

  
First  
Congregational  
Church /  
United Church of Christ  
Burlington, Vermont

**215<sup>th</sup>**

# **Annual Meeting**

**February 7, 2021**



**May 1, 2020 – December 31, 2020**

# **Annual Meeting Documents**

Published on January 28, 2021

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**Agenda**  
215<sup>th</sup> Annual Meeting  
First Congregational Church Burlington  
February 7, 2021

**Included in 10 a.m. morning worship service**

State of the church (sermon)	Rev. Elissa Johnk
Remembrance of deceased members	Rev. Elissa Johnk
Honoring golden members	Rev. Elissa Johnk

**Business agenda after 10 a.m. service (11:30 a.m.)**

Call to order	Caroline Crawford
Declaration of quorum	Caroline Crawford
Invocation	Hannah Sachs

*“Speaking the truth in love, we must grow up in every way to him who is the head, into Christ, from whom the whole body, jointed and knit together by every ligament in which is it equipped, as each part is working properly, promotes that body’s growth in building itself up in love.” – Ephesians 4: 15-16*

**Old Business**

a. Approval of Minutes from the 214 <sup>th</sup> annual meeting	Dawn Plante
b. Final Treasurer’s report	Mike Knauer
c. I&T Presentation	Tony Hall
d. Highlights of the last year	Simon Jorgenson
e. Pastor’s Report	Rev. Elissa Johnk

**New Business**

a. Discussion and vote on proposed resolutions	Caroline Crawford
b. Adoption of 2021 budget	Mike Knauer
c. Discussion and vote on proposed bylaw changes	Caroline Crawford
d. Election of Officers	Caroline Crawford
e. Community Ministries Charge	Hannah Sachs

Closing Prayer and Benediction	Rev. Elissa Johnk
Adjournment	

*In Memoriam*

*May 1, 2020- January 15, 2021*

*Jean Bing*

*Janet Brown-Wolff*

*Joan Krech*

*Linda Lees*

*Betty Moser*

*Betty Taylor*



# Our Golden Members

2021

## 50 Years

Jeanette Byington

Donna Hawley

Bob Wolf

## 55 Years

David Jenkins

Susan Jenkins

Mary Ward

William Ward

## 60 Years

Heather Ashline

Win Whitney

## 70 Years

Charles Lord

## Membership Report for May 1, 2020 - December 31, 2020

**Active Membership** 307

### **Baptisms**

Taylor Sofia Newman  
Helen Worden

### **New Members**

Emma Barker - *Confirmation*  
Maggie Barlow - *Confirmation*  
Ethan Hobbs - *Confirmation*  
Galen Moore - *Confirmation*  
Helen Worden - *Confirmation*

### **Deaths**

Jean Bing  
Janet Brown-Wolff  
Joan Krech  
Linda Lees  
Betty Moser  
Betty Taylor

### **Weddings**

Anne Chagnon and Chad Young  
Emma Jane Gauding and Patrick Morrissey



Dear fellow members of First Congregational Church,

When I first opened the door to First Congregational Church in 1997, I didn't know what I would find. I was a woman in my mid-20s, newly married, and relatively new to Burlington. I was in search of a center to rediscover the faith that was swirling somewhere inside of me, asking gently but persistently to be brought into the light.

The church community I found surprised me with its energy and compassion and spirit. Like so many of others at First Church, I knew when I arrived that I had found a home.



Over the years, I have changed, just as our church home has changed, and Burlington, and our nation, and each of us as individuals. Together, we have grown in our faith while asking good questions, have had successes and failures, celebrated great joys and experienced painful losses. We have wondered what would come next, oftentimes with optimism and sometimes with concern—or fear.

Nevertheless, we have persisted.

Since I assumed the presidency of First Church last year, we have been challenged as a church and as a nation like never before. The COVID-19 pandemic has changed almost every aspect of how we experience our community and how we worship together. It has been an honor to be part of the leadership of the church as we faced these rapid, upsetting, and at times disorienting challenges, because the team at the helm during these difficult days is blessed with such faith, spirit, and wisdom that I almost always leave our meetings (on Zoom, of course) feeling inspired and renewed.

Nevertheless, we are persisting.

We are all so hungry to see each other again, not through screens but across the aisles in our sanctuary. We want to hear each other's voices not through our headsets but rising in song, or in prayer, or in laughter over coffee in the chapel or over conversation on the front lawn. We want to pass the peace, and take a program from the ushers, and feel the organ make the pews shake, to pray in person with each other, and experience in person the beauty of the people who together form our congregation.

Those days are coming. Not soon enough. Not fast enough. But they are coming. And in the meantime, we are blessed by the tireless efforts of our Lead Minister Elissa Johnk, our Director of Creative Ministries Hannah Sachs, and the incredible staff who have not only made our Sunday mornings possible, but who have kept First Church thriving.

In our annual report, I hope you will enjoy reading about our persistence, our joy, what we are discovering, and where we may go next on our journey together. I look forward to new discoveries with you.

Faithfully yours,  
Caroline Crawford  
Church President

### **Annual Meeting Official Warning**

Pursuant to Articles VII and X, Sections 2, 4, and 5, of the BY-LAWS OF THE FIRST CONGREGATIONAL CHURCH, UNITED CHURCH OF CHRIST, Burlington, Vermont:

**The Annual Meeting of the Congregation will be held following worship on Sunday February 7, 2021, at 11:30 a.m. for the purpose of:**

- electing all officers, boards and committees;
- voting to accept the budget for fiscal year January 1, 2021 through December 31, 2021, as presented by the Board of Trustees;
- voting on a limited by-law change, related to the date of the Annual Meeting
- any other business which may properly come before the members assembled.

*Dawn C. Plante, Clerk*

### **Minutes FIRST CONGREGATIONAL CHURCH Burlington, Vermont 214<sup>th</sup> Annual Meeting May 31, 2020**

The meeting was called to order at 11:30 a.m.

A quorum was declared by President Rob Backus.

61 people signed on. 6 present.

Reverend Elissa Johnk gave the invocation.

Reverend Johnk gave instructions regarding the technical logistics of the meeting, including voting and making motions.

3 people were on the telephone.

#### **Minutes of the previous annual meeting:**

Motion by Amy Mellencamp to approve minutes of the 2019 Annual Meeting...second Rob Backus.  
No discussion. Approved unanimously.

#### **Treasurer's Report:**

Bob Wolf gave the treasurer's report.

Swan song...thanked everyone for their support as he leaves the office of treasurer. He went through the accomplishments of the past five years.

Generous pledging for past year. The year finished with a \$14,000 surplus.

Increased Christmas and Easter giving. No major expenses. Payroll Protection program gave \$63,000.

Discussion?

Donna Lee-thanked Bob. Applause!

Dave Grace asked for an explanation of the Payroll Protection Plan, and wasn't this meant for small businesses?

We are specifically allowed to have access to these funds. Not just for businesses. Support our staff.

Payment back to pos shop? Fundraising to cover this. And, would like to fund raise for Elissa's office.

Surplus in budget not being used to repay Possibility Shop.



Presentation by Simon Jorgenson:

Ten top happenings!

Star Sunday

Peace Camp

Jeopardy

Children's faces

Share our candy!

Fancy clothes

Installation of Elissa Johnk

Youth participations

Learned to connect online! We are the church!

The response from the audience was enthusiastic!

Proposed budget:

Bob Wolf presented the budget, shortened because of the change in the fiscal year.  
(FY May through December 2020).

Bob is stepping down. Mike Knauer is taking on the task of Treasurer.

The usual fundraising opportunities are not happening. Cash position has improved.

A motion to approve the budget was made by Caroline Crawford, and seconded by Amy Mellencamp.

There was no discussion. The motion passed, with one abstention.

Parsonage Sale:

Amy Mellencamp presented, and gave a short history of the process, including reporting the proposed sale of the parsonage for \$1.9 million. The Ronald McDonald House (RMDH) has asked for an extension for fundraising, from 15 months to 24 months. Visioning for the use of the money will happen later.

A motion was made by Amy Mellencamp to approve the sale with friendly amendment...extend time for fund raising from 18 months to 24 months.

No discussion. The friendly amendment was seconded.

Discussion:

Payment to us by the RMDH is proposed at \$3500/month, to be used for legal fees, surveyor use, fees to city. This will run about \$10,000...first of payments from RMDC has been received.

