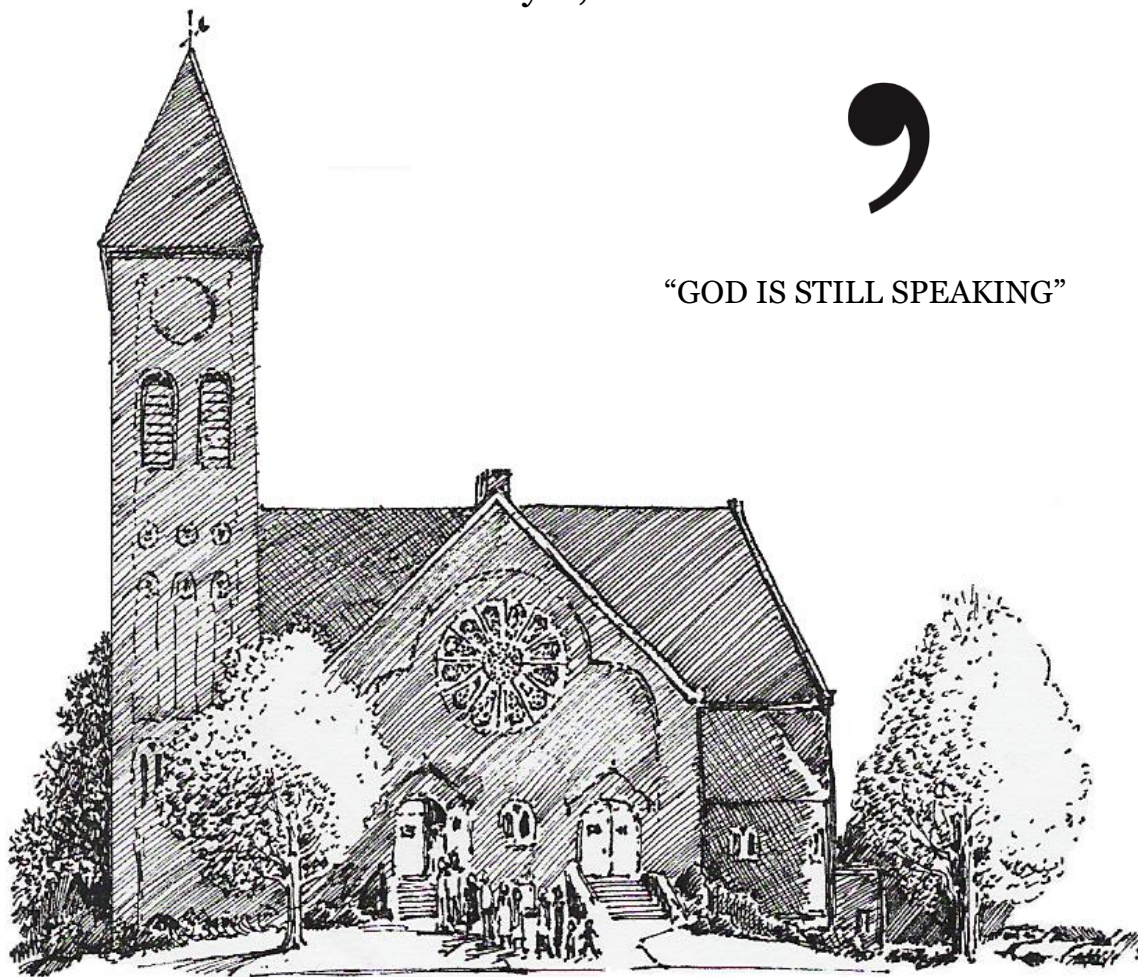


# 2019 ANNUAL REPORT

## ANNUAL MEETING

February 2, 2020



“

“GOD IS STILL SPEAKING”

*ALL ARE WELCOME AT CENTER CHURCH ON THE COMMON, AN OPEN AND AFFIRMING UCC CONGREGATION, WHERE THE SPIRIT OF GOD STIRS US TO EMBRACE OUR DIVERSITY, DEEPEN OUR FAITH IN JESUS, SHARE OUR TEARS AND LAUGHTER, AND EXTEND GOD'S ABUNDANT LOVE AND JUSTICE INTO THE WORLD.*



### FIRST CONGREGATIONAL CHURCH

United Church of Christ

One Church Street

South Hadley, Massachusetts 01075

413-532-2262

email: [centerchurch@verizon.net](mailto:centerchurch@verizon.net)

website: [www.centerchurchsouthhadley.org](http://www.centerchurchsouthhadley.org)

Facebook: Center Church of South Hadley MA

Instagram: @centerchurchsouthhadley

## The Ministry at Center Church

Ministers  
Senior Minister  
Christian Education  
    Children  
  
Youth  
  
Music Program  
    Organist  
    Choir Director  
    Associate in Music  
Church Administrator  
Custodian

All Church Members  
Rev. Lori J. Souder  
  
Martha Guild, Simone Jacob and  
Chelsea Korzeniowski  
Emily Carle (on leave 1<sup>st</sup> semester 2020)  
Emma Martin and Maddie Migliorino  
  
Larry D. Schipull  
Cheryl H. Cobb  
Cynthia J. Morrell  
Cynthia H. Jubinville  
Robert Farman

### AGENDA

Annual Meeting – February 2, 2020

*First Congregational Church, UCC  
South Hadley, Massachusetts 01075*

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Call to Order - Call for quorum_____	John Anz
Opening Devotions_____	Rev. Lori J. Souder
Presentation of the Annual Report_____	John Anz
Minutes of the 2019 Annual Meeting_____	David Morrell, Clerk
Sr. Minister's Report _____	Rev. Souder
Team Reports Review _____	Review Chairs
Nominating Team Report _____	David Morrell
Financial Reports _____	John Hoffman
Acceptance of Annual Report _____	John Anz
Budget for 2020 _____	Al Duffy
Old Business_____	- John Anz
New Business _____	John Anz
Presentation/Vote of Report of the Ad Hoc Safety Team _____	Al Duffy
Closing Prayer _____	Rev. Souder
“Blessed Be the Tie That Binds” _____	Cynthia J. Morrell
Words below _____	and all members of the 2020 Annual Meeting

Blest be the tie that binds  
Our hearts in Christian love,  
The fellowship of kindred minds  
Is like to that above.

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# MINUTES OF THE ANNUAL MEETING

February 3, 2019

The 286<sup>th</sup> Annual Meeting was called to order at 11:32 a.m. by acting moderator John Anz with a quorum of 63 voting members present. John called on Youth leader Emily Carle for an opening prayer. John then thanked members of the Activities Team who provided lunch. The Annual Report was then presented.

The minutes of the 2018 Annual Meeting were **MSV** unanimously accepted as printed.

## **Pastor's Report:**

Reverend Souder reported on her visit to her Michigan UCC friends as a congenial and satisfying trip. They were very welcoming! Are we at Center Church fulfilling our "welcoming duties?" We are here to assist "our church friends" on their life's journey. This is done through our justice and peace vigils, and providing a safe church atmosphere in our sacred space. We all need to continue to define "who we are." We need to explore what is different between our church and others. She stated feedback from visitors at our Christmas Eve service who have expressed their gratitude for our worship service. Members have also asked for more potlucks because they bring us together in fellowship. Lori touched upon the possibility of having Emily Carle as a potential ministerial intern with us. This would coincide with her studies at Mount Holyoke College. She thanked Center Church's staff and lay leaders who have helped us on our individual journeys. At present, we have no "permanent" moderator. We are experimenting with co-moderators. To date, that seems to be working fine. In the new year, Lori expects lots of laughter and tears and opportunities to encounter God and "grace to all!"

## **Team Reports:**

- Trustee chair Eliot Chartrand thanked all the Trustees who have done amazingly well leading us through a successful past year. He stated that his six years as a trustee have been very fulfilling! We have progressed from 2014 (which was considered a "black year" financially) to a healthy "sound footing." Eliot thanked the Activities Team for their fund-raising efforts which add to our financial stability. He feels that 2019 will have some variables, but that positive things are occurring. Through the Massachusetts Historical Commission, we are now a recognized historical entity! The next step is getting Center Church national historical recognition.
- Anita Sarro reported for HR and the Pastor/Congregation Relations Team. HR oversees and supervises hiring and firing of staff. With that in mind, they will be reviewing the paid staff salaries. This is done every few years. This coming year, they will not be doing an evaluation of Lori, but will be doing an evaluation of all of us. The PCR team is a positive and supportive team. She views both teams very differently. The two teams look at all of Center Church as a whole. This coming year, the two teams will be looking into some sort of an all-church evaluation. They are not sure what it will be called or what direction it will take. It will certainly look into "where are we now and where are we going?"
- Betty Innocent, for the Outreach Team, shared news of their contribution of \$3,700 to the area's Habitat for Humanity program. There is to be a work team formed for a February 23 Habitat build in Northampton.
- Stewardship reported an additional pledge of \$1,200!

## **Nominating Report:**

David Morrell, after thanking the team for their efforts, presented the slate with one correction. Brian Lapis resigned his position as a resource person on the Ad Hoc Preservation Team. David thanked all those who agreed to join various teams and all those who chose to remain on their respective teams. It was then **MSV** unanimously to accept the nominating slate as presented.

## **Treasurer's Report:**

Treasurer John Hoffman thanked Thia Jubinville for all her expertise and background work about Center Church's finances. He referred to his written report about the three separate funds. They are: Unrestricted, Temporarily Restricted and Permanently Restricted. The high heating bills (\$14,000) put us in the negative for expenses, but at this date, we are on budget from income! He reviewed some of the details. John also thanked the Activities Team members for their outstanding fund-raising efforts.

## **Budget for 2019:**

Eliot Chartrand presented the proposed budget on behalf of the Trustees. He stated that he tried to use "a best-effort basis" and to work together with everyone involved. There is a proposed deficit of \$16,000. Al Duffy and others endeavored to look line by line through the budget with a "conservative eye." Expenses are always a variable. We do have the benefit of a future bequest which will help considerably. It is considered that the budget will be balanced by the end of the year. Lorain Giles asked how the "investment income formula" is used. Eliot explained that they don't take more than 4-5% out of the portfolio as interest. It usually results in 4 1/2% and our policy is not to take anymore than 5%. Our Center Church endowment has grown steadily in the last three years! With the market ups and downs, we usually average out ok. Bob Russell stated that we use a 12-month average. Any more than that is a real headache! It was **MSV** unanimously to accept the 2019 budget as presented.

John Anz then asked that the rest of the 2018 Annual Report be approved. It was **MSV** unanimously to accept the report as printed and presented. Thia Jubinville was then thanked with a rousing round of applause for her overall efforts at getting the Annual Report completed and printed!

## **Other Business:**

- Al Duffy displayed and explained the Safe Church "go bag." It is a kit that is to be used in case of an emergency evacuation. The Ad Hoc Safe Church Task Force in conjunction with the Fire Department and Police Department put four of these bags together and placed them throughout Center Church.
- The Outreach Team has been looking into the Christmas Eve offering and where the money received should be given. A motion was made: "that the Outreach Team evaluate the designations for the Christmas Eve offering, with special attention to our covenanted UCC partnerships, other readily accountable organizations, or our own Center Church accounts; and prepare a recommendation for the Church Council by the fall of 2019." The motion was seconded and some discussion occurred. That particular plate offering has always gone to Heifer Project. Brian Lapis felt that the amount received is out of proportion. It should be freed up and given to other worthy causes. Karen Hyvonen stated that the fund has been in existence for 40 years. Betty Innocent spoke about the history of the fund and why it came into existence and felt that we should continue to support the Heifer Project in some way. Karen stated that the team will certainly consider Brian's response and revisit the designation of the offering money. Lori added that the Heifer Project Farm is no longer in Massachusetts. Bob Robertson agreed that the Outreach Team should definitely evaluate this particular offering. It was then **VOTED** unanimously to accept the motion as presented.

Brian Lapis thanked John Anz for his capable running of the Annual Meeting. This was met with acclamation. There being no further business, Rev. Souder closed with a prayer. We then joined hands while Cindy Morrell accompanied us at the piano as we sang "*Blessed Be the Tie That Binds.*"

The meeting adjourned at 12:40 p.m.

