

First Parish in Concord

Handouts for the
Annual Meeting
June 2, 2024, at 11:30 a.m.

For the Year Ending June 30, 2024

Concord, Massachusetts

First Parish in Concord
Handouts for the June 2, 2024, Annual Meeting
July 1, 2023, through June 30, 2024

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Warrant for Annual Meeting

WARRANT COMMONWEALTH OF MASSACHUSETTS MIDDLESEX, SS.

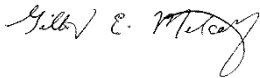
To any one of the constables of the Town of Concord, GREETINGS:

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 in person and on-line via Zoom on SUNDAY, the 2nd day of June 2024 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 June 2023.
2. Approve Special Congregational Meeting minutes from May 2024.
3. To hear and receive the reports of the Senior Minister, the Standing Committee, the Trustees of Parish Donations, and other committee reports.
4. To choose all Parish officers and elected committee members for the coming year.
5. To ratify the UU General Assembly delegate slate.
6. To raise money for all parochial purposes, including the Budget for Fiscal Year 2024-2025.
7. To approve revisions to the First Parish bylaws. Proposed revisions available at <https://bit.ly/FPBylaws>
8. To hear a closing report from the Commission on Institutional Change.
9. To hear a report from the Greening the Campus Committee.
10. 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 fifth day of May, and to have this warrant, with your doings thereon, at said meeting.

Witness our hands this 14th day of May in the year two thousand twenty-four:



Gilbert Metcalf, Chair, on behalf of all members of the Standing Committee, each of whom has provided electronic approval of this Warrant:

Jennifer Izzo, Clerk

Leah Russell, Treasurer

Virginia Taylor, Vice Chair

Michael Beer

Lisa Bennett

CC King

Caroline Minkin

Jim Reynolds

Elizabeth Rust

Susan See

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
Make a Motion	"I move that we approve the"	Yes	Yes	Yes	Yes	Majority	Main Motion, starts the motion in action
Amend a motion	"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
Withdraw a motion	"I move to withdraw my motion...."	Yes	Yes	Yes	No	Majority	To withdraw a motion or an amendment
Table the motion - refer motion to	"I move to refer this motion to for further consideration"	Yes	Yes	Yes	No	Majority	To stop debate and refer to another group
Postpone the motion to a different time; note when	"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
Object to a Procedure	"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 from the Annual Meeting on June 11, 2023

First Parish in Concord Minutes of the Annual Meeting For the Year Ending June 30, 2023 June 11, 2023 at 11:30AM

The Annual Meeting of First Parish in Concord was called to order at 11:30AM by Moderator Tom Wilson. The meeting was held in person in the sanctuary and remotely via Zoom.

Reverend Liz Weber opened the meeting with a prayer.

Anna Huckabee Tull and Kristin Moore offered a song.

Tom Wilson reviewed the format and protocol for the meeting, and introduced the warrant articles to be discussed.

Article 1: To approve the meeting minutes from the 2022 Annual Meeting.

Upon motion duly made and seconded it was

VOTED: to accept the 2022 Annual Meeting Minutes and to incorporate them into the permanent record.

Article 2: To hear and receive the reports of the Senior Minister, the Standing Committee, the Trustees of Parish Donations, and other committee reports.

Report from the Interim Senior Minister

- Rev. Seth Carrier-Ladd offered his annual report. He thanked the staff for all they do for First Parish, which brought a round of applause.
- He commented that the work of interim ministry is change. We are now halfway through the interim ministry period. This year, we had a Ritual of Release and First Parish Life Story Events.
- Next year, the focus will be on our Congregational Identity: Who are we? We will also continue the work around our Covenant. The point of the Covenant work is more than just writing the Covenant itself. It's about continuing to work on our skills and how we relate to each other.
- We will also have new technology coming into the sanctuary over the summer.
- As our budget continues to shrink over the next few years, the congregation will likely need to pick up more work of the church.

- And finally, next year we will be selecting a new senior minister.
- Rev. Carrier-Ladd expressed that our future is bright. The people here are the congregation's best resource. It has been a joy to work with everyone.

Report from the Chair of the First Parish Standing Committee

- Standing Committee Chair, Liz Rust, offered a report on the Standing Committee's activities in the 2023 church year. She reported that the Standing Committee accomplished a lot. They said goodbye to Howard Dana, and welcomed Rev. Carrier-Ladd. They called every person in the congregation twice. They sponsored a Talent Show, and are looking forward to the Auction next fall on November 4.
- We are coming to grips with the reality of our smaller congregation and the financial ramifications. The Standing Committee was committed to presenting a balanced budget this year, and they did.
- The Standing Committee continues to work on First Parish's governance model to ensure we are organized well and effectively. Good governance liberates the creativity of the staff and congregation. We seek to organize and lead with clarity and transparency.

Report of the Trustees of Parish Donations

- Philip vanderWilden offered a report on the activities of the Trustees of Parish Donations. He stated that the responsibility of the Trustees is to manage First Parish's non-church properties (e.g., cottages, Concord Green) and investment portfolio.
- Highlights of the year included entering into a Memorandum of Understanding, Lease, and Preservation Restriction with the Town of Concord and the Wright Tavern Legacy Trust to preserve the Wright Tavern.
- The Trustees are also actively participating in the Greening the Campus effort. They will follow the lead of the church.
- Roughly ten percent of First Parish's budget comes from the Trustees. Last year, the Trustees contributed \$144,000. This year, they made a two-year pledge to support First Parish's budget. They will contribute an additional \$120,000 from the legacy fund this year, and an additional \$60,000 in the following year. Philip stated that the Trustees felt this was the time to step up and support the church as we go through transition. We want to enter into the next senior ministry with momentum.
- As of the end of May, the total assets of the Trustees (consisting of the legacy investment fund and real estate assets) are about \$3.75 Million.

- The cottages on First Parish grounds are now in good shape. At the Wright Tavern, tenants moved out in anticipation of coming structural repairs, and a contractor was selected for the work.
- Laura Bernstein and John Boynton both ended their tenure on the Trustees board.

Article 3: To choose all Parish officers for the ensuing year.

- Kristin Haddad, Chair of the Nominating Committee, presented the slate of nominees for election as officers of the Parish and members of the Standing Committee for FY 2023-24.

Members-at Large

Lisa Bennett (first 3-year term)

Jim Reynolds (second 3-year term)

Virginia Taylor (second 3-year term)

Officers:

Jennifer Izzo, Clerk (third one year term)

Leah Russell, Treasurer (first one year term)

Tom Wilson, Moderator (second one-year term)

Upon motion duly made by and seconded, it was

VOTED: to approve the proposed slate for the Standing Committee, as noted above.

Trustees of Parish Donations:

- Philip vanderWilden presented the following slate of candidates to fill the open positions on the Trustees of Parish Donations:

Jim Sherblom

Mark Haddad

Upon motion duly made by and seconded, it was

VOTED: to approve the proposed slate for the Trustees of Parish Donations, as noted above.

Article 4: To ratify the UU General Assembly delegate slate.

