

FIRST PARISH UNITED CHURCH OF CHRIST, [CONGREGATIONAL]
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Names in bold print are being nominated for election at Annual Meeting. Nominations will also be taken from the floor.	
PROPOSED BUDGET FOR 2022	19-21
PROPOSED BUDGET COMPARISON CHART	22-26

**BRING THIS WITH YOU
TO THE ANNUAL MEETING
SUNDAY, JANUARY 30, 2022**

GOD IS STILL SPEAKING

Agenda for the 292nd Annual Meeting January 30, 2022

Call to Order by Moderator, Nancie Cameron

Opening Prayer + Remembrance of those who have died.

Reading of the Minutes,

291st Annual Meeting January 31, 2021

Moderator's Remarks

Statistical Report of the Clerk

Report of the Treasurer

Report of the Auditor

Report of the Pastor

Report of the Moderator

Reports of Committees

Old Business

New Business

--Report of the Nominating Committee

--Presentation of Proposed Church Budget for 2022

Other Business

Sung Blessing

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

Adjournment

FIRST PARISH UNITED CHURCH OF CHRIST
ANNUAL MEETING MINUTES
JANUARY 31, 2021, 11:00AM

Members present: 24

Nancie Cameron (Acting as Moderator until a new Moderator is elected): Due to the state of emergency declared by the Governor and in accordance with the Governor's Emergency Order #12 pursuant to the executive order 2020-04, this public body is authorized to meet electronically. The annual meeting of First Parish Church, Somersworth, NH will be held via Zoom online platform on January 31, 2021 at 11AM. Those without Zoom access with Covid precautions in place, will be allowed to meet in person. In interest of those in person, there will be a time limit of no more than 5 minutes per motion unless authorized by the Moderator.

A roll call of all persons in attendance was taken via Zoom and in person.
There were 16 people on Zoom, 15 were members.
There were 11 people attending in person, 9 were members

Opening prayers were held by Rev. Dr. Thomas Hourihan.

Nancie Cameron thanked everyone for the time and effort during this time of Covid in 2020. She said she hopes to meet in person when people have the vaccine and it is safe to meet again.

Adjustments were made in the budget due to Covid.

There were no changes or adjustments recommended. Nancie asked for a motion to be made to accept the Treasurer's Report for the year ending December 31, 2020 and the minutes to the meetings held on January 12, January 26, February 16 and September 20, 2020 listed in the annual report. Motion was made by Kathy Latchaw and seconded by Linda Palmer. 8 were in favor in church and 15 were in favor on zoom. Motion passed.

There were no question, changes or adjustments to the reports of the committees. Ken Latchaw motioned to accept, Linda Palmer seconded. 7 people in church and 15 people in Zoom were in favor. Motion passed.

The Church Council voted Ken Latchaw and Gregg Fournier in as acting Trustees. Kathy Latchaw asked to be removed from the Trustees and added to the Diaconate. Motion was made by Priscilla Chellis and seconded by Nancy Brown. Debbie Hall asked to continue on the Diaconate for another year. An amendment was made to the by-laws to allow Debbie to continue another year. Motion was made by Rich Whitten and seconded by Nancie Cameron.

Proposed Budget 2021: Richard Shepherd said he will not accept the \$500 for the Assistant Treasurer's position. The Mission's committee asked to change their budget from \$2,500 to \$0. These will be noted in the amended budget. The pastor's salary for the year is \$19,200. We will withdraw money from consolidated funds to cover expenses as needed. Motion to accept 2021 budget with above changes was made by Mike Allen and seconded by Rich Whitten. Debbie Hall asked to also take \$85.00 out of budget from the Newsletter. Motion to accept made by Rich Whitten and seconded by Richard Shepherd. 8 members from the church and 15 members from Zoom were in favor. Budget for 2021 was passed.

Meeting adjourned at 11:30AM.

2021 STATISTICAL REPORT OF THE CLERK

1.	Total Covenant Membership (Active) 12/31/2021	116
2.	Received by: Membership	0
3.	Removal by: *Death	4
	*Letter of Transfer	5 (Robin & Dean Martin, Gerri Cannon, Geoff & Nancy Day)
	*Transferred to Inactive	25
4.	Net Gain/Loss	34
5.	Total Covenant Membership (Active) 12/31/2021	82
6.	Baptism	0
7.	Members Received:	0
8.	Deaths:	5
	*Members	
	Esther Eastman (3/22/21)	
	Eleanor Janetos (11/25/21)	
	*Fellowship	
	Karl Bye 6/6/21	
	Barbara Dudley	
9.	Weddings: 0	
10.	Funerals: 3	
	2 conducted by Rev. Mark Rideout	
	1 conducted by Rev. Thomas Hourihan	

Treasurer's Report
For Year ending 2021

Jan – Dec 2021

Income

Offerings		
Current Pledging	\$37,790.00	
Love Collections	\$12,507.00	
Initial Offering	\$49.00	
Easter Offering	\$185.00	
Thanksgiving Offering	\$45.00	
Christmas Offering	\$675.00	
Deficit Reduction	\$60.00	
Love Offering	\$0	
Women's Fellowship Pledging	\$0	
Total Offerings		\$51,311.00
Cash Interest & Dividends		
Interest-Checking	\$2.56	
Adelaide Willette	\$6,000.00	
Cash Interest & Dividends-Other	\$0	
Total Cash Interest & Dividends		\$6,002.56
Church Projects		
Flowers	\$350.00	
Fundraiser – Yard Sale	\$1,350.00	
Reception Team	\$250.00	
Total Other Projects		\$1,950.00
Donations		
Inheritances & Bequests	\$6,000.00	
Clara Philbrick Estate	\$3,708.00	
Copy Machine	\$75.00	
Food Pantry Donations	\$3,800.00	
General Fund/Miscellaneous	\$360.00	
Memorials	\$1,820.00	
Mile of Pennies	\$19.00	
Weddings/Funerals	\$150.00	
Total Donations		\$16,082.00
Fund Withdrawal		
Fund Withdrawal	\$0	
Total Fund Withdrawal		\$0