Respectfully submitted,  
**David C. Morrell**, Clerk

# REPORT OF THE SENIOR MINISTER

These emotions: Gleeful, peaceful, sorrowful, fearless, proud, jubilant, & grateful have entered into 2019 at Center Church. What grounds all these emotions are the talented and effective staff and many dedicated lay leaders. We are truly fortunate to have all those who create a loving, creative, safe environment where not just some, but all are welcome. I witness the tireless volunteers coming through the doors & who reach out into the community. Bob Farman, our Sexton, says that he has never witnessed so many “dedicated-good” people in one place. I agree, for I am humbled by all of you.

For the first time we hired an Intern from Sept-December, Emily Carle, who also was one of the Youth Directors and is considering the ministry. After the other Youth Director, Claire Houston graduated, we eventually hired Emma Martin. Now we hired Maddie Migliorino as the substitute for Emily when she leaves for her semester away in Greece. All of whom are bright students at MHC.

Highlights in 2019 were when we could laugh and breathe together in worship or when we affirmed our support to an infant and parents at a baptism and remembered the lives of loved ones who have died. These are cherished memories. I prize sacred conversations with you in your homes, at the church or in the hospital. When we meet with our Muslim friends from the Western MA Islamic Center, we heighten our commonality and the generosity of God. While our Bible Study at Loomis has been predominantly female, the Holy Spirit has been evident in the shared vulnerability and different views. Adult Education Potlucks bring us together. Claiming the new wooden floor has been a highlight as well as a learning curve. I compare it to a drastic haircut; it takes a bit to claim it and work with it. I’m looking forward to seeing how we can utilize it more in worship as well as inviting performers to conduct concerts. As always, the Fall Festival is more than a fundraiser, but a fun-raiser, connecting us together.

Starting a Retired Clergy Lunch every so often, has ushered in thoughtful conversation. The spiritual depth is as wide and expansive as the Grand Canyon. We are fortunate to have 8 wise and gifted ordained ministers and missionaries.

Emily Carle asked me in one of our weekly meetings, *What is my typical day?* It is fair to say, there is nothing typical. My top two priorities are crafting a worship service that is relevant and building community with visits especially to those hurting/ill. I drop off healthy snacks at the local schools for Neighbors Helping Neighbors Food Pantry, attend Hampshire Clergy luncheons, lead a monthly group of female clergy, and to a lesser degree participate in the Medicare for All and Moms Demand Gun Sense Non Profits. We lead a Protestant Worship Service at Wingate (Vero) Nursing Home monthly where the residents are becoming more vocal! I meet with our local clergy and am grateful for our shared ministry with the Granby UCC, Church of Christ during Lent and in the summer. Our monthly lawn vigils range from 12-40 people, attracting more non Center Church members, which was one of our initial goals to increase awareness of CC in town. Several non CC vigil folks attended our Christmas Eve Service, saying if they did attend church, it would be CC. With the support of the SH police and our tenant, Tanya Tarail (physical and energy healer), I stopped receiving caustic, semi-threatening letters from an anonymous SH resident as of July. What occurs monthly on Saturday morning for a brief half hour is essential to modeling what it means to be disciples of Jesus.

I meet with the MHC students who attend and visitors who are interested. Our approach is friendly, seeking to connect rather than barge into a visitor’s life.

Circulating a Moderator of the Month (Team Chair) is not ideal, yet it works. Utilizing Bobbie Ayers, Brian Lapis and Anita Sarro as sounding boards is valued.

This year in 2020 I look forward to responding to the replies from the All Church Survey. Already we have begun incorporating some suggestions. How shall we increase use of our church for outside income; keep on our persistent goal to craft worship experience where we find ourselves breathing together at least once during worship, indicating we all encountered the Sacred Spirit; let’s explore an intergenerational or youth mission trip for 2020/2021, and during these times let’s be bold in articulating/declaring bi-partisan justice.

And lastly, I forgot to take my sabbatical in 2019. I will split my sabbatical between 2020 and 2021.

Joyfully and peacefully, *Lori*

# REPORT OF THE BOARD OF DEACONS

Deacons facilitate worship and worship planning with Senior Pastor, Lori Souder. The diaconate for 2019 included Karen Anderson, Brenna Anz, Lynne Bertram, Robert Judge, and Gretchen LaBonte with Pastor Souder as our advisor. Brenna Anz served as chair of deacons.

Each month when we met, we had meaningful discussions of general faith issues as well as questions specific to worship and faith development for our congregation at Center Church. Each of our team members contributed to those discussions, as well as to the ongoing commitment to providing service during worship services.

During 2019, the Deacons team:

- Provided preparation, serving, and cleanup of communion for church services
  - The choir decided not to move down into the sanctuary for communion for various health reasons and Deacons revised the serving of communion to accommodate this change.
  - Deacons also provided an opportunity for children and volunteers in the Promised Land to participate in communion by serving a tray of bread and cups of juice.
- Contributed to the planning of First Table and Confirmation celebrations, Ash Wednesday was held in Granby during 2019 and Maundy Thursday was held at Center Church.
  - During the Lenten season we used different versions of the Lord's Prayer during the service. This was received with mixed reviews.
  - The church sanctuary/altar was decorated for the various seasons.
  - Discussed our second year of one 5pm Christmas Eve service and that it was again well received. Due to the new flooring and the removal of several pews, extra chairs were set up on the new floor to accommodate the expected crowd for the Christmas Eve Service. Approximately 250 people attended and the extra chairs were not used.
- Rotated attendance at the Church Council meetings and reported back on relevant items to do with deacons.
- Reviewed CC Constitution regarding Deacons roles and responsibilities, as well as discussed the Open and Affirming Self-Evaluation for CC.
  - Discussed ideas of how best to utilize deacons and ushers during services. It was decided that a deacon would stand with Lori after each service to assist Lori with notes or other pertinent items.
- Along with the Ushers, participated in a Safe Church review with Al Duffy who went over the "Safe Church" document and Deacons/Ushers responsibilities and actions required to support it.
- Discussed preparation for Pastor Lori taking sabbatical in 2020, and Emily Carle's internship for the fall semester.

We want to thank Pastor Lori for her leadership at Center Church, and in particular to the deacons. We also want to thank our guest preachers including Randy Hyvonen, Randy Purinton, Emily Carle & Clare Houston, Mary Nelson & Anita Sarro, and Pastor Stephanie Smith from Cathedral in the Night, that provided leadership and preaching to contribute to sharing various topics with the congregation. Several guest preachers along with Lorain Giles also provided pastoral care assistance while Lori was away.

This next year will be a year of transition as at the close of this year both Karen Anderson and Brenna Anz will be going off of the diaconate. Brenna Anz has resigned for the last year of her term during 2020 and Karen Anderson's term is finished. Deacons will be looking for 2 more new people to add to our group. We thank them for their dedication and service to our team.

As a team we will strive to provide opportunities for our congregation to reflect on their faith journey and look forward to a meaningful year ahead.

*Gretchen LaBonte & Lynne Bertram for the Deacons*

# REPORT OF THE BOARD OF TRUSTEES – 2019

Members Al Duffy, Art Coffin, Bill Giles, Tom Waller, Carol White, Randy Purinton, Sanford Belden. Non-voting members, Adjunct Eliot Chartrand, Pastor Lori Souder, Recording Secretary Cindy Morrell.

I would like to thank all the Trustees for their input, counsel and support this year.

At this time, I would also like to thank Larry Schipull for the donation of his grand piano and Randy Purinton for all the projects he has done over the year, particularly, for his hard work in keeping the sanctuary floor construction moving along so we could stay on schedule. Thank you to all the people that helped clean up the property in the fall and helped lay the new drainage system.

2019 has been a very interesting year for our finances.

The following are only some of the projects that were done this year: replacement of the door for the Center Nursery School, additional repairs to the sanctuary boiler (amounting to \$6840.00 in repairs to keep our furnace operating), roof ridge caps repaired, new floor in the sanctuary, replacement and repair of emergency lights and exit lights, replacement of the hot water tank in the small kitchen, installation of safety lights for Park Street sidewalk and Church Street parking lot, added security cameras for the safety of our staff, members and guests. To be more environmentally conscientious, we have removed the paper towel dispensers in the lobby bathrooms and replaced them with hand dryers. We also remedied some drainage problems around the church building by re-grading the area in front of the church and installing a drain on the Park Street chapel entrance. We needed to fix the drainage in front of the church and along the Park Street side of the building to eliminate erosion and water coming in through the Park Street door.

Our long-range goal is to improve the energy efficiency of our church building. Among the projects we are discussing are the installation of exterior Plexiglas covers on the lower sanctuary windows and replacing some of the exterior doors with more energy efficient units. The Trustees are also in discussion about repointing the outside of the church, and renovations to the 2nd floor bathrooms in the education wing.

The budget is presently at a deficit. Our 2019 budget included an anticipated deficit of \$16,600, We are at a minus \$17,202.62. The good news is that we received over \$400,000 in major gifts this year. We placed \$200,000 into the permanently restricted endowment for future budget enhancement; the remaining sum was placed in a temporarily restricted fund for Trustees use and disbursement. There were two donations that had designations.

We continue to monitor the expenses closely in order to maintain the church programs and mission. The various teams have been funded based on their expressed goals. We appreciate their efforts and are pleased with the programs they provide.

We appreciate all the work and time that the Activities Committee has dedicated to raising funds for our operating budget and special projects. The Activities Committee fund raising effort has contributed over \$11,500 this year. The Trustees have had a shared goal to increase our non-pledge income. It will remain one of our most important goals in the coming year.

Respectfully Submitted,  
Al Duffy



# REPORT OF THE CLERK

## NEW MEMBERS UNITED BY:

### **Affirmation of Faith**

January 27 Elizabeth Belden Sanford Belden  
Arthur Stanley  
December 15 Brittany Bryan Blake Bryan

### **Confirmation**

June 9 Drew Madeiras Alley  
Quinn Taylor Francis  
Sophie Elizabeth Griffin  
Abigail Katherine Huebner  
Owen Matthew Strand  
Salle Sloan Waite

### **BIRTHS**

June 10 Grace Ruby Procter daughter of  
Arthur and Katherine Procter  
October 20 Benjamin Eugene LaBonte, son of  
Daniel and Gretchen LaBonte

### **BAPTISM**

November 10 Grace Ruby Procter

### DEATHS:

Dr. Harold E. Harris, Jr. February 19  
L. Carol Ehman May 24  
Dr. Waldo H. Heinrichs, Jr. July 19  
Donald P. Bonzek July 26  
Jane C. Hazen August 18  
Dennis Ashworth November 28  
Margaret Barry\* December 30  
\* (was inactive)

## INACTIVE STATUS

Nancy Johnson\*  
Jeremy Kenneson\*  
Paula Lonergan\*  
Peter McAvoy\*  
Norma Monat\*  
Kayla Narey\*  
Tyler Narey\*  
Sydney Phoenix\*  
Roland (Jay) Roberts\*  
Chloe Sabbs\*  
Melissa Thornton\*  
Pamela Thornton\*  
Lisa Wray\*

\*continuing status

## TO BE MOVED TO HISTORICAL RECORDS FROM INACTIVE STATUS

Linda Roland Buckley  
Richard Buckley  
Neil Davidson  
Catherine Huntley  
Gail Laprade  
MaryAnn Wordsworth  
Nobue Yamashita

### **TOTAL MEMBERSHIP DECEMBER 31, 2019**

**Active 183**  
**Inactive 13**

*David Morrell, Clerk*

## REPORT OF CHURCH COUNCIL

The Church Council meets on the 1<sup>st</sup> Tuesday of each month except for the month of July. Various Team reports are brought before the Council. With no moderator, the Council is led by a different team leader each month. Prior to each meeting, the leader meets with Rev. Souder to review pertinent topics and to create an agenda. Below are monthly summaries from each meeting.

