

***FIRST PARISH CHURCH, CONGREGATIONAL
UNITED CHURCH OF CHRIST***

Manchester-by-the-Sea, Massachusetts

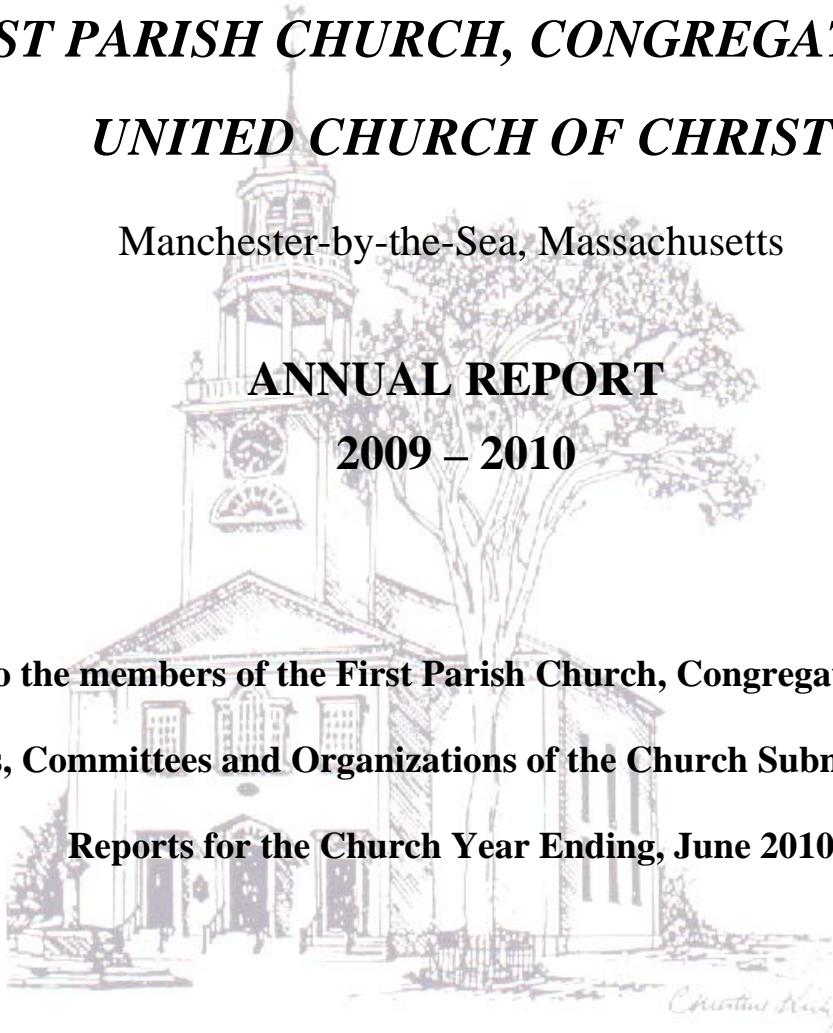
ANNUAL REPORT

2009 – 2010

To the members of the First Parish Church, Congregational:

The Officers, Committees and Organizations of the Church Submit the Following

Reports for the Church Year Ending, June 2010



ANNUAL MEETING:

June 6, 2010

Following Worship - Sanctuary

WARRANT FOR ANNUAL MEETING

First Parish Church, Congregational

United Church of Christ

Manchester-by-the-Sea, Massachusetts

June 6, 2010

TO: Active Members of the First Parish Church, Congregational, United Church of Christ,
Manchester-By-The-Sea, Massachusetts.

You are hereby notified to meet in the Church immediately following Worship Service on Sunday,
June 6, 2010 for the following purposes:

To wit:

ARTICLE I: To accept the report of the Annual Meeting held on June 7, 2009.

ARTICLE II: To hear the recommendations of the Nominating Committee and to elect officers,
board and committee members of the Church.

ARTICLE III: To hear and act upon the reports of officers, boards, committees, and organizations
connected with the church.

ARTICLE IV: To hear and act upon the recommendation of the Church Council that the regular
Sunday Service from July 4 to September 5, 2010 inclusive, shall start at 9:00 a.m.

ARTICLE VI: To hear and act upon any other business that may come before the meeting.

George A Nickless, Clerk

**CHILD CARE WILL BE AVAILABLE AT THE CHAPEL DURING
CHURCH SERVICE AND FOR THE ANNUAL MEETING**

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**Annual Report of
PASTOR
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

Vitality and adaptability were the accents of this year. The program year began with the culmination of more than 1 ½ years of preparation for 8 High School youth (attending schools in 3 different communities) from our congregation, when they traveled to Germany on a Youth Exchange, a two week experience of examining “*Where do people look for sanctuary and God?*”. The Theme was chosen as part of our **200th Anniversary Celebration** of our Sanctuary on the Town Green. The youth were hosted by families in Hemer, Germany, worshipped ecumenically in Catholic and Protestant Churches, traveled to the Cathedral in Cologne, toured a “Pilgrim Church” in Schwerte, the Wartburg Castle, Buchenwald Concentration Camp, “Herder’s Church” in Weimar, the sanctuary of the Sans Souci in Potsdam, the “Monument to Peace” of Kaiser Wilhelm Memorial Sanctuary, Checkpoint Charlie Crossing + the Berlin Wall, the Pergamon Museum, and finally, worship and communion at the Berliner Dom. The enthusiasm and drive of these youth was only matched by their drive “*to see everything!*” (One youth had the gall to ask, “*How come we didn’t get to go to Wittenberg?*”) My wife, Marilyn, and Christiane Alsop served as chaperones on what was a very intense journey. The many prayers, gifts, and fundraising support of our congregation made the trip possible, as well as the diligence of the Youth in their studies and preparation. Everywhere they went, people remarked how respectful and dedicated our youth were. Our High School youth also participated in several worship services throughout the year and the **200th Anniversary Celebration**.

This year, “*The Integration of Children/Youth into Worship*” became a major theme. This was accomplished by children’s choirs, Jr. Choirs, Acolytes and Bell Ringers, a solo form Chelsea Rose (*as part of a sermon*). One person reflected that when the children come in at the end of worship “*the sanctuary lights up with their enthusiasm and their reverence*”. As part of this attempt to “*bring in the children*”, a live nativity scene on the Town Green on Christmas Eve was requested. Questions of the “*separation of church and state*” surfaced, an offer to use a private home for the event, and finally, the involvement of all the churches of Manchester in an ecumenical event raised awareness, publicity, and celebration in our community. I want to commend Caroline Cheshire for her thoughtful (*and magnanimous*) handling of the event and to the many committees who helped us navigate a process that, in the end, was a wonderful blessing of Christmas.

The **200th Anniversary Meetinghouse Committee**, chaired by Maryellen Cook, did a spectacular job of celebrating the sanctuary which was constructed in 1809. The celebration culminated with a worship service in November. It included a “*Two Hundredth Anniversary Hymn*”, written by Reverend Dr. Llewellyn Smith, prayers given by our committee chairs, Sunday School Choir, combined Junior and Senior Choirs Anthem, and finally, the choral response to the Benediction, “*Bless This House*”. It was an example of the exceptional weaving of scriptural, thematic, musical, and prayer themes and was the highlight of our year-long events. Our Organist, Choir Director Donald Dunn not only develops superior musical presentations but, as one parent of a Junior Choir member noted, “*he can really cut a rug!*”, a reference to how Don makes

every Junior Choir practice an active and fun celebration. Barbara Smith designed a cake that was a replica of our church building that was astonishing as well as delectable.

This year, as a church, we have been attempting to respond to information gleaned from our “*First Parish Church + Community Input Survey*”. The integration of the children in worship was just one element to be fostered by this exceptional project, sponsored by our Stewardship Committee, and spearheaded by Tilly Pick. The survey noted that people highly valued “*Christian Education*” and “*Hands-on Mission Projects*”. In response to this, Jared Hamilton, our Youth Director, organized our youth to help an emergency + secure shelter (overseen by the Wellspring Shelter) in Gloucester. The project was in two parts, an initial stage of hanging one set of kitchen shelves in a two room apartment, and then, returning to hang more kitchen cabinets in three other apartments. The original project involved 3 youth; the follow up project involved 6 youth. The project could not have been completed without the support of the Trustees, David DeMoura and David Lumsden (*and of course his good wife, Mary*) who added expertise and supervision. Timberline Enterprises of Gloucester graciously supported the project by providing cabinets at cost and the Wellspring Shelter was thrilled by the church’s willingness to do the project in the hours that would be least disruptive to the families we were supporting. The *Sunday School* added a new missions project (to their other gifts already being made) when Priscilla Duda guided us through the “*Bed-in-a-Bag*” project. The church supplied linens, pillows, and blankets for all the families that will flow through the emergency shelter for a year. For families arriving in crisis (*and often in anonymity*) who have few, if any personal items, this is a significant gift for them to reclaim and restart their lives.

The **Membership and Growth Committee** supported an auction, known as the “*Rite of Spring*”, in the home of George and Llewellyn Smith. It not only raised significant funds, but, everyone has talked about the food, hilarity, and fun it created. We should recognize Marty Farmer and the Membership and Growth Committee, in what is an example of a creatively designed and executed program that innovatively solves a problem and, at the same moment, brings new joy and energy to our community. We should also recognize that events such as this could not take place without the support of various committees, volunteers, and gifts from our general community.

The Stewardship Committee responded to our community’s need with a special seminar, “*An Open Community Conversation about Retirement and Estate Planning*”, with Ms. Bridget Murray, a local attorney, as convener. It was well attended by both our church members and by people from the Manchester community. It allowed people to orient themselves for an important decision making process, often neglectfully overlooked. Its success will, no doubt, lead to further offerings for our communities.

In recognizing the superior work of committees and individuals, (i.e. Allison Moir-Smith for her wonderful commitment to *Play Group* and our community’s young parents, Sheila Kafer and Janet Groth and the increasing work and involvement of our *Care Team*, new innovation in worship and music supported by the *Diaconate*, etc.) it would be easy to overlook the organization which makes it all possible. Over the past few years, the church has created an *Executive Committee/Church Council Relationship* that helps move and resolve the work of the church more quickly and fluidly. Membership on

the Executive Committee is flexible and changes every six months and prepares material and programs, so that, the Church Council can act more quickly on the work of the church. Steve Carhart, our Moderator, has overseen this transition and it is now working well. This is particularly important for hiring, which requires, we have learned, great speed, delegation of authority, and flexibility. Recently, Judy Haley wished to discuss changes in her working hours and, in conjunction with the Pastoral Assistant Relations Committee and the Trustees, the Executive Committee quickly made changes, recommendations, and came to a resolve, contacting other members of my staff (asking them to pick up hours) and reorganizing the entire pastoral support structure. The process speaks well to our ability to meet changes and move forward toward our goals adaptively.

The *Office Staff* of our Church, Barbara Chew (secretary) and Nancy Klebart (administrative assistant) continues to make wonderful gains in converting us from paper to electronic communication. New formatting for the newsletter, weekly email updates (electronic links targeted to people specifically involved), "*flock emails*" calling for prayers and recognizing changes in our community, and the continuing evolution of our website all speak to the changes we need to make to "*speak to*" our community. The *Trustees* have been particularly supportive in allowing us to offer our staff continuing education to improve their skills and learn new methods of communication. In the future, it will become critical to our church to tell our story and make people aware of our offerings in new innovative ways, if we are to continue to thrive as a community.

Looking forward as a faith community, we will need to support our church families in helping us develop their children's faith and spirituality. In response to the many faith backgrounds our community has, we hope to develop standards of faith for Christian education. We would be answering the question, "*How will my family benefit from developing our faith at First Parish?*"

For instance, "*When should children take communion?*" is an important question for families with a different faith history, who may have had "*First Communion*" at 7 years old. We need to inform our families why we have ongoing instruction for communion for different ages and stages of life. We should clearly answer "*What can I do to prepare my child/youth for, not only, communion, but also confirmation, for baptism, and for continuing adult education?*" The result, we hope, will be standards of faith that people can use (*and call upon*) to meet their life challenges, reflections, and transformations.

Finally, we work diligently at First Parish Church to create a loving, supportive community. Marilyn and I had no idea when we began this program year how we would be personally touched and supported by our community. In response to my recent surgery, we received a constant flow of notes, cards, and letters, meals, phone calls, books, jokes, and sweets that made a difficult time more bearable. We experienced not just outreach but a thoughtful and personal response to our situation. In saying thank you to First Parish Church for offering us such a blessing, we humbly and thankfully feel we are part of a great expression of God's love and community.