- Liz Rust made a motion to ratify the UU General Assembly delegate slate for General Assembly on June 21-25. The slate consists of the following individuals:

Lillian Anderson

Sara Ballard

Stoney Ballard

Jan Power

Liz Rust
Susan See
Darien Smith
Cindy Soule
Lois Suarez

Upon motion duly made and seconded it was

VOTED: to ratify the 2023 UU General Assembly (GA) delegate slate, as noted above.

Article 5: To adopt the First Parish in Concord Covenant.

- CC King, as representative of the Covenant Committee, presented to the congregation the following proposed First Parish Covenant:

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.

- CC King commented that next year the mission will be to review the mechanisms for bringing all of these elements of the Covenant to life.

- Liz Rust moved that the vote on the Covenant be a simple “Yeah or Nay” without amendments to the text.
- Pamela Dritt commented that there should be an opportunity to make amendments.
- Liz Rust responded that the language was created as part of a very lengthy and transparent process.
- Pamela Dritt replied said that the wording in the Covenant “We listen without judgment” should be changed to “We listen without being judgmental.”

Upon motion duly made and seconded, it was

VOTED: to limit the vote and discussion on Article 5 to a “yes or no” vote without entertaining amendments to the language.

- Peter Lowitt raised a motion to move the question on whether to approve the draft Covenant.

Upon motion duly made and seconded, it was

VOTED: to move the question whether to approve the draft Covenant.

Upon motion duly made and seconded, it was

VOTED: to adopt the proposed First Parish in Concord Covenant.

Article 6: To raise money for all parochial purposes, including the Budget for Fiscal Year 2023-2024.

- Heather Packard, Treasurer of the Standing Committee, discussed FP’s budget process, summarized the results of this year’s annual pledge campaign, presented context for the proposed budget and presented next year’s budget.
-
- The Annual Campaign Results for FY24 are as follows:
 - Stewardship Campaign Goal: \$1,025,000
 - Pledges received (to date): \$923,810
 - Households pledged (to date): 301
 - Median Pledge: \$1,000
- This represents a difference of -\$47,313 from FY23 to FY24.
- Heather Packard noted that the numbers above have actually changed a bit from the time the presentation was created due to pledges received after the deadline.
- Heather thanked the Pledge Committee Team (led by Alane Wallis) for their time and talents in running the Pledge Campaign.

- As of the date the presentation was created, the FY24 budgeted expenses are \$1,392,454, with a net surplus of a little over \$3,000.
- Ms. Packard summarized the challenges we face with our budget: expenses are up but pledges are not, attendance is down, and there won't be any surplus funds in the future to fill in the gap between revenue and spending. Some belt tightening will be necessary in next year's budget, but nothing dramatic.
- Suzie Weaver commented that when she was on the Standing Committee 10+ years ago, the issues were the same. We have an over-reliance on a few large donors, which is not sustainable.
- Gib Metcalf agreed, stating that the conversation will need to go beyond where we find money, and focus instead on who we are as a church, and how our budgets reflect that.
- Pamela Dritt commented that it would be good to not spend money on any new fossil fuel equipment, since the Greening the Campus effort is underway.
- Philip vanderWilden stated that the Trustees of First Parish Donations are very much in concert with the Greening the Campus effort. No new oil-based technology will be added; we are just maintaining what we currently have. He also commented that the Trustees' additional pledge from the legacy fund was not fiscally imprudent. The Trustees did not feel they were taking any outsized risk by increasing support for church operations.
- Jim Sherblom commented that not everyone can afford to pledge at the same level.
- Bob Andrews said it's easy to be resigned about how our membership is shrinking. We are not alone as a church experiencing a declining membership. Nonetheless, there are a lot of people who put a great deal of work into clarifying our identity; to defining who we are and why it's exciting to be a member of this church. We should not be doing this just within the church. We should reach out to the larger community and tell them who we are.
- Lora Venesy commented that the Religious Education (RE) program brings in new members. Families come to the church for RE and then they stay. She stated that it is a mistake that the RE budget is being cut. People come here for the RE programs. In comparison, the social action budget was not reduced.
- Stan Griffith stated that there are a lot of resources out there. Fear not, help is on the way. This will change dramatically.
- Peter Lowitt moved to move the question on whether to approve the FY2024 budget.

Upon motion duly made and seconded, it was

VOTED: To move the question on whether to approve the FY2024 budget.

Upon motion duly made and seconded, it was

VOTED: To raise money for all parochial purposes, including the proposed Budget for Fiscal Year 2024.

Article 7: To ratify the Senior Minister Search Committee slate.

Liz Rust, as chair of the Standing Committee, presented the following slate of members for the Search Committee for the Senior Minister of First Parish in Concord:

- Sara Ballard
 - Jeff Clanon
 - Kristin Haddad
 - Peter Lowitt
 - Kristin Moore
 - Eric Van Loon
 - Lora Venesy
-
- Brad Hubbard Nelson suggested the following amendment: **To ratify the Senior Minister Search Committee slate, and identify and invite two younger members to join the slate.** He stated that the slate is missing millennial members, people with small children and new members. The future of the church are its young members. We tend to pick the people we have, and not emphasize the need to invite younger members to participate. Perhaps there could be two young members who split one role if they don't have enough time to attend all meetings.
 - Gib Metcalf stated that he opposes the amendment for four reasons. First, the idea of the slate is to represent the church as a whole, not to represent a particular constituency. Second, some of the people on the slate had children in the RE program in recent years, so RE is already covered. Third, the search committee will be doing a considerable amount of outreach within the congregation, which will enable them to engage with parents with younger children to make sure their concerns are being heard. Fourth, as a practical matter, it would be difficult to add two more people to the team. For purposes of coordination and scheduling, seven people is a good size committee.
 - Seth Carrier-Ladd said that the intention for the search committee is to develop a group that represents the congregation, not particular groups or demographics within the congregation. This is a specific recommendation of the UUA.
 - Jim Reynolds stated that the Standing Committee considered a wide range of people in selecting the slate. This was the group who had the support of the community and who were willing to serve. Trying to alter a group this large, ad hoc, is not the way to go. Jim does not disagree that we need to do more to reach out to younger members, but trying to change the group at this point would be a mistake.

