Halloween celebration that was planned by three youth and attended by 50 participants.

November also saw a transition to indoor worship at the First Baptist Church which continued through December. There were often several children and youth in attendance for the full service with their parents. Two multigenerational services were held as well and featured participation by children and youth. The November Stone Soup service included a social action component: collecting food donation for Beverly Bootstraps. A No-Rehearsal Christmas Pageant was the December service and included 17 children, youth, and parents in various roles.

Pandemic conditions required a return to all virtual church services in January and February. That, combined with the colder weather, hampered opportunities for in-person activities on Sunday mornings.

Working closely with the FPC Reopening Task Force and our friends at First Baptist Church, however, we were able to create guidelines for small group gatherings to meet in-person. That allowed us to offer two OWL programs – a 12-session program for students in grades 10 and 11, and a 25-session program for students in grades 8 and 9. The programs began at the First Baptist Church in January and transferred to First Parish in March.

The long-awaited access to the building became a reality in March. That is when the clean-up and reorganization of Hale Hall into a safe and functional community space could begin. That is also when an assessment of available resources, notably volunteers, informed program options and decisions for the spring.

The initial list was expansive and included:

- planning activities and programs to be offered on select Sundays before and/or after the 10:30 worship service, as well as concurrent with the service.
- holding additional special activities at times other than Sunday mornings
- welcoming all ages to attend the full worship service.
- providing a childcare option for children under five years during the service.

As this report is being prepared, the multigenerational learning program *Families: an active exploration of families, photography, and narratives* is underway with meetings scheduled before and after the worship hour in April and May; a learning session from the program *CartUUns* is planned for May 8 during the worship hour in Hale Hall; a variety of supports have been put into place to support children's attendance at worship including activity bags, an activity table, and pairing older youth with younger children during the service. Efforts are underway to secure two adult childcare workers, necessary for offering the childcare option.

A multigenerational movie night was held on Friday, April 15; an Easter egg hunt for FPC children happened on Saturday, April 16; and a social action project – preparing an Easter egg hunt for the children at Family Promise – was completed.

An FPC student is participating in 'Bridging', a UU program for high school seniors that includes completing a special project and culminates in a Bridging Ceremony. Bridging celebrates the transition from youth to young adulthood. Our senior's Bridging Ceremony will be a part of the June 5 worship service.

A multigenerational service – Religious Education Sunday – is planned for May 22 and will mark the formal end of the program year.

The Religious Education Committee – Julia Long, Diana Niethamer, Lindsley Rice and Nancy Petino, chair - has remained engaged and committed not only to the demands of providing programs throughout the pandemic, but to the work of addressing the trends and issues that were impacting successful programming in pre-pandemic times. The committee is eager to lay out a plan for moving RE forward. They recognize the need to frame that plan for the whole congregation in a comprehensive and comprehensible manner. To that end, they will lead an RE Town Meeting on Sunday, May 15 to present information and take questions. It is my hope that a broad representation of the congregation will take advantage of the opportunity to attend that meeting.

I have the utmost respect for and confidence in the committee's focus, dedication, and leadership. I am also appreciative for the support they provide me in my work to administer programs.

I would also like to acknowledge the immense contribution that our four volunteer OWL facilitators – Elizabeth Miller, Andrew Prazar, Julia Long, and Nathan Seavey - made this year. They easily provided 400 hours of time, preparing, leading, and evaluating their respective programs. In doing so, they've served not only the youth in their programs, but the entire congregation. I encourage everyone to thank them for their generosity.

I am grateful to belong to a supportive staff team. I extend my appreciation to the Reverend Susan Milnor; Carol Collins, Church Administrator; Mike Donegan, Sexton and Robert Littlefield, Director of Music. Thank you also to the Parish Board. Your leadership makes it possible to do our work.

Submitted in faith and service,  
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 in person.

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 updated 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. This Week At First Parish is emailed out weekly to the congregants with up to date information on activities at FPC. The Order of Service is prepared weekly for each Sunday's service. The information for our UUA Certification was filed with the UUA office in Boston in February 2022.

Our 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 2021. The annual fire alarm test was in December 2021. Our building was inspected by the City of Beverly Inspector in December and a Certificate of Inspection was issued. The annual boiler inspection will occur in June 2022. 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. Setup and tear down for church events and suppers are part of my routine. I also continue to do repairs in the church as needed. Daily cleaning of the church keeps the building presentable. Communication between myself and the other staff members has been excellent.

Respectfully submitted,  
Michael Donegan, Church Sexton

**FINANCIAL REPORTS**

First Parish Unitarian Universalist Church		
Budget vs. Actuals: FPC2122 - FY22 P&L		
July 2021 - April 2022		
	Total	
	Actual	Budget
Revenue		
2023 pledges	12,606.00	
Contributions	13,996.35	12,500.00
fund-raising	355.00	
Total Contributions	\$ 14,351.35	\$ 12,500.00
Pledges	138,195.10	153,704.20
Uncategorized Income	100.00	
<b>Total Revenue</b>	<b>\$ 165,252.45</b>	<b>\$ 166,204.20</b>
Expenditures		
Bank Charges & Fees	28.92	
E.1 Salaries		
Administrator	16,338.00	15,429.20
Director of Music	19,058.68	18,769.20
Minister Salary & Housing	68,906.09	67,862.50
Religious Education Director	21,831.58	21,500.00
Sexton	10,121.19	10,914.20
Total E.1 Salaries	\$ 136,255.54	\$ 134,475.10
E.2 Benefits		
Employer Paid Taxes	6,144.92	5,095.80
Minister's Insurance	3,380.85	6,400.00
Payment in lieu of FICA	5,331.86	5,305.80
Pension Minister	6,107.52	6,107.50
Pension RE	1,963.77	1,935.00
Professional Expenses Minister		4,640.00
RE Insurance	1,109.40	3,160.00
RE Professional Expenses	192.21	1,041.70
Workers Comp Insurance	1,488.00	1,250.00
Total E.2 Benefits	\$ 25,718.53	\$ 34,935.80
E.3 Administrative Expenses		
Copy Machine	2,112.44	2,395.00
Credit Card Fees	436.58	333.30
Software	744.38	416.70
Supplies for Office	327.12	500.00
Total E.3 Administrative Expenses	\$ 3,620.52	\$ 3,645.00
E.4 Utilities		10,745.80

