



First Parish in Brookline

A WELCOMING UNITARIAN UNIVERSALIST CONGREGATION

382 Walnut Street | Brookline, Massachusetts 02446 | 617.566.1933

May 5, 2011

Dear Member of First Parish in Brookline,

Join us on Sunday, May 22nd, from 1:00 to 2:30 for our Annual Meeting.

We plan to celebrate people and programs! Child care provided!

AGENDA

Chalice lighting and opening hymn

Recognize and elect new members

Approve minutes from 2010 Annual Meeting

Elect officers and committee members

Meet our new Director of Religious Education

Recognize the ordination of MaryHelen Gunn

Progress reports from Parish Committee and others:

Policy Governance, Sustainability, Finance Council

Vote on 2011-12 Budget

Learn how our Diversity Team envisions our growth

Hear about progress in preserving our stained glass windows

Affirm the congregation-wide social action issues for next year

Any other business

Closing hymn

Hoping to see you at 1:00 in Lyon Chapel on Sunday, May 22nd!

Karla Baehr, Parish Committee Chair

Be informed. Be connected. Be counted. Be there.

New Parish Members

The following 34 people have signed the membership book since our last Annual Meeting:

Cathleen Ambrose	Elizabeth Eyerer	Pamela Morrone
Edwin Ambrose	Justin Francese	Kayla Parker
Jennifer Wiley Bell	Elaine Garofoli	Sue Reamer
Ethan Brackett	Maria Elena Gonzalez	Heather Ross
Doyle Canning	Sarah Griffen	Celeste Royce
Joseph Cleveland	Evan Grossman	Lourdes Sariol
Kristin Cleveland	Wendy Swart Grossman	Jeremy Schwab
Carrie Chu	Marthe Hesselmans	Rhoda Serafim
Georgia Couden	Martine Lebret	Chris Wozniak
Timothy Gill Dailey	Paul Mathew	Rachael Wozniak
Dave Demerjian	Sonia Mathew	
Nina Douglass	Sarah Miller	

Officers and Standing Committee Members

The Leadership Development Committee nominates the following members:

For Clerk of the Parish	Jeremy Schwab
For Treasurer	Ray Wellbaum
For Moderator	Janet Sanders
For the Parish Committee	Greg Buckland Ryan Kim Jeremy Schwab Anya Thomas
For the Finance Council	Midge Wilcke Chip DeWitt Ray Wellbaum Bill Dwyer Melinda Maryniuk Liz Martin Ray Wellbaum Sonya Abbott Rev. Jim Sherblom
For the Leadership Development Committee	Liz Scully Kayla Parker Elaine Garafoli
For the Religious Education Committee	Gene Thompson-Grove Claire Reilly Scott Ullrich

Respectfully submitted,
Linda Smith
Clerk of the Parish

**First Parish in Brookline
Minutes of the 293rd Annual Meeting
May 23, 2010**

Present: 76 active members signed in to receive ballots, representing a quorum ($\geq 15\%$ of 243 active members)

Moderator: Janet Sanders

The meeting began at 1:15 pm, with a song (“Spirit of Life”)

Welcome: All present were welcomed and reminded that the meeting was to be conducted according to Robert’s Rules of Order.

Minutes: The minutes from the 2009 annual meeting were unanimously approved.

New Members: The following 40 people signed the membership book since the 2009 Annual Meeting:

Dawn Avery		
Jenny Bell	Jon Hazilla	Christine Nogueira
Elizabeth Berges	Joseph Horning	Sarah Morse
Eliza Blanchard	Claudine Indigo Kavanagh	Arden O’Donnell
Greg Buckland	Jaime Kim	Deirdri Reddington
Bllu Claudine Catalano	Ryan Kim	Sachielle Samedi
Ralph Child	Kathryn Kirshner	Carolyn Christine Schook
Charlie Clements	Amanda LaRose	Gillian Simkiss
Meg Coward	Matthew Laurence	Shelly Mae Simmons
Margaret Thurmond DePrimo	Julia Lavine	Janiece J. Sneegas
Michael Durwin	Anne Marcus	Corey E. Thomas
Niall Foley	Adele Munger Mathieu	Anya Phillips Thomas
Ann Gilmore	Jeffrey Mathieu	Margaret Vidale
Carolyn Hall	Aden Michaud	Jianli Yang

A motion to accept these new members was seconded and passed unanimously.

Nominations: The following names were proposed by the Will Spears, representing the Leadership Development Committee, as officers and members of standing Committees:

For Clerk of the Parish	Linda Smith
For Moderator	Janet Sanders
For Treasurer	James Womack
For the Parish Committee	Karla Baehr (continuing for one yr)
	Chip DeWitt
	Julie Horvath
	Meg Coward

For the Finance/Investment Committee	William Dwyer
	Brad Reich
	Rich Suter

For the Leadership Development Committee Anne Harvey Kilburn
Two TBD

For the Religious Education Committee Ann Dinsmoor
Julie Palmer
One TBD

A motion to accept these nominations was seconded and approved.

Introduction of Parish Committee members: Karla Baehr, chair of the Parish Committee, introduced the members of the committee and asked that they stand and be recognized.

Report on Parish Committee goals: Karla reviewed the Parish Committee's goals for 2009/10. They are:

- Ensure a stronger, all-congregation "green focus"
- Support the successful launch of the Stained Glass Window Legacy Foundation
- Endorse and support a process for making our congregation more welcoming to people of diverse racial and ethnic backgrounds
- Ensure continued progress towards financial sustainability
- Ensure progress toward decision-making structures and communication processes that match our growing size (aka "policy governance")
- Support the effective, widespread use of Dialogue Circles and TBD's "generative questions" to deepen communication and community

She also called attention to the co-ministers' report in the Annual Report as an excellent summary of the first five years of their ministry with us. Members of the search committee were called up and recognized for their wisdom in choosing Rev Martha and Rev Jim. The ministers were then called up and presented with a gift of appreciation for all that they have given us. A photo of the gift (a "wordle" – a pictorial representation of the words most used in their sermons) will be posted on the website.

Sabbatical Planning: Gail Schoenbrunn, representing the Committee on Ministry, spoke on the upcoming sabbaticals that the ministers are planning. According to their contracts, they are each entitled to a six month sabbatical no earlier than five years and no later than seven years after their arrival. Rev. Martha is planning her sabbatical for January 1 through June 1, 2011. Rev. Jim's will be at a similar time the following year. They have asked the Committee on Ministry to help support their sabbaticals. Rev. Martha's sabbatical goals are rest and renewal, study and the exploration of resources for spiritual direction. She will attend and lead several retreats in California, France and Boston.

Introduction of Diversity Team: Gail reported on the charge given to the Committee on Ministry by the Parish Committee last year after the Annual Meeting, to explore and recommend ways that First Parish can moved with intention and care toward "a process similar to Welcoming Congregation, focused on making our congregation more welcoming to people of diverse racial and ethnic backgrounds."

Their recommendation was the formation of a Diversity Team which "will oversee, energize, support and create the programs on diversity issues at First Parish." Inaugural members of the Diversity Team are Greg Buckland, Michele David, Ann Gilmore, Charles Fuller, Jody Leader and Mike Luke.

FY 2009 Budget: The budget was presented and reviewed by Jim Womack, Treasurer.

Clint Richmond noted that most of the budget cuts came out of Buildings & Grounds and proposed that we develop a long-term plan for this physical plant, in order to “maintain this building properly.”

Karla Baehr responded that this was a point well taken; the endowment draw is not within the sustainability limits. She said that, at Jim’s suggestion, the Parish Committee has charged him with leading an effort looking at our facilities and their long-term sustainability.

Rev. Jim, as co-head of staff, addressed the personnel budget. They are planning for a half-time assistant minister for the next budget cycle, and have reduced the RE position to 75%, and the Music Director position to Choir Director.

Jim Womack made a proposal that a Commission be formed to look at “what it would take to be sustainable on this hill.” He recommends that it draw members from all walks of First Parish life, rather than just the Parish Committee, and that the Commission report to the Annual Meeting next year. Jim volunteered to be the convener of the Commission. The final decision and fleshing out of the Commission will be done at the Parish Committee retreat on June 18/19. Karla committed to providing an update to the congregation in the September newsletter.

Steve Davis, co-chair of the Canvass Committee, announced that three First Parish households were willing to contribute a total of \$2,000 more in their pledges if we could raise \$8,000 from the Annual Meeting attendees today, in order to narrow the gap between our pledges and our goals. This challenge was accepted and a total of \$11,600 was raised towards our pledge goal.

A motion to accept the FY2011 Budget was made, seconded and approved by voice vote, not unanimously.

Other Business:

- Sheila Hussey reported on the continuing relationship between the Brookline Community Foundation and the Stained Glass Committee.
- Rev. Martha announced the result of our search for a new Choir Director. The search committee, composed of Charles Fuller, Ray Wellbaum, Greg Buckland, Anne Copeland and Joe Horning, interviewed 28 candidates. A final four candidates rehearsed with the choir. The final choice was Keith Kirchoff. Information on him can be found on his website, www.keithkirchoff.com.
- Clint Richmond noted that there was no mention in the Investment Committee report of their Socially Responsible Investing goals. This will be reviewed and added to the report.
- David Hawkins reported that the quotes he has received for repairing the organ fall within the amount in the Organ Fund, and that we will likely have a functioning organ soon.

The meeting adjourned at approximately 2:40 pm with the singing of “Siyahamba.”

Respectfully submitted,

Linda Smith

Clerk of the Parish

CO-MINISTERS ANNUAL REPORT FY2011

We were founded in 1717 to become a great 18th Century community church. Transcendentalists built this congregation into a great 19th Century faith community, in touch with our hearts as well as our heads, with this beautiful physical space in which we congregate. Our 20th century forebears dealt with the rise of humanism, the decline of church attendance, and the emergence of postmodernism here. Now this 21st Century congregation is trying to discern what the future holds for us. We were once a great 18th Century congregation, once a great 19th century congregation, and once a great 20th Century congregation. We must again discover our greatness! We can be, if we have the faith and courage to be, a great faith community for the 21st Century. Twentieth Century Unitarian Universalism is dying around us, while 21st century Unitarian Universalism is being birthed, and it is too early to know just what this 21st Century faith will come to look like. There is bound to be a family resemblance to its 20th Century Unitarian and Universalist parents, but it already appears that something quite new and different is likely to emerge in this place to meet the needs of the 21st Century generations.