January Council was led by John Anz of Stewardship. The Deacons reported positive feedback about changing the Christmas Eve service to one service held at 5 p.m. Outreach began including “Did You Know factoids” about immigration, etc. in the Sunday bulletin. Council discussed the high heating costs and how best to improve them. Stewardship asked about creating an informational concerning Planned Giving. Once again Council voiced concerns about not having a permanent moderator.

February meeting was led by Bobbie Ayers of Membership. Concerns were voiced about eventual burnout of our lay leaders who have been heading up various positions for quite some time with no one stepping up. CE reported positive feedback about its new Sunday school curriculum. It was **MSV** unanimously to accept new guidelines for awarding “camper scholarships.” Council endorsed the overall “model” for a new “counselor to the Pastor.” Lori was asked to choose three “counselors” as “core leaders” for her support. The Council agreed to a one-year experiment. It was noted by the Council that Karen Anderson is Center Church’s certified “safe food handler.” Council also considered and endorsed member and Mount Holyoke student Emily Carle to be a “religion intern” at Center Church.

March saw Karen Hyvonen of Outreach led the monthly meeting. Discussion was held about the replacement of the aging hot-water heaters and to research the use of automatic hand dryers in the ground floor lavatories. These would be replacing paper towel dispensers. The use of security cameras at Center Church’s entrances was discussed. Trustees are looking into this. It was determined that more publicity is needed for our Peterson Scholarship Fund. CE has decided to use the church’s Facebook page to get “the word out” about our Sunday school program. Lori met with three former moderators to help define the role of “counselor to the Pastor.”

April The Lead pro-tem was Randy Purinton of Adult CE. Anita Sarro of HR/PCR presented an overview of an eventual model for the future “all-church evaluation/survey.” Council members were used as a “test group.” Betty Innocent of Outreach distributed a handout defining “Special Mission Offerings.” The Trustees have been investigating the need to level the floor in front of the altar stairs as a future “performance space.” The type of space has been suggested as a way to attract future fundraising events. Money has been donated toward this project. A discussion was held about Rev. Souder’s future sabbatical.

May Anita Sarro of HR/PCR led the Council. She gave her report about the need to increase hours for the Youth group leader position. It was agreed that Emily Carle’s religion internship should start in the Fall for 12 weeks with an average of seven hours per week. Activities brought before the Council the need to cancel the May Plant Sale due to bad weather and the lack of pre-sale help. Council agreed. Discussion was had about Center Church’s heating system. The Trustees are looking into an “on demand” type system. It was reported that the Sunday school staff is very pleased with the new curriculum. The Safe Church Task Force’s *final draft* #7 was presented to the Council. The Preservation Team announced that Center Church is now on the Massachusetts register of historical buildings! National historic status is next. Lori has reinstated interviews with community “stakeholders.”

June Council was led by John Anz of Stewardship. He asked the team leaders to think about setting future goals for their respective teams. Activities announced that the three- day Columbus Day Fair will now be called Center Church Annual Fall Fair. CE started an all-church book read titled *The Tent of Abraham*, in conjunction with the Muslim community. HR/PCR reported that they have looked over existing employee/staff categories for equitable compensation. Al Duffy was tapped to present our Safe Church guidelines/report to other town churches/departments.

August Bobbie Ayers of Membership led the Council. The Council discussed the bequest from Charlene Johnson's estate. The Trustees are to decide how it is to be dispersed. The Sunday Fellowship Hour hosting list for 2019-20 was distributed. HR/PCR finalized the all-church survey format and shared it with the Council. CE split the Youth group into two age-related groups. They are seeking a junior high leader. Lori asked that the various teams self-evaluate themselves.

September Council was led by Anita Sarro of HR/PCR. Deacons discussed having help from Youth group members during worship service. Outreach asked about ways to distribute the Christmas Eve offering. Council discussed our Open and Affirming status.

October the Lead pro-tem was Karen Hyvonen of Outreach. The Council thanked Randy Purinton for his generous help with completing (in a timely fashion) the new "performance space" area in the sanctuary! Money for the project was donated by Linda Laderach, Muriel and (the late) Larry Graham and money from the Charlene Johnson estate bequest. "Pay it Forward" became the Stewardship Team's theme for the annual Stewardship Drive. Adjustments to the sanctuary sound system were discussed.

November Kate Hoffman of CE led the Council. The outside drainage problems have been rehabbed. Trustees also added security lighting to the Fellowship Hall Park St. entrance/parking area. Discussion was held about the need for a new sign in front of the church. The LGBTQ group at the S. H. High School is being supported by the Outreach Team. Stewardship's fundraising "Ladies of Jazz" concert was a success! The use of the personal pronoun they was discussed by the Council. It was **MSV** unanimously to appoint Jeanne (Morrell) Hough as the financial reviewer (auditor) to examine the accounts of Center Church and submit a written statement in the Annual Report.

December the Council was led by Bobbie Ayers of Membership. Trustees have decided to purchase four to five new security cameras. HR has interviewed candidates to replace Youth group leader Emily Carle when she takes the spring semester abroad in Greece. Council had more discussions about the all-church survey and the various themes which came from it. HR/PCR is also exploring ION (Inter-Faith Opportunities Network) a lay-led group which helps to build community connections. More concerns were brought up about the sanctuary sound system. Council reviewed various changes being considered to the church constitution.

Respectfully submitted,  
*David C. Morrell, Clerk*

# REPORT OF THE CHILDREN'S CHRISTIAN EDUCATION DIRECTOR

The Promised Land Sunday School delivers a thriving and progressive Christian faith curriculum for PreK-5th Grade each Sunday during the school calendar year. The curriculum is prepared and taught by the Director of Children's Education, a staff of two co-teachers and church volunteers. It is supported by the Children and Youth Education Team. The Promised Land Sunday School is located on the third floor of the education wing of Center Church.

**Curriculum:** The curriculum in 2019 was a continuation (from spring 2018) of Cokesbury Deep Blue Rotation units of learning. A correction to the 2018 annual report: Three units of this curriculum were purchased from the 2019 budget not 2018 budget. (The purchase was made on-line in late December 2018 with the church credit card. Thus the approx. \$300 for the three units was taken from the 2019 budget.) The curriculum continues to be a good fit for Center Church's students and teachers. It offers differentiated instruction and engaging biblical themes/stories and activities for the range of pre-school to elementary age students currently in attendance.

**Staff:** Mount Holyoke College Junior Simone Jacob continues as a co-teacher. Another Mount Holyoke College student, Mackenzie Stratton, taught occasional music lessons accompanied by guitar in the spring of 2019 before graduating in May. Chelsea Korzeniowski continues as the nursery care provider for the infants and toddlers room. Martha Guild is now in her fourth year as the Director of Children's Education. She achieved her certification as a Christian educator through the regional UCC Conference in October 2019 after two years of study.

**Worship/Outreach:** Two Sundays a month, a Children's Conversation is prepared and given in the sanctuary during worship services. The children of the church are welcomed up to gather in a circle at the chancel for a child-friendly "sermon" about Christian teachings. Rev. Lori Souder and CE Director Martha Guild engage the children as part of worship. On Communion Sundays, the deacons bring communion up to the classrooms for the teachers (teacher's request) and for the students who have trained in First Table. In December, new costumes were purchased and a Christmas Pageant was staged during the fourth Sunday of Advent service. This marks a return of a traditional yet simple and wholesome Christmas Pageant at Center Church! Promised Land's outreach teachings include baking soft pretzels during Lent for coffee hour and making Blessings Bags for the temporarily homeless.

Submitted by:  
*Martha Guild*  
Children's Education Director

## **REPORT FROM THE YOUTH LEADERS**

2019 was a productive and successful year in the Youth Group. We continued with the Generation Why curriculum, raised over \$1000 for World Vision through the 30 Hour Famine, said our goodbyes to former Youth Director Claire Houston, welcomed 5 youth from the Promised Land into the Youth Group, had three successful outings to Cathedral in the Night, joined with the Outreach Team for a car wash to benefit Neighbors Helping Neighbors, had a super fun lock-in to promote group bonding, painted blue accent walls in the youth room, hired Emma Martin as the Co-Youth Director with Emily, and hired Maddie Migliorino as Emily's substitute while she is studying abroad in Greece during Spring 2020.

Respectfully Submitted, *Emily Carle and Emma Martin*

## REPORT OF THE ASSOCIATE IN MUSIC

I have been playing the organ at Center Church, since 1970, for the summer and also serving as the “resident” substitute covering Sundays during the year when first Barbara “Susie” Conant and now Larry Schipull had to be away. This year, I covered during MHC’s Commencement when both Larry and Cheryl Cobb were in attendance next door. I also covered for Larry the following Sunday. Larry has been on sabbatical leave from MHC this fall so I covered for him on three Sundays while he was traveling. I did also play for one funeral/memorial services at Center Church.

Over the summer, I worked with a number of singers including: Brenna Anz, Bobbie Ayers, John and Kate Hoffman, Nina Korza (our musical friend from Granby), Sharyn Kovalesky, Gretchen LaBonte, David Morrell, Randy Purinton, Jane Ting (who also did a prelude duet with me), Anita Sarro, and Karen Sabbs. It was fun to have a new duet combo, Gretchen and David, two of those Sundays. As always, I was delighted to be able to work again with Ivy Tillman, former member and good friend, who graced us with her presence and voice one July Sunday. Ivy will be retiring from MHC in 2020 and moving from the area and her very special musical talents will definitely be missed! And it is always fun and a privilege when I can coax Cheryl (aka Diva Cobb) to sing summer solos for us. I am hopeful that Gretchen’s harp will return during the 2020 summertime.

Larry and I played piano/organ duets in seven months of the year, mostly preludes but we did do two postlude ones, as well as during five Advent/Christmas Sundays. We were also able to sneak in two pieces during the Christmas Eve service.. As always, I thank Larry for being a willing partner in this endeavor and playing either organ or piano, whichever I feel less comfortable with on a particular piece. And it is such a pleasure to be able to play our lovely new sanctuary piano, a gift from Larry! That combined with the new wooden floor down in front has been so rich and the combination has been quite lovely.

During the regular year, I continue to provide the piano accompaniment for our weekly choir rehearsals so that Cheryl can concentrate on making us the best choir we can be, even though we really make her work hard at that! In addition, I have also continued writing backgrounds on two, three or four hymns that we sang from the previous month for most of the monthly CACs. This year, you have learned about some 28 hymns from our two hymnals (including some which I had talked about previously)! I have tried really hard to talk about both older and newer hymns. But we have barely scratched the surface of all the songs in the hymnals. I actually began these articles back in November 2004 -- whew that seems like a very long time ago! In a non-musical category, I have continued to tell you about different members of the congregation in the CAC, covering nine individuals and families and an article about all the ministers we’ve had in the church this year.

In addition to singing at Center Church for many years, starting with the Angel Choir, I began taking organ lessons with Barbara Conant while in high school. It continues to be an enriching experience in my life and, as you can guess, music has always been an important part of my life. I thank you all for the privilege of letting me take part in the very rich musical life of Center Church. Folks comment a lot about how blest we are. The musicians, both on staff - Larry, Cheryl and I - and the others who have come on occasion over the years, all enjoy our musical involvement with you. We are so lucky that Beckie Markarian and her flute, and now Gretchen and her harp (in 2020 for sure) can add their instrumental talents as well. We are also blest that Larry and Cheryl’s work at the College allows them to bring gifted students (and alumnae) our way. We promise that we will do all that we can to continue the excellent, enriching musical tradition that we have inherited from all those musicians who came before us. Music has the ability to calm us when we are anxious, to help us celebrate the joyous moments in our lives, and to enrich us in so many ways. I encourage all of you to “let music into your daily lives” in large and small ways. Enjoy a song from childhood, from adulthood, from sad times, from happy times – let it wash over you and give you joy, peace, comfort – whatever you may need.

*Cynthia J. “Cindy” Morrell, Associate in Music*

# REPORT OF THE ACTIVITIES TEAM

During 2019 The Activities Team had 2 events: Columbus Day Fair, and the Holiday Bazaar (ongoing throughout Advent).

