

First Parish in Concord

Handouts for the  
Annual Meeting  
June 11, 2023, at 11:30 a.m.

For the Year Ending June 30, 2023

Concord, Massachusetts



First Parish in Concord  
Handouts for the June 11, 2023 Annual Meeting  
July 1, 2022 through June 30, 2023

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# Warrant for Annual Meeting

## WARRANT COMMONWEALTH OF MASSACHUSETTS MIDDLESEX, SS.

To any one of the constables of the Town of Concord, GREETINGS:

You are hereby authorized and directed to notify and warn the qualified voters of FIRST PARISH IN CONCORD in said County of Middlesex, to meet on-line via Zoom meeting on SUNDAY, the 11th day of June 2023 at 11:30 o'clock in the morning, then and there to act and vote upon the following articles, to wit:

1. Approve Annual Meeting minutes from 2022
2. To hear and receive the reports of the Senior Minister, the Standing Committee, the Trustees of Parish Donations, and other committee reports.
3. To choose all Parish officers for the ensuing year.
4. To ratify the UU General Assembly delegate slate.
5. To adopt the First Parish in Concord Covenant
6. To raise money for all parochial purposes, including the Budget for Fiscal Year 2023-2024.
7. To ratify the Senior Minister Search Committee slate.
8. To act upon any other business that may come before the meeting.

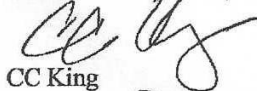
And you are hereby directed to serve this warrant by posting copies thereof, by you attested, in at least two public places in said Town, one of which shall be at the door of the Meeting House of said Parish, eight days, including two Sundays, before said eleventh day of June, and to have this warrant, with your doings thereon, at said meeting.

Witness our hands this 9th day of May in the year two thousand twenty-three:


*(PLEASE NOTE: because we will also be conducting this meeting online in accordance with the Commonwealth of Massachusetts Executive Order Suspending Certain Provisions of the Open Meeting Law, the Chair will sign on behalf of the entire Standing Committee, each of whom have provided electronic approval of this Warrant).*



Elizabeth Rust, Chair, on behalf of:



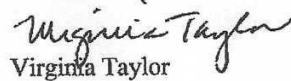
CC King



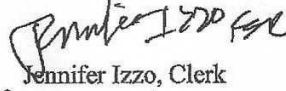
Michael Beer



Caroline Minkin



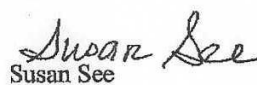
Virginia Taylor



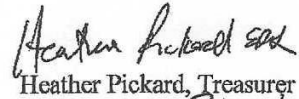
Jennifer Izzo, Clerk



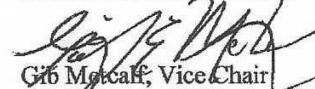
Jim Hawks



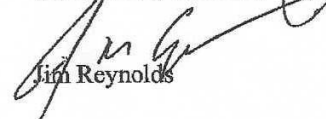
Susan See



Heather Pickard, Treasurer



Gib Metcalf, Vice Chair



Jim Reynolds

# Guide to Making, Discussing, Modifying and Voting on Motions

## First Parish Annual Meeting

You want to .....	What to say:	Requires a Motion	Requires a Second	Can be Discussed	Can be Amended	Vote Needed	Notes on the Motion
<b>Make a Motion</b>	"I move that we approve the ...."	Yes	Yes	Yes	Yes	Majority	Main Motion, starts the motion in action
<b>Amend a motion</b>	"I move to amend this motion by" -- add, delete, modify words	Yes	Yes	Yes	Yes	Majority	Used to modify the Main Motion; can be used to amend an amendment, must use the new words
<b>Withdraw a motion</b>	"I move to withdraw my motion....."	Yes	Yes	Yes	No	Majority	To withdraw a motion or an amendment
<b>Table the motion - refer motion to ....</b>	"I move to refer this motion to .... for further consideration"	Yes	Yes	Yes	No	Majority	To stop debate and refer to another group
<b>Postpone the motion to a different time; note when</b>	"I move to postpone the matter until ....."	Yes	Yes	Yes	No	Majority	To stop debate and postpone the vote to a later point in the meeting or future date
<b>Object to a Procedure</b>	"Point of Order" -- Make statement or question on the process	No	No	No	No	No Vote	To stop debate and challenge the current process; decided by Moderator

## Minutes

### **First Parish in Concord Minutes of the Annual Meeting For the Year Ending June 30, 2022 June 5, 2022 at 11:30AM**

The Annual Meeting of First Parish was called to order at 11:30AM by Moderator Kristin Moore. The meeting was held both in person in the Parish Hall and remotely via Zoom. Ms. Moore reviewed the format and protocol for the meeting. The Reverend Howard Dana opened the meeting with a prayer.

Kristin Moore introduced the Articles for the Meeting.

#### **Article I: To hear and receive the reports of the Senior Minister, the Standing Committee, the Trustees of Parish Donations and the FP Commission on Institutional Change.**

Upon motion duly made and seconded it was

**VOTED:** To hear and receive the reports of the Senior Minister, the Standing Committee, the Trustees of Parish Donations and the FP Commission on Institutional Change.

#### Senior Minister's Annual Report: Howard Dana

Rev. Dana's report was made available electronically prior to the meeting. He discussed the impact that the second full year of the Covid-19 pandemic has had on his ministry and the congregation. Covid-19 played a major role in his decision to leave First Parish. Rev. Dana stated that he is confident that he is leaving the church in a good place. Overall, we are a kinder congregation than when he first arrived. The Standing Committee is functioning well and we will begin a two year interim ministry with Rev. Seth Carrier-Ladd.

#### Standing Committee (SC) Report: Liz Rust

Liz Rust shared an overview of the Standing Committee's report, which was made available electronically.

#### Trustees of Parish Donations Report: Laura Bernstein

Laura Bernstein shared a report from the Trustees of Parish Donations.

#### FP Commission on Institutional Change: Toby Smith Ropeik

Toby Smith Ropeik shared a report on the Commission on Institutional Change.

**Article II: To choose all Parish officers, Standing Committee, and Nominating Committee Members for the ensuing year.** Liz Rust, Standing Committee. Kristin Haddad, Nominating Committee.

Upon motion duly made by and seconded, it was

**VOTED** to nominate the following candidates for the terms noted:

Standing Committee:

Members-at Large

Carolyn King (second 3-year term)

Liz Rust (second 3-year term)

Susan See (second 3-year term)

Officers:

Jennifer Izzo, Clerk (second one year term)

Heather Packard, Treasurer (second one year term)

Tom Wilson, Moderator (first one-year term)

Nominating Committee:

Leanne Baxter (second 3-year term)

Kristin Haddad (second 3-year term)

**Article III: To ratify the UU General Assembly delegate slate.**

Upon motion duly made and seconded it was

**VOTED** to ratify the following 2022 UU General Assembly (GA) delegate slate:

Sarah Ballard

Liz Rust

Chuck MacDonald

Susan See

Peter Nobile

Darien Smith

Jan Power

Lois Suarez

**Article IV: To raise money for all parochial purposes, including the Budget for Fiscal Year 2022-2023.**

Ms. Packard provided an overview of this year's Annual Pledge Campaign results. She acknowledged the hard work of everyone who worked on the Pledge Campaign, led by Tim Whitney, Project Manager.

The FY23 budget will be \$1,272,106, based upon receipt of \$940,900 in pledges, \$145,536 in Trustees' income, a large gift of \$80,000, \$51,300 in other Contribution income, \$13,670 of miscellaneous other income, and \$40,700 in rent/fees from tenants. Overall, the pledges, gifts and income is down by \$45,692 from the prior year. The total shortfall of Net Income is - \$169,986.

Ms. Packard stated that the shortfall will be covered through use of the prior year's surplus. The surplus had grown through good fiscal management and the generosity of the congregation. It was intended to act like a "rainy day fund." At the beginning of the year, the surplus amount was \$152,918. All of this amount will be applied to the FY23 budget to offset the short-fall. By the end of FY23, no surplus will remain. Ms. Packard explained that the rationale for using the entire surplus this year is that Covid-19 and the departure of Rev. Howard Dana together truly qualify as a "rainy day." First Parish now needs to rebuild its financial cushion and balance its budget.

