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 2011

ANNUAL MEETING
SUNDAY JUNE 5, 2011
Following Worship- Sanctuary
United Church of Christ  
Manchester-by-the-Sea, Massachusetts  
June 5, 2011

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 5, 2011 for the following purposes:

To wit:
ARTICLE I: To accept the report of the Annual Meeting held on June 6, 2010.

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 3 to September 4, 2011 inclusive, shall start at 9:00 a.m.

ARTICLE V: To hear the five year plans of officers, boards, committees, and organizations followed by conversation: no action to be taken.

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

George A Nickless, Clerk
The Nominating Committee faced some challenging times filling resignations and opening on various committees.

We gratefully thank the individuals who have served on committees the past few years and we extend our gratitude to those who have agreed to serve on various committees beginning this July. Your dedication to the work of the church is truly appreciated.

The Nominating Committee respectfully submits the following names for consideration at the Annual Meeting.

**OFFICERS:**
Assistant Treasurer    **  * Alison Walker (2013)
Financial Secretary  June Nickless (2014)

**COMMITTEES:**
Christian Education  Sarah DeOreo (2013)
(3 year term)   Steve Carhart (2013)
Christiane Alsop (2014)
Nancy Peterson (2014)

Delegates       June Nickless (2014)
(3 year term)

Diaconate         Open (2012)
(3 year term)   Open (2014)
                      Jan Marshall (2014)
                      Janet Groth (2014)
                      Linda Palmstrom (2014)

Mary Martin Fund  Open (2014)

Membership      Open (2012)
(3 year term)  Open (2013)
              Penny Adams (2014)
              Anne D’Angelo (2014)

Missions       Open (2014)
(3 year term)
Music    * Mary Lou O’Brien (2012)
(3 year term) Margaret Michael (2014)
                  Carol Graham (2014)

Nominating    * Penny Lapham (2012)
(3 year term) Lelly Smith (2014)

Stewardship Open (2012)
(3 year term) Martha Elder (2014)

Trustees ** * John Round (2015)
(5 year term) Paul Lengieza (2016)
                  Open (2016)

Pastor-Parish Relations Open (2013) – to be appointed by CC
(PPRC) Open (2014) – to be appointed by Pastor
(3 year term)

Pastoral Assistant-Parish
Relations (PAPRC) Open (2014)
(3 year term)

Respectfully submitted,
    Lelly Smith
    Nancy Peterson
    Jen Powers
    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 Jennifer Gallagher
Chapel Custodian George A. Nickless
C.E. Director Priscilla Duda
Youth Director Jared Hamilton

OFFICERS 3 yrs
Moderator: Richard Smith 2014
Clerk: George A. Nickless 2012
Treasurer: Mark Decker 2012
Asst. Treasurer: Alison Walker 2013
Financial Secretary: June Nickless 2011
Asst Financial Secretary Sally Curry 2012
Asst Financial Secretary Bonnie Benincasa 2013
Asst Financial Secretary Sheila Carrassi 2013

---COMMITTEES---

CHURCH COUNCIL
Chairman Richard Smith
Vice Chair _____________
Secretary ______________
Officers & all committee chairs

EXECUTIVE COMMITTEE
(Moderator plus Chairs of Trustees and Diaconate, plus 2 additional appointments from Church Council)
Richard Smith Moderator
___________ Trustees
___________ Diaconate
2 appointed each ½ year
by Church Council

CHRISTIAN EDUCATION
(3 yrs)
Rebecca Calandra 2012
Alison Walker 2012
Sarah DeOreo 2013
Steve Carhart 2013
Nancy Garvey 2013
Christiane Alsop 2014
Nancy Peterson 2014

DELEGATES (3 yrs)
Marilyn Hughes 2012
Linda Palmstrom 2012
Margaret Michael 2013
George Nickless 2013
June Nickless 2014

DIACONATE (3 yrs)
Open 2012
Mary Lumsden 2012
Jeff Bodmer-Turner 2012
Lance Walker 2012
Jill Benke 2013
Wendy Smith 2013
Jason Smith 2013
Jane Pearson 2013
Open 2014
Linda Palmstrom 2014

MARY MARTIN FUND
(3 yrs)
Doris Milne 2012
Richard Forsley 2013
Open 2014

MEMBERSHIP& GROWTH
(3 yrs)
Sandy Bodmer-Turner 2012
Theresa Weinheimer 2012
Marianne Round 2013
Open 2013
Penny Adams 2014
Anne D’Angelo 2014

Date printed: 5/28/2011
MISSIONS (3 yrs)
Lauren Gudonis  2012  Peter Katsoulas  2012
Alice Eastland  2013
Richard Smith  2013
David Lumsden  2013  Holly Potter  2014

MUSIC (3 yrs)
Mary Lou O’Brien  2012
Nigel Cheshire  2013
John Round  2013
Margaret Michael  2014
Carol Graham  2014

NOMINATING (3 yrs)
Ann Ranger  2012
Penny Lapham  2012
Jen Powers  2013
Martha Gubbins  2013
Lelly Smith  2014

STEWARDSHIP (3 yrs)
Tom McClain  2012
(open)  2012
Bruce Warren  2012
Mary Ellen Cook  2013
Barbara Smith  2013
Martha Elder  2014
Wendy Manninen  2014

TRUSTEES (5 yrs)
Jens Kure-Jensen  2012
David DeMoura  2013
Paul Driscoll  2014
John Round  2015  Bridget Murray  2015
Paul Lengieza  2016
Larry Kirby  2016

TEACHING PARISH CTY
Rev Lelly Smith
Mary Jo Feuerbach
Richard Smith
Barbara Smith
Jeanne Knox

PASTOR-PARISH RELATIONS COMMITTEE (PPRC)
(sub to Church Council)
Lynda Griffiths  2012  CC
Open  2013  CC
Carole Schanley  2014  Pastor
Open  2015  CC
Jolene Larsen  2016  Pastor

PASTORAL-ASSISTANT PARISH RELATIONS COMMITTEE (PAPRC)
(sub to Church Council)
James Hatch  2012
Larry Kirby  2012
Martha Farmer  2013
Open  2014

FAIR COMMITTEE
(sub to Church Council)
Allison Moir-Smith

SAFE CHURCH COMMITTEE
(sub to Church Council)
Mary Hosman
Bob Ralston

George Nickless
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

IN-CARE COMMITTEE
Rev John Hughes
Priscilla Duda
Mary Lumsden
George Nickless

PUBLICITY (open)

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

**CHURCH BUILDING (Trustee in Charge: David DeMoura)**
This report updates the information presented in the Annual Business Meeting Report for Fiscal Year Ending December 31, 2010 (dated February 13, 2011). The Firm Foundation (Phase II) was completed in February, 2011 by Stone Works. T-Mobile has started preparation to upgrade the telephone lines to their equipment from copper to fiber-optics. The Podium stair risers (dented wood and repaint) have been completed as well as the Security System entrance module replacement and upgrade. The Trustees will continue to address other minor outstanding repairs and upgrades as outlined in the 2010 Annual Business Meeting Report as well as planning on how best to schedule and budget for the two major capital projects, Firm Foundation - Phase III (Moisture Barrier) and painting the church over the long term. Finally the sound system is in need of upgrade and was looked at in 2008 but placed on hold due to tight budget constraints. We have included it in our five year plan and hope to be able to address it in the future.

