

# THE CONGREGATIONAL CHURCH OF NEEDHAM

## United Church of Christ



## ANNUAL REPORT 2016

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# ANNUAL REPORT

**Rev. Heike Werder  
Associate Minister**

2016 has been a busy year for us. I believe that we have used the year well to grow as a community of faith and to continue the ministry and mission of our church. Let me take this opportunity to share the highlights as I see them which are by far not a complete list of everything we have done.

In January, the interim search committee went to work to find and interview potential candidates for the Interim Senior Minister position. We also held our Annual meeting at the end of the month, and realized that we were still standing strong after a challenging year. In February, we started the 2016 Confirmation Experience with our 9th graders, started a new adult education series called "Lunch and learn," and welcomed Sangyoung Kim as our new organist to the team. In March we invited the Rev. June Cooper of City Mission to preach at the church and to hold an Adult Education forum on how our church might get involved more with Boston Inner City activities. At the end of the month the Deacons led a Leadership Night for all the committees to engage people in a visioning exercise called "Stop-Do-Start" - what shall we stop doing, what shall we keep doing, and what should we start doing as a church community. In April, the 2016 confirmation class added a little garden to our campus, raising awareness of hunger, even in Needham. In May we held our first annual Chili Cook-off, celebrated Communion with first and second graders, gave away Bibles to our kindergartners and 4th graders, confirmed 13 young people in our midst, and went on the women's retreat at Craigville Conference Center. In June we celebrated Youth Sunday, gathered for an end-of-year picnic after church, and took 5 church members on a bike trip along the Erie Canal. In August, Rev. Jim joined our team as the Interim Senior Minister, and toward the end of the month we blessed backpacks as children were getting ready to go back to school. In September we held our first annual Pie-Athalon and we supported a sizeable group from the church in the Ride for Hunger. In October we were open for a Haunted House, and our student in care, Sandra Summers, was ordained. In November we "pulled off" a wonderfully successful Holiday Fair and gather for a Town-wide Thanksgiving service. In December we gathered for a lovely Holiday concert, practiced for our annual Christmas pageant, and celebrated the birth of our Savior with an always special candle light service and a well-attended worship service on December 25, 2016.

These are just my highlights of the past year. Many other activities just kept going as always: our monthly community dinner, the Thursday lunches, monthly committee and ministry team meetings, and the worship services at North Hill.

We intentionally built into our annual calendar community building events like our first annual chili cook-off, the pie-athalon and dinners at members' homes for Stewardship. Many of our Adult Education programs were team or committee driven, especially by our ONA and EMT teams and our Outreach committee. Our worship services included a number of guest preachers but also saw a few new elements like the "New Hymn" of the month.

In May of 2016 I agreed to serve as the President of the Needham Clergy Association for one more year. In June of 2017 I will hand over the leadership to another member of the association. As president it is a given that I participate as your representative in the annual town-wide MLK celebration, the opening of Town meetings in May, and the Town-wide Thanksgiving service.

In 2016 I have conducted 1 baptism, officiated at 2 wedding and 10 funeral/Memorial services.

Much if my work and its success depends on the support I receive from our staff members: Danielle, Cindy and Suzanne in office, Sanira and Bill who take care of our building, and Jim and Maddie who lent their expertise and energy to bringing all kind of programs into reality. And then there is you, the members of the church, who show up each week and take part in what we, the church, have to offer and try to accomplish. Thank you for a good year!

Blessings,  
Rev Heike Werder

**Madelyn Downer**  
**Director of Christian Education and Youth Ministries**

Bible Village/Sunday School

Our children are wildly creative, kind, hope-filled, complicated people. Every week they bring their prayers to Children's chapel - prayers for tests and try-outs, sports teams (both their own local teams and national), sorrows and celebrations in their groups of friends and their families, prayers for themselves and for their world.

They are excited about church - whether it's participating in the Christmas pageant or singing with Valerie in the choir and they're always excited when it's cooking day in Bible Village. They actively participate in children's chapel and their church school activities. Sometimes an individual will have a rough day and need some space - I am so glad that our kids know they can ask for what they need in their Sunday school classrooms and that we will listen and try to help.

The individuals that make up our Sunday school classes are unique people who are each experiencing God in a different way. One of our younger students is just learning the stories but relayed the main themes of the stories we are learning about to her parents. Some of our older students are thinking about what the Bible calls them to do when they see injustice in their own hometown.

Our church school numbers have been consistently larger as the calendar year moves forward (with the exception of the summer months when our church has historically taken a break from programming). We have approximately 20-25 students in class on Sunday mornings, though not all of the students who attend Bible Village have registered/updated their registration.

We have an average of 3 children of crib/toddler age on Sunday mornings. Some of the older Pre-K students opt to join in to the Bible Village classes when we have activities that are available to their age group. Our largest group size has been 6. The nursery is staffed by Maria Libby and additional volunteers.

In 2016 we celebrated Bible Sunday, first formal Communion, and a Year-End Picnic hosted by the Christian Education committee.

The Sunday school classes are using the SparkHouse workshops, which are modeled the same way that Power Express are but offer new rotations that we had not used in the previous 3 years. SparkHouse offers curriculum in multiple age ranges from pre-K through high school.

Our most persistent challenge in Bible Village is finding enough volunteer teachers and shepherds on

a consistent basis. The good news is that our class sizes have grown. In order for us to offer a good CE program we need parents, the CE committee members, and ideally all the members of the congregation to help out on Sunday mornings. The CE committee is thinking creatively about solving our challenge and we hope that you are open to some of the new ideas present to you in 2017.

## Youth Ministries

### Senior High

In the spring of 2016, our senior high youth ministry's average attendance for Sunday evening meetings was 1 student. I took a poll of our high school students for the upcoming fall and found that Thursday evening was a better time for our kids.

I am happy to report that our youth groups have been growing. Our new ninth graders have helped to fill the senior high youth group while new middle school students have also come up into the program. Some of our students feel comfortable enough to invite their students from outside of our congregation to participate in our youth offerings.

Our Fall offering of Holy Homework averaged 5 students. Holy Homework is a reimagining of youth ministry intended to offer students a place for fellowship while also offering a space to complete homework if needed or to do spiritual homework by learning about different spiritual practices. I am currently checking in with our students to see if Thursdays will continue to be the best option when Confirmation comes into play on Monday evenings and as spring sports require different schedules.

Our high school students have actively participated in the Super Bowl Subs fundraiser, Youth Sunday, and the Haunted House, along with the mission trip and retreat opportunities listed following the Junior High recap.

### Junior High

Junior High continues to be our strongest youth ministry, with an average of 7 students attending the Sunday afternoon meetings. This time slot has worked well for students in the 2015-2016 year and continues to be used in the 2016-2017 year.

Our youth group has widened its scope to include some more faith formation as the 6-8 grade class has not been offered this year. We have used the Caffeine & Christ/Community/Commitment curriculum to explore who we are called to be, and how to be authentic, faithful people.

Our middle school students have been invited to participate in the Subs fundraiser, Youth Sunday, and the Haunted House, and have made a strong showing at all of these events. The JR high students were asked to brainstorm potential fundraiser or fellowship events for the 2017 year and have a lot of fun, new ideas that we are continuing to mold for our group.

### Mission Trip

Our summer mission trip to New Haven, CT was attended by 7 students. We explored how our faith calls us to respond to poverty, including food justice and housing vulnerability. We worked with the Connecticut Food Bank and the Branford Soup Kitchen, which also offers a clothing bank in addition to providing low-income and displaced residents with meals. During the evenings, students learned about food deserts, income disparity, and the wider effects of poverty. One exercise our students participated in was trying to shop for a family with children on the average amount of assistance given through SNAP benefits. Some students had to account for allergies or for the special dietary needs of infants and toddlers. Our students organized a worship service for the congregation of our host church

that focused on the issues we had learned about in that week and the many ways that we are called to serve and lift up others when we follow the example of Christ.

## Retreats

We offered 2 youth retreats in the 2016 calendar year.

Our senior high students enjoyed a ski trip to Stowe, VT. This was a fellowship activity without a curriculum or faith formation focus. A local alternative to this trip will be offered for 2017.

Our junior high students enjoyed a weekend retreat to Camp Cody in Cody, NH. This was based around a curriculum written by Maddie called "Love Your Selfie" that explored how we care for and build confidence in ourselves, particularly in regards to our relationships with our families, our communities, and with God. Students received Palanca letters from their families - letters about the family member's reflections on the student's individual and spiritual growth. We also spent a good portion of our Saturday tubing before returning to our workshops. A similar retreat will be offered for 2017; as we have a theatrical bunch of middle school students, our retreat will move to Providence, RI with an opportunity to see the musical Little Women.

In the 2017-2018 year, we will offer a third retreat, either at our own church or at one of the UCC churches we are building fellowship with. This retreat will focus on food justice and will be offered to all youth ministry students.

Our challenge in youth ministries lies in finding chaperones for retreats, mission trips, and off-site events. Members from the wider congregation have volunteered their presence with our junior and senior high students along with the parents of our students for on-site events and meetings.

Thank you for all the support you have given to the CE and Youth programs this past year, and we hope that you seek out opportunities to share your time and talent with the children and youth of our church.

Hold fast to what is good,  
Maddie Downer

## **Valerie Becker Director of Music Ministries**

It is a pleasure to serve as Director of Music Ministries. My work with our three choirs keeps me energized and I look forward to our new year together. This past year the Chancel Choir acknowledged both the Armenian Genocide and the Jewish High Holidays. On April 24th we commemorated the genocide by singing both the Armenian Lord's Prayer and a choral blessing entitled, Der Getso. We also acknowledged the Jewish High Holidays in October by singing a Hebrew Call to Prayer and by listening to the beautiful Kol Nidre, the holiest of Jewish prayers, played on the cello. The best way for us all to get along in this world is to understand and accept each other's cultures and traditions. Our youth choirs worked conscientiously and sang many times throughout the year. The youth choirs performed all of the music for Youth Sunday and joined the Chancel Choir for our Thanksgiving service.

On December 4th, the Chancel Choir along with the Friendly Chimers presented our annual Christmas

concert. The choir performed more traditional pieces this year and the concert put everyone into the Christmas spirit. Our section leaders continued to support the choir members and they performed one selection on their own as a special treat for the audience. The addition of a string quartet and the chimers added to the festivities!

I am excited about our new chancel choir rehearsal schedule. We will be meeting the first Thursday evening of each month and then at 8:30 am on each Sunday morning. We are delighted to have new church members join the choir.

Our music ministry team, along with chairperson, Lynn McClelland continued to support and encourage our music program. I am most appreciative of everything that the team does, and I also wish to thank everyone who had a role in making music at our church in 2016. It was a terrific year.

Respectfully submitted.

**Deacons**  
**Frank Luppino, Chair**

2016 was a year of change for the Deacons, and also a year of growth. We started the year with returning Deacons Frank Luppino (chair), Susan Lively (vice-chair), Lee McNally, Sally Fitzgerald, Stephanie Oddleifson, Joanne Seiden, Sunu Yeh, Charlie Baker, Claudia Darmofal and Kirby Salerno. They were joined by new members Scott Stewart, Jean Veigas, Carol Miller, Dibby Moder and Rick Devereux. In all there are 15 Deacons serving staggered three-year terms.

The year began with the church in the midst of a transition and search for our Interim Minister. The Deacons role in the church is to nourish the spiritual health of the congregation and serve members and ministers in a support role. In the recent past, however, our focus shifted towards activities more akin to an executive body as we helped to navigate the change we were all experiencing.

At our annual retreat in January we agreed on several goals for the year, intending to bring us more in line with the spiritual aspects of our charter. A primary goal was to “get on with being the church,” as Reverend Hayes put it in her report to the congregation several months earlier. We thought it very important to get back to doing the things that have made us the richly historied congregation that we are. We also committed to beginning the covenant work required during the transition phase and starting to build the foundation needed to support our future.

With these goals in mind we enthusiastically embraced our traditional responsibilities during the year, among them:

- Guiding families and their children through Baptisms and welcoming them into the family of Christ.
- Providing our special annual Tenebrae/Maundy Thursday service, a Deacon tradition. During this service we enact the story of the Last Supper and Good Friday, this year through a dramatic reading.
- Hosting the Confirmation Sunday brunch for the new Confirmands, their families and mentors, one of our most satisfying responsibilities. Serving the next generation as they affirm and grow in their faith is always a highlight of our year.
- Finishing our work, through our In Care subcommittee, with Sandra Summers as she was

ordained in the UCC in October. This was multi-year process as the Deacons provided support for her journey.

- And, most refreshingly!, continuing our tradition of serving lemonade and cookies in the courtyard during the hot summer months after service in the newly renovated chapel.

