

# Annual Report

## 2019 - 2020



**The First Unitarian Universalist Society of Middleborough**  
**25 South Main Street**  
**Middleborough, MA 02346**



**FUUSM – Annual Report**  
Edited by Bob Waterman

CONTENTS

**Ministry**

Minister's role and responsibilities  
Minister's Overview  
Summary of Minister's Activity  
Worship  
Pastoral/Parish Care  
Committee on Ministry

**Religious Exploration**

Program Notes  
RE Committee

**Music**

Program Notes  
Music Committee

**Church Life**

Small groups  
Programming (FUNdraisers)  
Membership Development  
Hospitality  
Public Relations

**Social Action**

Initiative/projects  
Cash in the Plate donations  
Religious Exploration Fundraisers  
MAAC

**Governance/Administration**

Parish Committee  
Governance/Policy  
Leadership Development  
Staff Support

**Physical Plant/Infrastructure**

Building & Grounds  
Expansion  
Green Sanctuary  
Memorial Garden  
Technology

**Finances**

Current Fiscal Year  
Investments  
"I Love My Church" Initiative  
Budget for Fiscal 2017-2018

**Appendix** – Financial Report for FY 2018-2019

## Ministry

Report contributors: Rev. Sarah Person; Sue Curtiss, *Pastoral Care Team Lead*; Bob Waterman, *Committee on Ministry Lead*

### Minister's Role and Responsibilities

*"The Minister and the Congregation shall share responsibility for the leadership and ministry of the Congregation. Achievement and maintenance of this collaborative relationship likewise shall be shared. The Congregation shall look to the Minister for spiritual leadership and initiative, for assistance in setting and articulating its vision, and for professional and inspired performance and oversight of the Congregation's programs, in collaboration with the Parish Committee and the Congregation's committees."*

### Minister's Overview

I keep on reminding myself that "Church has never been about the building" and this year has brought that message home. This pandemic time has turned traditional church on its head, but your staff have been exemplary in helping to keep us all connected. Until the advent of the pandemic, our worship attendance and fellowship hour were moderate but steady. After we starting offering virtual worship and conversation afterwards, our attendance has doubled. This is due in large part to our homebound and out-of-state members having greater access and enjoying it! We are also seeing a number of new faces from Middleborough and surrounding communities.

This year we saw many milestones and losses in our extended Church family. **Heidi Lawton-McCarthy** and **Michael McCarthy** welcomed their granddaughter in a Child Dedication ceremony enjoyed by the entire family. And in May, **Jon Keene** and **Joshua McKiernan** wed in a hospital ceremony viewed by almost a hundred friends and family.

On a sadder note, in the midst of all this activity, we mourn the loss of members of our Church family and friends. Since last June, they include **Andi Ruth Feeley Bessette Keeley**, daughter of **Renee Feeley**; **Dorothy Soares**, sister of **Tony Soares**; **Joe Beatty**, partner of the late **Tom Sypek**; **Alfred Ortelt**, husband of **Valarie Ortelt**; **Joshua Michael**, son of **Chad** and **David Michael**; **Wilrene (Willie) Card**, wife of the late **Harold Card**; **Joshua McKiernan**, husband of **Jon Keene**; followed by the death of **Mary McKiernan**, **Joshua's** mother. In addition, **Noelia Pinheiro's** brother **Albert Pinheiro** was memorialized in an interment ceremony. **Albert Pinheiro** had passed away in November of 2018.

I continue to be grateful for your energy, willingness to engage, and generosity. I look forward to a great year ahead expanding our membership, pastoral care, hospitality, adult education and social action initiatives. I am particularly proud of the Congregation's recent efforts to engage in bearing witness to systemic racism and the events leading up to the death of George Floyd. We have taken a leadership role in our community by standing vigil for peace, equity, justice, and Black Lives Matter, and we have garnered the attention and support of our neighbors and our communities. I am proud to be your minister. Thank you.

## Summary of Minister's Activity

The Covid-19 pandemic has affected all aspects of Church operations, including building availability. At present, only our Church Administrator and our Custodian are in the building on a regular basis. I work primarily from home except for offering Virtual Services on Sundays. This will continue for the foreseeable future until re-opening the Church is safe.

If you would like to meet with me, please call the office (508-947-1935) or my home study (508-967-2763), or email me at [minister@uumiddleboro.org](mailto:minister@uumiddleboro.org) if you would like to get together by phone or video during the week. If you would like to call the church, the office hours are as follows:

Monday	Day off & office closed
Tuesday	9:30 to 2:30
Wednesday	9:30 to 3:00
Thursday	9:30 to 2:30
Friday	9:30 to noon

**Church-related Activity:** Since my last report, I have led 33 worship services, and assisted Acting DRE Kelly Lownds with several additional family services. I officiated at two wedding ceremonies, one renewal of vows ceremony, four child dedications, and conducted five memorial services. I am involved with ten Church committees and teams, and meet weekly with staff members. I have offered pastoral care to 29 individuals.

