



FIRST CONGREGATIONAL
CHURCH OF WOODSTOCK



UNITED CHURCH
OF CHRIST

2022 Annual Report

First Congregational Church of Woodstock

Annual Meeting Agenda January 29, 2023

to commence immediately following worship at approximately 10:50 a.m.

1. Call to Order – Moderator, James Nowak
2. Reading of the Call and Declaration of Quorum – Clerk, Laura Boies
3. Convening Prayer – Rev. Dr. Kevin Downer
4. Proposed Bylaw to count members attending online in quorum and during votes
5. Minutes of the 2022 Annual Meeting
6. Remembrance of Members Who Have Died in 2022—Laura Boies
7. Reports of the Pastor, Church Council, Boards, Committees, and Church Historian
8. Treasurer’s Report – Tom Duggan
9. Stewardship Report – Bob Kirk and Charlene Swanson
10. Proposed Budget for 2023 - Charles Bottieri
11. Proposed Restructuring and related Bylaw Changes - Restructuring Team
12. Report of the Nominating Committee - Debby Kirk
13. Correspondence—Laura Boies
14. Appreciation of Leaders
15. Other Business
16. Moderator’s Comments
17. Adjournment
18. Closing Prayer

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I. PASTOR'S REPORT

I give thanks to God always for you because of the grace of God that has been given you in Christ Jesus, for in every way you have been enriched in him, in speech and knowledge of every kind— just as the testimony of Christ has been strengthened among you— so that you are not lacking in any gift as you wait for the revealing of Jesus Christ. - 1 Corinthians 1:4-8

The past years have been challenging, and 2022 was no different. Covid-variants continue and many wonder what it means to be the church today. Although we have challenges, e.g., hiring staff for our Children's Ministry and addressing the aging, graying nature of our community, during this past year we have done the hard work to intentionally reflect, listen deeply, explore possibilities, build upon our history, and embrace our future.

Our vision and values team led a series of conversations in large and small groups to identify our core values, as well as the habits, historic challenges, and competing priorities that trip us up as a community.

And in one year, we acknowledged that a restructuring was needed, explored lessons from others, and developed a new model, a road map for the transition, and proposed changes to our bylaws.

We continued a number of traditions and worked with our existing community partners. We found ways to be a catalyst for the good in our area. In March, for example, we began partnering with Woodstock Academy to help create a community of support for the dozen or so Ukrainian student refugees.

In addition, we continue to seek ways to improve connection, communication, collaboration and operational costs. In April we implemented the nonprofit version of Google Workspace, reducing expenses by \$800 a year and giving us a centralized, cloud-based way to share and securely store church-related information. In June, Lisa Morelli joined our ministry as our Communications Coordinator and we said goodbye to our interim coordinator, Jessica Weaver Boose who helped us through a particularly busy season. And in the fall we began consolidating contact information into a single, secure database to eliminate the lists and spreadsheets various teams were keeping.

We stand on the threshold of implementing tangible changes to our governance structure and ministry model. Although this seems new and filled with uncertainty, the core principles are based on our shared values and the essence of who we are as a community who:

- Celebrates that all are gifted by God and called to use their gifts in service to strengthen God's body and heal God's world.
- Seeks to foster collaboration, learning, and community.
- Endeavors to invite, encourage, and inspire people to use their gifts in ways that are meaningful.

Today, our congregation is stronger in many ways than we have been in a while. Our worship is meaningful, spiritually-grounded, joy filled, and participatory. Our ministry serves friends, neighbors, strangers and refugees in practical ways. and Our finances are healthy and events are successful.

And so I conclude by saying "Thank You!" to our staff, leaders, volunteers, congregants, and everyone who gives their time, uses their gifts, and/or supports the ministry financially or in any other way.

In Christ, Pastor Kevin

Minutes of the 2021 Annual Meeting: Moderator Bob Kirk reminded us of Robert's Rules of Order. MOTION to accept the minutes of the annual meeting of January 31, 2021 as published in the annual report: Bev Brazeal/2nd Jen Duggan. Motion passed unanimously, no abstentions.

Remembrance of members and friends who died in the year 2020 read by the clerk (Laura B):

Richard "Rick" Amato on Jan 26
Mary Larson Seney on Feb 3
Robert "Bob" Harrison on Feb 15
Ann Moran on May 15
Josephine Bottieri on May 18 (friend)
William "Bill" Kimball on July 7
Cheryl Wakely on Dec 6

Reports of the Pastor, Church Council, Boards, Committees, and the Church Historian: The moderator noted that these reports are all in the 2021 Annual Report and that we do not need to approve these reports, rather he will ask for a motion to "accept with appreciation". MOTION to accept these reports with appreciation: Tom Singleton/2nd Jacob Vicenti. Motion passed unanimously with no abstentions.

Treasurer's Report: Treasurer Carl Davis noted that with two years of pandemic and all its challenges we finished the year 2021 in a healthy financial state. Member's pledges were above what was expected. We received a second year of PPP grants from the government. Fundraising efforts were fantastic. We saved money in various areas including personnel costs and utility usage due to pandemic closures. Off-Budget and Restricted Fund activity for the year was limited and we had an incredible response to the "Angel Fund" request for help in repainting the sanctuary. MOTION to accept the Treasurer's report: Charlene Swanson/2nd Lynn Davis. Motion passed unanimously with one abstention.

Report of the Nominating Committee (Debby and Bob Kirk): Debby started by thanking all who accepted nominations thus far. The proposed slate of nominations document was shared via Zoom screen-sharing. Debby noted the open slots on the Board of Deacons would be discussed later in this meeting. Also noted were the members of the Task Forces on the nominations sheet. These positions were initiated by the Council and therefore do not require approval of the congregation. Bob also noted that this slate of nominations comes from a standing committee of the church, has been endorsed by Council, and therefore does not require a motion. Charlene Swanson expressed gratitude that the Kirks have volunteered to take on seven different positions between them in order to fill this slate. A vote to accept this slate was passed unanimously.

Stewardship Report: Paula Wilmot thanked team members Charles Bottieri and Jim Nowak. Paula reports they are moving forward with electronic pledging options with help from Rev. Kevin. Pledges received to date amount to \$146,140 from 46 pledging units. MOTION to accept the Stewardship report with appreciation: Lynn Davis/2nd Noah Gourlie. Motion passed unanimously.

Proposed Budget for 2022: Alexandra (Sam) Lyman, Senior Trustee, thanked her fellow trustees for their help and support through this "interesting" year. The proposed budget for the year 2022 was discussed at the "Budget Crunch" meeting on January 9th. Charles Bottieri created a powerpoint

presentation which can be reviewed on the church website. The proposed budget was shared via Zoom screen-sharing and Sam noted the following:

- As noted by the Treasurer we had a healthy surplus from 2021 of \$35,000.
- The Faith Formation Coordinator salary is still in the budget at \$8,000 even after the departure of Lisa Haupt.
- Item 504.113 “Special Purpose” is a \$9,000 allocation for a feasibility study to sell the parsonage, with a plan for the Trustees to work on the details over a period of up to three years. This plan is due to the fact that we do not have the means to maintain two nineteenth-century buildings. Maintenance of the parsonage has been neglected and needs the attention of a homeowner.
- Item 505.102 where more money is allocated for fuel due to increasing fuel prices.
- Item 505.104 has increased because our new cleaning service (replacing the sexton duties) is now included in that line.
- The former office manager position will be split between the new Communications Coordinator position (item 504.104) and a yet to be filled Bookkeeper position (included under Professional Services item 504.111).

Moderator Bob Kirk noted that the proposed budget, having been reviewed and endorsed by our Church Council, does not require a motion to be approved. A vote to approve the 2023 budget passed unanimously.

Amendment to Church Bylaws re: The Board of Deacons: Charlene Swanson, Senior Deacon, shared the recommendations from the Board of Deacons which are:

- To reduce the number of members of the board from eight to six.
- To reduce the term from a four year term to a three year term.
- That there be gender diversification within the board rather than stating that there must be a male and a female voted in each year.

These changes are recommended in part because of the decreased size of the congregation and because this is the only board with a four year commitment rather than three years.

Bob Kirk notes that these recommendations were reviewed and endorsed by the Council and therefore does not require a motion. A vote to approve these changes passed unanimously.

Correspondence: The clerk noted there was no correspondence to report.

Appreciation of Leaders: Rev. Kevin gave thanks to the board members who have completed their terms. Special appreciation and gifts of select devotionals were given to senior members for their leadership during this trying time in the pandemic:

Sam Lyman, as Senior Trustee and Clerk, for bringing harmony with the music of her soul.

Carl Davis, as Treasurer, for keeping pace in this complicated “race”.

Paula Wilmot senior member of Stewardship, for bringing much needed joy and laughter.