Upon motion duly made by Heather Packard and seconded, it was

**VOTED:** To raise money for all parochial purposes, including the proposed Budget for Fiscal Year 2022 as noted above.

**Article V: To authorize the Senior Minister, or the Chair of the Standing Committee as their designee, to grant a perpetual Historic Preservation Restriction with the Town of Concord for the Wright Tavern property, as the term property is defined in the Restriction, similar in form to the draft Restriction provided in advance of the meeting.**

Tom Wilson reported that the Wright Tavern is a national historic treasure. It is a major site in the founding of our country, yet it does not currently appear on any Concord tourist map, nor is it discussed on Concord tours. Currently, there are no binding requirements to protect the interior, historic elements of the Wright Tavern. The building currently needs many repairs and improvements. According to a 2019 Structure Report, the required repairs are estimated to cost \$800,000-\$1,200,000. Recently, major problems with the roof structure were found.

The Wright Tavern Legacy Trust, established in 2021, believes that First Parish has a responsibility to preserve and protect this National Historic Landmark. The Legacy Trust developed a 4-year strategic plan to create an engaging experiential museum that tells the stories of the Wright Tavern and Concord, and to develop a Center for the Exploration and Renewal of Democracy. The Trust has received two grants totaling \$494,400 from the Town of Concord to pay for one-third of the critical repairs, but the funding comes with the requirement to enter into a Preservation Restriction Agreement for the property.

Mr. Wilson explained that the Preservation Restriction will run with the land in perpetuity. First Parish will not be permitted to make changes to identified historic elements of the property (10 exterior and 150 interior elements) without approval of the Concord Historic Commission and/or the Historic Districts Commission. First Parish (through the Legacy Trust) must provide public access to the first floor of Wright Tavern during regular operating hours set by the Legacy Trust. The Legacy Trust will manage the design, repairs and improvements to the Wright Tavern in



accordance with its Strategic Plan and the Preservation Restriction Agreement. They will also develop a fundraising capital campaign for the property.

Upon motion duly made by Tom Wilson and seconded, it was

**VOTED:** to authorize the Senior Minister, or the Chair of the Standing Committee as their designee, to grant a perpetual Historic Preservation Restriction with the Town of Concord for the Wright Tavern property.

**Article VI: To adopt the 8th Principle at First Parish in Concord, Mass.**

Sally Lewis and Sue St. Croix discussed the adoption of the 8<sup>th</sup> Principle at First Parish as a means to live out our mission of “transforming ourselves, our community and the world through acts of love and justice.” The 8<sup>th</sup> Principle states: “We, the members of First Parish In Concord, covenant to affirm and promote: journeying toward spiritual wholeness by working to build a diverse, multicultural Beloved Community by our actions that accountably dismantles racism and other oppressions in ourselves and our institutions.”

Upon motion duly made by Sally Lewis and Sue St. Croix and seconded, it was

**VOTED:** to adopt the 8th Principle at First Parish in Concord, Mass

**Article VII: To act upon any other business that may come before the meeting.**

There was no other business before the meeting. A motion was made to adjourn and to dissolve the Annual Meeting. The motion was seconded and approved with a unanimous vote, and the meeting was adjourned at approximately 1:30PM.

Respectfully submitted,

Jennifer Izzo, Clerk

## Slate of Officers

### FIRST PARISH IN CONCORD

#### 2023 Nomination of Officers of the Parish; Members of the STANDING COMMITTEE.

- Pursuant to Article V of the Bylaws of First Parish in Concord, the membership is hereby notified of the slate of nominees for election as officers of the Parish and members of the Standing Committee commencing 2023-24.
- Members will be asked to vote on the slate at the Annual Meeting on June 11, 2023.
- Respectfully submitted by the Nominating Committee of Leanne Baxter, Jeff Brainerd, Lora Brown, Kristin Haddad, Mark Russell Prior, Darien Smith and Susie Weaver.

#### **Lisa Bennett** / *Member at Large (First 3-year term)*



Lisa Bennett has been attending First Parish with her family since 2014 and has been a member since shortly thereafter. She is a member of the First Parish Choir and taught RE classes for several years. In addition, she was a “Face of the Campaign” for the Annual Pledge Campaign providing input to the APC committee and a testimonial. Lisa has been an educator for over 30 years working in a variety of schools as a teacher, teacher trainer, school leader, mentor, and advocate for students with disabilities. Through these roles she also has experience in project management and DEI. Lisa lives in Acton with her husband, Phil, daughter, Elena, and cat, Theo.

#### **Jim Reynolds** | *Member At Large (Second 3-year term)*



Jim Reynolds has attended First Parish since 1997. Both his children were raised in this church. Jim has been heavily involved in Social Action, Religious Education, and the church’s Music Program. As part of our SAC program, he led a strong relationship with Common Cathedral for several years. Combining both SAC and RE interests, he led two youth service trips to El Salvador. He has also taught at all RE levels, including OWL and mentoring Coming of Age. One Ferry Beach weekend, he wandered into a Rise Up Singing session and has been an enthusiastic participant in RUS, Choir, and Contemporary Vocal Ensemble since that time. Jim is Executive Director and majority owner at Sameem Care, an outpatient substance abuse and behavioral health practice based in Newton.

**Virginia Taylor | *Member At Large (Second 3-year term)***



Virginia Taylor came to New England and to First Parish after moving from Atlanta in the early 2000's with her husband Bill and their two young daughters. For several years she was active in the RE program. More recently, she has come to appreciate the intergenerational community that First Parish offers to us all. Virginia served as coordinator of the First Tuesday Group for 5 years. For the last 8 years, she has been part of the Pastoral Care Team as a pastoral care lay minister. She also served on the Pastoral Care Council, a pledge team, and an advisory ministerial search committee. A favorite current activity at First Parish is leading memoir writing workshops. Outside church she coaches high school and college students in reading and writing skills. As their daughters are now launched, Virginia and her husband live in Acton with their dog and two cats.

**Jen Izzo| *Clerk (Third 1-year term)***



Jennifer Izzo has attended First Parish for almost 20 years. She taught RE classes, attended Ferry Beach and served on a variety of committees, including the Nominating Committee, Advocates for Women Empowerment and Sounding Board. She helped with 3 fundraising auctions for the church. She also organized several programs for the church community, including a Wellness Program for Women, yoga classes for FP moms, buses to the Women's March in Washington D.C., and a Mother-Son Cooking class. Outside of church, Jennifer and her husband, Pete, are parents to 3 boys. She is an in-house attorney at a medical device manufacturer.

**Leah Russell / *Treasurer (First 1-year term)***



Leah Russell has been coming to First Parish since 2015. She has served on the RE Council, the Interim Minister Search Committee, and the Covenant Committee. Leah has also helped organize events for the Mom's Connection Group. Additionally, she has enjoyed going to Ferry Beach with her son, Finch, and participating in the at-home Women's Retreat. Born and raised in the Winchester Unitarian Church, she deeply values her UU roots and hopes to continue to do meaningful work to contribute to First Parish and its community. She works for a made-to-order footwear company dedicated to the mission of improving the lives of Guatemalan cobblers through equitable pay. She also runs a 501(c)(3) nonprofit for families of children adopted from Kazakhstan.

**Tom Wilson / Moderator (Second 1-year term)**



Tom has been a member of First Parish since 1998. Tom has participated in a number of plays, programs, events and was a member of the First Parish Choir and the Contemporary Ensemble. He loves being engaged in activities that support the community and the First Parish mission. He has served in several leadership roles as well. Tom became a member of and then Chair of the Social Action Committee. He also co-lead the project team to install the new organ in the Sanctuary. In 2014 to 2016 Tom was elected Treasurer of First Parish and then served on the Standing Committee for an additional three years. In 2019 Tom chaired the Wright Tavern Futures Task Force and is now serving as Chair of the Wright Tavern Legacy Trust Board and contributing to the renewal of the Wright Tavern. Tom has been a Steward for the pledge campaigns for over five years. Tom also served as the temporary Moderator for the Annual Meeting where the congregation called Rev. Howard Dana to be our Senior minister. He truly loves this community, and the opportunities First Parish provides to him and others to be engaged and strengthened. He lives with his wife, Martha, and dog Ollie in Concord

**The Standing Committee is pleased to present the following slate of members for the SEARCH COMMITTEE FOR THE SENIOR MINISTER.**

**Sara Ballard**

Sara and her husband, Stoney, and have been attending First Parish since 1989 and have been very involved ever since. They have been members of the choir for twenty-three years. When their children were young, she taught R.E. for many years, and later twice served as a mentor in the Coming-of-Age program. She has been on a number of committees and councils, including the R.E. Committee, Music Director Search Committee, Worship Associates, Standing Committee (two terms), Music Committee (Chair), Diversity Committee (Chair), Partner Church Committee, Women’s Retreat Committee, Ferry Beach Committee, Arts Council, and Congregational Life Committee. Having attended nine General Assemblies as a delegate from First Parish, she will attend her tenth this June in Pittsburgh. She has been involved with First Parish in many capacities over the years; some of her favorite memories are of participating in the various musicals, plays, and variety shows performed here.