- Michael McAteer stated that he supports the proposed amendment. We talk about inclusivity, but his first reaction when he looked at the group of people selected was: how are we going to diversify and get more young people? It is important that we be more inclusive. It would be worthwhile to get input from millennials and stress that we are looking across the generations.
- CC King commented that she supports Brad Hubbard Nelson's intention, but not the proposed amendment. She was on the Standing Committee subcommittee that took the lead on bringing to the full Standing Committee the names for the search committee. The subcommittee did reach out to younger parents and talked to Madzie (head of the First Parish Youth Group) to get input when developing the list of names. All of the seven people on the slate were on a four-hour call yesterday to get oriented to the search process. CC's takeaway was that the slate is going to be highly resourced by the UUA, including on the topics of diversity, inclusion, and ageism. They have an army of progressive support behind them. During the call, the UUA mentioned some wonderful ideas about how to involve youth. For example, we could do focus groups, or create videos in which youth tell senior minister candidates what they are looking for in a senior minister. We can bring in the voice of younger people without asking them to commit to 350 hours of service on the search committee.
- Kristin Haddad said that she understands Brad Hubbard Nelson's concern, and also wishes there were younger people on the search committee, but she is against the proposed amendment. Ten years ago, she was new at First Parish when the last search committee was selected. If she had been asked then to spend 300 hours over an eight-month period, she would have run far away. The primary job of the search committee is to listen for the next six months, in a complex and nuanced way, in order to express who we are now and who we want to be. In addition, Kristin stated that she is "speaking up for process" (e.g., the process followed to create the list, reach out to everyone, etc.). The idea to add additional names at the last minute is troubling.
- Stan Griffith stated that he opposes the amendment, though he is sympathetic to the issue, as a third generation UU. He has been through several searches, and taught every RE curriculum. There are reasons why youth and young families come or don't. The membership committee will be exploring this issue. Stan also stated that the idea to have reduced hours for younger members would be a very bad idea. It would be disruptive. Every member need to take a pledge to be there and be engaged for everything.
- Jim Sherblom said that we need unanimous support for the senior minister and that becomes more difficult as you expand the size of the committee.
- A motion to call the question about whether to approve the Senior Minister Search Committee slate was raised.

Upon motion duly made and seconded, it was

VOTED: to move the question whether to approve the Senior Minister Search Committee slate as noted above.

- Regarding the proposed Amendment, a motion to call the question was raised.

Upon motion duly made and seconded, it was

VOTED: to move on the question about whether to approve the proposed amendment to add younger members to the search committee slate.

Upon motion duly made and seconded, it was

VOTED: To reject the proposed Amendment to add additional young members to the search committee slate.

- Doug Hardy stated that Search Committee and Transition Team will be doing a lot of identity work. Their greatest resource is the people in this room, and to please hang in there and participate and contribute.

Upon motion duly made and seconded, it was

VOTED: to ratify the Senior Minister Search Committee slate as noted above.

Article 8: To act upon any other business that may come before the meeting.

Presentation of Greening of the Campus Task Force

- Peter Lowitt presented an update of the Greening of the Campus Task Force. The Sanctuary is now insulated to modern standards. The blower door test identified additional building efficiency flaws. Energy efficient lighting has been installed throughout the church. The Trustees are insulating all four of the cottages, and are replacing leaking cottage windows. The Task Force took a field trip to Middlesex School to see their installed geothermal system. A geothermal test well was drilled in the front circle of First Parish and it was confirmed that there is excess heating capacity. Interior storm windows were installed to remediate legacy leaking windows. The Task Force identified a direct 30% incentive for the proposed geothermal design, and they raised over \$162,000 in private donations to cover their work. The Wright Tavern Legacy Trust and Trustees of Parish Donations voted to support the Greening the Campus effort.

There was no other business before the meeting. A motion was made to adjourn the Annual Meeting. The motion was seconded and approved with a unanimous vote, and the meeting was adjourned at approximately 1:40PM.

Respectfully submitted,
Jennifer Izzo, Clerk

Minutes from the Special Meeting of the Congregation on May 5, 2024

First Parish in Concord Special Meeting of the Congregation May 5, 2024

A special meeting of the First Parish Congregation was called to order on May 5, 2025, at 11:30AM, by Moderator Tom Wilson. The meeting was held in person and via Zoom.

A motion was made to call Reverend Jennifer B. Johnson to serve as the settled minister for First Parish in Concord. Members of the Congregation present at the meeting voted by secret ballot. The final vote tally was 217 (yes) to 1 (no).

Upon motion duly made and seconded, it was

VOTED: to call the Reverend Jennifer Johnson as Senior Minister of First Parish in Concord.

There was no other business before the meeting. A motion was made to adjourn the Annual Meeting.

The motion was seconded and approved with a unanimous vote, and the meeting was adjourned a little past 12:00PM.

Respectfully submitted,
Jennifer Izzo, Clerk

Annual Report of the Interim Senior Minister

Rev. Seth Carrier-Ladd

Dear First Parish Community,

It has truly been an honor to walk alongside you these past two years! While I will certainly report on this past year, I am also going to take this opportunity to reflect briefly on our two years of interim ministry together.

Last year, I appreciated the warm welcome you offered me in August and September, and your willingness to dive with open arms into the work of interim ministry. In the fall, we explore letting go of Rev. Howard Dana's ministry with Rituals of Release led by the Transition Team. Following a successful holiday season, you began the new year by launching a covenant creation process for the entire congregation. The spring saw further development of interim work, including exploring our shared history with our First Parish Life Story events, again put on by the Transition Team. Also in the spring, the Standing Committee solicited feedback from the congregation about who best represent the congregation on the Search Committee, presenting a slate that was approved by the congregation at the June congregational meeting. Also at that congregational meeting, you approved and adopted the final draft of your congregational covenant.

Our work together this year was overshadowed by the injury, illness, and absence to our Associate Minister for Congregational Care, Rev. Liz Weber. Liz fell in July, injuring their neck and head. Their recovery was complicated by catching Covid soon thereafter and suffering from long Covid, ultimately forcing Liz to go on medical leave at the end of October, which has continued on throughout the remainder of this year. Revs. Amy Freedman and Paul Langston-Daley did incredible work covering our pastoral care needs during the first four months of Liz's absence, with the support of the Pastoral Care Associates. We were very fortunate in March to hire Rev. Elizabeth Ide to fill on for Liz on a half-time basis for the immediate future. Elizabeth has more than capably stepped in to help us meet the pastoral needs of the congregation – we are fortunate to have her on board. And the strain of covering for all of Liz's responsibilities over the course of the year definitely had an impact on the staff and our ability to accomplish as much as we had hoped.

The Sunday morning Worship Services this year seemed on the whole to be a success. The sermon series I offered in November and December reflecting on the meaning, strengths, and challenges of the Benediction was very well received. Average in-person attendance was 121 and average attendance on Zoom was just over 42, giving us a healthy 163 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. The spring featured special guest preacher Rev. Sofia Betancourt, President of the Unitarian Universalist Association, as well as candidate and newly called senior minister Rev. Jennifer Johnson preaching twice during candidating week. All in all, we had a strong year on Sunday mornings featuring a variety of voices and perspectives.

Acknowledging and honoring the still mixed or negative feelings for some in our congregation, the overhaul of the technology in our sanctuary we completed this year was a big success. We began the process of updating the sound system and adding screens in August, finalizing after the New Year. This long installation process was far from ideal and led to more week-by-week challenges for an extended period than we had hoped. Nonetheless, the project has been concluded successfully, and the staff has worked hard to integrate the screens and new sound system into the Sunday morning experience. The biggest quantity of positive feedback we have received has been appreciation for the increased accessibility the screens offer – many members and friends in our congregation are now more easily able to participate in singing hymns on Sunday morning. We have also used the screens to incorporate a much broader visual palette into the Sunday morning experience, utilizing text, pictures, and videos to create a richer worship experience. With the addition of technology to make the Brooks and Emerson Rooms hybrid meeting spaces, First Parish is now well-positioned to move into the future as it evolves.