Lynn Davis, senior member of the Board of Outreach, for bringing the wisdom within her.
Bruce Staehle, Senior Deacon, who always walks with God, for bringing his inquisitive heart and mind.

Charlene Swanson, Senior Deacon, for her love, strength and bravery.

Bob Kirk, Moderator, for leading with humility, openness, grace, and love.

Special Appreciation: Senior Deacon, Charlene Swanson, expressed heartfelt thanks and appreciation for Rev. Kevin Downer as a “Mosaic of Goodness” in our community, with an outstanding list of accomplishments in this past year of unimaginable circumstances. All performed with kindness, positivity, hopefulness, enthusiasm, spirit and heart. “Thank you for saying yes when we called you as our pastor, for sticking with us through thick & thin, for loving God, and for desiring that each one of us grow in that same love. Thank you for your Mosaic Goodness.”

Moderator’s Comments: Bob Kirk expressed sincere gratitude “that fills [his] heart to overflowing ...for this Beloved Community of Friends in Christ” and further he asked us “to be good to one another, to forgive one another when we ...step on one another’s feelings, ...let us help one another, let us pray for one another, and let us welcome others into our beloved community as opportunities arise.”

15. Adjournment: The meeting adjourned at 12:12 p.m., followed by Rev. Kevin’s closing prayer sharing the words of St. Teresa of Avila’s, “Christ Has No Body But Yours” and Ephesians 3:16-21.

Respectfully submitted by Laura Boies, clerk

IV. CHURCH COUNCIL

At the beginning of 2022 the Restructuring Team and the Vision & Values Team were just getting started. Each team met twice in February and began the very important work of evaluating who we are and how we might better organize our framework to fit our purpose and goals as a church. In anticipation of the coming transitional period, Rev. Kevin introduced the Council to “The Change Cycle” which is a tool outlining the stages of change which we could expect to experience in the days and months ahead. This tool is designed to help groups like ours understand the many emotions that arise when embarking on this kind of journey. In knowing what to expect, we are better able to manage the normal, yet not always comfortable, feelings that come with change.

Relaxed CDC recommendations regarding COVID-19 led to a decision in March for masks to be optional in the church building. Council members having adapted well to virtual meetings still preferred to meet virtually throughout the year.

The Deacons’ review of the Pastor in March highlighted Rev. Kevin’s extremely impressive list of accomplishments in just 18 months. Many members of Council have expressed how grateful we are to have Rev. Kevin with us. When asked, “How as a congregation could we support you better?” Rev. Kevin

encouraged us to engage in conversation and let him know our thoughts and feelings. He expressed a desire for us to work together and aim to deepen and broaden our connections in and beyond our

church. As we look to define our future, he asked us to clarify the purpose, shared expectations, guiding principles, roles, and goals of the various positions and organizations within the church.

Our treasurer, Tom Duggan introduced us to a new format for displaying the financials at our April meeting. The new layout added a narrative outlining the highlights of the report and a single page data summary. We also saw a change in reporting of the Restricted (Off-budget) accounts. The Church Council is grateful to Toby Bishop for all his work on reconciling and clarifying these accounts.

In the spring, the Russian invasion of Ukraine led our church to seek ways to help refugees and to work with Woodstock Academy to help support their new students coming from Ukraine. A tag sale fundraiser in June was very successful, bringing in nearly \$2,000 which was divided between those Academy students and Ukrainian refugees in Poland.

Time constraints while planning the Annual Arts & Crafts Fair, led to a motion being made and passed, unconventionally, via email after the monthly meeting in May in order to affirm that the church would hold the Fair in October. At the June meeting Council decided we would not offer the B&B for crafters this year due to ongoing COVID cases, but agreed that we would serve a take-out lunch. Council is grateful to Kristen Kaiser for agreeing to take over for Karen Olah, who resigned as chair of this event in July due to their upcoming relocation to Florida.

Search teams for the two positions of Children and Family Ministries Coordinator and Communications Coordinator were organized in February and March and by our July Council meeting the positions were filled. We welcomed Heather Lovely as the Children and Family Ministry Coordinator and Lisa Morelli as the new Communications Coordinator. Rev. Kevin reminded us that since we reduced the staff hours according to what the congregation can afford, we all need to scale back our expectations of what these staff members will be able to do. Unfortunately, Heather decided she could not keep up with her other commitments while pursuing this position and in November we were again seeking a Children and Family Ministries Coordinator.

Due to multiple inquiries from church members about resuming a choir, it was clarified at the June meeting that Maria Sangiolo was hired as a music coordinator, not as a choir director (she is not trained in directing). Therefore we will not be resuming the choir at this time. Maria graciously offered to step down if we feel we have found a more suitable candidate.

Rev. Kevin introduced us to Google Workspace for Nonprofits in May, which began a migration process that continued through the year. This is an internet based program which would organize and streamline much of our antiquated church filing systems, document sharing and internet activity, AND save the church money. As part of this package we were able to switch from Zoom to Google Meets, saving the cost of the Zoom subscription. Additionally this makes it possible to keep church documents accessible that previously were held in members' personal accounts.

Although we traditionally take a month off from Council meetings in the summer, members agreed we needed to keep up the pace in our work and planning for our church's future.

Understanding our shared values is critical to forming our plans for the future of our church. The Vision and Values Team held small focus groups over the summer to clarify our core values. In the fall the team

reported finding our four major values to be: Worship, Service to Others, Openness and Inclusivity, and Building Community Through Relationships.

The other large focus for us this year has been preparing for restructuring the governance of our church. Council members looked at “Church Size Theory” in April in order to better understand how church structure needs to match church size. The Restructuring Team reported to us that over the past ten to thirteen years the average number of adults at Sunday services has slowly decreased from 100 to about 40. Yet our bylaws include 30 elected positions with another 50 positions in various committees, many of which no longer exist. The Team researched various church governing structures and in July and August shared with Council some of the models currently being used by other churches. The members of the Restructuring Team sought input from Council and from all of our congregants throughout the year. Ultimately, the team members felt that the idea of a single board of governance would be best, keeping in mind that there are many different formats for this. At the September Council meeting The Restructuring Team presented an initial draft for a proposed Governing Board model composed of approximately 7 people who would make policies and rules but *not* make a lot of the decisions. The branch areas of this model would allow all congregants to become involved and to move in and out of areas that interest them. The Restructuring Team also reviewed our bylaws in light of this new governing format in order to propose necessary changes. By December, with an established plan for the format of the new Governing Board, Council voted in favor of bringing the new restructuring plan to the Annual Meeting for a vote, and the Nominating Committee began seeking nominations for the new Governing Board.

After a two year delay due to the pandemic, we finally celebrated the uniting of our minister with this congregation at his Installation Service on Sunday, October 23rd. In preparation for this, Rev. Kevin sought approval from Council to adjust the language that would be used in the service in order to better reflect our relationship together. Council wholly agreed with his suggestions. The service was a joyful and heartwarming confirmation of how meaningful our relationship with him is, both for our congregation and for the wider community as well.

As part of re-evaluating how we organize what we do as a church, we began shifting our focus to Mission-Based Planning. Our major areas of ministry are now grouped into Worship, Care & Community, Faith Formation/Life-long Learning, and Faith-in-action/Service with Others. Annual budget planning would then need to be mission-based as well. In order to better prioritize budget planning, Rev. Kevin suggested shifting the focus from not just the amount of funds needed for each ministry group, but defining a prioritized list of budget needs, requests, and wish lists. Unfortunately there wasn't time to be able to implement the new budget planning format by the end of 2022, but the wheels are in motion for 2023.

This year our moderator encouraged us to share our joys and concerns at each meeting. Hence, we shared concerns about members within the fold who were suffering from illness or injury, and shared ways to support them. We mourned the loss of influential, longtime members like Linda Chase. Gratitudes and joys, great or small, were celebrated as well: for engagements, weddings, and anniversaries; new careers; and for friendship and family, especially grandchildren.

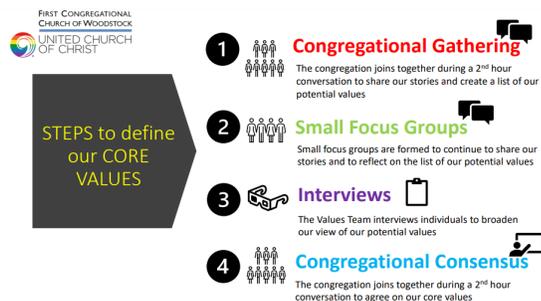
V. VISION AND VALUES

How is God calling us to be the "church" today?



The Values Team began meeting immediately following last year's Annual Meeting. We explored our needs as a congregation and the conversational process others have used to clarify their vision, values, beliefs and mission.