Electricity		3,950.41	
Gas monthly		8,247.40	
Telephone and Internet		2,422.92	
Water/Sewer		196.23	
Total E.4 Utilities	\$	14,816.96	\$ 10,745.80
E.5 Building		9,074.53	
Insurance Building		8,753.00	7,083.30
Maintenance		19,842.77	3,895.80
Total E.5 Building	\$	37,670.30	\$ 10,979.10
E.6 Dues		5,100.00	5,100.00
E.7 Childcare			1,000.00
E.8 Communications			541.70
E.9 Flowers			83.30
Ex. 17. Diaconate			41.70
Ex.10 Finance			3,008.30
Payroll Expense		2,655.34	
Vault Storage		175.00	
Total Ex.10 Finance	\$	2,830.34	\$ 3,008.30
Ex.11. Generosity			166.70
Ex.12. Hospitality			166.70
Ex.13.Membership			125.00
Ex.14. Music and Worship		120.00	3,333.30
Guest Music		550.00	
Instrument Maintenance		190.00	
Section Leads		350.00	
worship supplies		125.35	
Total Ex.14. Music and Worship	\$	1,335.35	\$ 3,333.30
Ex.15 Board		850.00	416.70
Ex.16. Pastoral Care			41.70
Ex.18 Social Action			
ECCO		1,000.00	1,000.00
Social Action General			416.70
Supper Expense		960.31	2,750.00
Total Ex.18 Social Action	\$	1,960.31	\$ 4,166.70
Ex.24 Fundraising Expenses			833.30
Ex.24 Restricted Expenses		70.00	
Ex.25 Religious Education			2,058.30
OWL class		732.55	
Supplies RE		771.46	
Total Ex.25 Religious Education	\$	1,504.01	\$ 2,058.30
Interest Paid		1,881.12	
Investment Committee			41.70

Personnel Committee		208.30
Uncategorized Expense	179.99	
Total Expenditures	<b>\$ 233,821.89</b>	<b>\$ 216,114.20</b>
Net Operating Revenue	-\$ 68,569.44	-\$ 49,910.00

## **Next Year's Proposed Budget**



	2022-2023
	<b>Budget</b>
<b>Revenue</b>	
<b>Contributions</b>	
Pledges	185,000
Other Contributions	15,000
<b>Total Contributions</b>	200,000
<b>Fundraising</b>	10,000
<b>Rentals</b>	500
<b>Investment Withdrawal</b>	86,444
<b>Total Revenue</b>	<b>296,944</b>
<b>Expenditures</b>	
<b>Salaries</b>	166,530
<b>Benefits</b>	39,975
<b>Administrative Expenses</b>	
Bookkeeping	1,200
Copier	3,000
Credit card fees	500
Software	500
Supplies for Office	500
Payroll company	3,000
Vault storage	175
<b>Total Administrative Expenses</b>	8,875
<b>Utilities</b>	15,000
<b>Building</b>	14,000
Loan Interest	9,000
<b>UUA Dues Fair Share</b>	14,114
<b>Child care</b>	1,200
<b>Communications</b>	300
<b>Flowers</b>	500
<b>Hospitality</b>	800
<b>Membership</b>	500
<b>Ministerial Search</b>	10,000
<b>Music and Worship</b>	3,500
Tech Equipment	2,600
Tech Support	1,200
<b>Board</b>	500
<b>Pastoral Care</b>	50
<b>Personnel</b>	300
<b>Total Social Action</b>	4,200

<b>Diaconate</b>	50
<b>Generosity Committee</b>	250
<b>Fundraising Expenses</b>	1,000
<b>RE Expenses</b>	2,500
<b>Total Expenditures</b>	<b>296,944</b>

# STANDING COMMITTEE REPORTS

## PARISH BOARD

What has your Board been working on since July 2021?

**Interim Minister:** We welcomed Reverend Susan Milnor in August of 2021. Rev. Susan contributes so much experience which has helped the Board navigate through the changes from losing a long – term minister and preparing for the search for our settled minister. She facilitated a conflict management workshop for the Board, and we look forward to sharing lessons learned with the congregation in the fall.

As our Interim Minister was unable to use our building for over half of the year and only recently has met many of our congregants in person, the Board has helped her navigate through our traditions, habits and by-laws. This year has been a learning experience for all of us.

**Building and Reentry:** The Elevate First Parish project and Building reentry were major topics for most of our Monthly Board meetings. We were fortunate to have Hale Farm and First Baptist Church as options for gathering on Sundays but are relieved to be back in our own facility. While the Building team was monitoring construction progress, the Reopening Task Force continued to advise on COVID risk avoidance and refine safety measures. We've made a lot of progress, as we can now worship together in-doors and hear our Choir.

Hale Hall is now accessible by elevator, and we continue to offer programming in that space. RE programs and Tuesday suppers are indoors now and we are also allowing outside groups to use our facility with safety precautions.

We decided to put off our Building Dedication ceremony until September of 2022. Stay tuned.

**Technology:** We offered the Zoom service option while outside at Hale Farm, indoors at First Baptist and First Parish and for the weeks in-between when we did not offer in person services. With each different venue we have had new challenges filming, recording and providing quality audio for those on-line. The Zoom team has been made up of Board members, Scott Gorman, Fran Gerrior, Gina Coburn and Brad Willenbrock, as well as Julia Long, Mark Holland, Patty and Ray Freeman-Lynde and Mike Keefe-Feldman. Sounds like a lot of people, but none of us profess to be audio/visual professionals. We have been learning on the job with no budget for equipment. We would like to continue to offer hybrid services and improve the quality for our remote audience, however, we'll need some equipment and additional staff (volunteer or paid).

Board Members: Vice Chair, Scott Gorman, reminds me “Heavy is the head that wears the crown”. As Board Chair, I have never felt the weight thanks to the ongoing support of my fellow Board members, our Interim Minister, Rev. Susan, and Carol Collins.

Respectfully Submitted, Virginia (Gina) Coburn, First Parish Church Board Chair. Submitted on behalf of the 2021-2022 Board and with appreciation for their efforts and support: Brad Willenbrock, Emeritus; Scott Gorman, Vice Chair; Kristen Cotter, Fran Gerrior; Patty Lynch and Kurtlan Massarsky

## **PARISH COUNCIL**

The Council met 4 times this year with committee chairs. We learned last year that meeting every other month made it easier to schedule Council meetings. All sessions were held via Zoom and attendance was very strong with most committee chairs attending. As we were not able to see each other in person, there was a greater need to share at Council meetings. Council provides a great forum for committee chairpersons to share the work of their committee, increase communication among leaders and discuss unique challenges to committee work when not meeting in person.

Respectfully submitted,  
Scott Gorman, Council Chair, Board Vice-Chair

## **FINANCE COMMITTEE**

The Finance Committee for church 2022 met monthly on zoom, and the budget remains in balance. A reason the budget is balanced is expenses were not as high as expected due to pandemic although pledge payments have been coming in slightly lower than expected.

The Finance committee monthly focus was a review of our treasurer's monthly and quarterly reports. Patty Freeman-Lynde did an excellent job of providing the reports and members made comments and recommendations. Information on Capital Campaign expenses and pledges was added to the monthly reports. Another central role was preparing a budget draft for Church year 2023. Information that was collected was put together by the treasurer for Church Council and Board Review.

The finance committee obtained for the first time a charity charge card with the help of Maureen Driscoll. Our Church Administrator, Carol Collins, is controlling the card for usage. In the year ahead broader use of this new church credit card would be helpful.