There is of course a huge amount of other things that happened in church life that will be covered in other reports – the work of the Search Committee that resulted in the successful call of Rev. Jennifer Johnson as your next settled Senior Minister, the success of the Welcoming Walls committee in helping to make the Parish Hall more inclusive for all, 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, as you did last year, 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. While there have been some ups and downs, we navigated them together, and for your thoughtfulness, kindness, and passion I am grateful. I will miss you all, and will always look back at our time spent together fondly. With gratitude and appreciation for all of you and your gifts, I submit to you this my annual report for the 2023-2024 church year.

peace, love, and blessings,
Rev. Seth Carrier-Ladd
Interim Senior Minister

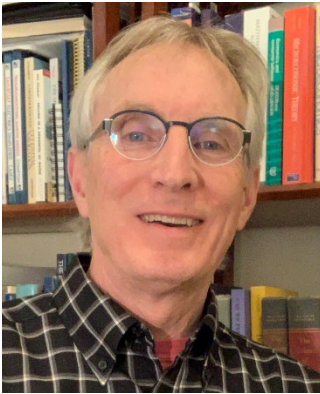
Slate of Officers

2024 Nomination of Officers of the Parish

- 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 2024-25.
- Members will be asked to vote on the slate at the Annual Meeting on June 2, 2024.
- Respectfully submitted by the Nominating Committee of Leanne Baxter, Jeff Brainerd, Lora Brown, Kristin Haddad, Darien Smith, Susie Weaver

STANDING COMMITTEE

Gib Metcalf | *Member at Large (Second 3-year term)*



Gib Metcalf has been an active UU for some twenty years and a member of First Parish in Concord since 2013. Gib and his wife, Rebecca Winborn, raised twin sons in Acton, and lived in Washington DC before moving to Concord in 2012. Gib is active in the adult choir and has been a member of the Finance Committee as well as a mentor (twice) and co-leader (once) of Coming of Age. Gib is a Professor of Economics Emeritus at Tufts University and a Visiting Professor at the MIT Sloan School. His main research focus is energy and climate policy.

Jennifer Izzo | *Member At Large (First 3-year term)*



Jennifer Izzo has attended First Parish for approximately 17 years. She taught RE classes for several years and attended Ferry Beach several times. She has served on a variety of committees, including the Nominating Committee and Senior Minister Sounding Board. She was an active member of Advocates for Women's Empowerment. She ran 3 fundraising auctions for the church. She has served as Clerk of the Standing Committee for the last 3 years. Outside of church, Jennifer and her husband, Pete, are parents to 3 teenage boys. She is an in-house attorney at a medical device manufacturer.

Kristin Moore | *Member At Large (First 3-year term)*



Kristin Moore moved to Concord with husband Eric and daughter Ava in 2002 and joined First Parish a few years later. Professionally she is a software development program manager, currently employed at The MathWorks. Among her prior jobs, she worked at the nonprofit Gaining Ground in Concord for five years as the office and development manager. She was an active volunteer in Religious Education while their daughter Ava grew up through the program. After Ava's Coming of Age, Kristin served as a mentor and eventually led the Coming of Age program for four years. She has served as Moderator for five FP Annual Meetings. She helps organize the longstanding tradition of a Children's Holiday Craft Workshop in December. Most recently, she chaired the Ministerial Search Committee and shepherded the process that resulted in calling Rev. Jennifer Johnson to First Parish. She enjoys singing in the choir and contributing in other musical ways.

Neil Brock | *Member At Large (First 1-year term)*



Neil Brock has been a UU his entire life and a member of First Parish in Concord since 2010. Neil and his wife, Laura Brock, have lived in Acton for 25 years and raised two children there. At FPC Neil has been involved in the Contemporary Vocal Ensemble, the Ministerial Internship Committee, Pledge Drive, Partakers, and multiple men's groups. Neil is semi-retired from Draper Laboratory and currently associated with ARLIS at the University of Maryland and the Complex Systems Laboratory at WPI. His research focus is on social systems and innovation.

Kimma Brainerd | *Clerk (First 1-year term)*



Kimma arrived at First Parish with her family in 2011. She plays flute and Irish whistle with the Choir, Rise Up Singing, and summer services. She has taught R.E. over many years for various age groups. She served on the Membership Committee, led the Children's Craft Workshop and acted as a Coming of Age mentor. She protested at the Women's March in D.C. with other parishioners. She lives in a log cabin just down the road from church with her curly-topped 15-year old son, an affectionate pup, and a dozen chickens. Kimma is an ADHD coach empowering people of all ages to understand and befriend their neurodivergence so they can thrive in all aspects of life.

Leah Russell | *Treasurer (Second 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.

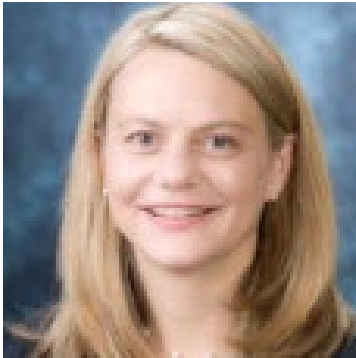
Tom Wilson | *Moderator (Third 1-year term)*



Tom has been a member of First Parish since 1998. Tom has participated in a number of plays, programs and 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-led 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. He truly loves this community, and the opportunities First Parish provides for him and others to be engaged and strengthened. He lives with his wife, Martha, and dog Ollie in Concord.

NOMINATING COMMITTEE

Caroline Minkin | *First 3-year term*



As a member of First Parish, Caroline has spent many years volunteering in the Religious Education (RE) program and served as the Chair and Vice Chair of the RE Committee. During that time, she contributed to the updating of the RE mission and goals, as well as participated in work on the curriculum. As a Standing Committee member for the last three years, Caroline has participated in efforts to reform the governance process and by-laws of First Parish and to bring an RE perspective to the Committee.

Peter Nobile | *First 3-year term*



Peter Nobile has lived in Concord and has been a member at First Parish since about 2000. He has served in various capacities at First Parish, including as a Religious Education teacher, Our Whole Lives facilitator, Coming of Age mentor, Pastoral Care lay minister, Standing Committee member, UUA General Assembly delegate, Commission on Institutional Change member, and Small Group Ministry facilitator. Peter has served the Town of Concord on the Historic Districts Commission, the Concord Sustainable Energy Committee, and the Commission on Disabilities. Peter is an architect and is the Sustainability + Corporate Social Responsibility manager with a firm in Boston.

Suzie Weaver | *Second 3-year term*



Suzie attended First Parish in Concord for the first time in 1991 and was not familiar with Unitarian Universalism. The church was very welcoming, so she decided to stay to learn more and has not looked back. Her two adult children, Chloe and Cam Vilain, participated in RE from the baby room through high school. Suzie has served in numerous roles over the past 30 years and is currently co-chair of the Advocates for Women's Empowerment (AWE). Suzie especially enjoys volunteering at Rosie's Place as well as attending Ferry Beach, the Women's Goddess Circle, and Women's Retreats. Suzie works as a Director of Analytics at Fidelity Investments, is a competitive adult figure skater, enjoys outdoor activities and travel (locally and abroad), speaking French, and doing anything near the ocean.