When we arrived here as your co-ministers this congregation had 130 reported members, average Sunday morning attendance of 80 to 85 people, and total annual pledges of around \$100,000. Seven years later our membership has topped 265 members, our Sunday morning worship attendance is often between 160 and 180 people, and our latest annual pledge drive yielded over \$340,000 in pledges. We are a vibrant, growing UU faith community. Yes, we ended the 20th Century with massive deferred maintenance costs for our building, our stained glass windows, and our tower, that far exceeded our small endowment. Yes, this building was both unsafe and unhealthy due to decades of disrepair. But this congregation has defied death by complacency. Its leaders have refused to preside over a slow slide into irrelevance followed by demise. Instead we have leaned into our fears, found deep sources of joy, and developed our zeal for transformation. This is a congregation finding its way into an exciting future.

Diversity is breaking into our world in so many ways, whether we want it to or not, we are learning to deal with more diverse ethnicities, socio-economic conditions, and generations here. We are inviting newer and younger folks to help us reimagine how we do things together in this community. We need to explore whether a capital campaign would allow us to finally bring our facilities up to the standard that we expect for our faith community as we move deeper into the 21st Century. We learn new forms of worship, new ways of communicating, to reinvent our committees and our ministries, and discover together how rich our collective spiritual journeys can be. This is a scary and exciting time for most American faith communities. To do this walk with you, into an uncertain future, is exciting. This is why we came at your call to be your co-ministers. This is what brings life new purpose and meaning.

Blessings on your journey,

Rev. Martha Niebanck and Rev. Jim Sherblom, Co-Ministers

REPORT OF THE PARISH COMMITTEE
Congregational Year 2010-2011

This year the members of the Parish Committee have been:

Class of 2011

Karla Baehr, chair
Jean DeBenedictis
Dan Fritz
Martin Thomson

Class of 2012

Pat Bartels
Janet Britcher
Ray Wellbaum

Class of 2013

Meg Coward
Chip DeWitt, vice-chair
Julie Horvath

Treasurer Jim Womack

Clerk Linda Smith

Reverends *Martha Neibanck* and *Jim Sherblom* along with Controller *Ingrid Johansson* regularly attended the monthly Monday evening Parish Committee meetings, as well.

June Planning Retreat - With the help of skillful facilitation by *Gene Thompson-Grove* from the Leadership Development Committee, the Parish Committee spent a day and half in retreat exploring ways that the Parish Committee could continue to lead the transition to “policy governance”¹ within the broad vision of “**strengthening community, deepening intimacy and sustaining growth**”. To gain broader perspective for our work we examined “Faith Formation 2010”, an interfaith study of challenges and opportunities facing religious and spiritual communities in the twenty first century www.lifelongfaith.com/faithformation2020.htm. We renewed our covenant, learned more about each other’s spiritual journeys, and divided up responsibilities for the year head. Holding our retreat June, instead of waiting until September, gave us a head start once the church year started in September.

Policy Governance - We had agreed in June that a twin focus for our work on “policy governance” this year would be: a) strengthening two-way channels of communication between the Parish Committee and congregation, and b) developing and communicating a clearer understanding of what “policy governance” means for FPB committees.

As a result, we held two all-congregation meetings leading up to Annual Meeting. The first, led by *Martin Thomson* on March 20th, offered a chance for interested members to learn about the changes underway in governance practice and the rationale for them. The diverse group of thirty five attendees asked numerous thoughtful and probing questions and offered suggestions. A

¹ “Policy governance” is a way for churches that are becoming mid-size program churches serving 250 to 350 members to organize decision-making and communication in ways that balance the desire for clarity and efficiency on the one hand, with the desire for community, intimacy and creativity on the other. When done well, it ensures greater transparency, more individual and collective accountability to one another and to the community’s mission and goals, and maximum opportunity for creativity and connection.

May 8th “budget and sustainability preview” gave members the chance to review the details of our 2011-12 budget proposal and how it fits into our long-range plans for sustainability.

Vice chair **Chip DeWitt** and **Janet Britcher** led efforts to develop a “chartering process” for committees at First Parish that is consistent with policy governance and invites committees to play an active role in defining a vision and mission consistent with the wider First Parish mission. The Welcoming Team’s charter developed by **Jane Hoey** and **Liz Scully** became our first official committee charter. After studying Erik Wikstrom’s *Serving with Grace: Lay Leadership as Spiritual Practice*, and hearing reports from Chip and Janet about their participation in Mass Bay District presentations by Dan Hotchkiss on policy governance, we completed work on our own charter (attached) in anticipation of working with committees through the Program Council next year to help every committee develop its own charter next year.

As the year unfolded, and we passed the 250-member boundary that separates mid-size I and mid-size II UUA churches, it became clear to us that First Parish has made sufficient progress toward policy governance that it is time to consider changes to our by-laws. We have made developing a process for thoughtful consideration of by-law changes a priority for next year.

Sustainability - We had made a commitment at last year’s Annual Meeting to intensify our efforts to ensure financial sustainability. Treasurer **Jim Womack** led this work with the aid of Parish Committee members **Dan Fritz** and **Julie Horvath**, helping us “unpack” our three income sources: pledges, other income (rentals and fundraising), and the amount of money we take from our endowment. Our “sustainability team” – with help from **Steve Pratt-Otto**, **Midge Wilcke**, and **Peter Nee** - helped identify a number of potential options for increasing revenue by using our building to generate more income. One is renting roof space for cell tower use; another is sharing space on a long term basis with a compatible tenant. Both are under active review. So, too, are ways to reduce operating expenses by reducing our building’s energy use and increasing its appeal for special occasion rentals. To that end, when First Parish received an unexpected gift of \$20,000 this winter, we asked **Liz Martin** and the Buildings and Grounds Committee to identify projects that would contribute to sustainability by reducing long-term costs or improving rental potential. With **Ray Wellbaum’s** help, we took another step toward a realistic sustainability plan by asking the Building and Grounds Committee to use a 2008 facilities analysis by a consulting firm as the starting point to develop a 20-year building maintenance plan and budget.

Our study of sustainability over the past two years has led us to believe that a capital campaign aimed at addressing key capital needs will be an essential component of our journey to long-term sustainability. Therefore, we plan to use our \$2,500 contingency budget in 2011-2012 for services we will need to explore the feasibility of launching a capital campaign to address the most high priority capital needs of First Parish and celebrate our 300th anniversary in 2017.

We also worked with Investment Chair **Bill Dwyer** to develop a plan to shift management of our endowment from Boston Private Investment to the UUA Endowment Fund where we can take advantage of the leverage and expertise of a larger fund and can anticipate stronger returns in the years to come. With expert guidance from Jim Womack, church administrator **Sonya Abbott** and Rev. Jim, we analyzed our insurance coverage and developed a more cost-effective plan for coverage moving forward. Finally, Parish Committee members provided active support for two revenue sources: the fall auction led by **Joellen Hawkins** and the spring canvass led by **Melinda Maryniuk**. Both successful ventures help us know that the pursuit of sustainability is not a fool’s errand.

Finance Council - As the year unfolded, we realized that we needed a long-term, “institutionalized” way of coordinating our efforts toward sustainability in the context of policy governance. As a result, we phased out the Sustainability Team and re-established the First Parish “Finance Council” with a new charge. Chaired by *Midge Wilcke* and reporting to the Parish Committee, the Finance Council assumes responsibility for anticipating and analyzing finance-related information and issues. It will provide the Parish Committee with “vetted” recommendations for action on a host of finance-related issues, including sustainability, budget parameters and policies. The Team will report its analysis, options and proposed solutions for Parish Committee and/or congregational action, when needed. In March and April the Team will function as the First Parish “budget committee”, working with the co-ministers and administrator to pull together essential information and laying out options for the Parish Committee to consider.

Two major reasons prompted us to re-establish the Finance Council. First, the Parish Committee needs to focus on policy governance: working to ensure that policies, practices and decisions are driven by our mission and vision. To do so, the Parish Committee cannot afford to get “bogged down” analyzing often-complex finance-related issues like these that had emerged this year: insurance coverage; investment reserve accounts; management of the endowment; a realistic, but challenging canvass goal; and cell tower financing. The Parish Committee needs to have these issues thoughtfully anticipated and analyzed by a group that broadly represents FPB financial and operational expertise rather than a) expecting the Treasurer to assume this responsibility on his or her own, or b) devoting monthly meeting time to investigate and analyze the issues “from scratch”. Secondly, successfully framing and grappling with issues of our financial sustainability requires both a long term commitment and broad input from key leaders with direct responsibility for FPB finance and operations.

Members of the Finance Council are:

- Chair (Midge Wilcke)
- Parish Committee Chair (Karla Baehr/Chip DeWitt)
- Treasurer (Jim Womack)
- Investment Chair (Bill Dwyer)
- Canvass Chair (Melinda Maryniuk)
- B&G Chair (Liz Martin)
- Personnel Policy Committee Chair (Ray Wellbaum)
- Capital Campaign Chair (when established, TBD)
- Committee on Ministry Liaison (Midge Wilcke)
- Deacon Liaison (Bill Dwyer)
- Church Administrator (Sonya Abbott)
- Staff liaison, co-minister (Rev Jim Sherblom)

Other efforts of the Parish Committee this year have included:

1. **Diversity** We are embracing the Diversity Team’s vision that First Parish’s committee leadership more fully represent the diversity of age, race, and perspective represented within our growing First Parish community. To that end, we shared insights about the February 6th service presented by the Diversity Team’s *Greg Buckland, Michelle David, Charles Fuller, Ann Gilmore, Jody Leader, and Michael Luke*; and supported efforts to diversify the membership of the Parish Committee moving forward.
2. **Stained Glass** We have lent our support to the Stained Glass Window Legacy Foundation led by *Sheila Hussey*.

3. **Ministerial Support** We joyfully approved co-sponsoring with the Rockport UU church the ordination ceremony of our ministerial intern, *MaryHelen Gunn*, and have appreciated that our Teaching Parish Committee has taken such an active role in supporting MaryHelen. With appreciation, we also approved an affiliate ministry by Rev. *Eliza Blanchard*, a member of First Parish and former parish minister who has found herself called to a ministry to caregivers of animals.
4. **Outreach to UUA about General Assembly** We responded to reports from our General Assembly delegates about a painful experience of anti-Semitism at the 2010 UUA General Assembly. We corresponded with the GA Program Committee and met with Moderator Gini Courter to seek reassurance that future delegates will have experiences consistent with UU values.