**Jeff Clanon**

Jeff and his family joined First Parish in the fall of 1993. His initial involvement was with Religious Education where Jeff and his wife Regina taught classes for a number of years. In the early 2000’s Jeff was asked to participate in a Strategic Planning Committee which resulted in what was at the time the first formal strategic plan for the Church. Shortly thereafter Jeff served on the Standing Committee for several years and was the Chair during the Churches ministerial transition from Gary Smith to Howard Dana. Since 2015 Jeff has organized a dozen Retreats for First Parish Men with Howard Dana and currently with Paul Langston-Daley. He is also a facilitator for the Small Group Minister Program and serves on the Congregation Life Committee.



### **Kristin Haddad**

Kristin Haddad has attended First Parish with her husband, Mark and their children Sydney and Andre since 2011. She started her First Parish involvement on the Ministerial Intern Committee and has since been involved in many ways, including service on the Standing Committee, as a pledge campaign steward and on the Nominating committee. She has enjoyed Ferry Beach, the Women’s AM/PM Book Club and being involved in RE. She appreciates the multigenerational aspect of our church community, along with the opportunities for social action and raising social awareness this provides.



### **Peter Lowitt**

Peter Lowitt was the Director/Land Use Administrator for the Devens Enterprise Commission, the agency charged with permitting the redevelopment of the former Fort Devens army base in Massachusetts. At Devens, Mr. Lowitt focused on the sustainable redevelopment of the 4400-acre former army base. In this capacity, he promoted eco-industrial networking and Devens as an Eco-Industrial Park as part of a holistic approach to greening Devens. Prior to coming to Devens, Mr. Lowitt served as Director of Planning and Economic Development for the Town of Londonderry, New Hampshire (1993-1999) where he created the Londonderry Ecological Industrial Park and the award- winning Sustainable Londonderry Program. He serves as chair of the Greening the Campus Task Force at First Parish and has served as past chair of the Environmental Team at FPC. He is a lifelong UU.



### **Kristin Moore**

Kristin Moore has been a member of First Parish for over 18 years. Her involvement includes leading the Coming of Age program for four years and serving as Moderator for the Annual Meeting for five years. In addition, she sings in the choir and helps organize the annual Children’s Holiday Craft Workshop. She works at The MathWorks as a program manager for software development. She lives in West Concord with her husband, Eric, daughter Ava, and Sonja the dog.





### **Eric Van Loon**

Eric and his wife Laurie, 30-year members whose sons participated in RE/AYS/COA, have institutional memory with Dana, Gary, Jenny, Howard, and three interims. Eric chaired the Standing Committee, defending our FP AYS program during a bogus 1997 national TV attack, co-founded the Jericho Road Project, served on the Greeley Foundation Board, headed SAC Grants, and participated in an FP Navajo Nation youth service trip. He also sang in the Transylvania pilgrimage choir and in musicals (Grub Street, High School), and won the auction bid to conduct the FP Hallelujah Chorus. A professional mediator/ arbitrator for 30 years (environment, government, business, tribal matters), he previously worked as a litigator (Boston busing, offshore oil), state official (two Dukakis administrations), nonprofit head (Union of Concerned Scientists, and six-term Concord Town Moderator.



### **Lora Venesy**

Lora Venesy grew up in a UCC/Presbyterian church in a suburb of Philadelphia. She & her family came to FP shortly after moving to Concord in 2005. She quickly became involved as an OWL teacher and has since worked on the RE Council (Chair), Social Action Committee, Advocates for Women’s Empowerment (Co-chair), and the Standing Committee. As part of her tenure on the Standing Committee, she co-led a year-long process, “Year of Reflection and Visioning,” that included a comprehensive dive into church life with workshops, a survey, discussions and a congregational retreat. Prior to that, she was involved on the DRE search committee. She has served on several community boards and currently works for the non-profit Dignity Matters and as Director of Religious Exploration at First Parish in Lincoln. Lora holds a BA in Fine Arts and Psychology from Ohio Wesleyan University and lives in Concord with her husband and 2 daughters. She can be seen working at the polls during elections or walking the trails with her dogs.



**NOMINATING COMMITTEE**  
Slate of officers to be determined.

**TRUSTEES OF PARISH DONATIONS**  
Slate of officers to be determined.

**General Assembly 2023 Delegates**  
**June 21-25, 2023**

**To ratify the UU General Assembly delegate slate:**

**Motion by Liz Rust**

Lillian Anderson  
Sara Ballard  
Stoney Ballard  
Jan Power  
Liz Rust  
Susan See  
Darien Smith  
Cindy Soule  
Lois Suarez



**First Parish in Concord Covenant**  
**Draft for vote at Annual Meeting, June 11, 2023**

*As Unitarian Universalists, we are called by Love and by our vision of Beloved Community to live out our highest values. As a congregation with spirituality at our core and spokes that connect us to our wider world, we pledge ourselves in Covenant so that our relationships and our community can thrive.*

We covenant to live out our mission together.

We nurture belonging across the generations.

We support each other on our spiritual journeys.

We greet one another with curiosity, kindness, respect, and openness. In the belief that we can make progress together, we show up with energy, joy, and commitment to our shared values.

Honoring our diversity and centering justice, we strive to be open and intentionally welcoming. We are willing to be changed by being in community and by our world.

We respect the sanctity of our spiritual community. When in conflict, we talk with each other, not about each other. We listen without judgment, seeking understanding and acceptance.

Trusting in forgiveness and reconciliation when mistakes are made, we strive to be brave and risk vulnerability.

We seek goodness while we do not expect perfection.

As a community of members, friends, ministers, and staff, we cultivate a culture of appreciation for one another. We value expressing gratitude freely.

## Budget Information Session



# Budget Information Session

Heather Packard, Treasurer  
Standing Committee Financial Sustainability Subcommittee

## Agenda



- Understanding First Parish's Budget Process
- Annual Pledge Campaign Round-Up
- Context for the Proposed Budget
- Next Year's Budget
  
- Budget and Budget Process Questions?

# First Parish Budget Process

## Budget Process



- Staff prepares a draft budget for Standing Committee
  - “The budget should reflect the priorities of the Congregation, staff, and Standing Committee. The projections for income and expenses should reflect a prudent approach to our financial conditions.” (Finance Policies, 2018)
- Budget information and listening sessions held with congregation during budget preparation.
- Standing Committee reviews and recommends a budget for approval by members at the June Annual Meeting
- Standing Committee members and staff hold informational sessions about the proposed budget prior to the Annual Meeting
- Members approve a budget at the Annual Meeting