Jeff Brainerd | *Second 3-year term*



Jeff first came to First Parish with his family in 2011 and has been a member since 2013. He has served as Chair of the RE Council, and as a member of the Standing Committee. He has served as an OWL leader and a Pledge Campaign Steward at First Parish for many years. Recently he has served as Chair of the Nominating Committee. Jeff works in the software industry and loves to mountain bike with his son Eston.

TRUSTEES OF PARISH DONATIONS

Slate of officers to be determined.

General Assembly 2024 Delegates
June 20-23, 2024

Lillian Anderson
Neil Brock
Peter Nobile
Jan Power
Susan See
Darien Smith
Lois Suarez

Proposed FY25 Budget

Final

FY25 Budget

5/24/2024

			FY24	FY25	Budget Diff	
updated 5/24/24			Budget	Budget	FY24 v FY25	FY25 budget notes
Income						
	3010	Contribution Income	942,410			
	3020	Current Year Pledge Income	923,810	934,522	10,712	As of 5/13/24 \$918,522 in pledges from 295 pledgers; adding \$16k in anticipated late pledges
		Total 3020 - Current Year Pledge Income	896,096	925,177	29,081	Was 97% pledges to allow for 3% unpaids for FY24; reduced to 99%/1% unpd's for FY25 to reflect recent trends
	3050	Prior Year Pledge Payments	5,300	10,000	4,700	Based on annualized FY24 + history
		Total 3050 - Prior Year Pledge Payments	5,300	10,000	4,700	Subtotal
	3060	Offset Credit Card Fees	1,300	1,100	(200)	Based on annualized FY24 + history
	3110	Plate/Box Collections	22,000	18,700	(3,300)	Annualized FY24 + history: Used \$1,800 avg/mo x 10 mos + (was \$1,500/mo July & Aug = \$21k total); 2 summer services at FP 7/7 + 7/14 @ \$350/
	3120	Share the Plate	19,000	18,000	(1,000)	Based on annualized FY24 + history; pass-through to recipients, 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 part of Simmons' gift, funding 4827 UU-Affiliated Orgs - donations, net \$0; final yr FY26
	3330	Gifts	95,000	94,000	(1,000)	\$80k (Simmons, final yr FY26) + historical actuals
		Total 3010 - Contribution Income	1,062,696	1,090,977	28,281	Subtotal
	3130	Users of Facilities	24,000	25,000	1,000	\$19,760 MNS + ~\$5,240 other, based on lease + historical data
	3140	Trustees Income				
	3150	Trustees of Parish Donations	137,658	198,127	60,469	FY25 commitment recalculated by TPD-- was \$135,713 + \$60,000 = \$195,713, now \$258,127 total
	3160	Trustees Additional	120,000	60,000	(60,000)	TPD addl for FY25
		Total 3140 - Trustees Income	257,658	258,127	469	Subtotal
	3185	Coan House Rental Income	16,000	24,000	8,000	\$1,200/mo TB + \$800/mo LW = \$2k/mo x 12 mos = \$24k
	3350	Interest Income	42,500	45,600	3,100	Approx \$3,800/mo = (Fid earned 1/4ly x 2 @ 4.9%) + (CT pd monthly x 2 @ 3.5%) x 12 = \$45,600; assuming int rates down in FY25 from FY24 and FP ops assets earning int lower after moving bequest money to TPD/invest funds
	3360	SREC (solar panel) income	7,000	7,700	700	Based on FY24 actual; calendar 2023 solar credits (SRECs) to be pd in FY25
	3370	Miscellaneous Income	600	-	(600)	Amazon Smile - expecting none FY25
	3390	Special Events Income	25,000	22,368	(2,632)	Auction 2023 = \$34,368 total - \$17k ~half in FY24 = bal \$17,368 in FY25; SC Patriots' Day food-related fundraising event ~\$5k; assumes no other fundraising events
		Total Income	1,435,454	1,473,772	38,318	

		FY24	FY25	Budget Diff	
	updated 5/24/24	Budget	Budget	FY24 v FY25	FY25 budget notes
Expense					
	4010 · Minister Staff				
	4020 · Senior Minister	138,115	143,730	5,615	SCL 1 mo 7/2024 sal \$10,897 + ilo \$834 = \$11,731 SCL; JJ 11 mos 8/24-6/25 sal \$122,619 + ilo \$9,380 = \$131,999 JJ; both w/in lieu of employer's portion of FICA; both 40 hrs/wk x 12 mos; July 31 days
	4030 · Minister for Congregational Care	91,392	93,676	2,285	Budgeted as if LW worked all year; 40 hrs/wk x 12 mos/yr; \$87,019/yr salary + \$6,657 in lieu of employer FICA; EI's contract pmts come from this line
	4040 · Guest Ministers	3,080	3,080	-	Up to 2 guest ministers summer 2024 + up to 6 during yr = 8 @ \$385/ = \$3,080; 4/19/24 UUMA rate G5 confirmed; \$385; depends on LW disability leave
	Total 4010 · Minister Staff	232,587	240,486	7,900	
4150 · Minister Development					
	4160 · Senior Minister Profl Dev & Exp	12,830	12,090	(740)	10% salary = \$1,090 SCL 1 mo + \$11,000 JJ 11 mos = \$12,090 total
	4170 · Minister PC Profl Dev & Exp	8,490	8,702	212	10% of salary \$87,019
	Total 4150 · Minister Development	21,320	20,792	(528)	
4200 · Human Resources					
	4230 · Hiring & Search	17,000	500	(16,500)	Unlikely new hire(s) in FY25
	Total 4200 · Human Resources	17,000	500	(16,500)	
4300 · Professional Development					
	4310 · Staff Professional Development	4,000	4,500	500	Shared by all staff except 3 mins, Music Dir, SA Mgr; incl UUMN dues for non-director music staff
	Total 4300 · Professional Development	4,000	4,500	500	
4400 · HR Benefits and Taxes					
	4410 · Social Security Taxes (FICA)	33,666	34,994	1,328	Excludes FICA for Int Sr Min, Sr Min, CCMIn, & MRE—pd direct "in lieu of"
	4450 · Retirement Plan	68,619	72,600	3,981	CH qualifies 10/1/24; full yr Min CC to be adjusted per circumstances
	4460 · UUA Group Insurance (Life, LTD)	14,134	14,281	147	Assumes same coverage & rates FY25
	4470 · Health Insurance	66,400	44,953	(21,447)	\$0 for Church Admin (20 hrs/wk doesn't qualify); ADRE & new Sr Min waive.
	4490 · Staff Bonuses	-	-	-	
	Total 4400 · HR Benefits and Taxes	182,819	166,829	(15,991)	