Total Income

\$75,345.56

Expense

Faith Formation		
Coordinator-Payroll	\$22,133.56	
Total Faith Formation		\$22,133.56
Church Project Expenses		
Flower Fundraiser	\$200.00	
Funeral Reception	\$93.47	
Total Church Project Expenses		\$293.47
Diaconate		
PPRC Expenses	\$259.00	
Pulpit Supply	\$4,489.60	
Diaconate – Other	\$0	
Total Diaconate		\$4,748.60
Trustees		

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Legal Expenses		\$0
Employer Payroll Tax		\$822.96
Payroll Processing Fees		\$148.75
Bank Fees		\$22.93
Finance & Stewardship		
Video Taping Expenses	\$1,731.00	
Annual Reports	\$0	
Postage	\$231.00	
Stewardship	\$139.34	
Total Finance & Stewardship		\$2,101.34
Honorariums		
Treasurer/Bookkeeper/Contract	\$3,720.00	
Total Honorariums		\$3,720.00
Newsletter		
Postage	\$0	
Supplies	\$0	
Total Newsletter		\$0
Office Expenses		
Miscellaneous	\$509.14	
Photocopies	\$1,391.16	
Total Office Expenses		\$1,900.30
Insurance		
Property/Liability – FPUCC	\$12,654.75	
Property/Liability – Food Pantry	\$0	
Worker’s Compensation	\$651.00	
Total Insurance		\$13,305.75
Building & Grounds		
Custodian	\$990.00	
Custodian-Supplies	\$0	
Custodian-Hall Rental	\$250.00	
Elevator	\$495.00	
Maintenance-Church	\$2,340.63	
Mortgage	\$5,502.60	
Payroll Expenses	\$0	
Snowplowing	\$1,725.00	
Utilities		
Electricity	\$3,016.06	
Internet & Phone	\$1,351.57	
Heating	\$5,799.09	
Service & Maintenance	\$0	
Water	\$46.42	
Total Utilities	\$10,213.14	
Total Building & Grounds		\$21,516.37
Total Trustees		\$43,538.40
Pastor		
Salary	\$9,599.98	
Total Pastor		\$9,599.98
Missions		\$0
Music		
Organist Payroll	\$5,569.06	
Maintenance-Organ/Piano	\$0	
Special Programs	\$300.00	
Total Music		\$5,869.06

First Parish United Church of Christ (Congregational) Annual Report For the Year of 2020

Christian Involvement		
Per Capita Dues to Conference	\$0	
Total Christian Involvement	\$0	
Total Expense		\$66,183.07
Net Ordinary Income		\$9,162.49
Other Income/Expense		
Other Income	\$4,500.98	
Total Other Income		\$4,500.09
NET INCOME		\$13,663.47

Report of the Auditor

I have examined the account books of the First Parish United Church of Christ (Congregational) of Somersworth, NH, Friends of First Parish Church (Blessing Bowl), Women's and Men's Fellowship, as well as the Treasurer's Report, and the Memorial Fund, and find them to accurately represent the financial activity and condition of the corporation.

DATE: _____

Report of the Moderator

Church Council normally meets monthly, except for the summer months of July and August. This year we met by Zoom for meetings. Representatives of each committee brief the Council on important decisions around the church, and the Council votes and reviews various issues. Attendees are usually Moderator, Clerk, and a representative from each committee: Trustees, Diaconate, Faith Formation, PPRC, Missions, Women's Fellowship, and Music. These times are very different than previous years as we are in unprecedented times. Church Council meetings are informal. The moderator leads the meetings and hears from every committee present. Financials are emailed ahead of the meeting and any questions are answered at that time. Any proposed issues are brought up and voted on if necessary. Here are a few highlights, keeping in mind we are hanging on by a thread and still running daily operations as best as we can.

- * January basically preparing for the annual meeting, since it was my first one during Covid 19, we met through Zoom. Our faith certainly has been tested through Covid and we continue to move the church forward. We voted to take money from the investment funds to balance the budget.
- * February, Richard Shepherd expressed interest in the custodial position when he retires in July. We had a walk through from the fire department to make sure we were in working order. A meeting was held with Rev. Gordon Rankin, NHCUC Director, about the church moving forward and how will the UCC support us. We had a meeting with the Wakefield Congregational Church as they were in a similar situation as us to see if we could get any advice on how they hired a new pastor.
- * March, the food pantry gave us \$1,000 toward plowing. Linda Gauthier reached out to Comcast to renegotiate the contract. Elevator inspection was completed. We received a rebate from workers comp insurance as we have no need for it right now. We discussed our investments to see if this where the best placement was for the money and if we couldn't do better perhaps with the investments. Maundy Thursday & Easter services discussed and how to proceed with these.
- * April we discussed the possibility of having a yard sale in June with Covid restrictions in place. We were working on the church opening in May and moving forward. Pledges were higher than what we anticipated - excellent news. Pulpit supply needed to be lined up moving forward until a profile was completed and submitted to the NHCUC Conference.

This is a long process and kudos to all involved. Maundy Thursday and Easter services went well. Richard Shepherd will start as custodian in the month of June.

- * May, we opened May 16 permanently. Yard sale planned for June 26th. Discussed broken lights on outside of church.
- * June, we prepared for the yard sale discussing protocols. We discussed general maintenance with Richard Shepherd.
- * July/August took summer off.
- * September, we welcomed everyone back. The Transition continued with getting profile done. Nancie Cameron and the deacons lining up Pastoral coverage getting ready to prepare for months ahead.
- * October, stewardship information is ready to go. We got the outside lights, inside lights and exit signs working. Putting O & A rainbow decals on the sign outside. Plowing was lined up. The profile is 99% done now. Fire extinguishers checked out. It is time to begin budget process.
- * November, preparing to get budget reports in. All lighting issues were resolved. We are upgrading the copy machine. We asked for any recommendations for committees.
- * December, Rev. Wesley Palmer will be our pastor from January to Easter. Rev. Gordon Rankin offered to lead our Christmas Eve service. Finishing touches were made on the profile. It was approved and accepted. Financially, we are still in ok shape, pledges are trending downward. Covid is ramping up so precautions are back in place. We need to talk about streaming services again. The annual meeting is scheduled for January 30th after church.