Key discussions on finalizing church budget for a church vote included: Higher employee salaries to keep up with the rising cost of living, budgeting for Loan Payoff, Search committee expenses, Technology expenses, UUA yearly request, and money to hire a bookkeeper.

Currently the church has a \$200,000+ loan for building expenses. Budgeting for loan repayment is very important.

Many thanks to the Generosity Committee for a successful pledge drive, to our administrator, Carol Collins, who deposits our contributions and keeps member records up to date and to our Treasurer, Patty Freeman-Lynde for paying bills and maintaining our financial records.

The Finance Committee  
Paul Willenbrock, Mike Dietze, David Miedema, and Russ Hereford

## **TREASURER'S REPORT**

Although our pledges are below what we budgeted, I am hopeful that the next two months will see a few more people able to complete them. Given the difficult year many people have had, it is wonderful that so many have been able to continue to support the church,

and we were able to achieve our dream of an elevator to make the lower level accessible. Fortunately, many of our expenses were also lower than anticipated, due to our being out of the building much of the year. Unfortunately, the cost of utilities was much higher than budgeted. Other building expenses included repairing the ceiling and purchasing air filters and carpet runners, so that was about \$25,000 more than expected. This amount was borrowed, along with \$158,000 for the Elevate First Parish project. This loan has an adjustable interest rate. So far, we have paid \$1549 in interest, but it will increase in the coming years. We also will borrow about \$45000 from the endowment, as budgeted.

This is my last year as Treasurer, but please don't hesitate to ask if you have questions about the church's finances. My email address is [Treasurer@firstparishbeverly.org](mailto:Treasurer@firstparishbeverly.org). Thanks to all who helped make my job easier.

Respectfully submitted,  
Patty Freeman-Lynde, Treasurer

## Investment Committee Report 2022

### Summary

Investment Funds Total (3/31/2022)	\$972,184.68
FY 21-22 Budget Withdrawal	\$45,000.00
Withdrawal Percent	4.63%

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 this past year was 4.63% - above the 4% threshold that the committee and our investment manager presently consider 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

First Financial Trust (FFT) in Wakefield, MA began managing all of the investment funds of FPC as of May 1, 2018. We have been pleased with their investment expertise, willingness to provide support for our efforts to educate the congregation about legacy giving, tax efficient giving via IRAs, and our commitment to socially responsible investing that better matches our mission.

	Inception (5/1/18)	FY 21-22	2022 YTD
FPC Funds	9.66%	2.46%	-4.88%
FPC Funds Net Fees	8.68%	1.77%	-5.10%
<i>FFT Composite Index Return:</i>	9.21%	1.34%	-4.53%

## **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 3/31/2022 totals \$972,184.68 – up from \$965,111.90 on 3/31/2021 as detailed in the 2021 Annual Report. The fund achieved an all-time end-of-month high in October 2021 with a balance of \$1,026,431.19 but has since fallen due to market volatility. We have benefitted from a strong market the past two years but, correctly, were warned of the volatility we are now experiencing. The Committee's recommendation: continue to ensure consistent returns with reasonable fees (which has been accomplished with our FFT relationship), increase the balance through direct contributions (an endeavor which needs more attention), and, over the long term, reduce the reliance of the annual budget on investment fund withdrawals (which is beyond the scope of the Investment Committee).

## **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. FFT provides performance of our portfolio compared to benchmarks of overall market performance in order to ensure that any restrictions that arise from our ESG Strategy are not significantly negatively impacting our funds.

## **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 of FPC with talent and/or 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 Outreach, Membership, and Involvement Ministry.

Respectfully submitted: 2021-2022 Investment Committee  
Carol Girard, Sheila Costello, John Kennedy, Bruce Egan, and David Long (chair)

## **RELIGIOUS EDUCATION COMMITTEE**

It is important to note that due to the ever-changing landscape of the pandemic, and the necessary Covid restrictions, the RE committee needed to pivot from some of the long-range work that had been started in August of 2019 (with Kim Sweeney) and, out of necessity, change focus to short-term goals and offerings. We were, however, committed to having something to offer the congregation even when in-person was not an option. There were virtual offerings, a Zoom CartUUn night, activities mailed to participants, a Zoom talent show, hikes, games at Hale Farm,

movie night on Good Friday, the Family Photo Project, etc. All intended to engage parishioners of all ages.

Having only had access to our church building since mid-March, and acknowledging the huge task to clean up and make the environment in Hale Hall safe as well as fun and functional, the RE Committee was intentionally slow in inviting people downstairs, while still planning offerings for members like the Easter Egg Hunt, etc.

The RE Committee has dedicated this past year to redefining Religious Education offerings at First Parish. The Acting DRE, Rose Sheehan, has been instrumental in providing a framework for the RE Committee to support our efforts, as well serving as helpful resource for current trends in Religious Education. We have surveyed families, had deep conversations, and researched current Sunday School and RE trends within the greater UU community. We also examined our own previous trends and took a hard look at how we offered RE at FPC in the past.

We learned members of our congregation want many different things from RE/Sunday School offerings:

- Some want traditional Sunday School
- Others want their children to feel more included in the service offerings upstairs
- Some want RE offerings to run concurrently with the service
- Others want RE offerings at times other than Sunday
- Some want on-going weekly programming
- Others want one-off experiences, that occur once or twice a month
- Some want childcare
- Others want more all-age involvement

The traditional Sunday School model requires a full cadre of teachers committed to volunteering each week, as well as a full complement of students who are also committed to attending each week. The realities of the make-up of current FPC members do not leave room for success of this type of model, especially with all the demands placed on families today (sports on Sundays, etc.). Prior to the pandemic there was already a decline in children attending the program, and a decrease in the number of volunteers able to “teach.” The current age cohorts of children within the FPC membership make classroom groupings problematic for a traditional Sunday School model as well. As a result, the RE Committee has concluded our previous (historical) traditional Sunday School model is not sustainable in the congregation at this time.

Now that we are back in the building, Hale Hall is nearly complete in its setup, and the likelihood of another pandemic shutdown is small, things feel more settled and the RE Committee has made the switch to more long-range programming and offerings. Given there are only a few weeks left in the church calendar year, we have shifted our focus to September 2022 and designing a long-range program that we hope will address the varied needs of the congregation and appeal to all those who wish to engage in Religious Education at FPC for the coming church year. This includes a shift from the traditional Sunday School model to Family Ministry, and providing opportunities for meaningful engagement before, after, and/or concurrently with the service on predetermined Sundays with the help of volunteers. Our small, dynamic, and hardworking committee is excited to share the fruits of our labors with the rest of the congregation.

Faithfully submitted by Nancy Petino, Chair Religious Education Committee.



