



First  
Parish  
in Brookline

A WELCOMING UNITARIAN UNIVERSALIST CONGREGATION

# Annual Report 2019-2020

*Called by Love  
Sustained by Community  
Committed to Justice*

Virtual Annual Meeting:  
May 31, 2020

382 Walnut Street  
Brookline, Massachusetts 02445  
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[www.firstparishinbrookline.org](http://www.firstparishinbrookline.org)

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## May 31, 2020 First Parish in Brookline Annual Meeting Agenda

1. Welcoming Music
2. Orientation to the technology and voting process, Jud Wolfskill, Ministerial Intern
3. Preview of process for small group and consensus seeking, Gene Thompson-Grove, outgoing chair of the Parish Board
4. Chalice Lighting and Ministerial Blessing, Rev Lisa Perry-Wood
5. Call to Order and Welcome by Acting Moderator Kimberly Rand
6. Review of First Parish Mission and Ground Rules for Congregational Meetings
7. Presentation of the Annual Report, Gene Thompson-Grove
8. Recognition of Out-going Board members, Janet Britcher, Parish Board co-chair
9. \*Recognition of Today's Agenda
10. \*Recognition of New Members, Rev. Eliza Blanchard, out-going chair of Welcoming Committee
11. \*Recognition of New Officers and Standing Committee members, Ray Wellbaum, chair of Nominating Committee
12. \*Recognition of Minutes from past Congregational Meetings, Kimberly Zimmerman Rand
  - a. May 19, 2019 Annual Meeting
  - b. November 17, 2019 Special Meeting
13. \*Discussion and **Vote on Recommendations** above #9- #12: Today's Agenda, New Members, Officers and Standing Committee members, and Minutes)
14. Review of Parish Board's Recommended FY 2021 Budget, Gene Thompson-Grove
15. Small group facilitated Discussions of Budget, Parish Board members, with these Questions:
  - *As you think about FPB's mission, what works for you about the budget?*
  - *What concerns do you have about the budget?*
  - *Where are you on the consensus ladder 5-4-3-2-1?*
    - 5 = "unqualified yes"
    - 1 = "don't agree and feel the need to stand in the way of its acceptance"
16. Review of Consensus from Small Groups and Proposed Amendments, Gene Thompson-Grove
17. Discussion of Amendments (if any) and **Vote to approve the budget** as proposed by the Parish Board for FY 2021 and a withdraw from endowment principal to pay a portion of operating costs (requires 2/3 vote\*\*), Kimberly Zimmerman Rand
18. Any other business on the agenda, as accepted, Kimberly Zimmerman Rand
19. Closing Words and Extinguishing Chalice, Rev Lisa Perry-Wood
20. Adjourn, Kimberly Rand, Moderator

*\* To save time without sacrificing the opportunity to ask questions and discuss, we will have a single vote on the typically more routine business of Annual Meeting: accepting the agenda for the meeting, accepting new members, electing new officers and members of Standing Committees, and accepting the minutes from past congregational meetings*

*\*\*Budget approval requires a 2/3 vote because it involves withdrawing principal from the endowment, not just earnings*

**Ground Rules for Congregational Meetings:**

- One speaker at a time
- Listen with an open mind
- Speak for yourself (“I”)
- Tell your own truths and let others tell theirs

**The Mission of the First Parish in Brookline**

Called by Love, Sustained by Community, Committed to Justice

*We strive to be a welcoming, diverse and loving congregation that nurtures spiritual growth for individuals and families, celebrates multicultural community, and works together to demand social justice, dismantle racism, and care for our living Earth.*

**New Parish Members**

The following 18 people have signed the membership book (in person or virtually) since our last Annual Meeting:

Jenn Britt Adam Faja Susan Faja Perry Grossman Carrie James Danny Keefe	Johanna Kobran Michael Kobran Carmen MacFadden Jessica MacFadden Shensheng Miao Xiao Miao	Virga Mohsini Bridgette Nadaff Christine Rossell Peter Sakura Jim Woodman Melissa Woodman
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**Officers and Standing Committee Members**

The Nominating Committee nominates the following members:

For the Parish Board:

- Alfred Brownell
- Emily Cherry
- Jen Guillemain
- Margaret Williams

For Officers:

- |           |                         |
|-----------|-------------------------|
| Moderator | Kimberly Zimmerman Rand |
| Treasurer | Margaret Williams       |
| Clerk     | Karla Baehr             |

For Nominating Committee: Whit Larrabee (member-at-large)

Respectfully submitted,

Karla Baehr  
Clerk of the Parish

## Annual Meeting Minutes, 2019

Once quorum was established with 56 members (out of 261 active members), Bob Williamson called the meeting to order.

Rev. Lisa lit the chalice and gave opening words.

Michele David discussed the annual report and thanked members of the board for their work. Emily Cherry noted that she would like to get annual report sent electronically before the meeting so people can digest it as well as not waste paper. Suggestion made to send out the PDF on Friday before annual meeting when it was complete.

We voted to adopt the agenda. David Moir asked for a report on building use by Sai Center. This will be discussed during budget discussion.

We voted to accept the minutes from 2018. Ron Wilkinson noted his name was misspelled on page 3.

We voted to accept the new members. Rev. Eliza Blanchard (welcoming committee) read the names out loud. The new members are:

- Marga Dieter
- Fred Andree
- Debba Andree
- Ann Eldridge Malone
- Megan Hansen
- Kathleen Higgins
- Zoe Perry-Wood
- Laurie Potter Graham
- Kerry Sangster
- John Sangster

We recognized outgoing Parish Board and Committee members.

- Michele David recognized outgoing Parish Board Members Alice Mark, Dave Cave, and Laura Hatfield.
- Carol Spitzer recognized Nancy Clark, outgoing Worship Committee co-chair.
- Sue Andrews recognized outgoing Nominating Committee members Melinda Maryniuk and Laura Walters, as well as herself!

- Eliza Blanchard recognized outgoing co-lead, Ann Dinsmoor, who is staying on the Welcoming Committee, but is at home recovering from surgery
- Gene Thompson-Grove recognized Michele David, outgoing Parish Board chair.

We voted for elected officers and standing committee members. All were accepted unanimously, with one abstention.

For Parish Board

- Karla Baehr
- Ellen Blaney
- Micaela Coady
- Bob Williamson

For Nominating Committee:

- Sarah Griffen
- Mitra Morgan

For Clerk:

- Karla Baehr

Sue Andrews discussed that Bob Williamson would like to step down as moderator. Because this was a late change it didn't make it on the slate. We will vote for a new nominee during a special fall 2019 congregational meeting, to be scheduled.

We moved into the budget discussion led by Charles Sandmel. Bob Williamson acknowledged the hard work, transparency, and openness to the congregation of the finance committee, in developing the budget. Charles noted that we raised \$38,000 outside of the pledge for outside charitable giving, most of which went to the BIJAN ("Beyond") immigration bail fund.

Briefly, we discussed revenue including the pledge, (which was down by 20 families this year,) building rentals, and our partnerships with building renters.

We discussed expenses including promotion of Laci from CRE to DRE, raises for section leaders, and engagement of a ministerial intern.

Because of the budget shortfall, we will need to take a larger draw from our endowment than in 2018.

We had a long conversation about our budget shortfall and draw from endowment. We discussed the efforts to increase giving, increase non-monetary contributions, and how we can draw out our budget cycle to allow more time to deal with financial issues. We discussed living within our means and how that could mean letting go of staff. We discussed that a ministry change always results in a reduction in pledges and hopefully that will rebound next year. We discussed marketing efforts for the church. We discussed commercial insurance. We discussed wanting to know how much money from our weekly offering collection goes to social justice issues. We acknowledged that as a congregation we are uncomfortable talking about money and that to be financially healthy this needs to be an ongoing discussion, not one that comes around between the short time of pledge and annual meeting. We discussed that pledges have not varied substantially even among our most engaged members. There were no specific comments made on line items in the budget.

Vote to approve the withdrawal of the principal from the endowment to pay for operations as set forth in the proposed FY2020 budget:

- 51 approve
- 3 no
- 1 abstain

Vote to approve the budget passed by a majority with one no vote and one abstention.

We sang “When our heart is in a holy place”.

We extinguished the chalice.

We moved to adjourn.

Respectfully submitted,  
Alice Mark,  
Fiscal Year 2018-2019 Clerk

## Senior Minister's Report

Dear Friends,

Unprecedented. That's the word that comes to mind when I reflect on this year. Who knew, as we began our church year in the beautiful sanctuary of our historic building, with our beloved traditions - ingathering water ceremony, Thanksgiving potluck, Christmas Eve candle lighting, and more - that we would end our year with entirely virtual worship, as well as committee meetings, small groups, and a wide assortment of newly-created gatherings online? Who could have foreseen that we would all become Zoom experts, gathering around our screens to catch glimpses of our beloved First Parish family of friends? How strange it would have seemed back then, yet now it is a new way of life. Unprecedented, for sure. And yet, how amazingly we have adapted as a community, not just "making do," but co-creating, improvising, learning new ways every week. We have shown that we are stronger together; our commitment to First Parish has sustained us, we have not simply carried on, we have flourished, in this unprecedented time.

Our Fall 2019 focus on the interconnection and teaching of trees, plants and the earth led to the initiation of our Climate Justice Action Committee, which got right to work, envisioning the "greening" of First Parish. All our social action committees - immigration justice, racial justice action, and climate justice - played strong roles before and during this time of pandemic. They inspired us, lifting up actions that needed to be taken and raising funds for our community partners. Again, both the desperate needs and our response were unprecedented. In a time of crisis, First Parish has boldly shown its true colors - we are a deeply social justice-oriented community; we show up when we are called upon. Our board has worked hard during this time, making both deliberate and quick decisions, depending on the need, under the capable leadership of Gene Thompson-Grove, (joined mid-year by co-chair, Janet Britcher.) We are truly indebted to Gene for all the many hours she put into facilitating, organizing and keeping us all on track. All of our committees have worked harder than ever, with a special shout-out to Jeff Cadow and the Pastoral Care Associates, who have reached out to dozens of members this Spring, to be sure their needs, physical, emotional and spiritual, were being met.

Our worship services continued throughout the year to be a strong bond holding us all together, offering hope, inspiration and solace, as already trying times got even harder. Music Director Keith Kirchoff, Director of Religious Exploration Laci Adams, and Ministerial Intern Jud Wolfskill worked tirelessly, with me, to provide consistent,

high quality worship, as we swiftly pivoted mid-March, learning new online skills and presenting worship virtually. Ably supported by our highly talented and dedicated section leaders - Adrian Jones, Elizabeth McIntire, Aaron Newell and Emily Wheeler - we collaborated to keep the spirit of First Parish vibrant, while performing in new ways. Meanwhile, Alisa Halliday, our dedicated and hardworking Parish Administrator, aided by Derrick Banks, Sexton/Custodian, held all of the pieces together behind-the-scenes, caring for the myriad details that keep First Parish functioning. It all was, and still is, unprecedented.