**CHAPEL (Trustee in charge: Mark Potter)**
During 2010, the Chapel started to show signs of wear and tear. Most notably, part of the roof needed to be replaced at a significant unanticipated cost to the congregation. This was the primary difference between the budgeted and actual expenditures. During 2011 and beyond, a number of items will require attention. The building’s safety and security is paramount. To that end, fixing windows and doors need to be done. Carpets, tile, and flooring are starting to show signs that they need replacing soon. A carpet was recently purchased for the Youth Group room which has been upgraded to a comfortable setting. An A/V systems project is being planned. Additionally (regarding the office), the physical work space in the main office should be improved within the next year or two. The Chapel continues to be an important source of rental income for the church. Approximately $18,000 of rent was collected during 2010, for the use of the Chapel, which covers most of the operational expenses of the chapel. However, major capital expenses such as past roof repair and future safety and security concerns continue to plague our ability to get a head with regard to overall chapel expenses.

**PARSONAGE (Trustee in charge: Jens Kure-Jensen)**
Two of the three short term items listed in the report for 2010 (replacement of front bay window frame, repair of the front entrance steps, and repair of the kitchen tiles) were completed last year; the repair of the front stairs for a cost of $980. At the recommendation of John and Marilyn Hughes, the repair of the kitchen floor was postponed till spring of 2011. We are currently obtaining quotations for three levels of repair: simple replacement of the cracked tiles, replacement of a larger section of tiles in a new pattern, and possible
replacement of the entire kitchen floor. We have received one quote for the replacement of the entire kitchen floor of $9,800 and will be looking for several more quotes in the near future before deciding on a course of action. The long term needs for the Parsonage include repair/replacement of some of the siding on the rear of the house, which is showing small signs of rotting as well as replacement of the heating/air conditioning system. Finally, a copy of the report from Woodard & Curran on the combined Phase II Comprehensive Site Assessment (CSA) & Phase III Remedial Action Plan (RAP) for the parsonage property has been received. Finding was that the portion of the parsonage property that is impacted and included within the disposal site boundary includes an area of filled land on the opposite side of the brook from the residence. The selected remedial alternative for the portion of the property includes excavation and off-property disposal of impacted fill and sediment. Implementation of this selected remedy is expected to result in a condition of No Significant Risk. A detailed plan for developing and implementing the selected remedy, including permitting and engineering requirements, will be developed in Phase IV Remedy Implementation Plan, due to MassDEP on or before April 7, 2012.

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 John Round, who is also the Chair, and Jens Kure-Jensen. The Meeting House Advisory Board generally holds its annual meeting during the first week of July and inspects the building to identify major repairs that need to be addressed. The Board then determines the amount of funds, up to 4% of the closing balance as of December 31st of the previous year, to release to the Trustees for use on maintenance and repair of the Meeting House. Once the funds are approved the Trustees may use the funds in the current year or choose to use them at a later time. Currently there are two annual releases now available some of which is planned to be used to repair the fascia/trim on the steeple.

INSURANCE REVIEW (Mark Decker)
During the last two weeks of March the 2011 liability insurance bill arrived for payment, while an increase was anticipated, a $4000 increase was not expected. Immediately, I contacted two insurance brokers, that afternoon an estimate was emailed that was $10,000 and included Officers and Directors Insurance which was an additional premium with our previous policy. The other broker was unable to make an estimate. After several emails the Board of Trustees selected return to the UCC Insurance Board with a policy containing a deductible of $2500 and including Officers and Directors. This policy is in line with the 2011 budget.

OFFICE COMPUTERS/AUTOMATION (Trustee in Charge: Paul Driscoll)
The majority of updates to office automation can be found in the 2010 Annual Business report. The Office has researched two computers to replace ones that are not working properly and will be ordered in the next few weeks. MS-Office 2010 will be loaded on all the office computers.
The office staff continues to work with Church Plus and maintains the latest updates. In fact they worked closely with the tech support folks at Church Plus to help them identify and work a solution to an issue with Church Plus updating the Google calendar.

THANK YOU’S TO

• My special thanks to June Nickless, who provided outstanding support to both me and the BOT as a member of the Trustees and continues to serve as the Financial Secretary.
• My thanks to both Mark Potter and Jack Abbott, both of whom will be leaving the Trustees this year and have provided outstanding service and support as Trustees and to the First Parish Church. Mark Potter was the Trustee in charge of the chapel which is always in need of attention. Jack Abbott provided excellent insight on financial and personnel topics and continues to serve on the Investment Advisory Committee.
• Jennifer Gallagher, our Sexton, and George Nickless, our Chapel Custodian, both of whom have done a great job maintaining our facilities.
• To all the members of the Board of Trustees, who have the tough job of managing our facilities and finances.
• Mark Decker, Treasurer who has work many hours to keep our financial records and prepare the annual budget.
• Jack Abbott, Steve Carhart and Rick Wilk, who serve with as members of the Investment Advisory Committee.
• I also would like to welcome John Round who joined the Trustees in April and look forward to working with him.

Respectfully submitted,

Paul Driscoll, Chair
Members of the Board of Trustees:
Paul Driscoll
Jack Abbott
Jens Kure-Jensen
Mark Potter
John Round
Bridget Murray
David DeMoura
Ex-Officio: Mark Decker, Treasurer
This year the Stewardship Committee asked the congregation for its financial support by continuing the theme of “My First Parish” Church in the annual pledge campaign. A model of the meetinghouse building, created by Barbara Smith, was used to illustrate the level of pledges received. Thanks to the generosity of Church members and friends, this year’s pledges totaled $186,000. This represents approximately 93% of what was pledged last year and of this year’s goal of $200,000 to support the operating budget.

While this annual pledge amount fell short of our goal, overall this past year was a strong year for contributions from our members and friends. The congregation responded to special requests this past year to support the Youth Group summer program, the Firm Foundation Campaign, and other needs.

We thank everyone who pledged their financial support in this challenging economic year – without your support we would not be able to fund the programs and ministries of our church.

The Committee spent a limited amount of funds to conduct its activities, primarily for mailings and pledge envelopes.

The Stewardship Committee also implemented an Electronic Funds Transfer “automatic giving” option to make it easier to contribute on a regular basis. The Committee will continue to offer educational seminars on Planned Giving and introduce several new ways to contribute to the Church. We have piloted programs to sell donated Collectibles on the eBay online auction site and to accept used cars, which will be sold with part of the proceeds coming to the First Parish Church. Committee members also assisted with the Rites of Spring event, resulting in several thousand dollars of additional funds raised for the Church.