All church council meetings are posted in the admin room for anyone to view. Just a few highlights of what we've done. Anyone interested in helping continue our important work of the Lord, please see anyone on the committee you may be interested in.

A huge shout out to those who have remained constant this past year. Your dedication is and the hours devoted is immeasurable. Thank you!

Respectfully Submitted
Nancie Cameron, Moderator

Report of the Pastor-Parish Relations Committee/Transition Team
Sharon Sirois ~ Julie Hurley ~ Kathy Latchaw ~ Cynthia Jutras

The Church Profile has been completed and has been submitted to Gordon Rankin, Director of NHC-UCC, to be placed on file so we can start the search for a new pastor.

The profile took many hours, by a very dedicated team, to complete. It will be posted on our church website as well as the NHCUCC Churches in Transition website.

A sincere thank you to the members of the team:
Debbie Hall
Sharon Sirois
Cynthia Jutrus

Julie Hurley
Katherine Latchaw

Report of the Diaconate

Cynthia Jutras ~ Kathy Latchaw ~ Julie Hurley ~ Linda Palmer ~ Debbie Hall

The Diaconate welcomed Julie Hurley to the team. We are so fortunate to have her join us in October, 2021.

After over a year of only online church services, we held the Easter service in the church and then began weekly services in the sanctuary again on May 16th. Attendance has been light, with an average of 15-20 people per week. We miss so many of our other members and are looking forward to having them join us.

We have been so blessed to have several ministers help us throughout the year. Rev. Thomas Hourihan was our Bridge Pastor from November, 2020 until July, 2021. He left us after having a mild stroke. We will always be grateful for his leadership. Rev. Susan Walker expressed an interest in becoming our settled pastor and did a wonderful job leading us in worship. We were saddened because after a few months a difference of opinion caused her to not pursue this path. Since then we have been very fortunate to have Rev. Wesley Palmer leading us in worship. He plans to stay with us until Easter and may possibly stay longer if needed.

We were very thankful our Worship Leaders this year. They did a wonderful job and gave thought-provoking messages. Leading us in worship in 2021 were Kathy Latchaw and Sharon Sirois.

We continue to follow Covid guidelines of wearing masks and safe distancing during worship. Offering is now collected in the back of the sanctuary upon entering, and the communion bread and juice are in individually wrapped containers and given out with the bulletins in the Narthex. Rev. Walker introduced a new way of Passing the Peace during Covid. Instead of greeting each other with hand-shaking and hugs, we are Sharing a Song of Peace With One Another by singing "Dream God's Dream".

Submitted by Debbie Hall

Other Diaconate Activities

Other activities that presently fall under the umbrella of your Deacons:

- **Prayer Shawl Ministry:** Fran Karlik is the coordinator, and welcomes more knitters.
- **Prayer Group:** At present there are three people involved in the Prayer Group: Priscilla Chellis, Carol Cummings, and Fran Karlik.
- **Cards:** Nancy Brown sends cards [Get-well, sympathy, thinking of you, etc.] and only needs to be contacted if you want to suggest a name!
- **Home Devotions:** The Upper Room, a bi-monthly, 10 copy, large print subscription provided by the Deacons, is available in the Library Area.

Information provided by Diaconate

2021 Report of the Prayer Group

Priscilla Chellis ~ Carol Cummings ~ Dottie Douglas ~ Fran Karlik

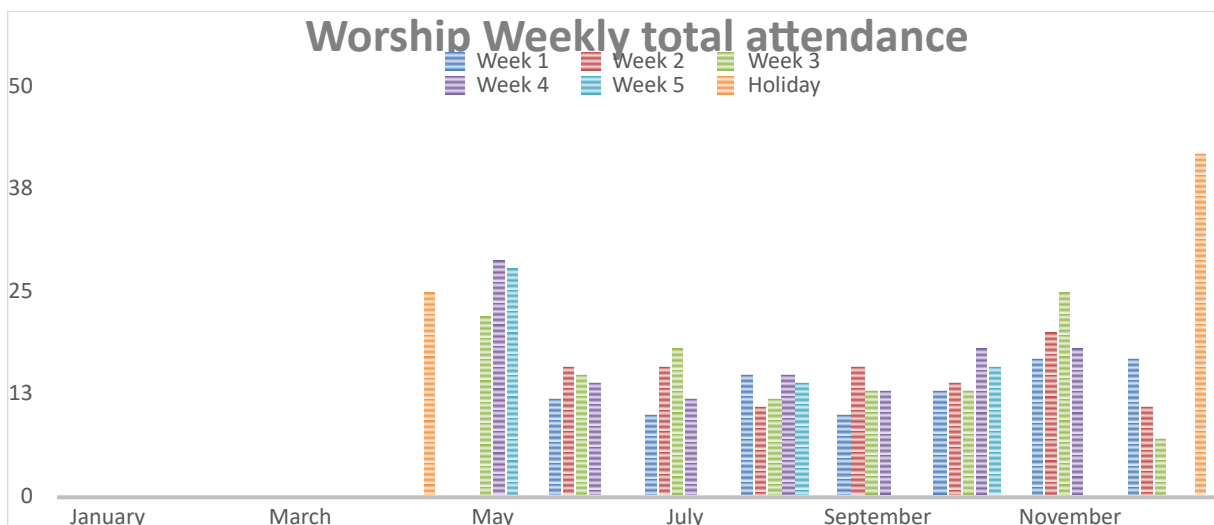
The Prayer Group is directly accountable to the Diaconate. The group meets at least four times a year and maintains an updated listing of prayer concerns for its use. Through the naming of immediate concerns during Sunday worship and/or touching base with any of the Prayer Group members, the prayer list is constantly being revised. Updates are done following the quarterly group meetings. The power of prayer is a great source of comfort and strength to those for whom we pray, and to those who seek this ministry of First Parish. As an outreach, prayer is a foundational tool of our faith and witness.