In addition to these activities, we endeavored to improve communication and transparency and begin the work required to start moving forward as we awaited the arrival of our interim minister. In the spring we hosted an evening of Fellowship and Feedback with this in mind. Dinner was served and feedback solicited in an interactive way on practices that members wanted to see started, stopped or continued. The evening was designed as a first step in an ongoing conversation about how we envision the future of the church.

We guided a packed Fellowship Hall through the process and in the end received over 300 suggestions in areas spanning all aspects of church life and experience. The feedback was valuable in a number of ways. First, it reinforced even more the need for better communication and transparency across all aspects of the congregation, as a good number of the suggestions addressed items that were already actively being undertaken and implemented by several of the boards and committees within the church. Second, the feedback fostered much discussion and action within the Deacons and also proved to be an invaluable source of baseline information for Reverend Jim upon his arrival in August as he began developing initial plans for our time together.

Another initiative, and one that is a bylaw responsibility of the Deacons, is the process of Pastoral Review. This is a process that had fallen by the wayside in recent years. While we were in an interim transition in 2016, the Deacons felt strongly that it was important for us to develop processes and practices that are needed for our future, and for these to become institutional habits with clear guidance. A Deacon team (Pastoral Review) was formed early in the year to devise the formal process, and they consulted with various resources, including the UCC Massachusetts Conference. The process covers both the Senior and Associate Ministers and is designed to maintain transparent communication with the congregation. There is opportunity for congregation feedback built into the process as well. Implementation was beginning towards the end of 2016 and will carry forward into 2017 and beyond.

Upon returning from the summer months the Deacons, working with Reverends Jim and Heike, began to shift our focus to the spiritual aspects of our duties. We had many discussions about how to enhance members' experiences and strengthen spiritual connections - with the church, with each other and with God. There were some changes and different elements added to the worship service, and we continued to talk about other enhancements that could be made in the future. We view our time with Reverend Jim as an opportunity to learn more about ourselves as a congregation and to explore and experiment in a manner that will inform our thinking about our desires for the future.

An area that received particular attention was prayer. We talked a lot about prayer and its benefits and healing power, and ways it could be a more central part of our church life and experience. The Deacons embraced this and were excited to explore this area together with the congregation. During November's communion service we offered the opportunity for confidential prayer with a Deacon during communion. This first trial run seemed to integrate into the service and be well received by members. It was moving and rewarding for the Deacons as well. We have since continued this practice and plan to work with Reverend Jim and Reverend Heike to explore ways to strengthen spiritual bonds and enhance the church experience for all in the future.

In closing, it was a very full and rewarding year, and one that has left us all excited about what lies ahead in 2017. The Deacons are a dedicated group who care deeply about the church, and it has been a privilege to work with this group this past year.



The Board of Deacons will be led by Susan Lively in 2017. We look forward to continuing on this journey under her leadership as we support the spiritual needs of the Congregational Church of Needham.

Respectfully Submitted on behalf of the Deacons

## **Outreach Committee Jennifer Cusak, Co-Chair**

The church's covenant and ONA statement serve as the foundation for the Outreach Committee's work. We strive to connect the heart and soul of the church community, as reflected in those statements, with the needs of our congregation, our community here in Needham, the Greater Boston area, and the larger world. We do this in two ways: first, by allocating funds to support local and national charitable agencies, as well as the outreach work of CCN committees; and second, by providing educational and volunteer opportunities to the congregation to encourage their engagement with issues and agencies that matter to us as a church community.

The budget of the Outreach Committee was reduced by approximately 33% in 2015 due to an adjustment in the church's overall budget and that reduction continued in 2016. Our response to this adjustment was to reduce some of our regular donations by that amount and to concentrate our giving by making larger gifts to fewer organizations.

### Highlights of 2016 Efforts:

#### Monetary Donations:

- \$79,074 donated
- 40 recipient organizations (3 new in 2016)
- Each year, the largest recipient is Our Church's Wider Mission, the mission-funding agency of the United Church of Christ supporting local, national and global efforts.

#### Gaining a new understanding of grantee organizations:

In an effort to better understand and support the organizations we fund, we invited several organizations to present at our monthly meetings. These included

- City Mission Society
- Family Promise Network
- Our Church's Wider Mission
- Guatemala Partnership: High School Scholarships
- International Institute of New England (IINE) funding Resettle Together Coalition in Needham

#### Educating Our Congregation about Community Needs:

In February, we sponsored a Lunch and Learn Forum highlighting the work of four Needham community agencies: the Needham Community Council, Circle of Hope, the Needham Housing Authority and the Council on Aging.

#### Encouraging Congregational Involvement/Volunteer Opportunities:

- Needham Community Council Ride for Food: A group of riders from the Church participated in the Ride for Food, a ride dedicated to food pantries in the Greater Boston area. Our team raised

\$10,000 to support the Needham Food Pantry.

- Community Dinners were started three years ago by Rev. Heike as a monthly gathering for members of the congregation to extend our hospitality and share meals with Baby Basic families picking up diapers at the church. Outreach committee, Deacons and the congregation have continued joining these gatherings of 5-10 new and returning families and helping with cooking and clean-up each month.

Planned Educational Opportunities for 2017:

- Book Discussion: “Toxic Charity”
- Inter-faith Educational Forum with Temple Aliyah (and inviting other churches)
- “Lunch and Learn” After-Church Forum focused on volunteering opportunities with organizations we support, including City Mission Society, Needham Community Council, Family Promise Network.

AGENCIES SUPPORTED BY OUTREACH IN 2016

<b>World Mission</b>	
Our Church’s Wider Mission – voted 2015; paid 2016	\$8,000
Our Church’s Wider Mission (OCWM) 2016	\$24,000
Guatemala Partnership (\$6K for high school scholarships)	\$8,200
Disaster Relief – Partners in Health	\$2,000
<b>Totals</b>	<b>\$42,200</b>
<b>Church-Related Agencies</b>	
Cooperative Metropolitan Ministries	\$1,000
MA Conf. UCC - ONA Taskforce	\$500
Congregational Church of Needham ONA	\$100
MIHN/Family Promise Network – voted 2015; paid 2016	\$500
MIHN/Family Promise Network 2016	\$1,000
<b>Totals</b>	<b>\$3,100</b>
<b>Educating our Congregation</b>	
Environmental Committee/Wider Church Ministry	\$100
Needham Diversity Initiative--Clergy	\$1,000
Scholarship Payment (Isabella)	\$1,000
<b>Totals</b>	<b>\$2,100</b>
<b>Secular Metropolitan Boston Agencies</b>	
OUT Metrowest	\$1,000
*The Children’s Room (grieving support at Needham High School)	\$1,000
Women’s Lunch Place	\$1,000
Hadwen Church – refugee/immigrant support	\$1,000
Baby Basics	\$775
City Mission Society	\$2,000

Circle of Hope	\$2,000
Greater Boston Food Bank	\$2,000
Names Project Fndn – AIDS quilts	\$980
AIDS Action	\$190
<b>Totals</b>	<b>\$11,945</b>
<b>Needham Agencies</b>	
Needham Steps Up/Steps to Success	\$4,200
*IINE: Resettle Together Needham	\$1,000
Friends of NBOH & Traveling Meals	\$1,000
Gift of Warmth (Fuel Assistance BOH)	\$1,000
The Center Fund	\$2,000
Needham Community Council	\$2,145
Needham Youth Services	\$500
Needham Community Farm	\$1,000
Needham Plugged In	\$1,000
*Friends of Center at the Heights	\$500
The Walker School	\$1,000
Needham Housing Fund – GED expenses	\$100
<b>Totals</b>	<b>\$15,445</b>
<b>Miscellaneous Expenses</b>	
Ministry Discretionary Fund (assistance)	\$75
Food Vouchers (assistance)	\$996.63
Motels funded via YCF	\$1,206.30
Motels-families in need	\$462.88
Gas cards	\$74.25
Community Dinners	\$1,469.81
<b>Totals</b>	<b>\$4,284.87</b>
<b>TOTAL ALLOCATIONS 2016:</b>	<b>\$79,074.87</b>

(\*Indicates new grantees in 2016)

## ADMINISTRATION

**Church Board**  
**Jackie Allen, Moderator**

In 2016, the Board's efforts, with the support of Rev. Heike Werder and Rev. Jim Mitulski were informed by three principles; communication, transparency and inviting participation. I have organized this report around those goals, although they overlap somewhat. Further details of Board activities are in minutes of the monthly meetings, available through the Church Office. Members are

always welcome to attend Board meetings, which are usually held at 1180 Great Plain Avenue on the second Tuesday of the month at 7 p.m. Call a Board member or the office to confirm the date for any given month.

#### Communication:

- Instituted a process for e-mail approval of meeting minutes making them available to all more quickly (no need to approve at next meeting)
- Mike Normile wrote monthly summaries of Board activities for Focus
- The Finance team, led by Carl Madsen and Jim Conroy, published quarterly financial statements in FOCUS.

#### Transparency:

- Our Treasurer, Jennifer Connors led 2 Forums that focused on the Capital Campaign, the purchase and financing of 1180, the current financial picture, and financial options for the future
- Increased communication noted above
- Weekly bulletins contain information of attendance and giving

#### Inviting Involvement:

The Board is committed to having vital active teams that involve non-Board members in the work with which the Board is charged. We have always had an active Finance Team, and with that as a model, this year the following teams made up of Board members and non-board members were formed and active: Buildings and Operations; Capital Campaign; Stewardship; Interim Minister Search. In addition, Kristin Mollerus of the Board joined Deacon representatives on a Pastoral Review Team. We have worked with Jim Mitulski to revive the Pastor Parish Relations Committee and have plans to institute an HR/Personnel team at the start of the new Board term.

This year we also met with Noah's Ark preschool and Guatemala Committee to hear about their plans and vision for future ministry and how we might support it.

We filled 2 vacancies that occurred on the Board during this year; Howie Sesso and Ken Allen joined us and are nominated to remain on the Board.

#### Other Business:

We welcomed Rev. Jim Mitulski to our church in August and have enjoyed hearing his many ideas and experiences that broaden our horizons on how to go about the "business" part of being a church. We look forward to Jim's continued interim work with us.

Much of the Board's focus this year has been on the use and financing of 1180 Great Plain Avenue. When Temple Beth Shalom moved out in August, we began to seek a new tenant for the short term. We have engaged a commercial broker to market the property and vet potential tenants. There have been multiple showings. We also submitted one proposal to an interested prospective tenant, but as of the writing of this report, we do not have a tenant.

We have also begun exploring alternative financing to the Needham Bank bridge loan with which we purchased 1180. We are looking into multiple loan sources and plan to report our recommendation to the congregation in 2017.

We have worked on wrapping up the Capital Campaign and intend to celebrate its success. Many thanks to Scott Stewart who has agreed to lead us through the wrap up, with the help of a consultant recommended by Reverend Mitulski.

Also in 2016, we completed some deferred maintenance, including exterior painting, mold remediation and repairs of leaks. We installed a ramp to the sanctuary to improve our accessibility- a process which took longer than anticipated due to regulatory issues. We started in March and opened the ramp for use as we bid farewell to 2016. We continue to explore options for further increasing accessibility to our buildings.

We also made the decision to close The Center, which was operating at a deficit. We determined that the drop-in model was not financially sustainable as we had to staff for a planned number of kids but were only paid if they attended. Maddie Downer also wanted to focus her considerable talents on CE and youth programs and fully supported the decision.

The Board anticipates working on the following objectives in 2017:

- Nominating a committee to draft our Church Profile and begin the process of a search for a new permanent senior minister.
- Leasing all or part of 1180 Great Plain Avenue and putting long-term financing in place.
- Continuing our efforts to increase participation, with particular emphasis on the Building and Operations, and the Human Resources Teams

When you have a chance, please thank your Board members, who gave countless hours, care, prayers, and thoughtful service to The Congregational Church of Needham.

On behalf of the Board, heartfelt thanks to Rev. Jim Mitulski, Rev. Heike Werder, Danielle Jurdan and the rest of the church staff for supporting and leading us this past year.

Faithfully submitted  
Jackie

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Minutes of Special Congregational Meeting  
Congregational Church of Needham  
November 1, 2015

Approved by the Board on February 2, 2016

Moderator: David Dirks  
Acting clerk: Michael Normile

Presenters: Board members Sharmon Priaulx and Jason Johnson

Agenda

Article 1: To approve the financial terms of the separation agreement of Rev. Susan Cartmell

Minutes

The moderator called the meeting to order at approximately 11:10

Rev. Werder offered a prayer

The moderator declared a quorum was present, and explained the meeting would be run in accordance with Roberts' Rules of Order.

The moderator read article 1.