It has been a productive year for the Parish Committee. As chair, I have very much appreciated the contributions of each member. They have shared their gifts with a deep sense of commitment to First Parish. Special thanks go to *Chip* who served as vice chair and co-planned Parish Committee agendas with me, and to *Rev Martha* and *Rev Jim* whose gifts are evident every day. We are blessed.

On behalf of the Parish Committee,
Karla Baehr, chair

Parish Committee Charter

Act as fiduciary for the congregation between annual meetings to sustain a community that transforms lives by managing through effective policies, delegation and oversight in accordance with the bylaws and policy governance.

“Policy governance” is the proper empowerment of others: the Parish Committee defines the results to be achieved by the organization. Others (staff and volunteers) determine the means to achieve those results, within guidelines, such as identifying what would be considered acceptable in terms of ethics and prudence, and right relation, articulating expectations. The Parish Committee is responsible for assessing whether expectations have been met.

Vision

In collaboration with the ministers, provide leadership, vision and direction to meet the spiritual needs of the congregation through responsible management.

Provide leadership to foster a congregational community that supports individual and group transformation.

Goals & Objectives

Manage initiatives approved by the congregation at annual meetings.

Adopt policies for church governance and the operation of committees, staff and teams. (Teams are task-oriented groups with clearly defined tasks designated by a policy-making committee.)

Create committees and teams as needed to foster the mission of the congregation.

Oversee committees, teams and staff.

Create strategy and activities for the sustainability of the congregation.

Prepare the agenda for the annual meeting and other congregational meetings, in coordination with the ministers.

Provide a spiritual practice for Parish Committee meetings.

Enhance the opportunities for transformation of members of the congregation through committee and teamwork, volunteer activities and spiritual practices.

Recommend budget to congregation.

Foster community.

Membership & Leadership

Nine members plus clerk and treasurer. Term of three years each, staggered. Must be member of congregation, selected by the Leadership Development Committee and approved by the congregation. Chair approved by the congregation.

Partners

Ministers
Leadership Development Committee
Religious Education
Treasurer

Communications Presence

Engage in discussion with the congregation at the annual meeting and at other times during the year. Provide monthly highlights for newsletter. Create administrative structure to share information with committees and teams.

Education Plan

Hold annual retreat to welcome new Parish Committee members and adopt a mission plan for the coming year.
Encourage participation at GA.
Encourage members to attend UUA or MBD workshops.
Encourage readings of books and articles related to education of members (e.g. Serving with Grace, 2020 Report).

Annual Goals

Provide effective management of the affairs of the congregation.
Approve nominations for Parish Committee, and LDC as nominating committee.
Approve committees and charters.
Promote financial sustainability.
Carry out charges from annual meeting.

Accountability

Accountable to the congregation
Accountable to each other through covenant.
Accountable for management through policy governance.

Budget

Annual retreat cost.

Limitations

Bound by bylaws and the mission of the congregation.

AUCTION 2010

Committee: Ad hoc silent auction committee

Co-Chairs: Ann Congleton, Joellen Hawkins

Members and/or regular attendees: Ann Congleton, Joellen Hawkins

Purpose/Mission Statement: Plan and conduct a silent auction as a fundraiser for FPB

Accomplishments: Auction held on October 15, 2010. Proceeds in excess of \$12,000 after expenses

Tasks: Mentor new co-chair through FPB auction 2011

Thanks to all who helped set up, decorate, clean up, donated goods and services to be auctioned, brought food, sold tickets, handled all the accounting for the auction including resolution of the bidders and items, provided wonderful music, served food, served wine, helped with publicity, solicited items, donated items, managed and personed the close-out of the auction.

Major helpers included Ann Harvey Kilburn, Pam Kristan, Lisa Sutton, the Josef Porteleki Combo; Martha Leader, Landon Rose, Carolyn Hall, Carol Spitzer; Matt Laurence and MaryHelen Gunn, Matt Etemad-Gilbertson, Linda and Jack Smith, Jan Childs, Julie Horvath, Margaret Cain, Holly Zalinger, Martine Lebret, the Social Action group; Robin MacIlroy; Michael Monroe and Lisa Underhill, Stephen and Drusilla Pratt-Otto, Anna Eisengart, Judy Mason; Jane Hoey, Margie Beal, Liz Scully, Karla Baehr, Val Gunning, Ingrid Johansson, and April Trussell-Smith and her husband for donating their bartending skills and their terrific costumes that set the mood for Chicago in the 1920s! Special thanks to those gave us extra help when we wondered if we could truly pull this off in 6 weeks, especially Karla Baehr and Sonya Abbott. Special thanks to our guest auctioneer Reverend Jim Sherblom, who was also our cheerleader when the going got tough and we got tired and were running out of energy. Special thanks to David Hawkins, who gave us courage to forge ahead, offered suggestions and muscle power, and worked into the wee hours on the night of the auction. Special thanks also to Frank Peace for all the help with set up, clean up, and making sure that Pierce Hall, Lyon Chapel, and the hallways, bathrooms and kitchen were back in order for Sunday morning. Thanks also to friends of FPB members with no direct FPB connections who came to the auction, brought food, donated items, and supported our efforts.

Ann Harvey Kilburn has nobly volunteered to chair the auction next year!

BUILDINGS AND GROUNDS COMMITTEE
Report to First Parish in Brookline Annual Meeting May 2011

In the last year Buildings and Grounds has continued to support the church with planning and capital projects. However, it is the day-to-day operation of the church facility by our Church Administrator Sonya Abbott - ably supported by custodians Frank Peace and Brian Doucette - that really makes the church building shine.

The year in review

Capital projects with the Committee Members who helped supervise them:

- The largest expense was the unplanned but not totally unexpected replacement of the heating oil tank (\$18,700) – Will, Clint, Sam
- Roofing maintenance and the timely addition of more snow rails (\$5,855) – Clint
- We finally removed the bat guano from the Parish House attic (\$3,950) – Clint
- We repaired the Meditation Room main window (\$2,550) - Liz
- We have continued with several projects to meet the twin goals of reducing environmental impact and saving money:
 - Storm windows in the kitchen (\$1,170) – Hank Reisner, who also installed them!
 - Furnace damper to the sanctuary forced hot air heating system, which also reduces noise (\$1,050) – Will
- Organ Restoration and Maintenance – we are particularly appreciative of David and Joellen Hawkins who have led the organ repairs. Made possible by dedicated organ fund.

The FY11 B&G was still at a reduced \$40,000. A special fund provided an additional \$20,000 for total funds of \$60,000.

We also held several meetings of the Tower subcommittee. We resumed monitoring of the crack gauges, and while the measured movement has been small, we remain concerned. Our consultant team continues to recommend that the entire tower be restored in the next 2-3 years, but approval and funding for such a project remains an open issue.

Upcoming

We expect to complete the following in this fiscal year: exterior painting of wooden surfaces, complete the installation of low-flow toilets, insulation of the Parish House attic, storm windows on the second floor of the Parish House, leaded window repair, and the rear fire escape.

We also prepared an update to our long-term plan, which while we have chipped away at some projects, continues to show that we have considerable deferred maintenance. Our next year's budget will be the same as this year's (\$60 thousand). We are not planning any large notable projects for next year, but will continue with smaller repairs and initiatives.

As always we will rely on our member and seek additional volunteers to oversee these projects.

Respectfully submitted by the Building and Grounds Committee,

Elizabeth Martin and Clint Richmond, Co-Chairs

Ed Ambrose	Ed Page
Jan Childs	Hank Reisner
Tim Dailey	Will Spears
Sam Dennis	Bob Williamson
David Hawkins	
Joellen Hawkins	

BUILDING OPERATIONS
2010-2011

Building Operations basically encompasses the recurring daily operating expenses throughout the year from insurance to ground maintenance, fuel oil, snow removal, unplanned repairs, utilities and for the third year now the oversight for all of this has fallen on the Parish Administrators shoulders under the umbrella and support of the Buildings and Grounds committee.

Everyone continues to work very hard - in particular our custodians Frank Peace and Brian Doucette – who both greatly assist with maintaining First Parish as a welcoming, pleasant, friendly and safe building open to not only its members, but the public at large even though at times it is a never ending battle against uncontrollable odds. Trying to keep up with the avalanche of snow this past year, on top of repetitive faulty heating systems and bursting pipes are but a few of the issues that were dealt with. It seemed that every day there was yet another problem, but then again the building is well over 100 years old, has a lot of deferred maintenance and so this all comes as no surprise.

Thankfully the Buildings and Grounds committee under co-chairs Liz Martin and Clint Richmond have been of great support and I appreciate their often daily emails, telephone calls or actually meeting face to face on one issue or another. Hank Reisner remains our general handyman exemplar for multiple projects. Many others too have joined in to rake leaves, weed gardens, remove storm windows or offered to help when there has been a crisis. It truly takes a village to manage this old building.

To all of those listed above and to all of those who have pitched in unbeknown to me, or more importantly to those I may have forgotten to mention above, my heartfelt thanks. We are all part of keeping First Parish, as a welcoming building, alive and I certainly could not accomplish any of the tasks without all of you.

Gratefully submitted,
Sonya Abbott
Parish Administrator

CANVASS REPORT

April 30, 2011

This year's Annual Financial Commitment Campaign launched with an aggressive campaign goal of \$340,000 (an 8% increase from the previous year). The official kick-off Sunday was March 6 and four weeks later - on April 3rd, we were able to announce the goal had just been reached with 76% pledging units participating. We believe the success of the campaign was due to multiple factors including:

- A staged set of communications including an "It's Coming" postcard mailed to the entire canvass list 2 weeks before canvass kick-off announcing the Stewardship campaign and key dates to remember, a canvass mailing and brochure sent out several days prior to the kick-off Sunday, a email message from Rev Jim sent two weeks into the campaign, and weekly announcements in the bulletin.
- A brochure that was very direct in its approach to describing costs of programs and services in the church – including stating the annual "cost per pledging unit" of approximately \$2600.
- A sermon delivered by Rev. Jim that was particularly directed to the financial needs of the church (and expectations for all to contribute as best they can).
- Focusing the 13 canvassers on 40 individuals/families who were identified as likely to be able to maintain or increase their pledge.
- A "Canvass Express" table at hospitality hour for all four Sundays in March hosted by trained canvass volunteers.
- A donor-appreciation kick-off reception for donor's contributing last year at the 2.5% level and/or at the \$4000 or greater level.
- A wrap-up celebration pot-luck and dance party co-hosted with the welcoming/membership committee.