# Annual Pledge Campaign Results

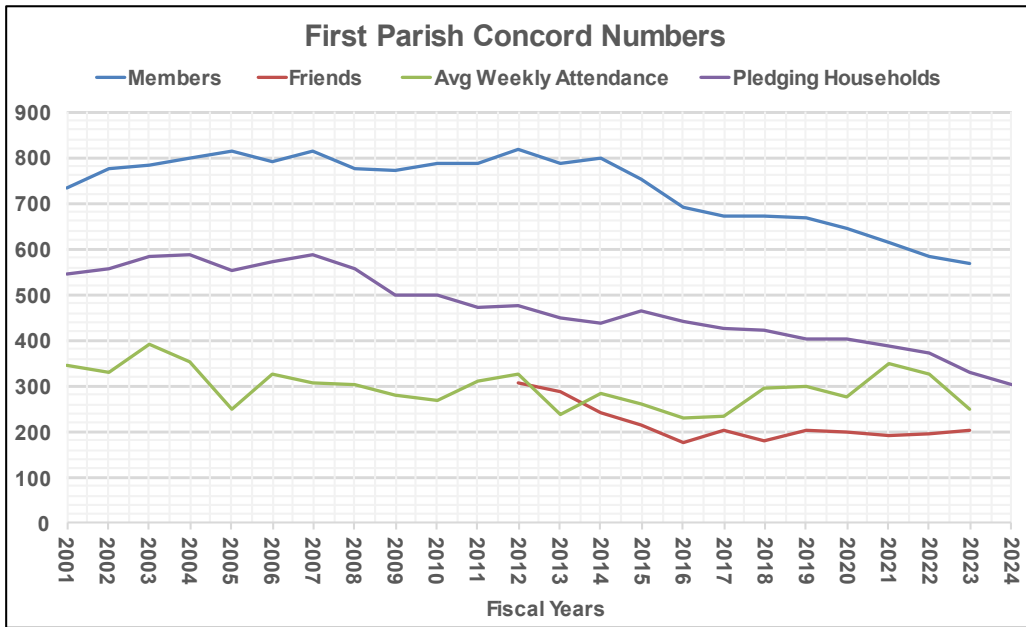
## Annual Campaign Results



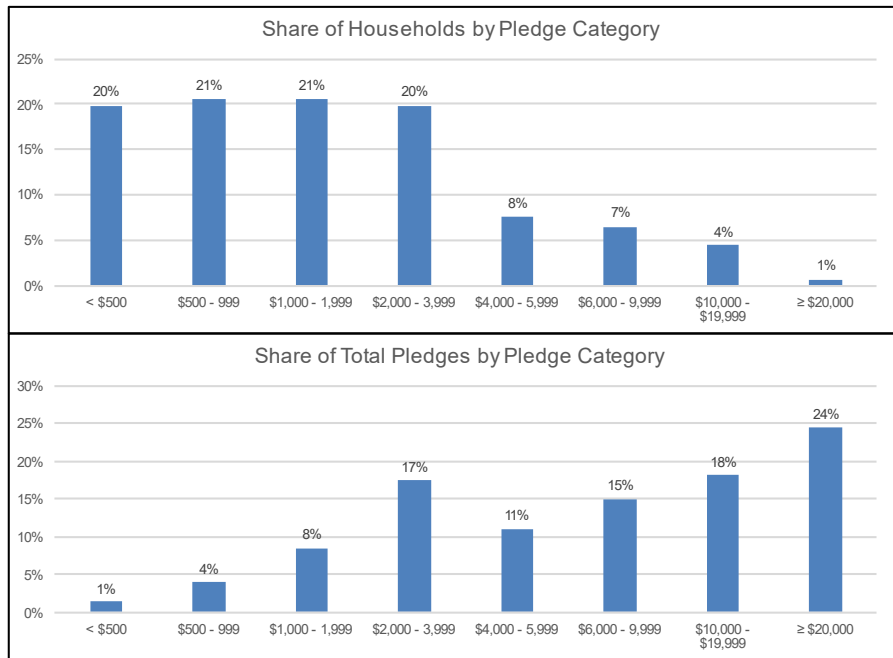
Pledge Commitments Timing	Fiscal Year (July – Jun)	Stewardship Campaign Goal	Pledges Received (to date)	Households Pledged (to date)	Median Pledge
Spring 2021	FY2022	\$1,080,000	\$1,078,268	371	\$1,150
Spring 2022	FY2023	\$970,000	\$971,123	328	\$1,150
Spring 2023	FY2024	\$1,025,000	\$923,810	301	\$1,000
Difference - FY23 to FY24		\$55,000	-\$47,313	-27	-\$150
Difference % - FY23 to FY24		5.7%	-7.55%	-18.3%	4.3%

Average pledge FY23: \$3,025 per household    FY24: \$3,069 per household  
 Cost to run First Parish: \$3,180 per year per Active household (467) based on FY23

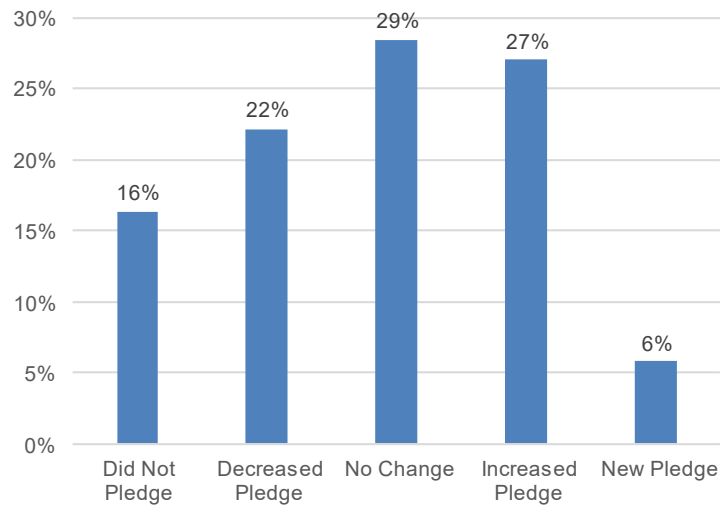
# Members, Friends, Pledgers, and Attendees



# Annual Campaign Results – Pledge Breakdown



# Comparison of FY23 Pledging to FY24\*



\* Percent of total households that pledged either last year and/or this year, by pledging category

9

# Annual Campaign Team

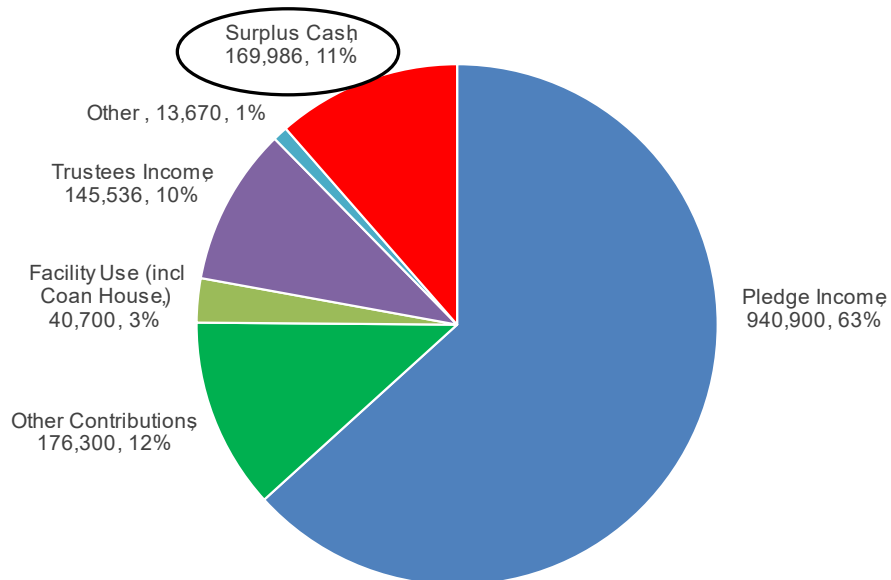


Role	Volunteer(s)
Project Manager	Alane Wallis
Communications	Heather Packard
Steward Captains	Irl Smith, Dave Ellwood, Sara Ballard, & Phil D'Amico
Scribe	Irl Smith
Online Pledge Tracking	Darien Smith
Thank You Notes	Pledge Team
Sustaining Donor Event	Alane Wallis
Testimonials	Eric Moore, Jen Izzo, Peter Lowitt, and Meg Packard
Testimonial Coordination	Alane Wallis
Graphic Design	Tim Whitney
Staff	Seth Carrier-Ladd and Fifi Ball

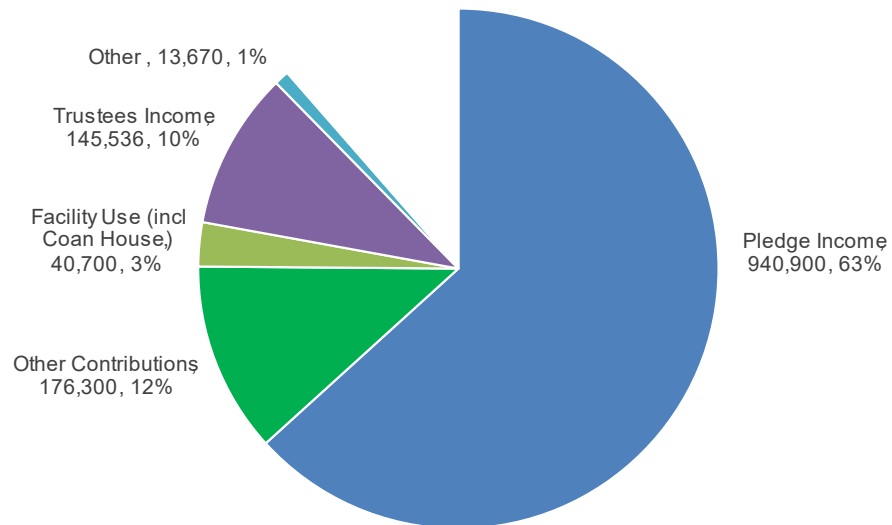
*thank you!*

# Our Current Budget Was Challenging (July 2022 – June 2023)

## Where Our Money Comes From



## Next Budget: No Surplus Funds!



Next Year's Budget  
(July 2023 – June 2024)



## FY24 Budget Summary- Income



Description	FY23 Budget	FY24 Budget	Difference	% Total Income (FY24)
Pledge Income (97% pledges)	940,900	896,096	-44,804	64%
Trustees Income	145,536	137,658	-7,878	10%
Investment Fund Contribution	NA	120,000	120,000	9%
Large gift	80,000	80,000	0	6%
Other Contribution Income*	51,300	43,600	-7,700	3%
Miscellaneous Other Income**	13,670	75,100	61,430	5%
Rent/fees – Coan, Milldam, other	40,700	40,000	-700	3%
<b>Total Income</b>	<b>1,272,106</b>	<b>1,392,454</b>	<b>120,348</b>	<b>100%</b>

\*Plate/Box, Gifts, Prior Year Pledge Payments, Credit Card Fees Contributed, no SAC pass-throughs included (\$45k; \$43k)

\*\*SRECs, Interest Income, Special Events, Misc.