## **BUILDING COMMITTEE**

### Membership

One year ago, our membership stood at 5. Our membership currently consists of 7 full time, active members:

- Mike Hardiman, Architect AIA NCARB, Committee Chair
- Gabe Petino, Architect AIA
- Jay Coburn
- Mark Holland
- James Mitchell
- Susanne May, Architect AIA
- Max Waldron

We also have 1 member, who are currently on sabbatical, but who read all our emails and contribute when appropriate:

- Rob Cotta, Structural Engineer

I feel that in terms of membership, we are adequately staffed for now and the foreseeable future. We have enough people on the committee to do the work, as well as we are grooming younger members, already on the committee, to take over as future leaders. We don't really need new members but if anyone was eager to join and had some special skills in the following areas, we would welcome talking to them:

- Historic Preservation
- Grant Research and Writing
- Plaster Repair
- Structural Engineering
- HVAC Engineering

### Regular Meetings

We meet on the first Monday of every month at 7:00pm for about 1-1/2 hours to review how we are doing and plan our out-of-meeting activities. Since March, 2020, we were meeting remotely via Zoom but this has now ended and we are back to meeting in person. Since the physical fabric of the church is always our main topic, meeting in person is essential.

### Main Activities

Currently our main functions can be understood to be three-fold:

1) Building Repairs & Maintenance: We try to keep a list of the physical repairs that need to be addressed around the building and assist where we are needed, although most of the regularly scheduled maintenance and scheduling of various municipal inspections is handled outside the committee by church paid staff.

2) Future Planning: We keep a running list of potential future projects that the church can tackle as funding and motivation allow. We share this list with church leadership and try to suggest strategies for how the projects could be grouped and executed as well as the inter-relationship of the projects.

3) Elevate First Parish: This past year has seen the culmination of the 3.5 year effort by the committee in the building of the Elevate First Parish project. Until the project was complete sometime in Jan off 2022, it took most of our time. This is detailed in the attached document: '220502\_Elevate First Parish Report'.

### This Past Year's Accomplishments

The past 12 months have seen more activities and accomplished projects under the work and guidance of the Building Committee than any other year since at least 2012. Here's the list:

- Elevate First Parish (new elevator, gallery, kitchenette, stair hall, minister's office and balcony space, lighting, plumbing)
- Painting of Hale Hall (classrooms, doors and open space)
- New Signage System (church-wide)
- New Fire Extinguisher locations and FE signs
- New Sink and Faucet for the sexton's closet
- Plaster Repair of the rear portion of the sanctuary ceiling
  
- Temporary Repair of the Belfry Roof is scheduled; the company that will do the work has been engaged; we are just waiting for them to show up.

### Committee Funding

In general, we are desperately underfunded for a 250 year old building that is about 15,000 square feet in size, especially given the deferred maintenance situation. Most building systems have been in place for nearly 50 (since 48) and have a long time ago exceeded their life expectancy. I believe we have about \$2500 per year to perform all maintenance tasks.

Respectfully submitted,  
Mike Hardiman, Chair

# COMMITTEE AND TASK FORCE REPORTS

## PERSONNEL COMMITTEE

Last year, a larger Personnel Committee worked on an EE Handbook using the UUA's template. Anywhere that there was a reference to reporting structure (Minister/Manager/Supervisor) the committee recommended that paid staff report to the Minister. Some of the reasons include the following:

- Volunteers are not necessarily trained or experienced in managing employees,
- Performance appraisals do not seem to have been completed regularly,
- Job descriptions need regular updating,
- An employee deserves to report to a supervisor – someone who can train, supervise, counsel, discipline, and evaluate. Someone who may be there year after year, unlike a volunteer who may rotate off the committee after a short period of time.

The Committee submitted a draft Employee Handbook to the Board in May 2021. Committee members also conducted interviews with all paid staff to gather information regarding job satisfaction, an understanding of the reporting structure, and their understanding of the role of the Personnel Committee. Feedback includes the following:

- The Chain of Command has not been clear at all, glad to know that now there is a Personnel Committee. If Personnel Committee is not in the chain of command, then the name should be changed because the name Personnel in that case would be very misleading.
- Is leadership aware of FPC's Mission Statement, and to what extent do they use the mission statement to inform decisions and priorities?
  - Our Mission is to:
    - Welcome individuals and families who seek spiritual growth and nurturing;
    - Worship, celebrate, and learn together;
    - Respect each other and value our differences in a way that reflects the love, compassion, and openness of our faith; and
    - Strive to build a better community for all people.
- One employee shared that in their view the Minister already was head of staff.

The Committee began this church year with an Interim Minister and a fresh pair of eyes looking at the Employee Handbook. After some review Rev. Susan advised us that there seemed to be a disconnect between what we were describing in the Employee Handbook and the language that already existed in our By-Laws relating to staff. Rev. Susan advised us that we would want to address this before our search began for a settled minister.

Staff supervision is on Page 9 of the By-Laws, (see attached). Our By-Laws referred to the **Parish Board's** authority:

- to appoint, supervise and remove employees
- to annually review performance of all employees
- to review job descriptions annually
- the Parish Board may delegate this authority, but may withdraw at any time
- the Parish Board may ask for input from the Minister and others (committee chairpersons) provided that such input is advisory and non-binding.

The Personnel Committee proposes that the Board should continue to appoint, supervise and have the power to remove the Treasurer.

The Personnel Committee proposes to designate the Minister as Supervisor of all paid staff. We recommend that the Minister, in consultation with the Personnel Committee and the Parish Board, will appoint, supervise and dismiss any and all employees of FPC. Further, the Minister will at least annually conduct a performance evaluation of all employees.

The Personnel Committee proposes that the task of reviewing and updating job descriptions should be delegated to the Personnel Committee.

Lastly, the Personnel Committee proposes to eliminate language stating that the Minister would not attend meetings of the Parish Board where personnel issues are under discussion. As supervisor to staff the Minister must be included in such discussions. In fact, the Minister should lead those discussions.

It is important to note that in that same section of the By-Laws, it is stated that the Minister shall be called to the church by at least 80% vote. Rev. Susan advised us that a new Minister would want at least 95% if not 100% of the vote but suggested that we recommend changing that to 90%.

In that same section it states that the Minister would be ex officio non-voting member of all authorized committees. However, Rev. Susan further advised that the Minister would not be a member of the Nominating Committee nor the Ministerial Search committee.

Our committee members have been thoughtful in our review of these documents and the guidance that we hope it will provide for staff members and the Minister going forward. The Personnel Committee consisted of Nat Carpenter, Scott Gorman, Karen Menezes and Rev. Susan. I valued their time for this important work and their generous effort and thoughtful feedback.

Respectfully Submitted, Scott D. Gorman, Team Lead

## **DIACONATE COMMITTEE**

This was a year of return to a few of our favorite Diaconate committee activities, with an eye to coming “home” to our beautifully renovated sanctuary in the spring. The return of Beverly’s Downtown Trick or Treat on October 28<sup>th</sup> brought a number of our stalwart members out to distribute candy from a table in Ellis Square while renovations and street work were going forward out front. They were greeted by hundreds of happy families. Thanks to members who contributed candy and to those who set up and came out to help. Another well-loved Beverly tradition was also reinstated this year, the Beverly Holiday Parade on November 28<sup>th</sup>. Thanks as always to the Willenbrock’s and others for once again walking, driving and holding our First Parish Sunday School banner, and thank you to the RE committee for encouraging church school families to participate. It was wonderful to once again be active and involved in community activities on behalf of First Parish, especially after our long but necessary shutdown.