Respectfully,

Paul R. Gudonis, Chair
Barbara Almy
Nigel Cheshire
Tom McClain
Tilly Pick
Bruce Warren
Barbara Smith
Mary Ellen Cook
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 Holy period of Easter this year called on First Parish Church to host several additional services bringing worshipers together from neighboring churches in Ecumenical worship. This placed an unusual extra responsibility on the diaconate and especially Lance Walker and Jan Groth. Thank you both for all your hard work!

The Diaconate was pleased to participate in the program that brought our Sunday School students into church services this year, and finalize the liturgical addition of 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. Being an Acolyte is an experience that will stay with each student for their lifetime.

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 day.

Two services that received many accolades were the play, ‘Were you there?’ performed during the Lenten period and our Jubilee Celebration in May. To all our thespians and particularly deacon Jason Smith, thank you! The Jubilee recognized and gave thanks to the many church members that have given so much of themselves to First Parish Church, Congregational. Their efforts are the tie that binds! The diaconate has been committed to finding new meaningful expressions of our faith in Christ and the Christian worship of our God and Savior.

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, visits and rides. Sheila Kafer provided the energetic leadership for the Care Team again this year along with Jan Groth. 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 program of in-reach during the coming year.
Our congregation also provides a helping hand to the community through the Deacon's 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. 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,
Mary Lumsden, Vice Chairman
Lee Kafer, Chairman

Jill Benke
Jeff Bodmer-Turner
Janet Groth
Lois Grayden
Steve Armington
Lee Kafer
Mary Lumsden
Jane Pearson
Wendy Smith
Jason Smith
Lance Walker
Sheila Kafer
The PPRC has met regularly with Pastor Hughes to review his activities within the church and to address any specific concerns that he or other members of the Congregation have raised.

Mr. Hughes’ Annual Evaluation and Long Term Goal Setting

The PPRC is assisting the Executive Committee with the biannual review of the pastor’s job performance and in their development of the pastor’s long-term goals and objectives.

Mr. Hughes’ Allocation of Time

Each month Mr. Hughes reported about his activities and his allocation of time regarding the various aspects of his work in our church. For the calendar period from May 2010 to April 2011, these numbers indicate the allocation of Mr. Hughes' time:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worship</td>
<td>55%</td>
</tr>
<tr>
<td>Admin &amp; Meetings</td>
<td>26%</td>
</tr>
<tr>
<td>Hospital/Home Visits</td>
<td>19%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Administration and Staff Supervision

This is the seventh year that Mr. Hughes has been administratively responsible for the functioning of the church office. 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 5, 2011

This is the third annual report of the PAPRC. After review and discussion by the Executive and Nominating Committees and the Church Council in the fall and early winter of 2008, it was determined that a committee similar to the Associate Pastor Parish Relations Committee should be re-convened for our then 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 2010-2011 program year, we have met several times with Ms. Haley to discuss the following topics:

- Continuing implementation of specific ideas to better connect the Sunday School and Chapel to the activities of the main Sanctuary. The Sunday School children now regularly join their parents in the Sanctuary near the end of the Service; the youth group often comes into the Sanctuary with the Youth Director for the last 10-20 minutes of the Service. In addition, children and youth now regularly participate in the liturgy as the acolytes who bring the Holy Spirit into the Sanctuary at the beginning of the service and take the light out into the world at the end. These changes have been implemented fully thanks to the support of the CE & YG Directors, Sunday School teachers and the members of the Diaconate.

- Further re-alignment of the PA’s responsibilities relative to the CE Director. Ms. Haley and Ms Duda, the CE Director, are working on modifying Ms. Haley’s Sunday School presence in the classrooms to be more structured than her current gap-filling role. As currently being discussed it will include adding regular commentary/material/ reflection at the end of Godly Play lessons aimed at supporting teachers and enhancing and deepening the lesson. In addition, particularly for the younger children, Ms. Haley may add lessons/lesson enhancements that help the children understand prayer and ways they can pray.

- New program requests and how to respond

- General issues as they arise on an as needed basis.

Overall, the allocation of job responsibilities to the PA, put in place at the end of last year with the Executive Committee, has worked well for Ms. Haley and supports her continuing role in First Parish.

Going forward the committee will continue to meet on a regular basis and facilitate communication between members of the Congregation and the Pastoral Assistant while providing support for the Pastoral Assistant’s work.

Respectfully submitted, PAPRC, Sandy Bodmer-Turner (chair) Jim Hatch (secretary)
Marty Farmer Larry Kirby
Church Officers
Rev. John Hughes, Pastor
Steven C. Carhart, Moderator
George Nickless, Clerk
Mark Decker, Treasurer
Allison Walker, Asst. Treasurer
June Nickless, Financial Secretary
Sally Curry, Asst. Financial Secretary
Sheila Carrassi, Asst. Financial Secretary

Boards/Committee Representatives
Llewellyn Smith, Christian Education
Llewellyn Smith, Nominating
Lee Kafer, Diaconate
George Nickless, Delegates
Paul Driscoll, Trustees
Margaret Michaels, Music
Anne D’Angelo, 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 June Nickless and Anne D’Angelo for the first half of the program year, and by Llewellyn Smith and George Nickless for the second half.

In contrast to some prior years, the Church was blessed by staff continuity in all positions. This allowed us to build on the progress made last year by newcomers Jared Hamilton and Priscilla Duda. Job descriptions and staff hours were realigned to make the best use of all members of the staff, including returning Pastoral Assistant Judy Haley. Of particular note was broadening of Jared Hamilton’s role as Youth Director to include additional time and contributions as an In Care pastoral student, including a broader role supporting the Pastor and field education credits at Andover Newton. This process included establishing a Teaching Parish Committee of lay members to support and oversee this process in conjunction with greater involvement by the Pastor.
Other ongoing Council tasks included the co-ordination across all Committees of all-Church events such as Jazz Sunday, the Fair, and Rites of Spring. A new event this year was the Silver Jubilee in May, honoring members who had been part of First Parish Church for twenty five or more years.

Another item of continuing interest this year was supporting the Mission Committee in its effort to have more projects which combine “hands on” participation with intergenerational involvement. Engagement of Missions with the youth program was increased this year and represented significant progress in this area.

The Council performed its usual role this year in facilitating dialog between operating committees and the Trustees where non-routine budget issues arose. This year the process went unusually smoothly, without last minute problems and disagreements, and with a budget roughly in balance.

The Council also co-ordinated the work of the Trustees and the broader community with regard to strategic issues regarding our buildings. The success of the Firm Foundation campaign to rebuild the church foundation was a notable success. Additionally, the Council received the Trustees’ concerns regarding the long term viability and maintenance needs of the Chapel building, and looks forward to engaging in a major review of options for this structure to be initiated by the Trustees.

Another area of continuing concern to Council has been publicity. We have attempted various approaches to making our publicity broader and more consistent. We are particularly grateful to Tilly Pick for all his effort in this area. However, at this point we must report that we have been unable to develop a fully satisfactory approach in this area which embraces operating committees, the office, and individual(s) with specialized expertise in publicity on a consistent basis. We note this as an open item of concern for the incoming Council.