### **Denominational Activity:**

**Ballou Channing District** – The district dissolved September of 2019. Our remaining assets were turned over to the UUA/New England Region. We had planned on continuing activities to build inter-congregational collegial relations at Star Island and Ferry Beach this summer, but those plans have been put on hold.

**Ballou Channing District Ministers' Association** – I served as Vice President and continue to serve as one of two Good Officers for the BCD, offering advice and counsel to my colleagues. As VP, I organized the January 2020 District Winter Retreat "Owning our Past, Claiming our Future" at the Miramar Retreat Center in Duxbury. The predominant issue for our ministry association for the past year and a half is the revision of the guidelines for our professional conduct.

**New England Region** - I participate as a Peer Facilitator. At least twice a year, I meet with UU congregational boards to facilitate their visioning and planning processes.

**Community Outreach:** I am serving as a Recording Secretary for the Middleborough Area Assistance Coalition (MAAC). I was appointed to the Middleborough Affordable Housing Committee by the Middleborough Board of Selectman. I am serving my fourth year as a Board member of the Old Colony YMCA. I have offered invocations and benedictions at annual Veterans Day and Memorial Day town-wide ceremonies.

**Discretionary Fund Activity:** The Minister's Discretionary fund does help church friends and members, but primarily helps individuals in our surrounding communities with emergency situations. This fund is supported with the Scott Trust, our Cash in the Plate collections during the year, and my contributions from compensation for conducting dedications, weddings, and memorial services. I work with our **Care**

**Teams, the Salvation Army, St. Vincent de Paul Food Pantry, Middleborough Gas and Electric, Middleborough Public Schools, the Matthew Mission, other clergy, and our Veterans Agent** in town to offer emergency assistance to individuals and families experiencing financial crises. This year we spent \$2,449.66 to help with rent, utilities, gas, food, a car payment, and emergency shelter. This is dramatically less than in previous years. We had a mild winter. The food pantry, public schools and the YMCA have distributed food to needy individuals and families. Because of the pandemic, renters and consumers of gas, oil and electricity did not face evictions and shut-offs for nonpayment. This will probably change in the next few months as workplaces and the court system reopen. Organizations that provide assistance are bracing for the next few months. *As always, thank you for your generosity. You have made and will make a real difference in their lives at a time when they needed it most.*

### Worship

Our worship theme for the year was “A Purposeful Life.” Until the beginning of March, we kept to that idea of exploring our sense of agency, values and relevancy; bring our intentions to our everyday lives. Since the outset of the pandemic, and the resurgence of protests over unnecessary assaults and deaths by authorities on people of color, our worship has become more centered on current events. The Worship Team has been inactive this year.

### Pastoral/Parish Care

Our Care Teams are an extension of the Minister’s pastoral care presence. The goal is to maintain a sustained connection between congregants and the Church, especially when church attendance becomes difficult or impossible, and to provide a structure for responding to the emergencies that affect the Congregation. This connection is maintained through phone calls, visits, and supportive activities offered by team members.

Our teams have been busy offering counseling and practical support to many of us over the course of the year. They are:

- Lay Ministers: Sue Curtiss, Sue St. Germain
- Meals Coordinator: Juli Gould
- Rides Coordinator: open
- Cards Ministry: open
- Knitting Ministry: Juli Gould & volunteers
- Caring Choir: Valerie Fontaine

In addition to providing assistance, teams members began our Remembership program, calling members and friends a couple of times a year just to say hello and check in. Some were happy to be called and looked forward to hearing from us in the future. Others were glad to hear from us but didn’t feel the need for this particular service. Since the advent of the pandemic, the teams have been calling members and friends who are not currently participating in regular virtual group activities.

### Committee on Ministry

The Committee on Ministry consists of Bob Waterman (Lead) and Rev. Sarah. The Committee’s purpose is to help strengthen ministry in our Church. The Committee operates on the principle that while it is the job of the professional minister to provide leadership and perform in a specialized role, overall

ministry belongs to the membership of the Church as a whole. Ministry, therefore, refers to all activities that carry out the Church's mission. Accordingly, the Committee serves two main purposes: (1) To serve as a conduit for information and feedback concerning the effectiveness of ministry in our Church; the Committee seeks out and is open to input from the Congregation. (2) To serve as a sounding board and support resource for the minister. The Committee met over the course of the Church year, discussing and processing feedback from the Congregation and providing support and feedback to the Minister.