Fees will accumulate. There are no plans at the moment for use of the remainder of the fees. The Board of Trustees is in charge.

One discussion point was that all money except for expenses go into I & T.

Amy: it will take 24 months to raise funds. No windfall for awhile. Time to think!

Get the deal done! Rigorous discussion on how to use funds.

Friendly amendment to the motion: we commit to moving proceeds of sale to I and T. Second? Charlie Church.

Discussion: Not enough information to talk about use of funds at this time.

Request to call the question on amendment.

Original motion: keep \$3500 separate so we can have this conversation.

Careful about using any funds in I and T. Restrictions!

Elissa...restated...3500/month reserved for expenses and all else goes into I and T at this time.

Proceed to vote:

Voting on amendment...

57 no, 9 yes.

Amendment failed.

Need second to the original motion: Linda Elrick seconded.

Motion:

*Approve the sale of the Parsonage of the First Congregational Church of Burlington, Vermont to the Ronald McDonald House Charities of Burlington, Vermont for the amount of \$1.9 million, with a closing to be set within 18 months or after \$1.4 million is raised, and restricting any future use of the parsonage building and land to charitable uses only. Upon congregational approval of the agreement, the church will receive \$3,500 per month until closing, credited against the purchase price, to cover costs related to the sale with other uses to be approved by the Board of Trustees.*

Additional discussion:

Will 24 months be enough? Difficult times. Amy feels yes!

And...not sell right now. Feels uncomfortable. Not our place to sell the parsonage.

What if RMDH can't raise the money? Amy: After they raise half, they will give us \$100,000. It's a win-win.

Will appreciate in value? Amy: That is for next generations to decide. What will the state of the church be in 20 years??

If sold? Green space will be maintained. May want to add a few more rooms...Pearl St. side. Sale? Amy: church would have to give permission.

Need to maintain our "mission".

Go to vote.

Vote on motion:

52 votes yes, 5 no, 1 abstention.

The motion passed.

Rob: Thanked parsonage study group.

Everyone should be involved in the process of our mission.

By law changes:

Need 2/3 majority.

Rob Backus gave a video explanation, and made the motion to approve bylaw changes.

I) Article XI – Fiscal Year. The Trustees are recommending changing the fiscal year to coincide with the calendar year. This change should be easier for congregants for financial planning and will flow

better with the liturgical year. This will allow our Stewardship drive to end before Lent. The proposed changes are shown below. Bold language is new language and crossed out language is being removed.

**The fiscal year beginning May 1, 2020 will end on December 31, 2020 and the books shall be closed. Beginning January 1, 2021,** The fiscal year shall be from May 1st to April 30th **January 1 to December 31** inclusive, and the books shall be closed so that all reports can be prepared and given at the Annual Meeting.

II) Article X Section 2 – The Annual Meeting. The recommended amendments to this section are needed due to the change in the fiscal year. The proposed changes are shown below. Bold language is new language and crossed out language is being removed.

**Section 2 - The Annual Meeting - starting in 2021 the annual meeting shall be held in the church building each year** after the service on a Sunday in May **on a Sunday in February after the 10 am worship service** of each year in the church building. **The Board of Trustees shall designate the Sunday.** Notice shall be given from the pulpit at the Sunday service preceding or in such manner as the Board of Trustees may direct. All officers, boards, committees and such organizations as designated by the Board of Trustees are to submit a report of the **previous** year's activities to the church secretary by April 1 of the year being reported **January 15**. Except where otherwise provided, all officers, boards and committees shall be elected at the Annual Meeting.

III) Article VIII Section 1 - Ministers subsections (c) and (d). Due to a past error these subsections are erroneously labeled. They should be subsections (b) and (c).

IV) Article VIII Section 2 – Officers. Add subsection (e). This subsection creates approximately 16 month terms for the officers for the first two terms after the changing of the fiscal year. Starting with the 2023 annual meeting the beginning and ending of terms of officers will coincide with the annual meeting, as they do now.

**Special Election Rules – To accommodate the change of fiscal year approved at the May 2020 annual meeting the terms and election of the officers of the church shall be changed as follows. At the May 2020 annual meeting each officer will be elected to a term expiring on September 30, 2021. At the February 2021 annual meeting each officer will be elected to a term commencing October 1, 2021 and expiring at the February 2023 annual meeting. No officers will be elected at the February 2022 annual meeting unless a position is vacant. Any officer elected at the February 2022 annual meeting will serve until the February 2023 annual meeting. Beginning with the February 2023 annual meeting officers will be elected at each annual meeting. Trustees and Deacons elected at the 2020 annual meeting shall serve until the 2023 annual meeting.**

V) Article VIII Section 3 – Boards subsection (a) The Board of Trustees. This subsection is amended by adding a new paragraph as the second paragraph. The purpose of this amendment is to improve the functioning of the board in the event of a resignation.

**In the event of a vacancy created by resignation or incapacity to serve the Board of Trustees may appoint a member of the church to serve until the next annual meeting at which that person may be elected to a full three-year term or to complete the vacant term.**

VI) Article VIII Section 3 – Boards subsection (b) The Board of Deacons. This subsection is amended by adding 2 new paragraphs as the second and third paragraphs. The purpose of this amendment is to improve the functioning of the board in the event of a resignation and to give the Board authority to add new members, if needed, subject to the approval of the Board of Trustees.

**In the event of a vacancy created by resignation or incapacity to serve as a member of the Board of Deacons that Board may appoint a member of the church to serve until the next annual meeting at which that person may be elected to a full three-year term or to complete the vacant term.**

**The Board of Deacons may, at any time, appoint additional members of the congregation as it deems necessary for fulfilling its functions. Such members shall be**

Eric Davis seconded the motion.

Change FY to calendar year. Annual meeting date must be changed from May until February, 2021.

Change terms of officers. Must match calendar year. Officers elected will serve for 16 months. Deacon/Trustees 3 year terms.

Rob displayed a power point explaining the changes.

Motion is to adopt changes as slides indicate.

Discussion:

Need increased meeting accessibility for all...yes!

What happened to nominating committee? Living with that loss. Rob agreed that this function is needed.

Reminder of the role of Deacons.

Bylaws will be reviewed by Rob before next annual meeting.

Friendly amendment..."after a service on a Sunday in February."

Vote:

Over 2/3 present voted "yes".

Motion passed.

Election of Officers:

Caroline Crawford proposed the church officers for the next year.

President: Caroline Crawford

President Elect: Paul Hobbs

Past President: Rob Backus

Treasurer: Mike Knauer

Clerk: Dawn Plante

Trustees at Large: Carol Hauke, Jeff Comstock, Kirsten Worden and Youth Trustee, Tess Barker

Deacons: Amy Mellencamp and Susan Ellwood

Motion to vote on the new slate? Rob moved. Amy seconded.

Discussion? None

Vote is unanimous. Motion passes.

Tony Hall's presentation on behalf of I and T:

Gift policy. Money must be spent as indicated by donor. Allow 5.5% pledge to the operating budget. Restricted and unrestricted. 74% of our funds are restricted...must be used as donor intends.

Challenges...support for unrestricted funds.

Must replenish unrestricted funds. Time to step up...to refresh.

Tony Hall asks that future gifts should be as flexible as possible.

Thank you from Rob...for the support during this year.

Pastoral Report:

Elissa says we are "Rockin" this meeting! Must continue our relationship with members in our uncertain times!

Look back...at what has happened...We are still vibrant! Charge: continue our relationship work...and relationship with the wider community. We have enormous responsibility.

Why us? How does God need us? Where does God need us?

Visioning process will happen. The next steps are extensive. We should all have our say. Dreaming work!

Task forces will be created. Why we exist first...

She feels spirit moving!

**Transition:**

Rob...turned over the gavel to Caroline Crawford.

Paul Hobbs...complimented Elissa and thanked everyone.

Caroline thanked all involved in this challenging process.

Closed with a prayer...gratitude and desire to do God's work.

Meeting adjourned at 2:30 p.m.

Linda Elrick, Clerk

## **Treasurer's Report as of December 2020 for Operating Budget**

It has been an honor to start my service as Treasurer the past several months during our shortened May-December fiscal year! I thank Heather Pipino, our bookkeeper, who not only does a great job year in and year out but was also very patient with all my questions as I came up to speed.