In the new year, committee members helped the Outreach Membership Involvement Ministry make “welcome back” phone calls to all First Parish members and friends to check in and update them on our reopening.

With gratitude to all of those who have kept us going and connected over the last several years, and to those who worked to make our return to our beautiful new sanctuary possible,

Respectfully Submitted,  
Kate Salandrea and Karen Menezes, Co-Chairs  
Diaconate Committee

## **MUSIC AND WORSHIP**

The Music & Worship Associates assist the Minister in Worship Services in the enrichment and administration of worship in the church along with being responsible, in consultation with the minister, for filling the pulpit with guest ministers or lay-leaders during temporary absence of the minister. We also offer a warm, caring, nourishing and welcoming presence throughout the service.

Members of Music & Worship Committee consist of: myself, Nelda Quigley, Melissa O'Connell and John Soderblom.

This has been an exciting year working with our interim Minister, Rev. Susan Milnor and Acting RE Director, Rose Sheehan.

Music and Worship Committee meet monthly, usually the 1<sup>st</sup> Wednesday of each month or following Sunday service depending on everyone's schedule. Some of our duties include:

- Review ministers' tentative schedule
- Check supplies (i.e. batteries, tea lights, stones, matches, alcohol, alter candles, tapers, wicks for lighters, advent candles, check sound system, etc.)
- Preparation of special holidays (i.e. Rally Sunday, "Water Communion", All Souls Service, Thanksgiving, Christmas Eve Services, New Year's Eve Tea/Reading Service, Easter, Music Sunday, RE Sunday, etc.)
- Count offering following Sunday Service
- Prepare budget for upcoming year
- Maintain communication with Director of Music, RE Director and Minister
- Schedule Summer Services at Hale Farm
- Presence monthly at Parish Council meetings

We've had some challenges this past year with Zoom services during COVID, Church Renovation, temporary services held at First Baptist Church of Beverly, however with commitment, dedication and creative minds we were able to keep the church community connected. There have been powerful, thoughtful, inspirational messages from Rev. Susan and stories/messages for all Ages from Rose, several guests and lay-leaders (i.e. John Soderblom, Brad Willenbrock & Lynne Willenbrock, Kristen Cotter, Transition Committee, Building/Restoration Committee, UUA services and so many more) in sharing their stories of the truth and faith in their journeys, knowledge, guidance, blessings, compassion and love.

Appreciation to Carol Collins who has kept us up with communication and "How To" information to our guest speakers and the Music & Worship committee.

Thank you to our technical support team for providing Zoom services to those attending virtually!

We have a fabulous Music program under the leadership of Robert Littlefield including the Choir, various guest musicians and instrumentalists that are consistent with their strength, depth, talent and beauty that add to our weekly services.

We were blessed during summer months holding Sunday morning services gathered at Hale Farm. We have had a great support from our congregation that led a Summer Service loosely based on our regular ritual format with stories, readings, adventures, music, reflection, sharing and brainstorming. We are looking forward to this coming summer services and hope you will be joining us.

I am truly grateful to be serving with a very strong, energized and dedicated team of Worship Associates.

In fellowship, faith and love,  
Brenda Briana, Chair

## **OMIM Annual Report 2021-2022**

At the beginning of the church year the committees of Membership and Nomination merged and the new committee chose to rename itself OMIM, (the Outreach, Membership, Involvement Ministry). The Co-chairs were Brad Willenbrock and Lynn Willenbrock. Members were Steve Hoy, Nat Carpenter, Sheila Costello, Raymond Freeman-Lynde and Jay Coburn.

### Omim's Vision and Purpose Statement

The Outreach, Membership and Involvement Ministry wants to nurture a spectrum of healthy and sustained participation and shared leadership for First Parish Beverly. Our goals are to reach out to our greater community to inform and interest those individuals and families who might be seeking meaningful worship experiences and inclusive fellowship. We strive to enable curious visitors to become connected friends and committed members. We want to enrich our community by discovering, nurturing, celebrating and benefiting from our many individual talents. We want to create a supportive, and well balanced approach within our church culture where members enjoy and practice accountability around learning, creating, serving and leading in their spiritual home. We do this by: welcoming visitors and potential members; helping them to integrate into our community; and planning and conducting activities that build fellowship. We interact with the congregation to determine members' skills, talents, and interests. Then we seek to match these gifts with operational needs to lead and serve on our various task forces, teams, and committees.

### Activities and Accomplishments

We began the year by examining the concept of considering membership as a spectrum of congregational participation from curious visitor to lifelong involvement. During the summer we welcomed visitors to our outdoor meeting site on the grounds of Hale Farm. In September we concentrated on doing our best to create a welcoming spirit for our virtual newcomers during the covid quarantine. We were also interested in trying to clarify congregational participation definitions and database information on membership interests and talents as a whole. This is still a work in progress.

At the beginning of the new calendar year we organized a church wide outreach call-in where we recruited 20 callers to engage in phone interactions with all members and friends as check-ins to communicate how important we all were to each other and to share and gather information about our impending building reopening in early March. In preparation for resuming physical services in our sanctuary, we resurrected and redisplayed our congregants' nametags. We continue to be welcoming ambassadors for First Parish and try to set the tone that makes all, including newcomers feel joy about having come inside our doors. This effort includes organizing the usher rosters and order of service distribution and offertory collection every week. The aforementioned calling campaign was a great success and very well received by our congregants. We also gathered valuable information about the congregation's visions for what we can do better at First Parish.

In the spring OMIM was charged with the responsibility of determining the slate for the new ministerial search committee, the Board, and the Committee Chairs. We created and disseminated a suggestion form among our membership and collated the data collected. After much deliberation, we determined a slate of seven church members who will work next year on the important task of calling our next minister.

Respectfully Submitted,  
Lynn Willenbrock and Brad Willenbrock Co-Chairs

## **COMMUNICATIONS COMMITTEE**

### **Progress Report**

- Google search ranking within top 10 of “Beverly MA church” and “Beverly Massachusetts church”
- Activation of more First Parish emails among committees and administration
- Initial video forays using YouTube to document process of church renovation
- Issuance of press release to local media denoting historic renovations at First Parish
- Initial implementation (paused as per note below) of streaming video recommendations
- Ongoing collaboration with Generosity Committee on pledge communications
- Development of guidelines around social media and potential First Parish Instagram page

### **Goals for 2022-23**

- Support Ministerial Search Committee via the development of physical and digital “evergreen” collateral that highlights First Parish, both for potential ministerial candidates and potential new members
- Launch First Parish Instagram page
- Budget-permitting, place Google Ads to appeal to local “church shoppers”
- Add interested members to the committee
- Upon selection of new minister, begin process of planning professional First Parish intro video
- Upon selection, meet with new minister for intro to updating First Parish website and social media

### **Special Note**

The Communications Committee has made a concerted decision to hold off on a big external communications push until after First Parish has a new minister settled in. At that time, we look forward to reinvigorating First Parish’s public presence in several ways. It is our assessment that it is wise to wait until the long term “face” of our congregation (i.e., our new minister) prior to investing significant resources in this push. In the meantime, we look forward to supporting the work of the Search Committee with physical and digital materials that help convey who First Parish is and what we believe.