## Religious Exploration

Report contributors: Kelly Lownds, *Director of Religious Exploration*; Christine Hoyle, *Religious Exploration Committee Chair*

### Events

- Annual Halloween Bonfire/Party was held in the Parish Hall due to inclement weather, hosted by the RE committee. Included games, pizza, and candy.
- Annual Holiday party was held in the Parish Hall and included gingerbread decorating, ornament making, story-telling, pizza, and dessert. Ornaments were provided for the adults and children, and we decorated the holiday tree.
- Junior/Senior Youth Sleep was held in the Parish Hall. All the boys slept on one side of the room and the girls slept on the other. We played games, watched *The Sound of Music*, got up early for the sunrise, and Deb Corthell provided a large breakfast for the group.

### Theme

Our theme this year was Sustainability Super Sleuths. We drew from our seven principles and our six sources to guide our journey towards a strong love of nature, a strong sense of responsibility towards the earth and a strong sense of wonder about the world around us. We started the year outside.

### Classes and Attendance

This year we had the nursery and the main classroom. We started all but the babies and toddlers for gathering time and then gave the main classroom children options to choose activities based on their interest/age. The offerings included: Research space for the teens, Creation space, Contemplation space, and Questing space.

	<u>2019/20</u>	<u>2018/19</u>	<u>2017/18</u>	<u>2016/17</u>	<u>2015/16</u>	<u>2014/15</u>
Average Attendance	10	11	18	19	16	13
Highest Attendance	19	26	26	34	22	19
Lowest Attendance	2	2	9	11	8	7
Number of Teachers	18	23	27	28	28	29

Of the 18 teachers, 14 did not have children in the program. We could not make RE happen without the efforts of all our adult leaders and helpers. We were immensely grateful for all the teachers and volunteers who helped us this year. We also appreciate every adult who has taken a moment to have a kind word with a child in our program or spent time helping with our stories and our classes.

### Worship

Religious Exploration led two services this year:

- The Christmas Pageant
- The Youth Service

### Social Action/Fundraising

The Senior youth group led one community service project, sending notes to all the older members of our Church. They also managed coffee hour for the Church one time per month from September through February. The Junior Youth also came on board for coffee hour and managed two coffee hours. A plan for a video for the Church website and the survey regarding the gender neutral bathrooms has been put on hold until the fall.

### Senior Youth

This year Greg Stevens and Kelly Lownds led Senior Youth Group meetings twice a month. The group had eight youth, seven of whom attended regularly. We completed the Chorus of Faith curriculum in the fall and then started the Place of Wholeness curriculum in the winter. We shared pizza each week we were together and began virtual meetings in March to play games and stay connected. The senior youth are excited to take up social justice action next year.

### Junior Youth

Greg Stevens met with the Junior Youth every other week when they were not in OWL. They met downstairs in the Minister's office during the Sunday service and worked throughout the year on the Heeding the Call curriculum.

### OWL

Two of our youth, Conor Dragunas and Mia Stevens, participated in OWL with the Taunton church. There they joined eight youth and were welcomed by the Taunton DRE, April Rosario. They are working on a plan to finish out the curriculum that was cut short due to the current quarantine.

### Childcare

Alex Pucillo-Dunphy, and Michael Correia provided care for the children this year. Hope Lownds and Brynn Stevens substituted, as needed.

### RE Committee

Christine Hoyle chaired the committee, and she, Nancy Kidd, and Greg Stevens, were a huge amount of support for the program. Maria Pucillo-Dunphy continued to serve as our CORI administrator.

### Next year

Our preliminary theme is related to social justice. In RE, we will use the Being UU Everyday curriculum and will explore our quest for knowledge, reverence for life, supporting one another on our faith journeys, and public witness.

We plan to continue offering a Junior youth group (6-8 grade) every other week during the Sunday service and to continue offering a Senior youth group (9-12) at least one time per month on Sunday evenings.

If in-person meetings are still not available, we will continue in a virtual manner. We engage the children in the curriculum and ensure that there are interactive games to keep everyone interested.

### Adult Education

Thanks to you, we have offered a rich opportunity for thoughtful reflection this past year.

- Building Your Own Theology was led by Vi Fairweather and Bob Waterman.
- Living In the Questions was led by Dan Hotchkiss.

## Music

Report contributors: Susan Hotchkiss, *Director of Music*; John Mullen, *Music Committee Chair*

This year we have had two music programs: Pre and post quarantine/social distancing.

Pre:

- We enjoyed a party at Valerie Fontaine’s with food and festivities.
- A vocal workshop was presented on August 27 by Deb Perry.
- The program progressed as in the past, with musicians:
  - Gathering weekly for Chalice Choir rehearsals on Tuesday evenings.
  - Planning concerts and playing a role in the larger community.
  - Contributing musical offerings for Sunday worship and special occasions.
- The Chalice Choir sang at the annual Middleboro Music Guild Thanksgiving Concert on November 24 and the Town Hall Christmas Tree Lighting December 1.
- On December 8, we hosted Jazz Sunday with former music director Jeannie Gagne and Stan Strickland.
- On December 15, after caroling for nursing homes and homebound parishioners, we gathered in the Parish Hall for a fabulous potluck.
- Christmas Eve worship lived up to its showstopper reputation, and we extended the season with an Eleventh Night Solstice Singers Concert and Feast on January 4.
- On February 2, we hosted the “Four Chaplains Day” service by the American Legion.
- The Chalice Choir was learning new and challenging music for our annual Music Sunday (April 26) and Springtime Gala: Broadway (May 16) when Covid-19 social distancing changed our lives. The Broadway Gala has been tentatively rescheduled to November 7.