2020 was truly a unique year in the life of our church. After the church was closed to in-person services in March, many of us were apprehensive about how the financial health of the church would fare during the pandemic. At the annual meeting in late May, the congregation passed a proposed budget that contained a projected deficit of \$25,563. We felt strongly that the only way we would survive the pandemic and thrive afterwards was to maintain staff and programs.

In the end, we came through 2020 in good financial health. In fact, we finished the year with a healthy net income rather than a deficit! This was due to three main factors: 1) higher than budgeted pledge income, which is a real tribute to the congregation and its commitment to the church; 2) the \$63,342 PPP (Paycheck Protection Program) funds we received last spring; and 3) much lower than budgeted expenses in several areas such as programs and utilities. Our lower expenditures reflected the fact that our church building has been largely unoccupied since March and we could not spend as much programmatically since in-person meetings and events were not feasible or allowed due to health safety concerns. Overall income for the eight-month fiscal year was \$466,057 vs. \$381,583 budgeted. Overall expenses were \$356,488 vs. \$407,146 budgeted. This resulted in net income of \$109,570 vs. the budgeted deficit of \$25,563.

I want to thank every member of our church community for your generous and continued support of First Congregational Church! I also want to thank all staff, committees, and teams for your judicious use of resources during this time, which helped tremendously with our expenses savings.

The work of the church did continue in many ways, as reflected in some of our key expenditures in 2020:

- A significant audio-visual technology upgrade project, which was begun in December and will be completed in early 2021. Total cost will be a little over \$20K. This will allow us to livestream our services and potentially other events and meetings, both during the pandemic as well as when in-person services resume.
- Repaired and inspected the elevator

One other financial note for 2020 is that we began receiving money (non-refundable monthly payments towards the down payment) from Ronald McDonald House last summer after the purchase and sale agreement was approved. These funds are set aside in a separate account and are not counted in our Operating Budget income or cash balance.

Looking forward to 2021, we started our new, 12-month fiscal year on January 1st with an Operating Cash on Hand balance of \$147,416. This will enable us to get through 2021 with the proposed budget, which contains a planned deficit of \$25,803. The reasons for planning a deficit rather than strictly balancing the budget are to enable us to maintain strong ministry and mission programs throughout the pandemic and emerge from this trying time in as strong a staffing and programming position as possible rather than having to rebuild staff and programs if we cut back.

Key highlights of the proposed budget are:

- Maintains staff and programs
- Assumes a resumption of in-person services and meetings (and the corresponding spend rates for programs and utilities) at some point in 2021
- Supports key infrastructure projects: finishing the new audio-visual installation and repairing the sanctuary and education wing roofs
- One of the deficit drivers is a 21% (approx. \$6K) increase in property insurance, for which we have budgeted but will work hard to reduce.

Before I close, one key trend I want to highlight that accelerated during 2020 was the move towards more online giving. As you know, online giving has become more popular each of the last several years since it was introduced as an option on our church website. In the 2018-2019 and 2019-2020 fiscal years, online giving as a percent of total church revenue was 13% and 18%, respectively. In our eight-month fiscal year just concluded, online giving rose dramatically to 28% of total church revenue. Online giving increasing year-over-year was already an established trend; the acceleration this past fiscal year is probably due to the fact that we have not been able to meet in-person since March.

In closing, I want to thank the Budget Task Force for the great job they did through the fall pulling together the 2021 proposed budget!

I look forward to 2021 and, post-pandemic, seeing people back in church again!

Sincerely,

Michael D. Knauer, Treasurer

Treasurer's Report (5/1/2020-12/31, Dept		Dept Name	Total	Budget (8 month)
<b>REVENUE</b>				
<b>Tithes and Offerings</b>				
Pledged Offering	101	General Dept	\$295,630	\$260,000
Committed Gifts	101	General Dept	\$5,500	\$4,000
Donations-Unpledged	101	General Dept	\$8,107	\$7,200
Donations-Unpledged	105	Flower Dept	\$280	\$1,700
Donations-Unpledged	106	Memorial Garden	\$1,960	\$1,100
Donations-Unpledged	601	Music Dept	\$0	\$0
Plate Offerings	101	General Dept	\$0	\$3,800
Communion Offering	101	General Dept	\$0	\$0
Christmas Offering	101	General Dept	\$7,286	\$10,000
Christmas Offering	201	Mission Dept	\$930	\$600
Easter Offering	101	General Dept	\$75	\$0
Easter Offering	201	Mission Dept	\$0	\$0
Per Capitas	101	General Dept	\$839	\$650
Memorial Gifts	101	General Dept	\$2,025	\$100
<b>Subtotal Donations</b>			<b>\$322,632</b>	<b>\$289,150</b>
Fundraising & Events	101	General Dept	\$470	\$2,000
Fundraising & Events	103	Deacons Dept	\$0	\$2,600
Fundraising & Events	203	NiN Dept	\$530	\$900
Fundraising & Events	204	OGHS Dept	\$0	\$1,000
Fundraising & Events	207	Share Christmas	\$6,070	\$4,300
Fundraising & Events	501	WOTC Dept	\$0	\$1,500
Fundraisers (Non Tax Deductible)	108	Gift Card Dept	\$4,700	\$7,300
Fundraisers (Non Tax Deductible)	301	Faith Form Dept	\$3,621	\$7,500
Rental Income	102	B&G Dept	\$19,815	\$21,000
Funeral and Committal Fees	106	Memorial Garden	\$3,075	\$0
Wedding Fees	101	General Dept	\$90	\$0
Reimbursed Income	101	General Dept	\$5,900	\$1,000
Book-Supply Income	101	General Dept	\$0	\$200
Meal Income	104	F&H Dept	\$0	\$300
Parking Income	102	B&G Dept	\$0	\$500
Registration Fees	301	Faith Form Dept	\$80	\$900
<b>Subtotal Earned Income</b>			<b>\$44,351</b>	<b>\$51,000</b>
Transfer Income	101	General Dept (PPP)	\$63,342	\$0
Transfer Income	603	Special Music	\$0	\$8,100
Transfer Income	701	Poss Shop Gen	\$10,000	\$10,000
Transfer Income	901	I&T General	\$23,333	\$23,333
Capital Campaigns (Technology)	102	B&G Dept	\$2,400	\$0
<b>Subtotal Transfers</b>			<b>\$99,075</b>	<b>\$41,433</b>
<b>TOTAL REVENUE</b>			<b>\$466,057</b>	<b>\$381,583</b>
Ministry Salary	101	General Dept	\$60,191	\$64,967
Ministry Housing	101	General Dept	\$17,667	\$17,666
Ministry FICA	101	General Dept	\$4,029	\$4,027
Admin Salary	101	General Dept	\$35,244	\$27,492
Building Salary	102	B&G Dept	\$6,980	\$17,009
Music Salary	601	Music Dept	\$23,442	\$26,986
Faith Formation Salary	301	Faith Form Dept	\$13,716	\$19,720
Consultants	101	General Dept	\$15,850	\$22,440
Consultants	102	B&G Dept	\$7,840	\$12,826
<b>Subtotal Salaries &amp; Consultants</b>			<b>\$184,958</b>	<b>\$213,132</b>
Health Insurance	101	General Dept	\$11,084	\$10,026
Dental Insurance	101	General Dept	\$1,039	\$996
Vision Insurance	101	General Dept	\$100	\$0
403b ER Contribution	101	General Dept	\$8,295	\$11,568
Life-Disability Insurance	101	General Dept	\$1,339	\$1,239
<b>Subtotal Benefits</b>			<b>\$21,856</b>	<b>\$23,829</b>
FICA Employer	101	General Dept	\$8,262	\$9,172
Workers' Comp	101	General Dept	\$2,543	\$3,005
<b>Subtotal Taxes &amp; Insurance</b>			<b>\$10,805</b>	<b>\$12,177</b>
Sen Minister Prof Dev	101	General Dept	\$234	\$1,332
Non-Clergy Prof Dev	101	General Dept	\$5	\$1,000