Yours in Faith,

Rev. John G. Hughes

**Annual Report of
NOMINATING
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

The Nominating Committee began our work in the early fall of 2009. We had meetings when we were confident all slots would be readily filled, but found we were on a roller coaster of ups and downs as we faced unexpected resignations. A number of people accepted positions gladly, some taking a brave step to help the church. We were impressed by the noble volunteering that our members are doing in the community, the school and beyond.

Because this has been a year of enthusiasm and achievement for the congregation, we are optimistic that we will secure the requisite nominations to fill all the slates soon, if not by the Annual Meeting on June 6th. And we warmly thank those of you who have said YES!

The following is the slate of nominations we propose for consideration at the annual meeting.

OFFICERS:

Assistant Treasurer	John Bartlett (2013)
Asst Financial Secretary	Bonnie Bennincasa (2013)
Asst Financial Secretary	Sheila Carrassi (2013)

COMMITTEES:

Christian Education (3 year term)	Open (2011) Lelly Smith (2011) * ** Rebecca Callandra (2012) Sue Pick (2013) Nancy Garvey (2013)
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Delegates (3 year term)	* Eleanor Cappon (2011) Margaret Michael (2013) George Nickless (2013)
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Diaconate (3 year term)	* Sheila Kafer (2011) * ** Steve Armington (2012) Jill Benke (2013) Wendy Smith (2013) Jason Smith (2013) Penny Adams (2013)
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Mary Martin Fund	Richard Forsley (2013)
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Membership (3 year term)	Marianne Round (2013) Deborah Hudson (2013)
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Missions (3 year term)	Alice Eastland (2013) Richard Smith (2013) David Lumsden (2013)
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Music (3 year term)		Nigel Cheshire (2013) John Round (2013)
Nominating (3 year term)	*	Open (2012) Nancy Peterson (2013) Jen Powers (2013)
Stewardship (3 year term)	* **	Bruce Warren (2012) Mary Ellen Cook (2013) Barbara Smith (2013)
Trustees (5 year term)	*	David DeMoura (2013) June Nickless (2015) Bridget Murray (2015)
Pastoral Assistant Parish Relations		Open (2013)

Respectfully submitted,
Lelly Smith
Nancy Peterson
Henry Lapham
Lynee Lance
Ann Ranger

* = *Filling unexpired term*

** = *Appointed by Church Council until Annual Meeting of 2010*

{ PROPOSED }

CHURCH DIRECTORY 2010-2011

Senior Pastor: Reverend John G. Hughes II
Pastoral Assistant: Judy Haley
Organist/Choir Director: Donald Dunn
Office Staff: Barbara Chew & Nancy Klebart
Church Sexton: Charles Hatch
Chapel Custodian: George A. Nickless
C.E. Director: Priscilla Duda
Youth Director: Jared Hamilton

OFFICERS 3 yrs

Moderator: Steve Carhart 2011
Clerk: George A. Nickless 2012
Treasurer: Mark Decker 2012
Asst. Treasurer: John Bartlett 2013
Financial Secretary: June Nickless 2011
Asst Financial Secretary: Sally Curry 2012
Asst Financial Secretary: Bonnie Biencasa 2013
Asst Financial Secretary: Sheila Carrassi 2013

=====COMMITTEES=====

CHURCH COUNCIL

Moderator Steve Carhart
Vice Chair Richard Smith
Secretary George Nickless
Officers & all committee chairs

EXECUTIVE COMMITTEE

(Moderator plus Chairs of Trustees and Diaconate, plus 2 additional appointments from Church Council)
Steve Carhart Moderator
Paul Driscoll Trustees
Richard Smith Diaconate
2 appointed each 1/2 year by Church Council

CHRISTIAN EDUCATION

(3 yrs)
Open 2011
Lelly Smith 2011
Rebecca Calandra 2012
Alison Walker 2012
Caroline Cheshire 2012
Sue Pick 2013
Nancy Garvey 2013

DELEGATES (3 yrs)

Eleanor Cappon 2011
Marilyn Hughes 2012
Linda Palmstrom 2012
Margaret Michael 2013
George Nickless 2013

DIACONATE (3 yrs)

Lois Grayden 2011
Janet Groth 2011
Lee Kafer 2011
Sheila Kafer 2011
Mary Lumsden 2012
Jeff Bodmer-Turner 2012
Lance Walker 2012
Steve Armington 2012
Jill Benke 2013
Wendy Smith 2013
Jason Smith 2013
Penny Adams 2013

MARY MARTIN FUND

(3 yrs)
Alrie Terrill 2011
Doris Milne 2012
Richard Forsley 2013

MEMBERSHIP & GROWTH

(3 yrs)
Marty Farmer 2011
Sandra Bodmer-Turner 2011
Jan Marshall 2011
Martha Gubbins 2012
Theresa Weinheimer 2012
Marianne Round 2013
Deborah Hudson 2013

MISSIONS (3 yrs)

Anne D'Angelo 2011
Lauren Gudonis 2012
Peter Katsoulas 2012
Alice Eastland 2013
Richard Smith 2013
David Lumsden 2013

MUSIC (3 yrs)

Margaret Michael 2011
Shirley Wilkinson 2011
Kathy Greenslet 2012
Nigel Cheshire 2013
John Round 2013

NOMINATING (3 yrs)

Lelly Smith 2011
Ann Ranger 2012
Open 2012
Nancy Peterson 2013
Jen Powers 2013

STEWARDSHIP (3 yrs)

Paul Gudonis 2011
Nigel Cheshire 2011
Tom McClain 2012
Tilly Pick 2012
Bruce Warren 2012
Mary Ellen Cook 2013
Barbara Smith 2013

TRUSTEES (5 yrs)

Mark Potter 2011
Jack Abbott 2011
Jens Kure-Jensen 2012
David DeMoura 2013
Paul Driscoll 2014
June Nickless 2015
Bridget Murray 2015

PASTOR-PARISH

RELATIONS COMMITTEE (PPRC)
(sub to Church Council)
Richard Smith 2010 CC
Paul Lengeiza 2011 Pastor
Lynda Griffiths 2012 CC
Carol Christensen 2013 CC
Carole Schanley 2014 Pastor

PASTORAL-ASSISTANT

PARISH RELATIONS COMMITTEE (PAPRC)
(sub to Church Council)
Martha Farmer 2010
Sandra Bodmer-Turner 2011
James Hatch 2012
Larry Kirby 2012

FAIR COMMITTEE

(sub to Church Council)
Allison Moir-Smith

SAFE CHURCH COMMITTEE

(sub to Church Council)
George Nickless
Mary Hosman
Bob Ralston

INVESTMENT ADVISORY

(sub to Board of Trustees)
Jack Abbott
Steve Carhart
Rick Wilk

MEETING HOUSE ADVISORY BOARD (MHAB)

(sub to Board of Trustees)
John Round Church Member
Jens Kure-Jensen Trustee
Gordon Abbott non church
Regina Villa nonchurch
Dr. Jim Bascik nonchurch

CARE COMMITTEE

(sub to Diaconate)
Sheila Kafer, chair
Janet Groth vc

WEBMASTER: Dan DeOreo

PUBLICITY Tilly Pick

**Annual Report of
BOARD OF TRUSTEES
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

This report will focus on Church property in contrast to the financially oriented Annual Business Meeting Report.

CHURCH BUILDING (*Trustee in Charge: Jens Kure-Jensen & David DeMoura*)

In response to the financial situation of the Church, work on the church building was limited to the absolutely required maintenance work. Examples are: spraying for ants, repair of sanitary installations, repair of stalled furnace burners, and replacement of furnace exhaust pipes. One of the large storm windows on the street side of the church is no longer operable. However, as its panes are stuck in the “winter position”, it could provide protection for the winter.

This strategy has obviously left us with several major projects that will need attention soon. The most significant one is phase II of the foundation repair, for which we have taken the first step, namely to obtain drawing and description of the work that can be used to obtain quotations. Trustee David DeMoura has undertaken this job and is well on the way in cooperation with the structural engineering company that we worked with on Phase I. Re- painting of the clapboard siding (redoing the unsuccessful staining from four years ago) is still on hold, primarily due to cost. But repairing and painting trim and foot board on the outside of the building were completed during the past year. In some places, it required stripping down to bare wood and sealing, followed by priming and painting.

The steeple lights “burnt out” last winter. The lights on the bell tower deck had suffered many corroded connections and have been repaired. The lights on top of the steeple were inspected this Fall by our steeplejack and electrician and found to have deteriorated beyond repair of existing wiring and armatures, including a short circuit that presented a fire hazard. Replace of this lighting has been postponed till Spring.

Our cell phone antenna tenant has made an inspection of the installation with a view towards adding more equipment to the facility. However, no specific inquiry has been received to date.

CHAPEL BUILDING (*Trustee in Charge: Bob Ralston*)

During the wind/rain storm of February 2010, shingles were blown off two of the Chapel building roofs. This is the second time shingles have blown off the Chapel roof, the first time in many years that the office/conference room lost shingles. A roofing company, Economy Roofing, was contacted to replace the missing shingles and report on the condition of all Chapel building roofs. The report stated that the office/conference roof and ½ half of the roof, the section facing the parking lot, of the Sunday school was very old and in need of replacement. The office roof shingles were brittle and cracked in places. An estimate of the work was reviewed and approved by the Board of Trustees. The company, Economy Roofing has been notified and will commence work as soon as possible.

A few of the floor tiles on the second floor (Magic Years) were broken and missing and others were loose and needed to be reinstalled. A floor company was contacted and replaced and/or retiled the loose sections.

A room in the basement, a former Sunday school room, was cleaned and repainted by a volunteer and the students. The “club room” has had furniture and games placed in the room and are being successfully used by middle and senior youth groups.

PARSONAGE (*Trustee in Charge: David Lumsden*)

Last fall the Trustees conducted a walk-through examination of the Parsonage for current and future repairs and improvements. A water filter canister was discovered leaking and was repaired immediately. The cost was \$362. Also, the garage overhead door mechanism was repaired for \$179, after one of the springs broke. Additional required work planned for this year includes replacement of the house front bay window frame. The wood frame is rotted and crumbling due to frequent exposure to rain and condensation. The replacement frame will be a new wood like material which will be more weather proof and will not rot. Also, many of the Parsonage kitchen tiles are either cracked or broken. We are weighing the value of replacement of the many individual broken tiles versus the cost of all new flooring. Finally, the longer term needs for the Parsonage may call for replacement of the failing Heating/Air Conditioning system.

OFFICE COMPUTERS/AUTOMATION (*Trustee in Charge: Paul Driscoll*)

The office continues to work with the webmaster to keep the website updated. Bio's and photos of new staff members as well as CE program updates are constantly worked to keep them current. The office also made increased use of email links to PDF documents, as an example the Rites of Spring Auction item list Add Worship bulletin weekly, Church Bell Newsletter monthly, CC & Church meeting minutes as directed

The office continues to use coupons and incentives from suppliers to save money for the Church. Office supplies are bought during sales, a reward program is used and ink cartridges are regularly recycled for coupons. These coupons are used to provide hospitality to volunteers, committees and visitors to the Chapel building by buying coffee, tea, etc. The office also takes advantage of "free gift with purchase" offers. These gifts are donated each year to the Church Fair Raffle and to the New Items Table.

Two updated phones, one for the kitchen and one for the conference room, were purchased with some of the reward coupons in 2009. The office staff installed and programmed these phones into the office phone system.

Education and training updates-

Ikon Office Solutions- -1 day in office training on Ricoh color copier, which included:

- How to install network drivers (done by staff on all 4 office computers, and additionally a committee chair laptop).
- Set up and utilization of the copier password/code software to monitor usage
- Set-up of access codes on office computers to allow staff color printing privileges

Note: The Ricoh also allows scanning in color- an option not available on our previous copier

Power Church Plus Seminar (2 days) Highlights of training:

- A shortcut to access contact information, (used by all staff and displayed on each office monitor)
- Use of Quick Menu Tips for streamlining contribution entries
- Utilization of the Accounts Receivable module for rentals
- Tracking ministry services provided by the Church (weddings, funerals, baptisms)
- Adding memos and data to entries to expand report details
- Safeguarding data within the database
- Networking with other administrative staff who use this software

Note: Many positive changes have taken place in the use of this software over the past year due to the training given at this seminar.

In early 2010 the office successfully updated the Power Church software to Version 11.

The MACUCC Fitting it all Together Seminar- (3 days) The goals were- create a community, help to obtain knowledge and increase skills, have attendees return to serve the church faithfully.

Vanco Services (phone-desktop training)

Electronic giving program-set up and maintenance of accounts and transactions.

Procedures have been written and modified as this service has been implemented.

“Go to My PC” remote access program- researched, signed up and trained additional staff.