Post:

- Our first Virtual Worship was Sunday, March 15. The choir had been scheduled to sing.
- March 22, Matt Meyer “Zoomed” out to the Congregation with a music-themed worship.
- Music Sunday happened without any of the planned choral content, but it happened! With thanks to Nancy, Eddie, and Owen Kidd, we had superb instrumental music *PLUS* a virtual choir compilation of 21 singers from the Chalice Choir singing Leonard Cohen’s “Hallelujah.” We are learning new techniques of singing together, yet apart.
- Choir rehearsals are now “Zoomed” (our average attendance is 19 singers), and (most important!) many people can still be involved in music making.
- We are working on a second virtual choir anthem for May 31, and a third one for Celebration Sunday on June 21.
- We will test drive recording a quartet (keyboard, flute, double bass, and drums) outside in June, and we are hoping for small-group singing outside as well.

## Music Committee

Our Music Committee supports the music program from behind the scenes. We are always looking for new members to help generate new ideas. Special thanks go to members: John Mullen, Valerie Fontaine, Linda Thompson, Katie Allen, Dody Adkins-Perry, Nancy Backus, and Joshua McKiernan. We are deeply saddened to be losing Josh to cancer. He has been a key member of our music program, and his presence is deeply missed.

The learning curve has been continuous and challenging as we explore new ways of creating worship and building community. For the unforeseen future, we expect to continue utilizing Zoom for activities that had been conducted in person, and we are hopeful all activities will be continued: workshops, rehearsals, performances, worship, and celebrations. Music has always been an integral part of what UU Middleboro is about, and we hope to maintain that tradition.

## Church Life

Report contributors: Bob Waterman, *President*, Andrea Priest, *Fundraising Programs Coordinator*; Dorine Levasseur, *Membership Development Team Lead*, Rev. Sarah Person

Thanks to you, ours is vibrant community always busy with many activities and events that have engaged members, friends, and our surrounding communities. The hard work and dedication of many committed and talented individuals help makes these a success. Many of these have continued virtually during the quarantine. In October, we held an All About UUs Fair, an opportunity for members and friends to learn about the many ways to get involved in Church activities.

### Small Groups

We have several small groups that met regularly over the year:

- The Spirituality Group, led by Bob Waterman, provides a safe, quiet space to explore personal spirituality, learn more about teachings and practices from a variety of traditions, and share life's journey with fellow travelers.
- Satsang, led by Valerie Fontaine, is centered on passage meditation.
- Sangha Meditation, led by Tom Tanguay, provides an opportunity to develop a deeper meditation practice.
- A Healing Circle, offered by a few of our members and friends who are Reiki practitioners, offered a way to take a step back from the chaos of modern life and to retreat, relax, and allow yourself to just "be."
- A book discussion group, led by Carleen Loper, provides a wide array of thought-provoking material and interesting conversations.

### Special Offerings

We had several community-building and enrichment offerings over the year (before quarantine):

- Soulful Sanctuary was offered the last Friday of every other month and provided food for the soul with music and readings, organized by Rev. Sarah and Susan Hotchkiss
- The other "Finale Fridays" offering was Intergenerational Game Night, offered the last Fridays of alternating months by Greg and Laura Stevens and provided opportunities for churchgoers of all ages to enjoy games and pizza.
- The Church continued to host the CUUPS group, which is dedicated to exploring earth-centered spiritual traditions and practice.

### FUNdraising Programs

Before the quarantine, our fundraising programs continued to be not only a source of funds, but also a wonderful addition to our Church life. With our fundraisers, we support the work of the Church, and we also have fun and create good memories.

In October, we participated again in the Lakeville Arts Festival by providing a food concession. The team was led by Juli Gould, Eileen Smith, and Nancy Backus. It's quite a task to organize and takes many

hands to implement. The Senior Youth also sold popcorn and juice. It's always a good fundraiser and a great way to be present in the community, even with unpredictable factors, such as warmer weather impacting soup sales, that have an impact on the final results. We sold leftover goods at church on Sunday and had good results.

Also in October, we presented the Elvis Show, a tribute concert coordinated by Gil Cote. There were raffles and refreshments, and a good time was had by all.

In December, we hosted an Avon products fundraiser, coordinated by Maria Pucillo-Dunphy.