Prayer concerns fall into many areas. We carry names of people who have health-related concerns, those who are dealing with personal issues, those who have experienced the death of a loved one, concerns related to our wider life in the United Church of Christ, and more broadly through our community, ecumenical and interfaith relationships. We know that the joys and sorrows of day-to-day life are an integral part of daily prayer and devotion.

Prayer concerns may be shared with any Prayer Group member at any time who will then communicate with the wider group. Concerns are held confidentially within the group. Our list is never shared. Our motto is: *What's discussed within the Prayer Group, stays within the Prayer Group.* Concerns are held on the list until the next stated meeting. It is up to the person submitting the name to keep the group current as to the continued need for prayer support, or to delete names as well. We hold names of those touched by death for one year. Please, never hesitate to share your needs with the Prayer Group.

Recently, Dottie Douglas stepped down, so we are looking for an additional member or two. Dottie was an integral part of the group and we will miss her guidance. We thank her for her dedication over the years and wish her well. Might you consider joining the Prayer Group? If you are interested, please contact either Carol, Fran or Priscilla. For the quarterly meetings, we like to meet in-person but we have also communicated via phone or email. We will accommodate anyone who wishes to become a member. Our meetings usually take place in March, June, September and December.

Submitted by Priscilla Chellis



Report of the Music Committee

Nancie Cameron

Thank you to Bette Daley for providing Music Ministry for the worship services this year.

Report of the Mission Committee

Susan Vollkommer – Martha Collins – Dee Drake – Pat Whitten

Socks were collected for the homeless Veterans home.

Clean, label-free, brown medicine bottles were collected and sent to Samaritan's Purse.

Submitted by Susan Vollkommer

Report of the Friends of First Parish (Blessing Bowl)

	Cash	Checking	Total
Balance on hand as of Dec 31, 2020	\$0	\$244.28	\$244.28
Income	\$0	\$0	
Weekly Collections	\$0	\$0	
Transfers	\$0	\$0	
Expenses	\$0	\$0	
Punch, Sweeteners, Napkins			
Balance on hand as of Dec 31 2021	\$0	\$244.28	\$244.28

Submitted by Debbie Hall

Report of the Abiding Memorials Committee

All gifts received during the year in the form of monies have been deposited into the Memorial Fund. All names have been entered into the Abiding Memorials Book in the Narthex, and all gifts have been acknowledged. Gifts in 2021 were given in memory of:

Barbara Dudley Esther Eastman Eleanor Janetos

Thank you to Dee Drake for sending out the thank you cards and keeping the Abiding Memorials Book current.

Submitted by Richard Shepherd

Report of the Trustees

Nancie Cameron ~ Nancy Brown ~ Ken Latchaw ~ Laurel Curtis ~ Gregg Fournier

As we look to the future, we need to take time to reflect on the past year. 2021 had obstacles and challenges that affected us all. Yet our church family not only endured, we thrived in many ways, and we did it together.

The trustees are pleased to present the 2021 Annual Report. This has been a busy year as we managed the fiscal affairs of the church. Accordingly, we want to thank members for their volunteer work on committees and boards.

We want to thank Gregg Fournier for successfully changing the Pepler Fund from a bank managed custodial fund to the church's control. In fourteen months, the account has gained more than \$15,000.00 in value, This is more than the church received from the bank in twenty years.

2021 was the first time in years the church ended the year with a positive income balance.

We upgraded the church's exterior and interior lighting to LED lights. The Community Food Pantry donated \$1000.00 towards the exterior lighting expense. The also shared the cost of plowing the church parking areas.

The Trustees thank the Transition Team for completing the church profile to find a new pastor. It has been accepted by our state NHC-UCC and will be posted on their site for potential applicants to view.

We welcome Mike Allen to the trustees. His dedication and experience is welcome.

Our total income for 2021 was \$77,434.27 and the total expenses were \$66,201.02.

We especially want to thank Richard Shepherd for the care he has taken of our church. Most recently he stripped, cleaned, and waxed the fellowship hall, a very difficult and time-consuming job.

We want to thank the deacons and Nancie Cameron for helping find pulpit supply to cover our church services each Sunday and Sharon Sirois and Kathy Latchaw for covering on the Sundays when we didn't have pulpit supply.

May God grant us strength for today and bright hope for tomorrow.

Respectfully submitted,

Kenneth R. Latchaw

Report of the Faith Formation Committee
Susan Vollkommer - Angela Richer

This has been a strange year for us. The posts on our Facebook page, For The Children, continued and Sunday School started up in September. Both were intermittent as Covid-19 struck both the children and the adults on the committee.

In November we collected 10 Shoebox Greetings for Samaritan's Purse.

Submitted by Susan Vollkommer

Memorial Gifts 2021

The Board of Trustees has affirmed the following policy since June 1986, and it seems appropriate to share it again, so that each of us will be attentive in our approach to memorial gifts.

Memorial gifts made to our church are gratefully received by the Memorials Committee. These gifts are deposited into a local account, to the Somersworth Parish Fund, SF101, or the Memorial Fund, SF102, held by the United Church Foundation. Here, these funds await those needs that go beyond the annual budget, as these needs are perceived and are approved by the congregation through the workings of its committees and Church Council.

The Board of Trustees has given much thought to the art of receiving gifts. They do not think of our church as a place where memorials are erected for individuals. Rather, they think of our church as a place where the fabric of faith is woven, in which each of us works a thread or two. Thus, it seeks to provide for the needs of our congregation today, according to its underlying democratic philosophy, and by doing so attests to our everlasting love for God.

Please know that gifts made in memory of loved ones are gratefully received. Decisions regarding their individual or accumulated uses are carefully considered through our Memorials Committee in consultation with the Pastor and Church Council or through a congregational meeting.

Gifts received in memory of someone who has died may be channeled to a current, specific need in the church by designating such at the time the gift is made. The name of the person being remembered is recorded in the Abiding Memorials Book. This book is a part of the church's records, and it is appropriately displayed in the sanctuary. Gifts received are recorded, and a card is sent to the family of the person being remembered, with the name of the person

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honored and the name or names of the donor. The amount of the gift is not indicated. An acknowledgment is sent to the donor.