Additionally the office:

- Continued documentation of office and church procedures, and committee binders.
- Supplemented the decreased CE staff with administrative tasks for registration and programming-September 2009, at extra compensation.
- Helped to draft the Written Information Security Policy required by the Commonwealth of Massachusetts.
- Purchased a micro shredder in early 2010 to dispose of documents in a secure manner.
- Implemented the use of portable USB drives in place of CDs for the monthly back up of Power Church database.
- Set up and maintain the FPC Facebook page.
- Oriented two new staff members in 2009 on office procedures and equipment.

SPLIT FACILITIES ISSUE

We followed up with an abutter's past offer to grant access via their walkway for the Sunday School and received their approval. However, this is not a long term solution. At the Annual Business Meeting, held 8 February 2009, the Board of Trustees were authorized to enter into discussions with the Masons regarding a possible walkway through their property to facilitate the flow of foot traffic from the church to the chapel. A formal request was sent to Master Todd Crane of the Masons asking to discuss this with the Masons. We are looking forward to their reply.

EXECUTIVE COMMITTEE/CHURCH COUNCIL (*Trustee Representative: Paul Driscoll*)

The role of the Executive Committee is to prepare and maintain the agenda for the Church Council, implement its decisions between meetings, and to manage the relationship between the Congregation and Clergy through development of job descriptions, program reviews, and annual salary reviews.

In addition to performing the routine functions of supporting Church Council operations, the Executive Committee's primary activity for the first half of the Church year consisted of refining job descriptions and offer/contract letters and advertizing and interviewing candidates for the positions of Director of Christian Education and Youth Director. Unfortunately these positions were not filled till after the start of the 2009-2010 Program Year, which also affected the budget. The 2010 Budget, approved at the 7 February 2010 Annual Business Meeting, funded the Pastoral Assistant at 21 hours per week, the Director of Christian Education position and the Youth Director, both for 15 hours per week.

MEETING HOUSE ADVISORY BOARD

The Meeting House Board members from the Town include Gordon Abbott , Regina Villa and Dr. James Bascik. The First Parish Church Members are Jens Kure-Jensen and John Round, who is also the Chair. The Meeting House Advisory Board held its annual meeting in the Church; this time concentrating on the outside of the building as described above. The Board released the portion of the principal prescribed in the foundation for use on maintenance and repair of the Meeting House. Two annual releases are now available.

INSURANCE REVIEW (*Trustee assigned: Dave Lumsden*)

Our Insurance for the three Church properties is provided by Philadelphia Insurance Company for Property, Causality and Liability. Our agent is Emery & Webb, the largest Church Insurance Agency in New England. The cost is \$8850. Our Workers Compensation Insurance is provided by The Hartford Insurance Company for an annual cost of \$2160. The Trustees review our insurance policy coverage and solicit competitive bids on a regular basis.

THANK YOU'S TO

- Bob Ralston, our Sexton, and George Nickless, our Chapel Custodian, both of whom have done a great job maintaining our facilities.
- The members of the Board of Trustees, who have the tough job of managing our facilities and finances.
- Mark Decker, Treasurer, and David DeMoura, Assistant Treasurer, both of whom work many hours to keep our financial records and prepare the annual budget.
- Jack Abbott and Rick Wilk who serve with Steve Carhart as members of the Investment Advisory Committee.

My special thanks to Bob Ralston, who was in charge of the Chapel and also served on the CE Committee, and to David Lumsden, who was responsible for the Parsonage and our insurance reviews. Both will be leaving the Trustees this year and have provided outstanding service and support as Trustees and to the First Parish Church.

Respectfully submitted,

Paul Driscoll, Chair

Members of the Board of Trustees:

Paul Driscoll

Jack Abbott

Jens Kure-Jensen

David Lumsden

June Nickless

Mark Potter

Bob Ralston

Ex-Officio: Mark Decker and David DeMoura

**Annual Report of the
STEWARDSHIP COMMITTEE
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

This year the Stewardship Committee initiated an effort to better understand and celebrate the many different ways in which each of us connect with our church, and to use that new learning to inform the programs in 2010 as well as longer-range budgeting and planning activities. Working with the Church Council, the Committee designed a survey which was administered during the Fall of 2009. The results of this survey have been communicated to Committee heads so that they are aware of our community's needs and ideas to incorporate into the activities of the Church in the future.

Despite the difficult economic time, many people have sacrificed to support the Church financially during this year's annual pledge campaign. Thanks to their generosity, the amount of pledges total \$198,638, which is 99.6% of the amount that was pledged last year, of this amount, \$184,282 is directed to the annual operating budget, with the rest for missions and music programs of the Church.

The Stewardship Committee also implemented an Electronic Funds Transfer "automatic giving" option to make it easier to contribute on a regular basis, and several members took advantage of this convenient approach. The Committee also organized an Estate Planning session in April, which was conducted by member Ms. Bridget Murray. Members and friends of the Church are invited to remember the First Parish Church in their wills, and more information is available on the Church website.

The Trustees have requested that the Stewardship Committee undertake a special project which would raise funds to repair the foundation of the Church building.

We would like to thank the official members of the Stewardship Committee – Nigel Cheshire, Tom McClain, Bruce Warren, Tilly Pick, Steve Armington, and Barbara Almy – along with Rev. John Hughes and the many others who assisted in this year's stewardship work.

Respectfully,

Paul R. Gudonis, Chair
Barbara Almy
Nigel Cheshire
Paul Gudonis
Tom McClain
Tilly Pick
Bruce Warren

**Annual Report of
DIACONATE COMMITTEE
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

In the past year the Diaconate continued to work with our Pastor and the Congregation to plan and conduct services and to promote the spiritual welfare of the church.

The Diaconate was delighted to participate in the program that brought our Sunday School students into church services this year, and in particular to work with young acolytes in a candle lighting ceremony at the beginning and at the close of services. Our thanks go out to the young acolytes, and to the families that have supported their participation.

The Church Cleaning Day has become an annual event for the Diaconate, and once again this year we invited all members of the congregation to take part. We received help from a fine crew of workers, and the church was visibly brighter after the work was done. Thanks to all the volunteers for the help and good spirits. We had a very lively and productive morning!

As in years past, Diaconate members also pitched in with an Advent Calendar group project, with proceeds turned over to the Church Fair. This year we put together more than 70 calendars which were sold to church members during the Christmas season, and at the Church Fair.

The Diaconate continued to make recorded services available for online listening by placing mp3 recordings of Sunday services on the internet at <http://www.firstparishchurch.org> . Since not everyone has the equipment or the skills to listen to recordings over the internet, we invite church members to contact us if they are aware of any member of our community who would benefit from these Sunday recordings on CD or an MP3 player.

Visitation has long been a mission of the Diaconate, and for the last several years, we have worked with the Care Team to provide visitation and meals. The Care Team extends beyond the Diaconate and gives all members of the congregation an opportunity to help with meals and visits. Sheila Kafer provided the energetic leadership for the Care Team again this year, and all of the members of the Diaconate join in expressing our appreciation not just for Sheila's efforts but also for all of those members of the congregation who have provided food, visits, and care to members of our community in need. We look forward to continued participation by members in this wonderful service during the coming year.

Caring for our church families during time of loss was also a concern for the Diaconate this year, and in particular the Diaconate reviewed the process by which our church works with families to arrange for collation meals after a funeral service. Deacon Lee Kafer did a fine job leading a project to prepare a resource guide for families and that guide is now part of our church response to families.

Our congregation also provides a helping hand to the community through the Diaconate fund. Guided by the Pastor, this fund is used to help meet emergency financial needs in the community and to pay for such things as food, special housing expenses, medicine or transportation. During the past two years, we've seen the generosity of our church community rise to the challenge of these stressful times. Since the last annual report, more than \$7,000 has been disbursed to families in need. The Diaconate extends our sincere thanks to all of you who have been so generous during a time when many of our friends and neighbors have experienced real hardship.

Respectfully Submitted,
Richard Smith
Chair, Diaconate

Evelyn Digby
Jeff Bodmer-Turner
Janet Groth
Lois Grayden
Steve Armington
Lee Kafer
Mary Lumsden
Marianne Round
Barbara Smith
Lance Walker
Sheila Kafer

**Annual Report of
PASTOR PARISH RELATIONS COMMITTEE
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

During the year, the PPRC met monthly with Pastor Hughes to review his activities within the church and to address any special concerns that he or other members of the Congregation raised.

Mr. Hughes' Personal Matters

Our pastor has devoted his career to caring for the needs of others. This year Mr. Hughes has had to tend to his personal needs in addition to those of others. For several months Mr. Hughes suffered from severe shoulder pain. He went through extensive physical therapy to unlock and strengthen his shoulder in preparation for surgery in April. Fortunately the operation was a success and Mr. Hughes is recovering nicely. We wish him a full and complete recovery as he faces even more rigorous physical therapy to regain his range of motion and full use of his shoulder.

The week before Easter Mr. Hughes went to the Fall River area to tend to his sister and his niece. His sister had overcome a bout with cancer, but was informed that the cancer had returned and had spread to her spine. Our thoughts and prayers are with Mr. Hughes and his family as they deal with this tragic and devastating news.

Mr. Hughes' Annual Evaluation

Mr. Hughes did not undergo a review of his job performance because this is the second year of the biannual evaluation schedule that the Executive Committee instituted last year. The PPRC will be pleased to assist the Executive Committee in the evaluation and goal setting process next year.

Mr. Hughes' Allocation of Time

Each month Mr. Hughes reviewed his written reports that highlighted his activities and his allocation of time to the various aspects of church work. For the calendar period from May 2009 to April 2010, these numbers indicate the allocation of Mr. Hughes' time:

Worship:	36%
Admin & Meetings:	37%
Hospital/Home Visits:	27%
Total	100%

Mr. Hughes conducted 43 regular plus 8 vespers services. The attendance at the vespers has been growing, often having 20 to 25. There were other special services such as the Jazz Sunday Celebration, Reformation Sunday, Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunday and Christmas Eve, featuring a live nativity scene that preceded the 5 pm Family Service. All these services were well planned, conducted, and attended. Mr. Hughes recognized Maryellen Cook, the Chair of the 200th Anniversary Committee, and Caroline Cheshire and the other members of the Religious Education Committee for a fine job.

Also the Church held 8 funerals, 5 weddings, and 9 baptisms. Due to vacation and recovery from surgery Mr. Hughes gave 1 baptism and 1 wedding to guest ministers Reverend Jeffrey MacDonald and Reverend Lelly Smith respectively. Mr. Hughes filled the pulpit for other worship services very well thanks to Reverend Smith, Judy Haley, and Reverend MacDonald.

One of Mr. Hughes' main goals this year has been to integrate children into the worship service. The children join the congregation at the end of the service and people love the energy they bring to the worship experience. Acolytes and a bell ringer are used to open and close the service. One of the youth, Chelsea Rose took part in a lovely service in which she sang "In God's Hands".

The Sunday School Choir, directed by Ann Greenleaf, and accompanied by Chip Price has sung to the delight of the congregation. Our Junior Choir has grown and sings often and beautifully. Our Senior Choir is absolutely wonderful and receives much well deserved applause.....especially when singing "down front"!! Mr. Hughes has also recognized the remarkable work of our Music Director and organist Donald Dunn.

Mr. Hughes is very pleased with Jared Hamilton's first year with our youth. He has about one dozen 8th graders. These numbers are projected to increase because Jared has a very enthusiastic younger group coming up. Mr. Hughes is also pleased that Jared is interested in moving toward ordination.

There is a lot going on in every area of our Church thanks to the coordinated efforts of Mr. Hughes, his staff and a long list of church members.

Administration and Staff Supervision

This is the sixth year that Mr. Hughes has been administratively responsible for the functioning of the church office. Mr. Hughes has provided supervision to the office staff with regular team meetings and has encouraged the staff to attend advanced courses in technology. The skills acquired at these courses have been used in refining the church data base and enriching church communications.

Mr. Hughes also collaborates regularly with our Pastoral Assistant, Judy Haley and Jared Hamilton, our Youth Director, regarding their various areas of ministry. This has resulted in programs that are relevant, enriching, and much appreciated by the participants.

PPRC Recommendations

Our many fine worship and fellowship activities are the result of the coordinated efforts of our staff and volunteers, both of whom have grown over the past few years. When vacancies occur, we encourage committees and boards to act in a timely manner to try to provide for program continuity, when possible.

Respectfully submitted,
Pastor/Parish Relations Committee

Carol Christensen
Lynda Griffiths
Paul Lengieza, (chair)
Carole Schanley
Richard Smith

**Annual Report of
PASTORAL ASSISTANT RELATIONS COMMITTEE
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

This is the second annual report of the PAPRC. The Committee is a revival of the APPRC that was created in 2006 to work with the Church's then Associate Pastor, Beth Horne. After review and discussion by the Executive and Nominating Committees and Church Council in the fall and early winter of 2008, it was determined that a similar committee should be re-convened for our new Pastoral Assistant, Judy Haley, with similar support and communication objectives. The committee was authorized with all four members confirmed in January, 2009.