Treasurer's Report (5/1/2020-12/31, Dept			Budget	
	Dept	Dept Name	Total	(8 month)
CMC Prof Dev	101	General Dept	\$69	\$667
<b>Subtotal Professional Development</b>			<b>\$308</b>	<b>\$2,999</b>
Ministry Expense	101	General Dept	\$102	\$0
Worship Expense	101	General Dept	\$1,614	\$750
Flower Expense	105	Flower Dept	\$240	\$1,700
Music Expense	601	Music Dept	\$1,610	\$8,100
Memorial Garden	106	Memorial Garden	\$1,287	\$500
Deacons Expense	103	Deacons Dept	\$336	\$3,450
Deacons Expense	112	Connections Dep	\$158	\$2,000
Stewardship Expense	111	Stewardship Dep	\$0	\$400
Per Capita Expense	101	General Dept	\$4,174	\$4,000
<b>Subtotal Ministry Expenses</b>			<b>\$9,519</b>	<b>\$20,900</b>
Electricity	102	B&G Dept	\$3,615	\$6,000
Repairs and Maintenance	102	B&G Dept	\$23,963	\$15,000
Natural Gas-Fuel	102	B&G Dept	\$4,185	\$5,000
Property Insurance	102	B&G Dept	\$23,719	\$22,359
Snow-Lawn Care	102	B&G Dept	\$1,800	\$2,000
Trash and Recycling	102	B&G Dept	\$480	\$2,200
Water & Sewer	102	B&G Dept	\$1,854	\$2,000
<b>Subtotal Buildings &amp; Grounds</b>			<b>\$59,617</b>	<b>\$54,559</b>
Postage	101	General Dept	\$1,377	\$2,000
Printing & Copy	101	General Dept	\$3,461	\$2,600
Supplies	101	General Dept	\$949	\$2,700
Supplies	102	B&G Dept	\$851	\$2,500
Supplies	104	F&H Dept	\$129	\$600
Supplies	301	Faith Form Dept	\$2,461	\$3,925
Supplies	304	High School	\$69	\$1,200
Technology	101	General Dept	\$3,915	\$4,000
Technology	102	B&G Dept	\$10,340	\$0
Telephone	101	General Dept	\$3,752	\$3,700
Advertisements	101	General Dept	\$81	\$2,200
Background Checks	101	General Dept	\$59	\$300
<b>Subtotal Administrative</b>			<b>\$27,444</b>	<b>\$25,725</b>
Meals-Food	104	F&H Dept	\$0	\$3,500
Meals-Food	301	Faith Form Dept	\$342	\$1,000
Meals-Food	303	Middle School	\$0	\$200
Meals-Food	304	High School	\$0	\$300
Travel-Mileage	101	General Dept	\$155	\$500
Travel-Mileage	303	Middle School	\$0	\$300
Travel-Mileage	304	High School	\$0	\$7,500
Books & Curriculum Expense	101	General Dept	\$110	\$500
UCC Delegates	101	General Dept	\$0	\$1,000
<b>Subtotal Programmatic</b>			<b>\$607</b>	<b>\$14,800</b>
Credit Card Fees	101	General Dept	\$2,349	\$1,300
Payroll Fees	101	General Dept	\$1,276	\$1,300
Equipment & Furniture	101	General Dept	\$7,546	\$1,000
Misc Expense	207	Share Christmas	\$3,905	\$4,300
Misc Expense	901	I&T General	\$500	\$500
Misc-Gift Card	108	Gift Card Dept	\$3,325	\$7,300
Transfer Expense	201	Mission Dept	\$930	\$4,025
Transfer Expense	202	OCWM	\$10,000	\$10,000
Transfer Expense	203	NiN Dept	\$530	\$900
Transfer Expense	204	OGHS Dept	\$0	\$1,000
Transfer Expense	210	JUMP	\$5,400	\$5,400
Special Project Expense	101	General Dept	\$3,500	\$3,400
Special Project Expense	102	B&G Dept	\$2,113	\$2,000
<b>Subtotal Other Expenses</b>			<b>\$41,373</b>	<b>\$39,025</b>
<b>TOTAL EXPENSES</b>			<b>\$356,488</b>	<b>\$407,146</b>
<b>Net Total</b>			<b>\$109,570</b>	<b>-\$25,563</b>
Retained Earnings: Operating Acct			\$37,846	
Cash on Hand: Operating			\$147,416	

# Balance Sheet as of December 31, 2020

First Congregational Church

## 2. Balance Sheet

As of: Dec 31st 2020 | Includes Open Transactions

### Assets

#### 1100-Current Assets

01-1110 General Operating Account-Key Bank	199,292.63
02-1120 Program Account-Key Bank	57,326.28
07-1140 Possibility Shop-Key Bank	68,751.32
08-1130 Pastoral Care-Key Bank	2,567.28
09-1150 Investment & Trusts Accounts	904,809.36
Total 1100-Current Assets	1,232,746.87

### Total Assets

**\$ 1,232,746.87**

### Liabilities & Net Assets

#### Liabilities

#### 2100-Current Liabilities

01-2110 Deferred Pledge Income Liability	45,651.56
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Total 2100-Current Liabilities	45,651.56
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#### 2200-Credit Cards

01-2200 Credit Cards-Key Bank	3,303.03
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08-2200 Credit Cards-Key Bank	185.39
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Total 2200-Credit Cards	3,488.42
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Total Liabilities	49,139.98
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#### Net Assets

01-3100 Unrestricted Net Assets	147,938.04
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01-3200 Restricted Net Assets	2,400.00
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02-3100 Unrestricted Net Assets	52,934.28
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02-3200 Restricted Net Assets	4,392.00
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07-3100 Unrestricted Net Assets	68,751.32
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08-3100 Unrestricted Net Assets	2,381.89
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09-3300 Unrestricted I&T Assets	193,413.63
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09-3400 Restricted I&T Assets	711,395.73
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Total Net Assets	1,183,606.89
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### Total Liabilities & Net Assets

**\$ 1,232,746.87**

## **Report from Lead Minister, the Rev. Elissa Johnk**

*To all the saints in Burlington, the faithful in Christ Jesus: Grace and peace to you. -Paul (paraphrased)*

I have spent a lot of time this year thinking about Paul's letters, and what they meant for his ministry. What would it be to plant a seed, and then only be able to tend it from afar? How did the new communities manage, without millennia of ritual to hold them? Without a shepherd they could see?



Over these past eight months, I have written more than my fair share of letters to you all. We've updated our weekly emails to two, sent home seasonal packets and letters, and held daily prayers and devotionals over Facebook. In the slang of the times, it has been an unprecedented level of "content". I will not demure, it has felt virtually Pauline.

Nor will I be timid in describing the amount of work your staff has put in this year. Worship – the preparation and leadership of which ordinarily takes almost half of my scheduled hours – has taken at least four times as long. Instead of researching, writing and leading worship, now the process entails researching, writing, filming, (often filming again when something goes wrong), editing, and participating on Sunday morning. This does not include the time spent calculating how best to translate the material to a digital space. How does one do a family Christmas Eve virtually? What does Homecoming Sunday look like if you can't come home? How do you baptize a baby you can't touch? How do you bury someone, if you can't accompany them with singing or hold the grieving? How do you join together two souls for the rest of their lives, without the community to solemnize the event?

None of this has ever been done before. And this is true for every member of the leadership team and every aspect of their work. David must practice and record and edit and upload – and that is not even mentioning the task of bringing together the choir for recording each anthem you see. Very few things have made this task easier than the wonderful addition of Hannah Sachs as DCM. Although worship was not even in her job description, it now takes a fair share of her time, in addition to all the wonderful things she's managed to accomplish – from Artful Faith, to the Art Task Force and revitalized Connections Team. I know we all noticed a dramatic improvement in style and content when she arrived!

This type of multiplication holds in all areas of our lives. Hilah's report fails to mention the labor-intensive efforts she has undertaken to keep our families connected – particularly with resources for kids who are simply zoomed-out. How do you bless backpacks you can't see? Neither Lucy, nor Caroline, has a report – but both have simply emptied themselves into this place. How do you spearhead communications, without the most important pieces? (Announcements and bulletins?) If you attended it this year, that means you heard about it – and that was thanks to Lucy! In addition to her regular work, she has also led weekly gatherings since the pandemic began – first a poetry gathering, and now the very popular Spirit Seekers. Along with Caroline, she helped organize a database update that allowed us to form "neighborhood" groups for deliveries and gatherings. And everything that has taken place online (which, of course, is everything) has happened thanks to Caroline, who make sure it happens – and that we all know how to access it. Anyone who has

submitted a video knows this is no small task. (Thank you, by the way – that has been essential to our continued spirit of community!)