In sum, there are just no adequate words to express my continuing gratitude for our work together at First Parish. In spite of the startling and unsettled trajectory of this year, it has been a continuing joy to serve this devoted, collaborative and inspirational congregation. As we continue to chart unprecedented territory, may we continue to grow, learn, and move courageously together, whatever the future may hold. We are able to face the unprecedented, because we are First Parish, we have each other, and we are stronger together.

With love and gratitude, always,  
Rev. Lisa

## Parish Board Report

Board Members: Gene Thompson-Grove (chair), Janet Britcher (co- chair), Charles Sandmel (Treasurer), Karla Baehr (Clerk), Ellen Blaney, Micaela Coady, Dave Demerjian, Steve Pratt-Otto, and Bob Williamson.

We have been guided in all our interactions by our Board covenant:

To be our best selves and do our best work we will:

- Mission: Commit to the three parts of the Mission (Called by Love, Sustained By Community, Committed to Justice) in order to accomplish meaningful work and so that our decisions are always values-driven
- Generosity and Forgiveness: Bring a spirit of generosity for self and others that creates a safe space for all
- Space: Make space for all kinds of voices and ways of engaging
- Honesty: Bring and welcome honesty and challenging questions
- Limits: Take responsibility individually and collectively to set limits and ask for help
- Joy: Nurture spiritual growth, personal connections and joy

The Board identified the following goals at its September 2019 Retreat:

1. Establish clear expectations of and evaluate our Senior Minister (completed/on-going)
2. Develop and monitor the budget in an inclusive and transparent way (completed/on-going)
3. Respond to the By-Laws Committee proposal concerning membership (completed/on-going)
4. Fill the position of Congregational Meeting Moderator (completed)
5. Collaborate with the minister on HR decisions, including -
  - a. Clarify the role of Personnel Committee (completed)
  - b. Ensure smooth transition of the DRE roles and responsibilities when Laci takes her maternity leave (completed)
6. Facilitate congregational conversations about money, finances, and the endowment; explore investing part of the endowment in a socially responsible fund that benefits the local communities of color (on-going)
7. Educate ourselves about - and then clarify - how decisions get made at FPB (on-going)

8. Continue our journey toward becoming a Level 6 Multicultural Church (on-going)
9. Demonstrate the importance of engagement and shared responsibility(on-going)
10. Adopt a new Space Rental Policy (completed)

Highlights from the year include:

- Worked to be a mission-driven, policy-focused Board that operates as a collaborative, reflective team
- Learned about levels of involvement in decision making, used consensus to make decisions, and practiced delegating decisions “with constraints” to other groups in the congregation
- Led a successful October 8th Shared Leadership meeting focused on learning about decision-making at FPB, and applied that learning to two case studies brought forward by congregants (one on making the front driveway safer, the other on refurbishing our organ) - and supported a second Shared Leadership group that focused on accessibility in the Sanctuary (work was paused due to the Coronavirus shut-down)
- Collaborated with By-Laws Committee representatives to “tune” proposed changes in the by-laws - brought these to a Congregational Meeting on November 17th where we practiced reaching consensus together and approved changes in the By-Laws (there is still more work to be done on what it means to be a “member” of FPB)
- Clarified Personnel Committee roles and responsibilities
- Finalized a Space Rental Policy and monitored its effectiveness
- Approved the transfer of the FPB Archives to the Harvard Divinity School Library, paying special attention to copyright, confidentiality and access
- Held every other Board meeting on a Sunday afternoon following worship service to increase accessibility; developed guidelines for welcoming congregants to Board meetings
- Met/collaborated with the following committees on substantive issues: Nominating, Finance, Building and Grounds, Welcoming, By-Laws, Religious Exploration, Racial Justice Action Committee, and Archives.
- Established a clear, timely and inclusive process for evaluating/giving feedback to the Senior Minister
- Educated ourselves on the operations of the FPB endowment; investigated the extent to which the UUA fund that FPB’s endowment is invested in makes investments in socially responsible/conscious businesses and supports investments in communities of color

- Board members participated in the annual Canvas as canvassers; three Board members joined the Canvas Chair to form a Leadership Team - the team led the canvas in reaching 95% of its goal within three weeks
- Developed a budget through the lens of FPB's mission; developed a process whereby initial input was solicited from Committee Chairs, created a "Building Blocks" document that explained how the budget is developed, facilitated three conversations with congregants about the FY21 budget and solicited feedback on a draft, developed a Q & A document about the FY21 Budget, and posted all budget-related documents on the FPB website
- Planned two conversation about money - these sessions were abruptly canceled due to the Coronavirus shut-down
- Established a Covid-19 Task Force to advise the Minister and the Board; will similarly engage a Re-Opening Planning Group
- Insured that all staff were kept on payroll during the shut-down and secured a federal PPP loan
- Collaborated with the Immigration Justice Committee to offer the FPB building as a possible 14-day quarantine site for our neighbors being released from detention centers and/or prisons; supported a IJC/RJAC GoFundMe for neighbors in the Chelsea community (which surpassed the 10K goal)
- Supported the Senior Minister, FPB staff, and the entire FPB community in staying together and growing together as we moved to a virtual world

Respectfully submitted,  
Gene Thompson-Grove, Board Co-Chair

## Bylaws Committee Report

Chair: Sue Andrews

Members: Jeff Cadow, Betsy Coons, Lisa Perry-Wood, Amy Soffelmayr

Bylaws Committee activity took place during the fall of 2019.

We prepared suggested amendments to Article 3.00 (Membership)

which included changes to the path to membership. A congregational meeting was held on November 17, 2019, hosted jointly by the Board and the Bylaws Committee, for the purpose of voting on these amendments. Attendees participated in consensus discussions in small groups, after which the meeting reassembled in order to vote on the amendments. This vote resulted in 3 amendments to the First Parish in Brookline Bylaws:

1. The purpose of our society now includes the accomplishment of our mission statement.
2. All members, regardless of age, have voting privileges on all matters.
3. The words “skin color” and “immigration status” are added as characteristics about which First Parish in Brookline does not discriminate.

The proposed amendment to change the path to membership was not approved, and therefore sub article 3.03 remains unchanged.

The Bylaws Committee will become active again sometime in the fall of 2020, after receiving further input from the Board re: sub article 3.03.

## **Space Rental Task Force Report**

The Space Rental Task Force devoted its efforts this year to a lengthy and ultimately unsuccessful effort to establish a partnership with the Brookline Schools Staff Child Care Center (BSCCC) to share the cost of a major renovation of the first floor to accommodate its program for infants, toddlers and preschoolers during weekdays and our RE programming in the evenings and weekends. In early March, BSCCC, under pressure to find housing for September, withdrew from discussions and secured temporary space elsewhere.

In addition, we supported a major reorganization of storage spaces, including removal of unused materials, supplies and furnishings. In the fall, we supported the Parish Board to develop a policy on a new space rental policy designed to bring greater transparency and consistency to rental arrangements.

Members: Sara Warren (chair), Debba Andree, Karla Baehr, Barbara Simonetti, and Bob Williamson

## Buildings and Grounds Committee Report

Buildings and Grounds supports the church with planning and capital projects. Our budget complements the Maintenance budget to allow our physical plant to serve our religious community. We very much appreciate the way our church administrator Alisa Halliday - masterfully supported again this year by Bob Williamson - work together with us in this goal.

### The year in review:

Capital projects since the last Annual Report along with the Committee Members who helped supervise them:

- Pierce basement floor replacement including asbestos abatement (\$5,450) - Bob W.
- Replacement of Sanctuary floor cork (\$2,908) - Clint
- Tree maintenance (\$10,500) - Carol Spitzer & Clint
- Relamping in Sanctuary, Lyon and Dana (\$10,409) - Bob W.
- Sanctuary Sound (\$2,714) - Keith
- Parish House Classroom painting (\$950) - Alisa & Clint

We continue to hold back on planned spending in case we needed to make further improvements to accommodate potential rentals, but none came to fruition this year.

This past fiscal year, the annual B&G funding from the endowment was \$40,000. Note that Buildings and Grounds is funded by a dedicated reserve account. Our spending in any given year may be more or less than our endowment transfer. The account may be supplemented by grants and special donations. We always maintain a minimum amount for unexpected expenditures.

We continue to monitor the Tower. We remain committed to restoring the entire tower as soon as possible to address structural and envelope integrity issues. Funding for this remains an open issue but could be assisted by a capital campaign.

For many years, we have been members of Massachusetts Interfaith Power & Light, an education and advocacy group, which also provides us with advice on green projects as needed.

## **Upcoming projects:**

We are guided by a 20-year maintenance plan that allocates costs for specific items on a yearly basis. We also continue to address our deferred maintenance, new safety issues, and accessibility and green projects. Our near-term projects include:

- Chimney repair (\$3000) - Clint
- We have started work on a project to reduce runoff onto the driveway which makes it icy and therefore unsafe in winter. We have consulted with an engineer and the next step is to evaluate soil conditions (\$1500). This has been interrupted by the current health crisis.
- AV system for live streaming (\$5000)
- Handicapped seats in the Sanctuary (est. \$6000 for two) - depends on the outcome of the wider pew discernment.
- More Tower masonry projects (\$20,000+) - We are reserving this amount each year and this work will be scheduled when appropriate. Clint

The 2020 fiscal year B&G funding remains at the reduced level of \$40 thousand.

## **Major capital projects**

In addition to the long-term maintenance plan, the Building and Grounds Committee has identified building improvement initiatives beyond B&G's scheduled maintenance purview and budget. These were put forward as potential projects for consideration if a capital campaign were undertaken. A visioning session was held with the various Committee Chairs in October, 2013 at which the following improvement concepts were presented:

1. Improve the accessibility and safety of the sanctuary entrance
2. Improve the outdoor areas to be part of the spiritual and social life of the Church
3. Make "green" sustainability improvements that lessen our carbon footprint such as solar electricity. In this fiscal year we have updated bids for on-site photovoltaic power.
4. Be good stewards of the building by repairing the Tower
5. Create more classrooms and accessible toilet rooms in the ground floor of Parish Hall
6. Renovate Pierce Hall to better meet the multifunctional space needs of the Church
7. Renovate the Sanctuary to improve worship experience

As always, we rely on our members and seek additional volunteers for initiating projects. Join us and help achieve our vision of making this place truly welcoming and environmentally sustainable.

Respectfully submitted by the Building and Grounds Committee,  
Clint Richmond, Chair  
Tim Dailey  
Sam Dennis  
Will Spears  
Robert Williamson (Parish Board liaison)

## Building Operations Annual Report

2019-2020 had its share of building challenges and triumphs. Our recurring leak in the Skylight Room was back, with an added leak in the ceiling of the Tree Room due to chimney damage. These have been repaired and cosmetic work to fix the ceilings and paint have been done.

We had several leaks in our heating system, including multiple leaks in the boiler room, which have all been replaced. We had routine maintenance done on both of our heating systems, which should solve the problem of the heat going out in the Sanctuary.

We tried a new snow removal company that Bob Williamson set us up with, which saved us money and worked out great.