Previous Year Comparison:

	This year 2011-12	Past year 2010-11
Date data is current as of	April 30, 2011	Nov. 2011
# of pledging units contacted	203	197
Dollars raised	347,248	314,000
# of Pledging Units reporting	158	163
Avg pledge	\$2,198	2,046
% of pledges at the 2.5% or greater level	28%	18%

Note – for additional numbers and analysis – see "Addendum"

Considerations for next year:

- 1) An all church dinner / party / pot-luck
- 2) Increase the number of names given to canvassers so they can follow up on non-responders to the mailing
- 3) Post additional information on the website including "FAQs", and a stewardship brochure

I would like to thank and acknowledge the many people that helped make the canvass process work:

Canvass Core Team: Jami Jordan, Jean DeBenedictis, Anne Harvey Kilburn, Robin MacIlroy and George Maryniuk

Steward volunteers (aka canvass team): Sue Andrews, Karla Baehr, Janet Britcher, Chip DeWitt, Dan Fritz, Don Kilburn, Mary McCarthy, Robin MacIlroy, Dru Pratt-Otto, Mark Reynolds, Liz Scully, and Martin Thomson.

Brochure design/graphics: Jean DeBenedictis

Canvass Express table volunteers: Jami Jordan, Julie Horvath, Ray Wellbaum, George Maryniuk, Mike Luke, and Laura Walters.

Musicians for the Gala Kick-off Sunday: Ed Loechler, Matt Laurence and friends

Gala Sunday Food hosts: Parish Committee

Behind the scenes: Reverend Martha and Reverend Jim for their leadership and guidance, Sonya Abbott and Ingrid Johansson for helping us stay organized. Karla Baehr for all the support from the Parish Committee

Respectively submitted,

Melinda Maryniuk
Canvass Chair

Addendum:

What the Numbers Tell Us:

Donation Level

Increased:	49%
Same:	29%
Decreased:	22%

Average Pledge Size

All:	\$2,198
“Old” members/friends:	\$2,367
“New” members/friends:	\$1,205

- Top 12.5% of pledge units accounted for 50% of total \$ amount
- Top 26% of pledge units accounted for 75% of total \$ amount
- Bottom 50% of pledge units accounted for 5% of total \$ amount

CARING MINISTRY TEAM

Madeline Fine, Chair

Caring Ministry Team: Jean Ashland
Jon Hazilla
Fiona Lovell Horning
Susan Larrabee
Mary McCarthy, liaison
Hank Reisner
Mary Rogers

Purpose / Mission Statement: To encourage and deepen the culture of care within and beyond First Parish in Brookline

Accomplishments

New Affinity Group launched – ‘Families of children with chronic illness

- Special Service of Celebration and Remembrance
- Care Ministry Members attended Weston UU Church “Care Teams’ – exchanged ideas and experiences with how care committees function.
- Training on listening through the lens of non violent communication
- Served families in crisis
- Partnered with Neighboring Faiths – who prepared and supplied nourishment for the freezer
- Workshop of giving and receiving – love
- Appreciation lunch for the supporters of the Caring Ministry
- Partnered with 6th grade Questing Year RE class '09-'10 to receive the “Loving Quilt” a quilt that is shared with those who experience a loss of a very significant other.
- Committee Service Recruitment Day
- Received and distributed ‘loving shawls’ contributed by the knitting ministry for those in need of hugs
- Participated in Worship service with Rev. Jim Sherblom “An Awakened and Vulnerable Heart”

Tasks ahead

- 5 Wishes Seminar
- Retreat
- Non Violent Communication Workshop(s) for an open hearted listening practice
- Seminar on “When Bad Things Happen” offering a spiritual approach and clinical approach (guest speaker)

Thanking

Mary McCarthy for gentle guidance and liaisonship. Mary Rogers and her outstanding outreach and coordination. The many helpful hands who opened their hearts and gave their best effort, time and love. Neighboring Faiths for stocking our caring food pantry, 6th grade Questing Year RE class '09-'10, and our anonymous knitting maven for crafting loving shawls.

CHOIR DIRECTOR'S ANNUAL REPORT

May 2011

Choir Director: Keith Kirchoff, 2010-present

The Choir:

The choir consists of roughly 15-30 singers. All are volunteers with the exception of four paid section leaders. Over my first year as choir director, the choir saw a lot of growth and added at least six new members. To accommodate the growing numbers, the choir purchased risers and, starting May 8th, moved to the chancel space.

Section Leaders:

The choir pays four section leaders. At the beginning of the year, we invited all of last year's section leaders to return. Both soprano Elizabeth Eyerer and tenor Adrian Jones accepted the invitation while Kathryn Johnson and Jesse Turner chose not to. Consequently, in the fall a search went out to find two new section leaders and we hired Colin Levin (bass) and Wendy Parker (alto). Citing personal reasons, Wendy chose not to return in 2011, and another search went out for her replacement. Emily Spear joined us as an interim section leader, and in February, Oriana Dunlop was chosen as the new alto section leader.

Substitute Section Leaders:

We have a roster of substitute section leaders for when our primary leaders have unavoidable scheduling conflicts. These include Ross Brown, Emily Spear, Heather Finch, Morgan Strickland, and Sepp Hammer

Assistants:

On weeks that I was gone, David Collins was my primary substitute during services. Adrian Jones led rehearsals in my absence.

Guest Musicians:

Excepting Easter and Christmas (see below), all of our guest musicians have been drawn from the congregation. These have included Ed Loechler, Joe Cleveland, Martha Leader, Matthew Gilbertson, Matthew Lawrence, Landon Rose, and Jon Hazilla.

Christmas:

At Christmas, the choir sang only sang works for a *capella* chorus and hired two additional singers to augment the tenor and sections. Joining us was Matthew Wight and Steven Cosnek. For this service, the choir was over 30 singers and sang in the chancel on risers borrowed from the Newton Symphony.

Easter:

At Easter, the choir hired Jon Hazilla's jazz trio to provide the music. In addition to Jon, these players included Jeannie Gagné (piano and vocals) and Ron Mahdi (bass).

COMMITTEE ON MINISTRY (CoM)

The mission of the CoM is to consider, understand, facilitate, and support the evolving ministries of First Parish in Brookline, through monthly meetings with the Ministers and the DRE. Our agenda is adaptive and flexible, allowing for response to issues as they arise.

The CoM provides feedback to the Ministers and DRE as they request it. We also take on specific projects throughout the year at the discretion of the committee and under the advisement of the Ministers, DRE, and Parish Committee.

The major task for the CoM this church year was to act as the Sabbatical committee for Reverend Martha's five-month sabbatical. In churches where there is no Committee on Ministry, a Sabbatical committee would be formed to prepare for and provide support and planning during the minister's absence. At First Parish the CoM was able to step into that role, beginning with planning discussions last Fall. We developed ways to inform and reassure the congregation about Martha's impending absence. We assigned liaisons from the CoM to each of the committees with whom Martha works closely. We helped to plan a "send off" event for Martha that would give people the opportunity to say a few words of goodbye, and to be clear about the date she would return.

An on-going part of our work was to support Reverend Jim during this sabbatical, and to provide a sounding board for any of his concerns, as well as help prevent his over-working as the only minister for the congregation.

Other CoM conversations this year included support of the DRE ministry and the changes which took place as Anne Principe accepted a new position elsewhere. We developed the Covenant for the affiliate ministry of Eliza Blanchard. We also considered the changing demographics of First Parish and how to grow into the future.

The CoM aspires to practice, promote and model right relationship and to help all members understand and live our safe congregation practices.

2010-2011: *Carol Spitzer, Chair; Steve Davis (co-chair); Reita Ennis; Sachielle Samedi; Mary McCarthy; Jeff Cadow; and Midge Wilcke.* Our members serve for three years.

Submitted by Carol Spitzer for the Committee on Ministry

COMMUNICATION GROUP

Chair: Paul McLean

Members: Jean DeBenedictis (design/graphic arts), Ellie Boynton (web/technology), Anne Harvey Kilburn (writer/publicity), Sonya Abbott (staff liaison/communication coordinator), Paul McLean (writer/editor).

The Communication Group, established in Fall 2008, is essentially a task-oriented collaborative playing to the skills and talents of individual members, endeavoring to facilitate robust communications throughout First Parish in a manner honoring the congregational goals of community, intimacy, sustainability and growth. CG seeks to develop consistency and order in the way we communicate, both within the congregation and with our larger community, using printed and electronically disseminated documents, social media, the church website, bulletin boards within the church, outside media, etc. Also to play a supportive role to the church leadership and staff, especially the Co-Ministers, Church Administrator, and Committee Chairs in addressing communications needs and issues as they arise.

Accomplishments

- Continuing what began as a collaboration with the Welcome Team, Jean DeBenedictis designed and published new brochures of introduction to First Parish and its assorted programs. With the addition of Choir and Rental brochures this year, the series now includes seven brochures, focusing on welcoming new members and visitors, describing the RE program, FP history, path to membership, and social action. Jean also produced the Annual Campaign (canvass) brochure and posters promoting priority events.
- Ellie Boynton (also Tech chair) this year completed a major redesign of the First Parish website (www.firstparishinbrookline.org), and maintains its design and function. In addition to the website's greatly improved appearance and adaptability, Ellie worked with Sonya Abbott and Paul McLean to develop a Rentals page to encourage revenue from outside usage. CG expedited the process of posting minister sermons, events calendar, and other important updates on the website.
- In collaboration with Annual Campaign and Finance leadership, CG created a new and prominent "GIVE" link to direct web visitors to ways of supporting First Parish financially.
- Led by Parish Administrator Sonya Abbott, CG increased reliance on paperless communication, for both economic and environmental reasons.
- Anne Harvey Kilburn and page administrators Sonya Abbott and Paul McLean collaborated in making the FP Facebook page a greater congregational resource for dialogue and information sharing. Congregational use of the page has increased significantly.
- Anne lent her time and expertise to Stained Glass publicity efforts.
- CG shopped for and purchased rainbow banners for both entrances, following the removal for structural reasons of the permanent banner.
- Jean designed (and CG funded) electronic and paper invitations for the ordination of MaryHelen Gunn; created a series of postcards to generate interest and participation in Annual Meeting; created a new "timeless" sign for the Wayside Pulpit.