Sharmon Priaulx presented the context and background of the severance agreement, and announced that the full separation agreement is available for review in the church office. She also read the clause in the agreement that stipulates that the entire agreement is cancelled if the financial package is not approved by the congregation.

Jason Johnson read the agreement clauses relating to Rev. Cartmell's current sabbatical and the 9 months of severance pay that will follow the sabbatical, including the clause that states that Rev. Cartmell's severance compensation will be reduced by the amount of any compensation she receives if she secures employment during the 9 month period. He explained that the maximum cost to the church for the 9 month period will be approximately \$108,000.

Two members of the congregation spoke in favor of the article.

A member made a motion that the vote on the article be taken via secret paper ballots. The motion was seconded. The proposer spoke in favor of the motion, and one member spoke against it.

The motion was defeated on a voice vote.

The moderator asked if anyone else wished to speak on the article. No one did.

Article 1 was then approved without opposition.

A motion to adjourn following the closing prayer was made, seconded and unanimously approved.

Rev. Werder offered a closing prayer.

The moderator adjourned the meeting at approximately 11:30.

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Minutes of 2016 Annual Meeting

THE CONGREGATIONAL CHURCH OF NEEDHAM  
UNITED CHURCH OF CHRIST  
ANNUAL MEETING  
SUNDAY, JANUARY 31, 2016

The meeting was called to order at 11:05 by Moderator David Dirks. He declared that a quorum was present and that the business of the meeting could be conducted. The congregation recited our Covenant and Open and Affirming Statement.

A motion to accept the minutes of the January, 2015 meeting was made, seconded, and approved.  
Article I – To receive, and act on the reports of the Standing Committees, Special Committees, and

Officers of the Church.

A motion to receive, and act on the reports of the Standing Committees, Special Committees, and Officers of the Church was made, seconded, and approved.

Article II – To elect Officers and Committees for the year 2016.

A motion to elect Officers and Committees for the year 2016 was made by Mike Normile. Mike thanked Christine Weitzel and Martha Lamb for their work on the slate. He read the names of the officers only.

David pointed out that there were still two vacancies on the slate; both for positions on the Youth Board with terms ending in 2019. David Johnson volunteered for one of those seats and was nominated by Jackie Allen. Phil Hardebeck nominated himself for the other.

The modified slate was approved.

Article III – To adopt a budget for Fiscal Year 2016.

A motion to adopt a budget for Fiscal Year 2016 was made by Carl Madsen. Carl thanked everyone who came to the hearing last week. This is a balanced budget that provides continuing funding, addresses some inequities, and covers some one-time costs. Besides the usual withdrawal from endowment as part of budgeted income, there is another to cover the severance agreement with our former Senior Minister, Susan Cartmell. Total fuel costs are budgeted to decrease by about \$10,000 over historical costs due to the new gas boilers and other efficiency improvements made in 2015.

The budget was approved without further discussion.

A motion to adjourn following the closing prayer by Rev. Heike Werder was made, seconded, and approved.

The meeting was adjourned at 11:23.

Submitted by  
Keith McClelland, Clerk

**Finance Team**  
**Carl Madsen, Chair**

### **Endowment Report**

The Endowment Fund of the Congregational Church of Needham advances the mission of the Church and its Covenant for current and future generations. The Finance Team, and ultimately the Board, is responsible for overseeing the investment of the Endowment Fund. The Endowment Fund has two components – restricted funds and unrestricted funds. The restricted funds are those for which the donors have designated specific purposes.

Investment Manager: Wells Fargo Private Bank

Investment Objective: Balanced Appreciation Biased

Emphasis on potential capital appreciation with some consideration for current income. Investments are primarily in equity securities and other asset classes with growth as the primary objective. Fixed

Income securities are utilized for risk control. Real assets (real estate, and commodities) are utilized for diversification. Complementary strategies (hedge funds, and private equity) may be utilized to improve the return/risk relationship of the portfolio.

## 2016 Results

The portfolio had a return of 6.02 (5.18% net of fees) for the 12-month period ending 12/31/16. Over this same time period, the S&P 500 Stock Index returned 9.54%, and the Barclays Govt/ Credit Index returned 1.3%. As of 12/31/16 the asset allocation was as follows:

Cash & Equivalents	8.97%
Fixed Income	19.33%
Equities	50.71%
Complementary Strategies	10.38%
Real Assets	10.61%
Total Assets	100.00%

A total of \$286,170 in distributions was made from the Endowment Fund, and a total of \$22,283 in management fees was paid to Wells Fargo. The 2016 beginning fund balances, the end-of-year balances and distributions made in 2016 are set forth in the schedules which follow.

Congregational Church of Needham	
Endowment Fund Report	
12 Quarter Rolling Average	
1/1/2016-12/31/2016	
12 month distribution calculation	
Date	Balance
03/31/2014	3,161,160
06/30/2014	3,248,884
09/30/2014	3,120,958
12/31/2014	3,058,080
03/31/2015	3,042,566
06/30/2015	2,991,840
09/30/2015	2,713,679
12/31/2015	2,672,543
03/31/2016	2,635,280
06/30/2016	2,591,635
09/30/2016	2,582,821
12/31/2016	2,524,858
Average of 12 quarters	2,862,025.35
5% Payout	\$143,101



Congregational Church of Needham								
Endowment Fund Report								
Report of Fund Balances								
2016 Rollforward								
		Mkt Value	% of Mkt	Dona- tions	Expenditures	Change in	Mkt Value	% of Mkt
Fund Name	Purpose	12/31/15	Value	to Fund	from Fund	Mkt Value	12/31/16	Value
<b>Unrestricted Funds</b>								
General Trust	All Purpose	2,115,322	79.15%	-	(268,070)	108,700	1,955,952	77.47%
					-			
Amount Invested for Operating Funds		124,373	4.65%		-	6,691	131,064	5.19%
<b>Restricted Funds</b>								
Robinson Fund	Bibles	18,712	0.70%		-	1,007	19,719	0.78%
Konetsky Fund	Music	97,435	3.65%		(5,000)	5,080	97,516	3.86%
Parker Memorial Fund	Music	2,392	0.09%		-	129	2,521	0.10%
Binna Mann Fund	Flowers	1,425	0.05%		(50)	77	1,452	0.06%
Meta Hopkins Fund	Flowers	1,528	0.06%		(50)	82	1,560	0.06%
Paul Abbott Admin	Scholarship Admin	18,671	0.70%		-	1,005	19,676	0.78%
Paul Abbott Scholarship	Scholarship	70,912	2.65%		(1,000)	3,783	73,695	2.92%
Muriel Abbott Scholarship Fund	Scholarship	58,579	2.19%	-	(3,000)	3,152	58,730	2.33%
Santa Maria Tzeja Education	Education	163,193	6.11%	-	(9,000)	8,780	162,973	6.45%
<b>Total Endwmnt Funds</b>		<b>2,672,543</b>	<b>100.00%</b>	<b>-</b>	<b>(286,170)</b>	<b>138,485</b>	<b>2,524,858</b>	<b>100.00%</b>

Congregational Church of Needham					
Endowment Fund Report					
Distribution Calculation					
2016					
		2016			
	12/31/2015	12 months		12/31/2016	
	Income	5% Distribution	Amount	Income	
	Balance	Earned	Distributed	Balance	
Unrestricted Funds					
General Trust	(88,890)	110,946	(268,070)	(246,014)	
Amount Invested for Operating Funds	15,462	7,255	-	22,716	
Restricted Funds					
Robinson Fund	6,607	1,091	-	7,698	Bibles
Konetsky Fund	(32,557)	5,398	(5,000)	(32,159)	Music
Parker Memorial Fund	294	140	-	433	Music
Binna Mann Fund	156	80	(50)	187	Flowers
Meta Hopkins Fund	184	86	(50)	220	Flowers
Paul Abbott Administration	8,234	1,089	-	9,323	Scholarship Administration
Paul Abbott Scholarship	7,558	4,079	(1,000)	10,638	Scholarship
Muriel Abbott Scholarship Fund	3,578	3,417	(3,000)	3,995	Scholarship
Santa Maria Tzeja Education	9,957	9,519	(9,000)	10,476	Education
	(69,418)	143,101	(286,170)	(212,487)	

This report addresses three topics:

- Church financial results for 2016
- Church budget for 2017
- Activities of the Finance Team

### 2016 Financial Results

Accompanying this report are the Church's preliminary financial statements for the twelve months ending December 31, 2016. The Church ended the year with a modest (\$5,678) deficit, the result of underruns in both operating income and expenses. The 2016 deficit includes a one-time write-off of

several Funds that have been carrying negative balances, totaling \$32,067 (write-offs appear as negative income in the exhibit). Excluding these write-offs, there was a net operating surplus of \$26,389 for the year.

The Finance Team recommended, and the Board endorsed, the write-off of \$30,772 from the Fund that contained the finances for the Church sponsored after school program (The Center). The decision was made by mid-year that the Center's ongoing operation was neither financially or strategically viable and the Center was closed. The Center Fund was carrying a large negative balance comprised of operating deficits as well as legal fees and a cash settlement related to a personnel issue. From an accounting perspective, and for the financial well-being of the Church, this large write-off is the appropriate resolution to an unfortunate situation. Much smaller negative balances in three Funds, totaling \$1,295, also were written-off.

The Church collected \$369,909 in pledges in 2016 compared with a budget of \$395,146. The pledge budget included a "stretch" target and pledges collected during 2016 actually exceeded the amount that was pledged during the Stewardship Campaign. Rental income came in slightly below budget, but exceeded 2015 income due to the partial-year rental of 1180 GPA to the Temple Beth Shalom (TBS). The 2016 budget included a special draw from endowment (\$102,107) for severance payments to the Senior Minister who left the Church in 2015. Per the severance agreement, monthly payments were discontinued when the Senior Minister found new employment (August) and \$16,037 less than the budgeted amount was drawn from the Endowment. There was no bottom-line impact to the Church as related expenses were lower by the same amount, \$16,037. (see Minister Compensation - Sr. Minister Severance).

Total 2016 expenses (\$807,526) were \$74,772 below budget. The largest factor contributing to the underrun was the timing of the Interim Minister's start date. The budget assumed a March start date and Rev. Mitulski joined us in August, resulting in a savings of \$40,640. In addition to lower severance payments (discussed above), electricity costs for 1180 GPA were \$12,983 below budget due to our rental agreement with TBS. Partially offsetting what would have been an even larger underrun in 2016 expenses was a decision to increase the allocation to Major Maintenance by \$14,620 to fund some urgently needed exterior painting on the Linden Street side of Fellowship Hall. Upgrades to the Church's heating system in 2015 were projected to save more than \$10,000 annually in fuel costs. In 2016, energy costs were about \$15,000 below historical levels.

The 2016 budget included funding for an independent audit of Church finances. During the year, our new Treasurer, Jennifer Connors, performed a very thorough review and compilation of all financial processes and documentation which were necessary in order to prepare for an outside review. We are positioned and are now pursuing audit options that may be offered by the UCC, which would be at a much lower cost to the Church.

### **2017 Budget**

The Finance Team worked closely with the Board to develop a balanced budget for 2017 that is focused on the Church's future. The budget strengthens core programs, particularly Worship, Music, and Youth. The budget addresses issues of fairness and alignment in compensation and makes investments that will put the Church in a better financial situation in 2018 and beyond. The 2017 budget is balanced with income and expenses both totaling \$862,534.

### **Income**

Financial support for the Church comes largely from contributions made by congregants. This year's Stewardship Campaign, during which all were encouraged to make pledges of financial support for the upcoming year, was kicked off on November 6 and was highlighted by Fellowship dinners on

November 19 when eight families hosted more than 60 Church members in their homes. The pledge total for the 2017 campaign so far is \$344,319, with 118 pledges. This compares with \$337,427 and 138 pledges for 2016. The Stewardship Team is continuing to contact Church members and the 2017 pledge total will increase. The budget currently shows a \$79,444 pledge shortfall and further contributions from the congregation will be needed to fund progressive programs and initiatives included in the 2017 budget.

The budget for Rental Income (\$198,500) is up 13 percent over 2016, which assumes that 1180 GPA will be rented for four months (September - December) at an estimated monthly rate of \$15,000. Both the rental date and the rental rate are budget estimates/assumptions at this time. Board members are working actively with a broker and there is considerable interest in the building, but currently we do not have a committed tenant. We feel that budgeting four months of rent is a reasonable projection, but it does introduce some risk to the Church's income budget. If 1180 GPA is not rented at all in 2017, we would experience a \$60,000 income shortfall. On the other hand, if we lease the building before September at the projected rate, income would exceed budget by \$15,000 for each month prior to September. Other factors in a lease agreement also could influence the size of the income surplus or shortfall. The Board will communicate the rental status of 1180 GPA to the Congregation throughout the year and the financial impact of any variances to budget projections.