In the midst of all of this, we have still managed to be the church together. We have held weekly Bible Study, and study groups on White Privilege and Racial Justice. We spent the fall thinking about the relationship between our faith and civic life. We began monthly vigils for racial justice and held weekly, Wednesday worship gatherings throughout the summer. In partnership with College Street UCC, we are working with Vermont Interfaith Action to begin to organize more effectively for racial justice.

Just as was done in 1918, when the building was closed, we found a way to make sure it was still serving the needs of our community. Beginning in the late fall, Burlington High School has been using our facilities to host several of their classes – scheduled to continue through the spring. Similarly, stemming from an idea had by last year's Confirmation class, we planted garden boxes on the lawn, which allowed staff to form relationships with the populations that frequent the front steps in order to help create a positive, family-friendly environment available for all. Key also to this was being able to hand out masks – made so beautifully by so many of you!

Indeed, perhaps most noticeable has been the remarkable generosity you have displayed. These are extraordinary times, and you have risen to the occasion. There has been a true generosity of spirit demonstrated toward staff and one another; you have made countless phone calls to one another, to maintain community, and rallied to support one another with meals and (distanced) companionship during times of need. Indeed, pay close attention to the Outreach report. As you might imagine, the ministries of JUMP became indispensable for many in Burlington, and our financial support made sure those resources were still available. Between Share Christmas funds, and gifts made to the Pastoral Discretionary Fund, we were able to make gifts to cover rent for several of our families hit hardest by the pandemic.

Reading this report, you might get the sense that things have continued as normal here at First Church. If you find yourself feeling this way, I would urge you to read with an eye to the miraculous. We are a church, (whose demographics trend older) whose entire operating manual since the time of Paul has revolved around the importance of the physical body and gathering together in person. To have made the switch to operating in a digital space, and to be emerging into 2021 in such a strong position, that is only through the work of the Spirit, present in the almost inconceivable amount of love and effort that has been poured in over this year.

Of course, we are all tired of this. I know many (particularly our youngest and oldest) are struggling with the digital transition, and feeling less connected than before. We will be entering 2021 with challenges, to be sure. How do we do this last part well? How will we reconnect? What will church look like post-pandemic? What do we keep from what we have learned about who we are and what we value? But even within those questions there is the seed of faithful expectation. Indeed, I am hopeful that this will be the only Annual Report in First Church history that is written about an entirely-digital year. Like Paul, I long to see you, that I might be filled with joy. But also, like Paul, I trust that God is using this time to do something new in this place we hold dear. I do not have to take this on faith, because I can see it – in every one of you.

In gratitude, and faith,

A handwritten signature in cursive script, appearing to read "Elisa".

## **Report from the Director of Creative Ministries**

Dear friends,

When I accepted the position of Director of Creative of Creative Ministries, I never imagined that I would spend my first 6 months serving this community mostly online. Nevertheless, it occurs to me that God has called me here for such a time as this! In the midst of a global pandemic, creative approaches to ministry are more essential than ever. It has been a joy to collaborate with this vibrant community of faith and see God work through our imaginative efforts in the midst of these challenging times.

I have seen new life springing forth through so many people here--but especially our children and youth! One of my greatest joys since joining the First Church staff has been the opportunity to launch and lead The Haven, our new ministry for middle and high school students! Through our weekly gatherings and special events like our YES Service Week, Fall Retreat, Multi-Church Game Night, Movie Discussions, and our Youth Advent Service, I have seen an authentic community begin to form. I also loved collaborating with Hilah and our families of younger children on our special "Pandemic Pageant," resulting in 25 special Advent videos that brought hope and Christmas cheer to our entire community.

While I very much look forward to spending more time with congregants in person, I have loved the opportunity to connect with the First Church community through numerous virtual groups and special events. While leading 2 iterations of the White Privilege discussion group, hosting 15 unique Artful Faith gatherings, and facilitating a number of midday devotionals, I've seen how this community is pressing into deeper relationships with God and more just relationships with others. It has also been a joy to get to know this congregation by collaborating with a number of church teams on creative projects. From helping the Connections Team distribute Advent bags and assisting Buildings and Grounds in the selection a new AV system, to working with our new Art Task Force on a set of recommendations for our space and creating the Christmas Eve prayer stations with our Worship Team--I have been astounded by the dedication and innovation of all our servant leaders!

Of course, much of my work here at First Church has been centered around our weekly worship services. Our virtual format has allowed us to try out new, creative forms of worship and share our services beyond our geographic boundaries! Each week I have enjoyed collaborating with staff and congregants as we endeavour to share the gospel in ways that are beautiful, relevant, and accessible to all. By writing and recording various parts of the liturgy, creating graphics, editing videos, and preaching sermons, I have come to know firsthand how exciting and expansive worship can be, even in this season.

As we step into this new year and look forward to the time when it is safe to gather again, I pray that we will take heart as we recall God's faithfulness and our community's creative resilience throughout these difficult months. God is making a way in the wilderness! May the Holy Spirit grant us each the courage to continue walking this new path together.

With love,

Hannah Sachs

## **Report from the President and Chair of the Board of Trustees**

The mission of the First Congregational Church board of trustees is to manage church resources and operations effectively. The Board includes the church officers as well as five members who serve as trustees at large. We meet monthly throughout the church year, and our meetings are open to any members who would like to attend.

In the time since I assumed the position of Chair of the Board of Trustees this past May, we have been unable to meet in person due to the pandemic and our church safety protocols. However, the work of the church goes on!

Unlike the past several years, and despite the ongoing profound challenge of COVID-19, this has been a relatively stable time in the life of the church and the work of the trustees. Rather than managing the hire of a new senior minister, the reorganization of the church governing structure, or the sale of the parsonage, our work has been more routine (although still important and productive).

### **Highlights of the work of the Board of Trustees since May 2020 include:**

**Supporting Our Vision** The sale of the parsonage offers the potential for First Church to dream new dreams and accomplish new goals. However, the first steps toward those new goals must be a clear understanding not only of who we are today but who we want and need to be in the future. Trustees supported the creation of the Visioning Task Force and the interim funding of a consultant to guide that work. We also supported the arrival of our new Director of Creative Ministries, Hannah Sachs, whose presence has been such a joy and a blessing!

**Supporting Our Presence in Downtown Burlington** Our physical location is one of our great gifts and also presents challenges. The trustees supported the work of our dedicated staff in compassionately managing the presence of regular visitors to the porch and lawn, many of whom experience homelessness, as well as physical and mental health challenges. We also supported the Buildings and Grounds team in installing new security cameras and alarms to ensure the safety of our building, a new section of fencing, and raised beds on our front lawn that members helped plant and maintain over the summer.

**Supporting Our Neighbors** As agreed upon by the trustees, First Church has been able to provide space to displaced Burlington High School students and teachers for in-person learning while the current school is unavailable.

**Supporting Fiscal Health** The Board of Trustees supports the work of the Stewardship Committee, which has done a remarkable job in helping us meet our pledge goal for the new fiscal year, which for the first time runs January to January. In approving the change to align the calendar year and the fiscal year, the Trustees hope that annual support will be simpler for members to manage. The Board is pleased with the current fiscal health of the church and expects that this year's budget will allow us to continue our important work even in the difficult times we are currently living through.

**Supporting "Church Where You Are"** Ten months of online worship has been necessary—and has taken a lot of work! Trustees have supported the purchase of updated audio-visual equipment to dramatically improve the quality of our online worship events. These upgrades will allow us to continue to provide high-quality streaming live broadcasts of worship and other events even after in-person worship resumes. We also

supported the hire of a technology intern, whose skills have eased the weekly production burden for Hannah Sachs and Rev. Johnk.

Finally, I want to express the Board's gratitude to the **Possibility Shop** for the generous gift of \$17,000 that fully funded the construction of Rev. Johnk's new office. This new office was desperately needed and has allowed important, safe access to Rev. Johnk for all of our members.