With the continued goal of fellowship, then fundraising, we had another great year! We say this over and over again – we are indeed blessed to have so many members and friends who support these events. Thank you to all, it is very much appreciated. We especially want to recognize the group of women who meet every Tuesday morning for months to sort and price all the donations for the Columbus Day fair.

## Income Report

	<u>Net Income</u>	<u>To Operating Income</u>	<u>To Activities Team Fund</u>
<b>Beginning Balance</b>			<b><u>3,601.02</u></b>
<b>Fall Fair</b>	8,953.25	5,969.00	2,984.25
<b>Holiday Bazaar</b>	<u>2,921.44</u>	<u>1,947.43</u>	<u>974.01</u>
<b>Totals</b>	<b>11,874.69</b>	<b>7,916.43</b>	<b>3,958.26</b>
<b><u>Expense Report</u></b>			
Material for Tablecloths			(76.26)
ServSafe course expenses			(150.00)
Soup kettles			(269.00)
Food Service permit fee			<u>(252.00)</u>
<b>Total Expenses</b>			<b>(747.26)</b>
<b>Transfer to Operating budget</b>			<b><u>(3,812.00)</u></b>
<b>Ending Balance</b>			<b><u>3,000.02</u></b>

One added note: We were unable to hold a Plant Sale this year due to a combination of a sudden cold spell and lack of volunteers to help with potting of perennials.

Two receptions were held during the year, organized, directed and done by Cathy Irish. Our church gets many compliments for these outstanding receptions thanks to Cathy and her crew. Not only is the food delicious but Fellowship Hall always looks lovely.

Respectfully submitted for the team  
*Karen Anderson*

# REPORT OF THE CHILDREN'S CHRISTIAN EDUCATION TEAM

The Children/Youth Christian Education Committee is a group of adult and youth volunteers who are dedicated to supporting the work of the Christian Education staff and the implementation of programs in the Promised Land Sunday School and the Youth Group. The CE Committee collaborates with the CE staff, the pastor, and others to embrace and welcome children and youth. Together we offer love, support and guidance within the diverse experience of the entire church family. The Committee is especially committed to nurturing meaningful relationships between children/youth and people of all ages within the community. The children and youth of the church actively and compassionately participate in worship, music, outreach, fellowship, and service within the church and beyond. The committee also helps with budgeting and distribution of annual funds, which includes a stipend for a consistent Sunday school teachers for the programs, which this year have included Martha Guild (Director of Children's Christian Education), Emily Carle and Emma Martin (Co-Directors of Youth Christian Education), Maddie Migliorino (Temporary Youth Leader while Emily is on leave of absence), Simone Jacob (Pre-K Sunday School teacher), and Chelsea Korzeniowski (nursery care provider).

## Highlights of Children/Youth Christian Education Committee Activities

- All-Church Potluck Picnic was held in our own Fellowship Hall. CE volunteers organized the event. Everyone was invited to attend and bring a simple picnic food item to share.
- Sundaes Sunday was held in Fellowship Hall. CE members served ice cream during coffee hour, and families contributed toppings to share. This is an annual tradition for welcoming everyone back to church in the fall.
- A special Coffee Hour up in the Promised Land intended to share with the church community what the children have been working on.
- Children/Youth/Volunteer Recognition Sunday included a presentation in worship, and recognition for all volunteers who contributed to children and youth programs throughout the school year.
- Provided an Easter Egg Hunt on Palm Sunday.
- Assisted the Promised Land in the purchasing new Nativity costumes.
- Presented a special Center Church Yankee Candle gift to two Center Church youth graduating from high school.
- Presented a Center Church Yankee Candle gift to Claire Houston as a thank you for all her work and dedication as Youth Director. During her years as youth director, she has positively impacted the youth of Center Church. She will be truly missed!
- Randy Purinton has worked hard updating and refreshing the classrooms and hallway up in the Promised Land. Please come visit the third floor to see the great work he has done.

Submitted by *Sarah Smith*



## **REPORT OF THE HUMAN RESOURCES TEAM and THE PASTOR-CONGREGATION RELATIONS TEAM**

These two teams have separate but related functions. HR is concerned with our employed staff. As in years past, this year we partnered with our Pastor to, support her managing the staff, and make recommendations on compensation rates.

The Pastor-Congregation Relations Team exists to further our covenant relationship. We strive to support our Pastor in her professional development and facilitate positive relationships with our congregation.

Last year, we reported that the two teams were committed to developing an innovative approach that would assess the strengths and challenges of how congregation and how we can further our church's mission and define its future. This effort resulted in the All-Church Survey.

The two teams worked over several months to develop a survey that had little precedent either in the UCC or in other denominations. Thirty-nine surveys were completed. The results demonstrated that we are a strong congregation with many positive attributes, with a desire to stretch ourselves to build on our traditions and find creative, new ways to care for each other. Two after-church information sessions were held and yielded rich conversations and many positive ideas. This is the beginning of an ongoing process of learning, caring, and connecting.

Submitted for the team,

*Anita Sarro*

HR Team:

Karen Anderson  
Sanford Belden  
Anita Sarro  
Kiki Tipton

# REPORT OF THE MEMBERSHIP TEAM

The Membership Team works closely with the pastor and clerk exercising its responsibility for church membership, including the existing membership and the development and assimilation of new members.

The focus topic of the team this year was to try to discern what, in the present day and age, attracts persons to attend a church and what mitigating circumstances present themselves that influence low church membership, attendance at worship and involvement in the life of the church. To this end, we studied reports, surveys relative to the subject and then applied them to our church. Although we feel that our congregation and staff are very welcoming to visitors, discussion was held relative to possible ways to improve such outreach.

The team continues to give to visitors, a packet of ready to pop popcorn with the notation of “glad you popped in”. Pamphlets outlining the mission of various teams are also kept up to date in the pew racks.

The Membership Team continues to coordinate the coffee hours held after worship each Sunday. A donation basket is placed on the serving table. The collection does not cover the cost, but contributes enough to be able to serve Fair Trade coffee, pretzels, animal crackers and juice. Coordination includes the set-up and clean up each week. Rotating teams are responsible to be the hosts/hostesses for one month. There continues to be wonderful cooperation by the various teams which is greatly appreciated.

Several times during the year, Pastor Lori announced and held sessions after church of “Getting to Know Us”. This hour after church provided an opportunity for persons to get to know our church and its activities as well as our history and mission. At the end of each session, encouragement was expressed for the individuals to consider formally becoming members of Center Church. A Membership Team person attended and took part in each of these sessions.

In September, 24 letters were sent to members who have not taken part in the church through worship, pledging, and/or activities for a year or longer. Seventeen of these people were already listed as inactive members and had received a similar letter last year. If the reason for inactivity was known, no letter was sent. There were two responses to this outreach. In November, an appropriate follow-up letter was sent to eight of the people. Two persons who moved out-of-state over two years ago and have not had contact with the church also received an appropriate letter. As a result of this outreach, seven persons are being recommended to be moved to historical records and fifteen members are being recommended to continue as inactive members.

In October, a letter was sent to 21 people who attend church and /or take part in church activities on a rather regular basis but who are not church members. These letters stressed the blessing of making a commitment and invited the persons to strongly consider becoming members or associate members of our church. There were two responses to this initiative. The names of all persons recommended to receive correspondence from the Membership Team are edited as appropriate by the Pastor and Administrative Assistant.

During 2019 The Team met monthly, set goals, and made recommendations as deemed appropriate. Members of this team are: B. Ayers, R. Robertson, N. Towne and D. Morrell, as clerk liaison.

Respectfully submitted,

Barbara (Bobbie) Ayers

# REPORT OF THE OUTREACH TEAM

The Outreach Team is responsible for programs that promote human welfare and justice, seek peace, and build community. It exercises this responsibility through research, education and activities that engage the church with its neighbors in surrounding communities and around the world. It raises money and allocates budgeted funds for mission disbursement. It administers the Peterson Fund awards, which are given for educational purposes.

Our team continued its focus on “My Front Yard” with particular attention to:

1. Working with New Americans and other immigration concerns
2. Addressing homelessness and hunger in our region
3. Connecting with other faith-based organizations

The team maintains a bulletin board of current topical articles and events relating to outreach concerns, as well as intermittent table displays. We continue to share “Did You Know” informational tidbits in the weekly bulletins.

The year included a Saturday Habitat congregational workday with many painters and haulers as well as an inter-generational car wash for the benefit of Neighbors Helping Neighbors (NHN) Food Bank.

Bike helmets and gear for refugees, mittens and scarves, as well as individual gifts and food donations for NHN families, children’s books, diapers and wipes for ROCA young mothers learning new life skills were among the many gifts in kind shared by members of the congregation. An additional collection of gift cards for teen transportation needs filled a gap identified by a dedicated member of the congregation.

Other local initiatives include monetary and sometimes in-kind support to Food for Friends, Neighbors Helping Neighbors, Cathedral in the Night, H2Helping Hands (an Association wide emergency fund overseen by area church leaders), The Care Center, Girls Inc., and monthly front lawn vigils promoting gun safety, fair immigration practices, racial justice and environmental responsibility.

Our World Wide Support goes out to Church World Service (CWS) CROP and Blanket Sundays and Heifer International, along with the five major UCC offerings for service and relief: Our Church’s Wider Mission (OCWM), One Great Hour of Sharing (OGHS), Neighbors in Need (NIN), Strengthen the Church and the Christmas Fund.

We explored what it might mean to be a Just Peace, an Immigrant Welcoming and/or an Economic Justice congregation and have begun conversation about possible inter-generational work/service projects over the next year and a half.

Another focus of our attention was developing guidelines for our giving decisions as a team. In brief, we have adopted a version of conference suggested allocations, targeting 10% of the church income for giving. Of that 10%, 50% is for wider church support, 15% for national and international support, and 35% for local causes. Using \$230000 as a rough estimate of our church income, our current *all church giving, not solely Outreach budget* items, breaks down to about 38% wider church, 17% national/international and 35% local. In addition, there are funds dispersed as scholarships from the Peterson Fund annually. We also adopted procedures for vetting any new organization.

**Continued next page**

**Contributions in 2019 were as follows:**

	<b>Outreach Budget and Mission Funds</b>	<b>Collections</b>	<b>Total</b>
<b>Wider Church \$8600 (target 50% of 23000 = 11500)</b>			
OCWM ( <i>Church budget</i> )			5,000.00
Conference dues ( <i>Church budget</i> )			3,600.00
<b>National/International \$4077 (target 15% of 23000 = 3450)</b>			
OGHS		1,045.00	1,045.00
Strengthen the Church	150.00		150.00
NIN	200.00		200.00
Christmas Fund		480.00	480.00
CWS CROP		490.00	490.00
CWS Blanket		580.00	580.00
Hurricane Dorian relief		389.00	389.00
Heifer Project International		743.00	743.00
<b>Local \$8428 (target 35% of 23000 = 8050)</b>			
Habitat for Humanity	1,500.00	2,222.00	3,722.00
Girls Inc	500.00		500.00
LGBTQ Asylum Task Force	300.00		300.00
NHN	500.00	281.00	781.00
Food for Friends	500.00		500.00
Cathedral in the Night	500.00		500.00
H2 Helping Hands	200.00		200.00
New American Refugee JFS		743.00	743.00
<i>*Care Center</i>		401.00	401.00
<i>*Berkshire Music Academy</i>		401.00	401.00
<i>*SHHS Music Program</i>		401.00	401.00
<i>*Girls Inc.</i>		401.00	401.00
<b>Totals World and Local</b>	<b>4,350.00</b>	<b>8,577.00</b>	<b>12,927.00</b>
<b>+ Wider Church</b>			<b>21,527.00</b>

*\*These 4 organizations were co-beneficiaries of the church sponsored Jazz Concert proceeds. In addition, \$2700 in education scholarships were distributed from the Peterson Fund.*

Heartfelt thanks to every member of the team, who have put effort, enthusiasm and heart into our work: Emily Carle, Stephanie Strand, Elizabeth Griffin, Art Proctor and Don Sibley. It is our hope that the work of this team helps and inspires others to carry Jesus' message of love and peace into the world.