The basic duty of the PAPRC is to facilitate communication between the Congregation and our Pastoral Assistant and to be a 'sounding board' for and to see to the comfort of the Pastoral Assistant. Overall, the Committee continues to devote significant time to discussing the evolving responsibilities of the Pastoral Assistant and ways to involve both the Sunday school children and their families and the Pastoral Assistant more in worship and in activities directly related to the Sanctuary.

In the 2009-2010 program year, we have met several times with Ms. Haley to discuss the following topics:

- Reorganization of the PAPRC job description and scope of duties, to respond to the late summer departure of the CE/Youth Program Director, Kim Hayden.
- Implementation of specific ideas to better connect the Sunday School and Chapel to the activities of the main Sanctuary; this included experimenting with various approaches to having children regularly in the Sanctuary at the beginning and end of Church and the addition of the acolytes to the liturgy with their explicit bringing of the Holy Spirit into the Sanctuary at the beginning of the service and taking the light out into the world at the end.
- Further re-alignment of the PA's responsibilities relative to the CE Director and the Youth Director to enable Ms. Haley to continue in some form her work at FPC while she increased her teaching responsibilities in Lowell.
- New program requests and how to respond
- General issue discussions with Pastoral Assistant.

Going forward the committee will continue to meet on a regular basis and facilitate communication between members of the Congregation and the Pastoral Assistant.

Respectfully submitted,
Pastoral Assistant Parish Relations Committee

Sandy Bodmer-Turner (chair)
Marty Farmer

Jim Hatch (secretary)
Larry Kirby

Annual Report of
CHURCH COUNCIL/EXECUTIVE COMMITTEE
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010

Church Officers

Rev. John Hughes, Pastor
Steven C. Carhart, Moderator
George Nickless, Clerk
Mark Decker, Treasurer
David DeMoura, Asst. Treasurer
June Nickless, Financial Secretary
Sally Curry, Asst. Financial Secretary
Sheila Carrassi, Asst. Financial Secretary

Boards/Committee Representatives

Robert Ralston, Christian Education
Llewellyn Smith, Nominating
Richard Smith, Diaconate
George Nickless, Delegates
Paul Driscoll, Trustees
Penny Lapham, Music
Mary Ellen Cook, Missions
Paul Gudonis, Stewardship
Martha Farmer, Membership & Growth

The Church Council is intended to promote communication, coordination of our efforts and programs, and cooperation to enable us to work well as a church community. We have copies of the Church By-Laws at hand whenever we meet. This reminds us that we are in covenant to be true to our purposes and responsibilities.

Because the business of the Church Council can be very time-consuming and it can be cumbersome to gather all members for necessary work, a smaller group has been established by bylaw to handle planning, organizing, guiding functions. The Executive Committee is to consist of the Moderator, Chair of the Diaconate, Chair of the Trustees and two other members of the Church Council nominated by the Moderator and ratified by the Council at the first meeting of the year, with clergy as members ex-officio. As the administrative arm of the Council, it carries out decisions, plans the agenda, and works with clergy to clarify job descriptions and goals, as well as to assess performance.

Continuing the successful policy of rotational membership on the Executive Committee, the statutory members of the Executive Committee (Moderator, Trustees, Diaconate, and Pastor) were joined by rotating members Robert Ralston and Mary Ellen Cook for the first half of the program year, and by Paul Gudonis and Mary Ellen Cook for the second half.

The first challenge facing the newly elected Church Council this year was the unexpected resignation in August of the CE/Youth Director Kim Hayden. The Council quickly organized interim leadership for the program through the Christian Education Committee while initiating a search for appropriate professional staff. We were fortunate to have Jared Hamilton join us as Youth Director and Priscilla Duda as Christian Education director as a result of the search process.

Other particularly significant events co-ordinated by the Council through the fall included the Jazz Sunday Open House to initiate the new program year and the 200th Anniversary Celebration culminating at the November anniversary date organized by a special committee headed by Mary Ellen Cook.

An important new initiative of the church this year was an all member survey designed to elicit membership concerns as a basis for further planning. Designed by Tilly Pick with support and input from the Stewardship Committee, the Council, and a reference group, the survey took place in written and online form through the fall. A synopsis was presented to the Council in November.

Building on this effort and the felt need of the congregation for a longer term planning horizon for financial and organizational goals, the Council undertook a five year planning program, to be reported to the Congregation at the Annual Meeting. Through the year, each Committee was asked to develop a "baseline plan" of what resources would be needed to maintain current programming for the next five years, and an "aspirational plan" of desired improvements if resources were available. The intent would be to match potential needs with potential resources on a longer term to provide a picture of the long term trajectory for the community, taking into account the needs and preferences reflected in the survey.

At the same time, the Council worked to provide a forum to resolve shorter term budget questions and operating priorities in areas in support of the ongoing work of the Stewardship Committee and the Trustees. Through healthy give and take, the budgetary issues which remained after last year's significant adjustments were resolved to the satisfaction of most and with general fiscal and programmatic stability in the church.

Within the budgetary process, two significant initiatives were implemented with the support of the Council. The Membership and Growth Committee proposed an extension of the progressive dinner tradition, "Rites of Spring", which included a catered dinner at the historic Hotel Masconomo home of George and Lelly Smith, followed by a live auction fund raiser. This event was an outstanding success both as a fellowship event and source of donations. In addition, the church initiated a new publicity function chaired by Tilly Pick which will work with all committees to improve the church's visibility in the community, including paid placements where appropriate.

Church wide "housekeeping" functions were also covered by the Council with excellent support from the office staff. The staff developed and the Council reviewed and approved a Written Information Security Policy which will bring the church into compliance with the new Massachusetts law in this area. In addition, the Council initiated the preparation of an ongoing policy manual which will represent an ongoing compendium of operating policies decided by the council (such as WISP) which are not part of the bylaws. This will be provided to Committees and staff to ensure consistent procedures across committees and over time.

Throughout the year, the Church Council has met monthly to provide a forum for addressing all-church issues and to offer all committees a convenient process to coordinate their activities and receive feedback in a timely fashion. At each meeting, the various Committees reported progress in their respective operational areas. These are covered in depth in the accompanying reports from each committee and will not be repeated in this report. Suffice it to say that any accomplishments of the Church Council this year are built on the foundation of the volunteer efforts of its constituent committees, for which we should be truly grateful.

Yours in Faith,

Steven C. Carhart
Moderator

**Annual Report of
MEMBERSHIP & GROWTH COMMITTEE
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

New members:

Nine new members have joined First Parish Church this year to date. June 6th will be the final membership Sunday of the program year. Confirmation will be held on that Sunday so there will be a few more new members added before the end of the program year.

December 6th, 2009

- Ralph and Wendy Smith
- Rebecca Calandra
- Marlene Dolan
- Jared and Leah Hamilton

March 7th 2010

- Jim Brennan
- Penny Adams
- Note: Larry Love, long time member of the choir who was to have joined on March 7, was made a member posthumously at the March Church Council meeting shortly prior to his memorial service. He is greatly missed.

Rebecca Calandra, Marlene Dolan and most recently Jared and Leah Hamilton bring young children into our church community as well. Please make a point of introducing yourselves to our new members and welcoming them into our church community.

Five Year Plan:

Our 5-year plan is to bring active church membership up to 300. As of May 16, 2010, there are 270 active members, compared to 279 as of this date last year. Despite the addition of 9 new members, we had a net loss of 9 as 15 inactive members were removed from the rolls this year and several members passed away. While we are only 30 members short of the 300 member goal, the annual attrition rate is high. We estimate that we will need to add at least 15 new members to keep from shrinking and 20 new members each year to achieve our five-year goal of 300.

The reasons why we need growth in our membership are several. The most important is the contribution they make to the vitality of the church. Fresh ideas and enthusiasm – and the changes that come with them - are necessary for the church to endure and continue to serve our community as life around us changes. Certainly there is also the desire to add members who contribute financially to the support of the programs of our church. We know, too, that the value of these programs is compelling and that many more people could benefit from the spiritual and educational experiences offered here; we have a responsibility to share that with people who are seeking what we offer. Further, the addition of young families insures that the next generation of church leadership is growing up among us.

We have an extraordinarily vibrant church that is actually growing in terms of the number of people who are active in the programs of the church, belying the numerical tally – the church school, youth group, playgroup, choirs, study groups and vespers services are all steadily expanding. The staff we have in place is phenomenal but new members are making a big difference. Being able to continue to support and even expand the excellent programs we offer requires member participation, volunteers and fresh ideas as well as paid staff.

Jazz Sunday Open House:

This year the Membership and Growth committee again co-produced *Jazz Sunday Open House* and the picnic festivities that followed on September 20, 2009. It was certainly a successful event and the attendees at the worship service and the lunch/picnic reported that the music was wonderfully uplifting and the fellowship time, bringing members back together after the summer hiatus, was much appreciated. However, the attendance was somewhat less than anticipated and the conclusion we drew from the church survey is that our attempt to use this event as a means of community outreach – an opportunity for church members to invite their friends to church – was not as well received as we thought. And perhaps our approach is getting a little stale. We have concluded that it is time for some of that change that keeps things vital. If Jazz Sunday is to continue we encourage interested members of the congregation to step forward with their fresh ideas. Anyone interested in participating or leading this event this September please contact the Moderator.

Let's Have Dinner:

Two “*Let's Have Dinner*” events were held during the year with wonderful comments received on both the food and the new friendships that were made during the evenings. The first, on August 8, was a progressive dinner which began at Lelly and George Smith's home with appetizers for forty-five of us on the veranda overlooking the ocean followed by dinner at several host homes and dessert at the home of Steve Carhart and Marty Farmer. The second dinner, on October 24, was not a progressive dinner but several separate dinner parties. It was particularly planned to give new members the opportunity to get to know more people in the church. Many of the new members who joined the church in the past year did participate. We would like to thank the many host families who offered their homes for these two dinner events. Ask them about it and they'll tell you that throwing a dinner party when somebody else does almost all the cooking and brings the wine is not a bad deal.

Rites of Spring:

This winter the Membership and Growth Committee decided that we could add a new dimension to our next dinner event. To help solve the church's budget shortfall we thought we could add a little live auction. (We now know that there is no such thing as a little live auction.)

We are pleased to report that the May 1st fellowship dinner and live auction event, “*Rites of Spring*,” was a great success! Again George and Lelly Smith hosted us and again we enjoyed hors d’oeuvres on the veranda overlooking the ocean. Their home was the Booth family summer home and includes what remains of the historic Masconomo House hotel. Fittingly, given the theatrical history of this home where Shakespeare’s plays were often produced, this dinner event included live entertainment. Period costume set the scene with Steve Carhart as doorman, greeting guests in his tuxedo and top hat. Singers Paul Knox and Melissa Glaister performed while raconteur Larry Kirby was our sommelier, complete with chain and key. But the star of the show was Paul Gudonis who took center stage and transformed into a hilarious (and very successful) auctioneer.

Among the twenty items auctioned off were a catered gourmet dinner party, architectural services, a golf foursome at Turner Hill, passes to the Curtis Cup, photographic family portraits and vacation resort weeks. There were also 18 door prizes, including many gift certificates contributed by local merchants. The preset maximum of 60 people was exceeded but we found room and there was more than enough food – and wine – for everyone. From the lively jazz to the ringing of the antique Chinese gong for dinner to the peals of laughter echoing from the auction hall, a joyful noise was raised unto the Lord all evening long. And we raised almost \$7000 for the youth, music and education programs of the church as well!

The items auctioned off had an estimated market value in total of nearly \$10,000. We can all be very thankful to the generous church members who offered these items. Obviously there were some terrific bargains but it is a testament to the generosity of the guests at this fund-raiser that many of the items sold for more than their stated market value. This is the attitude we hoped would prevail, one of generosity and joy.

While the Membership and Growth committee coordinated this event, many people participated in the planning and preparations. Most important among those for us to thank are George and Lelly Smith and of course all of our entertainers. But we had set-up and clean-up help from at least two dozen other members. Thank you all very much for helping to make this *first annual* “*Rites of Spring*” event such a terrific success. Yes, we’ll do it again! Let us know if you would like to help create next year’s event!

Respectfully submitted,

Martha Farmer, Chair

Membership & Growth Committee

Mary Kirby, Secretary

Sandy Bodmer-Turner

Martha Gubbins

Jan Marshall

Theresa Weinheimer

**Annual Report of
CLERK
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

The Clerk has kept the records for the Church year 2009-2010, recording baptisms and changes in membership through transfers, admissions, and deaths.