Loosely following a process described in "Moving Off the Map" by Thomas Bandy, we engaged the congregation from June through October in Second Hour and small group conversations. A Congregational Gathering on October 9th identified our Core Values, which were subsequently refined based on review and comments by the congregation and team into four Core Values; i.e., Worship, Service to Others, Openness and Inclusivity, and Building Community through Relationships; and the following Core Values Statement:



As a Beloved Community of Friends in Christ, we value the following:

Worship: The celebration of God's love is the heart of our life together as a Beloved Community of Friends in Christ. We are uplifted by beautiful music. We are inspired by scripture, our pastor's relatable message, by guest sermons and faith stories from members of our congregation. We experience profound connection to one another as we share our joys, concerns, and prayers. We nourish our spirit outside of Sunday worship with second hour discussions and Bible Study. Worshipping as a community gives us respite and replenishes our spirit, energizing us to continue to live our faith in the world.

Service to Others: "But be doers of the word, not simply hearers," we are admonished by scripture (James 2:22). We seek to balance contemplation and action, faith and works, worship and service. As we experience profound relation to one another and to God in worship, we are impelled outward to care for members of our own congregation and to assist others in the wider community and the world whose needs include food insecurity, social and racial injustice, effects of climate change, mental health crises, loneliness etc. Where there is a need, we look to fill that need with financial donations, by preparing meals, and through partnering with organizations that are already doing important work.

Openness and Inclusivity: As we worship and serve, we are committed to do so in a spirit of openness and inclusivity. "For God shows no partiality," Paul tells us (Romans 2:11). We recognize and celebrate the inherent divinity of each person as a child of God. All are valued, all are welcome "without regard to race, nationality, age, marital status, gender, mental, emotional or physical challenges, economic status, or sexual orientation" (FCCW Open and Affirming Statement, 1993).

Building Community through Relationships: Through worship and service, we recognize the value of being together with individuals who lift our spirits and remind us that God is the God of love. We seek to build relationships and care for those in our congregation in a spirit of hope and togetherness.

Following a hiatus for the holidays, the team will continue working on a final draft statement of our Competing Priorities. In the coming year we will explore our Bedrock Beliefs and Vision.

Respectfully Submitted by:

Donna Dufresne, Jannifer Duggan, Bob Kirk, Susan McKechnie, and Pastor Kevin

VI. CREATIVE WORSHIP TEAM

Purpose:

- Assisting church staff, including the Music Director, in planning worship;
- Create meaningful, spiritually-grounded liturgy and ritual to deepen worship, facilitate growth and nourish the inner lives of the congregation;
- Encourage continual creativity in worship, with constructive and meaningful participation of members of the church body;
- Encourage and support staff and be a bridge for communication between congregants and the Music Director.

Activities and Accomplishments for the year:

We are blessed by the many and varied talents of singers, musicians, our accomplished organist Leilani Nixon, and our Music Director, Maria Sangiolo, who we welcomed in January.

The Creative Worship team met monthly from January to June and September through November. We incorporated a greater variety of upbeat, joyful music from a variety of styles, including traditional hymns, folk songs, Iona music, and an occasional Christian Contemporary song. Through the year we improved our use of online planning tools to explore themes and share ideas for upcoming worship.

We experimented with the order of worship, moving announcements to the start of the service, incorporating reflective, centering music before the opening song, and adding a short sung prayer response. Overall feedback from the congregation has been positive and our efforts to more intentionally align our music with the themes and scriptures is helping people deepen their worship experience.

We worked with Outreach and planned a series around Food Insecurity, and we worked with Faith Formation to plan three interactive, intergenerational worship services, i.e., Earth Day, September, and October, and an intergenerational Christmas pageant. Other themes and series explored covenant, calling (the priesthood of all believers), covenant, hope, uncertainty/journey and being light for the world.

During the year we welcomed guest musicians, including Sally Rogers, and guest preachers including Rev. Emma Brewer-Wallins, SNEUCC Economic and Environmental Justice Minister; Rev. Elizabeth Garrigan-Byerly, our Area Conference Minister; and seminary candidate Noah Gourlie. We were blessed through faith stories and messages from several congregants including Noah Gourlie, Debby Kirk, Rev. Debbie Pallato-Fontaine, Maria Snagiolo, Rick Lamarre, and Bruce Lyman. We also continued our collaborative worship with East Woodstock through the summer, East Woodstock and Good Shepherd for Ash Wednesday (FCCW hosted this year), and area congregations for Easter Sunrise service.

Among the highlights of the year was planning and celebrating the long-overdue installation of our pastor. A service that highlighted a variety of music styles, meaningful, interactive ritual, and our collective calling to bring hope and healing to the world.

Respectfully submitted,

The Creative Worship Team

VII. FAITH FORMATION AND FAMILY MINISTRIES

Throughout the year we offered a variety of activities to encourage faith exploration including the following:

- weekly bible study
- twice monthly post-worship discussions called Finding Meaning in the Message
- a Lenten book study related to food ministries and coordinated with Worship and Outreach
- three intergenerational, experiential worship services, one around Earth Day, another related to calling, and a third exploring prayer
- bi-monthly Youth group for the first part of the year
- weekly children's messages in worship
- periodic family-focused events, e.g. a summer picnic

A team including Christina Hirt, Debby Kirk, Rick Singh, Ashley Stone, and Pastor Kevin conducted a three month search for a coordinator for our Children and Family Ministry. Heather Lovely began in June and spent the summer planning for fall programming and hosting a couple of meet and greet family activities. Unfortunately, Heather resigned in October after her family was significantly impacted by Covid and continuing in the position was no longer feasible. The search team began looking for a new coordinator in early November.

VIII. THE DIACONATE

In 2021 there was a change in the by-laws allowing the deacons to go from 8 deacons to 6. With the 6 deacons we have been successful in fulfilling our obligations to our pastor and congregants. Working as a team we have always had someone to greet, serve communion, assist in baptism and memorial services, or any other need that depended on deacon's assistance. We also realized that whenever there was a vacancy of deacons there were always former deacons or other congregants willing to fill in.

Two big accomplishments were made by the deacons this year:

First, was to simplify our financial accounts with the assistance of the treasurer and bookkeeper. It was advised that instead of separate bank accounts for separate causes; it would be better to include all of the deacons' accounts into the rest of the church's bank account; and then list the accounts accordingly under their titles. This has taken the confusion out of writing checks. Now the treasurer writes a check and documents what it is spent on and how it is spent. This is still done under the discretion and approval of the pastor and the deacons.

In addition, we noted that a very old fund in memory of Mary Carroll was still in place. It was originally set up to serve the poor; very much the same purpose as the deacons fund. Over the recent years the Mary Carroll Fund has not been used or changed. After a discussion between Pastor Kevin, the deacons, the treasurer and the trustees; it was decided to designate certain benevolence expenses as being funded by the Mary Carroll Fund thereby retiring it. Its work is continued by the Deacons Charitable Giving Fund. Again simplifying the deacons' financial status and still serving those in need.

The second event in 2022 was the planning and preparation of the installation of our new pastor. We worked with the Southern New England United Church of Christ Conference leaders and Pastor Downer to create a memorable celebration. Leaders of the conference, local clergy, congregants and leaders of local organizations were invited and present. These guests and our congregants gathered around for the official installation of Reverend Dr. Kevin Downer as our pastor. A reception followed.

Other small changes and improvements that were made during 2022:

1. Connection cards were made available to better get to know and follow up on newcomers or any prayer request that worshipers wanted to make.
2. The reorganization and ongoing improvement of the prayer chain.
3. A bio page was added to our website for congregants to better know our deacons and how they can be contacted.
4. The deacons with Pastor Kevin helped update the directory. From that list we identified those congregants that need visitation, cards sent, flowers and any other need of care. Further we have made available at coffee hour an opportunity for congregants to write a note to someone and we will see that it gets mailed.
5. We re-started a Prayer Shawl ministry. Some of those knitted and crocheted prayer shawls have been given to the children that have been recently baptized.
6. With the suggestion of Pastor Kevin we now have one Sunday of the month that we celebrate special occasions of our congregants.

The deacons have continued to be leaders in our traditional worship services throughout the year. In addition we assisted with several memorial services and 5 baptisms.

Two special events were offered in December. Cocoa, Candles, and Carols were hosted on the front lawn on December 4. A Prayer Vigil to mark the 10th anniversary of the Sandy Hook shootings was offered on December 14.

IX. BOARD OF OUTREACH

Purpose

The Board of Outreach seeks to follow the FCCW vision to build relationships, engage with the community, and provide members with opportunities to put faith in action. The focus is to nurture connections with local partners, exercise prudent disbursements of the budgeted funds, and honor our covenants with the wider church.

Collections for Community Partners

- **TEEG Lenten Food Collection** - March 2022 – We collected food during both our Italian Dinner Night (March 12th) and FCCW Concert sponsored by Vanilla Bean (March 20th) and brought the food to our partners at TEEG.
- **TEEG Back to School Items Collection** – Summer of 2022 - Along with our friends at East Woodstock Congregational Church, Outreach collected and brought a large assortment of back-to-school items to TEEG on Monday, August 1st.
- **Quiet Corner Refugee Resettlement Diaper Drive** – September 2022 - Outreach conducted a diaper drive throughout September to help a newly resettled family who has a newborn child.