*Betty Innocent and Karen Hyvonen*  
Outreach Team Co-chairs

# REPORT OF THE STEWARDSHIP TEAM

***The 2019 report of the Stewardship Team reflects a continued year-round Stewardship effort with three key initiatives completed: a May “Planned Giving Workshop”, a community-benefit “Ladies of Jazz” concert, and a successful Annual Pledge Campaign.***

1. On Sunday, May 5, 2019, the Stewardship Team hosted an extended and enhanced coffee hour event after worship called in order to educate and present to members of the community interested in planned giving. With great thanks to Peter McAvoy for his legal and philanthropic expertise and to Bob Russell for his advocacy and testimonial of his own planned gift, the Stewardship Team was able to share tools and vehicles for future planned giving, as well as learning of new planned gifts from a number of generous Center Church members. The team ended the afternoon promising to hold future events and create further opportunities for such support.

2. On Friday, October 25<sup>th</sup>, the Stewardship Team hosted *The Ladies of Jazz ~ For Women and Music in the Valley*. The community benefit concert event welcomed over 130 attendees from South Hadley, the Pioneer Valley, and beyond. The concert made just over \$4,000, and shared \$1,600 of that with four (4) deeply appreciative local and regional non-profit women’s and music organizations.

3. The 2019 annual pledge campaign for 2020 began in October and was themed *Pay It Forward?* The campaign was supported by a new letter and pledge card, compelling personal testimonials, multiple *Stewardship Moments* during worship, and *Pledge Sunday* on November 10<sup>th</sup>. Individual outreach, updates and email reminders to the congregation and members followed *Pledge Sunday* thru year-end and into the first weeks of January 2020. The results to date are:

As of January 17, 2020, the results of the annual pledge campaign are as follows:

- **100** pledges committed
- **\$171,855** pledged for 2020 (a \$12K increase compared to 2019)!

Some additional very good news:

- 34 members increased their pledges from 2019.
- 50 members kept their pledges level for 2020.
- 4 members made first time pledges.
- Only 12 current pledges were decreased from 2019.

***NOTE:*** Finally, at this moment, a very small number (6) of regular pledge members have yet to complete pledge cards and make their commitments known to Center Church for 2020. At prior levels, these could potentially represent another \$5K toward the campaign, further increase current pledge support, and help reduce the stress and burden to our endowment to cover operational and program costs.

Despite significant challenges, the annual pledge campaign, *Pay It Forward*, was very well received by the church and its membership and exceeded goals and surpassed prior year levels for the first time in over 5 years. Our great thanks to all who participated in this critical 2019 stewardship pledge campaign for 2020 in support of Center Church, it’s members, and our larger community everywhere.

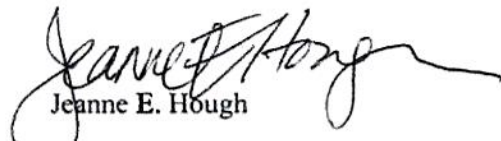
Peace & Blessings,

*John Anz (Chair), Gretchen LaBonte and Brian Lapis*

# FINANCIAL REVIEWER'S LETTER

23 January 2020

I have reviewed and audited the calendar 2018 office operational financial records of First Congregational Church and applying generally accepted accounting methods and principals, have found the records to be acceptable and without fault.

  
Jeanne E. Hough  
Church Auditor

# FINANCIAL REPORTS

The Treasurers Report for 2019 follows the format appropriate for financial statements for not-for-profit organizations. The terms used are reflective of language used to report for said agencies. Center Church operates with a "fund based" accounting system working with three classes of funds:

**Unrestricted Funds: Budget Funds**

**Temporarily Restricted Funds: Special Purpose Funds**

**Permanently Restricted Funds: Endowments**

The activities of each fund are detailed in the following reports:

**THE STATEMENT OF FINANCIAL POSITION (page 24)**

An overall summary of the Assets and Liabilities of the Church. Ending balances of the Bank Accounts and Endowment Accounts are listed.

**THE FUND BALANCE REPORT (page 25)**

A summary of the ending balances of the individual non-budget *funds* of the Church with a comparison to the previous year.

Close 2019:	a balance of	\$	0.00	for Unrestricted Funds (Budget)
	a balance of		285,692.27	for Temporarily Restrict funds
	a balance of		979,919.07	for Permanently Restricted Funds
	for a <b>total of</b>	<b>\$</b>	<b>1,265,611.34</b>	

**THE STATEMENT OF ACTIVITIES (page 26)**

Summarizes the Changes in Net Assets of the three funds of the church. For 2019 the bottom line was an **increase in net assets of \$469,850.65** (a net increase of \$164,304.80 to the Temporarily Restricted funds; and a net increase of \$305,545.85 in the Permanently Restricted funds.

**THE STATEMENT OF ACTIVITIES VS. BUDGET - UNRESTRICTED FUNDS (page 27-28)**

A comparison of actual income/expense and budgeted allocations for each of the operating account lines. For 2019 we budgeted for a **deficit of \$16,622**. The year closed with a **deficit of \$17,202.62**

		<u>Actual</u>		<u>Budget</u>
Income	\$	231,529.03		233,700.00
Expenses	\$	(248,731.65)		( 250,322.00 )
<b>TOTAL</b>	<b>\$</b>	<b>( 17,202.62 )</b>		<b>( 16,622.00 )</b>

**Lines of note:**

**Pledges:** Trustees had projected for \$164,000 to be received in pledges - \$159,000 was actually pledged and of that amount, about \$155,000 was collected.  
2018 pledges paid in 2019 was just over \$3,700.00 – higher than budgeted.

**Misc. Income:** The Activities Team raised \$11,728 for the operating budget including - \$ 5969 from the Fall Fair, \$1947 from the Holiday Bazaar.

**Thanks to the fiscal prudence of Trustees, Staff and Teams, expenses totaled just under budget.**

**THE SCHEDULE OF CHANGES IN TEMPORARILY RESTRICTED FUNDS (page 29-30)**

Delineates the Income, expense and transfers of the Temporarily Restricted Funds of the church

**Items of note:** -A bequest of \$ 372904.20 was received from the estate of Charlene Johnson. \$200.000 was designated to the Endowment Fund and the balance to a restricted fund for use as needed.

- Major gifts were received from Shelly Granger (designated to be used by vote of the Trustees) and Linda Laderach, (partial designation); and from Tom Hazen in memory of Jane, also restricted for Trustee determination.

In addition to the gifts noted above, the Trustees are grateful to the family of Muriel and Larry Graham for the annual bequest which supports building upkeep and increases the Bequest Fund; and to the family of Tim Fowler for their gift again this year which supports the Loomis Bus service and increases the Bequest Fund.

**THE SCHEDULE OF CHANGES IN PERMANENTLY RESTRICTED FUNDS (page 31)**

Delineates the transfers in and out of the Endowment Funds and shows the market value changes.

This year the Endowments earnings were close to \$157,000.00. \$200.000.00 from the Johnson Bequest was designated for the Endowment. The Trustees designated \$30,700 of earnings for the operating Budget and \$1,155 for the Peterson Scholarship fund.

Respectfully submitted,  
*Cynthia H. Jubinville.*  
Church Admin.



# Statement of Financial Position

December 31, 2019

	<b><u>2018</u></b>	<b><u>2019</u></b>
<b>ASSETS</b>		
<u>Current Assets</u>		
Checking/Savings		
Peoples Checking Account	30,561.44	30,019.21
Food For Friends Checking Account	1,876.95	1,902.99
Peoples Money Market	-	1,820.99
Total Checking/Savings	<u>32,438.39</u>	<u>33,743.19</u>
<b>Total Current Assets</b>	<u>32,438.39</u>	<u>33,743.19</u>
<u>Other Assets</u>		
Wells Fargo	<u>763,322.30</u>	<u>1,231,868.15</u>
<b>Total Other Assets</b>	<u>763,322.30</u>	<u>1,231,868.15</u>
<b><u>TOTAL ASSETS</u></b>	<u>795,760.69</u>	<u>1,265,611.34</u>
<b>LIABILITY AND NET ASSETS</b>		
<u>Net Assets</u>		
Unrestricted	-	-
Temporarily Restricted	121,387.47	285,692.27
Permanently Restricted	<u>674,373.22</u>	<u>979,919.07</u>
<b>Total Net Assets</b>	<u>795,760.69</u>	<u>1,265,611.34</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><b>795,760.69</b></u>	<u><b>1,265,611.34</b></u>

## Fund Balance Report

	<u>December 31, 2018</u>	<u>December 31, 2019</u>
<b>Temporarily Restricted</b>		
Activities Comm.		
Reception	3,601.02	1,414.80
Activities Comm. - Other	1,658.10	3,000.02
Altar Fund	812.80	812.80
Benefactions	-	40,055.00
Bequests	49,075.86	174,386.32
Building Preservation Fund	2,641.81	2,641.81
Church School Fund	262.34	262.34
Deacons Fund	1,094.23	1,173.02
Denton Chapel Fund	1,209.71	1,146.29
Event Inc./Exp.	1,119.81	-
Concerts	-	2,906.00
Fair	-	240.75
Fellowship Hall Store	166.00	-
Holiday Bazaar	-	-
Flower Fund	1,133.33	1,380.08
Jr. Choir Fund	224.82	-
Memorial Fund	2,008.96	2,573.96
Mission Fund	1,574.69	630.00
Christmas Eve plate	-	-
Christmas Fund	529.00	-
Church World Service	-	-
CROP	-	-
Equal Exchange	310.12	462.50
Food for Friends	1,927.02	2,232.99
Center Church	156.47	156.47
Habitat	685.00	-
Heifer	1,485.00	-
John E. Hoffman Community	4,476.49	4,976.49
OGHS	-	-
Other directed gifts	20.00	-
Music Memorial Fund	407.47	1,634.79
Next Year		
Adult Ed	150.00	-
Insurance prepay	(896.63)	(3,480.00)
Pledges	13,795.00	27,590.54
User	-	100.00
Operating Reserve Fund	67.22	67.22
Peterson Fund	920.78	426.38
Promised Land Fund	1,588.80	1,378.68
Sabbatical Reserve	6,800.00	6,800.00
Sr. Minister Study Fund	5,687.08	7,287.08
Window Restoration	14,967.41	1,967.41
Women's Club	271.51	191.52
Youth Program	1,456.25	1,277.01
<b>Total TRest</b>	<b>121,387.47</b>	<b>285,692.27</b>
<b>Total Permanently Restricted</b>	<b>674,373.22</b>	<b>979,919.07</b>
<b>Unrestricted</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>795,760.69</b>	<b>1,265,611.34</b>

# Statement of Activities

December 31, 2019

<b>Changes in Unrestricted Net Assets</b>		
Results of Church Operations	\$ (17,202.62)	
Transfer from TempRest: Bequest: Johnson	15,202.62	
Transfer from TempRest: Operating Reserve fund	<u>2,000.00</u>	
<b>Change in Unrestricted Net Assets</b>	<u>-</u>	<u>0.00</u>
<b>Changes in Temporarily Restricted Net Assets</b>		
Contributions	480,742.33	
Transfers from Permanently Restricted Net Assets		
Peterson Memorial Scholarship Fund	1,155.00	
Transfers from Unrestricted Net Assets		
Contingency	54.00	
Payroll exp: Sr. Pastor: Study fund	1,600.00	
Insurance	896.63	
Expenditures	(77,367.11)	
Transfers to Unrestricted Net Assets		
Activities Team to Misc. Income: Activities	(3,812.00)	
Event Inc/Exp to Misc. Income: Activities (Columbus Day Fair)	(5,969.00)	
Event Inc/Exp to Misc. Income: Activities (Holiday Bazaar)	(1,947.43)	
Mission: to Outreach Team	(50.00)	
Next Year: Pledges to Pledges: Current Year	(13,795.00)	
Bequest: Johnson to clear 2019 deficit	(15,202.62)	
Operating Reserve Fund to clear 2019 deficit	(2,000.00)	
Transfers to Permanently Restricted Assets	<u>(200,000.00)</u>	
Bequest: Johnson to Endowment		
<b>Increase in Temporarily Restricted Net Assets</b>		<u>164,304.80</u>
<b>Changes in Permanently Restricted Net Assets</b>		
Contributions	-	
Transfers from Temporarily Restricted Net Assets	200,000.00	
Expenditures (fees)	(9,407.63)	
Transfer to Unrestricted: Investment Income	(30,700.00)	
Transfer to TempRest: Denton Chapel Fund	-	
Transfer to TempRest: Peterson Fund	(1,155.00)	
Transfer to TempRest: Next Year: Pledges (correct error)	<u>(10,000.00)</u>	
Net increase in Market Value of Trust Funds	<u>156,808.48</u>	
<b>Increase in Permanently Restricted Assets</b>		<u>305,545.85</u>
<b>Increase in Net Assets</b>		<u>\$ 469,850.65</u>
<b>Net Assets January 1, 2019</b>	<b>\$ 795,760.69</b>	
<b>Net Assets December 31, 2019</b>	<b>\$ 1,265,611.34</b>	