Income includes an allocation from Endowment of \$180,000 to contribute to the funding of 2017 operating expenses. The Endowment allocation is down \$2,000 compared with 2016, but still exceeds the targeted annual allocation measured as 5.0 percent of the Endowment's total value (measured over a rolling twelve quarter period).

The budget also includes a one-time transfer of \$32,731 from unrestricted funds to balance the budget and to finance special projects planned for 2017, which include a new Church Directory and full Wi-Fi capability.

As requested by the Fair Committee, proceeds from the Church Fair will go to Music (\$500), the purchase of an accessible water fountain (\$1,500) and the balance (\$7,500) to funding overall operating expenses.

### **Expenses**

The budget for Benevolence Giving (Outreach) remains unchanged (\$65,000) and is supplemented by a current balance of \$7,470 in the Outreach Fund. The budget represents approximately 15 percent of total pledges and we intend to allocate 15 percent of all collected pledges to Outreach.

The Interim Senior Minister's compensation (\$147,989) reflects a full year of salary and benefits. The Youth Minister's salary is increasing from \$22,808 to \$30,000 to account for a longer work schedule and increased responsibilities. The Music Director's salary is increasing from \$24,000 to \$30,000 to reflect a full year (12 month) schedule. The compensation budget also includes a 2.0 percent Cost of Living increase for all staff.

Music expenses are increasing by \$8,570 to fund several modest investments in the Music program, including contract musicians, organ maintenance, and expanded community engagement. The 2017 budget includes two new line-items; Worship Ministry (\$5,000) and Ministry Team Funding (\$1,500). Worship Ministry combines some small items that were included in other parts of the budget and also includes Adult Education. Ministry Team Funding will provide resources in the operating budget for these teams to pursue new initiatives.

The 2017 budget allocation to Major Maintenance is \$10,000. A permanent Property Team, which will

report to the Board, is currently being assembled. The Property Team will provide oversight to the management of Church properties and will assess current and future maintenance needs. It is likely that future budgets for major maintenance will need to increase. The budget also includes \$6,867 in fees anticipated to be incurred in the rental of 1180 GPA and \$43,500 for 12 months of interest payments for the bridge loan on the building.

#### 2016 Finance Team Activities

- Under leadership from the Church Treasurer, Jennifer Connors, conducted a thorough financial review and documentation of the Capital Campaign. Jennifer and the Church Moderator (Jackie Allen) held two sessions which provided detailed information to the Congregation on all Capital Campaign finances and plans going forward.
- To increase transparency and accountability, provided high-level quarterly reports to the Congregation on the status of operating expenses compared with budget.
- Met with the Investment Manager of the Church's Endowment portfolio to get a better understanding of investment performance and strategy.
- Collaborated with Church leadership and committees to assess financial opportunities and needs in order to develop a balanced 2017 Church budget for congregational approval.
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Congregational Church of Needham  
Balance Sheet of General Operating & Other Funds  
December 31, 2016

Cash and Receivables			
Cash - Needham Bank Checking Account	\$48,599.91		
Cash - Needham Bank Capital Campaign	\$81,553.37		
Cash - CC Needham Bk Savings for CC-7767	\$38,760.82		
Cash - Schwab Account	43,681.44	\$212,595.54	
Accounts Receivable - Endowment		128,141.35	
1180 Great Plain Avenue Building Purchase Price		1,550,000.00	
Prepaid Expenses - Health Insurance		0.00	
Total Cash and Receivables		\$1,890,736.89	
Liabilities and Fund Balances			
Federal, FICA, Medicare & State Tax Withheld, etc.	\$0.00		
Administrator Annuity/FPP	523.58		
1180 Great Plain Avenue Loan	1,171,083.84		
Funds made towards 1180 Building Loan	378,916.16		
Accounts Payables and Accruals	0.00		
Accounts Payable - UCC Pension	8,266.10		
Total Liabilities		\$1,558,789.68	
Fund Balances		331,947.21	0.00
Total Liabilities and Fund Balances:		\$1,890,736.89	
		0.00	

Congregational Church of Needham			
Finance Committee			
Monthly Report of Budget to Actual Income and Expenses 12 Months Ending December 31, 2016			
	<b>FULL YEAR BUDGET AMOUNT</b>	<b>FULL YEAR ACTUAL AMOUNT</b>	<b>Favorable (Unfavorable)</b>
Income			
Pledges - Current	375,000	357,659	(17,341)
Pledges - Prepaid Pledges	10,146	10,146	-
Pledges - Prior	10,000	2,104	(7,896)
Loose Cash	13,000	11,088	(1,912)
Interest: Checking	60	38	(22)
Income from Endowment	182,000	182,000	-
Endowment for Sr. Minister	102,107	86,070	(16,037)
Rentals	175,000	167,850	(7,150)
Endowment Restricted Funds	-	-	-
Other Fund Raisers - Church Fair	10,000	11,720	1,720
Endowment - Konesky Gift for Child. Choir Dir.	5,000	5,000	-
Miscellaneous	-	240	240
Write off Center-Retreat-Deacon-Chapel	-	(32,067)	(32,067)
Temporary	-	-	-
Interest Income - Schwab	-	-	-
Income - Unrealized Gain - Schwab	-	-	-
Total Income	882,313	801,847	(80,466)
Expenses			
Benevolence Giving	65,000	65,000	(0)
Minister Compensation			
Sr. Minister: Severance	102,107	86,070	16,037
Sr. Minister: Salary	0	0	-
Sr. Minister: Housing Allowance	0	0	-
Sr. Minister: Equity Fund	0	0	-
Sr. Minister: Annuity/FPP *Paid QTRLY	0	0	-
Sr. Minister: Car Allowance	0	0	-
Sr. Minister: Health/Dental	0	0	-
Sr. Minister: FICA *Paid QTRLY	0	0	-
Sr. Minister: Miscellaneous	0	0	-
Sub-total Senior Minister	102,107	86,070	16,037
Interim Minister: Salary	52,454	26,042	26,409
Interim. Minister: Housing Allowance	28,685	17,500	11,182
Interim Minister: Annuity/FPP *Paid QTRLY	11,356	6,095	5,258

	FULL YEAR BUDGET AMOUNT	FULL YEAR ACTUAL AMOUNT	Favorable (Unfavorable)
Interim Minister: Car Allowance	-	2,292	(2,292)
Interim Minister: Health/Dental	5,938	4,358	1,578
Interim Minister: Relocate		5,000	(5,000)
Interim Minister: Misc.		1,365	(1,365)
Interim Minister: FICA *Paid QTRLY	6,205	1,332	4,870
Sub-total Senior Minister	104,638	63,983	40,640
Assoc. Minister: Salary	38,417	38,417	(0)
Assoc. Minister: Housing	30,308	30,308	(0)
Assoc. Minister: Car Allow.	3,600	3,600	0
Assoc. Minister: Annuity/FPP *Paid QTRLY	9,621	9,622	(1)
Assoc. Minister: Health/Dent.	7,800	8,753	(953)
Assoc. Minister: FICA *Paid QTRLY	5,257	5,232	25
Assoc. Minister. Miscellaneous	1,000	924	76
Assoc. Minister: Bonus	5,000	5,000	-
Sub-Total Assoc. Minister	101,003	101,855	(852)
Youth Minister: Salary	21,000	22,808	(1,808)
Youth Minister: Housing		0	-
Youth Minister: Annuity/FPP *Paid QTRLY		0	-
Youth Minister: Health/Dental Ins.		0	-
Youth Minister: FICA *Paid QTRLY		0	-
Youth Minister: Miscellaneous		0	-
Sub-Total Youth Minister	21,000	22,808	(1,808)
Total Pastor	328,748	274,716	54,017
Christian Education			
CE	6,500	5,659	841
Youth Group Expenses	3,200	1,005	2,195
Confirmation	500	264	236
Adult Education	1,200	636	564
Pastor Enrichment & Meetings	2,000	-	2,000
Total Christian Education	13,400	7,564	5,836
Music			
Music Director: Salary	24,000	24,045	(45)
Organist: Salary	11,000	9,900	1,100
Guest Organist	2,200	2,400	(200)

	<b>FULL YEAR BUDGET AMOUNT</b>	<b>FULL YEAR ACTUAL AMOUNT</b>	<b>Favorable (Unfavorable)</b>
Children's Choir Director	0	0	-
Lead Singers/Performers	18,480	17,215	1,265
Music	2,198	2,004	194
Youth Music	500	0	500
Organ/Piano Maintenance	1,800	2,015	(215)
Total Music	60,178	57,579	2,599
Parish Administration			
Church Admin: Salary	50,000	50,000	(0)
Secretary: Salary	14,750	13,251	1,499
Social Security Taxes	9,378	12,846	(3,468)
Church Admin: Health	18,500	19,424	(924)
Bookkeeper	8,115	6,917	1,198
Workers Comp. Insurance	3,075	1,046	2,029
Church Telephones	2,700	1,631	1,069
Office Supplies	5,000	4,004	996
Advertising	2,000	1,948	52
Printing and Print Supplies	2,000	2,372	(372)
Communications	800	696	104
Equipment Maintenance	125	-	125
Equipment Rental	3,600	3,623	(23)
Computer Technology Updates	2,800	1,567	1,233
Postage	2,300	1,212	1,088
Denomination Assessment	11,500	11,956	(456)
Miscellaneous	-	990	(990)
Total Parish Administration	136,643	133,483	3,160
Building Maintenance			
Building Manager Salary	21,669	15,909	5,760
Building Maintenance Staff	69,750	70,115	(365)
Church Insurance	25,000	23,042	1,958
Church Fuel	-	-	-
Church Utilities - water	2,800	1,896	904
Church Utilities - Electricity	10,000	9,186	814
Church Utilities - Gas	12,000	8,084	3,916
Major Maintenance Allocation	9,000	23,620	(14,620)
Maintenance/Supplies	11,000	9,184	1,816
Disposal	1,500	2,550	(1,050)
Repair/replace Equip.	1,500	6,392	(4,892)
Safety Checks & Maintenance	2,500	2,488	12
Outdoor Maintenance	12,000	16,105	(4,105)



	<b>FULL YEAR BUDGET AMOUNT</b>	<b>FULL YEAR ACTUAL AMOUNT</b>	<b>Favorable (Unfavorable)</b>
Total Building Maintenance	178,719	188,572	(9,853)
Other Committees			
Coffee Hour Budget	1,450	714	736
Stewardship/Canvass	0	180	(180)
Membership	0	0	-
Altar Guild	75	0	75
Church Board Exp. Acct.	0	0	-
Green Church Task Force Fund	0	0	-
Delegate Expenses	0	0	-
Library Committee Expenses	0	0	-
Total Other Committees	1,525	894	631
1180 Great Plain Ave			
Electric - 1180GP	20,000	7,017	12,983
Propane - 1180 GP	600	214	386
Telephone - 1180GP	2,000	2,055	(55)
Outdoor Mainenance - 1180GP	5,000	4,070	930
Water - 1180GP	4,000	1,242	2,759
Mainenance/Supplies - 1180GP	6,000	6,802	(802)
Safety Ck & Main. - 1180GP	3,000	2,846	154
Rental Expense-1180GP		1,630	(1,630)
Total 1180 GPA	40,600	25,876	14,724
Other Expenses			
Pulpit Supply/Guest Preachers	1,000	1,600	(600)
Audit Expense	5,000	-	5,000
Loan Interest:Needham Bank	49,000	49,533	(533)
Bank Fees - PayCheck Fees	2,500	2,709	(209)
Total Other Expenses	57,500	53,842	3,658
Total Expenses	882,313	807,526	74,772
Operating Surplus or (Deficit)	0	(5,678)	(5,693)