- **TEEG Christmas Gift Tags – Dec 11, 2022** - The congregation was extremely generous in supporting TEEG’s gift tag program. 50 Gift Tags were distributed. Gifts were collected, blessed, and brought to TEEG on December 11th and 12th.

Collections for Worldwide Organizations

- **Basket of Hope Project** – Feb - April of 2022 – On February 13th Ginny Moylan presented a children’s message based on the book *Beatrice’s Goat* by Page McBrier. Children and adults were encouraged to contribute to Heifer International’s Basket of Hope Project. \$226 was donated to Heifer International.
- **Town Wide Tag Sale** – June 27, 2022 – Proceeds from the FCCW Tag Sale were divided to help two organizations:
 - UCC’s Ukraine Disaster Relief Fund (\$1,000)
 - Woodstock Academy Ukrainian Student Fund (\$1,599) – which will be used to help fund events for Ukrainian students attending WA.
- **CROP Walk** – October 2, 2022 – FCCW participated again in the Windham County CROP Hunger Walk and raised \$755 to help fight hunger globally and locally.
- **Rev Dr. Kevin Downer’s Installation** – October 23, 2022 - \$529 was collected and donated to the Windham Association SNEUCC Mustard Seed Fund.
- **Neighbors in Need** – November 22, 2022 - \$403 was collected and donated to the UCC’s Neighbors in Need fund that helps support Eco-Justice.

Community Kitchen

FCCW continues to serve as the site for Community Kitchen’s Monday meal. Church members cook on the second Monday of the month and other partner churches provide meals on the remaining weeks. Drive-thru service continued from the beginning of the year until October of 2022 with an average of 133 meals prepared & delivered each week. In October, FCCW reopened its doors to indoor dining. By the end of the year, the Monday team was welcoming an average of 50+ guests as well as preparing 10-15 packaged take home meals. The program is coordinated by Bruce Lyman and Bob Kirk and supported by numerous partners and a team of dedicated volunteers (see separate report for more details).

Benevolences and Disbursements of Funds

Books for Lenten Discussion (25)	February 3, 2022	\$292.20
Putnam Area Refugee Resettlement	February 3, 2022	\$1,000.00
TEEG	October 26, 2022	\$500.00
Quiet Corner Cares	October 26, 2022	\$500.00
Quiet Corner Refugee Resettlement	October 26, 2022	\$500.00
Northeast Opportunities for Wellness - NOW	October 26, 2022	\$500.00

Out of the Darkness (American Foundation for Suicide Prevention)	October 26, 2022	\$500.00
Interreligious Eco-Justice Network (IREJN)	November 4, 2022	\$200.00
	TOTAL	\$3,992.20

Administration Costs

Lenten Book discussion - payment to speaker, Liz Mae Magill (Five Loaves, Two Fish, Twelve Volunteers)	March 27, 2022	\$153.00
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Special Events / Activities

The Board of Outreach organized, participated in, or supported several programs in 2022:

- **Lenten Book Discussion Groups** – Outreach developed a Lenten book discussion group to deepen the idea around hunger action. The book *Five Loaves, Two Fish, Twelve Volunteers* by Elizabeth Mae Magill was selected. Two book discussion groups were formed that met once a week for four weeks. The author led a 2nd hour discussion on March 27th about her book and new ways to approach volunteering.
- **Ukrainian Students at Woodstock Academy** - Began to brainstorm ideas of ways in which FCCW can (1) support Ukrainian Students attending Woodstock Academy (2) celebrate Ukrainian culture and (3) allow students an opportunity to be together for time of sharing and fun.
- **SNEUCC Green Congregation Challenge** – Outreach began discussing ways in which our congregation can move beyond our level 1 “green church” designation and do more to help the environment and learn more about eco-justice. This theme carries over into 2023.
- **Intergenerational Service – April 24, 2022** - Outreach manned a booth encouraging participants to write their ideas and actions to help support the SNEUCC Green Congregation Challenge.
- **Faith in Action articles in bi-monthly Share.** Outreach committee asked members of the congregation to submit “Faith in Action” articles detailing causes that they volunteer their time to and are passionate about.
- **SNEUCC Annual Conference – June 18, 2022** – Ginny Moylan and Susan McKechnie represented Outreach at the SNEUCC Annual Conference
- **Vaccination Clinic at FCCW** – Griffin Healthcare held a vaccination clinic on February 22nd.
- **SNEUCC Justice Summit** – September 24, 2022 - Leslie Sweetnam attended the SNEUCC Justice Summit in Glastonbury that discussed topics such as “Creating Racial Equity in our Communities and Congregations”

Wider Church

We continue to be in covenant with the Windham Association, the Southern New England Conference, UCC, and the national offices of the United Church of Christ. We support SNEUCC at a rate of 6% of our pledge amount (see line 510.100).

Respectfully submitted,

Jennifer Duggan for the Board of Outreach (Ginny Moylan, Susan McKechnie, Leslie Sweetnam, Lisa Nowak)

X. COMMUNITY KITCHEN

Our Community Kitchen came back inside in October 2022.

We had begun operating as a drive-thru-only site on Monday, March 16, 2020 because of the Covid-19 pandemic. For 128 weeks we distributed packaged hot meals along with bags of groceries, donated baked goods and fresh produce from our church parking lot. Each Monday—in all weathers—we set up our blue pop-up tent as cars lined up along Cemetery Road all the way back to the Academy. Our volunteers loaded each car with however many meals were requested and paper bags of food stuff. Our numbers increased dramatically. During this time of need, we distributed a total of 17,054 meals for an average of 133 meals each week. Our guests continually expressed their gratitude with smiles and thank-you's.

Happily, we are once again serving meals downstairs in our dining hall! After a slow start, we are now serving 50+ guests as well as delivering 10-15 packaged meals to members of our congregation and the community. After the meal and dessert, our guests select from an assortment of baked goods donated by Soleil, Suns Bakery, Stop & Shop, and Price Chopper and from fresh produce donated by Big Y in Danielson.

Once again, a joyful and supportive sense of community has developed among our guests and cooks and volunteers. Our guests arrive by carload, find a seat and partake of our breakfast offerings, begin visiting with one another and with us. As meal time approaches, we sing songs and celebrate birthdays, share information about food pantries and social services in our area, and then say grace. The meal is served at noon.

We are blessed to be joined in this ministry by our partner churches East Woodstock Congregational Church, South Woodstock Baptist Church, Christ Church of Pomfret, and Pomfret Congregational Church; by our participating bakeries and grocery stores; by Connecticut Foodshare; by Community Kitchen of Northeastern Connecticut, Inc.; by our friends from Center of Hope in Southbridge; and by our exceptional volunteers. Ours is truly an ecumenical and collaborative endeavor.

Our experience these past eight years has been that when we offer ourselves in service to others, we receive far more than we give.

Respectfully submitted,

Bob Kirk and Bruce Lyman, Site Coordinators

XI. BOARD OF TRUSTEES

The members of the Board of Trustees for 2022, were Charles Bottieri, Suzanne Cimochowski, Kristen Kaiser, Bob Kirk and Paula Wilmot. Highlighted are the major activities of the board throughout 2022..

- New alarm systems were installed by Murdock Electric & Security, LLC. and is now our alarm contractor.
- A Covid 19 Vaccine Clinic was held in February
- The Safe Deposit Box at Centreville Bank has been emptied of expired documents and the rental agreement has been terminated, thus saving the annual rental expense in the future.
- Several items were addressed as a result of the Fire Marshal's inspection.
 - Master Key established of the facility
 - Photoluminescent Exit signs installed in sanctuary
 - A floor plan map has been posted in the foyer to indicate location of the fire alarm system.
 - Several Emergency lights have been replaced with LED type - these are more energy efficient, yet are more luminescent.
 - Emphasized the importance of not chocking fire doors open and the importance of keeping access to fire extinguishers and alarm pulls clear.
 - Repaired several fire doors that are warped or did not close properly
- A new dishwasher was installed in the servery.
- The North, South and West sides of the meeting house were scraped, primed and painted with two coats of paint. The windows were re-caulked, primed and painted. The screen and storm window assemblies were cleaned and lubricated.
- New rain gutters, with leaf guards and downspouts were installed on the sanctuary building. This will alleviate the annual cleaning of these gutters.
- In June we were pleased to be able to work with Maria Sangiolo in developing an employment arrangement that was equitable to both parties through June 2023.
- We initiated the process of sale of the parsonage. We consulted with a land attorney. Our first option is to separate the properties with individual deeds. Discussions with the Town of Woodstock have been initiated to separate the church and parsonage property deed. The town attorney is currently reviewing the history of the properties to establish groundwork for defining the properties separately.
- To address the needs regarding technology we established a Technology team. This team will operate as a subset of the property management team.
- Tiny Forest Childcare, LLC, approached us to rent the nursery and possibly two of the classrooms. We have worked with Tiny Forest over the past several months and have drafted a lease agreement with the assistance of Colleen Cording, who has generously volunteered her time and legal expertise. In preparation, we have replaced the nursery carpeting. Tiny Forest has made repairs and painted the nursery. Operation of the day care is expected to commence by March 2023.