A final concern of Church Council this year, and a serious one, has been the decline in membership. In recent years membership has been stable to increasing, though below our objectives. The decline this year, if not reversed, could damage the vitality our community. Although no single cause could be identified, the Council felt that we could do a better job in reaching out to individuals who come into contact with the Church who might become members, and current members who appear to be losing interest. To address this issue, the Council created the Membership Task Force consisting of the Pastor and one member each from Membership & Growth; the financial team; and the Diaconate/Care Team. This group will jointly review lists of new contacts and current members who appear to be losing interest, and ensure that there is appropriate, consistent engagement with these individuals by the Pastor or a lay member as appropriate.

Building on last year’s effort and the felt need of the congregation for a longer term planning horizon for financial and organizational goals, the Council continued its 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.

Church wide "housekeeping" functions were also covered by the Council with excellent support from the office staff. We are particularly grateful for the ongoing efforts by the staff to make maximum use of improved technology, and the greater level of support which Council receives as a result. The staff continued last year’s initiative of the creation of an ongoing policy manual which will represent an ongoing compendium of operating policies decided by the council which are not part of the bylaws. This will be provided to Committees and staff to ensure consistent procedures across committees and over time. One notable addition to this manual this year was the establishment of an Employee Communication Policy, which identifies who within the Church is authorized to discuss employment issues with each employee, and counsels all others to avoid such discussions in order to ensure consistent and orderly dialog on employment issues.

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 great depth in the accompanying reports from each committee and need 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
New members:
Eight new members have joined First Parish Church this year to date.

December 5th, 2010
- Susan Blaisdell
- Holly Potter
- Jeanne Knox
- Paul Knox

March 6th 2010
- Carol Graham
- Alan Graham
- Meredith (Merry) Anderson
- Charles (Chuck) Anderson

Most of these new members have actually been participants in our church for several years, participating in the choir or the Sunday school. A recent returnee is Merry Anderson, who was baptized in our church, and she and Chuck were married by Rev. Hughes. Merry and Chuck brought a new baby into the world – and our congregation – a few weeks after they joined last March. Be sure to welcome Merry, Chuck and son Chase when you see them.

Photo and Phone Directory:
Photos for the new phone directory will be taken in mid June. One of the most valuable things we give new members is that photo directory. Please participate!

Five Year Plan:
Our 5-year plan is to bring active church membership up to 300. As of May 17, 2011, there are 264 active members, compared to 270 as of this date last year and 279 the year before. Despite the addition of 8 new members, we had a net loss of 5 as inactive members were removed from the rolls this year and several members passed away. While we are only 35 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.

Preventing unnecessary attrition – tending the flock, so to speak – is a goal of the church council and a membership taskforce has just been created, consisting of representatives from the office staff and several committees, including M&G, Stewardship or a financial officer, and Diaconate or Care Team, who will work with Rev. Hughes to identify and reach out to people who may be at risk of becoming disconnected.
Attracting new members is equally a goal of the church council. Why do people come to our church? Most come because they know someone here, someone whose experience here has been so good that he or she was willing to invite friends. It’s a social networking site, just not on-line!

Why do they join? Most join because they have a good experience here too – and because someone invites them to join. Creating a good experience for people starts with creating a good experience for yourself: you get more out of it if you put more into it. We encourage everyone who joins to get involved in some church activity besides showing up on Sunday morning – “Worship plus one.” And we encourage everyone to invite others to share their good experience. That is the way to grow the church.

The reasons why we need growth in our membership are several. The most important is the contribution new people 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.

Let’s Have Dinner:
Two “Let’s Have Dinner” events were held during the year, one on October 23rd and a second on Feb 12th, each involving 40-50 people. 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:
The Membership and Growth Committee is usually a cost center not a profit center. Last year we chose to expand our spring dinner event to include a live auction to help with the budget shortfall. The first “Rites of Spring” was so successful and so much fun that we immediately began planning for the second. We are pleased to report that the second annual “Rites of Spring,” was a great success! We held a dinner and live auction for 75 guests at the home of George and Lelly Smith again. 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 costumes and live entertainment. Steve Carhart
played doorman, greeting guests in his tuxedo and top hat. Singers Paul Knox and
Rebecca Shrimpton performed marvelous jazz while raconteur Larry Kirby played
sommelier. Paul Gudonis then took center stage and transformed into a hilarious (and
very successful) auctioneer.

Among the twenty-five items auctioned off were a catered gourmet dinner party, a golf
foursome at Turner Hill, a photographic family portrait, an ice cream party, sailing trips,
floral designs, and various vacation spots including a week in St. John, USVI. A
magnificent watercolor painting of First Parish church was purchased and donated to the
church. There were also 25 door prizes, including many gift certificates contributed by
local merchants.

Dinner was catered by Elizabeth Hogan and Jen Sweet of Cha Cha La Mer, newly
established in Manchester and Beverly Farms. They created a fabulous menu of at least
twenty tasty treats! Gazpacho cups with grilled shrimp, grilled swordfish with brilliant
green verde sauce, chicken skewers with tangy mango salsa, marinated watermelon,
roasted beet skewers – dinner was richly colorful, beautifully presented…and simply
scrumptious! Thanks to the generosity of many guests there was plenty of good wine to
compliment it! 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 $5000 for the church as well!

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. The items auctioned off
had an estimated market value in total of nearly $12,000. 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. Thank you all for bidding
and contributing – and participating and having fun!

Respectfully submitted,

Martha Farmer, Chair

Membership & Growth Committee
  Sandy Bodmer-Turner
  Martha Farmer
  Martha Gubbins
  Debbie Hudson
  Jan Marshall
  Marianne Round
  Theresa Weinheimer
Annual Report of
CLERK
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 5, 2011

The Clerk has kept the records for the Church year 2010-2011, recording baptisms and changes in membership through transfers, admissions, and deaths.

During the 2010-2011 church year (July 1 to June 30), the active membership was decreased by 7 deaths, 16 transfers from Active to Inactive membership status, and increased by 8 Confessions of Faith and 2 transfers from inactive to active status. Present membership is 264 Active Members and 4 Associate Members.

The deaths of the following Active Members are regretfully recorded. Barbara O’Brien, George Farr, Betty Farr, Girard Cobb, Lois Nagle, Harold Xavier, and Carl O’Brien. Deceased non-active member included Alice Salter.

The following were welcomed into Church membership:

By Confession of Faith: Jeanne Knox, Susan Blaisdell, Holly Potter, Paul Knox, Alan and Carol Graham, Charles and Meredith Anderson.

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 was 277.