## FY24 Budget Summary- Expense



Description	FY23 Budget	FY24 Budget	Difference	% of Total (FY24)
Ministers– Senior, Summer, & Guest (incl techs)*	204,449	169,925	-34,524	12%
Property, Plant, & Equipment (less techs)	237,728	254,728	17,000	18%
Human Resources Benefits & Taxes***	199,046	186,819	-12,227	14%
Administration, incl Search \$17k, Audit \$5k	223,517	215,345	-8,172	16%
Music	161,905	151,501	-10,404	11%
Religious Education	160,045	157,263	-2,782	11%
Social Action (without pass-throughs \$43k)	67,935	67,935	0	5%
Pastoral Care**	100,381	100,882	501	7%
Denominational Support (UUA, PCC, GA)	75,786	79,132	3,346	6%
Congregational/Membership****	8,800	4,700	-4,100	0.3%
Fundraising	2,500	1,700	-800	0.1%
<b>Total Expense (not including pass-throughs)</b>	<b>1,442,092</b>	<b>1,389,930</b>	<b>-52,162</b>	<b>100%</b>

\*Sr min inclfca, sr min/profl exp, summer min, guest mins, min moving, Sunday techs

\*\*Pc min inclfca, pc min/profl exp, pc budg

\*\*\*Benefits section + shared/profl dev, no min fca (3 people)

\*\*\*\*Aesthetics, Coffee Hr, Sustain memb, New memb> Cong Life

# Eliminating the Deficit



	<b>FY23 Deficit</b>	<b>-\$169,986</b>
Revenue	Pledge Reduction	-\$44,804
	Investment Fund Contribution	\$120,000
	Auction	\$25,000
	Other Income Changes	\$18,152
	Personnel Savings (Church Admin., Children's Choir Director)	\$47,400
Expenses	Sr. Minister Transition (Moving, Search, Benefits)	\$35,700
	Various Expense Savings (Facilities Repair, RE, Cong. Life, etc.)	\$10,400
	Various Cost Increases (Building Maintenance, UUA Annual Fund, Plant Operations, Audit)	-\$38,839
	<b>FY24 Net Surplus</b>	<b>\$3,024</b>

Note: Pass-throughs are excluded from this table.

# Eliminating the Deficit



## Our Budget Challenges



- Expenses are up but pledges are not
- Attendance is down
- No surplus funds to fill in the hole between revenue and spending (\$170,000 hole to fill)
- Trustees adding \$120,000 from the investment fund for next year's annual budget
- Some belt tightening in next year's budget but nothing dramatic
  - Benefitting from some unanticipated savings as well
- Pandemic down but not out

## Future Budget Challenges



- Non-pledge revenue scheduled to decline:
  - Trustees transferring an additional \$120,000 from the investment fund to next year's budget and \$60,000 the following year

\$170,000 Budget Deficit		
FY '24 \$50,000 Shortfall	FY '25 \$60,000 Shortfall	FY '26 \$60,000 Shortfall

- We cannot rely on surplus funds in this or future budgets
- Overly dependent on very large pledges from a few key donors
  - Quarter of pledge income comes from 1 percent of pledging households
- We will either need new revenue sources or spending reductions
- We have time to plan for this, but we cannot put it off

## Questions?



Don't tell me what  
you value, show me  
your budget, and  
I'll tell you what  
you value.

*Joe Biden*

meetville.com

# FY24 Budget

6/11/2023

First Parish in Concord

FY24 = July 2023-June 2024

## FY24 Proposed Budget

for congregational approval at Annual Meeting June 11, 2023

			FY23 Ann'l Budget	FY24 Ann'l Budg	Difference
		<b>Income</b>			
		3010 · Contribution Income	1,117,200	1,062,696	(54,504)
		3130 · Users of Facilities	21,500	24,000	2,500
		3140 · Trustees Income	145,536	257,658	112,122
		3185 · Coan House Rental Income	19,200	16,000	(3,200)
		3350 · Interest Income	5,270	42,500	37,230
		3360 · SREC (solar panel) income	8,000	7,000	(1,000)
		3370 · Miscellaneous Income	400	600	200
		3390 · Special Events Income	0	25,000	25,000
		<b>Total Income</b>	<b>1,317,106</b>	<b>1,435,454</b>	<b>118,348</b>
		<b>Expense</b>			
		4010 · Minister Staff	273,879	232,587	(41,292)
		4150 · Minister Development	21,451	21,320	(131)
		4200 · Human Resources	5,500	17,000	11,500
		4300 · Professional Development	5,500	4,000	(1,500)
		4400 · HR Benefits and Taxes	193,546	182,819	(10,727)
		4500 · Parish Activities	3,900	3,700	(200)
		4700 · Member Services	5,400	2,000	(3,400)
		4800 · Social Action	112,935	110,935	(2,000)
		5000 · Lifespan Religious Education	160,045	157,263	(2,782)
		5400 · Music	161,905	151,501	(10,404)
		5600 · Administration	218,017	193,345	(24,672)
		6000 · Property Plant & Equip	237,728	266,128	28,400
		7000 · Denominational Support	79,786	83,132	3,346
		7150 · Governance and Finance	7,500	6,700	(800)
		<b>Total Expense</b>	<b>1,487,092</b>	<b>1,432,430</b>	<b>(54,662)</b>
		<b>Net Income</b>	<b>(169,986)</b>	<b>3,024</b>	<b>173,010</b>



	FY23	FY24	Budget Diff	
	Budget	Budget v3	FY23 v FY24	FY24 budget Notes
<b>Income</b>				
3010 · Contribution Income				
3020 · Current Year Pledge Income	970,000	923,810	(46,190)	As of 5/26/23 \$923,860 from 301 pledging hholds; pledged last year but not yet this year = \$25,930 (\$49,081 less than those same pledgers pledged the year before)
Total 3020 · Current Year Pledge Income	940,900	896,096	(44,804)	97% of pledges (allows for 3% unpd)
3050 · Prior Year Pledge Payments	19,000	5,300	(13,700)	Based on actual FY23
Total 3050 · Prior Year Pledge Payments	19,000	5,300	(13,700)	Subtotal
3060 · Offset Credit Card Fees	1,300	1,300	-	
3110 · Plate/Box Collections	24,000	22,000	(2,000)	Incl \$1,500/mo July & Aug
3120 · Share the Plate	21,000	19,000	(2,000)	Average \$1,900/mo x 10 mos; pass-through, net \$0
3122 · Christmas Eve Collection	8,000	8,000	-	Pass-through, net \$0
3124 · Disaster Relief	6,000	6,000	-	Pass-through, net \$0
3126 · Social Action Gift	10,000	10,000	-	Pass-through to fund 4827 UU-Affiliated Orgs donations, net \$0
3330 · Gifts	87,000	95,000	8,000	\$80k + similar to FY23 actuals (not incl 1x FY23 \$10k bequest)
Total 3010 · Contribution Income	1,117,200	1,062,696	(54,504)	Subtotal
3130 · Users of Facilities	21,500	24,000	2,500	\$19,370 MNS + ~\$5,000 other
3140 · Trustees Income				
3150 · Trustees of Parish Donations	145,536	137,658	(7,878)	FY24 commitment by TPD
3160 · Trustees Additional	-	120,000	120,000	TPD addl for FY24; next yr \$60k; following years \$0
3180 · Trustees Collector	-	-	-	Collector stipend included in 3150
Total 3140 · Trustees Income	145,536	257,658	112,122	Subtotal
3185 · Coan House Rental Income	19,200	16,000	(3,200)	FY24: \$800/mo x 2 tenants/both floors x 10 mos; 2 summer mos not incl (refurbishment)
3350 · Interest Income	5,270	42,500	37,230	FY24: savings acct 3.5% ~\$500k = \$17,500 (simple int, monthly); \$280k (\$270k + int) + \$220k (\$212k former CDs + interest) = ~\$500k in Fidelity money market funds @ 4.3% = \$21,500 (simple, 1/4ly); checking ~\$100k avg balance @ 3.5%(l) = \$3,500
3360 · SREC (solar panel) income	8,000	7,000	(1,000)	Amt based on FY23 actual; calendar 2022 solar credits (SRECs) to be pd in FY24
3370 · Miscellaneous Income	400	600	200	Ccard fees paid, Amazon Smile
3390 · Special Events Income	-	25,000	25,000	Auction planned for FY24 - transferring \$25k net proceeds in FY24, bal in FY25
<b>Total Income</b>	<b>1,317,106</b>	<b>1,435,454</b>	<b>118,348</b>	