- A Volunteer Handbook has been drafted and is in final review.
- We applied for an Employee Tax Retention Credit (part of federal pandemic funding). Our payroll provider, MinistryWorks, put our application together and determined we qualify for \$21,734 to be received sometime in 2023.
- We continue to work with Toby Bishop, the church bookkeeper, to review and use restricted accounts as appropriate. To date, we have funded benevolence payments using the Carroll Fund for the Poor, purchased and licensed music using the Music Fund, and used a \$250 gift for a chair in the library. Our 2023 budget draws \$805 support from the Faith Formation Fund, and \$4000 from the Wm. Cuff fund for youth ministry.
- Work began in September to replace and repair rotted wood on the back of Harrison Hall. Stan Swanson coordinated this effort and reported that the rot was worse than anticipated. Every window needs attention and two windows in the downstairs fellowship hall were beyond repair and had to be removed with the openings being reframed, covered and painted both inside and outside. Additionally, the Palladian window was determined to be rotted beyond repair. The Trustees initially approved replacing the window with a square window as the cost for a round top window was beyond what could be justified. Sam Lyman approached the Trustees with a plan to raise the additional funds needed (estimated at \$5800). She was able to raise \$7800. The final price of a new round top window came in at \$7300, so her fundraising will cover all additional costs.
- The gift card fundraising program has ended. It no longer makes sense to continue this program as very few people are using it.
- A new desktop computer was purchased for the office.

As always, the Trustees have a long list of volunteers to thank for helping us keep our property running smoothly.

- Stan Swanson for his pro bono work on the back of Harrison Hall.
- The Property Management Team - John Cimoichowski, Bruce Lyman, Glenn Boies, Leslie Sweetnam, Bruce Staehle and Rick Singh
- John Cimoichowski for plowing and mowing
- Toby Bishop, who has volunteered as our bookkeeper and has worked diligently this past year to help us get our restricted accounts and bookkeeping in order.
- Tom Duggan as Treasurer.
- Toby Bishop who has taken energy efficiency in the church to another level. He began by replacing all the light bulbs, including the chandelier, with LED lights and has made recommendations on what we need to do next.

And all those who help out in ways we don't even know about! Thank you!

XII. STEWARDSHIP COMMITTEE

This year's Stewardship team consisted of Charlene Swanson and Trustee Bob Kirk.

Our invitation to pledge went out in a letter in October, 2022. In addition to the letter, faith stories were presented during worship services from Rick Lamarre, Bruce Lyman, and Maria Sangiolo. We thank each one of them for their powerful testimonies of faith!

We had an excellent response from our congregation with a total of 57 pledges. Some of these were in the form of one time pre-payments and others in monthly, quarterly, or annual commitments. The total amount pledged is \$145,261.82. This amount plus pledges of service is in keeping with stewardship campaigns of the recent past and surpassed last year's total pledge amount by just over \$4000 . Of significant note was that there were nine (9) first time pledges and sixteen (17) pledges were in increased amounts from the previous year. Thank you notes have been written to each one that pledged.

The dedication to FCCW and the faithfulness in giving by the congregation is a true blessing and we are extremely grateful to each one of you. – THANK YOU!

Charlene and Bob

XIII. TREASURER'S REPORT

2022 Financial Overview

Operating Fund

2022 was a strong year for FCCW financially. Net income for our Operating Fund was \$5k compared to \$8k budgeted, but that was accomplished without taking a budgeted \$10k withdrawal from the Endowment (New Century) Fund and without using \$35k of budgeted support from last year's surplus. So our operating activities were \$42k better than budget!

Contributions income was \$18k better than budget thanks to new pledges being made during the year and additional gifts from existing pledgers. Thank you so much for your generosity. Pledges help us to budget, knowing what contributions we expect to come in. Additional gifts, when possible, enable us to do more.

Rites income is a new category, comprising contributions made in connection with baptisms, weddings, funerals and other religious ceremonies. We have separated this out to help us better understand and budget our non-pledged contributions income.

Fundraising income was budgeted a bit conservatively due to Covid uncertainty but our fundraising teams did a stellar job and exceeded budgeted income by \$10k. Thank you to everyone who worked hard to achieve this and to our amazing event leaders.

Worship expenses were \$3k better than budget thanks to creative involvement of gifted members of the congregation, generous donation of professional piano tuning by Paul D. Lynn Piano Service and support from restricted funds for music.

Faith Formation expenses were \$6k less than budgeted due to gaps in staffing our Children & Family Coordinator position. We really wanted to invest that money in faith formation and we look forward to hiring a new staff member for that position soon.

Faith in Action was right on target financially as well as in its ministry.

Pastor expenses were within budget. The trustees combined mileage reimbursement and professional expense reimbursement into one category at the pastor's request to provide more flexibility. The trustees decided not to add to the pastor's Sabbatical Fund as it is fully funded already.

Office expenses were \$3k better than budget. We saved \$1k on workers comp. insurance following an audit. We avoided \$2k in professional services expenses and another \$4k of that budget was reallocated by the Trustees to fund additional hours for the Communications Coordinator at the pastor's request. The \$4k was freed up when Toby Bishop, a retired CPA, volunteered to be our bookkeeper. Office Technical Equipment was \$1k over budget due to the need to replace the main office PC that was unable to be upgraded to Windows 11. The new machine will be installed early in 2023 and the extra cost was offset by other savings. The Office budget for 2022 also originally included \$9k "Special Purpose" to fund legal and other expenses over up to three years making preparations to sell the parsonage. No such expenses were incurred in 2022 and the budgeted funds have been transferred to a Special Purpose Reserve Fund for use in 2023/24. This is shown as a separate line item outside the Office category.

Facilities expenses were \$1k more than budgeted due in part to recording accruals at year end. Facilities expenses had been within budget before then. The Trustees balanced soaring fuel expenses against savings in other areas. We had several costly repair & maintenance surprises such as the unexpected need to replace the fire alarm panel and \$6k of gutter repairs, but this was offset by grounds maintenance being \$6k less than budget thanks to tree removal costs being borne by others and by holding off on parsonage spending with a sale anticipated. Note that repair expenses in the operating budget do not include \$64k for repainting the exterior of the sanctuary and repairing water damage to the exterior of Harrison Hall, which was paid for by Angel donors and a grant from Preservation CT. These expenses appear in the separate statement for Congregation-Designated, Investment, Endowment and Donor-Restricted Funds.

Account categories, names and numbers have evolved during 2022 as part of "growing into" the restructuring, incorporating new ministry activities and simplifying where possible. Together with the Deacons we have eliminated four bank accounts. The Trustees retired the gift card fundraising program in December so the effort required could be redeployed to greater impact.

Employee Retention Credit Application - In December our application for an Employee Retention Credit for 2020 and 2021 was submitted to the IRS. We have included projected income of \$21k in the 2023 budget but do not believe that we should rely on this for operating spending in 2023 due to uncertainties about the exact amount that will be approved and about timing – some applications can take 12 months to be processed. The Trustees' draft budget designates this projected income as contributions to several reserve funds for future use.

A separate statement shows activities in our Congregation-Designated Reserve Funds, Endowment (New Century) Fund, Investments and Donor-Restricted Funds. Our bookkeeper has been analyzing

activities in these funds since 12/31/15 and proposing adjustments to the Treasurer and Trustees where appropriate to help ensure that restricted funds are appropriately separated.

Congregation-Designated Reserve Funds

- These are reserve funds designated by the congregation, not restricted by donors. Adjustments have been recorded to balances brought forward including increases to the Capital Improvement Reserve Fund to include amounts designated by the congregation from prior years' operating surpluses.
- The Capital Improvement Reserve Fund paid for \$18k of major repairs, mostly to the exterior of Harrison Hall following water intrusion damage not covered by insurance.
- The Capital Improvement Reserve – Parsonage and Property, Plant & Equipment Reserve Fund have been combined into the Capital Improvement Reserve Fund for simplicity.
- The Trustees have renamed the Ministerial Contingency Reserve Fund as the Contingency Reserve Fund, to address a broader array of potential contingencies.

Unrestricted Investments

- The Trustees agreed to sell the ten shares of the one publicly traded stock we held. Our long-term investments are all held in the Endowment (New Century) Fund.