Tasks for Next Year

- Improve understanding and increase use of social media.
- Work more closely with congregational leadership to define priorities.

- Create a simple waiver system for use of photos publicizing First Parish internally and externally.
- Create simple steps for committees to follow in publicizing their own events.
- With Administrator's guidance, assess need for and produce additional brochures; update/reprint RE brochure and webpage, with new DRE's input, and other brochures as needed.
- Continue providing support as needed and as possible for Parish Administrator, Co-Ministers, staff and committees.
- Address the communication needs of First Parish in a way that respects both the myriad priorities and limited volunteer resources.

Our Gratitude

We could not have done our work without the help of a number of collaborators, including photographers David Hawkins and Keith Grove; the Welcome Team and coordinator April Trussell-Smith; the co-ministers and RE director.

The Communication Group also wishes to acknowledge Sonya Abbott, who goes over and above the call in doing the hard work of administering for this growing congregation.

CONGREGATIONAL LIFE TEAM

Team Members: Sonya Abbott (Administrative liaison), Janet Britcher (Parish Committee liaison), Tim Dailey, Justin Francese, Mark Gianino, Dianne Isaacson, Jami Jordan, Rev. Jim Sherblom, Linda Smith (chair), Midge Wilcke (Committee on Ministry liaison).

As our congregation continues to grow, finding leadership, space, time in the schedule and balance of programming at FPB has become more and more difficult. As a result, in January 2011 we formed a new team called Congregational Life. Our purpose is to ensure that we have a good balance of program offerings -both traditional and new - which will serve the needs of our increasingly diverse congregation.

The first step in doing this is to establish a calendar for the upcoming year (2011/12). Once that is established, we hope to produce a brochure with information on all the classes, special events and other activities throughout the year. Finally we hope to be able to facilitate groups working together to hold new events (as, for example, the food group and the Thanksgiving feast group did last year), or individuals who have energy around a new idea.

Our Mission:

To manage and collect ideas and energy of members regarding ongoing activities (small group ministry), courses (spiritual autobiography, write your theology), special events (Seder, Concerts) to ensure a good balance of program offerings, including, serving different audiences, with attention to timing throughout the year, and alignment with the church calendar.

Our Vision:

We generate, support, select, and sustain those events which foster and deepen congregational life for our spiritual community.

DEACONS
Annual Report for 2010-2011

During the church year at First Parish in Brookline, the Deacons participated in several moving memorial services and have assisted in four communion services. Of note, attendance at the communion services continues to be well-attended. On May 15, 2011 the Deacons will serve as ushers for the ordination of our ministerial intern, MaryHelen Gunn. It continues to be an honor to be involved in such important moments in the history of First Parish.

Respectfully submitted,

William Dwyer, Senior Deacon
Chris Beasley
Sheila Hussey
Laura Walters
Midge Wilcke
Bob Williamson

DIVERSITY MINISTRY TEAM

The Diversity Team began meeting this year, with co-chairs Greg Buckland and Charles Fuller. The initial team membership provided a microcosm of this congregation's demographics in terms of age, race, gender, and sexual orientation. Our explorations of diversity issues through dialogue--first on the personal level and then through questioning what resonance our experiences might have for our beloved, emerging spiritual community--led us to four large areas for future inquiry: opportunities to enhance our comfort in discussing issues of difference based on race, class, sexual orientation and intergenerational status. There are more! After careful consideration of our historic roots as a church to the present, we offered a service in February, which received much feedback from the congregation.

We will be attending a Mass Bay conference on diversity in UU congregations in May, and plan to open up membership on our Diversity Team to new members.

Given the positive reception, we plan to define our mission, group roles, and offer services to the congregation in 2011-2012.

GUILD FUND

May 12, 2011

For the Fiscal year ending June 30, 2009, the disposition of the proceeds of the Guild Fund have been distributed.

For the Fiscal year ending June 30, 2010, the disposition of the proceeds of the Guild Fund has been finalized.

The Committee made appropriate contact with personnel of the Brookline Public School system to determine if there were any staff in need of financial assistance from the Guild Fund. As yet, no response has been received. The proceeds will be distributed in a timely manner, in accordance with the terms of the fund.

Respectfully submitted,

Stephen von Lichtenberg
Chair, Guild Fund

INVESTMENT COMMITTEE REPORT **2010-2011**

Normally, at this time of year, we report in detail about the investment performance of the endowment: where we have been, how we have done against market indices, the investment environment and where we believe we are heading. Especially, an attempt is made to write a short but meaningful report covering our fiscal year (July 1 to June 30), even if the fiscal year still has three months to run. The emphasis this year will be to explain a significant change that has taken place with our endowment and why the change was made.

By way of background, as of March 31, 2010, the value of our endowment stood at \$2,509,661. A year later, as of March 31, 2011, its value stands at \$2,510,718 (net of scheduled quarterly withdrawals and management fees). Although we are grateful that the endowment has bounced back from the pounding it had taken a year earlier (down 35.9% to \$2,015,631), we were disappointed, nevertheless, that our return was down 8.4% for the first six months of 2010 and was still in negative territory for the preceding three years. A number of questions arose and were subsequently discussed among the FPB finance team at several meetings held in the second half of 2010: Are we properly diversified and are there other investment vehicles available which would mitigate risk and enhance our returns? Are our investments aligned with our values? Has the endowment performed as well as it could in the given market against its relevant benchmarks and other endowment funds? If our funds were commingled with those of other churches and non-profit agencies, would the increased investment amount allow us to participate in other vehicles which have to date have not been available to us? By October 2010 it was clear that our then present investment company was unable to provide the products that would be compatible with our investment needs and goals. Consequently, on November 1, 2010, the Parish Committee approved the recommendation to transfer the management of the endowment to the Unitarian Universalist Common Endowment Fund, a fund which we believe meets all of our requirements. On February 9, 2011 the transfer took place. (You are encouraged to download and review the “Unitarian Universalist Common Endowment Fund Information Memorandum” for a full description of the fund: <http://www.uua.org/leaders/finance/uucef/129543.shtml>)

Lastly, the FPB budget for fiscal year 2010-2011 includes the withdrawal of \$187,707 from the endowment in quarterly installments. Because of the success of the recent Annual Canvass, it is possible that the withdrawal of the full amount approved may be reduced. This is great news, especially when we are still withdrawing money from the endowment at a level that is neither prudent nor sustainable on a long-term basis (6% plus when 4% to 5% is advisable). Nevertheless, thanks goes out to the members and friends who have gone before us for their generosity; the many good members and friends today who have increased their pledges, regardless of the current economic headwinds that face us; and the conscientious FPB ministers, staff, and volunteers who have done much to steer our “ship” in what, we believe, is the right direction.

(William Dwyer, Chair; and Brad Reich)

MEMBERSHIP COORDINATOR

April Trussell-Smith

May 1, 2011

Thank you, First Parish, for another great year as your Membership Coordinator. I've outlined below some of the major tasks of the Welcoming Team and Membership Coordinator for the year. We'd all like to thank you for making friendliness and a welcoming atmosphere priorities at the church.

Committee Members:

Class of 2011: Jane Hoey (co-chair), Liz Scully (co-chair), Chris Beasley

Class of 2012: Joe Horning, Hank Reisner, Steve Sweet

Class of 2013: Claudine Kavanagh, Shelly Mae Simmons, Anya Thomas

Committee Mission and Vision Statements: In order to attract, invite, inspire, retain, and support newcomers, encourage joining, and foster a congregation-wide pro-membership spirit in support of a healthy and growing church community and facilitate connection between newcomers and members with committees and opportunities at First Parish, we work to create a welcoming atmosphere to facilitate the spiritual development of newcomers and the congregation.

Thank You's: As Membership Coordinator, I would like to extend special thank yous to the people whose help was invaluable in completing the work of attracting, retaining, and engaging newcomers. To the committee and especially co-chairs Jane Hoey and Liz Scully for lots of hard work and energy completing the tasks outlined below. To the Communications Group for their work on the postcard we used to target new homeowners in Brookline. To Rima Osornio for her work on the new photo directory. To all the many people who volunteered to provide food for Coffee Hour, making First Parish a welcoming environment for those who want to hang around and learn more about the church. Finally, I'd like to thank Sonya Abbott for a ton of administrative support throughout the year and Frank Peace for custodial work.

New Member Recognition Ceremonies: Twice this year we recognized new additions to the First Parish membership during services on November 21 and April 10.

Newcomer Lunches and Exploring First Parish: This year we held four informal Newcomer Lunches and two formal Exploring First Parish orientations. We will be holding a summer Newcomer Lunch for visitors who attend one of our summer services in August. Newcomer Lunches are designed to be inviting to people of all interest levels while Exploring First Parish sessions are specifically for those considering membership at First Parish or those who have recently joined.

Hospitality: The Welcoming Team continued our commitment to encouraging families, individuals, and committees to sign up to provide food for Coffee Hour. With Sonya's help, we managed to make sure food was provided almost every week. Frank Peace also deserves our thanks for his diligent work cleaning up on Monday mornings when coffee hour cleanup somehow got lost in the hustle and bustle of Sunday afternoon.

Connecting with Newcomers: The Welcoming Team continues to encourage engagement among newcomers by connecting personally with visitors and new members at newcomer events and through our follow-up calling system. We continue to adjust the system to fit the skills of the members of the committee.

Directed Mailing: With lots of help from the Communications Group, the Welcoming Team created and mailed a postcard advertising the church to people who moved into zip codes 02445 and 02446 between May and September 2010. At least one of our visitors listed the postcard as the reason she decided to visit us.

Photo Directory: The Welcoming Team took on the gargantuan project of updating the First Parish photo directory (which was last done in 2006). Thanks again to Rima Osornio for her work on this project.

Potluck and Dance Party: On April 2, 2011, the Welcoming Team and the Canvass Committee co-sponsored a potluck and dance party for First Parish members, friends, and their families and friends in order to provide an opportunity for more low-key socialization among newcomers and longtimers and to celebrate the success of the 2011 canvass season.

Newcomer/New Member Statistics: Between May 2, 2010, and May 1, 2011, 146 visitors provided us with their information and 36 new members signed the First Parish Membership Book.