Congregational Church of Needham												
Summary of Fund Activity and												
Fund Balances at December 31, 2016												
	General Fund	Bible	Capital Campaign 2011	Chapel Transformation	CE	Church Fair	Deacons'	Elsie Young	Environment Ministry Team	Flower	Major Maintenance	Memorial Garden
Beginning Fund Balance	(39,971.41)	5,106.97	177,284.74	12,714.68	75.64	12,719.74	(683.85)	24,853.93	587.20	3,095.71	26,185.74	19,431.61
Add: Receipts	801,847.14	0.00	135,616.41	187.38	4,712.00	10,776.82	748.85	0.00	150.00	3,130.00	11,330.58	0.00
Less: Disbursements	(807,525.51)	(969.88)	(109,688.04)	(12,902.06)	(2,981.10)	(13,849.02)	(65.00)	(7,710.00)	(150.00)	(3,192.25)	(29,583.09)	0.00
Ending Fund Balance	(45,649.78)	4,137.09	203,213.11	0.00	1,806.54	9,647.54	0.00	17,143.93	587.20	3,033.46	7,933.23	19,431.61
	(5,678.37)											
	5,678.37											
	0.00											
	Memorials & Gifts	Misc. Improvement	Mission CC	Music	Youth Music	ONA Task Force	Outreach	Prepaid Pledges	Retreats	Special Events Fund	The Center Fund	The Book Store
Beginning Fund Balance	44,173.40	1,600.00	23,839.56	1,515.80	341.69	492.47	18,433.05	10,146.60	(397.13)	2,168.54	(5,412.05)	(33.78)
Add: Receipts	6,680.00	0.00	0.00	4,719.00	0.00	0.00	68,811.34	18,680.00	1,612.84	2,051.55	46,072.44	436.00
Less: Disbursements	0.00	0.00	0.00	(4,231.79)	0.00	(103.00)	(79,774.87)	(10,146.00)	(1,215.71)	(2,199.44)	(40,660.39)	(351.54)
Ending Fund Balance	50,853.40	1,600.00	23,839.56	2,003.01	341.69	389.47	7,469.52	18,680.60	0.00	2,020.65	0.00	50.68
	Confirmation	Youth	Sr. High Youth	Jr. High Youth	Totals							
Beginning Fund Balance	0.00	1,412.77	4,050.99	(54.83)	343,677.78							
Add: Receipts	758.00	20.00	6,906.00	1,370.00	1,126,616.35							
Less: Disbursements	(557.61)	(1,013.94)	(8,253.06)	(1,223.62)	(1,138,346.92)							
Ending Fund Balance	200.39	418.83	2,703.93	91.55	331,947.21							

Congregational Church of Needham				
Finance Committee 2017 Budget				
	2015 ACTUAL AMOUNT	2016 BUDGET AMOUNT	2016 ACTUAL AMOUNT	2017 BUDGET AMOUNT
<b>Income</b>				
Pledges	365,969	375,000	357,659	344,319
Pledge Shortfall				79,444
Pledges - Prepaid Pledges	6,670	10,146	10,146	
Pledges - Prior Year	11,910	10,000	2,104	
Worship Cash Collections	12,662	13,000	11,088	13,000
Interest: Checking	34	60	38	40
Income from Endowment	192,000	182,000	182,000	180,000
Endowment for Sr. Minister	12,000	102,107	86,070	0
Rentals	157,889	175,000	167,850	198,500
Endowment - Konezky Gift for Music	5,000	5,000	5,000	5,000
Other Fund Raisers - Church Fair	9,000	10,000	11,720	9,500
Transfer from Temp Restricted Fund Balances			(32,067)	32,731
Miscellaneous	330	0	240	0
Allocation of Prior Yrs Deficit	0	0	0	0
<b>Total Income</b>	<b>773,473</b>	<b>882,313</b>	<b>801,848</b>	<b>862,534</b>
<b>Expenses</b>				
Benevolence Giving	65,000	65,000	65,000	65,000
<b>Minister Compensation</b>				
Sr. Minister: Severance		102,107	86,070	
Sr. Minister: Salary	66,234	0	0	
Sr. Minister: Housing Allowance	36,235	0	0	
Sr. Minister: Equity Fund	0	0	0	
Sr. Minister: Annuity/FPP *Paid QTRLY	14,345	0	0	
Sr. Minister: Car Allowance	4,000	0	0	
Sr: Minister: Health/Dental	8,778	0	0	
Sr: Minister: FICA *Paid QTRLY	7,838	0	0	
Sr. Minister: Miscellaneous	13,284	0	0	
<b>Sub-total Senior Minister</b>	<b>150,712</b>	<b>102,107</b>	<b>86,070</b>	<b>0</b>
<b>Interim Minister Compensation</b>				
Interim Minister: Salary		52,454	26,042	66,000
Interim. Minister: Housing Allowance		28,685	17,500	44,000
Interim Minister: Annuity/FPP *Paid QTRLY		11,356	6,095	15,400
Interim Minister: Car Allowance		0	2,292	

	2015 ACTUAL AMOUNT	2016 BUDGET AMOUNT	2016 ACTUAL AMOUNT	2017 BUDGET AMOUNT
Interim Minister: Health/Dental		5,938	4,357	12,674
Interim Minister: Relocate			5,000	
Interim Minister: Misc.			1,365	1,500
Interim Minister: FICA *Paid QTRLY		6,205	1,332	8,415
Sub-total Senior Minister		104,638	63,983	147,989
Assoc. Minister: Salary	37,858	38,417	38,417	39,185
Assoc. Minister: Housing	29,714	30,308	30,308	30,914
Assoc. Minister: Car Allow.	3,600	3,600	3,600	3,600
Assoc. Minister: Annuity/FPP *Paid QTRLY	9,433	9,621	9,622	9,814
Assoc. Minister: Health/Dent.	7,983	7,800	8,753	12,674
Assoc. Minister: FICA *Paid QTRLY	5,154	5,257	5,232	5,363
Assoc. Minister: Miscellaneous	1,083	1,000	924	1,000
Assoc. Minister: Bonus		5,000	5,000	0
Sub-Total Assoc. Minister	94,825	101,003	101,856	102,550
Youth Minister: Salary	22,583	21,000	22,808	30,000
Youth Minister: Housing	6,864			
Youth Minister: Annuity/FPP *Paid QTRLY	2,304			
Youth Minister: Health/Dental Ins.	0			
Youth Minister: FICA	2,247			2,295
Youth Minister: Miscellaneous	0			
Sub-Total Youth Minister	33,999	21,000	22,808	32,295
Total Pastor	279,536	328,748	274,717	282,834
Staff Compensation				
Music Director: Salary	23,032	24,000	24,045	30,000
Organist: Salary		11,000	9,900	12,000
Church Admin: Salary	44,992	50,000	50,000	51,000
Secretary: Salary	11,929	14,750	13,250	15,045
Bookkeeper	6,795	8,115	6,917	8,200
Building Manager Salary	16,882	21,669	15,909	22,102
Building Maintenance Staff (Contract)	69,666	69,750	70,115	70,200
Social Security Taxes (7.65%)	13,192	9,378	12,846	10,584
Health	17,862	18,500	19,424	31,128
Workers Comp. Insurance	2,956	3,075	1,046	3,075
Total Staff Compensation	207,305	230,237	223,452	253,334
Total Compensation	486,841	558,985	498,169	536,168

	2015 ACTUAL AMOUNT	2016 BUDGET AMOUNT	2016 ACTUAL AMOUNT	2017 BUDGET AMOUNT
Christian Education				
CE	5,936	6,500	5,659	6,000
Youth Group Expenses	2,799	3,200	1,005	3,000
Confirmation	134	500	265	350
Adult Education	608	1,200	635	0
Ministry Team Funding				1,500
Pastor Enrichment & Meetings	1,400	2,000	0	2,000
Total Christian Education	10,877	13,400	7,564	12,850
Worship Ministry				5,000
Music				
Contract Musicians	6,950	2,200	2,400	3,800
Other Directors (Children/Chimer)	7,140	0	0	1,200
Section Leaders	16,225	18,480	17,215	21,000
Musical Scores	1,018	2,200	2,004	2,200
Youth Music	35	500	0	
Organ/Piano Maintenance	2,279	1,800	2,015	3,000
Outreach				1,000
Supplies/Copyrights	0	0	0	1,050
Concerts	0	0	0	500
Total Music	33,647	25,180	23,634	33,750
Parish Administration				
Church Telephones	2,487	2,700	1,631	1,800
Office Supplies	4,567	5,000	4,004	4,750
Advertising	1,642	2,000	1,948	5,000
Printing and Print Supplies	1,074	2,000	2,372	2,400
Communications	635	800	696	750
Equipment Maintenance	0	125	0	100
Equipment Rental	4,041	3,600	3,623	3,500
Computer Technology Updates	2,895	2,800	1,567	2,500
Postage	1,721	2,300	1,212	1,750
Denomination Assessment	11,907	11,500	11,956	12,000
Miscellaneous	340	0	990	1,000
Total Parish Administration	31,310	32,825	29,999	35,550
Building Maintenance				
Church Insurance	23,490	25,000	23,042	21,700
Church Fuel	14,450	0	0	0
Church Utilities - water	1,872	2,800	1,896	2,200

	2015 ACTUAL AMOUNT	2016 BUDGET AMOUNT	2016 ACTUAL AMOUNT	2017 BUDGET AMOUNT
Church Utilities - Electricity	11,109	10,000	9,186	10,000
Church Utilities - Gas	1,462	12,000	8,084	8,500
Major Maintenance Allocation	12,000	9,000	23,620	10,000
Maintenance/Supplies	13,590	11,000	9,184	11,000
Disposal	2,193	1,500	2,550	2,000
Repair/replace Equip.	1,188	1,500	6,392	2,500
Safety Checks & Maintenance	2,454	2,500	2,489	2,750
Outdoor Maintenance	23,267	12,000	16,105	15,000
<b>Total Building Maintenance</b>	<b>107,075</b>	<b>87,300</b>	<b>102,548</b>	<b>85,650</b>
Other Committees				
Coffee Hour Budget	1,549	1,450	714	1,100
Stewardship/Canvass	254	0	180	200
Altar Guild	0	75	0	100
Green Church Task Force Fund	0	0	0	0
<b>Total Other Committees</b>	<b>1,803</b>	<b>1,525</b>	<b>894</b>	<b>1,400</b>
1180 Great Plain Ave				
Electric - 1180GP	17,679	20,000	7,017	7,000
Propane - 1180 GP	699	600	214	200
Telephone - 1180GP	1,154	2,000	2,055	2,100
Outdoor Mainenance - 1180GP	6,529	5,000	4,070	4,500
Water - 1180GP	3,361	4,000	1,242	2,000
Mainenance/Supplies - 1180GP	5,153	6,000	6,802	4,000
Safety Ck & Main. - 1180GP	3,186	3,000	2,845	3,000
Rental Costs (lawyers/broker fee)			1,630	6,867
<b>Total 1180 GPA</b>	<b>37,759</b>	<b>40,600</b>	<b>25,875</b>	<b>29,667</b>
Other Expenses				
Pulpit Supply/Guest Preachers	775	1,000	1,600	0
Audit Expense	0	5,000	0	0
Interest / Debt Service	27,071	49,000	49,533	43,500
Bank Fees - PayCheck Fees	2,512	2,500	2,709	2,500
Special Projects	2,512			11,500
<b>Total Other Expenses</b>	<b>30,359</b>	<b>57,500</b>	<b>53,842</b>	<b>57,500</b>
<b>Total Expenses</b>	<b>804,670</b>	<b>882,315</b>	<b>807,525</b>	<b>862,535</b>
<b>Operating Surplus or (Deficit)</b>	<b>(31,197)</b>	<b>(2)</b>	<b>(5,677)</b>	<b>(1)</b>

# MINISTRY TEAMS

**Altar Guild**  
**Carol Miller, Chair**

Altar Guild serves the church 52 Sundays and two or more events of the church needing the Altar to be set up for the service. We are a group of 6-9 people, we are always looking for new members. It is our pleasure to serve the church.

**Environmental Ministry Team**  
**Isabell Wells & Anne Hayek, Co-chairs**

*The land shall not be sold in perpetuity, for the land is mine; with me you are but aliens and tenants.  
Throughout the land that you hold, you shall provide for the redemption of the land.*  
-Leviticus 25:23-24 (NRSV)

The EMT leads efforts to help members strive to be stewards of God's creation by informing, transforming and living the "green" way. The team offers educational opportunities, and promotes ideas that encourage people to live on God's earth in harmony with all creatures. The team also works on the implementation of "Green Congregation" action steps (<http://www.macucc.org/greencongregations>) as defined by the Mass Conference in our church community and building.

With educational opportunities in mind we had three gatherings/Climate Change Cafes. In April we showed *The True Cost*, a feature length documentary film that explores the impact of fashion on people and the planet. In October, Mary Lou Andre presented *Capsule Fashion* and gave tips and strategies for organizing, building and maintaining a professional and/or casual wardrobe that compliments a variety of lifestyles and budgets. The Team sponsored a dinner, book discussion and skyping with the author of *The End of Night* by Paul Bogard.

New boilers were installed in 2015 and as part of the acknowledgement and celebration of these new energy efficient boilers, we sponsored a "Boiler Room Dinner" with 6 members of the church treated to an EMT prepared, 3 course meal.

We started an environmental section in the library including books like *The End of Night*, *No Impact Man* and *Animal, Vegetable, Miracle*.

The team continues to compost food and flower waste every week.

EMT joined MAICCA (Mass Interfaith Coalition for Climate Action) which works in our Commonwealth for a just and sustainable climate future. They are a network of people rooted in a variety of religious and spiritual traditions. They work for timely, high-impact changes in laws and systems in Massachusetts, while building interfaith leadership and momentum for climate justice.