# Statement of Activities vs. Budget

	Jan - Dec 19	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Investment Income</b>			
Music	1,900.00		
Investment Income - Other	28,800.00	30,700.00	
<b>Total Investment Income</b>	30,700.00	30,700.00	100.0%
<b>Memorial Gifts</b>	1,727.50	1,000.00	172.75%
<b>Misc. Income</b>			
Activities Committee	11,728.43		
Misc. Income - Other	8,261.98	17,000.00	
<b>Total Misc. Income</b>	19,990.41	17,000.00	117.59%
<b>Plate</b>	9,698.66	10,000.00	96.99%
<b>Pledges</b>			
Current year	154,956.21	164,000.00	94.49%
Past year	3,726.25	1,000.00	372.63%
<b>Total Pledges</b>	158,682.46	165,000.00	
<b>User Donations</b>	10,730.00	10,000.00	107.3%
<b>Total Income</b>	231,529.03	233,700.00	99.07%
<b>Expense</b>			
<b>Building Upkeep</b>			
Church	18,948.33		
Cleaning Services	1,129.24	1,000.00	
Grounds Upkeep	948.49	1,500.00	
Building Upkeep - Other	-	15,000.00	
<b>Total Building Upkeep</b>	21,026.06	17,500.00	120.15%
<b>Christian Education</b>			
Adult Program	15.49	100.00	15.49%
Children's Program	1,161.03	1,000.00	116.1%
Youth Program	200.17	200.00	100.09%
<b>Total Christian Education</b>	1,376.69	1,300.00	
<b>Conference Dues</b>	3,827.50	4,200.00	91.13%
<b>Contingency</b>	317.84	400.00	79.46%
<b>Delegates</b>	220.00	200.00	110.0%
<b>Diaconate</b>			
Pulpit Supply	550.00	1,000.00	55.0%
Diaconate - Other	418.85	800.00	52.36%
<b>Total Diaconate</b>	968.85	1,800.00	
<b>Insurance</b>	4,775.00	4,100.00	116.46%
<b>Membership Team</b>	325.13	500.00	65.03%
<b>MinExp (Milage reimb.)</b>			
Annual Meeting Expenses	110.00	250.00	44.0%
MinExp (Milage reimb.) - Other	1,007.23	1,500.00	67.15%
<b>Total MinExp (Milage reimb.)</b>	1,117.23	1,750.00	
<b>Music Team</b>	402.96	400.00	100.74%
<b>O.C.W.M</b>	5,000.00	5,000.00	100.0%
<b>Office</b>			
Computer	101.86		
Copier	2,821.88		
Postage	590.55		
Supplies	1,157.37		
Office - Other	1,596.98	6,000.00	
<b>Total Office</b>	6,268.64	6,000.00	104.48%
<b>Outreach Team</b>	1,900.00	1,900.00	100.0%

	<b>Payroll Expenses</b>			
	Associate in Music	1,165.16	1,331.00	87.54%
	Caregivers	1,698.92	1,821.00	93.3%
	Choir Director	7,347.56	7,528.00	97.6%
	<b>Christian Education</b>			
	Children Director	4,593.28		
	Teacher	378.00		
	Youth Leader	2,267.85		
	Christian Education - Other	-	7,140.00	
	<b>Total Christian Education</b>	7,239.13	7,140.00	101.39%
	Custodial	6,762.60	7,038.00	96.09%
	<b>Office Manager</b>			
	403b	1,005.56	1,005.00	100.06%
	Office Manager - Other	33,521.28	33,520.00	100.0%
	<b>Total Office Manager</b>	34,526.84	34,525.00	
	Organist	7,801.60	7,956.00	98.06%
	Payroll Taxes	5,125.52	5,000.00	102.51%
	<b>Sr.Pastor</b>			
	Annuity	10,420.68	10,425.00	99.96%
	Compensation	54,433.20	54,433.00	100.0%
	Housing	19,999.92	20,000.00	100.0%
	MedIns	13,588.60	13,600.00	99.92%
	SP Social Security	5,723.28	5,725.00	99.97%
	Study Fund	1,600.00	1,600.00	100.0%
	<b>Total Sr.Pastor</b>	105,765.68	105,783.00	99.98%
	Worker's Compensation	1,433.50	1,900.00	75.45%
	Payroll Expenses - Other	-		
	<b>Total Payroll Expenses</b>	178,866.51	180,022.00	99.36%
	Stewardship	166.89	350.00	47.68%
	<b>Telephone</b>			
	Cell	715.00		
	Church	2,710.85		
	Telephone - Other	-	3,400.00	
	<b>Total Telephone</b>	3,425.85	3,400.00	100.76%
	Upkeep Instruments	1,135.00	1,500.00	75.67%
	<b>Utilities-Church</b>			
	Electric	4,487.74		
	Gas	12,505.61		
	Sewer fee	272.50		
	Water	345.65		
	Utilities-Church - Other	-	20,000.00	0.0%
	<b>Total Utilities-Church</b>	17,611.50	20,000.00	88.06%
	<b>Total Expense</b>	248,731.65	250,322.00	99.37%
	<b>Net Ordinary Income</b>	(17,202.62)	(16,622.00)	
	<b>Other Income/Expense</b>			
	<b>Other Income</b>			
	Fund Balance Transfer	17,202.62		
	<b>Total Other Income</b>	17,202.62		
	<b>Net Other Income</b>	17,202.62		
	<b>Net Income</b>	-		

# Schedule of Changes in Temporarily Restricted Funds

Fund	Balance 12/31/2018	Contributions	Transfers In	Expenditures	Transfers Out	Balance 12/31/2019
Activities Team from TempRest: Event Inc/Exp: Fair from TempRest: Event Inc/Exp: Holiday Bazaar to UnRest:Misc. Income:Activities Receptions	3,601.02		2,984.25 974.01	(747.26)	(3,812.00)	3,000.02
Altar Fund Priestly/Conforti	1,658.10	320.00		(563.30)		1,414.80
Altar Fund Priestly/Conforti	812.80					812.80
Benefactions Granger from TempRest: Bequest: Granger T. Hazen	-	11,420.00	10,000.00	(1,500.00)		10,000.00
Laderach from TempRest: Bequest: Laderach to TempRest: Event Inc/Exp: Concerts	-	20,000.00	5,135.00	(2,500.00)	(2,500.00)	9,920.00
Bequests: Abbey	2,000.00					2,000.00
Bergen	3,000.00			(1,155.00)		1,845.00
Bresee	1,446.54					1,446.54
Carpenter	2,200.00					2,200.00
Carter from Event Income/Expense	-		557.14			557.14
Fowler	11,442.40	3,352.68		(2,600.00)		12,195.08
Graham	9,863.16	11,035.60		(17,844.00)		3,054.76
Granger to Benefactions: Granger	10,000.00				(10,000.00)	-
Johnson to PermRest to Unrestricted (clear deficit)	-	373,054.55		(8,233.56)	(200,000.00) (15,202.62)	149,618.37
Laderach to Benefactions: Laderach	5,135.00				(5,135.00)	-
Lennon	1,798.76			(1,798.76)		-
Sheehy	2,190.00			(720.57)		1,469.43
Building Preservation Fund	2,641.81					2,641.81
Church School	262.34					262.34
Deacons Fund	1,094.23	1,089.64		(1,010.85)		1,173.02
Denton Chapel Fund	1,209.71		28.47	(91.89)		1,146.29
Event Inc/Exp: from: UnRest: Contingency to: TempRest: Bequest: Carter	1,119.81	1,664.14	54.00	(2,280.81)	(557.14)	-
Concerts from TempRest: Benefactions:Laderach	-	3,410.00	2,500.00	(3,004.00)		2,906.00
Columbus Day Fair from TempRest:Event Inc/Exp Fellowship Hall Store to TempRest:Activities Team to Unrestricted:Misc. Income	-	9,744.92	204.75	(755.67)		240.75
Holiday Bazaar to TempRest: Activities Team to Unrestricted:Misc. Income	-	3,889.20		(967.76)	(974.01) (1,947.43)	-
Fellowship Hall Store to TempRest:Event Inc/Exp:Fair	166.00	38.75			(204.75)	-

Flower	1,133.33	1,146.00	(899.25)			1,380.08
Jr. Choir to TempRest: Music Memorial fund	224.82				(224.82)	-
Memorial	2,008.96	960.00	(395.00)			2,573.96
Mission to Unrestricted (Outreach Team)	1,574.69	5.31	(900.00)		(50.00)	630.00
Christmas Eve Plate	-	1,135.00	(1,135.00)			-
Christmas Fund	529.00	480.00	(1,009.00)			-
CROP Walk	-	50.00	(50.00)			-
CWS	-	580.00	(580.00)			-
Equal Exchange Products Sales	310.12	270.50	(118.12)			462.50
Food for Friends	1,927.02	2,260.00	(1,954.03)			2,232.99
Center Church	156.47					156.47
Habitat	685.00	1,537.00	(2,222.00)			-
Heifer	1,485.00	175.00	(1,660.00)			-
John E. Hoffman Community Outreach	4,476.49	2,000.00	(1,500.00)			4,976.49
OGHS	-	1,045.00	(1,045.00)			-
Other Directed Gifts	20.00	1,530.00	(1,550.00)			-
Music Memorial from TempRest:Jr. Choir fund	407.47	1,177.50	(175.00)	224.82		1,634.79
Next Year						
Adult Education Program to TempRest: Denton Chapel fund	150.00		(121.53)		(28.47)	-
Insurance pre-pay from Unrestricted: Insurance	(896.63)	(3,480.00)		896.63		(3,480.00)
Pledges to Unrestricted: Pledges:Current Year	13,795.00	27,590.54			(13,795.00)	27,590.54
User	-	100.00				100.00
Operating Reserve Fund to: Unrestricted to clear 2019 deficit	67.22	2,000.00			(2,000.00)	67.22
Peterson Memorial from PermRest:Peterson Trust	920.78	1,061.00	(2,710.40)	1,155.00		426.38
Promised Land Fund	1,588.80		(210.12)			1,378.68
Sabbatical Reserve	6,800.00					6,800.00
Study Fund from: Unrestricted:Payroll Exp: Sr. Pastor: Study fund	5,687.08			1,600.00		7,287.08
Window Restoration	14,967.41		(13,000.00)			1,967.41
Women's Club	271.51		(79.99)			191.52
Youth Program	1,456.25	100.00	(279.24)			1,277.01
<b>TOTAL</b>	<b>121,387.47</b>	<b>480,742.33</b>	<b>(77,367.11)</b>	<b>26,314.07</b>	<b>(265,384.49)</b>	<b>285,692.27</b>