We had our upper parking lot re-graded to help make it safer and less icy in the winter. There is more work to do on the upper parking lot, which Buildings and Grounds is taking on in the coming year.

We had pest issues in our basement, including the Dana Room, again this year, and worked with our pest control company to rectify the situation. We sealed up a number of holes around the building where rodents were entering the building.

One of our biggest triumphs was hiring our new custodian, Derrick Banks, who began working with us in August. Derrick quickly became a beloved member of our staff team and helped keep our building safe, clean, and set up as we needed it. We also found a part time cleaning company to help us out, as Derrick works for us Part Time.

We maintained long-term building rentals, created new partnerships, and hosted special events here at First Parish in Brookline. We celebrated and mourned lives of loved ones, we hosted trainings, and threw parties. And we helped with all of these things as a caring, committed community devoted to sharing radical hospitality within this beautiful, old, stone church. We have temporarily shut our building down due to COVID-19, and will work together to ensure a safe return to the building when we are able.

Respectfully submitted,  
Alisa Halliday, Parish Administrator

## Canvass Annual Report

*Canvass for fiscal year 6/30/2021*

We are grateful to everyone who volunteered in this years' canvass, to everyone who made a pledge, and to everyone that we spoke to or who provided us with feedback. Because the coronavirus pandemic fell upon us just as we began to organize for the canvass, we were presented with unusual challenges. We found that these challenges were an opportunity to reach out and connect with our community.

We express a special thank you to the 21 parishioners who actively participated in the canvass including: Karley Ausiello, Karla Baehr, Margie Beal, Ellen Blaney, Janet Britcher, Jeff Cadow, Micaela Coady, Deane Coady, Dave Demerjian, Nathan Freitas, Sheila Hussey, Whit Larrabee, Gerry Leader, Jodi Leader, Rev. Lisa Perry-Wood, Steve Pratt-Otto, Charles Sandmel, Gene Thompson-Grove, Laura Walters, Margaret Williams and Bob Williamson.

The Canvass was led by a five member team: Karla Baer, Micaela Coady, Rev. Lisa Perry-Wood and Co-Chairs Whit Larrabee and Steve Pratt-Otto. The canvass team concluded that people in our community were wonderfully generous this year. The canvass took place during the coronavirus lockdown at a time when many in our community faced economic challenges including the prospect of unemployment. Many meaningful connections were made during the canvass. We appreciated the extensive feedback we received. Our canvassers were very motivated and compassionate.

The total amount pledged in 2021 was \$365,000, about 95% of the Fiscal Year 2020 total. In Fiscal Year 2020, pledges totaled \$379,000.

Compared to 2020, for Fiscal Year 2021:

1. The number of pledging households was up by 2 to 125,
2. The average pledge declined by 6%, from \$3,081 to \$2,920,
3. The median pledge increased by 17% from \$1,500 to \$1,800.

For anyone who would like to make a pledge but has not yet pledged, please email either Steve Pratt Otto at [sprattotto@yahoo.com](mailto:sprattotto@yahoo.com), or Whit Larrabee at [jw.larrabee@verizon.net](mailto:jw.larrabee@verizon.net).

## Climate Justice Committee Report

### Summary of Actions, November 2019- present

Prepared by Alfred Brownell and Deane Coady, co-chairs

The Climate Justice Committee is a new First Parish Committee. Its first meeting was held on November 10, 2019 with eleven members present. The Committee has continued to meet on the first Sunday of every month.

There are twenty-five members in the committee's google email group.

Committee members are committed to honoring and taking action on our church's mission statement, which ends with "care for our living Earth". Given the global warming crisis unfolding around us, we believe it is critically important that our church community do its part to quickly reduce its carbon footprint as well as educate our community on what steps all of us can take collectively and individually to address climate change.

### Accomplishments to-date include:

- Completion of Mass Save Audit: 45 locations identified in the church for energy reduction measures; 90% of the costs covered by the state financed program. The direct costs to First Parish: \$1238. These costs are earned back in electrical savings within the first year. Estimated yearly electrical savings: \$2778. We thank Bob Williamson for his time and effort in ensuring the best outcomes for our church facility.
- Participation in the "Climate is Everybody's Business" workshop sponsored by Brookline's Chamber of Commerce and Mothers Out Front. Alfred Brownell, Marga Dieter and Deane Coady attended the two part workshop. Bob Williamson, with Alisa Halliday's assistance, completed the 100+ building and grounds questionnaire re: energy usage and energy efficiencies in place. This in depth analysis helped to identify additional energy improvements to consider, such as solar panels, composting, and air source heat pumps.
- In preparation for the February 23rd Sunday Service, members of the Climate Justice Committee researched and prepared summaries of the 128 Earth Defenders, murdered in 2018 for their work in defending their peoples and lands from exploitation. At the service, those in attendance participated in honoring the heroes by calling out their names in unison.
- Initial work in researching solar panel installation bids has been carried out; Deane Coady and Alfred Brownell met with the Building and Grounds

Committee in December to discuss the initial findings. The consensus was to continue to gather relevant information, such as the feasibility of installing solar panels on a slate roof.

- Co-sponsored the UU the Vote Watch Party on 1/12/20; the committee is well aware that elections matter, and more pro-climate candidates need to be elected at all levels of government and in every part of the country.
- Participated in Boston Earth Day 2020 Fiftieth Anniversary Celebration, which was livestreamed online at the following link:  
<https://www.facebook.com/EarthDay2020Boston/videos/269037830777110/?v=269037830777110>.
  - This included an updated video of Alfred's work on Palm Oil and Indigenous communities: <https://vimeo.com/337395947>. Statistics provided by Alfred on the situation of Earth Defenders was read during the program. Other speakers included Senator Ed Markey, City Councilors Michelle Wu and Andrea Campbell, and others.

#### **On-going work includes:**

- Continuing to explore renewable energy sources (e.g. solar panels).
- Peter Sakura prepares weekly "calls to action" emails for the FPBclimate justice google group.
- Continuing to partner with other environmental justice organizations to strengthen our influence and actions. Examples: UUA environmental justice; Mothers Out Front; Faculty/Staff Divestment Network; Sunrise Movement.
- Will reschedule the viewing of "The Condor and The Eagle" when we're once again able to meet in person! Ann Gilmore is spearheading this important initiative.
- Struggling with how to keep moving forward during the pandemic!

## Common Hope Vision Team

### Social Justice in Guatemala

Our First Parish community has a wonderful history of reaching out and working with neighborhood communities that need a helping hand. Did you know our reach extends to Guatemala? You may have heard somebody in church mention “Common Hope” or a “trip to Guatemala”. We invite you to learn more. Here are a few facts:

**Common Hope:** is an NGO that works to end the cycle of poverty in Guatemala through education, health care, housing and family development. First Parish has been connected with Common Hope for over 10 years. [www.commonhope.org](http://www.commonhope.org)

**February 2020 Travel Team:** Fifteen individuals, including 9 members of our congregation and 3 other parent-teen teams from Brookline were part of the “First Parish Brookline Vision Team” spending the February winter vacation on the Common Hope campus in Antigua. Over the past decade, many have made this journey from Brookline including a dozen parent-teen teams. We are already planning for the next team to travel in February 2022 and maintain this as an alternate-year tradition.

**A summer service:** On July 26, 2020, those who travelled to Guatemala in February will host a service on the theme of Giving and Receiving. We hope you’ll tune in.

**Our sponsored child:** First Parish also has a long history of participating in a Common Hope core activity - sponsoring a child in need. Sponsorship helps provide support needed for educational, medical, social and nutritional needs. Not only has First Parish as a congregation sponsored a child over the years - but many individual members have also sponsored a child. While in Antigua this past February, several of us met our newly sponsored child, Jose Martinez Aguilar, a charming 14 year old boy who dreams of becoming a chef.

### Common Hope Vision Team:

- Melinda Maryniuk [mmmaryniuk@gmail.com](mailto:mmmaryniuk@gmail.com)
- Anne Copeland [annecopeland@gmail.com](mailto:annecopeland@gmail.com)
- Steve Davis and Shabar [stevedavis@gmail.com](mailto:stevedavis@gmail.com)
- Ann Malone and Ryan [ann.eldridge.malone@gmail.com](mailto:ann.eldridge.malone@gmail.com)
- Susan Larabee [susanlarrabeeuu@gmail.com](mailto:susanlarrabeeuu@gmail.com)
- Landon Rose [lanrose@rcn.com](mailto:lanrose@rcn.com)
- Jim Womack [jpwomack@lean.org](mailto:jpwomack@lean.org)

## Congregational Activities: Book Club Report

The First Parish Book Club took a new approach to selecting books for most of the year just ended. Because choosing books was taking time from our discussions, we decided to devote an evening to presenting and selecting titles for the entire year to come. Each attendee presented a title and we made our decisions using a rating system rather than a straight up or down vote. Our final list was eclectic, ranging from re-do's of classics to travelogue; magical realism and fantasy to the mysteries of the brain; from amusing character studies to dark narratives. Needless to say, when readers' reactions varied widely, the discussions have been lively!

Here's the reading list for the church year:

- *The Perfect Nanny* by Leila Slimani (June 2nd)
- *Brighton Rock* by Graham Green (July 14th)
- *St. Lucy's Home for Girls Raised by Wolves* by Karen Russell (August 4th)
- *The Sisters Brothers* by Patrick deWitt (September 8th)
- *The Uncommon Reader : [a novella]* by Alan Bennett (October 6th)
- *Do No Harm: Stories of Life, Death, and Brain Surgery* by Henry Marsh (November 3rd)
- *Blue Latitudes: Boldly Going Where Captain Cook Has Gone Before* by Tony Horwitz (December 8th)
- *Pachinko* by Min Jin Lee (Jan 12, 2020)
- *The Divine Comedy - Inferno* by Dante Alighieri/Mary Jo Bang translation (Feb 9th)
- *Barracoon* by Zora Neale Hurston (March 1st)
- *The Three Weissmanns of Westport* by Cathleen Schine (April 5th)
- *Song of Solomon* by Toni Morrison (May 3rd)

The Book Club generally meets the first Sunday of every month at 7:30 PM in the Peterson Room. We advertise our meeting dates and book selections in weekly bulletins, orders of service announcements, and monthly newsletters. Join us if a book we've chosen appeals to you - there's no long-term commitment required! Contact Julie Horvath ([jrhovath123@gmail.com](mailto:jrhovath123@gmail.com)) to be added to our mailing list.

### **Congregational Activities: Poetry Circle Report**

Our First Parish in Brookline Poetry Circle continued to meet monthly during the 2019-2020 church year. We welcomed some members from the greater Brookline Community. Our process remained the discussion of works by a single poet each month. We chose poets from varied cultural backgrounds. This group remains open to new members.