Co- chairs Isabell Wells and Anne Hayek attended some of the Needham Interfaith Environmental Network meetings.

During Lent, we promoted a carbon fast and put suggestions in the bulletin to help the congregation

achieve their carbon fast goals.

EMT supported Heike in the Feb 7 UCC climate preach in. We also contributed to Heike's Earth Day worship service.

Some of the team attended the screening preview of the Minimalists in Boston.

Information about garden and tree care was given out during coffee hour in May. EMT encouraged the creation of a pollinator garden as part of an Interfaith Environmental project. The garden team who planned and planted such plants as butterfly bush was Debbie Wentworth, Diana Conroy and Barbara Case.

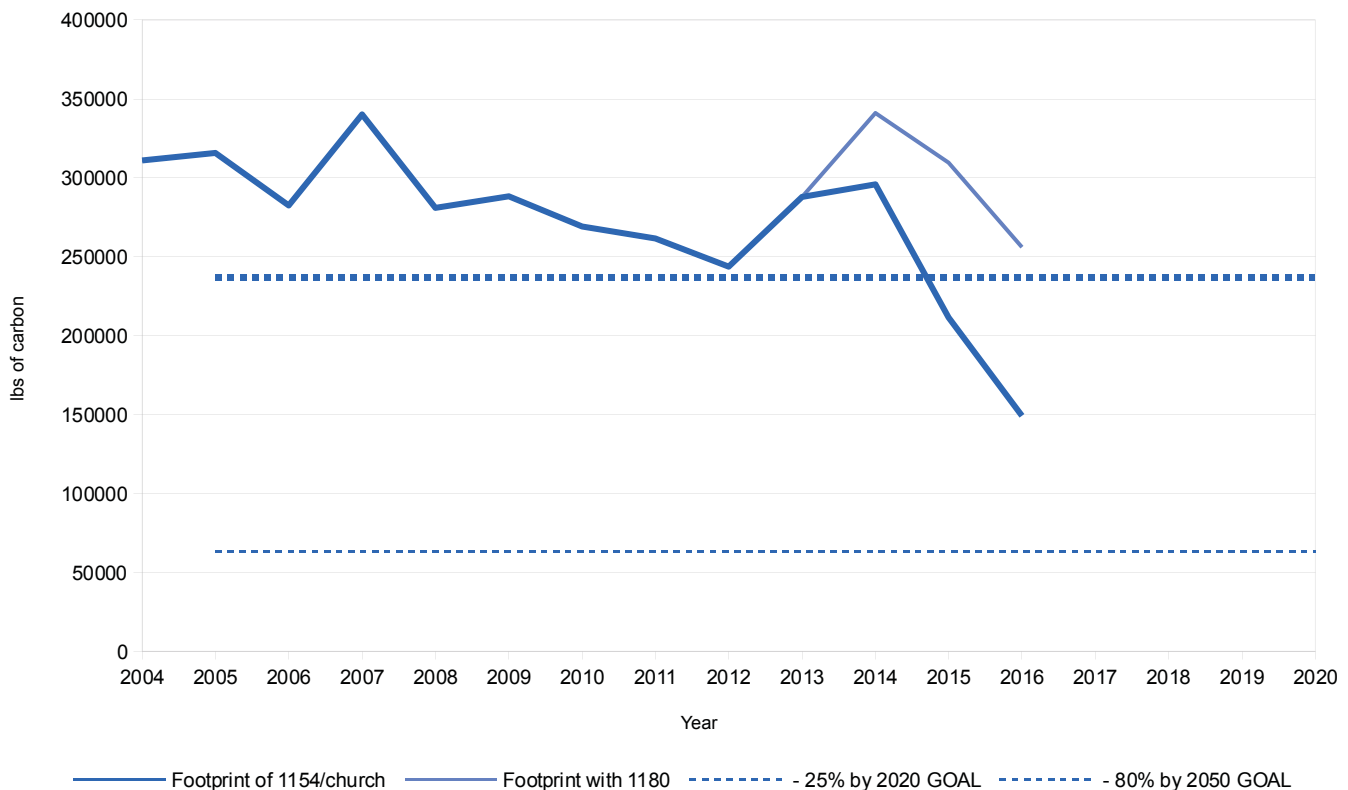
Request for budget in 2017 was submitted.

The team sponsored a re-use/re-purpose table at the Village Fair.

The building's carbon footprint has been tracked throughout the year. See graph to see how much less CO2 we are producing!

Reductions in carbon footprint are primarily a combination of: 1. permanent, related to our first full year switched to natural gas from heating oil in our church building, and 2. temporary, related to a net 10% milder heating year than average. Carbon Footprint is a measure of pollution, in lbs of carbon dioxide, from burning fossil fuels.

**Carbon Footprint  
Congregational Church of Needham 2004-2016**





## **Flower Team Debbie Wentworth**

The Flower Committee is responsible for enhancing our Sunday worship services by coordinating the altar flower arrangements. Each month in 2016 the following members organized these donations: Mary Lou Hughes, Joanne Seiden, Nancy Fischer, Jan Drake, Gail Browne, Beverly Bolivar, Doris Cook, Debbie Wentworth, Marie Puffer, Janet Rubinstein and Connie Kaufman. In addition, this group decorates the church for both the Christmas and Easter seasons making the sanctuary look festive and inviting.

We extend a warm thank-you to our members and often their spouses in the decorating effort. We also want to extend a special thank-you to members of the church who have honored others by making donations of altar flowers, poinsettias at Christmas and lilies at Easter.

## **The Friendly Chimers Joanne Seiden**

The Friendly Chimers are an enthusiastic group of musicians/non-musicians who have enjoyed making music together under conductor Crosby Goshgarian. Some have been chiming since the group was organized with Friendly Society members, and other have joined from the greater church community. It welcomes anyone and everyone, so long as one can keep time, learn 2 notes, make rehearsals (11:30-12:15, Sundays), and knows how to have fun. The Chimers performed during church services and participated in the winter concert for the second year. We thank Valerie Becker for her support, Crosby Goshgarian for his patience, humor, and direction, the Chimers who make up the choir, and the congregation who are so appreciative.

## **Friendly Society Joanne Seiden**

Longtime Friendly Society members continued its abbreviated year of meetings, welcoming non-members and friends to join in welcoming Rev. Jim Mitulski (Sept), learning some history of our church in the growth of Needham in a presentation by Gloria Greis, Executive Director of the Needham Historical Society (Oct), making and filling Christmas stockings with toys for a children's holiday party for Family Promise Metrowest (Nov), and celebrating Christmas with a luncheon and musical program by church friends Pam and Bruce Goody (Dec). The year will end with programs in April and May 2017 (Strawberry Festival).

Ideas for continuing Friendly Society beyond this year are being entertained. The Steering Committee (Doris Cook, Joan Dimond, Mary Lou Hughes, Martha Lamb, Patty Stewart, Joanne Seiden) thanks everyone who has encouraged and supported this 92 year-old organization this year and those who may assume leadership in the future.

## **Gardening Team Debbie Wentworth**

In 2016 the Gardening Team worked on a pollinator garden (a.k.a. Butterfly Garden) on Linden Street. This was encouraged by EMT in concert with a town-wide effort to develop a network of safe havens for both bees and butterflies. An old, decaying and split redbud tree was taken down in preparation for the makeover. We added a butterfly bush (buddleia) and a bee balm plant (monarda), both in

shades of mauve, to a modest collection of swamp milkweed. Many cabbage whites and American ladies were spotted as they flitted among these flowers in the bright summer sun.

The members of our team include: Peter Atallah, Barbara Case, Diana Conroy, Caryl Johnson, Jodie Kuhlman, Martha Lamb, Fabienne Madsen, Brenda Metzler, Tom Mollerus, Dianne Rees and Nancy Stam. These people donate their time and effort based on availability whenever a call goes out. We are very grateful for their support.

## **Guatemala Partnership Ministry Team** **Team Chairs: Alan Clayton-Matthews, Bill Garrett,** **Caryl Johnson, and Brenda Metzler**

The Guatemala Partnership is a transnational community joining the Congregational Church of Needham with the village of Santa María Tzejá, Guatemala in a mutual commitment to further peace and justice. The partnership was established in 1987 and has an open membership sponsoring activities to promote fellowship, education, and social justice. We enter the 30th anniversary year of the Guatemala Partnership with great enthusiasm for the opportunities to learn and grow as individuals and live our faith in the world.



### **Renovated Middle School Buildings**

In 2016, we commissioned the 57th and 58th delegations. This past year a total of 25 delegates traveled to Santa María Tzejá (SMT), including 3 youth. On these visits, delegates spend time in Guatemala City to gain economic, political, and cultural context for visiting the village.

The February 2016 delegation had the special privilege to meet with Padre Luis Gurriarán,

who helped found the village of Santa María Tzejá over 35 years ago. Delegations also visited Casa de la Memoria, a permanent exhibit on Guatemalan history from a Mayan perspective; Mujeres Transformando El Mundo (MTM/Women Transforming the World), an organization that works on the issue of sexual violence against women; attended a criminal prosecution in the Supreme Court of Guatemala prosecuting military officials for enslavement of indigenous women, a case MTM helped develop; and met with Duke University Professor Diane Nelson to discuss her newest book *Who Counts*. The delegation's six-day stay in the village includes sharing fellowship and meals with families, learning about activities and priorities, and participating in the schools. Delegations this year made 32 in-home visits with partner families; and youth and adults taught social studies, music, and English in the schools. More information can be found on line at: <http://www.guatemalapartners.org/home/>

While not all church families are able to go on a delegation, many participate in the partnership in other ways. 140 families correspond twice a year with a 'partner family' in the village. Others sponsor a student to attend high school outside the village. Yet others connect and grow through educational and advocacy opportunities available through our partnership. And over 100 adults and children participated in Partnership fundraising events.

For many years the most significant strategic investment by the Partnership has been toward

education, and SMT teachers and students alike have maximized our assistance by their own remarkable dedication and initiative. Twenty years ago in Santa María only 3% of children attended middle school. Today, the primary school has an enrollment of 167 students in K-6, and the middle school currently enrolls 87 students. From a village population of 1,120 people, a total of 468 students have graduated from middle school; and two-thirds of middle school graduates have also graduated from high school, despite the challenge of having to travel great distances and board, as there is no high school in the village. Moreover, 89 students have graduated from or are attending university in a country where only 10% of students go on to college.

Last year we discovered that increases in computer fees intended to fund replacement of old equipment was causing a significant decline in middle school enrollment, as some families were unable to afford the increases in total fees. We have worked this year with donors and village leadership to both strengthen the long-term plan for the computer center operation and restore fees to their previous levels. Due to the unreliability of government-funded supplies, the schools rely on materials we bring to the village on our delegation visits along with our financial support, including funds from Outreach, to provide notebooks and pencils to the students and basic teaching materials. Funding also enables the offering of marimba classes, which is an important priority in preserving the Mayan culture of the Guatemalan people. The Partnership also provided scholarship support for 15 high school students and one university student in 2015 who completed her 5th and final year of classes toward a degree in pedagogy. All 5 third-year students sponsored by Needham graduated from high school this year. In total our Partnership has provided 92 high school scholarships, with students achieving a 94% graduation rate. In 2017 a new university scholarship from a church donor will be split to partially fund law studies for a young woman and accounting studies for a young man.

Other important projects supported by the congregation include establishing needed classroom capacity for the middle school and restoration of the old church/community salon building. The village completed construction of a new library this year, allowing conversion of the old library into two middle school classrooms. So for the first time in many years, the middle school students do not have to share a building with the primary school. Plans are also progressing on obtaining title to land that will be used to build additional classroom modules for the middle school. The old church is the only remaining original building in the village, and its renovation will provide space for a museum of the community's history as well as a community meeting space. Two initiatives are also underway to support economic development. The village's location in the Ixcán near the Mexican border creates opportunity for commerce. Families in Santa María Tzejá have roughly 30 hectares of land but need access to credit, technical assistance, and better roads to the farms to get produce to market. A new Savings and Loan was organized this year by young professionals from Santa María Tzejá to support individual entrepreneurs and small businesses, and plans are underway to construct entry roads into the agricultural lands.

In addition to activities in the village, the Partnership continued its commitment to education and fellowship in Needham this year. In March the Partnership hosted the second annual "Not Your Average Talent Show" in which church members showcased their musical and artistic talents, to the admiration and delight of all in attendance. We also hosted the Welcome Back brunch in the Fall and held the fourth annual Partnership Social.