		FY23	FY24	Budget Diff	
		Budget	Budget v3	FY23 v FY24	FY24 budget Notes
<b>Expense</b>					
4010 · Minister Staff					
	4020 · Senior Minister	168,008	138,115	(29,893)	40 hrs/wk x 12 mos/yr; \$128,300/yr salary + pmt in lieu of employer FICA \$9,815
	4030 · Minister for Pastoral Care	91,391	91,392	0	40 hrs/wk x 12 mos/yr; \$84,897/yr salary + pmt in lieu of employer FICA \$6,495
	4040 · Guest Ministers	14,480	3,080	(11,400)	Moving Zoom techs (\$11,400) to line 6080; 6 guest ministers summer 2023 + 2 during yr = 8 @ \$385/ = \$3,080 (4/24/23 UUMA current rate G5 confirmed: \$385/)
	<b>Total 4010 · Minister Staff</b>	<b>273,879</b>	<b>232,587</b>	<b>(41,293)</b>	
4150 · Minister Development					
	4160 · Senior Minister Prof Dev & Exp	12,961	12,830	(131)	10% of salary \$128,300; FY23 more complex calculations
	4170 · Minister PC Prof Dev & Exp	8,490	8,490	(0)	10% of salary \$84,897
	<b>Total 4150 · Minister Development</b>	<b>21,451</b>	<b>21,320</b>	<b>(131)</b>	
4200 · Human Resources					
	4230 · Recruiting and Hiring	5,500	17,000	11,500	\$17,000 Search (= total from last search)
	<b>Total 4200 · Human Resources</b>	<b>5,500</b>	<b>17,000</b>	<b>11,500</b>	
4300 · Professional Development					
	4310 · Staff Professional Development	5,500	4,000	(1,500)	Shared by all staff <i>except</i> 3 mins, Music Dir, SA Mgr; incl UUMN dues for non-director music staff; prof dev prep'd in FY23; incl \$ DVP to PCC trip
	<b>Total 4300 · Professional Development</b>	<b>5,500</b>	<b>4,000</b>	<b>(1,500)</b>	
4400 · HR Benefits and Taxes					
	4410 · Social Security Taxes (FICA)	37,036	33,666	(3,370)	Excludes FICA for Int Sr Min, PCMin, & MRE--pd direct "in lieu of;" incl ADRE salary increased by 3 stipends (\$6k + \$3k + \$4k)
	4450 · Retirement Plan	76,041	68,619	(7,422)	No \$ Church Admin; no former Sr Min; \$ added for ADRE
	4460 · UUA Group Insurance (Life, LTD)	15,642	14,134	(1,508)	Same coverage & rates FY24
	4470 · Health Insurance	64,827	66,400	1,573	Incl \$0 for Church Admin (20 hrs/wk doesn't qualify); assumes ADRE (newly eligible) waives.
	4490 · Staff Bonuses	-	-	-	
	<b>Total 4400 · HR Benefits and Taxes</b>	<b>193,546</b>	<b>182,819</b>	<b>(10,727)</b>	



		FY23	FY24	Budget Diff	
		Budget	Budget v3	FY23 v FY24	FY24 budget Notes
<b>4500 · Parish Activities</b>					
	4510 · Worship Aesthetics	100	400	300	Grape juice, palms, candles
	4530 · Coffee Hour / FP Café	3,300	2,300	(1,000)	No snacks incl
	4550 · Pastoral Care	500	1,000	500	FY24 budget per Liz W.
	<b>Total 4500 · Parish Activities</b>	<b>3,900</b>	<b>3,700</b>	<b>(200)</b>	
<b>4700 · Member Services</b>					
	4735 · Congregational Life	5,000	2,000	(3,000)	FY24 budget proposed by Jan Power/CLC
	4750 · Sustaining Membership	400	-	(400)	FY24: combined into 4735
	<b>Total 4700 · Member Services</b>	<b>5,400</b>	<b>2,000</b>	<b>(3,400)</b>	
<b>4800 · Social Action</b>					
	4827 · UU-Affiliated Organizations	10,000	10,000	-	Pass-through from #3126 SA Gift above - year 2 of 5
	4830 · Share the Plate to recipients	21,000	19,000	(2,000)	Pass-through, net \$0; average \$1,900/mo x 10 mos
	4835 · Christmas Eve Collection Distribution	8,000	8,000	-	Pass-through, net \$0
	4840 · Disaster Relief	6,000	6,000	-	Pass-through, net \$0
	4845 · Social Action Participation	5,000	5,000	-	
	4860 · Social Action Manager	60,435	60,435	-	33 hrs/wk x 12 mos/yr
	4865 · Social Action Manager expenses	2,500	2,500	-	
	<b>Total 4800 · Social Action</b>	<b>112,935</b>	<b>110,935</b>	<b>(2,000)</b>	Only reduction is STP pass-through



	FY23	FY24	Budget Diff	
	Budget	Budget v3	FY23 v FY24	FY24 budget Notes
5000 · Lifespan Religious Education				
5050 · Religious Education Staff				
5060 · Youth Programs Leadership	9,000	-	(9,000)	Youth Group leader stipend \$3k + solo COA leader stipend \$6k rolled into 5075 ADRE salary
5075 · Assistant Director of RE	39,814	53,082	13,268	Base sal \$39,814 + \$6k COA stipend + 4,000 OWL stipend + \$3,000 Youth Group stipend... up from 24 to 32 hrs/wk, corrected by \$268 (net \$321) to \$31.90/hr (same hrly rate as last yr)
5080 · Religious Education Director	91,391	91,392	0	40 hrs/wk x 12 mos/yr; \$84,897/yr salary + pmt in lieu of employer FICA \$6,495
5082 · Dir RE/Min RE Prof Expenses	8,490	8,490	0	10% of salary \$84,897
5085 · Retreats Stipend	600	300	(300)	Staff overnights
Total 5050 · Religious Education Staff	149,295	153,263	3,969	
5150 · Religious Education Operations				
5160 · Childcare (0-4 Yrs.)	4,000	2,600	(1,400)	Teen assistants only; no summer 2023 prog
5205 · OWL (Our Whole Lives) - all	4,000	-	(4,000)	Rolled into ADRE salary and hrs
5215 · RE Special Guests	500	400	(100)	
5220 · COA Fall - 9th grade	-	-	-	\$6k stipend was in 5060, rolled into 5075 ADRE salary
5240 · Sr. High Youth Group	250	-	(250)	Parents pay major expenses - break even
5295 · Supplies & appreciation K-8	2,000	1,000	(1,000)	
Total 5150 · Religious Education Operations	10,750	4,000	(6,750)	
Total 5000 · Lifespan Religious Education	160,045	157,263	(2,781)	

		FY23	FY24	Budget Diff	
		Budget	Budget v3	FY23 v FY24	FY24 budget Notes
<b>5400 · Music</b>					
	5410 · Contract Musicians	3,000	3,000	-	Guest musicians
<b>5450 · Music Staff</b>					
	5460 · Music Director	85,154	85,154	0	40 hrs/wk x 12 mos/yr
	5470 · Music Director Prof Expenses	8,515	8,515	0	10% of salary \$85,154
	5480 · Organist	20,908	20,908	0	12 hrs/wk x 10 mos/yr
	5482 · Guest Organists/Accompanist	13,000	13,000	-	FY24 same as FY23: Adult choir accompanist \$90 x 40 wks = would be \$3,600, <b>\$4,500</b> actual FY22; guest organists and/or extra recording by Eric \$300 x 15 weeks--9 summer, 6 during yr when away = <b>\$4,500</b> ; Gospel Ensemble Accompanist (was to be \$75/wk x 40 wks = \$3k) using FY22 data = <b>\$4k</b>
	5485 · Other Choir Directors	-	-	-	
	5486 · Gospel Ensemble Director	10,924	10,924	-	7.5 hrs/wk x 10 mos/yr
	5487 · Children's Choir Director	10,404	-	(10,404)	No Children's Choir director FY24
	<b>Total 5450 · Music Staff</b>	<b>148,905</b>	<b>138,501</b>	<b>(10,403)</b>	
	5510 · Music and Material	4,000	4,000	-	
	5530 · Instrument Maintenance	6,000	6,000	-	Piano tuning, minor organ maintenance
	<b>Total 5400 · Music</b>	<b>161,905</b>	<b>151,501</b>	<b>(10,403)</b>	