### **Congregational Activities: Vespers Report**

**Leaders:** Jamie Redgrave and Anne Copeland, with all regular attendees sharing in leadership of services

**Participation:** Approximately 6-10 people attend each Vespers Service.

**Description:** On the second Sunday of each month (7-8pm), an opportunity for a small, contemplative lay-led vespers service has been offered to the First Parish community. Based on the age-old practice of marking the end of the day with communal reflection, this service revolves around simple music, guided meditation, and periods of silence and quiet reflection focused on a unifying theme. In a candle-lighting ritual, attendees are invited to name those who are physically absent but on their minds and in their hearts. **All attendees are invited to bring a reading consistent with the church-wide monthly theme which, in 2019-20, focused on the UU principles. Services since March 2020 were done via Zoom.**

## Congregational Life Events

Commissioning of Ministerial Intern: Jud Wolfskill (September 15, 2019)

Birth: Benjamin Alexon Popler-Adams (December 12, 2019)

Memorial Service/Celebration of Life: Amy Morrissey (January 4, 2020),  
Erika MacFadden (May 8, 2020,  
Cambridge Cemetery).

Graduating Seniors: Damani Domerson,  
Simon Grossman,  
Claire Guillemain,  
Karina Kilburn,  
Nuala Kinsella, and  
Ian Richardson.

## Deacons' Report

**Members:** Bill Dwyer, Sheila Hussey, Laura Walters, Ray Wellbaum, Midge Wilcke, Bob Williamson and Jim Womack.

**Purpose:** The Deacons, proposed by the minister, approved by the Parish Board, are the designated elders of the church.

They act as the institutional memory of the church and support the wellbeing of the congregation by being a strong presence in institutional life. As representatives of the institutional memory at First Parish we are thrilled to report that the FP Archives are now at the Harvard Divinity School Library in their special collections. The archives were lovingly organized by First Parish member, Elizabeth Cousins, over a three-year period. This entailed a tremendous amount of work, and we are forever in Elizabeth's debt. The Harvard archivists could not believe the excellent care they had been given and their highly detailed organization. The archives will be stored and digitized by Harvard, thus making them available to scholars around the world.

Laura Walters deserves our heartfelt gratitude for enabling the preservation and transfer of the archives and for establishing communication between the Parish Board, our church administrator, and the Harvard archivists. We thank the volunteers who helped pack up the materials, and we thank Bob Williamson and Mike Luke who transferred the archives to Harvard.

Respectfully submitted,  
Sheila Hussey

## Digital Ministry Team Report

Our Digital Ministry team continued its commitment to expanding our social media and other forms of virtual ministry this year. We continue to actively use our First Parish Facebook page, as well as Twitter, to promote events, advertise worship services, post links to sermons and videos from worship, engage the larger community in our social justice work and partnerships, and continue sharing news in our Weekly Highlights and Calendar, Among Us, and monthly Newsletter. This Spring, we added a Thursday Messages email, as well as Sunday service bulletins, to help keep the congregation informed, due to the unexpected building closure.

Just past midyear, the DM team gained unexpected importance as we moved all First Parish activities into a virtual space in March. Our social media presence became a source of important information, highlighting social justice needs and lifting up a wide variety of digital presentations by staff, including video messages and musical meditations, as well as Laci Adams' much-loved virtual story time. Worship online presented new challenges, which were capably tackled by Keith Kirchoff and the staff, with new software and technology. We are deeply grateful to Ellie Boynton for all of her many website changes and last-minute "tweaks." Nathan Freitas and Paul McLean offered critical advice as we thought through decision-making in this new world. And we have been fortunate to have Jud Wolfskill, our Ministerial Intern, lend us his tech skills, especially during this pandemic moment.

We are still learning and growing in this new online church world, anticipating that it may be another year of working, worshipping, meeting, and being together online before we are able to safely move all First Parish activities back into our building. The Digital Ministry team is actively preparing to support First Parish in all of its virtual needs.

Respectfully Submitted, Laci Lee Adams, Ellie Boynton, Nathan Freitas, Alisa Halliday, Keith Kirchoff, Paul Mclean, Rev. Lisa Perry-Wood, Noah Schachter and Jud Wolfskill.

## **Director of Religious Exploration's Report/ Combined Religious Exploration Annual Report**

I want to start by offering two huge rounds of thanks. Jud Wolfskill, our ministerial intern, graciously stepping in as acting DRE during my parental leave. Almost as soon as he started, we started preparing for the transition and have continued to collaborate since my return.

Additionally, thanks go the REC (Karley Ausiello, Nathan Freitas, Jennifer Goulart and Sara Warren) for their amazing leadership, steadfast presence, and boundless wisdom. Answers about technology, insights into classroom management, ideas about streamlining processes and visions for our whole RE program abound from this small but mighty RE committee. So to Jud, Karley, Nathan, Jennifer and Sara - please know that I am in awe of y'all, overjoyed to collaborate with each of you and so grateful for your leadership!

This has been a whirlwind of a year and we are not done yet. This Fall was a time of change and preparation. We introduced a role-playing/decision-making curriculum, called Ideal Village, to our Trailblazers class. We welcomed 3 new teachers to the RE program (1 in OWL and 2 in Neighboring Faiths). We continued to deepen our integration of social and racial justice in our RE program by hosting a DEEP workshop specifically for our RE teachers. Through the winter, Jud served as acting DRE! And then this Spring, we saw such monumental changes to how we gather and function as a community due to COVID19.

In terms of attendance and engagement prior to COVID19, we averaged about 29 young people on any given Sunday (depending on whether OWL and Challenge are meeting on that date), with more than half of our attendance and registration coming from our Coming of Age classes (Neighboring Faiths, OWL, and Challenge). The size of our Coming of Age classes is especially important because it means that we will have greater and greater opportunities for youth engagement in the coming years. This year more than half of our OWL class of 13 is made up of community members that found their way to us by word of mouth or by connection to one of our FPB young people and/or families. There are 5 new families that have been regularly participating in RE! The community connections and the continued influx and retention of visiting families is encouraging both for our RE program and our presence outside of our walls.

In response to COVID19, we have continued to offer Sunday RE programming, while also expanding our worship engagement, increasing our direct parental support, and adding weekday RE offerings. First, when we started offering worship virtually, parents started to tell us that they were enjoying worshipping together with their children. In response, we moved Sunday RE programming to the afternoon, added a Time for All Ages to each worship service and started offering the "RE" Prompts in the online comments to help our young people understand and engage in worship more fully. Second, we have consolidated our Sunday RE programming to a single RE meeting (with the possibility of breakout rooms depending on size). RE Meet-ups serve as points of social connection for our young people and focus on service and social justice opportunities so they can feel agency during this time. RE Meet-ups have included an Easter Scavenger Hunt, volunteer card making for an assisted living facility, learning about Passover and Ramadan, advocacy for the Mashpee Wampanoag and expressing our care through window displays! Third, Jud and I have been working together to reach out to all of our RE families to see how they are going and to determine their needs going forward. These informal conversations are helping to inform our programming plans and serve as the guide post for the RE family survey that will be conducted over the Summer. Finally, we have been offering weekday RE Story Times through Facebook Live. We might only have 3-5 people when Story Time is live, but generally average a "reach" in the mid 100's with some videos reaching quadruple that number of people. In this way, RE Story Times serve as resources to our families and expand our online outreach and visibility.

In terms of my own professional development, I have been able to engage in learning opportunities both before and since social distancing began. Last summer, I completed the Philosophy of RE module and the UU Theology module, as well as getting certified as an Our Whole Lives trainer. Since my return from parental leave and the beginning of social distancing, I have attended several COVID19 debriefing offered both by our local LREDA chapter and national Women's March organizers. These kinds of debrief expand our knowledge of safe, just and equitable ways of responding to COVID19.

On a personal note, on December 12, 2019, Emily and I welcomed Benjamin Alexon Popler-Adams into our family! Although he has not been able to meet most of you in person, he has spent countless hours in meetings, on conference calls, attending virtual coffee hours and joined me in many of my RE family Zoom check-ins. His life, experienced almost entirely in quarantine, reminds me that love, family and community transcend physical space! Our values as a community and your care as individuals continue to influence the kind of mother I am. At the same time,

parenting (in general and in this moment) is making me more sensitive to the needs of our families. For all of these blessings, I am grateful! Thank you for them and for the opportunity to learn and grow and serve this community.

Respectfully submitted,  
Laci Lee Adams,  
Director of Religious Exploration

## Immigration Justice Committee (IJC) Report

The Immigration Justice Committee is guided by our vision of community to live into our congregational mission and UU spiritual principles together by keeping the “borders” of our hearts and church open. We take our cues from the leadership and priorities of Centro Presente, Boston Immigration Justice Accompaniment Network (Beyond), the Chelsea Collaborative and other immigrant organizers and neighbors. We strive to practice cultural humility, radical hospitality and moral accountability with individuals and families enduring the direct impact of U.S. immigration policies; to respond to escalating anti-immigration tactics and outcomes; to raise consciousness, encourage solidarity actions and mobilize resources at FPB through partnering opportunities, educational events, crowdfunding efforts and outreach to legislators, elected officials and decision makers; and to collaborate with neighboring UUs and other faith groups whenever possible.

**Co-Chairs:** Ellen Blaney and Tania Erlj

**Members:** Wendy Estrada, Ann Gilmore, Julie Horvath, Gerry Leader, Jody Leader, Martha Leader, Ron Sheffer, James Shillaber, and Laura Walters

Actions and collaborations at First Parish in Brookline:

- We partnered with the Racial Justice Action Committee to support the priorities of Centro Presente, Beyond and the Chelsea Collaborative with funds from the annual Cedar Tree Foundation’s \$5000 grant for racial justice.
- We led a postcard campaign and collected 50 signatures in preparation of the Safe Communities Act hearing.
- We collaborated with the Parish Board to make quarantine space available in the church to support the safety of neighbors and encourage their release from ICE detention during COVID 19.
- We joined other congregants to develop a collaborative community relationship with our indigenous Ecuadorian neighbors in Milford, including solidarity during COVID-19 and a Spanish-English partnering exchange.
- We envisioned a collaboration with the 2020 Common Hope Team that will include a 2022 Vision Trip, integrating CH’s mission into FPB’s immigration justice commitment; and sponsorship of a high school student.
- We networked with FPB mask makers, who made 300 masks for Chelsea Collaborative staff and volunteers.

Actions beyond First Parish in Brookline:

- Our community relationships with Centro Presente, Beyond and the Chelsea Collaborative continue:
- We hosted a panel discussion on conditions driving migration from Honduras with Centro ED Patricia Montes; Padre Ismael Moreno, SJ, of Radio Progreso and Jesuit social action and policy center ERIC; and Ivan Espinoza-Madrigal of Lawyers for Civil Rights, which drew an interfaith audience from greater Boston.
- We organized a worship service on Centro's advocacy for keeping member families together with testimony from children seeking legal representation, including a special plate that raised \$2,000 to support these efforts.
- We crowdfunded to support legal expenses for additional Centro member families.
- Since COVID-19 we met virtually with Centro to support their outreach and advocacy for community members.
- We celebrated 30+ years of the Chelsea Collaborative at their holiday Gala, with individuals raising \$1,500.
- We supported the Collaborative's GoFundMe after January earthquakes in Puerto Rico.
- We continue to crowdfund for the Collaborative and in solidarity with Chelsea's community of immigrant frontline workers as they experience the highest COVID-19 infection rate in MA through individual contributions, an Easter plate collection and a GoFundMe, raising \$12,500 so far.
- We accompanied neighbors in immigration and district court as volunteers with Beyond.
- We helped to amplify efforts of neighbors organizing for their release from ICE detention in MA prisons during Covid-19 by signing letters and petitions and calling Gov. Baker, Sens. Warren and Markey, Rep. Kennedy and ICE, coordinating with FPB phonebank organizers to maximize our impact.
- We took action for housing accompaniment by supporting hosts and neighbors in our community and organizing with other congregants to provide long-term housing for a neighbor, aspiring to open more homes over time.
- We co-sponsored a community fundraiser at FPB with Brookline-Quezalguaque Sister City Project, featuring inaugural poet Richard Blanco, to support the Project's partnering efforts in Quezalguaque, Nicaragua.