Endowment (New Century) Fund

- We gratefully received \$11k in Endowment Fund contributions for 2022. For the year through November 30th (the latest data currently available) the market value of the fund's investments was down by \$31k but we anticipate a longer-term recovery.

Donor-Designated Restricted Funds

- The senior deacons and pastor designated \$1,247 of benevolence expenses as being funded by the Carroll Fund, retiring that fund. Thank you to everyone who contributed to this fund over the years. Its work is continued by the Deacons' Charitable Giving Fund.
- The new Community Care Ministry Fund contains the proceeds from the Christmas offering. Additional donations are welcome to help fund this emerging new ministry.
- The Angel Fund paid \$46k of sanctuary repainting expenses funded by your kind gifts and a grant from Preservation CT. The \$7,800 balance represents contributions to the cost of upgrading the replacement for Harrison Hall's Palladian window.
- Prepaid pledges of \$55k were released to operating income in January. The Prepaid Pledge Fund is now retired. We now show prepaid pledges on our balance sheet.
- Other Designated Funds include proceeds from special gifts or fundraising for UCC Neighbors in Need, the Daily Bread Food Pantry, Greenpeace, Heifer International, UCC Ukraine Relief (\$1,000 from the tag sale), Woodstock Academy Foundation Fund for Displaced Students and another \$1,000 from the tag sale that is being retained for a project under discussion with Woodstock Academy to support Ukrainian students.

We continue to warmly welcome gifts to our main ministry, Angel and New Century Endowment funds while we work to reduce the number of funds for which extra administrative work is required.

I'd like to thank our volunteer bookkeeper, Toby Bishop, who brings a wealth of experience in church financial matters from helping at other churches Pastor Kevin has served. I'd also like to thank the Trustees for working collaboratively throughout the year to help simplify our finances, support new ministries and grow into the restructuring.

Thank you for your generosity, which makes our ministry possible.
Respectfully submitted, Tom Duggan, Treasurer

**First Congregational Church of Woodstock
Summary of Operating Income & Expenses**

DRAFT - SUBJECT TO CHANGE

Data as of 1/6/23

	Actual Year-to-Date <u>12/31/2022</u>	Budget Year-to-Date <u>12/31/2022</u>		<u>Difference</u>	<u>Notes</u>
Income					
Pledges	\$158,129	\$141,400	✔	\$16,729	
Rites (Baptisms etc.)	1,600	0	✔	1,600	
Other Contributions	7,590	7,500	✔	90	
	<u>167,319</u>	<u>148,900</u>	✔	18,419	
Fundraising	32,144	22,000	✔	10,144	
Faith in Action	2,186	1,500	✔	686	
Facilities Income	17,500	17,800	⚠	(300)	
Net Investment Inc/(Exp)	195	0	✔	195	
Endowment Fund Withdrawal	0	10,000	✘	(10,000)	(1)
2021 Surplus Applied to 2022	0	35,000	✘	(35,000)	(1)
	<u>219,344</u>	<u>235,200</u>	✘	(15,856)	
Expenses					
Worship	16,793	20,000	✔	(3,207)	
Faith Formation	2,504	8,750	✔	(6,246)	
Faith in Action	14,977	14,412	⚠	565	
Pastor	83,947	84,900	✔	(953)	
Office	26,320	29,498	✔	(3,178)	
Facilities	61,217	60,154	✘	1,063	(2)
Contribution to Reserve Funds	9,000	9,000	✔	0	(3)
	<u>214,758</u>	<u>226,714</u>	✔	(11,956)	
Unrestricted Net Income	<u>\$4,586</u>	<u>\$8,486</u>	✘	(\$3,900)	

Notes:

(1) The trustees decided not to take the \$10k budgeted withdrawal from the Endowment (New Century) Fund because it was not needed and they wished to help rebuild the fund from the market decline. Similarly, there was no need to use the budgeted \$35k support from the 2021 surplus.

(2) Operating income & expenses exclude Designated, Investment, Endowment and Restricted Fund items including \$64,314 of expenses related to sanctuary painting and Harrison Hall exterior repairs in 2022. These are reported separately.

(3) \$9,000 Contribution to Reserve Fund is the unused budgeted "Special Purpose" expense for legal and other costs to prepare to sell the parsonage. It has been transferred to a new "Special Purpose" Reserve Fund to cover such expenses in 2023.

(4) Budget amounts have been reclassified to reflect items moved to a different category/ministry area. Rounding differences may arise due to cents not shown.

**First Congregational Church of Woodstock
Detail of Operating Income & Expenses**

DRAFT - SUBJECT TO CHANGE

Data as of 1/6/23

	Actual Year-to-Date <u>12/31/2022</u>	Budget Year-to-Date <u>12/31/2022</u>	Difference	Notes
Income				
Contributions				
401.01 Pledges	\$158,129	\$141,400	✔	\$16,729
401.02 Rites (Baptisms etc.)	1,600	0	✔	1,600
401.03 Other Contributions	7,590	7,500	✔	90
	<u>167,319</u>	<u>148,900</u>	✔	18,419
Fundraising				
402.01 Chicken Barbeque Income	21,389	9,000	✔	12,389
402.01EXPS Expenses for Chicken BBQ	(8,765)	0	✘	(8,765)
Chicken BBQ Net Income	12,624	9,000	✔	3,624
402.02 Christmas on the Hill Income	15,020	9,000	✔	6,020
402.02EXPS Expenses for Christmas on the Hill	(1,789)	0	✘	(1,789)
Christmas on the Hill Net Income	13,231	9,000	✔	4,231
402.03 Arts Festival Income	5,231	3,000	✔	2,231
402.03EXPS Expenses for Arts Festival	(1,131)	0	✘	(1,131)
Arts Festival Net Income	4,100	3,000	✔	1,100
402.04 Italian Dinner	2,315	1,000	✔	1,315
402.04EXPS Expenses for Italian Dinner	(262)	0	⚠	(262)
Italian Dinner Net Income	2,053	1,000	✔	1,053
402.09 Gift Cards	5,250	0	✔	\$5,250
402.09EXPS Expenses for Gift Cards	(5,114)	0	✘	(5,114)
Gift Cards Net Income	136	0	✔	136
	<u>32,144</u>	<u>22,000</u>	✔	10,144
Faith in Action Ministry Income				
406.03 Community Kitchen Local Income	2,186	1,500	✔	686
	<u>2,186</u>	<u>1,500</u>	✔	686
Facilities Income				
409.01 Parsonage Rental	16,300	16,800	⚠	(500)
409.03 Room & Equipment Use Income	1,200	1,000	✔	200
	<u>17,500</u>	<u>17,800</u>	⚠	(300)
Unrestricted Investment Income				
440.01 Interest/Dividend Inc on Unrestricted Invs	8	0	✔	8
440.02 Realized gain/(loss) on Unrestricted invs	187	0	✔	187
440.03 Unrealized gain/(loss) on Unrestricted invs	0	0	✔	0
	<u>195</u>	<u>0</u>	✔	195
Income Withdrawn from Endowment Fund	0	10,000	✘	(10,000) (1)
2021 Surplus Applied to 2022	0	35,000	✘	(35,000) (1)
Total Operating Income	<u>219,344</u>	<u>235,200</u>	✘	(15,856)

Data as of 1/6/23

	Actual Year-to-Date <u>12/31/2022</u>	Budget Year-to-Date <u>12/31/2022</u>		<u>Difference</u>	<u>Notes</u>
Expenses					
Worship					
503.01 Music Director Salary	7,863	8,000	✔	(137)	
503.03 Guest Musicians	200	1,000	✔	(800)	
503.04 Guest Preachers	0	800	✔	(800)	
503.05 Other Worship Resources	467	750	✔	(283)	
503.06 Hospitality/Catering	288	300	✔	(12)	
503.07 Organist Salary	7,975	8,000	✔	(25)	
503.22 Music Misc. Expenses	0	750	✔	(750)	
503.23 Instrument Repair	0	400	✔	(400)	
	<u>16,793</u>	<u>20,000</u>	✔	<u>(3,207)</u>	
Faith Formation					
504.01 Children & Family Coordinator salary	2,194	8,000	✔	(5,806)	
504.02 Faith Formation materials/ministry	310	750	✔	(440)	
	<u>2,504</u>	<u>8,750</u>	✔	<u>(6,246)</u>	
Faith in Action					
506.01 Faith in Action Missions	3,700	4,000	✔	(300)	
506.02 Faith in Action Program	425	200	⚠	225	
506.03 Community Kitchen Local Expenses	2,186	1,500	⚠	686	
506.04 Windham Association UCC Dues	254	300	✔	(46)	
506.05 SNEUCC Contribution	8,412	8,412	✔	0	
	<u>14,977</u>	<u>14,412</u>	⚠	<u>565</u>	
Pastor					
507.01 Pastor Salary	38,000	38,000	✔	0	
507.02 Pastor Housing Allowance	26,400	26,400	✔	0	
507.03 Pastor Annuity	18,000	18,000	✔	0	
507.04 Pastor Expense Reimbursement	547	1,000	✔	(453)	
507.05 Pastor Continuing Education	1,000	1,000	✔	0	
507.06 Pastor Sabbatical Fund	0	500	✔	(500)	
	<u>83,947</u>	<u>84,900</u>	✔	<u>(953)</u>	