During the 2009-2010 church year (July 1 to June 30), the *active* membership was **decreased** by 5 deaths, 15 transfers from Active to Inactive membership status, and **increased** by 9 Confessions of Faith. There were also 2 who were removed from Associate member status due to moving away. Present membership is **270 Active Members** and **5 Associate Members**.

The **deaths** of the following Active Members are regretfully recorded. A Peter Arntsen, Dee Dee Bundy, Melrose Cole, Larry Love, and Florence Crocker. Deceased non-active members include Patricia Stiles.

The following were welcomed into Church membership:

By **Confession of Faith**: Ralph Smith, Wendy Smith, Marlene Dolan, Rebecca Calandra, Jared Hamilton, Leah Hamilton, Penny Adams, Jim Brennan, and Larry Love.

The total Active Membership as of June 10, 2001, was 247.
The total Active Membership as of June 20, 2002, was 247.
The total Active Membership as of June 19, 2003, was 259.
The total Active Membership as of June 17, 2004, was 282.
The total Active Membership as of June 16, 2005, was 272.
The total Active Membership as of June 15, 2006, was 273
The total Active Membership as of June 17, 2007 **was** 290
The total Active Membership as of June 15, 2008 was 279
The total Active Membership as of June 07, 2009 was 281

The total Active Membership as of June 06, 2010 is 270

A copy of the present *active* membership and *associate* membership list is attached.

The following 9 baptisms were recorded for the year 2009-2010:

BAPTIZED

Addison Olivia Woodruff
Michael Sebastian Chew
Hadley Elisabeth Blaisdell
Kolby Charles Buddenhagen
Jackson Walter DePriest
Jackson Thomas Bartlett
Noah Collins Shea
John Francis Meaney

PARENTS

Thomas Stewart Woodruff and Carrie Maloy (Smith)
Craig Chew and Joanna (Berridge)
Geoff Blaisdell and Krista (Adams)
Erich Charles Buddenhagen and Jennifer (Sorenson)
Shaun Joe De Priest and Heather (Snider)
John A Bartlett and Lisa Marlene (Skinner).
John H Shea III and Kimberly (Bender)
Susan Meaney

Additional Committees of the Church:

The Clerk feels that additional information is needed for the membership to understand committees that have been formed as ad hoc to the Church Council, as well as committees de-activated as a result of Church Council action.

Ad hoc to the Church Council:

1) Archivist/Historian: (not appointed this year)

2) Pastor/Parish Relations Committee (PPRC)

Created by the Church Council with a purpose to sustain a harmonious relationship between the Pastor and the Church community, and to assist the Executive Committee in providing an annual evaluation report to the Annual Meeting.

This past year, 3 members were appointed by the Church Council (Richard Smith, Lynda Griffiths, Carol Christensen) and 2 appointed by the Pastor (Paul Lengieza, chair, and Carole Schanley).

3) Pastoral Assistant Parish Relations Committee (PAPRC)

This committee was activated in August 2008 when our Pastoral Assistant arrived. We do give thanks to this committee for the time they have spent in preparing a job description and meeting to serve the congregation and Pastoral Assistant.

Five members were appointed by the Council--Sandra Bodmer-Turner (chair), Marty Farmer, James Hatch, and Larry Kirby.

4) Executive Committee: Formed by vote at the 2004 Annual Meeting as the administrative arm of the Church Council. The committee consists of the Moderator, (Steve Carhart) plus chairs of Diaconate (Richard Smith); Trustees (Paul Driscoll); and two other Council members to serve half-year terms (Mary Ellen Cook Missions; Bob Ralston, Christian Ed; and Paul Gudonis, Stewardship served this year). We give utmost thanks to them for their work this year.

5) Safe Church Committee: Formed by vote of the Church Council in 2009 to update and maintain our present policies. Members include George Nickless, Mary Hosman, and Bob Ralston. This committee is newly re-organizing, and will be presenting a revised look at the package of requirements to put our church in a safe condition, particularly with the youth and Sunday School.

6) Anniversary Committee: Mary Ellen Cook ably chaired this committee to honor the church's celebration of their 200th year. Many events occurred during the year to celebrate the church and honor the community for their involvement in our church.

7) Webmaster: Dan DeOreo

8) Publicity: Tilly Pick

9) Fair Committee: Allison Moir-Smith

Committees formed by either Annual or Special Meetings:

- 1) **MHAB. The Meeting House Advisory Committee** was added to the By-laws as a sub-committee of the Board of Trustees to oversee the use of funds resulting from the First Parish Church Meeting House Campaign. The MHAB consists of five people, three of whom are non-church members.

Present members appointed by the Trustees and ratified by Church Council are:

Church: John Round and Jens Kure-Jensen

Non-Church: Regina Villa, Dr James J. Bacsik, and Gordon Abbott

Committee formed by the Diaconate:

1) **The Care Committee:** Formed by the Diaconate to attend to people in need---in need of food, comfort, transportation, medical equipment. These dedicated people have made a significant impact on the work of the church in the community. They are led by Sheila Kafer (chair) and Janet Groth (vice-chair).

Committee formed by the Trustees:

1) **The Investment Advisory Committee.** The work of these three had led to a significant difference in our investment portfolio. Kudos to Steve Carhart, Jack Abbott, and Rick Wilk who willingly volunteer their time and experience to oversee our investments.

Respectfully submitted,
George A. Nickless, Clerk

Additional historical data:

Church Services

7/01 thru 5/02 = 5368	51 weeks recorded	Average attendance '01 - '02 = 105
6/02 thru 5/03 = 4431	44 weeks recorded	Average attendance '02 - '03 = 101
6/03 thru 5/04 = 4314	40 weeks recorded	Average attendance '03 - '04 = 106
6/04 thru 5/05 = 4256	38 weeks recorded	Average attendance '04 - '05 = 112
6/05 thru 5/06 = 4618	44 weeks recorded	Average attendance '05 - '06 = 105
7/06 thru 5/07 = 4751	47 weeks recorded	Average attendance '06 - '07 = 101
7/07 thru 5/08 = 4257	45 weeks recorded	Average attendance '07 - '08 = 95
7/08 thru 5/09 = 4260	45 weeks recorded	Average attendance '08 - '09 = 95
7/09 thru 5/10 = 3430	34 weeks recorded	Average attendance '09 - '10 = 101

Special Services:	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>
Ash Wednesday	?	59	?	?	48	27	44	35
Maundy Thursday	90	75	101	51	80	38	116	64
Easter Services	265	275	255	285	276	227	292	249
Christmas Services (2)	370	352	235	381	455	430	382	459

Sunday School Students:

9/01 thru 5/02 = 890	24 weeks recorded	Average attendance 37
9/02 thru 5/03 = 711	22 weeks recorded	Average attendance 32
9/03 thru 5/04 = 862	27 weeks recorded	Average attendance 32
9/04 thru 5/05 = 834	21 weeks recorded	Average attendance 40
9/05 thru 5/06 = 965	20 weeks recorded	Average attendance 48
9/06 thru 5/07 = 985	22 weeks recorded	Average attendance 45
9/07 thru 5/08 = 669	18 weeks recorded	Average attendance 37
9/08 thru 5/10 = 700	21 weeks recorded	Average attendance 33
9/13 thru 5/09 = 687	25 weeks recorded	Average attendance 27

Sunday School Teachers:

9/01 thru 5/02 = 200	24 weeks recorded	Average # teachers per week = 8
9/02 thru 5/03 = 196	22 weeks recorded	Average # teachers per week = 9
9/03 thru 5/04 = 85	13 weeks recorded	Average # teachers per week = 7
9/04 thru 5/05 = 143	21 weeks recorded	Average # teachers per week = 7
9/05 thru 5/06 = 220	20 weeks recorded	Average # teachers per week = 11
9/06 thru 5/07 = 281	22 weeks recorded	Average # teachers per week = 13
9/07 thru 5/08 = 196	18 weeks recorded	Average # teachers per week = 11
9/08 thru 5/10 = 202	21 weeks recorded	Average # teachers per week = 10
9/13 thru 5/09 = 233	25 weeks recorded	Average # teachers per week = 9

Some of the Small Group Ministries Presently Meeting

Care Committee - Sheila Kafer, Chair; Janet Groth, Vice Chair

Vesper Services: Began in fall of 2006. Average attendance 15

Play Group: weekly average attendance 25. (As high as 40 for one wk).

Thursday Night Study: weekly average attendance 10 - 11

Friday Bible Study: weekly: average attendance 6 - 7

Soup & Conversation: 5+ times per year, average attendance 25-35.

Respectfully submitted, George A. Nickless, Clerk

ACTIVE MEMBERS

	LAST	FIRST		LAST	FIRST
1	ABBOTT	ELLEN SEARLE (Mrs. John)	63	D'ANGELO	ANNE V.
2	ABBOTT	JOHN H.	64	DAVIS	ASHTON SCOTT
3	ADAMS	PENNY	65	DECKER	R. MARK
4	ALMY	BARBARA	66	DEMETER	ELEANOR
5	ALSOP	CHRISTIANE	67	DeMOURA	DAVID
6	ARMINGTON	STEVE	68	DeOREO	DAN
7	ARNTSEN	MARGO (Mrs. A. Peter)	69	DeOREO	SARA (Mrs. Dan)
8	AUSTIN	BARBARA (Mrs. James)	70	DIGBY	EVELYN
9	AUSTIN	DR. JAMES	71	DIGIOVANNI	CHRISTINA
10	BACHMAN	NANCY	72	DIGIOVANNI	DEBORAH MARY (Mrs. Peter)
11	BARTLETT	JOHN	73	DODGE	ABBEY LAUREN
12	BARTLETT	LISA (Mrs. John)	74	DOE	ERIC
13	BENINCASA	BONNIE	75	DOLAN	MARLENE
14	BENINCASA	EMILY	76	DRINKWATER	JUDY
15	BENKE	JILL	77	DRINKWATER	PATTY
16	BENTLEY	REV. THOMAS	78	DRISCOLL	PAUL
17	BILDNER	JAMES	79	DUDA	BRIAN
18	BODMER-TURNER	JEFFREY	80	DUDA	PRISCILLA (Mrs. Brian)
19	BODMER-TURNER	SANDRA (Mrs. Jeffrey)	81	EASTLAND	ALICE (Mrs. Chris)
20	BODMER-TURNER	SIMONE	82	EASTLAND	CHRIS
21	BOTHWICK	JAMES	83	ELDER	MARTHA LEE
22	BOTHWICK	JORDAN	84	ERDMANN	ROBERT
23	BOWMAN	GORDON WILLIAM	85	ERDMANN	SHANNON (Mrs. Robert)
24	BRADY	ADELLA (DELL)	86	FARMER	MARTHA
25	BRENNAN	JIM	87	FARR	BETTY (Mrs. George)
26	BREWSTER	RYAN	88	FARR	GEORGE
27	BRIDEAU	SHAUN NICHOLAS	89	FERM	ERIK
28	BROWN	GERTRUDE	90	FERM	LINDSEY BOURKE
29	BUDDENHAGEN	ERICH	91	FEUERBACH	JOHN
30	BUDDENHAGEN	JENNIFER (Mrs. Erich)	92	FEUERBACH	MARY JO (Mrs. John)
31	BULLOCK	BARBARA (MELVIN)	93	FEUERBACH	TESLA
32	BUSCH	CHRISTIAN	94	FLYNN	NORAH
33	BUSCH	KIMBERLY (Mrs. Christian)	95	FORSLEY	BARBARA (Mrs. Richard)
34	CALANDRA	REBECCA	96	FORSLEY	RICHARD
35	CALLAHAN	JOHN	97	FRASER	WENDY
36	CALLAHAN	LISA (Mrs. John)	98	FUCA	JOSEPH
37	CAPPON	ELEANOR	99	FUCA	KAREN (Mrs. Joseph)
38	CARHART	STEVE	100	FULFORD	NANCY (Mrs. Robert)
39	CARRASSI	SHEILA	101	FULFORD	ROBERT L.
40	CHESHIRE	CAROLINE (Mrs. Nigel)	102	FULFORD	SUSAN MARION
41	CHESHIRE	CHARLOTTE	103	GAMBLE	JUDY
42	CHESHIRE	NIGEL	104	GARVEY	MICHAEL
43	CHRISTENSEN	CAROL	105	GARVEY	NANCY (Mrs. Michael)
44	CLARK	PAUL BROOKS	106	GIRARD	GREG
45	CLARK	WENDY h (MRS. PAUL)	107	GIRARD	KRISTINE (Mrs. Greg)
46	COALE	KATHLEEN (Cricket) (Mrs. William)	108	GLASSON	DOUGLAS PAUL
47	COALE	WILLIAM	109	GRAYDEN	LOIS SPRAGUE
48	COBB	GIRARD	110	GREENLEAF	ANN R. (Mrs. Richard)
49	COLE	ELIZABETH (Mrs. Melrose)	111	GREENLEAF	RICHARD J. JR
50	COLES	JENNIFER SHAW (Mrs David Shaw)	112	GREENSLET	KATHRYN (Mrs. Roger)
51	CONWAY	CINDY	113	GRIFFITHS	LYNDA
52	COOK	JERRIS	114	GROTH	JANET
53	COOK	MARYELLEN (Mrs. Jerris)	115	GUBBINS	MARTHA
54	COWMAN	ROSS WILDER	116	GUDONIS	DORTHEA (THEA) LEIGH
55	COWMAN	SCOTT	117	GUDONIS	EDEN MARGIT
56	CROFTON	GARY	118	GUDONIS	LAUREN (Mrs. Paul (Breakiron))
57	CROFTON	MEREDITH (Mrs. Gary)	119	GUDONIS	PAUL RICHARD
58	CROSBY	LINDA (Mrs. David)	120	GUDONIS	PETER
59	CUNNINGHAM	BETSY	121	HALGREN	DONALD
60	CURRY	SALLY	122	HALGREN	NANCY (Mrs. Donald)
61	CUTLER	RACHAEL	123	HAMILTON	KATRA
62	DAME	DOROTHEA (Mrs. Willard)	124	HAMILTON	JARED