# Statement of Permanently Restricted Funds

December 31, 2019

<u>Fund</u>	<u>Balance</u> <u>12/31/2018</u>	<u>Contributions</u>	<u>Transfers</u> <u>In</u>	<u>Transfers</u> <u>Out</u>	<u>Market Value</u> <u>Changes</u>	<u>Expenditures</u> <u>(fees)</u>	<u>Balance</u> <u>12/31/2019</u>
<b>Wells Fargo fbo So. Hadley FCC</b>	596,989.94				139,939.06	(8,395.82)	
from TRest: Bequest:Johnson			200,000.00				
to Unrestricted Investment Income				(28,800.00)			
to: Trest: Next Year: Pledges				(10,000.00)			889,733.18
<b>Dolly Denton Memorial Fund</b>	13,965.14				3,035.64	(183.07)	16,817.71
<b>Music Endowment Fund</b>	39,279.30				8,658.68	(519.59)	
(to UnRest:Investment Income)				(1,900.00)			45,518.39
<b>Peterson Endowment Fund</b>	24,138.84				5,175.10	(309.15)	
(to TRest:Peterson Fund)	<u>-</u>		<u>-</u>	<u>(1,155.00)</u>	<u>-</u>	<u>-</u>	<u>27,849.79</u>
<b>TOTAL</b>	<b><u>674,373.22</u></b>		<b><u>200,000.00</u></b>	<b><u>(41,855.00)</u></b>	<b><u>156,808.48</u></b>	<b><u>(9,407.63)</u></b>	<b><u>979,919.07</u></b>



**Non-Budget Spending/Fund Transfers  
From Temporarily Restricted Funds  
As authorized by the 2019 Board of Trustees**

<b>From Benefactions: Laderach</b>		
Sanctuary flooring	2,500.00	2,500.00
<b>From Benefactions: T. Hazen</b>		
Security System	1,500.00	1,500.00
<b>From Bequest: Bergen</b>		
Emily Carle Internship	1,155.00	1,155.00
<b>From Bequest: Fowler</b>		
Loomis Bus to/from Worship	2,600.00	2,600.00
<b>From Bequest: Graham</b>		
Boiler updates	2,292.14	
Restroom hand dryers	800.00	
Camera monitor	105.19	
Sanctuary carpet work	595.00	
Asbestos removal	950.00	
New Playyard door	3,262.00	
Water Heater Ryfield kitchen	1,525.00	
Security camera	2,131.00	
Piano mover	747.00	
Sanctuary Wood floor	5,000.00	
Landscape supplies	436.67	17,844.00
<b>From Bequest: Johnson</b>		
Sanctuary flooring	8,233.56	
Clear 2019 deficit	15,202.62	23,436.18
<b>From Bequest: Lennon</b>		
New Computer for Sr. Minister	1,798.76	1,798.76
<b>From Bequest: Sheehy</b>		
New Computer for Sr. Minister	720.57	720.57
<b>From Window Restoration</b>		
	<u>13,000.00</u>	<u>13,000.00</u>
<b>Total</b>		
		<u><u>64,554.51</u></u>

\$200,000 of Johnson Bequest was invested in the Permanently Restricted Fund (Endowment)

# 2020 Proposed Budget

	<u>2019 Proposed</u>	<u>2019 Actual</u>	<u>2020 Proposed</u>
<b>Income</b>			
Investment Income	30,700.00	30,700.00	36,600.00
Misc. Income	17,000.00	19,990.00	17,000.00
Plate	10,000.00	9,698.00	10,000.00
Pledges (current year)	164,000.00	154,956.00	172,000.00
(past year)	1,000.00	3,727.00	2,000.00
Memorial Gifts	1,000.00	1,728.00	1,000.00
User donation	<u>10,000.00</u>	<u>10,730.00</u>	<u>10,000.00</u>
		231,529.00	248,600.00
<b>TOTAL Income</b>	<b><u>233,700.00</u></b>		
<b>Expense</b>			
<b>Operating</b>			
Office	6,000.00	6,268.00	6,000.00
Telephone	3,400.00	3,425.00	3,400.00
Contingency	400.00	318.00	400.00
Insurance	4,100.00	4,775.00	5,200.00
MinExp	1,500.00	1,007.00	1,500.00
Minister - Annual Meeting	250.00	110.00	250.00
<b>Operating - Physical Plant</b>			
Bldg upkeep	15,000.00	18,948.00	
Cleaning Service	1,000.00	1,130.00	
Grounds upkeep	1,500.00	<u>950.00</u>	
<b>Total Building Upkeep</b>			17,500.00
Upkeep Instruments	1,500.00	1,135.00	1,500.00
Utilities-Church	20,000.00	17,612.00	20,000.00
<b>UCC Related</b>			
Conference dues	4,200.00	3,828.00	4,000.00
Delegates	200.00	220.00	220.00
OCWM	5,000.00	5,000.00	5,000.00
<b>Program Expense</b>			
Christian Education Team			
Children's Program	1,000.00	1,161.00	1,000.00
Youth Program	200.00	200.00	350.00
Adult Program	100.00	16.00	100.00
Diaconate	800.00	420.00	800.00
Pulpit Supply	<u>1,000.00</u>	<u>550.00</u>	<u>1,000.00</u>
<b>Total Diaconate \$1800</b>			
Membership Team	500.00	325.00	500.00
Outreach Team	1,900.00	1,900.00	2,100.00
Music Team	400.00	402.00	400.00
Stewardship	<u>350.00</u>	<u>167.00</u>	<u>350.00</u>
<b>TOTAL Programs and Operations</b>	<b><u>70,300.00</u></b>	<b><u>69,867.00</u></b>	<b><u>71,570.00</u></b>

	<u>2019 Proposed</u>		<u>2020 Proposed</u>
<b>Payroll Expense</b>			
Sr. Minister	105,783.00	105,766.00	106,300.00
Office Manager	33,520.00	33,521.00	33,520.00
CE Director & teacher/Youth Leader	7,140.00	7,240.00	8,615.00
Custodian	7,038.00	6,763.00	7,038.00
Organist	7,956.00	7,802.00	7,956.00
Choir Director	7,528.00	7,348.00	7,528.00
Caregivers	1,821.00	1,700.00	1,821.00
Associate In Music	1,331.00	1,166.00	1,331.00
Payroll Taxes	5,000.00	5,126.00	5,000.00
Workers Comp	1,900.00	1,435.00	1,900.00
403b	1,005.00	1,005.00	1,005.00
TOTAL Payroll	<u>180,000.00</u>	<u>178,872.00</u>	<u>182,014.00</u>
<b>TOTAL Expenses</b>	<u>250,300.00</u>	248,739.00	<u>253,584.00</u>
Projected deficit/Actual deficit	<u>(16,600.00)</u>	<u>(17,203.00)</u>	<u>(4,984.00)</u>
<b>Clear deficit from TRest: Operating Reserve fund</b>		<b>2,000.00</b>	
<b>Clear deficit from TRest: Bequest: Johnson</b>		<u><b>15,203.00</b></u>	
<b>Ending Balance</b>		-	

**Prepared by the 2019 Board of Trustees**

# Report of the Nominating Team

February, 2020

Church Officers, Committee Members and Delegates  
(only those in **bold font** are to be voted on in February 2020)  
Each term will be completed at the end of January following the year shown.

## Moderator

<b>Clerk</b>	<b>David C. Morrell, 135 Woodbridge Street, South Hadley 0107532-1864</b>		<b>2022</b> 2nd term
	dmorrell@mt holyoke.edu		
<b>Treasurer</b>	John Hoffman, 21 Red Bridge Lane, South Hadley 01075	650-0445	2021
	hoffmanje3@gmail.com		

## Church Council Members At-Large

### Open

#### Delegates

Randall Hyvonen	1 Spruce Run South Hadley 01075	538-4674	2020
Avery Lapis	4 Leahey Ave South Hadley 01075		2021

#### Board of Deacons

Lynne Bertram	217 Alvord Place South Hadley 01075	538-8502	2020 2nd term
Robert Judge	180 North Main Street South Hadley 01075	315-3179	2020 2nd term
<b>Gretchen LaBonte</b>	<b>46 Woodlawn Street South Hadley 01075</b>	<b>440-477-1044</b>	<b>2022 2nd term</b>
	Brenna Anz resigned 12-2019		

#### Board of Trustees

Arthur Coffin	419 S. Gulf Road Belchertown 01007	508-254-1542	2020
Al Duffy	31 Leahey Ave. South Hadley 01075	532-3675	2020 2nd term
William Giles	168 Stoney Brook Village South Hadley 01075	538-4958	2020 2nd term
Carol White	27 Hadley Street South Hadley 01075	533-2705	2020 2nd term
Randolph Purinton	39 Chapel Road Amherst MA	687-4343	2021
Cynthia Morrell (non-voting)	135 Woodbridge Street South Hadley 01075	532-1864	2021
<b>Elliot Chartrand</b>	<b>114 Woodbridge St. South Hadley 01075</b>	<b>533-2658</b>	<b>2022</b>
<b>Karen Anderson</b>	<b>13 Wright Place South Hadley 01075</b>	<b>536-0005</b>	<b>2022</b>
	Sanford Belden resigned 12-2019		

#### Activities Team

Karen Anderson	13 Wright Place, South Hadley 01075	536-0005	2020
Valerie Bonzek	353 Fuller Street Unit 20 Ludlow 01056	589-9339	2021
Corinne Chartrand	114 Woodbridge Street, South Hadley 01075	533-2658	2021
Patricia Landry	3 Warwick Road Chicopee 01020	356-2252	2021
<b>Nancy Perman</b>	<b>1092 James Street Chicopee 01020</b>	<b>265-5070</b>	<b>2022 2nd term</b>

#### Christian Education Team For Children and Youth

Avery Lapis	4 Leahey Ave. South Hadley 01075		2020
Jennifer Weeks	70 Ferry Hill Road Granby 01033	255-0191	2020 2nd term
Kathryn Hoffman	21 Red Bridge Lane South Hadley 01075	650-0445	2021
Randolph Purinton	39 Chapel Road Amherst 01002	687-4343	2021 2nd term
Janis Sokop	28 Carol Lane Holyoke 01040	535-2345	2021 2nd term
<b>Julie Burke</b>	<b>244 Greystone Ave. W.Spfld 01089</b>	<b>363-9433</b>	<b>2022</b>
<b>Annabell Burke</b>			<b>2022</b>
<b>Blake Bryan</b>	<b>7 Pheasant Lane SH 01075</b>	<b>519-7420</b>	<b>2022</b>
<b>Brittany Bryan</b>	<b>7 Pheasant Lane SH 01075</b>	<b>204-6135</b>	<b>2022</b>

### Flower Team

Open

### Human Resources Team

(Trustee Designee)	(not chosen by Nominating Team)		
Katherine Tipton	13 Brittany Road South Hadley 01075	533-4903	2021
<b>Brittany Bryan</b>	<b>7 Pheasant Lane SH 01075</b>	<b>204-6135</b>	<b>2022</b>
<b>Anita Sarro</b>	<b>39 Chapel Road Amherst 01002</b>	<b>874-6761</b>	<b>2022</b>

### Membership Team

(Clerk)	(not chosen by Nominating Team)		
Robert Robertson	20 Bayon Drive Apt. 223 South Hadley 01075	532-5460	2021
Nancy Towne	6 Young Circle South Hadley 01075	536-8128	2021 2nd term
<b>Barbara Ayers</b>	<b>12 Roundelay Road South Hadley 01075</b>	<b>533-3833</b>	<b>2022</b> 2nd term

### Nominating Team

David Morrell	135 Woodbridge Street South Hadley 01075	532-1864	2021
Linda Wolf	24 Pine Grove Drive South Hadley 01075	532-5885	2020

### Outreach Team

Emily Carle	MHC 50 College Street #1147 South Hadley 01075	860-573-7143	2020
Elizabeth Griffin	35 Alvord Street South Hadley 01075	535-7161	2021
Karen Hyvonen	1 Spruce Run South Hadley MA 01075	538-4674	2021
Elizabeth Innocent	281 Chauncey Walker Street Lot 350 Belchertown 01007	413-213-0513	2021
Arthur Procter	101 Pine Street South Hadley 01075	201-213-1429	2021
<b>Elizabeth Belden</b>	<b>20 Bayon Drive Apt. 7 South Hadley 01075</b>	<b>538-4057</b>	<b>2022</b>
<b>John Hoffman</b>	<b>21 Red Bridge Lane South Hadley 01075</b>	<b>650-0445</b>	<b>2022</b>