Data as of 1/6/23

	Actual Year-to-Date <u>12/31/2022</u>	Budget Year-to-Date <u>12/31/2022</u>	Difference	Notes
Office				
508.01 Communications Coord. Salary	12,150	11,500	⦿	650
508.02 Payroll Taxes	2,303	2,048	⦿	255
508.03 Workers' Comp Insurance	587	2,000	✔	(1,413)
508.04 Staff Professional Development	72	250	✔	(178)
508.05 Copier	2,685	3,100	✔	(415)
508.06 Telephone/Internet	2,360	2,300	⦿	60
508.07 Office Supplies	2,063	2,000	⦿	63
508.08 Professional Services	1,872	4,000	✔	(2,128)
508.09 Tech Equip, Licenses, Services	1,928	1,000	⦿	928
508.10 Publicity	0	400	✔	(400)
508.22 Mileage Reimbursement	0	200	✔	(200)
508.25 Clerk Stipend	300	300	✔	0
508.26 Treasurer Stipend	0	400	✔	(400)
	<u>26,320</u>	<u>29,498</u>	✔	(3,178)
Facilities				
509.01 Property Insurance	14,085	14,104	✔	(19)
509.02 Fuel Expense	10,406	8,500	✘	1,906
509.03 Electricity Expense	2,190	2,750	✔	(560)
509.04 Property Taxes	4,685	5,000	✔	(315)
509.05 Repairs	18,029	4,200	✘	13,829 (2)
509.06 Contract Cleaning	6,475	5,700	⦿	775
509.07 Other Recurring Maintenance	3,383	3,600	✔	(217)
509.21 Grounds Maintenance	25	6,500	✔	(6,475)
509.22 Parsonage Maintenance	700	7,500	✔	(6,800)
509.23 Water System Maintenance	649	1,300	✔	(651)
509.25 Plant, Property & Equip. Exp.	590	1,000	✔	(410)
	<u>61,217</u>	<u>60,154</u>	✘	1,063
Contribution to Reserve Funds				
550.04 Contribution to Special Purpose Fund	9,000	9,000	✔	0 (3)
Total Operating Expenses	<u>214,758</u>	<u>226,714</u>	✔	(11,956)
Net Operating Income/(Expense)	<u>\$4,586</u>	<u>\$8,486</u>	✘	(\$3,900)

Notes:

(1) The trustees decided not to take the \$10k budgeted withdrawal from the Endowment (New Century) Fund because it was not needed and they wished to help rebuild the fund from the market decline. Similarly, there was no need to use the budgeted \$35k support from 2021 surplus.

(2) Operating income & expenses exclude Designated, Investment, Endowment and Restricted Fund items including \$64,314 of expenses for sanctuary exterior painting and Harrison Hall exterior repairs in 2022. These are reported separately.

(3) \$9,000 Contribution to Reserve Fund is the unused budgeted "Special Purpose" expense for legal and other costs to prepare to sell the parsonage. It has been put into a new "Special Purpose" Reserve Fund to cover such expenses in 2023/24.

(4) Budget amounts have been reclassified to reflect items moved to a different category/ministry. Rounding differences may arise due to cents not shown.

**First Congregational Church of Woodstock
Designated, Investment, Endowment & Restricted Funds
As of December 31, 2022**

INCOMPLETE DRAFT - SUBJECT TO CHANGE

Data as of 1/6/23

	Balance as of 12/31/2021	Income YTD 12/31/2022	Expenses YTD 12/31/2022	Transfers	Balance as of 12/31/2022	Notes
Congregation-Designated Reserve Funds						
310.01 Ministry Reserve Fund	\$0				\$0	
310.02 Contingency Reserve Fund	3,918				3,918	
310.03 Pastor Sabbatical Reserve Fund	9,485				9,485	
310.04 Special Purpose Reserve Fund (Parsonage)	0	9,000			9,000	(1)
310.05 Capital Improvements Reserve Fund	32,223		18,470	15,837	29,589	(2)(3)
310.21 Capital Improvement Reserve - Parsonage	4,658			(4,658)	0	(2)
310.22 Plant, Property & Eqpt. Reserve Fund	11,178			(11,178)	0	(2)
	\$61,463	\$9,000	\$18,470	\$0	\$51,992	
Unrestricted Investments						
180.21 Brokerage - Investments - Cost	\$355			(\$355)	\$0	(4)
180.22 Brokerage - Invs. - Market Value Adj.	2,635			(2,635)	0	(4)
180.23 Brokerage - Cash		195		(95)	100	(4)
	\$2,990	\$195	\$0	(\$3,085)	\$100	
Endowment - New Century Fund						
180.11 New Century Fund - Cost	\$203,587	\$14,668		\$5,680	\$223,935	(5)
180.12 New Century Fund - Market Value Adj.	56,016		31,897		24,119	(5)
	259,603	14,668	31,897	5,680	248,054	
330.02 New Century Fund - Cash Held at FCCW	15,080			(5,680)	9,400	(6)
	\$274,684	\$14,668	\$31,897	\$0	\$257,454	
Donor-Restricted Funds						
340.01 Deacons Charitable Giving Fund	\$12,189	\$3,070	\$1,737		\$13,522	
340.02 Community Care Ministry Fund	0	2,001			2,001	(7)
340.03 Faith Formation Ministry Fund	805				805	(8)
340.04 Faith in Action Ministry Fund	0				0	
340.05 Community Kitchen	4,755	1,264	1,000		5,019	
340.06 Music Fund	3,560		1,084		2,476	
340.07 Angel Fund	37,851	15,792	45,843		7,800	(9)
340.08 William Cuff Youth Ministry Fund	15,862		20		15,842	
340.09 Williams Summer Camp/Conf Fund	1,568				1,568	
340.10 Mavis Hescok Flowers Fund	961				961	(10)
340.11 Richardson Tree Lighting Fund	11,735		875		10,860	
340.15 Other Designated Funds	50	3,681	2,681		1,050	(11)
340.21 Prepaid Pledges	55,120		55,120		0	
340.22 Carroll Fund for the Poor	1,247		1,247		0	(12)
340.24 Honoraria Fund	0				0	(12)
340.25 Library Fund	250		250		0	(12)
	\$145,952	\$25,808	\$109,857	\$0	\$61,904	

Notes:

Balances as of 12/31/21 reflect adjustments arising from an analysis of restricted fund accounting since 12/31/15. Rounding differences may arise due to cents not shown.

(1) Represents unspent budget for parsonage sale preparation expenses over up to three years.

(2) Transfers consolidate capital funds into one account for simplification and ease of review.

(3) Expenses relate to sanctuary repainting \$1k and Harrison Hall exterior repairs \$17k.

(4) Investments (10 shares of 1 stock) were sold in 2022 and proceeds transferred to checking. \$100 balance kept to keep account open.

(5) Represents dividend income and unrealized 2022 gain/(loss) in market value of New Century Fund invested assets only through November 30, 2022. Cost figures represent the brought forward balance as of 12/31/15 plus contributions and dividends less withdrawals since then.

[To be updated before congregational meeting to include December income & value change per fund statement due late Jan.]

(6) Represents contributions to New Century Fund not yet remitted to the fund managers for investment.

(7) Represents the proceeds from the 2022 Christmas Offering which was designated to help fund the new Community Care Ministry in 2023.

(8) The Faith Formation Fund was formerly known as the Christian Ed Fund. It has been renamed to align with the Faith Formation ministry area.

(9) Expenses relate to sanctuary repainting. The balance at 12/31/22 comprises donations to the Harrison Hall Palladian window replacement upgrade.

(10) The 12/31/21 balance in the Mavis Hescok Flowers Fund has been adjusted by \$655 to reflect the Trustees' designation of prior expenses to this fund.

(11) \$1,000 of balance is 50% of Ukraine tag sale, retained for projects w/Ukrainian students at Woodstock Academy. \$50 is for Spring garden planting.

(12) These funds have deployed their balances and have now been retired. We appreciate their donors over many years.