The total Active Membership as of June 05, 2011 is 264

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

The following 8 baptisms were recorded for the year 2010-2011:

<table>
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<th>BAPTIZED</th>
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<tr>
<td>Emaleigh Melissa Anglebrandt</td>
<td>EJ Louis Anglebrandt &amp; Beatrice Eileen Haggstrom</td>
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<td>Hannah Margarete Jones</td>
<td>Christopher Weigt and Catherine Jones</td>
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<td>Camille Rose Hamilton</td>
<td>Jared M Hamilton &amp; Leah R (Waddell)</td>
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<td>Lily Kathlene Devoe Edgar</td>
<td>Jason Paul Edgar &amp; April Kathleen (Mead)</td>
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<td>Sophia Madeline Blodgett</td>
<td>Jonathan Marshall Blodgett &amp; Amanda Madeline (Mentuck)</td>
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<tr>
<td>Maeve Tindale Roland</td>
<td>Christopher Thomas Roland &amp; Sarah (Curry)</td>
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<tr>
<td>Lindsay Ann O’Brien</td>
<td>Donald Keith O’Brien &amp; Lisa Lynne (Cole)</td>
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<tr>
<td>Rylie Arden Miller</td>
<td>Jeffrey Scott Miller &amp; Alison (Gavin)</td>
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Additional Committees of the Church:

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

1) 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).

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

Ad hoc to the Church Council:
1) Archivist/Historian: (not appointed this year)

2) 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 (Lee Kafer); Trustees (Paul Driscoll); and two other Council members to serve half-year terms (June Nickless Financial Sec’ty), Anne D’Angelo (Missions), Rev Lelly Smith, (Christian Ed & Nominating), and George Nickless (Clerk) served this year). We give utmost thanks to them for their work this year.

3) Safe Church Committee: Formed by vote of the Church Council in 2009 to up-date and maintain our present policies. Members include George Nickless, Mary Hosman, and Bob Ralston. This committee presented a revised look at the package of requirements to put our church in a safe condition, particularly with the youth and Sunday School. A presentation was made to all teachers.

4) Webmaster: Dan DeOreo

5) Publicity: Tilly Pick was working on it, however it is now open to a new Council to review the position and work to establish a committee.

6) Fair Committee: Allison Moir-Smith, chair

7) Teaching Parish Committee: Rev Lelly Smith, chair. This is an 8 person committee. Responsible for guidance and to provide assistance to Jared Hamilton, our In Care student.

8) In Care Committee (now called Members in Discernment). Rev John Hughes, chair. Committee includes Priscilla Duda, George Nickless, and Mary Lumsden. The committee oversees and assists Jared Hamilton in the understanding and conforming to the UCC program and instructions.

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
Annual Report of Clerk (continued)                                                                   June 05, 2011

Additional historical data:
Church Services
  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
  7/10 thru 5/11 = 3430  34 weeks recorded  Average attendance ’09 – ’10 = 101

Special Services:  02-03  03-04  04-05  05-06  06-07  07-08  08-09  09-10  10-11
  Ash Wednesday            ?  59  ?  48  27  44  35  109
  Maundy Thursday        90  75 101  51  80  38 116  64  48
  Easter Services       265 275 255 285 276 227 292 249 256
  Christmas Services (2) 370 352 235 381 455 430 382 459 404

Sunday School Students:
  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 5/09 =  700  21 weeks recorded  Average attendance 33
  9/09 thru 5/10 =  687  25 weeks recorded  Average attendance 27
  9/10 thru 5/11 =  24 weeks recorded  Average attendance 29

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 5/09 = 202  21 weeks recorded  Average # teachers per week =10
  9/09 thru 5/10 = 233  25 weeks recorded  Average # teachers per week =  9
  9/10 thru 5/11 =  24 weeks recorded  Average # teachers per week = 10

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 11
  Play Group: weekly average attendance 23.
  Thursday Night Study: weekly average attendance 7 - 9
  Friday Bible Study: weekly: average attendance 6 – 8
  Soup & Conversation: 5+ times per year, average attendance 30 - 40.

Respectfully submitted, George A. Nickless, Clerk
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### Active Members

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### Associate Members

- **Brideau** Joseph
- **Katsoulas** Peter
- **Nickles** Peggie
- **Troly** Valentino
Annual Report of
MISSIONS COMMITTEE
First Parish Church, Congregational
Manchester-by-the-Sea, Massachusetts
June 5, 2011

The Missions Committee has met monthly over the past year. We continue to allocate the Mission pledge donations to a small number of local organizations. As difficult financial times continue to affect many families we have chosen organizations that help provide food, clothing, fuel, and shelter. We also organized two “hands on” missions' projects to encourage intergenerational participation of our church members and families. In December, we held a “gingerbread cookie bake” for all ages. The cookies were made and baked in the chapel kitchen by adults, youth group members, and children of the church. The decorated cookies were then donated to two local group homes. In March, the Missions Committee ran a very successful Chili Chowder Fest for the benefit of The Open Door. We are very thankful for the 45 volunteers of all ages that baked delicious desserts, helped us serve, stir the pots of chili and chowder, grill hot dogs, set up and clear tables, man the parking lot, wash dishes, and clean up! We continue to sponsor our annual Wellspring Thanksgiving when parishioners donate money or food toward a Thanksgiving dinner for those in need. Missions also continues to run the annual gift drive at Christmas time for the boys at the Plummer Home and make and deliver baskets to them at Easter time.

The following organizations received donations:
Action, Inc.                                                   Haven From Hunger
Beverly Bootstraps Food Pantry                   Hospice of the North Shore
CAB Health and Recovery                            Manchester Fund to Prevent Homelessness
Emmaus House                                              Life Bridge
Desveaux House                                            Salvation Army
H.A.W.C

We donated to the following organizations from Special Offerings:
MACUCC- One Great Hour of Sharing and The Christmas Fund

The Missions Committee would like to thank the church members for all their generous donations!

Respectfully Submitted,
Anne D’Angelo, Chair
Alice Eastland
Lauren Gudonis
Peter Katsoulas, “The Bell”
David Lumsden
Richard Smith
The Christian Education Committee has met each month during the Church School year from 6:00-7:30 on weekday evenings, keeping to our agenda carefully, so parents could get home promptly. We began each meeting with a biblical reading followed by a related prayer. The spirit was kindly and efficient with people readily volunteering to help with special events. We were pleased with the education programs and special events that we supported over the year.

Our staff members gave us marvelous leadership and we are enormously grateful to Priscilla Duda, Church School Director, Judy Haley, Pastoral Assistant, and Jared Hamilton Youth Group Leader and teacher of the Confirmation Class. These three gifted people joined us for all our meetings as did Reverend John Hughes when his schedule permitted.

We were further blessed this year by committed volunteers working together on the Christian Education Committee: Rebecca Calandra, Sue Pick and Nancy Garvey who served as secretaries; Alison Walker who minded our budget as Financial Secretary; Janis Holley and Christiane Alsop events helpers and Allison Moir-Smith leader of Tuesday play group; and our Co-Chairs, Rev. Lelly Smith and Caroline Cheshire.

This year we experienced some special occasions and ways to participate in worship. In addition, the scheduled programs were fruitful in nourishing the congregation members of all ages.