Gifts other than money are considered by the Board of Trustees and the Memorials Committee for the useful life of the church. Inquiries should be made through the current Chair of the Board of Trustees.

We thank everyone who chooses to remember a friend or loved one in the living Church, whose ministry and mission remind all of us of God's great love.

**Report of the First Parish Church Memorial Fund
Service Credit Union Account # 28309673**

Income	
Memorial Donations	\$ 1,810.00
Total Income	\$ 1,810.00
Expenses	\$ 0
Total Expense	\$ 0
Net Increase	\$ 1810.00
Checkbook Balance 1/1/2021	\$ 17,841.84
Checkbook Balance 12/31/2021	\$ 19,651.84
Increase	\$ 1,810.00

Submitted by Linda Gauthier

Trusts & Memorial Funds

Information updated: 31 Dec 2021

First Parish UCC Funds	Account Number	Amount
Consolidated-Parish Fund	NSF101	\$173,523
Memorial Fund	NSF102	\$3,827
Eastman Fund	NSF103	\$9,191
Philbrick Fund	NSF104	\$4,323
Sabbatical Fund	NSF105	\$1,589

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Maintenance Reserve Fund	NSF106	\$8,579
Goodwin-Bessie Sanborn Fund	NSF107	\$3,814
First Parish UCC Reserve	NSF108	\$17,563
Woman's Fellowship Scholarship Fund	NSF109	\$4,370
Technology Fund	NSF110	\$22,592
Janetos Fund	NSF111	\$9,339
Leola Pepler Fund*	NSF112	\$71,022
CTUCC CIF Total		\$329,732
Cornerstone Russell Scholarship Fund		\$18,281 (appx)
Adelaide Willett Fund - BNY Mellon		\$190,756 (appx)
Grand Total		\$538,769

Submitted by Gregg Fournier

Women's Fellowship

The Women's Group did meet this past year on Tuesday's to take time to be together, to catch up and prepare items for a holiday fair. We decided to join the Newington Congregational church's fair. Due to Covid 19, we decided to stop meeting in December and will resume when it is safe to meet again.

Thank you to everyone who were able to join us.

Submitted by: Katherine Latchaw

Report of the Women's Fellowship Treasurer

Balance on hand as of Dec 31 2020		\$ 927.82
Income		
Holly Daze Fair	\$1,773.71	
Total Income		\$ 1,773.71
Expenses		
Altar Flowers in memory of women who died	\$ 17.95	
Cash on hand for fair	\$ 150.00	
Total Expenses		\$ 167.95
Balance on hand as of December 31, 2021		\$2,533.58

Submitted by Deborah Hall

BASIC COMMITTEE EXPECTATIONS for the shared life of ALL committees here at **First Parish United Church of Christ**, Somersworth, New Hampshire

1. Review and be aware of **YOUR COMMITTEE MANDATE** as it is stated in the By-laws of the Church. If you have questions about your responsibility as a Committee member ask the Moderator or Pastor.
2. Each Committee keeps a **WRITTEN** record of its work. This can be notes made on an agenda, or typed minutes. At the very least, this should include motions made and decisions made, providing a written record of the directions chosen by the Committee. Future Committee directions will be guided by your present work and record. Notebooks of committee work are available and kept in the copy machine room.
3. Each Committee/Group **COMMUNICATES** via the monthly newsletter. Pieces submitted for the newsletter should be written clearly, typed [leave in pocket on door of copy machine room] or sent by e-mail to the Newsletter Editor, no later than the third Friday of each month. You are encouraged to submit a brief update each month.
4. Each Committee/Group is asked to keep its **FILES** in the file cabinet in the copy machine room. Some Committees have multiple files that help organize their ongoing work. PLEASE use this cabinet as the repository of your written record that goes beyond what can be kept in the notebooks. The Committee decides who will keep the written record of its work, and who/how files are initiated and added to. Files also need to be cleaned out and updated each year. Please be attentive to this.
5. Each Committee/Group **ELECTS A CHAIRPERSON** from among its members. This person then facilitates meetings, and also attends the monthly Church Council meetings. **ATTENDANCE AT MONTHLY CHURCH COUNCIL** meetings is requested of every Committee/Group, especially the Board of Trustees, Diaconate, Christian Education, Music, and Mission Committees and the Women's Fellowship. Other Committees/Groups that do not meet as regularly (Flower, Library Resource, Memorial) may not be as inclined to attend on a monthly basis. Any person who serves on a Committee, or any interested person is welcome to attend Church Council meetings. The key here is **COMMUNICATION!** The more active committees in our life will have more to share, and need to be connected. When you can NOT attend a Council meeting, then this should be communicated to the Moderator or Church Office, and a written report prepared and forwarded to the Moderator.
6. **Receipts are submitted for reimbursement** to the Treasurer. By prior arrangement, small receipts for budgeted items may be done through the Pastor, who draws from a small petty cash fund. Items for payment without receipts should be submitted in writing to the Treasurer.
7. Each Committee/Group can **communicate by having something in the weekly bulletin**. This should be made in writing, by Tuesday of the week it is to appear. Announcements can be made on Sunday morning as well. Bulletin items or announcements should be BRIEF.
8. **Projects should always be reviewed by your Committee**. Any activity that is done by a group from this Church should be accountable back to one of our Committees or the Church Council. This assures ownership of the direction chosen, and encourages participation by the wider Church Family. Sharing about events is done at the monthly Church Council Meetings.
9. Each Committee/Group will be asked to generate an **ANNUAL REPORT** for the Annual Meeting in January of each year. YOUR written record of notes/minutes helps make this easier, and assures accuracy in the work carried out on behalf of the Church. Please be responsible for having your report in by the date requested, as this will allow us to have the report as a whole prepared and distributed prior to the Annual Meeting.
10. **AFTER CHURCH FELLOWSHIP** is facilitated by rotation among the committees. A monthly schedule is generated at the beginning of the year, and your committee asks a wider group of people to set up and clean up after worship fellowship. The idea behind this was that the committees would seek out and involve more of the church family in our hospitality efforts.