In January, we hosted the Solstice Singers, a wonderful musical program, coordinated by Susan Hotchkiss and members of the Music Committee.

With the quarantine, our plans for fundraisers for the rest of the Church year were derailed. Some events were postponed, such as the Springtime Musical Gala which hopefully can be held in the fall. And some were redesigned by dedicated souls who created alternatives that could be offered virtually.

In May, the annual Plant Sale was held virtually, and thanks to the tremendous efforts of Mike Schroeder and Eileen Smith, it was a great success.

In June, the Service Auction was transformed to a Service Offerings Fundraiser, led by Norm Grenier. There were many contributions of items and creative offerings that could be achieved within the guidelines for social distancing and public health.

See the Finance section for details on the financial results of our fundraising efforts.

### Membership Development

The Membership Development Team, consisting of members Dorine Levasseur (Lead), Cheryl MacQueen, Susie Sherman, and Rev. Sarah, continued its work this Church year to enhance the welcoming nature of our community by elevating the profile of its outreach to visitors and new members, both by consistent and continuous follow-up and connection. We held our Fall Newcomer Luncheon (light lunch following a Sunday service), followed by two sessions exploring who we are as UUs, how we came to UU from our own experiences and traditions, what this faith means to us, and how we live it in the world. The second of these also included looking at the history of activism in UU, going back decades, and considered what moves us to action in our world today. These sessions were open to all members and were richly attended. We so appreciated the input by all participants, the sharing and sincerity that built a strong sense of connection for all of us. Our hope to build on these sessions into the spring was curtailed as were many aspects of Church life. We hope to use these next months, preparing for the next Church year, to regroup and to assure continuation of our goals of strengthening our welcoming culture. We continue even now reaching out to those who express interest in our Church community.

We appreciate the good work of our Welcoming Team, people who at each service focus specifically on newcomers, who wear lovely stoles made for us by Linda Thompson, and connect our visitors with our Church members. We are grateful for their contributions to this important work. We are happy to be so active in a Church community that reaches out to visitors, makes them feel welcome and encourages their participation in our Church life.

## Hospitality

The Hospitality Team has been fairly inactive, but many in the Congregation have provided coverage for Sunday Coffee Hour and have contributed to other events at the Church. It has continued to be a challenge to recruit volunteers for this effort.

## Public Relations

The Public Relations Team continued to spread the good word about all of the wonderful things our Church has to offer. Contributors included Mark Belanger, Maria Pucillo-Dunphy, JR Pucillo-Dunphy, Valarie Ortelt, and Rev. Sarah.

The team seeks to get information out in a timely fashion to as many people as possible in as many ways as possible, and works with the various committees and teams to facilitate and coordinate information flow. Avenues include our website, social media sites, email updates/alerts (UU Updates, E-tree), features in local newspapers, and specialized brochures.

Everyone has a part in helping spread good PR about our Church. The easiest way is to interact through the Church's social media sites. You can comment on posts, and share them with family, friends, or to a broader audience.

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## Social Action/Social Justice

Report contributors: Cheryl MacQueen, *MAAC Representative*, Kelly Lownds, *Director of Religious Exploration*, Rev. Sarah Person

Social Action/Social Justice is widely viewed by this Congregation as an opportunity to deepen our commitment to our faith by acting on the principles we profess. In doing so, we strengthen our connections to one another, and engage our children and newcomers in the meaning of being a UU in the world.

### Cash in the Plate Donations

Our primary mode of social action has been to financially support the organizations and causes that serve the disadvantaged, and to provide goods and services for those in need. Each month, we donate our “case in the plate”, i.e., any cash not designated toward pledges, to local worthy causes. Thanks to everyone for your incredible generosity!

Recipients	Amount
Minister’s Discretionary Fund	\$5823
Habitat for Humanity	\$406
Food Pantry	\$740
Fuel Assistance	\$767
Hurricane Relief	\$675
Australian Wildfire Relief	\$939
Matthew Mission	\$309
<b>Total (so far!)</b>	<b>\$9659</b>

During the quarantine, since there has been no “plate” to put cash in, people have been encouraged to donate directly to local organizations and causes.

### Projects/Initiatives

Rev. Sarah remained involved in various community organizations and activities, and served on a number of local boards. She helped individuals in our surrounding communities with funds from the Minister’s Discretionary Fund, and she worked with local agencies to offer emergency assistance to individuals and families experiencing financial crises.

Before the Church closed, we made regular donations of food items to the Food Pantry of St. Vincent de Paul with the help of Dave Kraemer. We now encourage everyone to make donations directly to the food assistance organizations in their hometown. Please donate as generously and as often as you can.