Respectfully submitted,  
Michael Keefe-Feldman, Chair  
Members: Barney Beal, Mark Freeman, Carol Girard

## **GENEROSITY TEAM REPORT**

The Generosity Team was convened by the Board in 2019 to coordinate fund-raising activities at First Parish. These responsibilities were formerly conducted by the Finance Committee and typically focused on staffing and conducting a 3-month annual stewardship campaign to support the church. The creation of this group was modeled after successful examples of how other UU Churches have organized to conduct their fund-raising activities. It is intended to be a group that helps to make the activities to support the church financial needs more closely reflect our joys, values, and spiritual practices.

Members of the Team are Kathleen Feldman, Paul Willenbrock, Maureen Driscoll, Reverend Susan Milnor, and Jay Coburn.

As we enter our fifth year of organizing First Parish fund raising, we have seen strengths relative to what other churches have experienced, and we see challenges for all of us as a congregation.

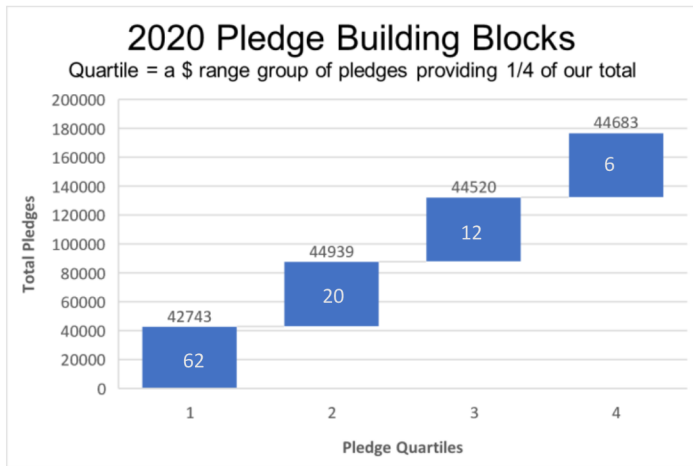
Strengths include the fact that our total pledged support has grown over each of the past four years, despite two years of disruption from Covid, a major renovation to our building, and the departures of our Senior Minister and Director of Religious Education.

The challenges are a modest decline in our total number of pledging members and friends and our increasing dependence on an even smaller number of major donors. We have presented a comparison of our 2021 and 2022 fiscal year campaigns to the Parish Board and Council to illustrate these challenges. We will seek opportunities to share this information and discuss solutions with the entire congregation.

For those of you who would like a preview of that discussion, the graphics and table on the following page show our pledge performance over the past two years compared to the distribution recommended by the Unitarian Universalist Association.

If you are interested in learning more about fund raising at First Parish or helping us ensure strong continuing support for the church, please speak to any of the members listed above.



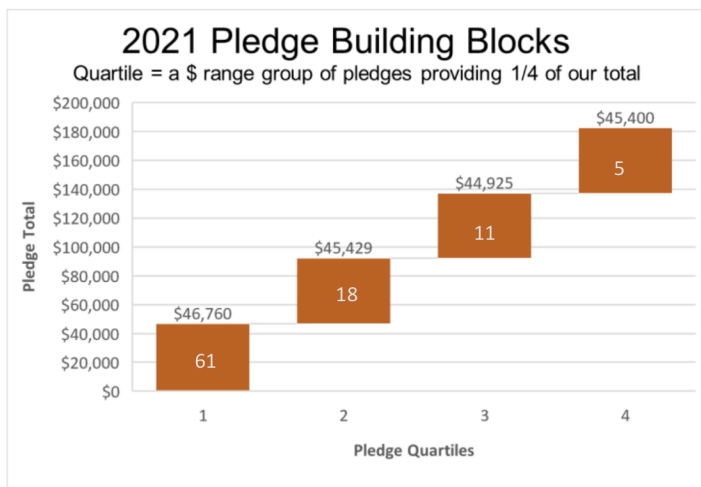


**Quartile Distribution FY 2020 First Parish Pledge**

Quartile	Donors	Total	Pledge Range		Average	Median	% Donors	
			Low	High				
1	62	\$42,743	\$50	\$1,600	\$689	\$600	62.0%	
2	20	\$44,939	\$1,600	\$3,000	\$2,247	\$2,210	20.0%	
3	12	\$44,520	\$3,000	\$4,500	\$3,710	\$3,810	12.0%	
4	6	\$44,683	\$4,800	\$11,583	\$7,447	\$6,100	6.0%	
	100	\$176,885					100.0%	

**UUA  
RECOMMENEDED  
DISTRIBUTION**

40
35
15
<u>10</u>



**Quartile Distribution FY 2021 First Parish Pledge current 20-21 year)**

Quartile	Donors	Total	Pledge Range		Average	Median	% Donors	
			Low	High				
1	61	\$46,760	\$10	\$1,800	\$767	\$600	64.2%	
2	18	\$45,429	\$2,000	\$3,000	\$2,524	\$2,500	18.9%	
3	11	\$44,925	\$3,000	\$5,200	\$4,084	\$4,000	11.6%	
4	5	\$45,400	\$5,200	\$14,500	\$9,080	\$7,000	5.3%	
TOTAL *	95	\$182,514					100.0%	

**UUA  
RECOMMENEDED  
DISTRIBUTION**

40
35
15
<u>10</u>

\* Total amount grew with later date pledges to over \$190,000

Respectfully submitted,  
Generosity Committee

## **ELEVATE FIRST PARISH**

The Elevate First Parish Project construction began in June, 2021 and was completed in January, 2022. The primary goal of the project was to make Hale Hall accessible. Additional goals were to update and enhance the spaces in the front of the church that would be affected by the elevator installation. The list of major improvements includes:

- installation of the elevator,
- relocation and renovation of the Minister's office,
- reconstruction and expansion of the front greeting gallery,
- installation of a new kitchenette for sanctuary-level food and beverage preparation,
- replacement of the front deck and column foundation, and
- reconstruction of the front steps.