## Ministerial Intern's Report

Summary of Actions, September 2019 - May 2020

I learned a great deal this first internship year and got to meet and get to know the congregation. I had opportunities to delve into and learn about many aspects of church life, including the RE program, worship, and pastoral care.

This year, I:

1. Provided pastoral care to congregants and staff in person and via Zoom
2. Taught Challenge class
3. Developed curriculum and led RE group-worship classes
4. Served in HR capacity as Acting RE Director
5. Participated in a DEEP workshop and a DEEP teacher training
6. Attended meetings of the Immigration Justice Action Committee, Racial Justice Action Committee, Finance Committee, Worship Committee, and Pastoral Care Committee
7. Developed Times for All Ages for worship
8. Performed elements of worship such as the Welcome and Candles of Joys and Concern both online and in person
9. Led worship 3 times.

Thank you for the opportunity.

Respectfully submitted,  
Jud Wolfskill,  
Ministerial Intern

## Music Director's Report

**Music Director:** Keith Kirchoff, 2010-present

### **Pre-Covid Music:**

As in past years, both the Chancel and Chamber Choirs provided music on a weekly basis for Sunday Worship. Both choirs are made up of volunteer singers from the congregation, and are led by four paid section leaders. The Chancel Choir is open to all and the Chamber Choir is a smaller, audition-only choir.

**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, and all four accepted. We welcomed back soprano Elizabeth McIntire, alto JoAnna Pope, tenor Adrian Jones, and baritone Aaron Newell. In November, JoAnna stepped down due to a move to Florida, and we hired Emily Wheeler to take her place.

This quartet of singers is truly among the best we've ever had, as each has regularly gone far beyond the expectations of a section leader to coach singers, lead rehearsals, engage in wider church activities, and boost chorale morale. (More on that below!) The choir owes a great deal of their success to these four incredible people!

**Assistants:** The section leaders led choir rehearsals in my absence, and Brian Friedland returned as my substitute pianist.

**Christmas:** Christmas this past year was quite traditional, offering a capella arrangements of classic carols.

### **Post-Covid Music:**

During the Covid-19 induced quarantine, our worship services turned virtual and were live streamed. Music was led by our Music Director Keith Kirchoff and our four section leaders. Each week, three section leaders would each provide a solo for our introit, anthem, and offertory, and Keith would sing and play hymns as well as an instrumental postlude.

Additionally, the five musicians would provide weekly musical meditations to the congregation which were included on Facebook and our weekly newsletter.

### **Inventory - Instruments**

**Pianos:** First Parish owns four pianos.

**Sanctuary:** Our 1916 Steinway A was rebuilt two years ago and remains in wonderful condition and sounding beautiful.

**Lyon Chapel:** Our Kranich & Bach grand piano was built in the 1940s and is a wonderful instrument for rehearsal purposes and small services.

**Pierce Hall:** We have a Hamilton upright piano that was donated to the congregation in 1960. This piano remains a barely usable rehearsal piano as it has a compromised pin block that prevents it from staying in tune. I still hope to find an inexpensive (or donated!) small grand piano for the space that would transform Pierce into a prime rehearsal space.

**Dana Room:** We have a Winter upright piano Dana. This small upright is in rough shape but works well for occasional rehearsals or musical sing-a-longs. It is infrequently used and is being stored in the closet.

**Organ:** Joseph Rotella did some excellent repair work on the organ in late summer, repairing some of the wind chests, broken pipes, and improved tuning stability. Regrettably due to Covid-19, the organ was not tuned a second time, nor were any further repairs made.

**Inventory - Library:** With the incredible help of Jami Jordan, the music library has started to be digitized. Throughout the year she would scan each score and upload them to a private digital library. It is a monstrous task, and we have about 4% of the library digitized at this time. As we gradually move back into the building in the future, this is a project I would like to see continued and eventually finished.

**Audio Visual & Multimedia:**

We again welcomed back Noah Schacter as an A/V assistant to build the slide deck for each service, run the slides during the service, record both audio and visual for the service, and edit these recordings for inclusion on our website, YouTube, and Soundcloud. When the church ceased in person worship due to Covid-19, Noah graciously declined our offer to continue his pay.

With the Covid-19 pandemic requiring virtual worship, I managed the weekly live stream service.

Respectfully submitted,  
Keith Kirchoff,  
Music Director

## **Nominating Committee Report**

This year the Nominating Committee has been comprised of Parish Board members Janet Britcher and Gene Thompson-Grove, and members at large Sarah Griffen, Mitra Morgan and Ray Wellbaum. Rev. Lisa Perry-Wood served as a non-voting ex officio member.

In Fall 2019, the Committee was informed that Moderator Bob Williamson asked to resign his position since he currently is serving as a member of the Parish Board. The Committee convened and selected Kimberly Zimmerman Rand to serve as our interim Moderator until our next Annual Meeting. Kim's appointment was announced at a General Meeting held on November 17, 2019.

In later Winter/early Spring 2020, the Committee held meetings (both actual and virtual) to discuss and select possible candidates for open positions on the Parish Board, Officers and the Nominating Committee. All members of 1st Parish were invited to self-nominate and to suggest other members for nomination. The following slate of persons is being nominated for election:

### **For Parish Board**

Alfred Brownell  
Emily Cherry  
Jen Guillemine  
Margaret Williams

### **For Officers**

Clerk: Karla Baehr  
Treasurer: Margaret Williams  
Moderator: Kimberly Zimmerman Rand

### **For Nominating Committee**

Whit Larrabee (member at large)

Respectfully submitted,  
Ray Wellbaum, Chair

## Parish Administration Report

Fiscal Year 2019-2020 had a solid staff team. Derrick Banks joined us as our custodian, we hired two new child care attendants (Sarah Gibson and Ashley Segovia), Jud Wolfskill, our Ministerial Intern joined our team for the first of two fiscal years, and Keith Kirchoff, Laci Adams, Adam Berman, Rev. Lisa Perry-Wood, and I remained a part of our staff. Our staff team proved its flexibility and strength twice this fiscal year, with Laci taking Parental Leave for the birth of her and her wife Emily's baby, Benny; and again since mid-March when we closed our church building due to COVID-19.

Our Office Volunteers helped us through producing our own Christmas Eve Orders of Service, complete with fancy, color covers and stapled like a book. This saves us a considerable amount of money, rather than sending these out to be printed. Our office volunteers also got out a number of large congregational mailings, organized candles and fixed our beautiful, yet sticky, candle lighters, created name tags for newcomers, organized our pews each week, and showed up each time I needed a little extra help around the office. I am so grateful to each one of you for the ways you helped things move forward behind the scenes.

We also continued our relationship with Brookline High School. Each year we have one or two interns who come each Friday and fold our Orders of Service. It has been a mutually beneficial relationship for decades now, in which students learn office and social skills, and we have reliable assistance willing to fold all of our Orders of Service (including regular Sunday Orders of Service, Communion, Memorial Services, etc.) and complete other small office tasks when needed.

Our Office Assistant, Merrily LeBlanc, returned this winter for 3-4 hours every other Friday to help me catch up on data entry, filing, and other projects that arose until we closed the building. Her hard work helped keep our database up to date, our bills appropriately filed, and my inbox from becoming overloaded. I have valued the help our Office Assistants have offered when there is more to do than there is time. They have been a vital part of keeping everything running smoothly here at First Parish.

We have continued sending out the Weekly Highlights and Calendar, Among Us, and the monthly Newsletter regularly throughout the year, sharing important information with you all. The Newsletter had a major redesign, and we are looking to redesign the Update in the coming year. Since COVID-19, we have increased our communications to the congregation, and have sent updates on Tuesdays on Thursdays, Among Us on Fridays when there is information to share, a Friday reminder about Worship, and a

Sunday morning email, which details the information needed for our online Service, the day's virtual meetings and events, and announcements.

Although this was my third year at First Parish in Brookline, it was not without its surprises. I am very grateful to all of you for the ways you have each stepped up to help and lead whenever the need arose.

Respectfully submitted,  
Alisa Halliday,  
Parish Administrator

## **Racial Justice Action Committee Annual Report**

Members: Almas Dossa, Ron Wilkinson, Martha Leader, Ann Gilmore, Anne Eldridge Malone, Jami Jordan, Michael Luke, Danny Keefe, Karla Baehr, Gene Thompson-Grove, Lilly Marcelin, Alfred Brownell

### **Overall Goals**

The congregation's journey to become a Multicultural, Anti-Racist Beloved Community continued during this church year. The general goals remain:

- Have in place a long-term “landing place” at First Parish that is actively working to be inclusive and anti-racist, and that includes a critical mass of people of color.
- Help each other celebrate the richness of experience, deep appreciation of life, beloved relationships, and on-going advancement of justice that we discover, co-create, and share as we travel together on this sacred journey.
- Be a space for safe reflection
- Support the congregation of First Parish in Brookline as it undergoes transformation and moves forward together.
- Work with others in the congregation to dismantle racial inequality where it exists at First Parish in Brookline and in the larger community.
- Support people as they struggle with fear, backlash and being stuck.

### **2019-2020 Actions**

1. In September, a workshop facilitated by DEEP (Disruptive Equity Education Project) was held with the goals of:

- Continuing to explore First Parish's hidden commitments and immunity to change with a focus on Money/Endowment
- Building a deeper understanding of SCARF threats - SCARF stands for the five key "domains" that influence our behavior in social situations. These are: Status; Certainty; Autonomy; Relatedness; Fairness. SCARF refers to the threats adults feel when facing change. We don't fear change, we are threatened by the loss change brings.

During an update to the Parish Board in January, the Board committed to sponsoring two congregational conversations about the place of money and resources with respect to our values and our culture. These were scheduled for March and subsequently cancelled because of the changing distancing requirements due to COVID-19.

2. Workshop with RE Teachers facilitated by DEEP in October.

3. Upon reflection of the work conducted with DEEP since 2017, it became apparent that how we operate as a congregation has changed. Examples are reflected in the sections below.