CE Director’s Report, Priscilla Duda
This year the First Parish Sunday School was able to meet 23 of the 25 goals that we set in our five year plan for year one.

In November we sent three teachers to the Godly Play training course and now have most of our teachers certified to teach. We offer a complete Godly Play lesson weekly and send a “Parent Page” home for the parents to help them open up a discussion with their child about what they learn in Sunday school. All of the children recite the Lord’s Prayer weekly and the 4th and 5th grade memorized the Apostles Creed and General Confession this spring. The children are receiving a very strong education that covers many areas that will help them build a strong foundation for their spiritual education. In addition we have a wonderful SS choir led by Annie Greenleaf that performed throughout the year. The entire Sunday school staff will be returning for next year!

We completed two successful mission projects this year – in the fall we collected toiletries and made 27 baskets for the COA here in Manchester. This spring we collected items and made 53 Easter baskets for Beverly Bootstraps to offer children in need. 14 children completed their 1st Communion after 8 weeks of lessons which was very successful. I am in the process of completing a binder that will be a reference of the program for future use. We implemented a successful Bell and Acolyte program which
has been very well received, offered more visibility to our Sunday school staff in worship, hired nursery personnel, increased parent involvement through volunteering, and cleaned and updated the rooms and halls. This year we celebrated the 200th year of our Sunday school with a wonderful program the teachers led, we hope that what we are accomplishing in our current Sunday school will result in 200 years more of spiritual education!

Youth Director’s Report, Jared Hamilton
During the summer of 2010 First Parish Church offered a Summer Youth Series to middle and high school students in the church and the surrounding community. The goal of this program was to keep youth involved in the church by offering a sustained program through the summer months. During this time the youth group picked strawberries at Russell Orchard to donate to the Open Door in Gloucester. They also went canoeing, visited Canobie Lake theme park and participated in a wide range of other activities both at the church and in the local area.

Sunday morning youth group continued with a particular emphasis on teaching, prayer and fellowship. We used Acts 2:42 as our model: “They devoted themselves to the apostles’ teaching and to the fellowship, to the breaking of bread and to prayer.” In doing so, meetings began with breakfast, and then youth shared their joys and concerns before group prayer. We used a new curriculum called reform throughout the year to explore questions of faith such as, “Who wrote the Bible, God or humans,” and, “If there is only one God, why are there so many different religions?”

The youth director, Jared Hamilton, was also asked to lead our confirmation class beginning in the fall. This class consisted of five eighth and ninth grade youth who met regularly in the fall and spring. Aside from exploring the foundations of the Christian faith, confirmands also organized the regular church service for May 13th. With guidance, these young people picked the hymns for the service and found resources for the liturgy. They also participated greatly in the service, bringing their vitality and youth to the worship service.

Pastoral Assistant Report, Judy Haley
On Sunday mornings this year Judy Haley, the Pastoral Assistant, served in every class from nursery to middle school youth group when staff or adult volunteers needed respite. She counseled parents, prayed with children, taught Sunday school lessons, addressed children’s theological questions (“Is Baby Jesus the same one who died on the cross?”), greeted newcomers, and interpreted church to chapel and vice versa.

Our adult small group ministries offer settings for mutual care, growth in knowledge and faith, and accountability. Offered weekly on Thursday evening and Friday afternoon, these groups have grown in both numbers (2-3 on Fridays) and depth of conversation and relationships. Both groups are benefiting from the purchase of twelve new large-print and two new parallel Bibles for study. Topics included this year included Great Sermons of the Twentieth Century, the Poetry of Advent, Jeff MacDonald’s Thieves in the Temple and a conversation with the author, Dietrich Bonhoeffer’s Life Together, and Borg’s and Crossan’s The Last Week. Mary Ellen Cook and Marilyn Hughes have provided wonderful support in hosting the Women’s Fellowship Christmas celebration and Spring Gathering on maintaining balance. Deborah Hudson, Penny Adams, and Linda
Palmstrom helped to host Soup and Conversation while the Rev. Llewellyn Smith presented on Clouds: the Hiddenness and Holiness of God and on the Life and Hymns of Isaac Watts.

**Playgroup, Allison Moir Smith**

Playgroup was led by Allison Moir-Smith and met 33 Tuesday mornings. 898 people attended playgroup over the course of the year (394 caregivers and 504 children, mostly non-member Manchester residents), with an average of 27 participants each week. First Parish provided the Chapel room, ride-on toys, coffee, goldfish crackers, juice boxes and a simple craft each week. Highlights for 2010-11 included Playgroup Olympics, holiday parties, music by Mary Lou O'Brien and Ann Greenleaf, visits from Rev. Hughes and his puppy, paper airplanes and toilet-paper-tube telescopes. Playgroup also has helped women who are new to town or isolated due to depression or other issues, providing them a comfortable and consistent venue in which to make social connections and friendships. Said one Mom (a non-member) who attends weekly with her two children, ages 4 and 18 months: "I'm very thankful for the church playgroup because it helps me get to know people in the community. My kids now know kids their ages, and it's helped my daughter come out of her shell. She's made friends, and so have I. I've never been a part of a community before, and the First Parish playgroup has helped me feel like I'm part of the community."

Respectfully submitted by, Co-chairs: Lelly Smith and Caroline Cheshire, Christiane Alsop, Rebecca Calandra, Nancy Garvey, Sue Pick and Alison Walker. *Ex Officio members:* Rev John Hughes

*Other Participants:* Janis Holley, Allison Moir-Smith, Judy Haley, Priscilla Duda, and Jared Hamilton
The music program of First Parish Church has continued with another strong year under the leadership of Don Dunn, Organist/Choir Director. The Senior Choir has been kept challenged and delighted with a diverse selection of fine choral music.

The Senior Choir continues to number 15 to 20 voices even though we lost some choir members in the fall. Our Soprano Section Leader, Rebecca Shrimpton, and Baritone Section Leader, Paul Knox, have been an inspiration to the choir as well as providing beautiful solos. The additional voices of Melissa Glaister and Mary Saunders joined the soprano section on Christmas Eve. When First Parish Church hosted the noon time Good Friday Ecumenical Service 18 members of the Senior Choir were able to be present and sang three anthems and a choral response. The service was quite well attended. The Senior Choir was fortunate to have Melissa Glaister again join the soprano section for the Easter Sunday service.

The Junior and Senior Choirs sang together on Sunday, November 22, 2010, as part of the celebration of the Sunday School 200th Anniversary. The Junior Choir also sang for the Sunday School Christmas Pageant Service. Due to competing activities there were not enough children for the Junior Choir to sing during the Lenten period. The Music Committee intends to evaluate the possibility of more flexibility in terms of timing practices and plans to work more closely with the CE Committee to improve participation in the Junior Choir.

Guest instrumentalists during the year have included the talented jazz group on Jazz Sunday, oboe player Susan Burnett-Halling, and flute player/cellist Meredith Browne, a former Senior Choir member. Also, Nigel Cheshire contributed his trumpet skills in organizing, rehearsing and directing the First Parish youth musicians of the Junior Jazz Ensemble for Jazz Sunday.