Respectfully submitted,

Caroline E. Crawford

President, First Congregational Church

## First Congregational Church Proposed Budget

<b>2021 BUDGET</b>	<b>Total</b>
Pledged Offering & Committed Gifts	\$405,000
Donations-Unpledged	\$7,000
Plate Offerings	\$1,500
Communion Offering	\$200
Christmas Offering & Xmas Mission	\$10,400
Easter Offering & Easter Mission	\$4,200
Per Capitas	\$846
Memorial Gifts	\$500
<b>Subtotal Donations</b>	<b>\$429,646</b>
Fundraisers	\$19,300
Rental Income	\$23,940
Funeral / Wedding Fees	\$2,000
Reimbursed Income	\$7,860
Registration Fees	\$200
<b>Subtotal Earned Income</b>	<b>\$53,300</b>
Transfer Income - Special Music	\$7,300
Transfer Income - Poss Shop	\$25,000
Transfer Income - I&T	\$30,000
<b>Subtotal Transfers</b>	<b>\$62,300</b>
<b>TOTAL INCOME</b>	<b>\$545,246</b>
Staff Salaries	\$275,620
Consultants	\$42,600
Benefits	\$39,663
Taxes	\$17,188
Professional Development	\$3,500
<b>Subtotal Staff &amp; Consultants</b>	<b>\$378,570</b>
Ministry Expense	\$750
Worship Expense	\$650
Flower Expense	\$1,000
Music Expense	\$7,300
Plaques & Memorial Garden	\$2,000
Deacons Expense	\$1,010
Connections Expense	\$2,010
Stewardship Expense	\$300
Per Capita Expense	\$4,230
<b>Subtotal Ministry Expenses</b>	<b>\$19,250</b>
Electricity	\$7,525
Repairs and Maintenance	\$20,000
Natural Gas-Fuel	\$11,994
Property Insurance	\$35,393
Snow-Lawn	\$4,200



<b>2021 BUDGET</b>	<b>Total</b>
Trash and Recycling	\$1,464
Water	\$3,000
<b>Subtotal Building &amp; Grounds</b>	<b>\$83,576</b>
Postage	\$2,445
Printing & Copy	\$3,500
Supplies	\$2,325
Supplies	\$3,000
Technology	\$6,660
Telephone	\$7,200
Advertisements	\$500
Background Check	\$100
<b>Subtotal Administration</b>	<b>\$25,730</b>
Meals-Food	\$1,900
Travel-Mileage	\$5,500
Program Expenses - Faith Formation	\$3,325
UCC Delegates	\$1,000
<b>Subtotal Programmatic</b>	<b>\$11,725</b>
Credit Card & Payroll Fees	\$4,498
Equipment & Furniture	\$5,000
Misc Expense & Gift Cards	\$6,200
Transfer Expense-Mission	\$26,500
Special Projects	\$10,000
<b>Subtotal Fees and Transfers</b>	<b>\$52,198</b>
<b>TOTAL EXPENSES</b>	<b>\$571,049</b>
<b>NET INCOME (LOSS)</b>	<b>-\$25,803</b>

## **Personnel Team Report 2020**

This past year our Personnel Team met on the second Wednesday of each month to follow our simple mission statement: "Supporting the Human Resources function of the church." Our small but mighty team accomplished many of the goals we established for 2020:

- We developed an on-boarding policy (training/learning process) to help staff simplify and standardize processes for new hires. On-boarding also benefits new employees by helping them adjust to the social and performance aspects of their new jobs quickly and smoothly.
- We developed and implemented appropriate background check policies for Faith Formation and Laity volunteers to ensure safe practices at the church.
- We encouraged and facilitated training opportunities for staff to develop job skills through courses, seminars, and webinars so employees have needed skills for an ever-changing workplace.
- We provided staff support through maintaining current job descriptions and assisted with job opening postings-interviewing-and hiring processes.

- We supported equipment purchases so employees have modern tools necessary to do their work.
- We supported employee reviews, encouraging an important dialogue between staff and Trustees.
- Lastly, we provide recommendations to Trustees updating personnel policies as needed.

We look forward to 2021 and new ways we can serve FCCB and its staff. And are always looking for new volunteers!

*Peace, Bob Wolf, Bob McKearin, Carl Herzog, Betsy Shuey, Mike Knauer and Rev. Elissa Johnk*

## **Pastor Parish Relations Report 2020**

Due to the pandemic of 2020, Pastor-Parish Relations Committee (PPRC) met only once, using Zoom, in this short fiscal year. It will meet again in early February. Rev. Johnk requested that we forgo meeting regularly due to her increased workload during the Coronavirus pandemic. She was made aware that we were available for help or counsel whenever needed. Members encouraged her to seek more assistance from PPRC, Trustees, Deacons, and others to lighten her load and to take time for rest and care for herself, especially before Hannah Sachs joined the staff.

While PPRC is not the body within the church to evaluate our minister, we are charged to listen to the positive or negative views or questions of the congregation and honestly and accurately represent those views to the minister. It is important to recognize both the time, effort and quality of Rev. Johnk's work for us during this very different and challenging year. From the necessary persistence with technology to keeping the "Covid Congregation" engaged, to her pastoral care, Bible Study and excellent standard of preaching, we have had a faith-filled chapter at our church. We believe that a positive recognition statement is appropriate.

To review, the Pastor-Parish Relations Committee is a standing committee of the church that seeks to support and maintain an open and healthy relationship between the clergy and members of the congregation. Direct communication with clergy is always desirable. However, committee members may serve as a channel for feedback, whether positive or negative. The committee serves in two primary ways: As support and as a sounding board for the clergy and as a vehicle to communicate the support and concerns of the congregation to the minister. We hope that by inviting your thoughts and concerns, we might prevent misunderstanding between congregants and clergy. Our goal is to facilitate communication in hopes of reaching understanding and/or resolution. The PPRC exists in the spirit of the Great Commandment so that we may together, love God and love one another.

*Susan Saunders, Chair, Michael Knauer, Dawn Plante, Michael Samara*

## **Building and Grounds Team Report 2020**

2020 was an unusual year for our Building and Grounds. COVID-19 forced the closure of our public spaces starting in March. Thanks to the efforts of several people, we were able to keep the building clean and sanitized for essential functions such as AA meetings until the state advised against all gathering. Despite the shutdown, we were still able to achieve a number of exciting projects including the installation of a fence and gate along the Buell St. side of the property to deal with unsafe gathering, cleaning of graffiti from the back of the church and helping to organize its replacement with a beautiful mural by the Youth Group, and a project to build and maintain raised garden beds on our front lawn, as well as new flexible-use signs in the parking lot – no more cones! With the building closed, we were also able to refinish the floor in the dining room and repaint the floor in the Possibility Shop. As always, there were a few unexpected maintenance items that came up including a boiler repair during our annual inspection, elevator repairs and updated safety certification, repairs and upgrades to our security system.

Looking forward into 2021, we will see the installation of our new AV equipment, including new cameras and projectors, along with a host of electronics that will bring our worship technology into the 21<sup>st</sup> century, including the ability to livestream our worship, even after we return to in-person services. Note that while this technology is new to us, it has been thoughtfully planned to minimize interference with our traditional worship services – think of it more of an enhancement to what is already wonderful, rather than a change to a new type of worship. We will also make some much-needed, but interim, repairs to our membrane roofs over the Sanctuary and Education Wing that should get us through to the time when we are ready to invest in their replacement.

The B&G Team appreciates all of your support, especially those of you who are able to participate in the many volunteer-based projects that we continue to take on throughout the years! Faithfully yours,

*The B&G Team: Dave Grace, Doug Viehmann, Scott Newman, Mary Hyde (Poss Shop Representative), Mike Knauer (Treasurer), Derik Breen, Hannah Sachs, Bobbi Holzel (retired from group in 2020), Bob Wolf (Treasurer - retired from group in 2020)*

## **Sale of Parsonage to the Ronald McDonald House**

After eighteen months of study, congregation presentations and negotiations by the Parsonage Study Group, the First Church congregation approved the sale of the church's parsonage to the Ronald McDonald House Charities of Burlington, Vermont for the amount of \$1.9 million, with a closing to be set within 24 months or after \$1.4 million is raised. The agreement restricts any future use of the parsonage building and land to charitable uses only. The church will receive \$3,500 per month until closing, credited against the purchase price, to cover costs related to the sale with other uses to be approved by the Board of Trustees. The agreement was formally signed with the Ronald McDonald House on July 31, 2020.