		FY23	FY24	Budget Diff	
		Budget	Budget v3	FY23 v FY24	FY24 budget Notes
5600 · Administration					
5700 · Administration Operations					
	5710 · Telephone Services	4,200	4,000	(200)	Verizon ~\$315/mo = \$3,780/yr + service calls
	5730 · Office Supplies	3,200	3,000	(200)	
	5740 · Technology and Equipment	14,500	14,500	-	\$1,211 x 4 = \$4,844 eTapestry NOT; Breeze \$800/yr; \$144 x 12 = \$1,730 MS 365 licenses; webhosting prepd 3 yrs; \$28.16 x 12 = \$338 MailChimp; \$600 Carbonite entireprise-wide annual renewal; \$165 11 copies ann'l renewal Malwarebytes; \$215 x 12 = \$2,580 Zoom (7 accts + webinar + expanded storage); total \$6,200 software renewals/fees; tech support: install, test, troubleshoot - est \$100/hr x 3 hrs/mo = \$3,600; \$4,700 equip upgrades incl minor AV, computers, printers, not incl set-up labor or tech support
	5750 · Publications and Printing	2,400	1,400	(1,000)	
	5770 · Postage	4,000	3,000	(1,000)	
	5790 · Equipment Leases	10,000	10,000	-	\$700 x 12 = \$8,400 printer + \$65 toner waste receptacle (off contract) + extra color copies?; \$165 x 4 = \$660 postage meter; \$200/yr = folding machine = \$9,325; & any off-contract repairs
	5810 · Payroll Services	2,400	2,300	(100)	\$75/2 wks + \$15/qtr (reports) + \$200/yr (W-2s) = \$2,210
	5820 · Cr card, auto debit, stock fees	5,000	4,400	(600)	~\$360/mo = \$4,320
	5830 · Administrative Misc.	2,000	2,000	-	
	<b>Total 5700 · Administration Operations</b>	<b>47,700</b>	<b>44,600</b>	<b>(3,100)</b>	
5900 · Administrative Staff					
	5950 · Director Finance & Operations	84,897	84,897	-	40 hrs/wk x 12 mos
	5960 · Director Fin & Ops Assistant	31,704	31,704	(0)	24 hrs/wk x 12 mos (too low)
	5970 · Church Administrator	53,716	32,144	(21,572)	FP Wkly \$270/wk x3 mos = \$3,510; OOS&Sun Annce \$50/wkx3 mos = \$650; P-T web admin \$600/wkx13 wks thru 9/27/23 = \$7.8k = \$12k ttl; + \$20,144 1/2-time sal (+\$2k bens elsewhere) 9 mos 10/1/23-6/30/24 subsuming all freelancers; net svgs incl bens = \$38,325
	<b>Total 5900 · Administrative Staff</b>	<b>170,317</b>	<b>148,745</b>	<b>(21,572)</b>	
	<b>Total 5600 · Administration</b>	<b>218,017</b>	<b>193,345</b>	<b>(24,672)</b>	



	FY23	FY24	Budget Diff	
	Budget	Budget v3	FY23 v FY24	FY24 budget Notes
6000 · Property Plant & Equip				
6050 · Sexton Staff				
6070 · Sexton	72,828	72,828	-	40 hrs/wk x 12 mos
6080 · Zoom & AV Technicians	-	11,400	11,400	Zoom/streaming tech \$200/wk x 52 wks = \$10,400 + 5 special services = \$1,000; moved from 4040 Guest Ministers (above)
6110 · Other Maintenance Staff	10,400	8,200	(2,200)	FY24 Assistant sextons \$19/hr; weekend helper ~\$300/2 wks (= \$7,800) + special Wed-Thu evening events; moved cleaning services (\$325/wk = \$16,900/yr) to 6225 Building Maint
Total 6050 · Sexton Staff	83,228	92,428	9,200	
6100 · Plant Operations				
6150 · Fuel Oil	24,000	28,000	4,000	Based on FY23 actual/ annualized & earlier prediction of \$3,500 over FY23 budget
6160 · Utilities	13,500	14,500	1,000	Incl internet \$95/mo = \$1,140; elec less solar; small gas bill
6170 · Insurance	17,000	15,000	(2,000)	FY24: Worker's comp \$215 x 26 pay periods = \$5,590; basic incl umbrella \$14,600 (guessing 3.5% increase) (10-6 Conc Greene ins pd directly by TPD); no add'l for YMCA ropes course this yr; minus 35.5% Trustees' portion basic + umbrella = \$5,200
6190 · Building Supplies	7,000	7,200	200	Incl paper towels, tp, etc
6210 · Equipment & Furnishings	7,000	8,500	1,500	Incl tools; unpredictable, hard to stay within budget
6225 · Building Maintenance	26,000	43,000	17,000	\$325/wk cleaners = \$16,900 + \$26k standard budget
6230 · Landscaping & Snow Removal	27,000	30,000	3,000	Low snow winter 2022-23; originally predicted to be \$3,500 over budget because of more expensive snow removal vendor
6235 · Facilities Repair	29,000	22,000	(7,000)	Incl \$6k/yr (\$500/mo) transfer to savings
Total 6100 · Plant Operations	150,500	168,200	17,700	
6220 · PP&E Additional Expenses	4,000	5,500	1,500	Tent rental
Total 6000 · Property Plant & Equip	237,728	266,128	28,400	Add'l = cleaners + techs (moved)

	FY23	FY24	Budget Diff	
	Budget	Budget v3	FY23 v FY24	FY24 budget Notes
7000 · Denominational Support				
7010 · UUA Annual Program Fund	72,386	76,132	3,746	Incl NE Regional dues, full FY24 amount requested by the UUA
7040 · Ministerial Intern	4,000	4,000	-	2023 summer min \$500/wk x 2 wks FY23 (NOT); 7 + 2 wks = 9 wks (NOT) FY24; actual 8 wks all FY24 = \$4k (not \$4,500)
7045 · Ministerial Intern Prof Expenses	-	-	-	No min intern FY24
7050 · GA Registration	2,500	2,500	-	Congregant delegate reimb
7080 · PCC Program Support	900	500	(400)	
<b>Total 7000 · Denominational Support</b>	<b>79,786</b>	<b>83,132</b>	<b>3,346</b>	
7150 · Governance and Finance				
7165 · Annual Audit	-	5,000	5,000	Must do this year per policy; cost is a guess
7180 · Fundraising Costs	2,500	1,700	(800)	
7195 · Minister Moving Expenses	5,000	-	(5,000)	None in FY24
<b>Total 7150 · Governance and Finance</b>	<b>7,500</b>	<b>6,700</b>	<b>(800)</b>	
<b>Total Expense</b>	<b>1,487,092</b>	<b>1,432,430</b>	<b>(54,661)</b>	No staff raises, incl COL
<b>Net Income</b>	<b>(169,986)</b>	<b>3,024</b>	<b>173,009</b>	Balanced (bottom line = \$0) per Standing Committee


# Greening the Campus Task Force

1

## Greening the Campus Task Force Update-2023

Charged to collaborate with the Trustees and Wright Tavern Task Force to implement the FP Annual meeting vote to get FP off fossil fuels.

- The **Sanctuary is now insulated** to modern standards.
- **Blower door InfraRed test now** identifies remaining building efficiency flaws...
- **Energy efficient lighting** has been installed throughout the church
- **The Trustees are insulating** all four of the cottages (R-13 walls R-32 ceiling)
- Field Trip to **Middlesex School** reviewed **6yo Geothermal Music Complex HVAC** for cost, capability, operations and satisfaction **couldn't be happier**
- **The Trustees are replacing leaking cottage windows**
- **Drilled a Geothermal test well that confirms excess heating capacity** (letting us consider **campus-wide heating and cooling** (Wright Tavern and cottages))
- 54 removable friction-fit **interior storm window inserts** have been purchased and installed to **remediate our legacy leaking windows**
- **Identified direct 30% incentive** for the proposed Geothermal design
- The Task force has raised **\$162,000 in private donations** to cover our work to date.
- **Wright Tavern Legacy Trust and Trustees of Parish Donations** voted to support the Greening the Campus effort and to participate to the extent feasible.




5/31/2023

Prepared by Peter Lowitt, Greening the Campus Task Force Chair

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## Greening the Campus Task Force Update-2023

- The Trustees are insulating all four of the Cottages (R-13 walls & R-32 ceilings). Three of the four are completed, 23 Thayer is scheduled for this summer.
- The Trustees are replacing leaky cottage windows. One cottage is done, a second is scheduled for this summer.
- During structural renovations Wright Tavern will include insulation and other energy saving options. They hope to include connecting to the campus geothermal system. As a 501C3, the Wright Tavern Legacy Trust has agreed to look for grants to assist with our Greening the Campus efforts.
- The 250 anniversary of the American Revolution (REV 250) can help us position FPC as a leader in the renewable energy revolution and serve as a pilot for other nonprofits seeking to get off fossil fuels.