The Music Committee’s Five-Year Plan has a long-term vision that includes: strengthening the Senior Choir through a combination of recruitment and by possibly adding tenor and alto section leaders; increasing community outreach programs through music events; bolstering participation in the Junior Choir; and incorporating a wider range of musical styles into the program.

Finally, thank you to the Music Committee for their support and diligence and to Don Dunn who makes it all happen each week. Also, special thanks go to Kathy Greenslet and Shirley Wilkinson who will be leaving the Committee for all their work over the past years.

Respectfully,
The Music Committee

Nigel Cheshire, Kathy Greenslet, Margaret Michael, John Round, and Shirley Wilkinson
The First Parish Church music program exists to:
  enrich and facilitate worship services;
  reinforce the scripture lessons of the day by presenting the texts in a musical setting; and
  lead the congregation in glorifying God.

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 (20) active members in the senior choir.

Making sacred music is a joyful undertaking that calls for genuine dedication of both time and talent. Thank you choir for the many times you have pulled another rabbit out of your choir robe.

To all the summer soloists a warm thank you.

It is great working with a very strong effective music committee headed up by Margaret Michael, 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
This year the Delegates were busy representing our church at the following events.

On June 19, 2010 the Annual Meeting of the MA conference, UCC was held in Worcester.

It was reported in July that our own Jared Hamilton is finishing his paper to present to the Essex Association, UCC, for matriculation in their two year In Care program which is now to be renamed “Members in Discernment”. Jared is working hard juggling work with his studies, and attending to our youth. He has planned a summer youth program.

In August, the Church Council formed the eight member Teaching Parish committee headed by Rev Lelly Smith to oversee Jared Hamilton in his progress toward Ordination. The Teaching Parish Committee was invited to Andover Newton on Sept 18 for instructions.

At the same time an In Care Committee was formed headed by Rev Hughes including Priscilla Duda, George Nickless and Mary Lumsden to oversee and assist Jared in conforming to the UCC program and instructions.

In September, we attended the Ecclesiastical Council of Heather Ramsey Mabrouch at the 2nd Beverly church where she was examined and found fit to continue toward Ordination.

In October, Jared Hamilton completed his final paper and met with the Church & Ministry committee of the UCC for acceptance in their two year internship program.

The annual MACUCC workshop program was held in October at the Old North Church, Marblehead and was attended by Lelly Smith, Linda Palmstrom and Maggie Michael.

On 2/27/2011 Lindsey Levensohn was examined at an Ecclesiastical Council at the Tabernacle Church in Salem. We were well represented and voted in favor of her character and continued training in the UCC toward Ordination.

The Essex Association Spring Meeting was held 4/30 at the 1st Church in Danvers attended by Rev John, Rev Lelly, George Nickless, and Maggie Michael. The theme was “Reclaiming Roots, Revitalizing Churches”. The event included historical testimonies about various churches and a sharing of historical roots. Rev John Hughes presented a wonderful historical talk on the history of our own church.

The Annual MACUCC meeting will be held in Sturbridge on 6/5/2011

Respectfully submitted,
Marilyn Hughes
Linda Palmstrom
Maggie Michael
George A Nickless, chair
“For whom the bell tolls”. It tolls for you and for me.

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 second hand of the clock reaches twelve, off goes the bell (or bells), all synchronized and in harmony. A couple of times this winter it stopped due to the weather—but when the sun came out and unfroze the hands, the clock winder again started it and set the time. It doesn’t happen often.

We happily report that 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.

We now have another retiree with Bill Greene who has been faithful to the job since either ’94 or ’95. We owe a huge debt to him for his dedication. We also have Charlie Hatch who resigned after a short period of time so that he could do some traveling. As our bell strikes, also fortune struck on us with the addition of Mark Potter, Arthur (Dewey) Klebart and Brian Duda as alternate. We now have a full complement of 6 “regulars” plus an alternate. Hurrah. Those 64 steps up, and 64 steps down seem to be getting longer and longer for some of us, so we are gratified to have a few additions that are younger in age.

We owe a special thanks to Henry Lapham who has special light oil to maintain the workings, and generally lends his expertise when needed.

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 129th anniversary. We have great things to celebrate. I recently saw a duplicate of our clock in the First Church of Danvers. It was saved from a fire by our own Tow Company Dick Cross. Since the church electrified it, it hasn’t worked and sits behind glass for all to see.

CLOCK WINDER DEDICATED TEAM TO WHOM WE ALL OWE THANKS

Vin Terrill Jr Bill Greene (retiring, worked since ’94 or ’95).
Mark Decker Charlie Hatch (retired, new in 2010)
Henry Lapham
George Nickless Brian Duda, alternate (new 2011)
FIRST PARISH CHURCH CONGREGATIONAL
United Church of Christ
Manchester-by-the-Sea, Massachusetts

MINUTES OF ANNUAL MEETING
June 06, 2010

Mr. Steve Carhart, Moderator, declared a quorum present there being in excess of 28 members
(approximately 41 active members present) and opened the meeting at 11:50 am...

Rev. John Hughes provided the invocation.

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

- The Warrant: Article VI should read Article V. (typo)
- Clerk’s report page 24—Total active membership should be 277 due to 6 confirmands joining today
  plus the transfer of Barry Blaisdell to active status today.

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 7, 2009.**

Upon motion by Jeff Bodmer-Turner and seconded, it was unanimously VOTED to dispense with the
reading of the minutes of the 2009 Annual Meeting since it was printed and readily available in the Annual
Report on pages 49 -54 at the end of the report. No changes were requested.

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 4 - 6 with the addition of
Christiane Alsop to Christian Ed with a term ending 2011. The motion was seconded.

Nancy thanked all that have served over the past year. She said the committee has been working all
year rather than the past few months. It is challenging, and filling the positions is a challenge.

Lelly Smith stated the Council was asked about moving people around on committees. She also said
the work is done by the committee all year. She noted there is still one position open on Nominating,
and asked for anyone interested to volunteer.

The motion was then VOTED and the vote was unanimous.

The audience applauded for the committee’s work and for those that had served.

**ARTICLE III: to hear and act upon the reports of officers, boards, committees and organizations
connected with the church.**
The Moderator stated this Article would be handled in two phases, the first being to approve the reports of
the past years’ activities, the second being a discussion of the 5 year projections. Tilly Pick had conducted
a survey which the committees used in projecting their visions for the next 5 years.
The Moderator then went through each report as listed in the Index, starting with the Pastor and ending
with the Clock Winders. Comments as follows:
- Clerk’s historical data, page 27. The dates need correcting under both S.S. students and under
teachers. The last two lines of each should read “9/08 thru 5/09” and “9/09 thru 5/10”.
- Mary Martin Fund, page 47. It was stated that this was the most informative report from their
committee possibly ever, and they should be commended.