First Parish United Church of Christ (Congregational)
 176 West High Street, P.O. Box 228, Somersworth, NH 03878-0228
 (603) 692-2057
www.somersworthfirstparish.org firstparishsomersworth@myfairpoint.net

2020

Officers:

Pastor	
Moderator	Nancie Cameron.....603-781-53302
Church Clerk	Debbie Hall..... 603.781-8230
Treasurer (contract)	Linda Gauthier.....603-692-3587
Assistant Treasurer	Richard Shepherd603-534-1473
Auditor	Nancy Brown.....603-332-7610

Committees

Diaconate

Julie Hurley.....603-781-1149	Linda Palmer.....603-923-5339
Cynthia Jutras603-767-3648	Debbie Hall.....603-781-8230
Kathy Latchaw.....603-978-0785	

Board of Trustees

Nancy Brown603-332-7610
 Nancie Cameron603 781-5302
 Laurel Curtis603-969-1815
 Gregg Fournier603-205-2253
 Ken Latchaw.....
Michael Allen.....

Custodian: Richard Shepherd.....603-534-1473

Faith Foundation (formerly called Christian Education) Committee

Angela Richer.....603-692-8755

Faith Foundation Coordinator: Susan Vollkommer.....603-674-3948

Youth Groups CE Committee & Parents coordinate program

Mission & Outreach

Sue Vollkommer	603-674-3948	Dee Drake	603-855-2536	_____
Pat Whitten	207-698-5977	Martha Collins	207-384-8971	_____

Music Committee

2021 Nancie Cameron 603 781-5302 _____
 Organist/Choir Director: Bette Daley.....603-332-5070

Delegates to the Carroll-Strafford Association and New Hampshire Conference UCC

(We are allowed FOUR delegates, and ONE Youth delegate [25 years of age or younger].)

Being a Delegate entails presence at Carroll-Strafford Association meetings (Fall & Spring), and other Association functions such as Ecclesiastical Councils, Ordinations, Anniversaries; and NH Conference Annual Meeting in June. Delegates will have a willingness to report back to the Church via the newsletter and help to interpret the ministry and mission of the wider church.

 25 yr old or younger _____

Library Resource _____

Memorial Committee Richard Shepherd 603-534-1473 Dee Drake 603-855-2536

Church Historian _____

Pastor-Parish Relations Committee

Sharon Sirois..... 603-817-8236 Julie Hurley.....603-781-1149

First Parish United Church of Christ (Congregational) Officers & Committees

Kathy Latchaw.....603-978-0785 Cynthia Jutras.....603-767-3648

SAFE CHURCH RESPONSE TEAM (relates to Pastor-Parish Relations Committee)
Dee Drake 603-855-2536 Rich Whitten 603-781-3827

Flower Committee: _____

Auxiliary Groups

Funeral Reception Team Leaders

Sue Vollkommer 603-674-3948 Martha Collins 207-384-8971 Kathy Latchaw 603-978-0785

Newsletter

Format/Editor & Calendar:Debbie Hall 207-698-1158
Lists (birthday & anniversary):.....Debbie Hall 207-698-1158
Email List & Addresses:Priscilla Chellis 207-698-5977

Open & Affirming Committee (relates to the Diaconate)

Prayer Group (relates to the Diaconate):

Priscilla Chellis 207-698-5977 Carol Cummings 603-692-2450
Fran Karlik 603-397-5674 _____

Prayer Shawl Ministry Fran Karlik, Coordinator 603-397-5674

Table of Plenty Team Captain Laurel Curtis 603-969-1815

The Community Food Pantry, Inc. Phone: 603-692-2907

[A separate, interfaith, non-profit corporation serving the communities of Somersworth and Rollinsford, NH and Berwick, ME; supported by many faith communities, service organizations and individuals, and hosted here at First Parish Church.]

Representatives from First Parish Church are:

Richard Shepherd 603-534-1473 Carol Cummings 603-692-2450 Debbie Hall 207-698-1158

Webmaster Gregg Fournier 603-205-2253

Facebook Administration Sue Vollkommer, Priscilla Chellis

Women's Fellowship 2020-2021 Officers

Treasurer: Debbie Hall603-781-8230

Special Fellowship Events:

Coordinators for specific fellowship events will be sought out as the need arises. If you would like to initiate such an event, please go through the Church Council to make sure the calendar is clear.

First Parish United Church of Christ (Congregational) Proposed Budget 2020
Board of Trustees – Stewardship and Finance

Budget for 2022

Ordinary Income/Expense							
Income							
Offerings							
Current Pledging						\$24,414.00	
Loose Collections						\$2,208.00	
Total Offerings							\$26,622.00
Cash Interest & Dividends							
Adelaide Willette						\$6,000.00	
Total Cash Interest & Dividends							\$6,000.00
Church Projects							
Fundraiser - Yard Sale						\$1,000.00	
Total Church Projects							\$1,000.00
Donations							
Food Pantry Donations						\$5,400.00	
Total Donations							\$5,400.00
Fund Withdrawal							
NSF101-Consolidated Fund						\$37,757.29	
							\$37,757.29
Total Income						\$76,779.29	
Gross Profit							\$76,779.29
Expense							
Faith Formation							
Coordinator-Payroll						\$2,133.56	
Supplies						\$150.00	
Total Faith Formation							\$2,283.56
Diaconate							

First Parish United Church of Christ (Congregational) Proposed Budget 2020
Board of Trustees – Stewardship and Finance