5/31/2023

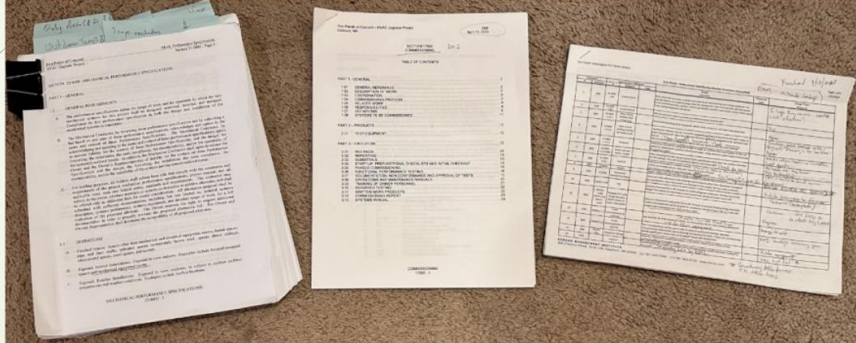
Prepared by Peter Lowitt, Greening the Campus Task Force Chair



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## Greening the Campus Task Force Update-2023

- We contracted **LN Consulting**, a Vermont, firm to design a Geothermal HVAC system to get us off fossil fuels. This permits FP to solicit project bids.
- Retained **Nashawtic Architects** to resolve Historic District Commission issues
- Engaged a commissioning agent, DMI, to be responsible to assure that installed systems are tested to work as designed. **DMI has reviewed the LN design specification** to assure the committee of its technical soundness



LN Consulting Design Spec.  
March 18<sup>th</sup>, 390 pages

DMI Commissioning Spec.  
Review April 8<sup>th</sup>, 23 pages

Joint FPGSTF Joint Review  
April 13<sup>th</sup>, 55 Spec, drittdowns

5/31/2023

Prepared by Peter Lowitt, Greening the Campus Task Force Chair

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## Estimated fuel savings from conservation efforts

- During Covid the building was shut down, the windows were open during service and the situation did not generate data that easily translates into projected energy savings.
- The facility does use about 7000 gallons of oil per year for hot water and heating.
- We have insulated the sanctuary walls and can estimate the benefits of interior storm window inserts as well.
- Sanctuary walls went from R-1 to R-26, blower door test and UV imaging identified some areas of leakage to be addressed.
- Sanctuary ceiling went from about R-35 to R-70. There are air leakage issues still to be corrected, probably from penetrations at light fixtures, etc.
- Exploring adding more solar to chapel roof
- Coordinating with Concord Municipal Light Plant

Prepared by Peter Lowitt, Greening the Campus Task Force Chair

5/31/2023

## Thanks to our volunteers & next Steps

- Kel Keleher, Irl Smith, Dave Quimby, Greg Stewart, Barry Copp, Jim Snyder-Grant, Regina Corrao, Jim Flavin, Brad Hubbard-Nelson, Michael McAteer, Peter Lowitt, Bruce Davidson, Rick Moore, Ted Bayne and apologies to anyone we might have missed
- The task force will send the specifications out to bid over the summer.
- The task force, in furtherance of its charge, will bring the bid information to the congregation.
- *We are exploring hiring a construction manager and owner's project manager.*



Prepared by Peter Lowitt, Greening the Campus Task Force Chair

5/31/2023

## Exploring phasing of our project in order to better manage costs

- Building envelop upgrades to remedy leaky areas and insulation gaps
- Geothermal System drilling and testing stubbed into mechanical room
- Rooftop or attic unit and Sanctuary HVAC Upgrades. Provide central control system.
- Remove boiler and provide water to water heat pump off geothermal for all heating hot water.
- Parish Hall, chapel, and other space in main building HVAC upgrades.
- Satellite buildings (Cottages and Tavern) as funding and opportunities present themselves
- Replace gas stove with electric induction oven

Prepared by Peter Lowitt, Greening the Campus Task Force Chair

5/31/2023



## **Annual Report of the Interim Senior Minister**

### **Rev. Seth Carrier-Ladd**

Dear First Parish Community,

What a blessing it has been to have been with you since the start of this church year! I appreciated the warm welcome you offered in August and September, and it has been joyful to get to know you all over the course of the fall and into the winter and spring. Because it can be uncomfortable to think about and enact change, the work of interim ministry is often challenging, and I have appreciated your willingness to engage with it. This year has had the extra layer added in, of course, of navigating our recovery from the pandemic. Like other Unitarian Universalist congregations and religious organizations of all types, we have been figuring out this year how to come back together and how to rebuild and recreate the religious homes that have been so meaningful to so many of us over the years.

The Transition Team has been a huge help with the some of the specific tasks of interim ministry that we've needed to address. Much thanks to Doug Hardy, Carol Harris, Mary Ann Barton, Eric Moore, and Mary Rocheleau for all the hard work you've put in to help First Parish navigate this transition period. After a little bit of a delay to start the year due to (what else) Covid impacting some team members, we offered two significant transition events this year, the Rituals of Release and the First Parish Life Story events. The Rituals of Release, held both in-person and virtually in December, offered the congregation the chance to release lingering feelings about Rev. Howard Dana's ministry, which meant grieving his departure for some, and letting go of anger, frustration and disappointment for others. This spring, the in-person First Parish Life Story events gave members and friends of the congregation a chance to reflect together on the import events and stories from First Parish's rich history. Next year, the Transition Team is going to focus their efforts on conversations and dialogue around identity – who are you now as a congregation, and who do you want to be?

The Sunday morning Worship Services this year seemed on the whole to be a success. Average in-person attendance was just under 115, and average attendance on Zoom was just over 50, giving us a healthy 165 weekly attendance average, not including those who couldn't participate on Sunday and watched the services later on our YouTube channel. Our fall services featured Water Communion, All Souls, a hymn sing and more. We added a third Christmas Eve service at 4pm in response to many requests from members, leading us into a strong winter season featuring a staff-led racial justice service and two services led by CB Beal leading into their Saturday workshop with about preemptive radical inclusion. The spring featured our Coming of Age service where our Coming of Age class shared their credos, a collaboration with First Parish in Lincoln for our Holy Week services, and a gorgeous presentation of the Rutter Requiem by the choir at the end of April. All in all, we had a strong year on Sunday mornings featuring a variety of voices and perspectives.

Over the course of the year, the staff and I have also been doing a lot of administrative work, some of it behind the scenes, some of it more visible to the broader congregation. One of the more visible changes was a revamping of FP Weekly, which brought a shorter and hopefully more accessible overall length, as well as weekly themes featuring different areas of church life.

We also brought back a printed order of service after a brief hiatus in the fall, and launched Sunday Announcements, the successor to the former Sunday News, to make sure the congregation had ways of sharing announcements about important events with each other. Some of our behind the scenes work involved streamlining our process for how we help families navigate memorial services, and researching options to find church management software that better suits our needs compared with the software we're currently using. We're hoping to transition to a new church management software platform over the summer, with new features that should make the administrative side of congregational life more accessible for all of us.

One big project that overlaps between administration and worship was our work to upgrade the technology in our sanctuary. Time and again over the course of the year, we experienced instances of our technology in the sanctuary not being adequate for our needs, with some high-profile failures during the service. The staff, led by Beth Norton and Paul Langston-Daley, spend a good portion of the year identifying our specific needs, interviewing system designers and contractors, and researching what products would meet our requirements. This spring we selected Shanahan Sound & Electronics to design and install our new system and signed a contract with them to install our new system in later summer/early fall. A targeted fundraising campaign raised the money to cover the costs of the new system – much thanks and incredible gratitude to the generous givers who helped make this possible.

There is of course a huge amount of other things that happened in church life that will be covered in other reports – the creation of a congregational covenant, so many wonderful religious education programs, lots of social just work, and more. Please read all the other reports to get a sense of the breadth and scope of church work this year – we've done a lot! You, the members and friends of First Parish in Concord, you should be proud of yourselves. You've accomplished an amazing amount, and, more importantly, you have taken significant steps forward in rebuilding a community that was taxed and stressed by the challenges of the pandemic. It has been an honor and a privilege to serve as your Interim Senior Minister this year. I look forward to our work together next year as you go through the process of calling your next Settled Senior Minister. With gratitude and appreciation for all of you and your gifts, I submit to you this my annual report for the 2022-2023 church year.

peace, love, and blessings,

Rev. Seth Carrier-Ladd  
Interim Senior Minister