		FY24	FY25	Budget Diff	
	updated 5/24/24	Budget	Budget	FY24 v FY25	FY25 budget notes
4500 · Parish Activities					
4510 · Worship Aesthetics	400	-	(400)		Candles, etc.; rolled into 6190 Building Supplies
4530 · Coffee Hour / FP Café	2,300	2,350	50		
4550 · Pastoral Care	1,000	500	(500)		Reduced per annualized & historical
Total 4500 · Parish Activities	3,700	2,850	(850)		
4700 · Member Services					
4735 · Congregational Life	2,000	2,000	-		CLC & WAM share budget: \$1k ea
Total 4700 · Member Services	2,000	2,000	0		
4800 · Social Action					
4827 · UU-Affiliated Organizations	10,000	10,000			Pass-through from #3126 SA Gift above - year 4 of 5
4830 · Share the Plate to recipients	19,000	18,000	(1,000)		Pass-through, net \$0; average \$1,800/mo x 10 mos; only reduction
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	61,946	1,511		33 hrs/wk x 12 mos/yr
4865 · Social Action Manager expenses	2,500	3,500	1,000		Increased \$1k for FY25; requested; lower than any other min or Music Dir
Total 4800 · Social Action	110,935	112,446	1,511		
5000 · Lifespan Religious Education					
5050 · Religious Education Staff					
5075 · Assistant Director of RE	53,082	54,409	1,327		32 hrs/wk x 12 mos/yr: ADRE, Youth Group, OWL, & COA
5080 · Religious Education Director	91,392	93,676	2,285		40 hrs/wk x 12 mos/yr; \$87,019/yr salary + pmt in lieu of employer FICA \$6,657
5082 · Dir RE/Min RE Profl Expenses	8,490	8,702	212		10% of salary \$87,019
5085 · Retreats Stipend	300	300	-		Staff overnights
Total 5050 · Religious Education Staff	153,263	157,087	3,824		
5150 · Religious Education Operations					
5160 · Childcare (0-4 Yrs.)	2,600	2,600	-		Teen assistants during the yr; summer 2024 childcare 2 Sundays when shared services held here
5215 · RE Special Guests	400	400	-		
5295 · Supplies & appreciation K-8	1,000	1,000	-		
Total 5150 · Religious Education Operations	4,000	4,000	-		
Total 5000 · Lifespan Religious Education	157,263	161,087	3,824		

		FY24	FY25	Budget Diff	
	updated 5/24/24	Budget	Budget	FY24 v FY25	FY25 budget notes
	5400 - Music				
	5410 - Contract Musicians	3,000	3,000	-	Guest musicians
	5450 - Music Staff				
	5460 - Music Director	85,154	87,200	2,026	40 hrs/wk x 12 months
	5470 - Music Director Prof Expenses	8,515	8,720	213	10% of salary \$85,154
	5480 - Organist	20,508	20,508	-	Has been 12 hrs/wk x 10 months; becomes 12 months. For FY25 \$34.2 mo = \$61.10 mo. Organist has 8 Sundays = 3 sick days off. Substitute organist \$300 x 8 = \$2,400/yr included on 5480. Organist time may double on third night adult choir rehearsal accompanied. \$110/wk x 40 wks = \$4,400/yr might be added to this salary line from line 5482- \$61.
	5482 - Guest Organist/Accompanist	13,000	12,000	(1,000)	Sub organist \$550 x 4/yr = 2 sick/yr = \$2,800. Visit per adult choir rehearsal accomp @ \$110/wk x 40 wks = \$4,400/yr. may move to organist salary line. Gospel ensemble accompanied 40 wks x \$550/yr = 1 hr/wk = \$2,200/yr. Totals \$9,400/yr = \$2,800 for special staff accompanist = \$126/yr.
	5485 - Gospel Ensemble Director	10,824	11,100	273	7.5 hrs/wk x 10 months/yr plus over 12 mos
	Total 5400 - Music Staff	138,501	140,115	1,615	
	5510 - Music and Material	4,000	4,000	-	
	5530 - Instrument Maintenance	6,000	6,000	-	Flute tuning, minor organ maintenance, and \$200/mo = \$2,400/yr transfers to Organ Fund (savings).
	Total 5500 - Music	151,501	153,115	1,615	

		FY24	FY25	Budget Diff	
	updated 5/24/24	Budget	Budget	FY24 v FY25	FY25 budget notes
	5600 · Administration				
	5700 · Administration Operations				
	5710 · Telephone Services	4,000	3,800	(200)	Verizon ~ \$275/mo = \$3,300 + (possible) service calls
	5730 · Office Supplies	3,000	3,600	600	Avg \$300/mo
	5740 · Technology and Equipment	14,500	20,000	5,500	Zoom \$235/mo x 12 = \$2,820/yr + \$100/yr price increase = \$2,920, eTapestry \$1,300/qtr x 4 = \$5,200/yr, MailChimp \$40/mo x 12 = \$480/yr, 365 15 licenses \$87/mo x 12 = \$1,044/yr, DreamHost ~\$100/yr, PairDomains url renewals 2 x \$65/ = \$130/yr, anti-malware 10 licenses (Mac/PC) ~\$150 total/yr, Carbonite?, total \$10k sware licenses; tech supp \$7k/yr (~\$14,400 ytd incl \$8k email conversion); equip replacement \$3k/yr
	5750 · Publications and Printing	1,400	1,000	(400)	
	5770 · Postage	3,000	3,000	-	
	5790 · Equipment Leases	10,000	10,000	-	\$700 x 12 = \$8,400 printer + \$65 toner waste receptacle (off contract); \$165 x 4 = \$660 postage meter + \$112/ink 1x = \$800; \$200/yr = folding machine = \$9,325; & any off-contract repairs
	5810 · Payroll Services	2,300	2,300	-	\$76/2 wks = \$2,000 + \$17/qtr (reports) - \$70 + \$200/yr (W-2s) = \$2,300
	5820 · Cr card, auto debit, stock fees	4,400	4,600	200	~\$380/mo = \$4,560
	5830 · Administrative Misc.	2,000	2,500	500	
	Total 5700 · Administration Operations	44,600	50,800	6,200	
	5900 · Administrative Staff				
	5950 · Director Finance & Operations	84,897	87,019	2,122	40 hrs/wk x 12 mos
	5960 · Director Fin & Ops Assistant	31,704	32,497	793	24 hrs/wk x 12 mos (too low)
	5970 · Church Administrator	32,144	37,000	4,856	\$27,529 = CH salary; \$780/mo Janet S = \$9,360/yr = (\$36,889) ~\$37k total
	Total 5900 · Administrative Staff	148,745	156,516	7,771	
	Total 5600 · Administration	193,345	207,316	13,971	