Goals for Next Year (2011-2012):

- Continue our commitment to working together as an intergenerational committee and enjoying it.
- Continue to adjust the visitor follow-up system to encourage repeat attendance by as many visitors as possible.
- Increase follow-up with new members to help engagement happen in the first 6 months of membership.
- Work to create and maintain an online photo directory which can be continually updated, eliminating the need for the large photo directory project every 4-5 years.
- Explore ways to encourage more engagement with providing hospitality fare for coffee hour.
- Possible Projects: monthly potluck dances, a First Parish lending library or bookstore.

PARISH ADMINISTRATION

2010-2011

It still seems like only yesterday that I started to work for First Parish, but come this August it will be six years and for the past four of those years I have been your full-time Parish Administrator. My oversight responsibility is in many areas from the regular weekly routine of maintaining and streamlining the data base, on-going systems and developing new procedures, to working closely with a variety of committees (canvass, communications, buildings and grounds, to name but a few), to supervising your two custodians and handling the often time consuming negotiations of space usage and rentals. My days are never quiet and hardly ever boring and it remains an interesting juggling act to deal with the many requests and demands that come in from all sorts of people (or the building) during the course of a day and throughout the year.

Naturally all of this wouldn't be possible if I didn't have help from so many others. During the week I interact with and rely heavily on our custodial staff, in particular Frank Peace and Brian Doucette for maintaining the building. Other staff members I have almost daily email connection with and I usually see everyone a few times a month at staff meetings or special services. Besides staff though there are many others who help make the workload lighter and they need to be recognized - in no particular order: Paul McLean, Ellie Boynton, Jean DeBenedictis, Linda Smith, and Ingrid Johansson come to mind immediately, but I know there are many others that should be on this list. Actually, it is an endless list for there are many that help out all the time, very quietly and unknown - even to me, and I do very much appreciate all that everyone does. Thank you one and all for your continued presence, kindness, assistance and wonderful spirits.

First Parish has grown so much this past year and I'm honored to be part of its journey to becoming a medium size church. May the next year, be as fruitful, as the past six have certainly been.

Respectfully submitted,
Sonya Abbott
Parish Administrator

PROGRAM COUNCIL as of MAY 2011

<u>COMMITTEE</u>	<u>CHAIR(S)</u>	<u>CONTACT INFORMATION</u>
Auction 2010	Joellen Hawkins Ann Congleton	
Auction 2011	Anne Harvey Kilburn	
Buildings and Grounds	Liz Martin Clint Richmond	buildingsandgroundschair@firstparishinbrookline.org
Canvass	Melinda Maryniuk	canvasschair@firstparishinbrookline.org
Care Ministry Team	Madeline Fine	carechair@firstparishinbrookline.org
Committee on Ministry	Carol Spitzer Steve Davis	comchair@firstparishinbrookline.org
Communications	Paul McLean	communications@firstparishinbrookline.org
Deacons	William Dwyer	seniordeacon@firstparishinbrookline.org
Finance Council	Midge Wilcke	financechair@firstparishinbrookline.org
Historic Preservation	William Dwyer	historicpreservationchair@firstparishinbrookline.org
Investment	William Dwyer	investmentchair@firstparishinbrookline.org
Leadership Development	Steve Davis	ldchair@firstparishinbrookline.org
Parish Committee	Karla Baehr	parishchair@firstparishinbrookline.org
Personnel	Ray Wellbaum	personnelchair@firstparishinbrookline.org
Religious Exploration	Ann Dinsmoor Julie Palmer	rechair@firstparishinbrookline.org
Social Action	Jack Smith Gail Schoenbrunn	socialactionchair@firstparishinbrookline.org
Technology	Ellie Boynton	techchair@firstparishinbrookline.org
Welcoming Team	Jane Hoey Liz Scully	membershipchair@firstparishinbrookline.org
Worship	Almas Dossa Ron Wilkinson Adele Munger Mathieu	worshipchair@firstparishinbrookline.org

As of 5/1/11

RELIGIOUS EXPLORATION COMMITTEE

MAY 2011

COMMITTEE MEMBERS

Ann Dinsmoor
Matt Etemad-Gilbertson
Beth Graham
Mike Hart
Sonia Mathew
Julie Palmer
Nick Peterson
Leslie Spaneas
David Willett
Co-chairs: Ann Dinsmoor and Julie Palmer

MISSION STATEMENT

The heart of our mission is to deepen the spiritual experience of children, youth and families, and to support their learning how to live out UU principles and values. We seek to accomplish this in three primary ways: 1) by providing religious exploration that is developmentally appropriate; 2) by supporting teaching and volunteering as spiritual practice; and 3) by making connections with others and engaging them in caring relationships – extending what we experience and practice in our own deepening relationships within the RE Committee.

(Adopted by the RE Committee January 2010)

PERSONNEL CHANGES AND TRANSITIONS

Beginning with the 2010-2011 church year, First Parish reduced the Director of Religious Exploration position from full-time to three quarter time, to align with UUA guidelines for our size church and enrollment and to divert resources to other urgently needed ministry. Our DRE, Anne Principe, continued with us three quarter time for half year, completing five years in Brookline and then departed from her work here to accept a full-time position as Interim Life Course religious educator at the Reading UU Church. Anne had moved our RE classes and programs onto sound-footing, establishing many kinds of programs, events and rituals which children and families appreciated and responded to. We will remember her for many contributions, among them the spiritual leadership that she brought to each class, each group, wherever two or more were gathered, working together.

Rev. Eliza Blanchard, FPB member and an RE director herself, became acting DRE to support our endeavors through the end of this year and to serve as chair of the DRE Search Committee. Following an intensive, thorough search process, and having received a full complement of applications, this committee anticipates introducing a new DRE to the congregation before the end of this church year.

We also experienced transitions in RE Committee membership. During the year, Nick Peterson, David Willett and Sonia Mathew stepped down from the committee. We appreciate the commitment, time, skill and enthusiasm with which they served. David served as co-chair with Ann the first half of the year; Julie began serving as co-chair in March and will continue with Ann in 2011-2012. Beth and Mike will complete their 3-year terms on the committee; both will continue with RE as dedicated teachers. Filling these five vacated positions will be three new members-elect, Clare Reilly, Gene Thompson-Grove, Scott Ullrich and two others yet to be identified.

RE CLASSES AND PROGRAMS

NURSERY, Infants to 4 years: 29 enrolled

REC Liaison: Leslie Spaneas

Staff: 2 college students

Volunteers:

Emma Wellbaum (11th grader who completed COA two years ago)

Anne Marcus

Laura Walters

Amanda Larosa

Mary McCarthy

SPIRIT PLAY, PreK-K-grade1: 32 enrolled

REC Liaison: Matt Etemad-Gilbertson

Teachers:

Jenny Bell

Jon Hazilla

Adele Mathieu

Tom Hoffman

Kerry Grove (11th grader who completed COA two years ago)

Gene Thompson-Grove

Lisa Chan

MORAL TALES, grades 2-3: 16 enrolled

REC Liaison: Sonia Mathew

Teachers:

Diane Shannon

Will Spears

Cindy Thames

Claudine Kavanagh

Jen Guillemine

Sam Dennis

BIBLEODEON, grades 4-5-6: 17 enrolled

REC Liaison: Mike Hart

Teachers:

Michael Monroe

Janet Sanders

Laurie Yates

Tara Washburn

Karen Kepler

Elizabeth Cousins

NEIGHBORING FAITHS, grade 7: 20 enrolled

REC Liaison: Beth Graham

Teachers:

Liz Berges

Hank Reisner

Dawn Avery

Support from Carol Spitzer

OWL, grade 8: 13 (all girls this year!) enrolled
REC Liaison: Nick Peterson (fall), Ann Dinsmoor (spring)

Teachers:

Bijan Etemad-Gilbertson
Todd McFadden
Autumn Parker
Pat Bartels
Susan Larrabee

CHALLENGE, grade 9: 6 enrolled

REC Liaison: Julie Palmer

Teachers:

Jean Ashland
Stacey Raczek
Mentors:
Julie Horvath
Suzanne Federspiel
Elaine Shannon
Chip DeWitt
Bob Williamson
Anne Copeland

CHALLENGE 2.0, grades 10-12: 13 enrolled

Group facilitator: Anne Principe /Eliza Blanchard

Former mentors of Challenge 2.0 members:

Jane Hoey
Janet Sanders
Hank Reisner
Barbara Simonetti
Steve Davis
Sally Moore
Jeff Cadow
Susan Larrabee

OTHER INITIATIVES

On holiday weekends when low attendance was anticipated, instead of regular RE classes we had very successful MAD Sundays – “Making a Difference” social action projects and activities for children.

New this year, was a monthly discussion group for parents of children in the Coming of Age classes (grades 7-9). The COA Parenting group was held on first Sundays of the month, 10-11 a.m. Anne Principe, followed by Eliza Blanchard, prepared readings and discussion prompts for each session. Attendance ranged from 4 to 16.

The annual Halloween event was a highly successful social event for children, youth and sponsoring adults. More than 100 attended.

Again this year we distributed a survey to solicit suggestions and statements of interest in volunteering in the RE programs.

Co-chairs participated in Program Council meetings held periodically on Saturday mornings.

NEXT YEAR

We anticipate having a planning retreat to set goals for the coming year with our new DRE and new RE Committee members. Along with establishing new relationships we anticipate focusing on how we attract, welcome and retain new families. We plan to track attendance, reaching out to those whose interest may be flagging and to initiate parent conversation groups for parents of all ages. Another major goal is to figure out how to provide greater support for the teachers.

SPECIAL APPRECIATION

- Emma Wellbaum, for weekly child care in the Nursery
- Kerry Grove, for regular schedule of teaching Spirit Play
- Pat Bartels for 10 years of teaching OWL
- Susan Larrabee for 6 years of teaching OWL
- Rita Ennis from Committee on Ministry, who supported us through our transitions
- Sachielle Samedi for providing teachers with new ways to engage active children
- Eliza Blanchard for stepping into the breach and exceeding all expectations as acting DRE
- Rev. Jim for his strong support during this time of staff transition

Respectfully submitted by co-chairs Ann Dinsmoor and Julie Palmer

SOCIAL ACTION
2010-2011

Co-Chairs: Jack Smith and Gail Schoenbrunn

Our Mission: To provide leadership, guidance and support to the energy for social action at First Parish in Brookline.

Our Four Initiatives:

Standing on the Side of Love
Economic Justice
Environment Initiative
Food Initiative

The Many Ways We Serve:

Social **SERVICE**

We respond to immediate needs in our communities and across the world.

Social **EDUCATION**

We inform ourselves about social issues, and invite others to become more aware and knowledgeable.