### Pastor/Congregation Relations Team

(Moderator or Designee)	(not chosen by Nominating Committee)		
(Designee of Senior Pastor)	(not chosen by Nominating Committee)		
Robert Judge	180 North Main Street South Hadley 01075	315-3179	2020 2nd term
Anita Sarro	39 Chapel Road Amherst 01002	253-2633	2020 2nd term

### Planned Giving Team

(Trustee Designee)			
Robert Russell	22 Worthington Drive South Hadley 01075	538-8987	2021

### Stewardship Team

Gretchen LaBonte	44 Woodlawn Street South Hadley 01075	440-477-1044	2020
<b>Brian Lapis</b>	<b>4 Leahey Ave. South Hadley 01075</b>	<b>244-0279</b>	<b>2022</b> 2nd term
<b>Jane Markarian</b>	<b>31 Old Amherst Road Belchertown 01007</b>	<b>210-6601</b>	<b>2022</b>

### Usher Team

Kenneth Bozek	9 Skinner Lane South Hadley 01075	532-3029	2020 2nd term
Barbara Hatch	69 Lathrop Street Building 9 Apt. C South Hadley 01075	538-4478	2020
Sharyn Kovalesky	136 Stonybrook Village South Hadley 01075	650-0049	2020
William Giles	136 Stonybrook Village South Hadley 01075	538-4958	2021 2nd term
Randall Hyvonen	1 Spruce Run South Hadley 01075	538-4674	2021 2nd term
<b>Douglas Smith</b>	<b>27 Chestnut Hill Road South Hadley 01075</b>	<b>536-0225</b>	<b>2022</b> 2nd term



## **Report of the Ad-Hoc Safety Team for the Annual Meeting (Created by the Trustees and approved by the Church Council)**

Participants included Lynn Bertram, Bill Giles, Cindy Morrell, Art Proctor, Doug Smith, Joyce Tomlinson, Don Sibley, Jim Noonan, Lori Souder and Al Duffy. With guests Stephanie Strand, Brenna Anz, Emily Carle and Martha Guild. Guest speaker S.H. Police Officer Steve Fleming, Dist. #2 Fire Chief Scott Brady. Also contributing to the group was S.H. Police Chief Parantela and the new S.H. Police Chief Gunderson.

We met every last Wednesday of the month (except in December of 2018) starting in March of 2018 and finishing up in April of 2019.

Our goal was to come up with Safety concerns and guide lines to follow both in the Sanctuary and in the educational wing of the church. We needed to keep it simple and short and easy to follow.

I would like to thank all of the above mentioned people that participated. Their insight was invaluable to this committee.

The Draft report was presented to both the Church Council and the Trustees at their May 2019 meetings and approved by both committees.

The following five pages will show our draft report.

Please remember **BE AWARE OF YOUR SURROUNDINGS.**

**A motion will be made to accept the Draft of the Ad-Hoc Team for the First Congregational Church of South Hadley to put into action the Ad-Hoc Safety Team's recommendations.**

Respectfully  
Al Duffy  
Chair

**Church Safety**  
**FINAL DRAFT #7, 4/24/19**  
**SANCTUARY**

**PERSON OF CONCERN**

After greeting a person, and a Greeter, Deacon or Usher becomes concerned for reasons they have been asked to observe, he/she will discuss with a second person for their opinion. If in agreement, a third person may be designated to monitor the individual. If they feel threatened, the police should be asked to come to the church to assess the situation: **Call 911.**

**HEALTH ISSUE**

If someone in church is in medical distress, the Deacon and Usher will be advised. They refer to the Emergency Contact List found on top of Deacons raised station and, if someone is available, request their assistance. If necessary, someone will be designated to call 911 and stay with the sick person. Another person will be asked to go outside at the appropriate exit to direct the emergency vehicle. This includes an overdose issue; Emily Carle, Sarah Smith, and Kiki Tipton are trained to use Narcan. The defibrillator is located on the wall of the ground floor hall by the church office and the instructions are oral and guide the person using it through the steps.

**FIRE AND SMOKE**

Fire and/or smoke is detected or the alarm goes off. Deacon/Usher notifies Education Wing by walkie-talkie of the situation. The walkie-talkies are programmed to Channel 2. The Education Wing has their own procedure to follow in this event. The Deacon or Usher puts on a vest from the go-bag. They take the go-bag and walkie-talkies, and a designated person will pull one of the fire alarms noted below and wait by the Church St. door for the firemen. **Do not use the elevator!**

- **Fire Alarm Pulls that Summon Fire Dept.** (Elevator will automatically go to ground floor)
  - Lower Park St. door (near Fellowship Hall)
  - Lower Elevator Door (near old bathroom)
  - 2<sup>nd</sup> Floor Elevator Hall (near staircase hall)
- **Fire Alarm Pulls that Only Ring in Building. You must call 911**
  - Park Street side Outside back of Chapel
  - Church Street Entrance Near Office
  - 2<sup>nd</sup> Floor Education Wing
  - 3<sup>rd</sup> Floor Education Wing

A designated Deacon/Usher with a vest moves to the lectern or uses the microphone from the back of the sanctuary to declare the problem and advise the people to proceed out the appropriate door as directed. A designated Deacon/Usher directs traffic for the mobile people and stays with them. Another designee will direct the handicapped to the appropriate safe zone where the firemen will arrive and bring them out. **Do not use the elevator!**

**SHOTS FIRED/LOCK-DOWN SITUATION**

RUN, HIDE, FIGHT - This is the protocol that is recognized as the optimum way to survive a shooting. A mass shooting can unfold in 5 minutes! If you hear gunfire and can safely run out of the building, do so. If you cannot, then hide and, if possible, create a barricade between yourself and the shooter. When safe, deacon/usher notifies Education Wing by walkie-talkie.



## **DISRUPTIVE PERSON(S) REMOVAL PROCEDURE**

### Sanctuary/Worship Service

If a disruptive person(s) is encountered during a worship service, a contact person (Deacon or their designee), with a “cover” person standing near, will politely approach the disrupter(s) and ask them to stop disturbing the service. If the disruption continues, they should be politely asked to leave the building.

If they refuse to leave, the “cover” person should be discreetly signaled to call the police for removal of the disrupter(s). **Call 911 for the local dispatcher. Do not attempt to physically remove the disrupter(s) yourself. The contact and “cover” should stand by until there is no longer a disruption.**

### Buildings/Gatherings Building/Meetings

The person in charge of the meeting/gathering should follow the above procedure and stand by with the “cover” person until there is no longer a disruption.

**BE AWARE OF YOUR SURROUNDINGS**

**DRAFT PLAN 4/21/2019**  
**EVACUATING EDUCATION WING**

Event: Fire alarms go off, or we are notified by walkie talkie that we need to evacuate the building because of a fire, or for any other reason. **NOTE: Promised Land or Youth Group staff should be sure to notify the sanctuary by walkie talkie if they are the ones who initiate this procedure.**

**PROMISED LAND DEFAULT PROCEDURE:**

Lead teacher puts on safety vest, and gets the walkie talkie, the Go Bag, and the attendance clipboard. Lead teacher leads the children to the hallway towards the back stairwell. The assistant teacher and nursery coordinator meet the lead teacher in the hallway with their children.

The lead teacher counts the children and makes sure the number matches that on the attendance clipboard. (NOTE: If any children are in the bathroom on the second floor, the assistant teacher fetches them and evacuates them following the procedure described below.)

The lead teacher leads the group out the back door and down the back stairwell, down two flights to the exit into the Center Nursery playground, out the gate, and across Church St. to the grassy area to the left of the upper parking lot by Dwight Hall. The assistant teacher or volunteer parent stays at the back of the line. Once the group is at the grassy area, the lead teacher takes attendance by name.

**YOUTH GROUP DEFAULT PROCEDURE**

Youth group leader puts on safety vest, and gets the walkie talkie, the Go Bag, and the attendance clipboard. Leader takes a quick count to make sure everyone is present. If anyone is in the bathroom, the other youth group leader fetches them. Youth group leader leads the group down the back stairwell, out the door into the Center Nursery playground, out the gate, and across Church St. to the grassy area to the left of the upper parking lot by Dwight Hall. Once there, the youth group leader takes attendance by name.

**VARIATIONS**

If instructed to do so or if conditions warrant, Promised Land and Youth Group will evacuate via the front staircase, either out to Church Street (via the door by the Church Office) or Park Street (via the door at the very bottom of the front stairwell). If the evacuation is out to Park Street, the lead teacher and youth group leader bring their respective groups to the Campus Safety building on the other side of Park Street.

**DRAFT PLAN  
LOCKDOWN IN EDUCATION WING**

**NOTE: If Promised Land or Youth Group staff initiate a lockdown, they should notify the Sanctuary via walkie-talkie.**

**PROMISED LAND**

If a lockdown is ordered or is perceived to be necessary, lead teacher takes the walkie talkie, the Go Bag, and the attendance clipboard, and brings the older children and the preschoolers, plus all adults present, into the nursery. The lead teacher locks both of the nursery doors, turns off the lights, lowers the shades, and has the children sit on the floor. The lead teacher calls 911 on her cell phone and stays on the line until the situation is completely resolved. If any children are in the bathroom on the second floor, the lead teacher instructs the youth group leader to fetch them and have them shelter with the youth group.

**YOUTH GROUP**

If a lockdown is ordered or is perceived to be necessary, the youth group leader locks the door, turns off the light, and has the youths sit on the floor. The youth group leader calls 911 on her cell phone and stays on the line until the situation is completely resolved. If Promised Land lead teacher notifies the youth group leader that Promised Land children are in the bathroom, the youth group leader fetches them if possible.

# **Fire Alarm Pulls, Fire Extinguishers, Smoke Detectors, CO2 Detectors**

## **GROUND FLOOR**

Boiler Room	Fire Extinguisher	CO2 detector	Smoke detector
Elevator Hall	Fire Alarm Pull (summons Fire Dept.)*		
Music Room	Fire Extinguisher		
Office Hall	Fire Extinguisher	Fire Alarm Pull (Rings in building only–call 911)	
Office Kitchen	Fire Extinguisher	CO2 detector	
Park Street (near Chapel)	Fire Extinguisher	Fire Alarm Pull (Rings in building only–call 911)	
Church Street Hall (near Chapel)	Fire Extinguisher		

## **SANCTUARY LEVEL**

Choir Loft	Fire Extinguisher		
Elevator Room (in Crossway)	Fire Extinguisher		
Narthex -Top of stairs	CO2 detector		
Sanctuary Balcony	Fire Extinguisher		
Sanctuary Double Doors to the Right	Fire Extinguisher	Smoke detector	
Sanctuary Double Doors to the Left	Fire Extinguisher	Smoke detector	
Sanctuary Double Doors Center	Smoke detector		
Sanctuary Door to Crossway	Smoke detector		

## **EDUCATION WING**

Fellowship Hall Kitchen	Fire Extinguisher	CO2 detector	Smoke detector
Fellowship Hall Bottom of Stairs	Fire Extinguisher		
Fellowship Hall Double Doors (South)	Fire Extinguisher		
Fellowship Hall Boiler Room (bottom stair case)	Fire Extinguisher	Smoke detector	
2 <sup>nd</sup> Floor Education Wing West End	Fire Extinguisher	Smoke detector	
2 <sup>nd</sup> Floor Education Wing East End	Fire Extinguisher	Smoke detector	
2 <sup>nd</sup> Floor Education Wing Elevator Hall	Alarm Pull (summons Fire Dept.)*		
2 <sup>nd</sup> Floor Education Wing Middle Hall North	Fire Alarm Pull (Rings in building only – call 911)		
3 <sup>rd</sup> Floor Education Wing West End	Fire Extinguisher	Smoke detector	
3 <sup>rd</sup> Floor Education Wing East End	Smoke detector		
3 <sup>rd</sup> Floor Education Wing Middle North	Fire Alarm Pull (Rings in building only – call 911)		
Park Street Door	Fire Alarm Pull (summons Fire Dept.)*		

**\*Elevator will automatically go to ground floor**

**April 2019**