After proceeding through all reports, Sandy Bodmer-Turner moved to accept all reports, seconded. The
motion was then brought to a vote, and VOTED unanimously.

The Moderator passed out highlights of Planning Response to the Survey Findings. The findings are
briefly outlined as reported by Steve:
- **Sunday service**: more attention to youth in worship, careful innovation, a review committee to work on
new ideas.
- **Music**: planning of outreach events, some growth and innovation.
- **Missions**: there is much unrealized potential. Support needed on actions and initiatives.
- **Christian Ed**: strong staff needed with support. Youth in worship. Long term plan developing with
more participation.
- **Intergenerational communications**: The playgroup, faithful families and post service events are all
continuing and fruitful. Mission events could be included.
- **Communications**: we are trying to tailor to needs. Improve the web base, and do personal networking.
- **Outreach**: This is ongoing with the playgroup, cricket articles, publicity program. The jazz program
needs review.
- **“Traditions”** needs review such as the Jazz Sunday. The Rites of Spring is a pleasant addition. Needs
continuing review.
- **Financial strategies** require modernizing/automatic pledging, planned giving seminars. A Firm
Foundation program to meet the needs of specific repair needs, review and continuation of revenue
events with a focus on major donors.

The Moderator then requested all committee chairs to come forward, and provide highlights and comments
as to their vision of their committees’ projections for the next 5 years, then to be followed by discussion.

Marty Farmer spoke first for **Membership & Growth**. A pass-out helped all to follow the projections.
Membership goal in 5 years is to reach 300, but she found that to do this, it requires about 20 new
members a year to offset deaths and transfers, and this will provide about 5 member growth per year. New
people are further needed as they not only help with the budget, but rejuvenate the activities of the church
and will help sustain it in the future.

**Stewardship** was next. Paul Gudonis said the annual pledge is needed to sustain progress. Modest
increases are to be considered. They have a program to reach new members. Capital needs are met by
reaching out when necessary. Estate Planning is now viable—Bridget Murray had provided a service and
lecture for all interested and this will continue. The auction (Rites of Spring) was successful, and he has
inserted this as an annual event. As they look at the church and chapel buildings, they are looking at how
to encourage more revenue. One proposed plan is to obtain collectible items donated by members which could then be auctioned.

Diaconate: Richard Smith said the survey indicated four areas of interest.
- The first is the Worship Service. This seemed most important to members. They will be starting a Worship Review Committee formed by the membership to review and get ideas. They hope this committee will help with special services, draw the community in, and assess the service(s).
- Next is the sound system. It needs improvement. Music is not able to be recorded now. A study and budget will be needed. We are now putting services in the web.
- Clean up—they wish to expand the clean up and set sights higher. There is other work that can be done and improvements that a group could work on.
- Lastly, improvement of the welcome we provide to people coming in the church. Who are we, and how do we operate. Publicity for the S.S. and chapel building to be included.

Music: A pass-out was provided. Penny Lapham said the core is in the choir loft. We have lost 2 or 3 members recently, but also have added new members. Most sing until they can’t handle the stairs. We have 2 section leaders (soprano & bass), and we need 2 more for the alto and tenor sections. They really help the whole choir in rehearsing and singing. We have 24 – 25 members now, and would like up to 28 by 2015 which would pretty much fill the choir loft.

Pastoral Assistant: Judy Haley said she divides her work, sometimes working with the S.S. on Sundays, and during the week on adult programs. Her interest has been in bringing the people together from both buildings. There is a lot of need for parents and adults, and we have the resources to help out. In adult education, she would like Christian Ed to come to the groups to establish relationships. Learning with a purpose is a program where groups meet and come together as a resource for church life. Expenses simply need a ‘sharpening of the tools’—we need better bibles etc. We also need a library shelf of higher quality and current material.

Missions: Mary Ellen Cook said the visions of mission’s changes every year. It varies due to the amount of money coming in and from the calls for need. Going by the priority of two surveys, they provide to organizations north of Boston. The emphasis is on food, clothes and shelter. They do work outside this such as the Plummer home at Easter and Christmas, Open Door. In the future, they would spread out the mission project, try to put more information into bulletins and the Bell. They would like to work with the S.S. and youth on projects becoming more active rather than just dispensing funds. They have a need for volunteers to the Beverly Bootstraps. Missions is a work in progress.

Trustees: Paul Driscoll had a pass-out on projections. His music projection for 5 years to include two additional section leaders and occasional instrumentalist would increase the budget by $43,971 with revenues from concerts of about $1,425. The Christian Ed budget for the next 5 years would need an additional $28,085 to cover the summer youth program and other S.S increases. Church expenses for painting trim & clapboard, and completing phase I (support beams) and phase II (moisture control) would call for $125,000. The chapel expenses for the next 5 years is an increase of $30,200 to cover electric heat in the Pastor’s office, roof shingles, handicap restroom, and replace oil burner. The parsonage may require heating/air-conditioning work at $8,000. Total aspirational revenues would be $323,879 in 5 years and total 5 year expenses would be $336,251. The total need in 5 years would be approximately $100,000 out of endowment. In the long run, they will look to Stewardship for non member support on projects, and
they will need to prioritize projects. With low interest rates now, taking out a loan is a possibility to be viewed.

There were also pass-outs concerning the Youth Group, Christian Ed, and Sunday School 5 year plans.

Moderator Steve said these were snapshots of the programs—what each would like to do, need to do. Input was now requested from the membership.

Sandy Bodmer-Turner asked about changes in the worship service. While adding acolytes is a good addition, it is not consistent. Could we have better communication on new ideas? Richard Smith replied that they plan to strengthen that service, and they are not quite there yet.

Alison Walker felt that Stewardship would do better if done earlier in the year. Paul Gudonis said it would kick off in Sept and October. He also said it would help if people could inform them earlier that they wish to renew their pledge.

Nancy Peterson asked if we are going to continue with the present model of Christian Ed. Steve Carhart said yes, with some adjustment of hours. We will continue with programs led by Priscilla Duda, Judy Haley and Jared Hamilton.

Christiane Alsop inquired as to the formal program of the Care Team. She felt this program could be an area of great advertisement. Richard Smith said the Care Team has been going for 4 years under Sheila Kafer, and it is an extension of the Diaconate. While it is a team effort, Sheila has been the backbone of the project.

Marty Farmer noted attendance in S.S. is down---she had thought it was expanding. Priscilla Duda said the kids are task oriented. Now we have sports during the church time which has a huge impact. Some people still don’t know we have a S.S., and we need to work with publicity. Nancy Peterson said she felt the change in staffing had an impact, and hopes there will be more consistency now.

The Moderator then accepted a motion to accept the 5 year plans to submit to the Church Council, seconded. The VOTE was unanimously in favor. Steve noted that this is only a progress report and it will change as time goes on.

**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.

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

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

There being no further business, George Nickless made a motion to adjourn; seconded. His motion was unanimously VOTED. The time was 1:10 p.m.

Respectfully submitted
George A. Nickless, Clerk