The 2016 financial report and 2017 budget, prepared by committee treasurer Brenda Metzler, follows this report. Capital funds are reported separately, following the operating budget. In summary, funds to support the Partnership came from the following sources in 2016: 37% from individual contributions; 27% from Partnership fundraising activities; 15% from Church funds (Outreach); and 21% from designated endowment funds. In 2016, Partnership resources were invested as follows: 52% for village projects, education support, and health; 39% for high school and university scholarships;

4% for delegation support; 3% for international accompaniment/solidarity; and 2% for general and administrative expenses.

Fundraising goals for 2016 were exceeded by 16%, and sponsored support for scholarships and special projects were strong as well. We particularly express our gratitude for the ongoing support from the Outreach Committee to fund village projects and education initiatives, without which we could not maintain consistent support for these activities.

We hope every member of the congregation will consider opportunities to get involved in the activities of our partnership so that the fruits of this labor will continue for future generations. We expect to organize a number of special activities for the Partnership's 30th anniversary this year. To learn more about opportunities, you can contact any of the leaders of the Partnership listed below or attend any of our events.

Upcoming events for 2017 include the following:

- February 15-26, Delegation Visit to Santa María Tzejá
- March 12, 11:30 am, Linden Hall, February delegation 'Report-back' to the congregation
- April 8, Annual Servathon
- May 20, Guatemala Yard Sale
- August 2-13, Delegation Visit to Santa María Tzejá

The Guatemala Partnership also holds monthly open meetings on the first Sunday of each month, and we hope you will join us in fellowship, planning, fundraising, or other ways you feel called to contribute.

Respectfully submitted,

Alan Clayton-Matthews, Bill Garrett, Caryl Johnson, and Brenda Metzler

	<b>BUDGET 2016</b>	<b>ACTUAL 12/31/2016</b>	<b>BUDGET 2017</b>
<b>RECEIPTS</b>			
Cash on Hand at Beginning of Period	\$51,618	\$51,618	\$48,850
<b>From Committee Fundraisers</b>			
Servathon	\$5,500	\$5,820	\$5,500
Yard Sale	\$4,000	\$5,491	\$4,000
Fundraiser/Silent Auction/Talent Show (gross)	\$3,500	\$3,825	\$3,500
<b>Subtotal</b>	<b>\$13,000</b>	<b>\$15,136</b>	<b>\$13,000</b>
<b>From Church Groups</b>			
Outreach (SMT projects 2016; H.S. schol. in 2017)	\$9,000	\$8,200	\$9,000
<b>Subtotal</b>	<b>\$9,000</b>	<b>\$8,200</b>	<b>\$9,000</b>
<b>From Individuals (Donations)</b>			
For scholarships: High School	\$9,000	\$10,480	\$7,550
University (1 full; 1 partial)	\$7,050	\$4,050	\$4,050

	BUDGET 2016	ACTUAL 12/31/2016	BUDGET 2017
For Computer Center	\$2,000	\$2,000	\$2,000
Music (for Marimba teacher/2017)	\$0	\$2,700	\$0
Old Library Renovation (into 2 Classrooms)	\$0	\$0	\$0
Old Church Renovation	\$0	\$1,000	\$0
Traveler Support	\$0	\$0	\$0
Unrestricted or Other, incl. Alternative Giving	<b>\$1,000</b>	<b>\$624</b>	<b>\$1,000</b>
<b>Subtotal</b>	19,050	\$20,854	\$14,600
<b>From Designated Endowment Funds</b>			
Muriel Abbott Fund (scholarships)	\$3,204	\$3,168	\$3,432
Guatemala Education/Scholarship Fund	\$8,927	\$8,832	\$9,568
<b>Subtotal</b>	<b>\$12,131</b>	<b>\$12,000</b>	<b>\$13,000</b>
Interest	\$75	\$152	\$100
<b>Total Receipts</b>	<b>\$53,256</b>	<b>\$56,342</b>	<b>\$49,700</b>
<b>DISTRIBUTIONS</b>			
<u>For Village Projects and Education</u>			
To Village Improvement Comm.	\$11,000	\$8,700	\$8,700
Middle School - Teacher Salaries (incl. marimba teacher/2016)	\$8,000	\$10,650	\$8,000
Computer Center (Tuition Offset +Usual support)	\$5,250	\$6,250	\$3,000
Old Library Renovation (into 2 M.S. Classrooms)	\$3,340	\$3,340	\$0
Old Church Renovation	\$0	\$1,000	\$0
Scholarship Accountant Fee	\$560	\$560	\$560
Scholarship Administration	\$550	\$140	\$550
<b>Subtotal</b>	<b>\$28,700</b>	<b>\$30,640</b>	<b>\$20,810</b>
<u>For Scholarships</u>			
High school scholarships	\$16,800	\$19,200	\$18,000
University scholarships (1 full/3 partial in 2016)	\$7,050	\$4,050	\$4,050
<b>Subtotal</b>	<b>\$23,850</b>	<b>\$23,250</b>	<b>\$22,050</b>
<u>For International Accompaniment/Solidarity</u>			
	\$3,600	\$1,800	\$3,600
<u>For Church Delegations, Trip Expenses</u>			
Translators' Expenses (net)	\$2,600	\$1,525	\$2,600
Honoraria and Set Up Costs	\$450	\$450	\$450
Traveler scholarships/travel support	\$400	\$420	\$400
<b>Subtotal</b>	<b>\$3,450</b>	<b>\$2,395</b>	<b>\$3,450</b>

	BUDGET 2016	ACTUAL 12/31/2016	BUDGET 2017
<b>Set-Up of Guatemala Educational Foundation</b>	\$0	\$0	\$500
<b>For 30th Anniv. Celebration</b>	\$0	\$0	\$1,000
<b>For Fundraisers/Concert/Silent Auction</b>	1000	\$479	\$350
<b>For Tina Scharback Memorial Fund</b>	0	\$0	\$0
<b>Postage, Printing, Bank fees</b>	\$300	\$546	\$400
<b>Total Disbursements</b>	<b><u>\$60,900</u></b>	<b><u>\$59,110</u></b>	<b><u>\$52,160</u></b>
Receipts less Disbursements	-\$7,644	-\$2,768	-\$2,460
Cash on Hand at end of period	\$43,974	\$48,850	\$46,390
Capital Funds (T. Scharback Memorial)	\$15,125	\$15,125	\$15,125
<u>Capital Funds in Church Endowment</u>			
SMT Education Fund		\$162,973	
Muriel Abbott Fund		\$58,730	
Accrued Expenses and Early 2016 Cash Needs:			
Outreach Funds for Feb.'17	\$6,000		
Funds to Improv. Comm. for Village Projects Feb.'17	\$3,200		
February 2017 Delegation expenses	\$1,600		
Middle School salaries (incl. marimba teacher)	\$10,700		
Set-Up Costs for Guatemala Education Foundation	\$500		
<b>TOTAL</b>	<b><u>\$22,000</u></b>		

## Membership Team

In 2016 we had one member orientation event led by Rev. Heike and one led by Rev. Jim and Rev. Heike. On November 20, 2016 we welcomed 7 friends to Membership in the church. They are Chris, Rachel, Anna, Katherine & Tess Busby and John and Kim Runyon. On May 15th, 2016 we welcomed 13 youth to Membership through Confirmation; Will Baker, Jonathan Bolivar, Julia Cuddy, Dana Fernandez, Sophie Findlay-Walters, Mackenzie Huff, Henry Kennedy, Francesca Luppino, Madeline Mollerus, Alex Putprush, Claudia Sesso, Cole Stedman.

### Membership Data

Active Resident Membership December 31, 2016: 476

#### Additions

Confirmands: 13      New Members: 7

Removals

Deaths: 8

### Church Activity Data

	2009	2010	2011	2012	2013	2014	2015	2016
Baptisms	9	3	10	6	6	14	9	2
Marriages	1	1	3	4	4	3	1	2
Deaths of Members	14	3	4	4	4	8	5	7
Funerals	8	11	2	10	7	12	8	10
Average Attendance Jan-May & Sept-Dec	245	302	298	307	276	254	176 *	133
Average Attendance June-Aug	86	80	75	113	101	90	77 *	66*

*\* There are a few Worship Services in 2015 & 2016, including Christmas 2015, that we do not have the attendance records. This affects the total average attendance numbers.*

## Mens Fellowship Breakfast John Baldwin & Rob Dunlavey , Co-chairs

The Men's Fellowship Breakfast group meets monthly on the 3rd Sunday of September through June in the church library.

### Covenant/Vision:

We are men of all ages seeking to deepen our faith and community through an exploration of spirituality, beliefs, justice, scripture, and other aspects of Christianity. We are part of a UCC church community involved in a process of self-examination and growth guided by the Holy Spirit and listening to Jesus. Our goals are to grow and offer a forum where a unique male voice might be articulated.

### Specific topics

are chosen based on mutual interest. Discussions are conducted openly and respectfully under the facilitation of the topic leader. Meetings are open to all men, including friends and other family members.

### Topics:

All are welcome to suggest ideas and/or offer to lead a discussion. This year we have often chosen a topic that corresponded with a current sermon theme. Other topics have included "Forgiveness," "Faith and Hymns", "Giving Thanks" and issues of social justice. Our discussions invariably explore the connections between the topic and our personal faith.

### Meetings:

We start at 8:15 on Sunday morning with an opening prayer followed by a hot breakfast, prepared by volunteer contributors from the group (thanks especially to Yuzo Dort), and fellowship. Topic discussions start about 9:00 am in the library. Attendees are welcome to arrive at any point, depending on their schedules.

### Christmas Pageant Luncheon:

In keeping with our tradition we again hosted the Pageant rehearsal luncheon on the Sunday of our December meeting.

We look forward to another year of deepening faith and meaningful discussions.

## **Music Team** **Lynn McClelland**

The Music Team continues to work with the Music Director and ministers to enable, grow and develop the church's music programs. 2016 was a relatively calm period in the music life of the church.

Valerie Becker has settled into her role as Music Director and continues to lead the Chancel and Children's Choirs with artistic excellence. The choirs continue to provide inspirational music during Sunday and special services.

The Friendly Chimers, under the direction of Crosby Goshgarian, Jr., have demonstrated their musical talents and dedication during several services.

SangYoung Kim, hired last year as our Organist/Accompanist, has performed professionally and beautifully on both organ and piano for Sunday and special services.

In appreciation of all these musical gifts, the Music Team hosted a brunch for the choirs, chimers, musicians, minister, and their families between the two Easter services.

During the summer months, Valerie provided the beautiful music in the chapel services with occasional contributions from church members.

The Chancel Choir with Valerie directing and the Chimers with Crosby directing presented a Christmas Concert on December 4 which was accompanied by SangYoung and a string quartet. It was enjoyed by the congregation and the community and was followed by a festive reception, organized in part by Doris Cook.

With the assistance of Interim Minister Jim Mitulski and the Finance Team, the music budget module was revised and some adjustments made that better reflect the program and its needs. These changes can be found in the 2017 budget.

2017 should be an exciting one for the church; the Music Team looks forward to continuing its support of the life and ministry of the church through music.

Lynn McClelland, chair Music Team

Deb Abraham, Betty Blume, Jennifer Connors, Carolyn MacGregor, Keith McClelland

## **Open and Affirming Team** **Kathie Carpenter**

ONA Anniversary

We celebrated the 16th anniversary of our ONA vote on Valentine's Day, Sunday, February 14, with song, worship and those rainbow cookies from Hazel's Bakery!

Activism and Witness for Transgender Rights

Continuing our work from 2015, ONA Ministry Team members and others from the church wrote their legislators to ask their support for a bill which proposed to establish protections for transgender and gender non-conforming people in areas of public accommodations in the state. Even though there



was already a law protecting people of all gender identities and expressions in housing, employment, etc., they had no such protections in such places as hotels, libraries, restaurants, museums, event and concert arenas, and public parks.

Kathie Carpenter worked with the organization Freedom Massachusetts to encourage Massachusetts UCC churches to contact their legislators to support the bill, and attended hearings at the State House on the subject. The bill was finally passed by the Senate and House and signed by the governor.

#### ONA 101.2 - History and Future of Open and Affirming at Needham UCC

In March, the ONA Ministry Team presented an overview of our ONA history. Based on a slide show created by Rob Dunlavey in 2012, ONA Team members told the story of our study process, the various events and transformations that the church has made since becoming ONA, and a look to what is next - the growing edges for us. This included an eye toward more extensive use of inclusive language, updating of our covenant to include gender identity and gender expression (and perhaps other areas), full wheelchair accessibility, and gender-neutral bathrooms.

#### “God Is Still Speaking - A Transgender Journey with God”

To further the congregation’s understanding of gender identity and the need to include it in our ONA covenant, we heard the personal story of a transgender woman, a member of Wellesley Village Church. The March event was well-attended by members who were able to hear the compelling human side of the transgender experience.