The Parsonage Study Group thanks the congregation for their input during this process as well as the opportunity to serve the church. We hope the parsonage sale provides an important legacy of stewardship and mission for the future.

*The Parsonage Study Group: Bruce Hewitt, Bobbi Holzel, Elissa Johnk, Amy Mellencamp (Chair), Elise Polli, Kay Ryder, Doug Viehmann, Al Weldon*

## **Stewardship Campaign Report 2020**

Janice Claypoole, Eric Davis, Bruce Hewitt, Steve Hyde, Thea Knight, Pam Meaker, Dawn Plante and Stan Schmidt were members of this past year's campaign team. Rev. Johnk met with us via ZOOM, giving valued input. Together we chose the theme of ***"Building Bridges to our Church's Future."*** In the weeks leading up to Dedication Sunday we created an 8-page pamphlet with descriptive articles about *"Worship, Faith Formation, Outreach, Connections, our church building and Planned Giving."* Eric formatted the pamphlet and then, due to time constraints, Caroline Catlin, our office manager, finalized and printed the pamphlet. This was mailed with a printed pledge form to all members and a few "friends." We also recruited three members of the congregation to give testimony during Sunday worships about why they pledge to First Church, and wrote several articles for publication in the weekly E-Newsletter. Added to our efforts were some video presentations which were produced by Hannah Sachs and Spencer Hobbs, our new Video Editor, and shown during Sunday worships. Two weeks after Dedication Sunday we started making follow up phone calls and/or emails to members who had pledged last year, but had not done so for FY 2021. As each pledge was received a thank you letter was sent.

Our stewardship campaign goal was \$390,000. Due to the financial ramifications of the ongoing Coronavirus Pandemic for many, this seemed to be an ambitious goal; but the generosity of the membership of First Church proved us wrong. One week into FY 2021 our goal has been surpassed by nearly \$10,000.

I express sincere appreciation to each team member and to the others mentioned above for giving of their time and talents to accomplish our campaign success. I also offer my sincere gratitude to the faith community of First Church for supporting the work that is done to continuously show all of us that we are God's beloved children.

*Dawn Plante, chair*

## **Visioning Team Report 2020**

In early 2020 the Trustees started talking about the need to plan the use of the anticipated funds from the sale of the parsonage. These discussions led to the realization that we, as a congregation, need to engage in a deeper visioning process to help us define how we live our lives as Christians in the Burlington of today. Out of these discussions emerged the Visioning Team. This past summer the Trustees asked Jennifer Jorgenson, Mandy Grace, Kipene Tabu, Charlie Smith, Tony Hall, and Rob Backus, to be the team members working with Pastor Elissa. Elissa announced this team's organization to the Congregation in August.

In November we were formally given our charge before the Congregation. Pastor Elissa told us we had "been entrusted with the responsibility of leading this church in a communal conversation and assessment of congregational priorities and translating the results of those conversations into a set of actionable goals and Strategic Plan for First Church over the next decade." We agreed to take on this responsibility and to faithfully fulfill our commitment to our Congregation and the body of Christ.

We first met in October and since then have met regularly. Our early discussions allowed us to realize that we need the help of an experienced professional who works with churches. There are not a lot of people who do this work. We solicited proposals from two professionals and settled upon the Reverend Dr. Claire Bamberg.

Dr. Bamberg came highly recommended. We have found her to be intelligent, congenial, and to possess an understanding of our needs. She is highly trained for this work and has deep, longstanding professional connections to Vermont.

In 1978 Rev. Bamberg received her undergraduate degree in Religion from Connecticut College. In 1982 she earned her Master of Divinity degree from Harvard University. She then moved to Vermont to become the pastor of the United Church of Bethel. She remained there for six years. She moved to Indiana where she earned a doctorate in Pastoral Care and Counseling at the Christian Theological Seminary in Indianapolis. She founded Mt Gilead Counseling Center in Bloomington, Indiana and ran it for 12 years. In 2002 she returned to Bethel to work with that congregation for a second time. She had obviously created, and maintained, meaningful relationships with members of that church. She is also a licensed mental health professional and a certified mediator. She brings a unique set of skills and training to her work. Along with this education Dr. Bamberg brings 35 years of relevant experience to her work with us. This includes work with churches, ministers, lay leadership, and the private sector. In 2020 Dr. Bamberg made a permanent move back to Vermont. For more information you should check out her Linked-In page. The amount, and variety, of work she has done is stunning. All of it will help her help us. She is a critical part of what we hope to accomplish.

We are still in the early stages of our call but have already had deep discussions about the nature of our task and the goals we need to accomplish on the way to fulfilling our charge. We are beginning to develop concrete goals and actions. Our charge from the Trustees requires us to complete our work in 18 months and to keep the Congregation informed on our progress, the work we have done and our unfolding goals and processes. The success of this deeper visioning process will ultimately rest upon the work that we, as a Congregation, do together. The active involvement of the members, and friends, of our Congregation will be the critical element leading to an outcome that supports our lives together and in the world.

*Rob Backus*

## **Deacons Report 2020**

May through December of this past year was a time of challenges, changes, and opportunities for the Board of Deacons as we sought to fulfill our mission of "nurturing the spiritual life of the church" in the midst of a pandemic and widespread social distancing. The ban on in-person gatherings loomed especially large in all our minds and forced the deacons to rethink many of our normal duties. Our monthly meetings, where we gather with the pastor to discuss the spiritual life of the church and the activities of the many teams and committees we work with, moved to an entirely online format, and featured brand new topics. These included but were not limited to addressing COVID-19 health and safety concerns, the opportunities and difficulties that come with streaming our weekly worship services, and ways for the congregation to stay connected even as the need to remain physically apart persists.

The pandemic and its impacts on our present were by necessity one of the Board's major focuses last year, but we also addressed issues pertaining to the past and future. Over the summer as we were all reminded of the ongoing struggle for racial justice, the Board approved the purchase of a Black Lives Matter flag for display and gave our full support to the silent vigils and white privilege discussion groups hosted by the church. We also evaluated our systems for collecting feedback and launched a new reflection group to better analyze the

worship experiences FCC currently provides. We aim to assess the church's strengths, weaknesses, and needs going forward and identify opportunities for growth and spiritual development.

In conclusion, as we move into a new year and a new decade together, the deacons are eager to serve and continue the work of recognizing the past, building in the present, and planning for the future.

*Respectfully, Donal Dugan and Eric Davis, Co-Chairs of the Board of Deacons*

## **Worship Team Report 2020**

Due to the continuing pandemic, the Worship Team has met monthly in virtual space via zoom. Sanctuary worship services have been pre-recorded and premiered on YouTube each Sunday morning, followed by Fellowship on zoom. It cannot be said enough: We are so fortunate and grateful that Elissa has been willing and more than able to pull together high quality and meaningful digitally streamed worship every week during the continuing shut down! We also have been blessed to welcome new staff member Hannah Sachs, Dir. of Creative Ministries, who has brought new dimensions to worship, and provides support in so many ways. With Hannah's guidance the Worship Team wrote, prepared, and led worship on July 26.

During the pandemic emergency the Worship Team has lined up lay readers, and provided some graphic and other worship support to staff as needed. It was evident early on that media-streamed worship reaches well beyond our walls and local community, and it is anticipated that when the pandemic is past, our in-person worship will likely continue to include use of media and be streamed. This is an exciting time full of possibilities in the life of First Church!

Over the summer we brainstormed a number of ideas for small outdoor church gatherings that mostly fell victim to evolving pandemic-era mandates. A series of "Holy Hike" afternoon walks were offered into fall that included short meditations and provided welcome opportunities to gather safely in small groups and enjoy the natural beauty of Vermont before onset of cold weather and retreat back into a stay-at-home lifestyle while we await vaccine availability.