While elevator delivery and installation delays stretched the planned schedule by over a month, the team from Carr Enterprises worked effectively to manage timely project completion and prevent additional costs due to the delay. Their work was completed for a total cost of \$580,079, within a few thousand dollars of the \$571,000 contract price, despite their having delivered a number of additional improvements to address unforeseen building needs. We are grateful to our good neighbors at the First Baptist Church who offered us use of their sanctuary to meet in person during the fall delay.

The Elevate First Parish Project was launched in 2019, following completion of an architectural feasibility study. Major steps included:

- the architectural feasibility study,
- a capital campaign feasibility study,
- capital campaign pledges for over \$540,000,
- preparation of a functional requirements document,
- preparation of a Request for Proposals for architectural services,
- selection of Derby Square Architects of Salem,
- multiple cost estimates by Carr Enterprises to guide project design and scope,
- development of a plan for additional debt financing,
- votes by First Parish members to proceed with each phase of the project, and
- successful completion of the approved scope of work.

The project effort required successful collaboration and support from numerous First Parish groups. We recognize and thank members of the staff, Building Committee, Design Team, Parish Board, Generosity and Capital Campaign Teams, Finance and Investment Committees, Religious Education Committee, Hospitality and Supper Teams, Elevate First Parish donors, and all members and friends who supported the project goals and tolerated its disruptions. We look forward to celebrating a dedication of our new space in the fall of this year.

Jay Coburn

on behalf of Building Committee Chairs Mike Hardiman and Gabe Petino, and Project Owners Representative James Mitchell.

## **FAMILY PROMISE**

When the pandemic arrived for us all, Family Promise had to stop their model of rotating housing amongst member churches of the North Shore. Two families remained at the shelter and one family was housed in an apartment. Since then, a lot has changed for Family Promise. First, the

shelter is now a house at 8 Rantoul St., where 3- 4 families live. Along with all the living areas, the house has the offices for the staff. Last year our church continued our partnership with our First Baptist neighbors and provided financial support for room and board thus covering our original commitment of four weeks. The money was raised by donations from our First Parish community and a contribution from the First Baptist Church. This year Family Promise no longer asked member churches to cover the costs for a particular length of time. However, the First Parish Church community has continued to support Family Promise through individual donations of money, food, and personal commitment.

The past few years have shown a huge growth in Family Promise. Along with the families housed at 8 Rantoul Street, Family Promise has developed new programs which support families on the edge of homelessness to prevent that from happening. They also work to support families who have come through the program so they don't slip back. The programs provide a lot of educational, emotional and psychological support, and temporary financial assistance where needed. As rents and the costs of life's necessities have become staggeringly high, the numbers of families served and also calling for help has exploded.

While it is better for the families to live in one house instead of rotating to a new church each week, families and volunteers alike miss the personal contact that created such powerful mutual respect and appreciation. Family Promise recognizes that loss and is working towards more opportunities for personal contact. They are looking for a larger house and hope that will provide space for community meetings, personal engagement, meal time, etc.

Finally, I am sorry to say, Marty Johnson, my fellow coordinator, has stepped down from that position. She was a reliable, and talented partner who certainly took the lead with the technology needs. I miss her knowledge, insights, and talent.

We will continue to partner with Family Promise as they grow their vision and develop new programs to serve the ever-increasing numbers of families who are homeless or at risk of homelessness. If anyone is interested in working alongside me in this venture, please contact me or the OMIM committee.

Respectfully submitted,  
Carol Ballantyne, Coordinator of Family Promise Task Force

## **MONDAY AND TUESDAY 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.

During the pandemic in 2021 we continued to prepare meals and distribute them at the door. Numbers were generally low- between 15 and 20 people. We began serving inside in Hale Hall on March 8, 2022. Numbers continued to be low for a while, but for the past few weeks we are having as many as 30 diners.

The actual total cost of the supper program to First Parish is less than \$5,000.00 because of the generous donations from Jersey Mike's, North Shore Academy, First Baptist Church and Ellis Square Friends. With the increase in the price of food, their contributions have allowed us to continue to provide quality meals without having to increase the budget.

For the Monday Suppers, served at the Baptist Church at 6pm, a team of 5 prepares, serves and cleans up, working from 5-7pm. For the Tuesday Suppers served at First Parish there are 4 teams of 4-5 people who work from 5-7pm. Gina Coburn takes on the 5<sup>th</sup> Tuesday with help from various people from the other teams. There is a leader for each team that decides on and shops for the meal.

We are so happy to be able to be back serving in Hale Hall. It allows for more socialization, and we love working with our teams.

Respectfully submitted by team leaders:

Martha Brennan, Nat Carpenter, Fran Gerior and Karen Menezes

## MEMBERS AS OF 5/25/2022

**ANDRIST**, Linda  
**ARMSTRONG**, Donna  
**BAKER**, Barbara  
**BALLANTYNE**, Carol  
**BALLANTYNE**, Duncan  
**BAUMOEL**, Doug  
**BEAL**, Barney  
**BLACK**, Elizabeth  
**BORGHESI**, Danni  
**BOUSQUET**, Carol  
**BRENNAN**, Martha  
**BRIANA**, Brenda  
**CARLIN**, Amy  
**CARNEY**, Janice  
**CARPENTER**, Nat  
**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  
**DIVER**, Kelly  
**DIVER**, Ken  
**DOXSEE**, Christine  
**DOXSEE**, Josh  
**DRAKE**, Paul  
**DRISCOLL**, Maureen  
**EGAN**, Anne  
**EGAN**, Bruce  
**ELLIOTT**, Susan  
**FAY**, Jillian  
**FELDMAN**, Kathleen  
**FREDERICK**, Elizabeth  
**FREEMAN**, Mark  
**FREEMAN-LYNDE**, Patty  
**FREEMAN-LYNDE**, Raymond  
**GALL**, Norrie  
**GARDNER**, David F.  
**GEIKIE**, Ann

**GEIKIE**, David  
**GENDALL**, Karen  
**GERRIOR**, Charles  
**GERRIOR**, Fran  
**GLOVER**, Barrie  
**GOGGIN**, Keith  
**GOGGIN**, Melissa  
**GORMAN**, Scott  
**GRASSIN**, Elizabeth  
**GRASSIN**, Susan  
**GRUNDER**, Amy  
**GUERIN**, Cheryle  
**HACKETT**, Victoria  
**HARDIMAN**, Mike  
**HARRINGTON**, Timothy  
**HECTOR**, Joel  
**HECTOR**, Laura  
**HEREFORD**, Russ  
**HINES**, William  
**HOY**, Ellen  
**HOY**, Stephen  
**JAQUITH**, Danielle  
**JOHNSTON**, Amanda  
**JONES**, Carol  
**KAYE**, Lyrallen  
**KENNEDY**, John  
**KEEFE-FELDMAN**, Georgina  
**KEEFE-FELDMAN**, Neal  
**KEEFE-FELDMAN**, Michael  
**KNIGHT**, Laura  
**KNIGHT**, Paul  
**KORSTVEDT**, Sylvia  
**KRACHMAN**, Sara  
**KYROUZ**, Bill  
**LAMPERT-BODEN**, Henryka  
**LAUENSTEIN**, Milton  
**LIGHTFOOT**, Kali  
**LONG**, David.  
**LONG**, Julia Q.  
**LOW**, Julie  
**LYNCH**, Patty  
**MACKINNON**, Susan  
**MACLEAN**, Vicki  
**MAIER**, Beth  
**MAIER**, Louise  
**MALTAIS**, Danielle  
**MANZELLA**, Paul  
**MARTIN**, Annamarie  
**MASSARSKY**, Kurtlan  
**MAY**, Susanne  
**McGOWAN**, Stephanie