First Congregational Church of Woodstock
Statement of Financial Position
As of December 31, 2022

INCOMPLETE DRAFT - SUBJECT TO CHANGE

Data as of 1/6/23

	<u>Total</u>
Assets:	
Current Assets	
Cash and Cash Equivalents	
Operating Checking	\$95,516
Restricted Checking	
Donor Restricted	61,903
Congregation Designated	
New Century Fund	9,400
Reserve Funds	51,992
	123,295
Chicken BBQ Checking	5,361
Brokerage Account	100
	224,272
Prepayments (Insurance & Pastor's Annuity)	7,038
Pledges Receivable	4,200
	235,510
Total Current Assets	235,510
Noncurrent Assets	
Long-term Investments	
Endowment (New Century) Fund (Congregation-Designated)	
Assets Held by Investment Managers	248,054
Land, buildings & equipment (Not included)	0
Total Noncurrent Assets	248,054
Total Assets	\$483,564
Liabilities:	
Current Liabilities	
Accounts Payable & Accrued Expenses	2,896
Deferred Income - Prepaid 2023 Pledges	32,142
	35,038
Noncurrent Liabilities	
None	0
Total Liabilities	35,038
Net Assets	
Without Donor or Congregation Restrictions	77,176
Without Donor Restrictions, Congregation-Designated	309,446
With Donor Restrictions	61,904
Total Net Assets	448,526
Total Liabilities and Net Assets	\$483,564

Notes:

(1) Excludes Dec 2022 dividend income and market value change to be added when statement is received late Jan.

(3) Prepaid pledges are now recorded here. Previously they were transferred to and then returned from a fund.

(4) Rounding differences may arise due to cents not shown.

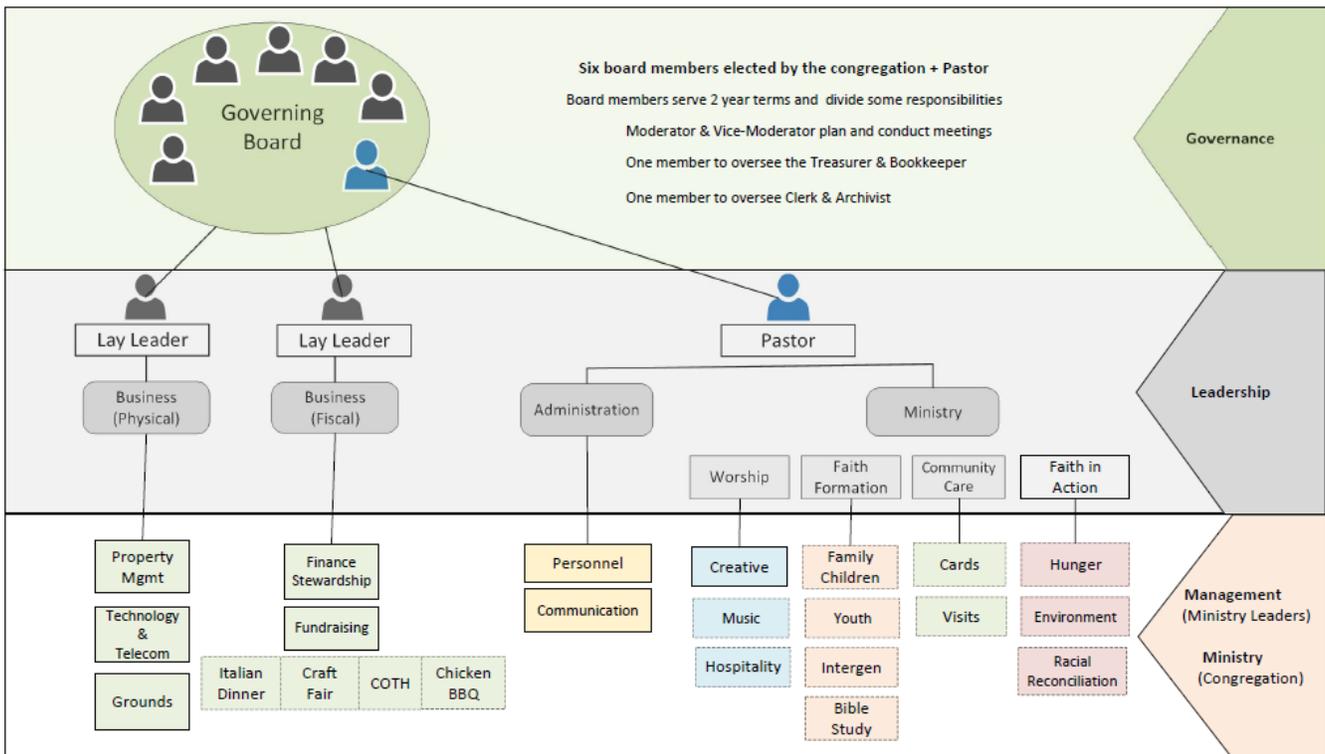
XIV. RESTRUCTURING COMMITTEE

At the church’s Annual Meeting in January, 2022 the church voted on and approved the development of a team to review the church’s current government structure to determine if it was in alignment with the church’s current ministry, needs and realities. At that time four members were nominated and elected to the board: Debby Kirk, Deb Pallatto-Fontaine, Bruce Staehle, and Charlene Swanson, along with Reverend Kevin Downer as ex-Officio member.

The team determined that the current governance model as outlined in the church’s bylaws was not sustainable for our current needs. This model called for a number of boards and committees that would include 30 elected positions and a total of over 80 positions that would need to be filled. We are no longer a big church so this model does not work for us. Additionally, we noted that this type of governance made it difficult for decisions to be made in a timely fashion and hindered the development of new ministries.

After months of prayer, reading various books, reviewing other governance models, and discussing these models with both Council and the congregation in various formats, the team decided that a Single Board Governance model would be more effective for our church. This model focuses on ministry rather than administration and is in alignment with the church’s vision and values.

Draft FCCW Governance Model



Note 1: Dotted lines represent ministries that are not permanent, but may be formed or reformed at any time.
 Note2: Management for each box is provided by the leader of that area or ministry. These are not elected positions and can change at any time.
 Note 3: Teams, groups and ministries will evolve based on needs of the congregation. They are representative of how we might organize existing teams in the new structure

The Governing Board consists of seven members: the pastor and six lay members, elected at the Annual Meeting. This Board makes policy, not decisions, and tends to the overall well-being of the church. It exercises visionary and fiduciary oversight of the church's resources and engages in strategic planning and evaluation of the ministries the church feels called to do in our community. The Board partners with various ministry teams and gives to them the authority, power, and resources to carry out their work.

We anticipate the transition from the current governance structure will take approximately one year. Much will need to be done in continuing to revise our bylaws, to develop policies that reflect our vision and values and allow for ministry to take place, and overseeing and maintaining our fiduciary responsibilities to be good stewards of our resources. A vote of acceptance for this model will be requested at the Annual Meeting. If accepted, the Restructuring Team that was elected at last year's meeting will be disbanded and their work will be continued by the newly elected Governing Board.

The current team wishes to thank the congregation for electing them to this ministry and supporting us in our decision making. We are confident of God's guidance of this congregation and are excited to see how we grow together. We pray for continued guidance and blessing on the newly elected Board of Governance members.

XV. NOMINATING COMMITTEE

Pursuant to approval of the proposed bylaw amendments at the Annual Meeting on January 29, 2023, the Nominating Committee recommends the following slate of officers:

Governing Board

One-year term of office:

Jennifer Duggan
Ginny Moylan
Jim Nowak

Two-year term of office:

Charles Bottieri
Suzanne Cimochofski
Bruce Staehle

Clerk:

Laura Boies

Respectfully submitted,

Deb and Bob Kirk

XVI. ARCHIVIST

In this season of organizational restructuring, your archivist has progressed, however slowly, along a gently upward learning curve to become more familiar with the cataloging system of our extensive archival holdings established by the late Paul Lee. A copy of Paul's obituary and a delightful commemorative piece for Share written by Ellen Bradley are displayed in the archive closet. They give just a glimpse of this man's energy and dedication to his work for the church.

A binder in the archive closet contains a printed description of our holdings, organized in several ways: by date, category, box number, etc. I obtained a digital version, in Excel format, of this catalogue from Paul's son, but it was quite outdated. That file is now up to date, and is much easier to search by descriptive terms.

A limited number of paper files have been added to the archives, including copies of all Annual Reports up to the present. I have also started a digital file, a thumb drive labeled "Box 400," which contains the catalogue of our holdings, records from the "CAT" Congregational Survey of 2018, Search Committee records from 2012-2013, about ten years of Council agendas, reports, and minutes from my own records, and a few other scanned documents.

If you have files or artifacts that might be appropriate to include in our archives, please let me know. There is significant filing yet to be done already, but I welcome your contributions, perhaps especially if they are in digital format, since our storage space is limited. I am happy to assist anyone interested in searching our holdings for specific records or becoming more familiar with our classification system.

Finally, a note of interest from our archives: In 1889 the "John Eliot window" of our sanctuary was installed, dedicated "In memory of John Eliot." Major donors were Hon. E. H. Bugbee, Miss Grace A. Bowen, and Oliver Wendell Holmes.

Respectfully submitted,

Bruce T. Lyman, Archivist