ACTIVE MEMBERS

	LAST	FIRST		LAST	FIRST
125	HAMILTON	KYLER BRADLEY	187	MORGAN	STEPHANIE
126	HAMILTON	LEAH	188	MURRAY	BRIDGET
127	HATCH	CHRISTOPHER	189	NAGLE	LOIS I.
128	HATCH	JAMES	190	NICKERSON	CARL
129	HATCH	KAREN (Mrs. James)	191	NICKERSON	TRUTH (Mrs. Carl)
130	HAWKES	JAMES	192	NICKLESS	GEORGE
131	HAWKES	MARY LOU (Mrs. James)	193	NICKLESS	JUNE (Mrs. George)
132	HENDERSON	DEIRDRE	194	O'BRIEN	BARBARA (Mrs. Keith)
133	HESLOP	ANN (Mrs. Mark)	195	O'BRIEN	CARL A.
134	HESLOP	MARK	196	O'BRIEN	KIMBERLY
135	HOSMAN	ERIC	197	O'BRIEN	MARY-LOU (Mrs. Carl)
136	HOSMAN	MARY (Mrs. Eric)	198	PALMSTROM	LINDA
137	HOWLETT	ALLYSON CAFFERTY	199	PEARSON	JANE SMITH
138	HUDSON	DEBBIE	200	PEPPER	GEORGIA
139	HUGHES	CLIFF	201	PETERSON	NANCY LEE
140	HUGHES	DEBORAH BRITAIN	202	PHILLIPS	JANE
141	HUGHES	JOHN GIDDINGS	203	PICK	SUE (Mrs. Tilmann)
142	HUGHES	MARILYN (Mrs. John)	204	PICK	TILMANN (TILLY)
143	HUGHES	NANCY (Mrs. Cliff)	205	POLLOCK	APRIL (Mrs. Todd)
144	KAFER	SHEILA (Mrs. Lee)	206	POLLOCK	TODD
145	KAFER JR	LEE ROY	207	POTTER	MARK
146	KIRBY	LAWRENCE	208	POWERS	DANA
147	KIRBY	MARY E. (Mrs. Lawrence)	209	POWERS	JENNIFER (Mrs. Dana)
148	KLEBART	DEWEY (Arthur)	210	PRICE	CHIP (Robert)
149	KLEBART	NANCY (Macauelle)(Mrs. Arthur)	211	PRICE	PAM (Mrs. Robert)
150	KURE-JENSEN	JENS	212	RALSTON	ROBERT
151	KURE-JENSEN	LISE (Mrs. Jens)	213	RANGER	ANN
152	LANCE	LYNNEE (Mrs. Thomas)	214	REID	HEATHER JOHNSON (Mrs. Peter)
153	LANCE	THOMAS	215	ROSE	JESSICA ANN
154	LAPHAM	FRANCES MARION (Mrs. Henry)	216	ROUND	CAROLINE LEIGH
155	LAPHAM	HENRY GEORGE	217	ROUND	JOHN
156	LARSEN	JOLENE (Mrs. Larry)	218	ROUND	KATHERINE
157	LATIONS	KIMBERLY SENAY	219	ROUND	MARIANNE (Mrs. John)
158	LAWSON	HANNAH LINES	220	ROUND JR	JOHN
159	LAWSON	THAYER	221	SAMOLCHUK	BETTY
160	LEAR	ROBERT S.	222	SCARAFONI	DAVID
161	LEAR	SHAN (Mrs. Robert)	223	SCARAFONI	DEAN
162	LEARAGER	STACEY	224	SCARAFONI	PAMELA (Mrs. Dean)
163	LENGIEZA	CHERYL B. (Mrs. Paul)	225	SCHANLEY	CAROLE (Mrs. Darwin)
164	LENGIEZA	PAUL F.	226	SCHANLEY	DARVIN
165	LUMSDEN	DAVID	227	SCHANLEY	SCOTT CHRISTOPHER
166	LUMSDEN	MARY A. (Mrs. David)	228	SCHUH	DAVID
167	LUMSDEN	REBECCA HORN	229	SHAW	DAVID
168	MALARKEY	TIMOTHY	230	SIBLEY	ROBERT
169	MANNINEN	WENDY (HOLDEN)	231	SIBLEY	SARA
170	MARCAURELLE	BENJAMIN	232	SMALLMAN	MARCI (Mrs. Robert)
171	MARCAURELLE	SAMANTHA	233	SMALLMAN	ROBERT
172	MARSHALL	JANET H. (Mrs. Weymouth)	234	SMITH	BARBARA (Mrs. Richard)
173	McCAFFERTY	GILLIAN	235	SMITH	JASON
174	McCAFFERTY	JEAN B.	236	SMITH	KATIE
175	MCCARTHY	EMILIE (Mrs. Matthew)	237	SMITH	RALPH
176	MCCARTHY	MATTHEW	238	SMITH	REV DR LLEWELLYN (Mrs. George)
177	McCLAIN	TOM	239	SMITH	RICHARD
178	McCOLGAN	EDWARD	240	SMITH	ROBIN
179	McCUBREY	KATHERINE	241	SMITH	WENDY
180	MEANEY	SUSAN	242	SMITH	WILLIAM WENDELL
181	MEEHAN	NICOLE	243	STANTON	JEANNE SNOW
182	MEEHAN	PAT	244	STEWART	GRACE VANNER
183	MICHAEL	MARGARET ANN.	245	STRANGMAN	ALICE (BELL) (Mrs. Lester)
184	MILNE	DORIS (Mrs. Forrest Jr.)	246	STRANGMAN	LESTER GEORGE
185	MOIR-SMITH	ALLISON	247	TERRILL	ALRIE (Mrs. Vincent)
186	MOODY	PATRICIA	248	TERRILL	VINCENT R.

ACTIVE MEMBERS

	LAST	FIRST
249	WALDO	LOIS
250	WALKER	ALISON (Mrs. Lance)
251	WALKER	LAWRENCE (LANCE)
252	WARREN	BRUCE
253	WARREN	DEDE (Mrs. Bruce)
254	WEIDMAN	CAROL FINN (Mrs. Stephen)
255	WEIDMAN	STEPHEN
256	WEINHEMIER	THERESA
257	WELD	CAROLINE
258	WELD	MARK
259	WILKINSON	DUNCAN
260	WILKINSON	KIM (Mrs. Duncan)
261	WILKINSON	SHIRLEY (Mrs. Robert)
262	WILLIS	ANN
263	WILSON	GLENN
264	WILSON	LISA (Mrs. Glenn)
265	WOOD	BETH (Mrs. Richard)
266	WOOD	MISHELLE
267	WOOD	RICHARD
268	WOOD	TIMOTHY RICHARD
269	XAVIER	BEVERLY (Mrs. Harold)
270	XAVIER	HAROLD

Associate Member

1	BRIDEAU	JOSEPH
2	KATSOULAS	PETER
3	KNOX	JEANNE
4	NICKLESSTROYLI	PEGGIE
5	TROYLI	VALENTINO

**Annual Report of
MISSIONS COMMITTEE
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

The Missions Committee has met on the second Tuesday of each month. The spring survey of our congregation directed us to cut back on the number of organizations that we contribute to and to focus on having a bigger impact on the remaining ones. We are doing this in 2010. During these difficult financial times, we once again focused on organizations providing food, clothing, and shelter. Missions has taken on more hands on projects as indicated by the surveys.

The following organizations received donations:

Action, Inc.	Haven from Hunger
Beverly Bootstraps Food Pantry	Heifer International
Boston Rescue Mission	Hospice of North Shore
Boys/Girls Club of St. Croix	In-Care students
Bridge Over Troubled Waters	Life Bridge (Salem Mission)
CAB Health and Recovery	Open Door Food Pantry
Cape Ann Habitat for Humanity	Plummer Home
Cape Ann Interfaith	Project Bread
Desveaux House	Rosie's Place
Emmaus House	Salvation Army
H.A.W.K.	Wellspring House
Manchester Fund to Prevent Homelessness	

We donated to the following organizations from special offerings:

Christmas and Easter gifts to the Plummer Home for Boys, Wellspring House
Thanksgiving, MACUCC-The Christmas Fund and One Great Hour of Sharing, Beverly
Bootstraps and Open Door Food Pantry.

Special Projects:

Shelving for apartments and bed in a bag for apartments at Wellspring House, spring
collection for Beverly Bootstraps.

Missions would like to thank the membership for all of their generous donations!

Respectfully submitted,
Mary Ellen Cook and Anne D'Angelo, Co-chairs
Lauren Gudonis, Secretary
Peter Katsoulas, "The Bell"
Alice Eastland

**Annual Report of
CHRISTIAN EDUCATION COMMITTEE
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

The Christian Education Committee meets one evening monthly during the Sunday School year. We currently have 7 members: Bob Ralston (co-chair), Kim Latons (co-chair), MaryJo Feuerbach, Caroline Cheshire, Alison Walker, Rebecca Calandra, and Sue Pick. Rev. Hughes and Judy Haley met with us for most of the meetings to provide periodic updates pertinent to our committee. At the beginning of the Sunday School year we were without a CE Director as Kim Hayden departed the committee during the summer. We were pleased to have Priscilla Duda accept the role of CE Director in November. Jared Hamilton joined the CE Committee as Youth Director in November.

The major focus this year was to continue the Sunday school program and keep it strong and growing. We sent the children individual cards inviting them back to Sunday school. We had a wonderful team of volunteer teachers and Alison Moir-Smith joined us to lead the Tuesday morning play group which has an amazing attendance of upwards sometimes of 40 parents/caregivers and children! Caroline Cheshire organized a rotation of volunteers for the Sunday School Nursery, saving the Church the currently allotted amount of hiring a Nursery Administrator from our budget of \$1,200.00. Caroline also organized and headed up the "Nativity Event" on Christmas Eve with a candle-lit vigil and "caroling" to a local resident's home which hosted the event prior to the 5:00 family service. We hope to continue this tradition. On May 16th, the CE Committee hosted a cook-out in honor of the Sunday school's 200th anniversary and teacher appreciation.

CE Director's Report:

This year the Sunday school was fortunate to have the teams of Cynthia Franklin and Nancy Garvey teaching our PreK-3rd grade class along with Jen Powers and Ann Ranger teaching the 4th/5th grade class. We continue to use the Godly Play curriculum in all of our classes and find that it has been very successful in teaching the children in a very child friendly environment.

In November Priscilla Duda accepted the role of C.E Director and has enjoyed getting to know all of the children. Priscilla has attended 2 of the Godly Play training courses and is looking forward to teaching next year.

The Sunday Schools greatest accomplishment this year was the Bed in the Bag program in which we provided the Wellspring House in Gloucester with over \$2,500 in bedding for their new arrivals. The CE Committee also hosted the third annual Birthday Bash, and a fund-raiser for the Heifer Project with a luncheon and talent show.

Youth Director's Report:

Judy Haley led the youth in recreation activities, service projects and weekly classes during the first part of the year. Jared Hamilton joined the Church in November as Youth Group Director. Jared is a second year seminary student at Andover Newton Theological School and plans to enter the ordination process through the United Church of Christ. During the first part of the year many parents stepped in helped with weekly classes and planned an outing taking thirty youth to Laser Quest. Our youth room was revitalized as David Schuh and our middle school students cleaned and added a new coat of paint to the walls and floor. We also received donations of a ping-pong table, foosball table, television and furniture for the new room. At the beginning of November, Jared Hamilton joined the church as youth director and continued with classes and other activities. In December the youth group completed a major service project by hanging kitchen cabinets at a Wellspring House transitional housing shelter in Gloucester, Massachusetts.