### Witness & Advocacy

In June, we engaged in bearing witness to systemic racism and the events leading up to the death of George Floyd. Many in the Congregation took on a leadership role in our community by standing vigil for peace, equity, justice, and Black Lives Matter. We garnered the attention and support of our

neighbors and our communities. Several of are working to continue the effort to examine what we can do going forward to address these serious issues.

### MAAC

The Middleborough Area Assistance Coalition (MAAC) serves Middleborough, Lakeville, and other towns in Southeastern Massachusetts. Representatives from many organizations come together monthly to discuss what they have been doing and how we can work cooperatively. Often there is a speaker. A partial list for this year includes Kimberly French discussing Sustainable Middleborough; Middleborough Gas and Electric Co discussing Cost and Energy Saving Programs; The Red Cross, Old Colony Elder Services Protective Services, and Nelson Abreu, Director of Taunton Department of Transitional Assistance.

Some representatives work together to financially assist people in need. At times Rev. Sarah uses funds from Cash in the Plate and the Minister's Discretionary Fund to help assist individuals referred by MAAC members with basic needs, including food, housing, utilities, and transportation.

Currently both Rev. Sarah and Cheryl MacQueen are MAAC Board members.

## **Governance/Administration**

Report contributors: Bob Waterman, *President, Governance & Policy Team Lead, Leadership Development Team Lead, Staff Support Team Lead*

### Parish Committee

The Parish Committee worked continuously this year to address many issues from mundane to more significant to the life and future of our Church. At the start of the Church year, the PC developed a new vision for the Church in 2020-2021. The vision addresses five components: (1) Connecting with the community beyond our walls; (2) Building our Church family community; (3) Deepening our sense of spirituality and religious identity; (4) Living our faith through service to the community; (5) Paying our way responsibly.

Listening circles were held in the winter, organized by Lois Aldrich and Marc MacQueen. These were well-attended, well-received, and provided valuable feedback and engagement. The PC followed up with a summary of the feedback to the Congregation.

The design and planning for our Annual Pledge Drive was a substantial project. Marc MacQueen led a task group to contact pledge units; thanks go to Dan Hotchkiss, Rick Benard, Cindy Benard, Jim Bonnar, Gene Phillips, Andrea Priest, Bill Howe, Holly Begley, and Rev. Sarah Person their hard work and commitment to the effort.

The PC also addressed the development and revision of several policies and procedural guidelines over the course of the year.

We were so very sad to lose Josh McKiernan. He contributed greatly to our work and provided valuable perspective. He was also a lot of fun to work with!

### Governance/Policy

The Governance/Policy Task Group, comprised of Bob Waterman (Lead) and Rev. Sarah, serves to: (1) Examine current governance and management structures and methods, and make recommendations on revised or new approaches; (2) Draft and facilitate implementation of changes to Church by-laws; (3) Create, review, and revise policies as needed; (4) Design mechanisms for effective communication of policies (e.g., Policy Handbook, postings on website).

Thanks go to the committees, teams, and individuals who assisted with these efforts.

### Leadership Development

The Leadership Development Team consists of Bob Waterman (Lead), Norm Grenier, and Rev. Sarah. The team's purpose is to help cultivate of leadership in the Congregation. Specific objectives include: (1) Helping define and establish the mission and vision of leadership in the Church; (2) Assessing needs for leadership development opportunities; (3) Developing and delivering leadership development activities, such as training, retreats, and meetings for Church leaders; this may include identifying outside activities at the regional level, UUA, or other sources, and identifying resources to provide activities in-house; (4) Assisting with seeking out and identifying individuals in the Congregation who

have the skills, abilities, experience, and willingness to serve in leadership positions on committees, teams, and task groups.

This year, the team: (1) Continued to examine the Church's leadership mission and vision, and identified specific developmental needs for the enhancement of leadership skills; (2) Coordinated the PC's kick-off retreat; (3) Handled the Nominating process and sought out candidates for Parish Committee positions for the upcoming year.; (4) Assisted in identifying potential leaders for other key roles.

### Staff Support

The Staff Support Team, consisting of Bob Waterman (Lead) and Marc MacQueen, provides support to the Church's professional staff and to the Minister, as staff supervisor. This year, the team : (1) Examined staff compensation and benefits issues, and made recommendations for staff salary increases for next year's budget, (2) Assisted with the process of securing the loan through the Paycheck Protection Program; (3) Addressed implications for staff related to the state's stay-at-home orders.

## Physical Plant/Infrastructure

Report contributors: Susie Sherman, *Building & Grounds Team Lead*; Rev. Sarah Person.

It takes many hands to keep our Church in good working order. Our glorious old building and surrounding grounds continue to delight, but also present many challenges to keep things presentable and functioning properly. Many thanks go to all those who work tirelessly to see after this very important work.