		FY24	FY25	Budget Diff	
	updated 5/24/24	Budget	Budget	FY24 v FY25	FY25 budget notes
	6000 · Property Plant & Equip				
	6050 · Sexton Staff				
	6070 · Sexton	72,828	74,649	1,821	40 hrs/wk x 12 mos
	6080 · Zoom & A/V Technicians	11,400	13,000	1,600	Zoom/streaming tech \$220/wk x 52 wks = \$11,440 + 6 special services/events = \$1,320 = ~\$13k
	6110 · Other Maintenance Staff	8,200	14,000	5,800	BD coverage Fri & Sat \$100/day x 52 weeks = \$10,400; 3 wks BD vacation = \$100/day x 15 = \$1,500; misc assistant sexton project/work \$2,100
	Total 6050 · Sexton Staff	92,428	101,649	9,221	
	6100 · Plant Operations				
	6150 · Fuel Oil	28,000	28,000	-	Hard to guess about winter 2024-2025; last year, per BD, this amt \$3,500 low, then mild winter
	6160 · Utilities	14,500	15,000	500	\$1,220/mo current bill mostly Concord Light (incl \$75/mo gas Natinoalgrid) x 12 = \$14,700; eff Nov 2023 internet went fr \$95/mo (for 200/200) to \$115/m (for 500/500) via CMLP
	6170 · Insurance	15,000	16,600	1,600	FY24: Worker's comp \$215 x 26 pay periods = \$5,590; basic incl umbrella \$17,800 (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 = ~\$6,125, then netted
	6190 · Building Supplies	7,200	8,400	1,200	\$800/mo avg = \$9,600/yr; w/o PHall paint = \$642/mo x 12 = \$7,702; incl p towels, tp, cleaning spray, lt bulbs; moved \$400 fr 4510 Worship Aesthetics here
	6210 · Equipment & Furnishings	8,500	8,000	(500)	Incl tools; unpredictable, hard to stay in budget; \$2,135 incorrect ch removed; w/o = \$2,600/10 x 12 = \$3,120; depends on what office furn new min requests
	6225 · Building Maintenance	43,000	44,000	1,000	\$325/wk cleaners = \$16,900 + \$27k standard budget
	6230 · Landscaping & Snow Removal	30,000	35,000	5,000	Last yr BD predicted this \$3,500 over budget because of more expensive snow removal vendor. For FY25 BD to do more of the outside work (but not plowing or mowing).
	6235 · Facilities Repair	22,000	46,000	24,000	Incl \$6k/yr (\$500/mo) tr to Long-Term Facilities Maintenance reserve; last-minute expense reduction increased this to \$1k/mo = \$12k for FY25
	Total 6100 · Plant Operations	168,200	201,000	32,800	
	6220 · PP&E Additional Expenses	5,500	0	(5,500)	FY25 No more tent; removing this line
	Total 6000 · Property Plant & Equip	266,128	302,649	36,521	

		FY24	FY25	Budget Diff	
	updated 5/24/24	Budget	Budget	FY24 - FY25	FY25 Budget notes
	7000 - Denominational Support				
	7010 - UUA Annual Program Fund	76,132	74,700	(1,434)	Full FY25 amount requested by the UUA, reduced from FY24
	7040 - Ministerial Intern	4,000	-	(4,000)	PC summer min 2024 (3 on LW - rather on PC Min salary line, two summer services (7/7 & 7/14) in rotation with other churches - 3 on 4040 Guest Min.
	7045 - Ministerial Intern Profit Expenses	-	-	-	
	7050 - ISA Registration	2,500	2,500	-	Concurrent delegate rates
	7060 - POC Program Support	500	500	-	
	Total 7000 - Denominational Support	83,132	77,700	(5,434)	
	7100 - Governance and Finance				
	7105 - Annual Audit	5,000	5,000	-	Should have done in FY24 per policy, not done, keeping here for FY25
	7175 - Unbudgeted Expense	-	-	-	Art & furniture recognized in FY24, \$1,117 as of 4/25/24 = \$100 add
	7180 - Fundraising Costs	1,700	1,700	-	bookmarks + \$300 party & any life exp.
	7190 - Minister Moving Expenses	-	15,000	15,000	Max, per JJ contract, taxable income
	Total 7100 - Governance and Finance	6,700	21,700	15,000	
	Total Expense	1,432,430	1,475,800	43,370	incl 2.5% staff COL, raises
	Net Income	3,824	380	(3,444)	Must balance (net +/- \$0) per BC

Final FY25 vs FY24 Annual Budget - short version

eff 5/24/2024

		FY24 Budget	FY25 Budget	Difference
	Income			
	3010 · Contribution Income	1,062,696	1,090,977	28,281
	3130 · Users of Facilities	24,000	25,000	1,000
	3140 · Trustees Income	257,658	258,127	469
	3185 · Coan House Rental Income	16,000	24,000	8,000
	3350 · Interest Income	42,500	45,600	3,100
	3360 · SREC (solar panel) income	7,000	7,700	700
	3370 · Miscellaneous Income	600	0	(600)
	3390 · Special Events Income	25,000	22,368	(2,632)
	Total Income	1,435,454	1,473,772	38,318
	Expense			
	4010 · Minister Staff	232,587	240,486	7,899
	4150 · Minister Development	21,320	20,792	(528)
	4200 · Human Resources	17,000	500	(16,500)
	4300 · Professional Development	4,000	4,500	500
	4400 · HR Benefits and Taxes	182,819	166,829	(15,990)
	4500 · Parish Activities	3,700	2,850	(850)
	4700 · Member Services	2,000	2,000	0
	4800 · Social Action	110,935	112,446	1,511
	5000 · Lifespan Religious Education	157,263	161,087	3,824
	5400 · Music	151,501	153,116	1,615
	5600 · Administration	193,345	207,316	13,971
	6000 · Property Plant & Equip	266,128	302,649	36,521
	7000 · Denominational Support	83,132	77,198	(5,934)
	7150 · Governance and Finance	6,700	21,700	15,000
	Total Expense	1,432,430	1,473,469	41,039
	Net Income	3,024	303	(2,721)

**Proposed Bylaws
First Parish in Concord
Concord, Massachusetts
Draft: June 2, 2024**

ARTICLE I

Name

The name of this Congregation shall be First Parish in Concord.

ARTICLE II

Purpose

First Parish in Concord is a welcoming Unitarian Universalist congregation that seeks ways to deepen spiritually, build community, and make a positive difference in the world.

First Parish in Concord affirms and promotes participation in all of its activities, without regard to race, color, disability, sexual orientation, gender identity, age, socioeconomic status, or national origin and without requiring adherence to any religious belief or creed.

ARTICLE III

Affiliation

This Congregation shall be a member of the Unitarian Universalist Association.

ARTICLE IV

Membership

Anyone may become a member of the Congregation by signing the Membership Book, or by giving written consent. The members' names shall be kept in the records of the Congregation.

Any member of the Congregation is entitled to vote at any meeting of the Congregation held at least thirty days after they have become a member.

The Called Senior Minister shall ensure that a list of all eligible voters of the Congregation is prepared for each Annual Meeting.

ARTICLE V

Officers

The officers of the Congregation are nine Governing Board members-at-large, a Clerk, a Treasurer, and a Moderator, all of whom shall be chosen at the Annual Meeting. The Governing Board consists of the nine members-at-large, plus the Clerk and Treasurer.

1. Responsibilities

Authority and direction of the affairs of First Parish in Concord are vested in the Governing Board, the discerning body representing the Congregation's vision and mission. The Board is responsible for policy development and oversight, the fiduciary health of the Congregation, and assessing the Called Senior Minister's progress toward helping the Congregation achieve its mission.

2. Election Process and Terms of Service

Candidates for Governing Board members-at-large and the positions of Clerk, Treasurer and Moderator may be nominated by the Nominating Committee or may be nominated from the floor at the Annual Meeting.