### **Communication & Decision-making**

- Committees at a Glance
- Experiment with Consensus Decision Process at Congregational Meeting
- Shared leadership meeting on driveway and organ and follow up with Buildings and Grounds

### **Membership**

- Proposal to change By-Laws related to “membership”

### **Finance**

- Finance Committee is examining possibilities of investing endowment in Ujima Fund or something similar
- Parish Board is planning a congregational conversation about the place of money in the values and culture of the congregation

### **Worship**

Rev. Lisa has invited wide congregational participation. With Rev Lisa’s support, the Worship Committee expanded its membership and differentiated roles and responsibilities to make participation on this committee more welcoming and attractive.

4. We rededicated the Black Lives Matter banner on January 19, 2020. After the service the congregation proceeded outside singing “The Tide is Rising”. Ron Wilkinson said a few words and Rev. Lisa gave a benediction.

5. We continued to feature “Racial and Immigration Justice - Take Action This Week” on the church’s website. Since social distancing and staying at home have been a part of our lives, the ideas have centered on helping FPB members virtually increase our collective impact in critical work of racial and immigration justice and, at the same time, build supportive community. The link to the website is promoted via the Order

of Service on Sundays and in the weekly announcement email. It can be found here: <https://firstparishinbrookline.org/social-action/racial-and-immigration-justice>

6. Justice Seeking Thursdays - this idea started with the need to call Governor Baker's office in support of the release of prisoners who are low-risk and ICE detainees to protect this population from COVID-19. Now, each Thursday, a group gathers via Zoom to check-in with each other and then commence phone calls/emails on a variety of topical issues. Instructions are created weekly to guide participants in their effort. We've had about 7-10 people each week and welcome anyone who would like to try it out. Technical support is also available. Feedback to the group has included "I never thought I would like making phone calls, but this was easy!".

7. In community with Immigration Justice, Social Action and Climate Justice, we co-sponsored movies, the UU the Vote initiative and a Go Fund Me campaign for Chelsea Collaborative.

**Films:** 1200+: Missing and Murdered Indigenous Women and Girls; Dawnland and Cooked: Survival by Zip Code; Necessity (co-sponsored with First Church in JP)

**UU the Vote:** January 12th marked the kick-off of the UUA's UU the Vote effort. FPB started its work a week later with 25 people gathering to learn more. Through another meeting, the group confirmed these goals:

- Build community by understanding the "why and how" of UUtheVote at First Parish in Brookline and by getting to know each other better
- Establish shared understanding of what the work involved in each of the four strands can look like
- Gather information about what training and practice will be most helpful to build our capacity to listen and talk across political and values differences
- Identify initial leadership, support and next steps for each strand

The strands referenced above are: Local Actions - by partnering with organizations already doing this work, we felt we could make an impact, which we have, even virtually. A cadre of people have been writing postcards in support of the NAACP's voter registration effort. State focused "Flip the Senate": our initial focus was on North Carolina and Maine. It has expanded to other states pending analysis of where help is needed. Training and practice to build skills for difficult conversations - this has been put on hold.

For more information about UU the Vote at FPB or specifics on an item above, contact [uuthevote@firstparishinbrookline.org](mailto:uuthevote@firstparishinbrookline.org)

**Go Fund Me - Chelsea Collaborative:** With the advent of COVID-19 it became starkly clear that our neighbors in Chelsea needed help. Thus, a congregational response in the form of a Go Fund Me page was created. As of May 17th, the goal of \$10,000 was reached and more can still be done. Click the link to find out more about contributing: <https://www.gofundme.com/f/please-support-the-chelsea-collaborative>

## Social Action Report

**Chair:** Clint Richmond

**Our Mission:** To provide inspiration, leadership and support for social action at First Parish in Brookline.

**Our Vision:** Our vision is for our congregation to live into the Seven Principles of our faith both inside the church and beyond our walls. And, in following our vision, that First Parish in Brookline be seen in the wider community as a place of active engagement in social justice, where people learn about and respond to critical issues and situations as a spiritual commitment. We look forward to continuing to tap the energy, interest, passion and compassion of our ever-evolving congregation and to join together at First Parish in Brookline in helping to make a better world.

**Our Actions:** We are guided by our congregational mission: Called by Love, Sustained by Community, Committed to Justice. Under this mission, Social Action is woven into the fabric of First Parish, and lived out by all of its members through various organizational structures. Social Action program focuses on three thematic initiatives: Siding with Love, Economic Justice, and the Environment. We use various media to communicate news and events on a wide array of issues and events.

We also strive to build upon and integrate our efforts with the initiatives of the Unitarian Universalist Association, UU Mass Action Network, Unitarian Universalist Service Committee and the Unitarian Universalist Urban Ministry (UUUM).

Typically, over half of our congregation's adults and youth participated in some kind of Social Action activity. And while there were fewer live events this year due to COVID, we collectively donated an impressive amount of \$38 thousand this year to support the work of other justice-seeking organizations.

**Siding with Love:** We fought HIV and AIDS at the Harbor to the Bay bike ride from Boston to Provincetown. The First Parish team consisted of riders and pit crew and raised \$2,805 in this all-volunteer, grass-roots fundraiser. The next ride is scheduled for September 26, 2020.

Our special monthly plate collections began with Centro Presente in September, followed by City Mission, UU the Vote, Brookline Food Pantry, Beyond, UU Urban Ministry, Chelsea Collaborative, and the Louis D. Brown Peace Institute. This source

raised about \$10 thousand for the year in total. We thank Rev. Lisa for her contributions from the Minister's Discretionary Fund.

**We supported Victims of Violence:** In May, thanks to the leadership of Ellen Blaney and Rev. Lisa, we sustained our support at the Mother's Day Walk for Peace and against gun violence with our virtual presence this year. We have raised almost \$3000 for the sponsor, the Louis D. Brown Peace Institute.

**UU the Vote:** Led by Jami Jordan and Karla Baehr, we are supporting the UUA's initiative, which partners with organizations to both get out the vote and ensure safe voting. One example: a postcard campaign for the NAACP's voter registration. For more details see the RJAC report.

**We supported immigration justice:** Please see the report of this committee.

**Environment Initiative:** We are very excited about the new Climate Justice Committee. Please read their separate report. We also financially support UU Ministry for the Earth with an annual contribution.

**Economic Justice:** We are a long-term partner with the UU Urban Ministry. We supported the UUUM with a special collection in January of almost \$600. We thank Karla Baehr for continuing to serve as the Chair of the Board and leading our participation at its Annual Meeting.

We are building on our commitments through Common Hope, which provides social service and educational support to low-income families in Guatemala. Since 2009, our congregation has been financing the education through high school of Dulce Maria Llanos Garcia, who graduated last Fall!; and many families sponsor individual children as well. Anne and Susan Larrabee led a team of fifteen on a Vision Team trip to Guatemala in February. As part of the trip, the team contributed \$12 thousand to Common Hope. We agreed to sponsor another child through graduation, Jose Martinez Aguilar, age 14. Part of the fundraising included our usual holiday gift market that raised funds by selling goods from A Thread of Hope, a woman artisan cooperative in Guatemala.

**Overarching:** We value our ties to UU Social Action. We are congregational members of the Unitarian Universalist Service Committee and UU Mass Action. Later this year, we will schedule an evening with the Book Club for the UU Common Read: An Indigenous Peoples' History of the United States by Roxanne Dunbar-Ortiz (Beacon Press).

## Welcoming Committee Report

### Welcoming Committee Members & Leadership:

Members for the year included Eliza Blanchard (Chair), Alfred Brownell, Megan Hansen, Ann Dinsmoor, Elena Garofoli, Whit Larrabee, Branch Moody and Julie Palmer. Konah Brownell re-joined us near the end of the year.

The Welcoming Committee has this year emphasized welcoming everyone and helping repeat visitors connect as deeply as possible with the congregation. With Rev. Lisa, we support those seeking to belong find a way into membership. From July 1 to May 31, 18 people will have joined our congregation.

### Welcoming Visitors:

Ushering newcomers into our congregation is a core function of our committee. Greeters welcome all who enter the Sanctuary on Sundays. We thank church administrator, Alisa Halliday, for setting up and Whit Larrabee for working with a Greeters' SignUpGenius. We had 2-4 greeters each Sunday before Covid hit. This year we gratefully included some younger folks.

We thank the following:

Karla Baehr Kathryn Kirshner Sheila Hussey Eliza Blanchard

Susan Larrabee The Freitas family Alfred Brownell Whit Larrabee The Day family Konah Brownell Nancy Marks Ann Dinsmoor Branch Moody Elena Garofoli Judy Palmer Megan Hansen Laura Walters

Greeters keep brochures and audio-assist devices available. They take the offering and make sure it's safely secured. We invite visitors to fill our visitor cards and keep track of attendance. During hospitality hour we try to reach out to visitors and newcomers, and connect new families with staff. We help newcomers find a path of connecting through small groups and work-shops.

### Congregational Well-Being and Inclusion:

A new Safety task force has been promoting awareness and implementation of practices and equipment to insure safety in the unlikely event of an emergency: more fire extinguishers and a defibrillator have been installed. A fire drill was planned for the spring, and training for greeters was to be offered. Eliza attended a police workshop for ushers on safety, and became certified in pediatric life saving techniques. Ann Dinsmoor and Rev. Lisa also participated in safe congregations

workshops and, with the Building and Grounds Committee, worked on accessibility concerns in the sanctuary.

### **Following-up with Visitors:**

We responded to over a dozen visitor cards (virtual ones included), writing or texting a welcoming message. We also staffed a Welcoming and Membership table in Lyon after the service during November, and Megan and Eliza and Megan posted our Path to Membership and lists of committees, small groups, and spiritual practices on our bulletin board.

As we did last year, we've tried to sponsor and advertise at least one monthly event particularly welcoming to newcomers. Our welcoming email message typically invites the visitor to such events.

### **Events of this church year included:**

- Sept. 8th Ingathering; Oct. 6th 9:30 to 10:45 Visitors and Newcomers Breakfast
- October 18th Make Your Own Taco Night Nov. 24th Potluck lunch and Pie Making;
- Dec. 20th Caroling on the Common with Keith Jan. 5th: New Members Sunday
- February 9th Newcomer's Breakfast; Feb. 29th Leap Day Community Dance and Dessert;
- May 31st New Members Covenanting Ceremony and Annual Meeting

### **Joining the church:**

This past year, given the positive response to our membership ritual last year, with Rev. Lisa, we continued the practice of welcome and covenanting. Our ritual concludes with a joining of hands, bringing new members into the circle. Responses to our ritual have been very positive.

### **Our Committee Welcomes YOU:**

We always hope to bring new people onto our committee. This year those interested in technologies that will more deeply include and connect us will be vital. All are welcome to contact us if interested! As Committees at a Glance summarizes, our committee's responsibilities include:

Welcome everyone to Sunday services with special attention to visitors; reach out to newcomers weekly; publicize events and activities of interest to members and newcomers; ensure there are monthly events where visitors will especially feel

welcome; support individuals on their membership journeys; and reach out to those who haven't been seen recently.