Social **WITNESS**

We act in ways that express clear moral and/or political statements about a social issues.

Social **ACTION**

We organize to directly influence the forces and structures that oppress and cause injustice.

The State of Action 2010-2011

Standing on the Side of Love

We fought HIV and AIDS at the Harbor to the Bay bike ride from Boston to Provincetown. Team First Parish raised \$9,400 in this all-volunteer, grass roots fundraiser. We rode, we made snacks we made signs, and we ran a pit stop, all under the fearless leadership of Linda Smith, Steve Davis and Bijan Etemad-Gilbertston. Next year's ride is September 17th.

We began to educate ourselves about immigration. We formed an Immigration Committee to inform ourselves about this important issue and explore ways we might make a difference in the future. We began with a look at the UUA study guide on Immigration as a Moral Issue available at UUA.org. Special thanks to Linda and Jack Smith for organizing this group and Sophia Johannsen for her leadership.

We walked in support of Project Bread's Walk for Hunger, raising over \$1800 to provide critical resources for hungry children and families in Massachusetts. Thanks to Michele David and Gail Schoenbrunn for organizing us. In June, we look forward to the Boston Aids Walk on the 5th and the Boston Pride Parade on the 11th.

Environment Initiatives

We lowered our carbon footprints. Following the Low Carbon Diet by David Gershon, The First Parish Eco Team, "Gang Green," worked together this fall in partnership with Climate Change Action Brookline to calculate our carbon footprints and create action

plans to lower them.. Special thanks to Laura Walters and Ed Loechler for initiating this project, and Clint Richmond and Gail Schoenbrunn for co-facilitating it.

Food Initiative

We began to explore food mindfulness. The Food Mindfulness Group staged a three week class called YUUM (Yummy Unitarian Universalist Mindfulness) led by Jack Smith and Sophia Jay to explore some of the questions, issues and concerns in developing a personal code in regard to food choices. The group worked cooperatively with the Thanksgiving feast organizers led by Dianne Isaacson to have a event reflecting more local food sourcing and gratitude and led after services hospitality that reflected local and environmentally friendly food choices. And a canner was purchased for future community canning adventures. Thanks to Sophia for her enthusiastic leadership and to the group for their work and enthusiasm.

Economic Justice

We prepared and served lunch to the homeless at St. Francis House working shoulder-to-shoulder with their wonderful kitchen staff on five Saturdays. Two Small Group Ministries and 23 individuals volunteered in groups of 5 or 6. Many thanks to Jami Jordan for organizing these efforts.

We continued to strengthen our longstanding ties with the UU Urban Ministry in Roxbury. We end the year with special appreciation to Eliza Blanchard for her work with the after-school tutoring program and Val Gunning with Renewal House, the UUUM Domestic Violence Shelter. We are currently exploring the possibility of forming a Jericho Road Roxbury group through the UUUM to match the professional talents of our congregation with the needs of community-based nonprofit organizations in neighboring Roxbury. This transformative social justice project has powerful potential to be a congregation-wide, live-changing long term commitment for First Parish.

We continued to support Dulce. Dulce Maria Llanos Garcia lives in a small village near Antigua, Guatemala. She is 9. Her family's income is \$104 US per month. First Parish is sponsoring her education through her high school graduation in partnership with Common Hope. Last year, our Vision Team traveled to Guatemala to meet Dulce and help build homes. The team led the making and selling of handmade bags and note cards at the holiday bazaar raising funds for support of Dulce. This year Linda and Jack Smith made it a personal mission, as they worked with Common Hope for 2 months, joined for one week by volunteers Anne Copeland and Jim Womack. They all had an opportunity to visit Dulce's family in their village.

We stood ready to support Haiti. Strengthened by the personal ties of Michele David, MD and Sachielle Samedi we donated as we identified the opportunities and continue to educate ourselves on the needs of Haitians, both in Haiti and here.

We donated durable foods to the Brookline Food Pantry with donations left at the receiving rack near the Dana Room throughout the year. Thanks to Ed Loechler and Leslie Spaneas for delivering the donations once a month.

STAINED GLASS COMMITTEE

Committee Chair: Sheila Hussey

Committee Members: Jeff Cadow, Chip DeWitt, Sally Dwyer, Frank Hutchins, and Skye Kramer

Committee Minister: Reverend Jim Sherblom

Parish Committee Liaison: Jean DeBenedictis

Committee Mission: The mission of the First Parish Stained Glass Committee is to educate First Parish members, and the public, of the origin and historic significance of the stained glass windows, and to restore and maintain the collection.

Progress: The committee held several events whose primary purpose was to tell the story of the windows and place them in the history of our church. The events were the Music and Magic concert, November 20, featuring Lorraine Lee Hammond's Muddy River Suite, a talk, "Who Was Sarah Wyman Whitman?" given January 8 by Siobhan Wheeler from the Museum of Fine Arts, and a walking tour of the windows led by Frank Hutchins on April 9.

To lay the ground work for fundraising committee members and the Parish Committee contributed the money needed to hire Julie Sloan, expert consultant, to examine the Lowell/Whitman (center panel still standing and lancets stored in the basement) and Sweetser windows. Combining the expertise of Ms. Sloan and Serpentino Stained and Leaded Glass Inc. the committee established a budget of \$450,000 to restore and maintain the windows. The cost of restoration of the Lowell window alone is \$345,750. Three windows are considered Priority A: Lowell Memorial, James Allen and the Sweetser Memorial. Just one contract, for the Lowell window, has been signed enabling removal of both lancets from the sanctuary basement to the Serpentino studio where restoration work is in progress. A deposit of 10% of the restoration fee was paid December 30. Work will be completed according to a schedule to be determined by First Parish but must be completed within two years of the contract date. Contracts for restoration of the other windows will be signed only when funds become available.

Contributions for a total of \$55,000 have been made. Approximately 50% of First Parish membership has made contributions. The Stained Glass committee plans to raise the rest of the money from members and friends of First Parish, from descendants of those memorialized by the windows, and from foundations interested in preserving America's treasures.

Acknowledgements: We thank Jean DeBenedictis for her excellent graphic design work, and Ellie Boynton, First Parish webmaster, for making the stained glass pictures available on our website. Thank you to the always helpful staff of the Brookline Community Foundation, our fiscal agent, and to Judith Kidd, Chair of the BCF Board, for invaluable advice on the mysteries of writing Letters of Inquiry.

TEACHING PARISH COMMITTEE

The committee members are: Jane Hoey, chair, Robin MacIlroy, Joe Horning, Charles Sandmel, Liz King, and Paul McLean.

For the last two years, it has been our pleasure to work with our ministerial intern, MaryHelen Gunn, in her pursuit of ordination as a Unitarian Universalist minister. We met with her monthly to discuss her work with our congregation as a preacher, pastor, mentor, team-member, teacher, compassionate listener, calm presence and generally cheerful and helpful presence at the church. Our assignment was to support, advise, listen and offer opinions and advice when requested. Our meetings were always lively and constructive – both for the committee and for MaryHelen.

She started out as an outstanding candidate for ministry and improved constantly. She passed the review of the Ministerial Fellowship Committee with the highest possible grade and we will be honored to join her home church of Rockport in ordaining her on May 15th, 2011.

With the ordination, our work as a committee is over. It has been a pleasure to work with this fine group of people and with MaryHelen. We wish her all the best and we know that it will be a very lucky congregation that calls this fine minister.

Jane Hoey, chair

MINISTERIAL INTERN

Words are insufficient yet necessary to express my gratitude and joy at having the privilege of being your Ministerial Intern here these past two years.

I have benefitted from this wonderful opportunity to witness, study and practice the arts of worship with two gifted co-ministers, Rev. Jim and Rev. Martha. It was especially wonderful for me that they both also happen to have trained in seminary where I did, at Andover Newton Theological School; we share a philosophy of ministry even across each individual's style, and that enabled my learning and practices to progress organically as and after I finished seminary in May 2010.

My musical soul is gratified knowing this year I played some small role in shaping the ongoing transformation of singing opportunities at First Parish, so that people of all ages here, from 3 to 103, can experience the spiritual power of singing together with peers in their faith community. May this be an ongoing source of spiritual renewal in the faith life of this community.

You have helped me to grow into my ministry by creating this safe container for me to try new things, make mistakes, to learn and be challenged. I have known the joy of small group ministry with several of you in two UU classes – Young Adult OWL and Building Your Own Theology. I have had the privilege of connecting with youth members of this congregation, both individually and as a vital and emergent group.

You have asked me your tough questions, giving me opportunity to articulate and own and also question what I have been cultivating and learning throughout my years in seminary. You have given me a place to practice what I preach, to preach what I practice... AND to practice my preaching! We have laughed and cried together, welcomed newborn babies and buried loved ones. And throughout, you have gently let me keep becoming the minister I aspire to be.

Your growing spiritual abundance has nourished my ministry. In pastoral moments, in worship together, in committee meetings and hospitality hours, you have shared your spiritual concerns and opened your faith lives to me, and entrusted your spiritual care to my fledgling ministry. Your generosity of spirit and your loving care of me through this learning process has been a gift to my ministry that goes far beyond words, far beyond even this place and time. Your trust in my ministry has helped me trust you and trust my ministry.

Lastly, in confirmation of the minister you have witnessed in me, and in communion with my home congregation, the UU Society of Rockport, you have ordained me into the Unitarian Universalist Ministry. I am honored and humbled to have served and been ordained by this dedicated teaching congregation.

So now we practice the tender art of saying goodbye. You are preparing to welcome and embrace a new ministerial intern next year, and to continue your long and proud tradition as a Teaching Parish. I will carry you all in my heart as I go forth in ministry, and I will always remember gratefully this once-in-a-lifetime experience, these two years of my ministerial internship here among you.

In awe and deep gratitude, and with abiding love and joy,
Rev. MaryHelen Gunn
Ministerial Intern 2009-2011

TECHNOLOGY COMMITTEE
2010-2011 Annual Report

Chair: Ellie Boynton

Members: Sonya Abbott and Rev. Jim Sherblom

Mission Statement: To help the parish's staff and members make the best use of technology while performing their duties and missions on behalf of the church, considering users' abilities, reliability and complexity of systems, and financial constraints.

Major accomplishments for 2010-2011:

- Replaced church administrator's computer and used old computer to provide a second workstation in the office.
- Created new Joomla-based FP website design that allows the Church Administrator and others to update and add content to the website without the involvement of a programmer. Includes real-time calendar updated frequently by church administrator.
- Trained church administrator and Communications chair to update website using CMS.