Governing Board members shall be elected by the Congregation at the Annual Meeting. The Clerk, Treasurer, and Moderator shall be elected each year for one-year terms. They may be elected for a maximum of six consecutive terms, or six years. The nine Governing Board members-at-large shall be elected for three-year terms and can serve no more than two consecutive terms; fractional terms are not counted.

Members of the Nominating Committee may be nominated by the Governing Board or from the floor at the Annual Meeting and are elected by the Congregation at the Annual Meeting.

3. Vacancies Caused by Death, Resignation, or Removal

A mid-term vacancy created by the departure of a Governing Board member-at-large or the Clerk, Treasurer, or Moderator may be filled by the appointment of an interim successor by a majority vote of the Governing Board. At the next Annual Meeting, the Congregation shall elect a successor who has been nominated as described above for the remainder of the term of the officer whose position has become vacant.

A Governing Board officer may be removed by a two-thirds vote of those members of the Congregation present at a meeting called for this purpose.

4. Annual Meeting

The Governing Board shall provide a written report to the Congregation at each Annual Meeting.

ARTICLE VI

Called Ministers

1. Calling the Senior Minister

Ministry is a covenantal relationship between the Called Senior Minister and the Congregation, in which they pledge to work together toward common goals. The Called Senior Minister shall be chosen by a minimum of four-fifths affirmative votes of those members of the Congregation present at a meeting called for that purpose. The Called Senior Minister's salary and other conditions of employment shall be set forth in a written agreement approved by the Governing Board. The agreement shall contain provisions for its termination. A two-thirds vote of those members present at a meeting of the Congregation called for that purpose shall be necessary to terminate the contract of the Called Senior Minister.

2. Responsibilities

The Called Senior Minister and the Governing Board shall work together through collaborative leadership. The Called Senior Minister shall be responsible for operations, while final decisions in matters of policy and procedure shall remain with the Governing Board or with the Congregation in accordance with Article VIII. The Called Senior Minister shall bring to the Governing Board any matters pertinent to the general interests of the Congregation and shall make recommendations about these matters.

The Called Senior Minister shall be responsible for all religious services, including but not limited to worship, marriages, child dedications, funerals, and memorial services and shall serve as spiritual leader and adviser to members of the Congregation.

3. Annual Meeting

The Called Senior Minister shall provide a written report to the Congregation at each Annual Meeting.

ARTICLE VII

Trustees of Parish Donations

There shall be a committee of First Parish known as the Trustees of Parish Donations. This committee shall consist of five members.

1. Responsibilities

The Trustees are the stewards of funds and properties donated to First Parish and transferred to the Trustees by the Governing Board to be held and managed. As fiduciaries, the Trustees shall use their best judgment to balance the following objectives for the assets:

- Preserve and build the assets to provide a portion of First Parish's annual operating funds in perpetuity;
- Serve as a reserve fund for extraordinary situations; and
- Steward the properties under their control and oversee their operations and finances.

The Trustees shall take, hold, manage, and dispense through the proper offices or committees all property, real and personal, bequeathed or given to the Congregation and transferred to the Trustees by the Governing Board to be held and managed. The Trustees may invest and reinvest in the name of the Congregation all such property, real and personal, in such manner as they may deem safe and proper, and they shall have full authority to assign, transfer, and convey all such property, with the exception that the sale, disposal, or change in use of any real property on the First Parish campus shall require the approval of a two-thirds vote of those members of the Congregation present at a meeting at a meeting called for this purpose. The First Parish campus is defined as any real property owned by First Parish on grounds bounded by Lexington Road, Heywood Street, Walden Street, and Main Street.

2. Election Process and Terms of Service

After consulting with the current Trustees, the Nominating Committee shall nominate Trustees for election at the Annual Meeting.

The Trustees shall be elected by the Congregation for terms of five years or for the remainder of a term in the case of midterm vacancies. Not more than one new or re-elected Trustee shall be chosen in any year, not including Trustees elected to fill vacancies caused by death, resignation, or removal, or to secure an orderly sequence in the expiration of terms. No person shall serve simultaneously as a Trustee and as a member of the Governing Board. Trustees shall not serve for more than two consecutive full terms; fractional terms of less than five years are not counted.

3. Vacancies Caused by Death, Resignation, or Removal

A midterm vacancy may be filled until the next Annual Meeting by the appointment of an interim successor by a majority vote of the remaining Trustees and the Governing Board, voting separately. At the next Annual Meeting, the Congregation shall elect a successor who has been nominated as described above for the remainder of the term to fill the vacancy of the Trustee whose position has become vacant.

A Trustee may be removed by a two-thirds vote of members of the Congregation present at a meeting called for this purpose.

4. Annual Meeting

The Trustees shall do all acts necessary or proper for carrying into effect the provisions of this Article and shall annually make a full report to the Congregation of all their investments and related transactions.

ARTICLE VIII

Meetings

The Annual Meeting of the Congregation shall be on a date and time determined each year by the Governing Board. The date shall be within the first fifteen days of June. Other Congregational meetings may also be called by the Governing Board. In addition, upon the written request of 25 or more qualified voters of the Congregation, the Governing Board shall call a meeting.

The Governing Board shall send advance written notice for all Congregational meetings by posting a certified copy of the meeting warrant near the door of the Congregation's Meeting House for at least eight days, including two Sundays, before the meeting date; and by attempting to give personal notice to each qualified voter of the Congregation by postal mail or email to their last known address. Forty-five members shall constitute a quorum.

ARTICLE IX

Fiscal Year

The fiscal year shall end on June 30.

ARTICLE X

Amendments

These Bylaws may be amended or repealed by a two-thirds vote of members of the Congregation present at a meeting called for this purpose. The wording of any proposed change shall be contained in the notice of the meeting.

ARTICLE XI

Dissolution

Any action to dissolve the Congregation must be approved by a two-thirds vote of members of the Congregation present at a meeting called specifically to consider such action. Written notice of this meeting must be issued to all members eligible to vote by postal mail or email to their last known address. If the Congregation at its own option shall cease to exist, all property, real or personal, shall be transferred to the Unitarian Universalist Association or to another organization affiliated with the UUA.

Appendix

Dates of Adoption and Amendments

ARTICLE I, Name: 1956, 2024

ARTICLE II, Purpose: 2012, 2024

ARTICLE III, Affiliation: 1956, 1968, 2024

ARTICLE IV, Membership: 1856, 1858, 1881, 1894, 1895, 1946, 1956, 1976, 1983, 2024

ARTICLE V, Officers: 1856, 1922, 1935, 1956, 1992, 1996, 2024

ARTICLE VI, Ministers: 1956, 1968, 2024

ARTICLE VII, Trustees of Parish Donations: 1909, 1956, 1995, 2024

ARTICLE VIII, Meetings: 1856, 1880, 1907, 1956, 1970, 1996, 2024

ARTICLE IX, Fiscal Year: 1981, 2024

ARTICLE X, Amendments: 1956, 2024

ARTICLE XI, Dissolution: 2024