		Diaconate - Miscellaneous			\$150.00	
		Church Vitality Expense			\$300.00	
		Home Devotion			\$98.00	
		Palms			\$50.00	
		PPRC/Search Comm. Expenses			\$5,000.00	
		Pulpit Supply			\$13,008.00	
		Total Diaconate				\$18,606.00
		Trustees				
		Employer Payroll Tax			\$1,020.00	
		Payroll Processing Fee			\$185.00	
		Finance & Stewardship				
			Postage		\$308.00	
			Stewardship		\$150.00	
		Total Finance & Stewardship				\$458.00
		Honorariums				
			Treasurer/Bookkeeping-Contract		\$3,900.00	
			Assistant Treasurer		\$500.00	
		Total Honorariums				\$4,400.00
		Newsletter				
			Postage		\$58.00	
			Supplies		\$30.00	
		Total Newsletter				\$88.00
		Office Expenses				
			Miscellaneous (Extra copies)		\$500.00	
			Photocopier (monthly lease)		\$1,391.16	
		Total Office Expenses				\$1,891.16
		Insurance				
			Property/Liability - FPUCC		\$11,303.04	
			Worker's Compensation		\$1,004.04	
		Total Insurance				\$12,307.08
		Building & Grounds				
			Custodian-Payroll		\$2,600.00	
			Custodian-Supplies		\$500.00	
			Custodian-Hall Rental			

			Elevator		\$495.00		
			Maintenance-Church		\$2,000.00		
			Mortgage		\$5,502.60		
			Payroll Expenses				
			Snowplowing		\$2,000.00		
			Utilities				
			Electricity	\$3,804.00			
			Internet & Phone	\$1,920.00			
			Heating	\$6,099.96			
			Water	\$90.00			
			Total Utilities		\$11,913.96		
			Total Building & Grounds			\$25,011.56	
			Total Trustees				\$45,360.80
			Missions				\$1,000.00
			Music				
			Organist Payroll		\$8,272.68		
			Maintenance-Organ/Piano		\$300.00		
			Special Programs				
			Total Music			\$8,572.68	
			Christian Involvement				
			Per Capita Dues to Conference		\$956.25		
			Total Christian Involvement			\$926.25	
			Total Expense				\$76,779.29
			Ordinary Income			\$0	
			Total Ordinary Income				\$0
			Total Income				\$76,779.29
			Net Income				\$0

First Parish United Church of Christ (Congregational) Proposed Budget 2020
Board of Trustees – Stewardship and Finance

Proposed 2021 Budget Comparison Chart

	Actual 2020	Actual 2021	Proposed 2022
INCOME			
Offerings			
Current Pledging	\$45,783.00	\$37,790.00	\$24,414.00
Loose Collections	\$8,648.00	\$12,507.00	\$2,208.00
Initial Offering	\$78.00	\$49.00	\$0.00
Easter Offering	\$68.00	\$185.00	\$0.00
Thanksgiving Offering	\$28.00	\$45.00	\$0.00
Christmas Offering	\$23.00	\$675.00	\$0.00
Deficit Reduction	\$299.00	\$60.00	\$0.00
Love Offering	\$200.00	\$0.00	\$0.00
Total Offerings	\$55,127.00	\$51,311.00	\$39,084.00
Donations			
Inheritances and Bequests	\$0.00	\$6,000.00	\$0.00
Blessing Bowl	\$131.11	\$0.00	\$0.00
Food Pantry Donations	\$3,600.00	\$3,800.00	\$5,400.00
General Fund/ Miscellaneous	\$59.00	\$360.00	\$0.00
Hall Rental	\$0.00	\$0.00	\$0.00

Flowers	\$0.00	\$0.00	\$0.00
Weddings/ Funerals	\$0.00	\$150.00	\$0.00
Women's Fellowship Donation	\$3,600.00	\$0.00	\$0.00
Memorials	\$0.00	\$1,820.00	\$0.00
Directed Gifts	\$0.00	\$0.00	\$0.00
Custodian	\$0.00	\$150.00	
Miles of Pennies	\$0.00	\$19.00	
Copy Machine	\$0.00	\$75.00	
Clara Philbrick Estate	\$0.00	\$3,708.00	
Total Donations	\$7,390.11	\$16,082.00	\$5,400.00
Church Projects (Net Income)			
Reception Team	\$0.00	\$250.00	
Flowers	\$0.00	\$350.00	
Yard Sales	\$0.00	\$1,350.00	\$1,000.00
Total Church Projects	\$0.00	\$1,950.00	\$1,000.00
Interest & Dividends			
Leola Pepler	\$16.58	\$0.00	0
Adelaide Willette	\$6,000.00	\$6,000.00	\$6,000.00
Consolidated Fund Income	\$0.00	\$0.00	\$0.00
Interest – Checking & Savings	\$9.58	\$2.56	\$16.00
Total Interest & Dividends	\$6,026.16	\$6,002.56	\$13,451.00
Miscellaneous			
Other	\$237.08	\$0.00	\$0.00
Total Miscellaneous	\$237.08	\$0.00	\$0.00
Fund Withdrawals			
NSF101 - Consolidated Fund	\$30,000.00	\$0.00	\$37,757.29
Total Fund Withdrawals	\$30,000.00	\$0.00	\$37,757.29

First Parish United Church of Christ (Congregational) Proposed Budget 2020
Board of Trustees – Stewardship and Finance

TOTAL INCOME	\$98,908.35	\$75,345.56	\$76,779.29
EXPENSES			
Church Project Expenses			
Funeral Reception	\$0.00	\$93.47	\$0.00
Flowers	\$0.00	\$200.00	\$0.00
Yard Sale	0		\$0.00
Blessing Bowl Expenses	\$75.00	\$0.00	\$0.00
Total Church Projects	\$75.00	\$293.47	\$0.00
Trustees			
Office Expenses			
Miscellaneous	\$452.51	\$509.14	\$500.00
Photocopier	\$1,442.11	\$1,391.16	\$1,391.16
Office Expenses – Other	\$0.00	\$0.00	\$0.00
Postage	\$0.00	\$0.00	\$0.00
Leadership Expenses – Other	\$0.00	\$0.00	\$0.00
Total Office Expenses	\$1,894.62	\$1,900.30	\$1,891.16
Leadership			
Payroll Services	\$307.99	\$148.75	\$185.00
Employer Payroll Tax	\$796.08	\$822.96	\$1,020.00
Legal Expenses	\$420.00	\$0.00	\$0.00
Bank Fees	\$70.00	\$22.93	\$0.00
Total Leadership	\$1,594.07	\$994.64	\$1,205.00
Newsletter			
Supplies	\$26.96	\$0.00	\$58.00
Postage	\$55.00	\$0.00	\$30.00
Total Newsletter	\$81.96	\$0.00	\$88.00