Respectfully submitted,  
Eliza Blanchard,  
Chair of the Welcoming Committee

## Worship Committee Report

**Co-chairs:** Carol Spitzer and Steve Davis

**Members** Emily Cherry, Steve Peterson-Davis, Michele David, Susan Larrabee, Ann Gilmore, Martha Leader, Elizabeth McIntire, Carol Spitzer, Landon Rose, Leigh Smith

**Purpose / Mission Statement:** The members of the First Parish Worship Committee serve as the lay participants and worship associates in worship services, collaborating with minister(s) and staff to create a grounded and spiritual place for faith expression through the year. We support the minister in many facets of the worship services.

### Accomplishments Past Year (2019/2020)

- Represented the laity at every Sunday Worship service throughout the year.
- Supported ministers in leading Sunday worship including leading unison chalice lighting and candles of peace, and providing readings, testimonials, and prayers as needed. Recruited the Candle Lighters from the congregation each week, making an effort to choose widely across the membership.
- Welcomed visiting ministers to the First Parish pulpit, providing them guidance and support prior to, and during, the service and joined them in greeting parishioners at the completion of the service.
- When possible, one Worship Associate participated in each of the twice-monthly staff meetings to help plan Sunday Worship.
- Held monthly committee meetings with the Minister to discuss recent, and plan upcoming, worship activities. Provided ideas, reactions, thoughts, and help to the minister about proposed services she wanted to discuss and plan.
- Established the role of “steward” for each Sunday to help keep the altar area prepared and cleaned, candles in place, etc.
- Facilitated all summer 2019 worship services, which includes recruiting worship and music leaders, assisting in developing services, acting as worship associates on Sundays, collecting and securing the offering, etc. Coordinated with the Welcoming Committee to ensure we have Greeters, because we have many new visitors in the summer.
- Hosted a 3-hour Committee retreat in August 2019, where we discussed ideas for the coming year and coached new members in the duties of Worship Associates.
- Spring of 2020: Planning for summer has been different this year! Fewer Lay Leaders were recruited and staff will lead more than half of the services for the Summer of 2020 due to the disruption and confusion caused by Covid19. At the time of this writing, all summer services will be pre-recorded and shown on Sundays through Facebook. Worship Associates will assist at summer services as requested by each service leader.

- Expanded the membership of the Committee to include a larger group, and encourage participation by everyone who wanted to work regularly on worship and to act as Sunday Worship Associates.

**Tasks Next Year (2020/2021):**

- Hold Worship Committee retreat in August.
- With Rev. Lisa Perry-Wood, continue to support and assist with Sunday worship, in whatever form it takes for the coming year, depending on the path of the pandemic and the coronavirus. Continue to provide the role of Steward once we are worshiping in the Sanctuary again.
- Continue to provide and relay feedback regarding Sunday worship.
- Provide support for other worship activities outside of regular Sunday worship as needed.
- Recruit new Worship Committee members to replace those who will rotate off the committee, and to be as inclusive as possible for all those who want to work on worship development.
- Recruit Lay Leaders and musicians for the Summer 2021 worship services.

## Finance Committee Report

### Mission

1. Review and monitor financial condition of First Parish Brookline
2. Submit recommendation of annual budget to the Parish Board and review quarterly
3. Advise the Parish Board on matters of financial interest to the Congregation as appropriate
4. Communicate financial information to the church community regularly and transparently

### Organization and Membership

1. Finance Committee is a standing committee charged with fulfilling the mission laid out above. Members include the Treasurer, past Treasurer, Canvass representative, 1-2 Parish Board members, 1-2 other parishioners, the Minister and Church Administrator.
2. For FY 2020, members include Charles Sandmel (Treasurer), Steve Pratt-Otto (Parish Board and Canvass), Margie Beal (congregant), Margaret Williams (incoming Treasurer and Board Member for FY 2021), and Michael Kobran (congregant)
3. Meetings occur monthly and are open to all congregants. Meetings dates are publicized through Congregational channels

### Fiscal 2020 Achievements

1. Reviewed insurance coverage, solicited and received competing bids for commercial insurance resulting in an ongoing annual savings of ~\$8,000 in the last quarter of this year and ~\$20,000/year going forward.
2. Applied for and obtained a Payroll Protection Program grant from the US Small Business Administration of \$65,010 which enables the congregation to forego 44% of the budgeted endowment draw for FY 2020,
3. Met with Julie Skye, a member of the UUA Social Investment Committee, advisor to the Common Endowment Fund which invests our congregation's endowment, deepening the committee's understanding of how our endowment investment furthers our social justice mission.
4. Attended UUA workshops on Stewardship, Planned Giving, and Endowment

## Summary of Revenues and Expenditures through March 31

	9 month actual	9 month budget	\$ over (under)	% over (under)
<b>REVENUE</b>				
Pledges	\$364,705	\$316,944	\$47,761	+15%
Rental Income	45,855	31,500		+46%
Sunday Collections	12,091	15,000	-2,909	-19%
Special Collections *	7,619	Not budgeted	--=	--
All Other	6,003	10,500	-4,797	-45%
Total Revenue	\$436,273	\$373,944	64,429	+17%
<b>EXPENDITURES</b>				
Payroll/Fringe Benefits	\$296,335	\$302,724	-\$6,389	-2%
Programs/Committees	25,333	36,275	-10,942	-30%
Special Collections *	7,619	Not budgeted		
Admin/Office	24,293	25,235	-942	-4%
Insurance	26,696	27,375	679	-2%
Fuel and Utilities	25,167	27,502	2,335	-8%
Other Maintenance	35,796	25,575	10,221	40%
Total Expenditures	\$441,239	\$444,686	3,447	-1%
<b>REVENUE-EXPENDITURES</b>	-4,966	-70,742	-65,766	-92%
Endowment Draw	100,000	178,772	-78,772	-44%

● *Over/ refers to amounts greater than or less than budgeted.*

● *Special Collections (\*) are donated to promote social justice (Centro Presente (\$1,500), Beyond (\$1,515), Brookline Food Pantry (\$175), City Mission (\$753), UU The Vote (\$1,567), UU Urban Ministry (\$594) and the Minister's Discretionary Fund (\$1,515). These amounts are not included in the Fiscal 2020 budget so as not to compete with other initiatives, but are shown here for illustrative purposes.*

**Comments:** Nine-month budget results are favorable, as pledge revenue was received more rapidly than expected, and rental income was far in excess of the amount anticipated. Total expenditures were very close to projections with no material variances. The savings mentioned from changing insurers will accrue the last quarter of fiscal 2020 and beyond. We received the Payroll Protection Plan loan in late April; it does not appear in the 9-month statement. The loan will be forgiven and thus become a grant if we comply with regulations). Using loan proceeds to meet payroll in the fourth quarter means that the FY 2020 endowment draw will be 44% lower than budgeted, as there is sufficient cash on hand to pay all anticipated bills through year end.

**Endowment:** The Parish's endowment is invested with the commingled UUA Common Endowment Fund. As of March 31, our endowment balance was \$2,076,389, down from \$2,332,825 on 3/31/19. Over the past year the fund return was negative 14.6%, with most of the loss occurring in the last month. Even with this year's loss, average return over the past three years, after expenses, was 2.7%. Because the value of our endowment is down at this point, the Finance Committee determined to limit withdrawals, took advantage of Payroll Protection loan program, and recommended a smaller draw for FY 2021 than was budgeted for FY 2020.

**Fiscal 2021 Budget:** Like many congregations and charities, First Parish faces major fund raising challenges this year. The US economy is contracting due to the COVID-19 epidemic, and our rental income is jeopardized by uncertainties about how long the quarantine will last and how long our building will remain closed. Even with a successful canvass this Spring, the Finance Committee, in consultation with congregants and staff, recommended a balanced budget that advances our missions and vision, while planning to spend 10% less than in the current year.

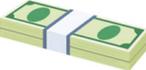
The FY 2021 Budget allocates 57% of expenditures to our mission, up from 52% this year. All staff members have volunteered to forego cost of living increases; we will reduce the cost of insurance by finding a new carrier; we have reduced expenditures for certain materials; we have restructured our custodial costs while continuing to pay our sexton a living wage; and we have reduced our requested draw of capital expenditures due to postponing work from last year to the new year and using the unspent balance. **The PPP loan will not affect next year's budget operations.** We are requesting a \$150,000 draw on the endowment, down from \$178,722 last year; that withdrawal necessitates a 2/3 vote by the annual meeting under our bylaws because there was no investment income to offset it. All documents related to the budget have been emailed to congregants and/or posted on the web site.

Charles Sandmel, Treasurer

# First Parish in Brookline

May 19, 2020

## Budget Building Blocks

INCOME			SPENDING		
(\$575,183 total proposed for FY 21)		% of budget	(\$574,954 proposed for FY 21)		% of budget
<b>Pledges</b>	\$365,000	63%		<b>Payroll</b>	\$385,266 67%
			<input type="checkbox"/>	The cost of paying staff salaries and wages	
<input type="checkbox"/>	Members and friends make pledge commitments each year		<input type="checkbox"/>	The cost of fringe benefits for staff, including payroll taxes, health insurance, professional expenses, and contributions to pension programs	
<input type="checkbox"/>	Pledges to date total \$365,000 for next year, compared to \$380,000 for FY 20		<input type="checkbox"/>	Custodial service supplemented by cleaning service	
<input type="checkbox"/>	We expect to reach the FY 20 goal and have received 96% of it as of March 31		<input type="checkbox"/>	For FY 21, no salary increases (all staff except senior minister received 1.8 % cost of living increase in FY20)	
<input type="checkbox"/>	Typically, about 5% more is pledged than is actually collected the following year		<input type="checkbox"/>	Ministerial Intern (1/3 is covered by a UUA grant)	
<b>Fees and Other Income</b>			<b>Current Staff Roles &amp; Responsibilities</b>		
			<input type="checkbox"/>	<b>Minister</b> (full time) - Spiritual Leader and Advisor at Large; oversees all Staff	
<b>Building Rentals</b>	\$ 15,000	3%	<input type="checkbox"/>	<b>Ministerial Intern</b> (part time) - Contributes to worship, RE and other aspects of congregational life over two years as a "minister-in-training"	
<input type="checkbox"/>	This is income we receive for renting parts of our building to outside groups and, periodically, to individuals and members for weddings, private parties or meetings; major renters:		<input type="checkbox"/>	<b>Parish Administrator</b> (full time) - Oversees communications, building operations and financial record keeping; supervises office and building staff	
<input type="checkbox"/>	VOICES (after school performing arts)		<input type="checkbox"/>	<b>Bookkeeper:</b> (hourly) - Maintains books and records; assists Parish Administrator and Treasurer; payment recorded under admin and office expenses	
<input type="checkbox"/>	Sai Center (Sunday afternoon services)		<input type="checkbox"/>	<b>Temporary Office Help</b> (hourly) - Occasional office support as needed during peak times	
<input type="checkbox"/>	Lin Center (after-school program)		<input type="checkbox"/>	<b>Custodial</b> (part-time) - Cleans and oversees general daily maintenance, meeting setups and supports Sunday hospitality; supplemented by deep cleaning service	
<input type="checkbox"/>	For the past two years we have also rented the upper parking lot to construction firms working nearby who need parking: \$11,000 in FY 20		<input type="checkbox"/>	<b>DRE</b> (full time) - Oversees the Religious Exploration program, coordinates with all staff on program-related schedules and activities	
<input type="checkbox"/>	FY 21 recommended budget is \$31,000 less than rental income through 3/31 due to building closure impacts		<input type="checkbox"/>	<b>Nursery Caregivers</b> (hourly) - Provides Sunday morning nursery coverage and for extended Sunday meetings and special events if requested in advance.	
<b>Grants</b>	\$ 7,133	1%	<input type="checkbox"/>	<b>Music Director</b> (half time) - Oversees choir and rehearsals, directs section leaders, assists worship planning and oversees technology; when worship is virtual, coordinates all music and technology support and performs	
<input type="checkbox"/>	Grants or restricted donations received for specific activities, e.g., UUA grant for part of ministerial intern stipend; Cedar Tree Grant for social justice work		<input type="checkbox"/>	<b>Section Leaders</b> (stipend) – When worship is in sanctuary, lead the 4 choir sections (soprano, alto, tenor and bass), anchor chamber choir, assist/lead at choir rehearsals and services; in absence of choir, provide all music other than hymns for Sunday service	
<b>Fundraising</b>	\$ 7,500	1%	<input type="checkbox"/>	<b>Live Stream Technician</b> (hourly) – when worship is in sanctuary, produces our streamed worship services (replaces the current AV Technician)	
<input type="checkbox"/>	In the past we have used excess proceeds from auctions, feasts, and/or special celebratory events as income for the operating budget.				
<input type="checkbox"/>	In recent years there has been little or no willingness and/or capacity to do fundraising				
<input type="checkbox"/>	The Board deferred a fundraising activity for FY20 budgeted to raise \$5,000				
<input type="checkbox"/>	FY21 budget assumes \$7,500 raised primarily thru an on-line auction for which leaders have been identified				
<b>Congregational Support</b> (without pledges)					
					