The success of the programs listed above is the result of many volunteer hours by numerous members of the congregation. We thank everyone for their time and efforts and hard work this past year.

Respectfully submitted,

Bob Ralston
Kim Lations
MaryJo Feuerbach
Caroline Cheshire
Alison Walker
Sue Pick
Rebecca Calandra

With the expected departure of the Christian Education Director and the unexpected resignation of the Youth Director, the program year opened with many opportunities for creative adaptation. The CE Committee and parents stepped in to organize activities, and I led the middle school youth group Sunday school classes through September and October. Throughout the year I provided a pastoral support to parents, children, staff and volunteers on Sunday mornings in the chapel. I also occasionally preached and participated in the Sunday morning liturgy.

My major focus in 2009-10 has been on building and identifying bridges of relationships and programs between church and chapel. I worked with the children and youth, the confirmation class, and adult small groups to strengthen these ties.

The *children* began to attend church on a weekly basis so that they could participate in the service. Their ministry of bell-ringers and acolytes added to our reverent and celebratory worship. Their enthusiasm enlivened the end of the service and fellowship time as they returned from Sunday school. The connection between buildings was tangible in Regina Villa's generosity in letting the children walk "the secret path" through her property back to the church. The Sunday school pageant, which I directed, and Christmas Eve Family service were also times of celebrating Jesus' birth together as a whole congregation. The children enjoyed the hospitality of the deacons, choir, and congregation; in turn, the Sunday school and youth welcomed everyone for the Birthday Bash, Heifer talent show, and a baby shower for Jared and Leah Hamilton. These times of our "whole church together" have been special for everyone.

The *confirmation class* of three second-year students also connected with the whole church in several ways. They met to explore "Our Faith Journey," resources for not just teens but all of life. They visited an annual meeting and a Soup and Conversation event to see how adults participate in church life. They will be confirmed in a special service this June.

Adults' high level of commitment to learning themselves as well as to supporting the Christian education of the youth and children at First Parish is distinctive and exciting. With support from Mary Ellen Cook we renewed the Women's Fellowship. I initiated a monthly support group for parents. Ongoing occasions for adult faith formation included the weekly Growing Together series (*The Stones* on King David through and *Discovering God* on revelation in world religions, the tradition of lament in connection with Haiti, the effects of the recession on faith, and Thanksgiving and Advent evening retreats), a weekly lectionary-based Friday Bible Study, and the Soup and Conversation program (Faith and the Economy with Steve Carhart, Sanctuary in Germany with the Youth Exchange students, Architecture of New England Churches with Steve Rosenthal, Early Christian House Churches with Judy Haley, and The Exodus Traditions with Richard Smith). These events increased our knowledge, awareness, and faith.

Through the congregation's knowing and growing together, God is strengthening not only First Parish but every place where the people of First Parish live, work and serve.

Respectfully,
Judy Haley

**Annual Report of
MUSIC COMMITTEE
First Parish Church, Congregational
Manchester-by-the Sea, Massachusetts
June 6, 2010**

This past year, the music program has continued to be what we all strive to achieve in the Senior Choir and Junior Choir as well. Don Dunn, our Music Director and Organist, challenges us frequently with beautiful although somewhat difficult pieces, leading us, young and not so young, to accomplish the music....and we appreciate the time and ability that both Rebecca Shrimpton and Paul Knox contribute, through their music, to the church.

On Sunday, November 22, 2009 the two choirs sang together as part of the year long final celebration of our 200th Anniversary of the Church building. The Junior and Senior Choirs joined together on Palm Sunday to sing Open The Gates, much to the delight of the congregation.

Melissa Glaister and Mary Saunders joined us on Christmas Eve with the soprano section – always a welcome addition. At the Easter Service Meredith Browne returned to sing with us and play the flute along with 3 additional musical instruments, the French Horn, Percussion, and Bass Guitar for the service. Nigel Cheshire played the trumpet for our Easter service on April 4th, and Ann Greenleaf and Chip Price led the Sunday School Choir also on Easter.

Since regular maintenance has been given to the 2 pianos and the church organ, repairs have been not been necessary this year.

We welcomed Carol Graham from Manchester and Jim Brennan from Magnolia this past year, Carol joining the soprano section and Jim as a tenor.

The recent survey shows that the congregation continues to appreciate the music program being offered during the church services and for some the music is of primary importance.

The Music Committee's 5-year plan includes more instrumental music on Sunday mornings; concerts open to our community, section leaders for the altos and tenors, and the continuation of the 2 choirs performing together. New voices are a big part of the foundation of a strong choir and we welcome individuals interested in joining.

Larry Love, beloved member of our tenor section, passed away unexpectedly in early March. The senior choir was invited to participate at his memorial service on Friday, March 19th. This has been an immense loss to all of us who valued Larry's contribution to our choir....both in music and friendship.

Respectfully, The Music Committee
Nigel Cheshire
Kathy Greenslet
Penny Lapham
Maggie Michael
Shirley Wilkinson

Annual Report of
ORGANIST-CHOIR DIRECTOR
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010

Status of the Choir

Music plays an integral role in worship at First Parish Church, because of its deeply spiritual power to inspire our emotions or illustrate a text often better than the spoken word. Music really is a universal language, and with people around the world each Sunday we celebrate and express our faith through the singing of hymns, the choir anthems, and the organ voluntaries. Rebecca Shrimpton and Paul Knox continue to serve as soprano and bass section leaders. Section leaders help to bring stability in the choir's weekly musical life (47 church services this past year). They help immeasurably in teaching new music to the choir. There are now twenty-one (21) active members in the senior choir.

The choir, with the help of some members of the Newburyport Choral Society, sang beautifully four choral pieces for Larry Love's memorial service held at the church on Friday afternoon, March 19, 2010. We think of him frequently, and miss him very much.

In reflecting on the music program of First Parish Church during the past year what comes quickly to mind is the quality of the music making and the dedication of our numerous volunteers without whose time and energy this church would be the poorer.

To all the summer soloists a warm thank you.

It is great working with a very strong effective music committee headed up by Penny Lapham, chairperson. Thank you to the choir members that I have had the sincere privilege to work with these last several years. Your friendship, insight, hard work, and great humor are a tremendous gift I cherish.

In this climate of continued financial crisis and discouragement, the need for good music has never been greater.

Respectfully Submitted,

Donald R. Dunn
Organist – Choir Director

**Annual Report of
DELEGATES
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

This year the Delegates were busy representing our church at the following events.

On Oct 16 & 17, 2009 the 210th Annual meeting of the MA conference, UCC was held in Worcester. This was attended by Rev John Hughes. The theme was 'Generosity as a Way of Life'

In September, Delegate George Nickless reported there are thirteen In-Care students in the Essex Association. An In-Care student is one attending Divinity school seeking Ordination in the UCC church. There are also some ministerial changes taking place.

On Nov 7, the Andover/Essex Association meeting was held in Methuen attended by Rev John Hughes, Rev Lelly Smith, and Delegates Eleanor Cappon, Bill Bowman, George Nickless, and Marilyn Hughes.

On Nov 8, the Ordination of Terri Motley was held in Nahant. This was attended by Rev John, and Delegates Eleanor Cappon, Bill Bowman, George Nickless, and Marilyn Hughes. Also attending was our Youth leader, Jared Hamilton, and wife Leah. Terri is taking a position in Jaffrey, NH.

On Nov 22, the Installation of Rev Chris Nye was held at the Central Church in Newburyport. This was attended by Rev John, Rev Lelly, and Delegates Marilyn, George, and Linda Palmstrom.

In Feb 2010, Rev John reported Jared Hamilton is to approach the UCC for In-Care status. This would be a two year commitment. An Ambassador committee was formed (George Nickless, Mary Lumsden, and Priscilla Duda) to review material and send formal letters.

On April 18th, an Ecclesiastical counsel was held in Amesbury for Mike Gelsomini. This was attended by Rev John, Rev Lelly, and Delegates Marilyn, and George. Mike was unanimously voted to continue toward Ordination.

The Annual Meeting of the Essex Association was held in Georgetown on May 8th. Subjects included Transforming Bible Study, Mediation & Contemplative Prayer, Walking the Labyrinth, and Emergent Worship Prayer Stations.

George Nickless has ended his five year term on the Board of Church and Ministry. It was truly a worthwhile experience involving guidance and direction for clergy and In-Care students, and resolution of problems within our churches congregations and clergy. This board operates with rules much as our own PPRC and APPRC.

Respectfully submitted,
Eleanor Cappon
Gordon William Bowman
Marilyn Hughes
Linda Palmstrom
George A Nickless, chair

**Annual Report of
MARY MARTIN FUND
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010**

The Mary Martin Fund Committee set-up under the will of Mary C. Martin on January 4, 1875 to aid person or persons in Manchester, MA who “may be in need of assistance” ...“and whose case if known would enlist sympathy in their behalf...”

Alrie Terrill, First Parish Church is Chairman, Susan Thorne, Board of Selectmen, Clerk and Leanne Christopher, Manager of the Sovereign Bank is Administrator. The full committee consists of Richard Forsley, Doris Milne, Alrie Terrill, First Parish Church Congregational; Norma Kelley, Vicky Lauber, Baptist Church; and Susan Thorne from the Board of Selectmen.

On December 12, 2009, we unanimously voted that seven (7) checks be sent to local families whose names had been referred to us from clergy and others aware of their serious circumstances.

There is \$3,583.66 in the Fund’s Savings Account at the Sovereign Bank as of May 13, 2010 while our Investment Account ending balance as of March 31, 2010 showed \$28,276.81.

There is a real need for monetary assistance here in Manchester by the Sea. We continue to ask your discrete help to find and make us aware of those people within the relative guidelines as summarized above and notify anyone on our committee, that we may consider their situation.

We ask too for your prayer support that we make the right decisions and strive to use our limited funds most efficiently within the scope and provisions of the Fund. Thank you for your help and prayers in the past.

Respectfully submitted,

Alrie Terrill
Chair, Mary Martin Fund

**Annual Report of
CLOCK WINDERS**
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 6, 2010

We've heard it from the clock winders---same old same old. The clock never tires, it keeps ticking away with the gears, pendulum working smoothly to provide the four faces of the clock with as accurate time as possible. When the second hand of the clock reaches twelve, off goes the bell (or bells), all synchronized and in harmony.

We have a dedicated group of winders who fill in for each other when one is away or ill, and we operate just as smoothly as the clock.

After several years, we finally have a turnover of personnel with Marc Bliss leaving his post and 'willing' it to Charlie Hatch. Some youth on the group will be an aid, but we will all miss Marc who not only served well, but lent his mechanical expertise to the operation. Those 64 steps up, and 64 steps down seem to be getting longer and longer for some of us. We owe a special thanks to Henry Lapham who has special light oil to maintain the workings.

It has been 31,449,600 seconds, give or take a couple, since our last report, and we will send our next report in just about 31,449,601 seconds.

The clock was installed in 1882, so this is the 128th anniversary. This has been the church building's 200th anniversary. We have great things to celebrate.

CLOCK WINDER DEDICATED TEAM TO WHOM WE ALL OWE THANKS

Marc Bliss (retiring)
Mark Decker
Vin Terrill Jr.
George Nickless

Bill Greene
Henry Lapham
Charlie Hatch (new)

FIRST PARISH CHURCH CONGREGATIONAL

United Church of Christ
Manchester-by-the-Sea, Massachusetts

MINUTES OF ANNUAL MEETING

June 07, 2009

Mr. Steve Carhart, Moderator, declared a quorum present there being in excess of 28 members (approximately 40 active members present) and opened the meeting at 11:35 am...

Rev. John Hughes began the meeting by leading the members present in an opening prayer.

The Moderator then thanked those present for attending, explained that this is the Annual Church meeting and outlined procedures for the meeting process. He stated that non-members could be present and speak with his permission, but could not be included in voting. The Moderator then read from Paul's letter to the Philippians.

When asked about changes to any reports before starting, the following were requested:

The Warrant: in the first paragraph, June 9, 2009 should be June 7, 2009; under Article IV, the date should be 2009, and under Article V #2, strike the word "and" at the end of the sentence.

The Nominating Committee requested on pages 6 and 8 the inclusion of Steve Armington under Diaconate, term to 2012. Also add Sarah D'Oreo's name on page 7 to the list of names respectfully submitting the report;

The Annual Report containing the warrant and reports has been properly provided and were available to all present. At the Moderator's request, George Nickless, Clerk, then read the warrant. The Moderator then stated that the meeting was being recorded.