### Building & Grounds

Susie Sherman continued to lead the efforts to oversee the work of maintaining the building and grounds. She notes that there a number of individuals who contribute to this work, and the regular contributors are Alan Melchior, JR Pucillo-Dunphy, John Mullen, Marc MacQueen, and Bill Sherman. Susie does a good bit of hands-on work, as well. Steve Page, our Sexton, also contributes to our general upkeep in addition to his regular maintenance duties. The summary below captures only some of the work that was done during the year.

Indoor repairs & maintenance:

- Susie, Bill, and Steve replaced the Parish Hall filters four times. The filters in the Sanctuary (there are four) are still not dirty.
- Rob Dragunas replaced the kitchen faucet filters.
- John Mullen repaired a hymnal holder, replace a screw on the driveway door, and installed pipe insulation on the hot water line from the small water heater to the restroom.
- The batteries in the lights on the back stairs were replaced four times.
- Steve continues to handle pest control.
- Paul Macuch fixed the holes in the floor in the Sanctuary under where the radiators had been.

Outdoor repairs & maintenance:

- Robert's Roofing was not available to schedule a further 1/3 of our roof due to the state shut-down. (The roof work is to be scheduled later this year.) Another 1/3 of the roof: 1. Final part of the parlor, 2. Driveway entry and organ addition roofs.
- Macuch Restoration and Painting completed paint work on 1st, 2nd, 3<sup>rd</sup>, and 4th (steeple) windows and all trim plus repairs, replacement and painting of the water table.
- Paul Macuch and his workers did extensive exterior repairs to the water table, and removed and replaced the sill beam on the north side of the steeple.
- Beaver Tree Works took down the damaged tree in our back yard. It was in very bad shape; we counted the rings and it was about 89 years old!

Elevator Inspection: The state inspection of our elevator was done December 10, 2018. According to current regulations, inspections must be done every two years, meaning our next inspection needs to be done on or before December 10, 2020. Above and Beyond Elevator technicians must do the pre-inspection maintenance one month before the inspection.

### Expansion

The Expansion Task Group has been inactive this Church year.

### Green Sanctuary

Though inactive this year, the Green Sanctuary Team still serves to advocate for engaging in environmentally responsible and sustainable practices in all that we do, including purchase and use of goods and materials, energy conservation, and recycling.

### Memorial Garden

The Memorial Garden Team, led by Mike Schroeder, oversees maintenance and care of the Memorial Garden, which is the repository for ashes of former members of our Church. The Garden is a place of contemplation and remembrance, and many hands have contributed to its upkeep and beautiful presentation.

### Technology

The Technology Team keeps our technical systems and equipment in working order, maintains our Church website, social media accounts, and email addresses, and records and distributes for broadcast our Church services. Contributors include JR Pucillo-Dunphy, Maria Pucillo-Dunphy, Rob Dragunas, Mark Belanger, Valarie Ortelt, and Rev. Sarah. Special shout out to the team that has been working diligently behind the scenes to provide our virtual Sunday services, including Alan Melchior, Dan Hotchkiss, and Katie Allen.

## Finances

Report contributors: Marc MacQueen, *Treasurer*; Bill Howe, *Investments Team Lead*; Andrea Priest, *Fundraising Programs Coordinator*; Bob Waterman, *President*

### Current Fiscal Year

Although the fiscal year began normally, the pandemic upended everything. We anticipate receiving about 90% of budgeted revenue. Fundraising programs began well enough this year, but stopped abruptly in March as the pandemic closed normal Church life. Prior to the quarantine, we raised about \$6,000 through fundraising, with an overall goal of \$17,000. People have begun to hold “virtual” fundraisers, with an on-line Plant Sale and on-line Service Offering Fundraiser. Thank you to all the volunteers who are figuring out how to succeed. We’re learning as we go! As the economy shut down, Congress passed a program that gave grants to small businesses (yes, we’re a small business) to keep staff on the payroll who might otherwise be laid off. We received one of these grants, in the amount of \$25,357.50. The money can only be used for payroll and utility expenses incurred over 24 weeks. We also received a few unexpected special gifts.

Almost all expenses are under budget.

Thus, we anticipate a slight budget surplus for the current fiscal year.

### Funds in Checking Accounts

Account	Fund	Balance as of 5/18/18
Church Debit card	Operations-Unrestricted	\$1,227
Church Operations	CUUPS	\$864
Church Operations	Cash in Plate^	\$1,352
Church Operations	I Love My Church	\$19,675
Church Operations	PPP Loan	\$25,302
Church Operations	Petty Cash	\$594
Church Operations	Pre-paid Pledges	\$2,750
Church Operations	Operations-Unrestricted	\$71,540
<b>Total</b>		<b>\$123,304</b>

^ Pending check disbursement to recipients.

### Investments

The Church has several investment funds, some that are restricted, and one general fund that is unrestricted. The Investments Team, consisting of Bill Howe, Marc MacQueen, and Alan Melchior, oversees the investment strategy for the managed funds. The funds did very well until February and March, when they began falling as the pandemic began affecting the world. Our portfolio is designed to do well in good markets, and avoid losses in bear markets, but overall things are down this year.