#### Hadwen Park LGBT Asylum Support Task Force - Worcester

An April program at our church featured five gentlemen from the Worcester task force who have either gained or are seeking asylum from their oppressive homelands. The record of what this one church’s rescue project has done in its short 10 years of existence is astonishing. The stories of their lives and their plights moved those who attended and left a lasting interest to further support the work of this task force.

#### Voices Rising Concert

Once again we hosted the Voices Rising Women’s Chorus, this time in June, for a concert titled, “Be Our Guest - A Smorgasbord of Song.” Our church has hosted the chorus since 2006 as a way of sharing our welcoming ministry with the community and supporting an LGBTQ performing group.

#### Banners: “Be the Church” and “God Is Still Speaking”

The ONA Ministry Team and Outreach purchased the two UCC justice and witness banners which now hang at the back of the sanctuary each Sunday. They directly reflect major commitments of our church life.

#### ONA Ministry Team Retreat

The Team met with Rev. Jim and Rev. Heike in retreat in September 2016 to plan for 2017. In the forefront of our thoughts were race, gender identity, immigration and intersectional work (where and how issues of oppression meet: race, gender, sexuality, economic circumstances, disability, ethnicity). Rev. Jim suggested specific people who might come to the church to speak on various elements of the ONA experience. One was Dr. Cody Sanders, of Old Cambridge Baptist Church, who preached and led a discussion on micro-aggressions in racism on January 8, 2017. Thanks also to Rev. Jim for engaging the Reverend Dr. Irene Monroe to preach for our 17th ONA anniversary in 2017.

#### ONA-related Donations from the Outreach Committee

We thank the Outreach Committee for making generous donations to the Hadwen Park LGBT Asylum

Support Task Force and Out MetroWest, an organization of which our church is a perennial supporting congregation. Rev. Jim, Barbra Morton and Kathie Carpenter attended the Out MetroWest gala in September.

#### “Being You: A Conversation on Gender Identity”

We hosted a second program on gender identity in October. This time we had a panel of people with stories or information about gender identity from various viewpoints. Two youth who participate in the WAGLY/Out MetroWest programs were part in the panel. The other panelists were a transgender woman who is a UCC minister and an educator who trains coaches on transgender policies and cultural competency.

#### AIDS Memorial Quilt - World AIDS Day

Rev. Jim arranged for seven panels of stories from the AIDS Memorial Quilt to be displayed at the church around World AIDS Day in December. The display in the chapel and fellowship hall was open to the public for one week, staffed by ONA Ministry Team members and other church volunteers. Many thanks to Danielle Jurdan, Blair Wentworth and Bill Donovan for handling the time-consuming logistics of the AIDS Memorial Quilt display, as well as the volunteers who carefully took them down and packed them for shipping.

Continuing the theme, on December 1, World AIDS Day, our church hosted a wonderful film, “Wilhemina’s War,” and discussion about the effect of HIV/AIDS in the rural South, primarily for women of color. It was followed by a beautiful service of remembrance and dedication in our chapel, co-sponsored with First Parish Unitarian and First Baptist Church of Needham.

#### Making ONA Work - Special Note of Thanks

We want to acknowledge the long and careful work by the leadership of the church, and in particular, Blair Wentworth, for the successful installation of the wheelchair ramp at the church’s front door. We also celebrate the growing attention to other ways that we can Be the Church for all people, such as with gender neutral bathrooms. When the church recognizes that these are compelling needs, it shows that the ONA ministry is being embraced by the whole congregation.

Respectfully submitted

Kathie Carpenter, Chair, ONA Ministry Team

Cheryl Aglio-Girelli, Jackie Allen, Jane Clayton-Matthews, Cheryl Levine, Lee McNally, Barbra Morton, Stephanie Oddleifson, Bill Rees, Dianne Rees, Rev. Heike Werder, Rev. Jim Mitulski

**Prayer Shawl Ministry Team**  
**Debbie Wentworth**

The members of the Prayer Shawl Ministry team knit prayer shawls for adults and children, lap robes and baby blankets. The knitters in 2016 include Karin MacPhee, Daphine Allen, Carolyn Greene, Barbara Case and Debbie Wentworth. In 2016 fifteen shawls were given to members and non-members alike. The only requisite is that there be a need for the warmth and comfort they provide.

## **Village Fair Team** **Debbie Wentworth & Sue Cotton, Co-Chairs**

The Village Fair 2016 was held on November 12th and included some new tables in addition to our well-loved favorites. The Rustic Chic and Santa's Workshop groups made their debut in 2016 and we look forward to seeing them again in 2017.

The Tables and their Leader(s) include:

Garden Fence – Betty Peterson/Joanne Seiden

Attic Treasures – Diana Conroy

Rustic Chic – Isabell Wells

Luncheon – Rev. Heike/Martha Lamb

Used Books – Jane Brand

Knitting/Handcrafts – Karin MacPhee/Debbie Wentworth

Santa's Workshop –Maddie Downer

Vintage Jewelry – Adele Chang/Lynn McClelland

Candy Shoppe –Carol Miller

Baked Goods – Carol Miller

Auction – Fabienne Madsen/Caryl Johnson

We were very fortunate as our profit exceeded \$10,000 after expenses. The Table Leaders voted to give the church an ADA compliant drinking fountain featuring a bottle refilling station. We also made a contribution to the Music Committee and turned over the remaining proceeds to the Church's General Fund.

Working on the Fair is a wonderful time of church-wide fellowship. There are many opportunities for participation and we look forward to seeing as many of you as possible in 2017.





# ANNUAL REPORT ADDENDUM

**Rev. Jim Mitulski**  
**Interim Senior Minister**

I began my tenure as interim senior minister at the Congregational Church of Needham UCC on August 1, after an extended recruitment conversation that dated back to January. After a series of interviews, we mutually agreed on an August 1 start date, which allowed the church to fulfill some financial obligations, and allowed me to complete a contract with the church I was serving in Denver and a teaching contract for July with the Pacific School of Religion.

August was a “soft start” month, as some people were away. I was still able to begin to meet staff, and many leaders, as well as begin to meet the congregation and learn about worship, the infrastructure, and the history of the church, including the period of conflict that led up to the crisis events of 2014 and 2015. I read documents and I am grateful to those who arranged opportunities for me to meet people in formal and informal settings throughout the fall.

September brought an even steeper learner curve as members began to return from their summer travels, and also as people began to return who had left during the period of most intense conflict in search of either reconciliation or closure. I appreciate how patient people have been as I have gotten to learn names, stories, and the pattern of meetings, observances and traditions that are so dear to the rhythms of the congregation's life together. I am still learning names- name tags help!

I have tried to go to at least one of every infrastructure meeting, every social activity or circle, and every program that the church sponsors or is involved with. There are still a few I haven't gotten to yet. I regularly attend meetings of the Board, the Deacons, and most of the committees. An early task has been to identify which teams and committees are fully functioning, which are in need of attention to become fully functioning again, and to identify areas in need of innovating or re-invigoration. It is not unusual for churches that have experienced this level of conflict for there to be some drop-off not only in attendance and participation, but for there to be some fall-off in attention to the internal administrative life of the community, and that has happened here. In recent months we are seeing a renewal in some areas, and other areas still have yet to be re-engaged.

One principal area of focus has been to specifically address the conflicts that arose in 2014 and 2015 that led to the departure of the Youth Minister, the Music Minister and the Senior Minister. Closer examination reveals that there had been steady departure over many year's time of many congregants who had tried to raise issues regarding performance of the senior minister but had been unable to do so. I have intentionally spent time in existing leadership groups to process these conflicts, and encouraged people to come see me individually and in groups about their experiences. We also devised a series of listening activities called "Let's Talk, Let's Listen" for groups, that have been well-attended, and I am planning to do some more of these into the New Year, as well as "Let's Pray" as opportunities for prayer and healing. We will also focus on Wednesday evenings in Lent and are planning a one day Retreat on March 25<sup>th</sup> ("All of our Voices and All of our Visions") to address the issues that have risen as a result of these conversations. We are not one yet, but we have made significant process.

We are now six months in to what I have consistently described as what I expect to be a two year process in my work with you as your intentional interim pastor. During this time I am working with these three key words:

## **-Intentional - Interim - Pastor**

**Intentional**- I am here as a process person to help you address the period of conflict. I am using programs and techniques in which I have been trained to help you improve communication, and to bring you into the present so that the process of pastoral search will not be reactive, but rather unifying, and so that you will not replicate the same circumstances in your next hire. I am about to add some new programs into the mix, while continuing some of the ones we have been doing in the fall. The first year is about community restoration, and I think we are seeing the positive results of the hard work you have been willing to show up and do.

**Interim** – This word conveys it's for a time, not forever. I know that and you know that. It's not placeholding, though. We are continuing to be the church. I am also working to re-invigorate your presence in the community, to stimulate an attractive public profile for you so that you will attract a highly talented national pool of candidates, which is what you deserve. I'm here to help bring you into the present somewhat, to expose you to the current practices of the UCC and to make sure the next person isn't met with "we've always done it this way." Hopefully you will enjoy some of the change, if not most of it. Interim is not forever, but it is a significant time in your life, and in mine too as we work together. I have become involved in town activities, in the larger Boston area, in the UCC, and am helping us build a stronger working relationship with First Baptist and First Parish UU here in Needham.

**Pastor** is the third part of this equation. This means I don't just come in and preach on Sundays, or only do the programs related to transition. I am available to you for counseling. I represent you in UCC activities, in the town, and help you build relationships with other churches, and along with Rev. Heike, conduct weddings and funerals. This is a big church by UCC standards- and you need and have two pastors in order to have maximum coverage at all times. I consider it an honor to be able to serve you in this way.

2017 will see us focus on a couple of important strategic areas of growth and development. I want to convene a task force to look at meeting longer term strategies for Revitalizing our ministry to Children and Youth, from k-12, and to young adults as well. I'd like us to look also at "Evangelism/Social Media and Outreach", and at how we reach and integrate new members, with attention to diversity as well. And finally some attention to Fundraising and development is in order.

I want to appreciate Jackie Allen and Frank Lupino as your sterling Lay Leaders, and my colleagues Rev. Heike, Maddie Downer, Danielle Jurdan and Valerie Becker in particular in the work we do to bring you worship and community.

Our timeline for the fall will be to develop our congregational profile (who are we now, who are we next), which will then guide the formal search process for the next settled minister/co-ministers/ or whatever model you decide to follow.

I continue to look forward to individual and group meetings, to meeting for spiritual counseling, and to other gatherings where I can get to know you better. It is truly an honor to serve you as interim pastor.

Sincerely,  
Jim



CONGREGATIONAL  
CHURCH OF NEEDHAM

## Nominating Slate Annual Meeting, January 29, 2017

(Version 2) An asterisk\* indicates those standing for election at this meeting. All others are continuing in their current terms.

### OFFICERS

**Moderator**

Jacqueline Allen\*

**Clerk**

Keith McClelland\*

**Treasurer**

Jennifer Connors\*

**Collector**

Carla Verschoor-Kirss\*

**Assistants:**

Connie Kaufmann

Debbie Wentworth

### BOARD

**Term Ends 2018**

Michael Normile\*

Blair Wentworth

Sharmon Priaulx

**Term Ends 2019**

Jim Conroy

Diane Rees

Kristin Mollerus

**Term Ends 2020**

Howard Sesso\*

Kenneth Allen\*

Barbra Morton\*

Amanda Angel\*

### DEACONS

**Term Ends 2018**

Lee McNally\*

Charlie Baker

Claudia Darmofal

Susan Lively

Kirby Salerno

**Term Ends 2019**

Rick Devereux

Dibby Moder

Scott Stewart

Carol Miller

Jean Veigas

**Term Ends 2020**

Kevin Blume\*

Paul Brown\*

Jane Clayton-Matthews\*

Sue Cotton\*

Lucy Slosser\*

### CHRISTIAN EDUCATION

**Term Ends 2018**

Elizabeth Meyi

Molly Pretorius

**Term Ends 2019**

Trish Marinilli

Caryl Johnson

Rob Dunlavey

**Term Ends 2020**

CiCi Hunt\*

Rachel Busby\*

Joy Brewer\*

### OUTREACH

**Term Ends 2018**

Mike Boyd\*

Lynn Gotwals

Heidi Wiesel

**Term Ends 2019**

Bill Rees

Fred Moder

Hiroko Hardebeck

**Term Ends 2020**

Carol Brown\*

Mi Herzog\*

Tom Mollerus\*

### YOUTH BOARD

**Term Ends 2018**

Nancy Tegeler\*

M.E.Sesso

**Term Ends 2019**

Dave Johnson

Philip Hardebeck

**Term Ends 2020**

Allison Atallah\*

Katy Dirks\*