ARTICLE I: to accept the report of the Annual Meeting held on June 15, 2008.

Upon **motion** by Tom McClain and seconded, it was unanimously **VOTED** to dispense with the reading of the minutes of the 2008 Annual Meeting since it was printed and readily available in the Annual Report on 5 pages at the end of the report.

Upon **motion** by Jeff Bodmer-Turner and seconded, it was unanimously **VOTED** to accept the report.

ARTICLE II: to hear the recommendations of the Nominating Committee and to elect officers, board and committee members of the Church.

Nancy Peterson moved the slate as printed in the Annual Report on pages 6 and 7 with the addition of Steve Armington, Diaconate 2012, and the addition of the name of Sara DeOreo as a member of the current Nominating Committee. The motion was seconded.

Lelly Smith spoke on behalf of the Christian Ed Committee. Some of these positions are not filled, and the committee has had some degree of difficulty filling them. She encouraged some to volunteer their time, or at least some of their time in order to complete the planned programs. Bob Ralston volunteered with a term ending 2010.

Sally Curry noted Leslie Tillie is listed under Membership, and she is moving. Nancy noted that that position would also need to be filled.

Nancy said that Stewardship is a very important committee—that it brings peoples treasures and talents to the church. There are still three openings, and they need help. Please seriously consider volunteering to help out with this committee---and bring a friend in also as there are 3 openings...

Lelly said Membership and Growth has helped to bring in many new members---many with children for our S.S. It is a genuine interest to have this level of people involved in the church. There are two openings.

The Trustees are fully staffed; however Jens is looking to be replaced. The interest would be particularly in the church building---there needs to be someone to step in here for a term ending 2012.

The slate was then brought to a **vote**. The **vote** was unanimous. The slate is as follows: (those with an asterisk * are filling an unexpired term)

<u>Office</u>	<u>Officer</u>	<u>Term Expiration</u>
Clerk	George Nickless	2012
Treasurer	Mark Decker	2012
Asst Financial Secretary	Sally Curry	2012
<u>Board/Committee</u>	<u>Member</u>	<u>Term Expiration</u>
Christian Education	Kim Lations	2012
	Allison Walker	2012
	*Jen Coles	2010
	*Carolyn Cheshire	2012
	*Bob Ralston	2010
	OPEN	2010
Delegates Committee	Marilyn Hughes	2012
	Linda Palmstrom	2012
Diaconate Board	Lance Walker	2012
	Jeff Bodmer-Turner	2012
	Mary Lumsden	2012
	Steve Armington	2012
	*Janet Groth	2011
	*Sheila Kafer	2010
	*Lee Kafer	2011
Membership & Growth Committee	Theresa Weinhemier	2012
	Martha Gubbins	2012
	*Sandra Bodmer-Turner	2012
	*Leslie Tilley	2011
	Jan Marshall	2011
	OPEN	2012
Missions Committee	Lauren Gudonis	2012
	Peter Katsoulas	2012
	*Alice Eastland	2010
Music Committee	Kathy Greenslet	2012
Nominating Committee	Henry Lapham	2012

	Ann Ranger	2010
Mary Martin Fund	Doris Milne	2012
Stewardship Committee	Tom McClain	2012
	*Barbara Almy	2010
	OPEN	2010
	OPEN	2012
	OPEN	2012
Board of Trustees	Paul Driscoll	2014
	*June Nickless	2010
	*Jack Abbott	2011
Pastoral Assistant	*Sandra Bodmer-Turner	2011
Pastoral Relations	*James Hatch	2011
Committee	*Martha Farmer	2010
	*Larry Kirby	2012
Publicity	Tilly Pick	

ARTICLE III: to hear and act upon the reports of officers, boards, committees and organizations connected with the church.

Mary Kirby **moved** to accept all reports, seconded. The Moderator asked for discussion.

There was a question as to the nature of the **Mary Martin Fund**. Doris Milne said the fund was established 1875 by Mary Martin who wished the interest of the fund to be spent on women with good moral character who through no fault of their own have entered into misfortune or hardship. The original \$5,000 has been increased to \$10,000 using interest. The fund requires the committee to include two members from the Baptist Church, three Selectmen as well as three members from our church. This year they provided funds to 8 or 9 women using the interest amount.

George Nickless, **Clerk**, noted the **Active Membership as of June 07, 2009 was 281**.

The motion was then brought to a vote, and **voted** unanimously.

ARTICLE IV: to hear and act upon the recommendation of the Church Council that the regular Sunday Service from July 5 to September 6, 2009 inclusive shall start at 9:00 a.m.

George Nickless made a **motion** to accept as written, seconded. It was unanimously **voted**.

ARTICLE V: to discuss and vote on the following Statement of Financial Responsibility proposed by the Stewardship Committee:

- 1. The Stewardship Committee recommends that the First Parish Church members vote to establish an expectation that members should pledge 3% of the annual household income to support the operations and mission of the First Parish Church.**

2. *This guideline will then be communicated to existing and new members so that the Church may meet the needs of its members, families, and the community while operating in a financially healthy manner.*
3. *It is understood that not all members will be able to pledge at this level due to personal and financial circumstances; therefore, members who are able to contribute at a higher level are encouraged to do so.*
4. *Each member should also be asked to include the First Parish Church in his or her estate plan. Such a Planned Giving approach would enable the Church to carry on its good works and create a lasting legacy by the membership.*

The Moderator prefaced the motion by stating this had become major discussion each time revenue and income were discussed. The Church Council had therefore asked the Stewardship Committee to be more definitive and decide a statement position to guide the Stewardship Committee in their work. The Article as presented was prepared by the Stewardship Committee, and then submitted and approved by the Council.

Paul Gudonis, chair of the Stewardship Committee, then thanked those in attendance for “stepping up” to their program with pledging now at 99% of what was pledged last year.

Paul Gudonis made a **motion** to accept points 1, 2, 3 and 4 as printed in the article, seconded.

In discussion, Paul said there are so many reasons to entertain this motion. People ask how much should one give? People are not leaving money to the church in their wills. New members need a guide on giving. Some people feel that passing the plate will provide sufficient income. The committee realized there needs to be a special way to raise contributions.

Nigel Cheshire did a study showing the average medium income in Manchester as \$73k. This being so, 3% would allow us to operate in a financially healthy manner. 3% certainly is not a requirement, and not everyone can pledge this, some less, some more, but 3% could be a guideline. Additionally, the church would not be looking at W-2's---this is a personal responsibility to give whatever they feel they are able to provide.

Marty Farmer asked what is the percentage asked across the MAUCC? George Nickless said the UCC would not be involved in a local church; however Lelly Smith said that they have expressed 2.5% as a guideline if asked. We have no information on what other churches ask.

Much discussion centered on some of the wording. It was suggested a range of from 1% to 5% be used. A person brought up as a Catholic was greeted by a priest at a first visit and was presented with 52 envelopes. This action turned him off. He felt members should be provided with the expenses and costs, and the number of families, make it clear what it's going to take to operate the church, and let them do the math. One member said she gives what she is able. Another said when she joined she was looking for a guideline, and liked the idea as presented, but she liked the word “*guidelines*” better than “*expectation*” in Number 1. Rev Hughes said much of the church's work is hidden. \$2,400 was given away just this week. It is all confidential. Whenever money is given, it is always with the words that sometime in the future they may be able to give it back. This church is very serious in giving. Whatever your situation is, you're welcome in this church. People say they haven't a clue as to giving, and it's therefore nice to have a guideline. If they pledge to 3%, then fall back, that's OK.

Tom McClain also said he preferred “guideline” to “expectation” in number 1. He also felt #2 and #3 should be switched in order.

A new member expressed the fact that he did not feel this was sensitive to, for example, someone who had lost their job, and the tough economic times. Lelly Smith said that we used to make personal house calls

for Stewardship, and we don't have that connection now. We need to keep our ears open to hear comments, and be sensitive to them.

Sally Curry said she preferred "consider" to "should" in number 1.

David DeMoura said he is alert to sensitivity. He said, however, that our true costs are beyond the scope of the budget. For example, it will take about \$50,000 to paint the church---there is no reserve for it.

There are many projects needing funding, and people just can't just "do the math" when these figures are not communicated. Penny Lapham said that on the sensitivity issue, if one person is hurt by our saying 3%, she doesn't know how we can go forth with it. Paul Gudonis agreed, but the Stewardship Committee was asked to have program plan, and he is welcome to hear any consideration to changes.

Nancy Peterson said she has changed her viewpoint i.e. at the Council she was sensitive to 3%, but now she realizes that with language to soften it, it's OK. It's important to have this for new members.

Tom McClain moved Article V changing "expectation" to "guideline" in number 1, and also in number 1 changing "should" to "consider". Additionally, switch #2 with #3. (not seconded)

Henry Lapham said that this might be difficult with both new and existing members in church, and how about considering changing 3% to 1 to 5%? It was discussed that people can donate their time which is extremely important to the operating of the church. Sandy Bodmer-Turner and John Round agreed that 1 to 5 % might be better, John saying that 3% is too definite---it's 3%, no more or less.

Marty Farmer suggested that people need to be informed of what the average pledge has to be to meet our needs since the average is coming in at only about 1/3 of what we need. Most people probably don't realize how far below that mark they are. Jeff Bodmer-Turner said he's been on 3 Stewardship campaigns about stepping up. We badly need to be clear about a guideline. We were clear about the Capital Campaign and the 200th Anniversary. He felt it is insulting to divide a budget by the number of pledge units, but he understood what Marty was saying. Having a clear guideline is critical to the Stewardship Committee's work.

Mark Weld felt that if people are educated as to the church maintenance costs, they will do the math.

When we say this is what we need, and these are the number of pledge units, the math can be done. He said he would suggest to new members if they are unsure as to giving, call a member of the Stewardship Committee.

Paul Gudonis asked if we should have a guideline? A raise of hands showed the majority approved.

Paul Driscoll said there are a wide range of thoughts, and the problem is with specific guidelines which might not be sensitive to some. He is desirous that new members pledge and the message to them is what the costs are. We need to foster a position of needs, but a specific percentage guideline is objectionable.

Marty Farmer moved Article V, points 1, 2 and 3. Further discussion concerned where guidelines would be published, whether it should be 'watered down', how to communicate Stewardship as they can't talk to everyone, and the fact that costs are outlined at the ABM. Jens Kure-Jensen said he doesn't feel just printing the facts does it; the elders have to go out to visit, get feedback, and make the members comfortable. This would require a lot more members on the Stewardship Committee. It was agreed that we all need to be sensitive as to how the needs are communicated.

June Nickless said we need to get the word out as to our needs. People still say "I had no idea income was falling behind expenses". All committees and boards need to express the needs to the congregation again and again.

The **motion** made by Marty Farmer was re-read, then seconded. The language of Sections 1, 2 and 3 of Article V was changed as follows:

- 1. The Stewardship Committee recommends that the First Parish Church members vote to establish a guideline that members consider a pledge of 1% to 5% of their annual household income to support the operations and mission of the First Parish Church.***

2. *It is understood that not all members will be able to pledge at this level due to personal and financial circumstances; therefore, members who are able to contribute at a higher level are encouraged to do so.*
3. *This guideline will then be communicated to existing members and new members so that the Church may meet the needs of its members, families, and the community while operating in a financially healthy manner.*

The **motion** was brought to a **vote**, approved with one voting against.

Paul Gudonis said #4 of Article V refers to Planned Giving. He feels it is valuable for church members to consider putting the church in their will. Paul said the church would have no knowledge until the reading of the will, but this would be a “keep us in mind” type of statement. He said Bridget Murray who is a lawyer has offered to assist anyone in language. The language was then suggested to be changed to “Each member will be informed.....” Henry Lapham asked where the money would be directed, and June Nickless said the budget has a line item for “bequests” and these funds are usually transferred to the endowment fund.

After further discussion, Section 4 of Article V was amended as follows:

Each member will be informed that the First Parish Church has established a Planned Giving program that may be included in his or her estate plan. Such a Planned Giving approach would enable the Church to carry on its good works and create a lasting legacy by the membership.

Upon motion duly made and seconded, it was unanimously **VOTED to approve Article V as amended**. Penny Lapham asked if when we start using these guidelines, and get feedback, could we re-visit the issue? Stewardship said they would certainly consider changes. Penny said she was sensitive to new or younger members, and how they will perceive this. It was then **voted**, passing unanimously.

ARTICLE VI: To hear and act upon any other business that may come before the meeting

There being no further business, Tom McClain made a **motion** to adjourn; seconded. His motion was unanimously **VOTED**. The time was 1:15 p.m.

Respectfully submitted
George A Nickless, Clerk