Additional work included:

- Updating existing listserv subscription lists and adding new ones when requested.
- Renewing the web hosting service and anti-virus subscription.
- Troubleshooting and replacing power cord for DRE laptop.

Goals for 2011-2012:

- Continued support of church staff and consideration of equipment upgrades/replacement.
- Continued development and updating of website to meet congregation's needs, including addition of stained glass renovation blog and audio recordings of sermons.

Thanks to...

- Jean DeBenedictis for her help with the design and colors for the new website as well as web-ready image files.
- Paul McLean and Sonya Abbott for taking the reins without hesitation and updating content on the website.
- Jeff Cadow, for always being interested and ready and willing to help.

Respectfully Submitted,
Ellie Boynton

TREASURER'S REPORT

The financial situation of First Parish is shown in the proposed Budget for fiscal year 2012. The key point to note is that we are projecting a substantial increase in pledges and other forms of support with much smaller increases in spending. The consequence is that for the first time in many years, a budget is being proposed that will require a draw from our endowment at, or only slightly above, 5% (assuming that the value of our endowment continues to grow as the economy recovers and that our revenue projections are accurate). This is a “sustainable” draw on the endowment that preserves its value for the long term.

This is good news given our need to draw more than 5% for the past several years. However, First Parish is not yet truly sustainable financially for the long-term because of the need to spend substantial mounts on deferred capital projects for the building. We will also need in the next few years to adjust compensation upward for many jobs and probably add new positions as a consequence of our growth to a Mid-Range II Unitarian-Universalist congregation. In addition, our endowment may be approaching the peak of its value for this business cycle as equities markets approach the record levels of 2007. So we should really be drawing less than 5% in these good times if we are to maintain a 5% average draw through good times and bad.

It is therefore important that the new Finance Team, created this spring by the Parish Committee, energetically pursue its mandate to explore all possibilities for increasing First Parish revenues, including through a capital campaign. The Team also needs to improve coordination among the many committees with a role in church finances, as First Parish becomes a program church, while lightening the work load of the Parish Committee. By this time next year, the Finance Team should be well along with its work and in a position to report to the congregation in the Annual Report.

I would like to express gratitude to Ingrid Johansson, the Controller, for many years of diligent work on the First Parish accounts. I would also like to thank the many members of the congregation who have provided assistance in my second year of service as Treasurer, including patient listening to my many lectures on the need to increase revenues while holding expense growth well below revenue growth.

Respectfully submitted,

Jim Womack

Budget Page 1

Budget Page 2

Budget Page 3

Budget Page 4 – Salary Recommendations

Proposed Budget for 2011-2012

Six Guiding Principles from the Finance Council

1. Reduce and then sustain the draw on our endowment to 4 ½ %
2. Each year revenue from facilities use (rentals) that is beyond budgeted dollars will be allocated to Buildings & Grounds
3. Following the annual meeting, pledge income beyond the goal will be used to reduce the draw from the endowment. Once we have reached a sustainable draw, income beyond the annual pledge goal will be added to the endowment.
4. Create a reserve fund for Buildings and Grounds.
5. With Buildings and Grounds, develop a 20-year plan to repair and maintain our facilities.
6. Continue to be a UU “fair compensation”² and “fair share”³ congregation.

2010-2011 Budget Notes

Revenue

1. Pledge Income: \$347,248
We exceeded our \$340,000 canvass goal. The pledge income raised in excess of our goal is being used to reduce the Endowment Transfer (Operating) to get us closer to a sustainable annual 4 1/2% transfer from our endowment. The Parish Committee has accepted the Finance Council’s recommendation that any pledge income raised between Annual Meeting and December 31st be used to reduce the endowment transfer for operating expenses.
2. Other Donations: \$21,500 received in FY 10; \$3,000 expected in FY 11
First Parish received a one-time \$20,000 donation from a member in 2010-11. The Parish Committee has asked Buildings and Grounds to develop a plan for spending \$20,000 beyond its 2010-2011 budget of \$40,000 on projects that will help us achieve sustainability by reducing operating expenses and/or increasing revenue. B&G is looking at projects that will reduce energy consumption and also improve the aesthetics of the building, making it more attractive for rental.
3. Fundraising Events: \$20,000 expected in FY 11, up \$5,000 from FY 10
The success of the fall 2010 auction under Joellen Hawkins’ leadership has led next year’s leader, Ann Harvey-Kilbourne, to conclude that we can broaden its appeal in fall 2011. Similarly, with the “3 Tenors” event, Keith Kirchoff is launching an annual series of music events which we believe will generate revenue.
4. Building Use: \$17,000 expected in FY 11, up \$2,000 from FY 10
Church administrator Sonya Abbott believes this is a realistic target given increased visibility and an increase in inquiries. The Parish Committee has accepted the Finance Council’s recommendation that any revenue in excess of the budgeted amount of \$17,000 should be transferred to B&G for use on capital projects that will help us achieve sustainability.
5. Endowment Transfer – Operating: \$93,752 in FY 11, down from \$147,707 budgeted in FY 10
Our goal is to reduce the transfer from our endowment for both operating and capital, together, to a maximum of 4½% of the endowment’s value. The current value of our endowment is approximately \$2.6 million, so 4½% would be \$117,000. We expect this year’s total draw on endowment to be \$168,000. For 2011-12, with additional pledge income between Annual Meeting and December 31st, we expect to reduce the draw on our endowment to its lowest in many years: approximately 5.4% (\$140,000)
6. Endowment Transfer – Capital: an increase of \$20,000 to \$60,000

² The UUA establishes a range for compensation for each kind of position based on geographical region and church size.

³ The UUA and Mass Bay District set the annual assessment based on membership as of February 1, 2011 (248).

While we are proposing to increase the transfer from endowment for capital expenditures from \$40,000 to \$60,000, we continue to under-invest in the capital needs of our building. We need to give serious consideration to a capital campaign or substantially increase our annual budget for capital costs. As a result, the Parish Committee will use its \$2,500 contingency budget for FY 2011-12 to hire a development consultant to help us explore the feasibility of a capital campaign timed to conclude with the celebration of our 300th anniversary in 2017.

Expenses

1. Total Payroll Expenses: \$335,223, or 60% of our total expenditures
Under the form of governance that matches our size (“policy governance”), our co-ministers serve as “chiefs of staff” and determine hours, compensation and benefits for staff within overall church personnel policies. Our growing membership means that First Parish has moved to the “mid-size II” category of churches (250-349 members) for the purposes of computing “fair compensation” for staff under UUA guidelines. The salaries proposed for 2011-12 are all within the fair compensation range..
2. B&G Capital Planning & Projects: up \$20,000 for FY 2011-12, to \$60,000
We are looking to increase budgeted expenditures by 50%. In addition, any rental revenue in excess of \$17,000 will be made available to the Buildings & Grounds committee to propose capital projects that support sustainability.
3. Music - Organ Maintenance: up from \$500 to \$4,000
David Hawkins’ steadfast organ repair effort shave borne fruit. Now we need to budget responsibly for on-going care. At his recommendation, we are proposing a budget of \$4,000.
4. Building Operations - Insurance: down \$8,650 to \$17,350
Church administrator Sonya Abbott, Treasurer Jim Womack and Co-minister Jim Sherblom spent countless hours this year identifying options for carriers and coverage. We have chosen a carrier and coverage that result in better coverage and a 33% savings in annual cost.
5. Administration and Finance - Finance Related: new line budgeted at \$4,000
This is a new line added to separate costs associated with financial operations (primarily payroll service) from costs associated with administrative operations and supplies. \$4,000 is being transferred from the Admin Maintenance & Supplies line (below) to the Finance Related line.
6. Administration and Finance: Office – Admin Maint. & Supplies: reduced by \$4,500
See above (#5)
7. Committee Funding - Teaching Parish (Intern): increase from \$5,000 to \$12,000
With growing membership, we need to move toward additional ministerial support. This need is highlighted for next year when Rev Jim will be on sabbatical leave from early December through April. This increase from \$5,000 to \$12,000 will enable us to secure the services of a full time ministerial intern for 2011-2012. Rev Jim and Rev Martha have selected a strong candidate to fill this position, Robin Barraza, who is currently serving the UU congregation in Milton as DRE and who has served MassBay District as a youth RE leader.
8. Parish Committee Contingency: budgeted at same level, \$2,500
The Parish Committee intends to use its contingency funding to explore the feasibility of launching a capital campaign to address high priority capital needs and celebrate our 300th anniversary in 2017. Our two-year study of sustainability leads us to believe that a capital campaign will be an essential component of our journey to long-term sustainability.

WORSHIP COMMITTEE
Annual Report 07/01/2010 – 06/30/2011

Committee co-chairs: Almas Dossa, Ron Wilkinson, Adele Mathieu

Committee members: Gerry Leader, Steve Sweet, Lisa Underhill, Sophia Johansson, Pam Kristan, Melinda Maryniuk (music representative), Anne Copeland (music representative)

Committee Mission: We oversee, hold, guide, and develop First Parish Brookline's communal spiritual celebrations and activities outside of the regular Sunday services that speak to our diverse spiritual needs.

Committee Vision: Our vision is to see a thriving, self-sustaining, diverse set of worship activities that support the spiritual growth and transformation of the First Parish community.

In the past year we have

1. Participated in a committee retreat where we shared our experiences of how music helped us during our spiritual journey, and made plans for the coming year.
2. Presented services with ministerial support: winter and summer solstice celebrations, Samhain, Seder, and Tenebrae.
3. We continued to develop our earth-centered celebrations and started looking into other ways to celebration our connections with the physical universe
4. Developed a nine-week summer service schedule, recruiting and scheduling worship leaders, assistants, musicians, and helping with program development.
5. Publicized our special services
6. We started discussions on how to expand, and develop the uses of music in spiritual practice. We sponsored a coffee house where members shared their musical talents.
7. We developed a Worship Committee charter with an updated mission and vision statement.
8. We supported the development of the First Friday of the month service.

Plans for next year

The Worship Committee will continue with the above activities.

Gratitude

We are grateful to all the members of the First Parish community for their enthusiastic participation with us in lay-developed services, to the musicians, the cooks, the artists, the worker bees, and all those who bring their open hearts and spirits. We extend special thanks to Frank Peace and Sonya Abbott for their support and patience.