Fund	Balance on 7/1/19	Market Change	Balance on 4/30/20
Unrestricted	\$105,021.52	<b>\$-15,813.62</b>	\$89,207.90

Scott Trust	\$19,932.19	\$-1,253.89	\$18,678.30
Mary Fuller	\$26,359.33	\$-1,658.20	\$24,701.13
Organ	\$1,060.01	\$-66.69	\$993.32
Piano	0	0	0
Memorial Garden	\$1,207.29	\$-75.94	\$1,131.35
<b>Total Funds</b>	<b>\$153,580.34</b>	<b>\$18,868.34</b>	<b>\$134,712.00</b>

Budget for Fiscal 2019-2020

For the past several years, the Congregation has focused on eliminating our deficit spending. To achieve this, the goal for this year's Pledge Drive was to increase overall pledges from \$151,000 to \$172,000; a 14% increase. To date, the Pledge Drive has resulted in a few new pledges and increases to pledges totaling over \$7,100. Some long-time members have reduced their pledges, and others, largely because of the pandemic, have not pledged at all. We hope that as the economy recovers, some of these individuals may feel more able to make a commitment to the Church. We also hoped to keep fund-raiser income at \$17,000. Meeting these goals would have funded most of our budget. However, the pandemic has had devastating effects on potential pledging and fund-raiser income; so far Church members have pledged \$142,000 and we hope to raise another \$10,000 in fund raisers, if we can figure out how. We remain committed to moving toward Fair Compensation for our top-notch staff, and we hope to be able to continue contributing to the UUA. The Parish Committee is recommending adopting quarterly budgets next fiscal year, which will allow us to assess current conditions as the year progresses.

**APPENDIX**

**FIRST UNITARIAN UNIVERSALIST SOCIETY OF MIDDLEBOROUGH  
FY 2018/2019 Projected End of Year Financial Report**

	<b>2019/2020 Budget</b>	<b>YTD As of 4/30/20</b>	<b>May-June 2020 Projected</b>	<b>2019/2020 Projected</b>	<b>2019/2020 % of Budgeted</b>
<b><u>Revenue</u></b>					
<b>Pledges</b>	<b>\$151,000</b>	<b>\$118,000</b>	<b>\$15,000</b>	<b>\$133,000</b>	<b>88%</b>
<b>Fund Raisers</b>	<b>\$17,000</b>	<b>\$5,955</b>	<b>\$1,000</b>	<b>\$6,955</b>	<b>160%</b>
<b>Investments &amp; Dividends</b>	<b>\$8,450</b>	<b>\$13,550</b>	<b>\$ -</b>	<b>\$13,550</b>	<b>89%</b>
<b>Rental Income</b>	<b>\$4,000</b>	<b>\$2,440</b>	<b>\$ -</b>	<b>\$2,440</b>	<b>61%</b>
<b>Other</b>	<b>\$6,541</b>	<b>\$15,074</b>	<b>\$25,358*</b>	<b>\$40,432</b>	<b>373%</b>
<b>Total Revenue</b>	<b>\$196,941</b>	<b>\$154,429</b>	<b>\$16,000</b>	<b>\$194,417</b>	<b>99.7%</b>
<b><u>Expenses</u></b>					
<b><u>Operations Expenses</u></b>					
<b>Compensation (Staff &amp; Guest Speakers &amp; Musicians)</b>	<b>\$155,734</b>	<b>\$134,295</b>	<b>\$21,600</b>	<b>\$155,895</b>	<b>94.6%</b>
<b>Administration (Office &amp; Communication)</b>	<b>\$18,610</b>	<b>\$14,410</b>	<b>\$1,500</b>	<b>\$15,910</b>	<b>85.5%</b>
<b>Committees (including Music and LifeSpan Exploration/RE)</b>	<b>\$9,050</b>	<b>\$4,500</b>	<b>\$250</b>	<b>\$4,750</b>	<b>52.5%</b>
<b>Buildings&amp;Grounds&amp;Utilities</b>	<b>\$8,202</b>	<b>\$25,421</b>	<b>\$900</b>	<b>\$26,321</b>	<b>320.9%</b>
<b>Total Operations Expenses</b>	<b>\$191,596</b>	<b>\$178,626</b>	<b>\$24,250</b>	<b>\$202,876</b>	<b>105.9%</b>

We had projected taking approximately \$5,100 to balance our budget, and to date we have withdrawn a total of \$10,100. We also had a lot of work done on the church's exterior (painting, building repairs). With the addition of our PPP Loan, our income (including the withdrawal from investments) met our projected expenses.

The exterior renovations cost about \$17,745, but they were necessary. Much of the funding for this came from our "I Love My Church" account.