<b>Sunday Offering</b>	\$ 18,000	3%			
<input type="checkbox"/>	Cash, checks and online giving from Sunday plate collection that is used to support operating budget				

- Also includes one-time donations from visitors or ongoing or one-time donations from parishioners who do not make annual pledge commitments

**Sunday Offering for Partners** \$10,000 2%

- Special Sunday collections designated for the Ministers' Discretionary Fund and social justice organizations such as Centro Presente, UU the Vote, Brookline Food Pantry; \$7,619 collected & distributed thru 3/31

**Activity Fees** \$2,500 <1%

- We collect modest fees for two of our RE programs: OWL and Challenge
- We collect fees for some other activities and include net proceeds after expenses in the budget

**Endowment Draw** \$150,000 26%



- Our endowment is invested in the UUA Common Endowment Fund and is professionally managed according to responsible investing principles, furthering our social justice mission
- The draw is split between ongoing operations (\$116,000 recommended for FY21) and the Building & Grounds Reserve, a set aside for capital expenses (\$34,000 recommended for FY21)
- As of 4/30, the B&G Reserve held \$80,000; capital projects now stalled by COVID-19 "stay at home"
- As of 3/31 our endowment was valued at about \$2,076,000 compared to \$2,333,000 a year earlier (Endowment value peaked 12/31/19 at \$2,457,000)
- Financial experts generally conclude that a "sustainable draw" that will preserve the capital over time is 4.5%
- FY 20 draw budgeted at \$178,722, or 7.7%
  - Actual draw for FY 20 will be less than budgeted because some expenses will be offset by a one-time \$65,000 Payroll Protection Program loan from the US Small Business Administration
- FY 21 draw from endowment is budgeted at \$150,000, or 6.4%: 2.9% from earnings, 3.5% from principal

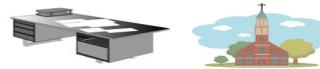
SPENDING BY FUNCTION	FY 20	FY 21
Mission	52%	57%
Administration	26%	24%
Occupancy	23%	19%

**Program-Related** \$51,310 9%



- **Denominational**
  - Annual contribution to UUA, our national organization, for professional and lay resources
  - For equity in FY20, UUA changed from head count to percent of annual spending, raising our expected contribution by \$4,000 to \$23,000
  - FY20 budget reduced by \$4,000, 2/3 of "fair share"
  - Until FY 20 FPB had been an "honor congregation"
- **Sunday Services - Music** - sheet music, guest musicians, music and AV equipment replacement
- **Religious Exploration** - program supplies, teacher training and curriculum
- **Sunday Offering to Partners**
  - Cedar Tree Grant is directed toward social justice work at discretion of Senior Minister in consultation with committees, i.e., shared leadership
- **Committee Funding**
  - Includes in one line all membership fees for organizations such as UU Service Committee, UU Urban Ministry, Interfaith Power & Light
  - Does not include funding for all groups and initiatives of or within First Parish
  - Reorganized and reduced for FY21

**Functional** \$138,378 24%



- **Administration and Office** - costs to supply the office, staff and the congregation at large: ZOOM subscription, paper, telephone, outside printing, hospitality, tech and software upkeep, postage
- **Insurance** - reduced cost by 50% during FY20 by obtaining competitive bids and replacing carrier with no change in coverage
- **Building Operations** - building maintenance: fuel oil, utilities, snow removal, general maintenance, repairs; reduced for FY 21 due to building closure
- **Buildings and Grounds Reserve**
  - Planned capital replacement and maintenance projects overseen by the B&G Committee
  - Current balance in the reserve is \$80,000
  - A 5-year capital plan is being developed
  - FY 21 would reduce transfer from the usual \$40,000 annual transfer to \$34,000, 6% of budget

### Budget Building Guiding Principles

1. Support all elements of our mission through our spending, fundraising and saving practices.
2. Be a UU Fair Compensation congregation for our staff by ensuring compensation is within guidelines.
3. Renew our path to financial sustainability and responsible stewardship.
4. Support the Unitarian Universalist Association.
5. Use "windfall" rental income to offset our building fund reserve draws from endowment.
6. Support completion and implementation of a 20-year plan to update and maintain physical facilities.

	A	B	D	E	F	H	I
1	<b>FIRST PARISH IN BROOKLINE BUDGET WORKSHEET FY 2021</b>						approved by Parish Board 5/19/2020
2					<b>Adopted Budget FY 2020</b>	<b>FY 2021 Proposal</b>	<b>Notes/Comments/Change from FY 2020 budget</b>
3							
4	<b>EXPENSES</b>						
5				Payroll--Salaries			No cost of living increases for staff
6				Senior Minister	105,200	105,200	
7				Director of Religious Education	57,500	57,500	
8				Ministerial Intern	4,266	4,266	
9				Music Director	32,000	32,000	
10				Section Leaders	20,000	16,000	Fewer hours due to virtual worship per K. Kirchoff; not meant to be precedent setting
11				Parish Administrator	55,250	55,250	
12				Live Stream Technician	3,200	-	Unlikely we will livestream from the Sanctuary
13				Office Temp Help	2,250	2,250	
14				Sexton/Custodian	41,600	26,000	
15				Nursery Caregiver	3,500	-	Nursery care uncertain due to Covid-19 ECE guidance
16				Subtotal	324,766	298,466	
17				Benefits & Professional Development	86,800	86,800	Latest estimate from UUA
18				Total Payroll	411,566	385,266	-6.39%
19				Program-Related			
20				Denominational	15,000	15,000	
21				Sunday Services/Music	6,500	5,200	-20.00%
22				Religious Exploration	8,500	6,800	-20.00%
23				Sunday Offering to Partners		10,000	Showing the Partner Sunday Offering disbursement for the first time
24				Subtotal Program-Related	30,000	37,000	
25				Committee Funding			
26				Memberships	-	1,410	Memberships in UU groups and allies (see below)
27				Racial Justice Action	800	800	
28				Immigration Justice Action	-	1,500	
29				Climate Justice	-	500	
30				Social Action	4,000	300	
31				Worship	3,000	2,000	
32				Pastoral Care	1,000	500	
33				Welcoming	500	800	
34				Parish Board	4,000	1,500	
35				Subtotal	13,300	9,310	-30%
36				Cedar Tree Grant Spending	5,000	5,000	FPB Social Justice Fund
37				Subtotal All Committee	18,300	14,310	
38				Total All Program and Committee Funding	48,300	51,310	6%
39				Functional			
40				Admin and Office	33,950	28,858	-15.00%
41				Insurance	36,500	16,620	-54.47%
42				Other Building Operations	65,100	58,900	-9.52%
43				Transfer to B&G Capital Reserve	40,000	34,000	
44				Subtotal Functional	175,550	138,378	-21.17%
45				<b>TOTAL EXPENSES</b>	<b>635,416</b>	<b>574,954</b>	<b>-9.52%</b>
46							
47				<b>INCOME</b>			
48				Fees and Other			
49				Building Rentals	42,000	15,000	-64.29%
50				Grants	4,266	2,133	UUA Ministerial Intern grant
51				Cedar Tree Grant	5,000	5,000	Supports racial/immigration/climate justice
52				Fund Raising Events	5,000	7,500	
53				Interest	50	50	
54				Subtotal	56,316	29,683	-47.29%
55							
56				Endowment Transfer--Operating	138,722	116,000	-16.38%
57				Endowment Transfer--B&G	40,000	34,000	-15%
58							FY20 Endowment draw 7.7% / FY21 Endowment draw 6.4% (2.9% from earnings and 3.5% from principle)
59				Congregational Support			
60				Pledges	379,244	365,000	-4%
61				Sunday Offering	18,000	18,000	
62				Sunday Offering to Partners		10,000	
63				Activity Fees	2,500	2,500	
64				Subtotal	399,744	395,500	-1.06%
65				<b>TOTAL INCOME</b>	<b>634,782</b>	<b>575,183</b>	<b>-9.39%</b>
66							
67				<b>NET - Revenues Less Expenses</b>	<b>(634)</b>	<b>230</b>	
68							<b>ADDITIONAL NOTES:</b>
69							Line 20: Contribution of \$23,000 would designate FPB as an "honor" congregation again; Board felt we could not
70							Line 23: As of March 31 collected and distributed \$7619 - see below
71							Line 26: Memberships stay the same - UUSC (\$1 per member), UU Mass Action Network (\$2 per member), Ministry for Earth (\$150), UA SGM (\$100), Urban Ministry (\$350), Interfaith Power and Light
72							Line 36: Administered by minister in consultation with Committees (Shared Leadership) per the funder
73							Line 56: March 31 PPP Loan/Grant of \$65,100 means we will not draw the remaining \$68,000 from the endowment for FY 2020
74							
75							Line 57: B&G reserve currently at \$80,000 with no near term obligations; 5 yr. plan being developed
76							Line 60: Amount pledged as of 4/30/2020
77							
78						<b>Organization</b>	<b>Amount</b>
79						\$ 1,500	Centro Presente
80						\$ 753	City Mission
81						\$ 1,567	UU the Vote
82						\$ 175	Brookline Food Pantry
83						\$ 1,515	Beyond
84						\$ 1,515	Minister's Discretionary
85						\$ 594	UU Urban Ministry
86						\$ 7,619	<b>Total</b>