Insurance			
Property & Liability – FPUCC	\$5,993.25	\$12,654.75	\$11,303.04
Worker's Compensation	\$1,280.00	\$651.00	\$1,004.04
Property/Liability – Food Pantry	(\$310.00)	\$0.00	\$0.00
Total Insurance	\$6,963.25	\$13,305.75	\$12,307.08
Honorariums			
Treasurer and Payroll Services	\$3,780.00	\$3,720.00	\$3,900.00
Assistant Treasurer	\$0.00	\$0.00	\$500.00
Total Honorariums	\$3,780.00	\$3,720.00	\$4,400.00
Finance & Stewardship			
Postage	\$369.35	\$231.00	\$308.00
Stewardship Supplies	\$10.46	\$139.34	\$150.00
Annual Reports	\$32.00	\$0.00	\$0.00
Video Taping Expenses	\$388.97	\$1,731.00	\$0.00
Total Finance & Stewardship	\$800.78	\$2,101.34	\$458.00
Buildings & Grounds			
Maintenance			
Mortgage	\$1,565.00	\$5,502.60	\$5,502.60
Church Repairs & Maintenance	\$958.60	\$2,340.63	\$2,000.00
Snowplowing	\$2,970.00	\$1,725.00	\$2,000.00
Elevator Maintenance/ Inspection	\$395.00	\$495.00	\$495.00
Capital Improvements	\$0.00	\$0.00	\$0.00
Building Improvements	\$0.00	\$0.00	\$0.00
Total Maintenance	\$4,889.60	\$8,338.23	\$9,997.60
Custodian			

First Parish United Church of Christ (Congregational) Proposed Budget 2020
Board of Trustees – Stewardship and Finance

Salary	\$1,700.00	\$990.00	\$2,600.00
Hall Rental	\$0.00	\$250.00	\$0.00
Guest Custodian	\$0.00	\$0.00	\$0.00
Custodial Supplies	\$69.98	\$0.00	\$500.00
Total Custodian	\$1,769.98	\$1,240.00	\$3,100.00
Utilities			
Electricity	\$3,222.23	\$3,016.06	\$3,804.00
Propane and Oil	\$4,358.06	\$5,799.09	\$6,099.96
Oil/Propane Maintenance	\$100.00	\$0.00	\$0.00
Telephone & Internet	\$1,476.66	\$1,351.57	\$1,920.00
Water	\$25.11	\$46.42	\$90.00
Total Utilities	\$9,182.06	\$10,213.14	\$11,913.96
Total Trustees	\$31,944.32	\$41,813.40	\$45,360.80
Pastor-Parish Relations			
Pastor Salary	\$49,698.20	\$9,599.98	\$0.00
Dental Insurance			
Health Insurance			
Housing Allowance	\$27,724.43	\$0.00	\$0.00
Annuity/Life & Disability Insurance	\$11,883.39	\$0.00	\$0.00
SS Offset	\$5,865.01	\$0.00	\$0.00
Professional Expenses	\$40.00	\$0.00	\$0.00
Total Pastor-Parish Relations	\$95,211.03	\$9,599.98	\$0.00
Faith Formation			
FF Coordinator Salary	\$2,133.56	\$2,133.56	\$2,133.56
Curriculum	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$150.00
Youth Group		\$0.00	

Youth Group Coordinator		\$0.00	
Nursery Care		\$0.00	
Total Faith Formation		\$2,133.56	\$2,283.56
Diaconate			
Pulpit Supplies	\$0.00	\$4,489.60	\$13,008.00
Cards/Postage	\$0.00	\$0.00	\$0.00
Candles	\$0.00	\$0.00	\$0.00
Certificates	\$0.00	\$0.00	\$0.00
Home Devotions	\$0.00	\$0.00	\$98.00
Palms	\$0.00	\$0.00	\$50.00
Church Vitality	\$0.00	\$0.00	\$300.00
Diaconate Misc	\$0.00	\$0.00	\$150.00
PPRC/Search Comm. Expenses	\$0.00	259	\$5,000.00
Speakers	\$0.00	\$0.00	\$0.00
Total Diaconate	\$0.00	\$4,748.60	\$18,606.00
Missions			
Trips	\$0.00	\$0.00	\$0.00
Expenses	\$0.00	\$0.00	\$1,000.00
Total Missions	\$0.00	\$0.00	\$1,000.00
Music Committee			
Organist/Choir Director Salary	\$8,272.68	\$5,569.06	\$8,272.68
Guest Organist			\$0.00
Piano & Organ Maintenance	\$281.25	\$0.00	\$300.00
Music/Special Programs	\$249.30	\$300.00	\$0.00
Total Music Committee	\$8,803.23	\$5,869.06	\$8,572.68
Christian Involvement			
Fellowship Dues to Carroll-Strafford Assoc.	\$1,899.76	\$0.00	\$956.25
Our Church's Wider Mission Basic Support	\$0.00	\$0.00	\$0.00

First Parish United Church of Christ (Congregational) Proposed Budget 2020
Board of Trustees – Stewardship and Finance

Delegate Expenses	\$0.00	\$0.00	\$0.00
Total Christian Involvement	\$1,899.76	\$0.00	\$956.25
Total Fund Deposit	\$0.00	\$0.00	\$0.00
TOTAL EXPENSES	\$140,066.90	\$66,183.07	\$76,779.29
	YTD 2020		Proposed 2021
<u>TOTAL INCOME</u>	\$98,908.35	\$75,345.56	\$76,779.29
<u>TOTAL EXPENSES</u>	\$140,066.90	\$66,183.07	\$76,779.29
<u>TOTAL OTHER INCOME</u>		\$4,500.98	\$0.00
<u>NET INCOME</u>	(\$41,158.55)	\$13,663.47	\$0.00