**MENEZES**, Karen  
**MIEDEMA**, David  
**MIEDEMA**, Cristina Prochilo  
**MILLER**, Elizabeth  
**MILLS**, Fred  
**MITCHELL**, James  
**MITCHELL**, Patricia  
**MOODY**, Elizabeth  
**NALLEY**, Betsy  
**NALLY**, Hardy  
**NIETHAMER**, Diana  
**NOYES**, Lauren  
**O'CONNELL**, Melissa  
**PEASE**, Tom  
**PETINO**, Gabriel  
**PETINO**, Nancy  
**PRAZAR**, Andrew  
**QUIGLEY**, Jack  
**QUIGLEY**, Nelda  
**RATTE**, Edith  
**RATTE**, Scott  
**RICE**, Jonathan  
**RICE**, Lindsley  
**ROGERS PITTMAN**, Alex  
**ROOT**, John  
**ROYS**, Robert  
**SALANDREA**, Kate  
**SALANDREA**, Richard  
**SCLARSKY**, Jude  
**SEAVEY**, Monica  
**SEAVEY**, Nathan  
**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  
**TREPPA**, Mary Lynn  
**VILLANTI**, Roberta  
**WAINWRIGHT**, Candyce  
**WAINWRIGHT**, Charles  
**WALDRON**, Max  
**WARDLOW**, Ann  
**WICKBERG**, Ann  
**WICKBERG**, Edward  
**WILLENBROCK**, Brad

**WILLENBROCK**, Lynn  
**WILLENBROCK**, Paul  
**ZWICKER**, Christine  
**ZWICKER**, Heidi

**NOMINATIONS**

**FIRST PARISH CHURCH OFFICERS & COMMITTEE MEMBERS**

July 2022– June 2023

<p><b><u>Board</u></b></p> <p>Scott Gorman Chair (2021)          Patty Lynch Vice Chair (2021)          Kristen Cotter (2021)          Fran Gerrior (2020)          John Soderblom (2022)          Nathan Seavey (2022)          Gina Coburn Chair Emeritus (2020)</p> <p><b><u>Council</u></b></p> <p>Patty Lynch, Facilitator</p> <p><b><u>Moderator</u></b></p> <p>Steve Hoy</p> <p><b><u>Treasurer</u></b></p> <p>Open _____          Gina Coburn Vice Treasurer</p> <p><b><u>Clerk</u></b></p> <p>Laura Knight</p>	<p><b><u>Investment (5 year term end date, may repeat)</u></b></p> <p>David Long Chair 2023          Sheila Costello 2024          Carol Girard 2026          John Kennedy 2027          Open _____</p> <p><b><u>OMIM (Outreach, Membership, Involvement Ministry)</u></b></p> <p>Lynn Willenbrock Co-chair          Steve Hoy Co-chair          Jay Coburn          Ray Freeman Lynde          Open _____          Open _____</p>
<p>*****</p> <p><b><u>Music and Worship</u></b></p> <p>Brenda Briana Chair          Melissa O'Connell          Leah McPhail          John Soderblom          Candy Wainwright (youth choir)          Open _____</p> <p><b><u>Religious Education</u></b></p> <p>Nancy Petino Co-chair          Lindsley Rice Co-chair          Julie Long          Diana Niethamer          Cheri Guerin          Open _____</p> <p><b><u>Finance</u></b></p> <p>_____ Chair          Mike Dietz          Patty Freeman-Lynde          Russ Hereford          David Meidema</p>	<p><b><u>Building</u></b></p> <p>Mike Hardiman - Chair          Jay Coburn          Rob Cotta          Mark Holland          Susanne May          James Mitchell          Gabe Petino          Charlie Dunn (organ)</p> <p><b><u>Generosity Team</u></b></p> <p>Kathleen Feldman Co-chair          Jay Coburn Co-chair          Maureen Driscoll          Paul Willenbrock          Mary Lynn Treppa</p> <p><b><u>Pastoral Care</u></b></p> <p>Arthur Thompson Co-Chair          Vicki MacLean Co-Chair          Anne Egan          Dannie Borghesi          John Root          Paul Willenbrock          Open _____          Open _____</p>

**Communications**

Mike Keefe-Feldman     Chair  
Barney Beal  
Mark Freeman  
Carol Girard  
open \_\_\_\_\_  
open \_\_\_\_\_

**Flower**

Congregational responsibility. Sign up in the back of the sanctuary. Coordinated by OMIM

**Hospitality**

Open \_\_\_\_\_

**Diaconate**

\_\_\_\_\_ Chair  
Linda Andrist  
Carol Ballantyne  
Jay Coburn  
Peggy Coleman  
Tony Constantino  
Maureen Driscoll  
Ann Geikie  
David Geikie  
Fran Gerrior  
Barry Glover  
Elizabeth Grassin  
Russ Hereford  
Karen Menezes - **temporary co-chair**  
Melissa O'Connell  
Nelda Quigley  
Mickie Ratte  
Kate Salandrea – **temporary co-chair**  
Rich Salandrea  
Judy Takata  
Arthur Thompson  
Roberta Villanti  
Candyce Wainwright  
Charlie Wainwright  
Lynn Willenbrock  
Paul Willenbrock  
Christine Zwicker

**Personnel**

Scott Gorman     Chair  
Nat Carpenter  
Karen Menezes

**Social Action**

Paul Drake     Chair  
Elizabeth Miller  
Christian Douglass  
Larry Nelson  
John Soderblom  
Mike Spector  
Marcia Spector  
open \_\_\_\_\_  
open \_\_\_\_\_

**Task Force Coordinators**

**Circle Dinners** – Amy Smith and Nelda Quigley

**Family Promise** – Carol Ballantyne

**Tuesday night dinners** – Nat Carpenter, Fran Gerrior, Martha Brennan, Karen Menezes, Gina Coburn

**Wednesday Night Dinners at Life Bridge**  
Cheri Guerin

**Morrill Gallery** – Tony Constantino

**Antiracism Task Force** Open \_\_\_\_\_

**Holiday Fair**     Linda Andrist

**OWL**

Julia Quigley Long and Andrew Prazar

**Settled Minister Search Committee**

Dannie Borghesi  
Carol Bousquet  
Nat Carpenter  
Elizabeth Miller  
Diana Niethamer  
Nelda Quigley  
Brad Willenbrock