Advent and Christmas planning began in September. We partnered with Deacons and Connections to pack and distribute Advent activity bags to most of our active membership. An increase in Covid-19 infections after Thanksgiving forced changes to initial planning. A planned outdoor Pageant was replaced by wonderful videos produced by youth and posted online every night throughout Advent. The Worship Team hosted an outdoor Christmas Eve Pilgrimage opportunity between streamed worship services. It included a candlelit walking meditation, an invitation to explore the meaning and spirituality of an icon painting, a drawing or writing activity focusing on the gift each would bring to the baby Jesus and followed by visiting the manger to leave the gift, and finally receiving Christ's light by lighting a candle. Members of Worship Team also installed temporary lighting on four portico columns for the Advent season. One column was illuminated each week with blue or pink light mimicking lighting the candles of an Advent Wreath. All four were changed to white on Christmas and remained illuminated through Epiphany. As in the past, the Worship Team installed Christmas decorations in the Sanctuary and outside the church.

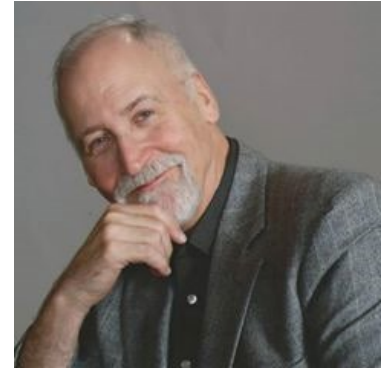
With all of you, the Worship Team eagerly awaits the end of the pandemic emergency, and a return to times when we can once again safely gather together in Christ's name, in person as well as online, to worship the loving, creating, and surprising God!

*Worship Team: Members – Cyndy Hall & Ann Vivian; Deacon Liaison – Danielle Rochford*

*Staff – Rev. Elissa Johnk & Hannah Sachs; (Special thanks to Wendy Whaples Scully, stepping down from Worship Team & Gail Compton, stepping down from Deacon Liaison role.)*

## **Music Report 2020**

“For everything there is a season, and a time for every purpose under heaven: a time to be born, and a time to die; a time to plant, and a time to pluck up that which is planted; a time to kill, and a time to heal; a time to break down, and a time to build up; a time to weep, and a time to laugh; a time to mourn, and a time to dance; a time to cast away stones, and a time to gather stones together; a time to embrace, and a time to refrain from embracing; a time to seek, and a time to lose; a time to keep, and a time to cast away; a time to rend, and a time to sew; a time to keep silence, and a time to speak; a time to love, and a time to hate; a time for war, and a time for peace.” Eccl. 3:1-8



Since I last wrote on behalf of the music ministry here at First Church, we have held on to each other through the warm embrace of community during the challenges of the summer and fall of the year C.E. 2020.

At the core of our experience is connection and praising what can be done through Christian community. We continue to comfort and support the needy, and extol the virtues of disciplined and harmonious community. The emotional connection we seek in our church family has never been more poignant than in the worship services over the past 8 months. Seen from that perspective, our music program has been an active and essential part of our faith experience.

Thanks to so many members who have supplied this path to emotional expression through their music. We have enjoyed music and the joy and connection it implies from across the range of our members. Members of the choirs and family bands, piano and bell soloists, and guest musicians have worked to shine a light on our experience and raise our spirits through music. I would like to thank all my colleagues on the musical staff, Laura Elder-Connors, Jennie Coleman, and Ana Ruesink, have all kept their communities nourished and connected.

Thanks to each and every singer or instrumentalist who has moved me over the past few months as I have been home in my pajamas watching worship on the internet. Thanks for Zoom, and all it implies, that has made a kind of community possible. Sunday morning worship, youth choir meetings and Thursday evening Sanctuary Choir rehearsals would not be possible without the gift of technology.

We have experienced a “season”, implied in Ecclesiastes, and a “purpose” like no other. Our faith informs our minds and sustains our souls. These words tell us of one of life’s promises – that everything we experience has purpose. Without challenge there is no victory. All of that is, for the moment, unrevealed and something God alone can see. Faith is the rock from which we search the horizons of God’s world. Though there are times when the horizon is hard to discern, if we look to the joys of community, we will receive the grace of harmony. In working for harmony in our world, we approach the throne of God. Let us make that the goal of this music program at our dear First Church.

*David Neiweem, Director of Music*

## **Austin Handbell Choir 2020**

Greetings and Happy New Year to all! We have all heard this many times over...we are so looking forward to seeing everyone in person once again. God bless everyone who has been staying inside, trying to stay healthy, busy, and apart all at the same time. Trying to do all of that and keeping a spiritual heart has been complicated to say the least.

Our musical year was cut so short. Only twice were we able to play in church before our creative online services took over. Thanks to a few recorded duets and wonderful solo routines were our handbells still able to be shared. I would like to personally thank Judy and Karl Doerner for bringing the "Atherton bells" home and practicing throughout the season and sharing that beautiful music with all of us. Karl made a bell tree for Judy to use and learn new ringing techniques. A bell tree is designed to have bells hang or suspend vertically and then they are rung or stuck with a mallet to create their sound. We are looking forward to having her share those newly found skills.

During our past restricted season, Karan Dewar brought our "Skittle" bells to the Pine's. Our children's bells allowed the residents of the Pine's to learn a new instrument as well as have an opportunity to get together with one another while remaining socially distant. Karan used our sing along books to teach her "Pine Nuts" (they choose their own name!), how to play bells. By Christmas, instead of caroling, they did three mini ring along concerts throughout the halls of the residence. They have had such a great time; their group bought the next book of sing/ring along music.

With the new year beginning, we are looking forward to getting back together as choir. We are building new storage cabinets for our bells and equipment. We even miss baking for all of you on Thanksgiving and Mother's Day. Once we have the okay to enter back into the sanctuary, we will be there with bells on!!

Love you all and thank you for the continued support.

*Jennie Coleman, Director, Austin Handbell Choir*

## **Faith Formation Report 2020**



The Faith Formation Team has had many changes this year.

The Faith Formation team's mission is: To encourage spiritual growth and curiosity, to foster Christian community and connection, to nurture faith, hope and love for all ...so all will feel supported on their journey towards One beautiful and joyful creation.

This year's Faith Formation Goal was to develop cohesive programming between the different age groups within Faith Formation. We also developed an overarching goal for each age group, listed below:

- Nursery (0-2 yrs): To see to their physical needs, and to ensure that they know God's love through God's family.
- Preschoolers (3-5 yrs): To engage their imagination and sense of wonder at God's creation.



- Elementary (K-5th grade): To engage their interests, to encourage their trust in God's character and to experience God's family.
- Middle School (6th-8th grade): To affirm their personal journey, to own their own faith and to value a faith community.
- High School Children (9th-12th grade): To mobilize their passion, to keep pursuing authentic faith and to discover a personal mission both in the community and in the world.

Below is a list of the highlights from each area of Faith Formation during the 2020 year.

### **Nursery/Preschool**

Due to Covid19 our nursery and preschool rooms were closed.

### **Elementary School Age Children**

1. We began the year continuing with the Illustrated Ministries curriculum exploring the themes of The Beatitudes, Advent/ Waiting, and The Lord's Prayer online via Zoom.
2. We participated in the 2020 Christmas Pandemic Pageant 25 Day advent Calendar on YouTube.

### **Middle School Youth**

1. The Haven was created by Hannah Sachs our Creative Ministries Director for our middle and high school youth.
2. The Haven had a game night with College Street Congregational church youth and their leader Jason joined in preparing game with Hannah.
3. The middle schoolers performed the Pandemic Christmas Pageant which premiered each night at 6pm on YouTube, December 1st- 25th.
4. The Haven met weekly for service and fun. Here are a few highlights: helping to cook a meal for Dismiss House, wreath decorating, completing the mural, Bible study, a car wash, and putting together toiletries bags.

### **High School Youth**

1. The Haven was created by Hannah Sachs our Creative Ministries Director for our middle and high school youth.
2. In August 2020 our youth participated in a 5 day YES (youth experience in service) program led by Hannah Sachs and Rev. Elissa Johnk
3. In December, the high school students, with the guidance of our Creative Ministries Director Hannah Sachs created a beautiful and meditative Advent service.

*Faithfully submitted by the Faith Formation Team, Jennifer Jorgenson, and Faith Formation Director, Hilah Clarke*

## **Connections Team Report 2020**

Who are we and what does our Connections Team do? After being dormant since FCCB's reorganization several years ago, the Connections Team began to take shape this past summer following Hannah's arrival. In a broad sense, Connections falls under Deacon's oversight with our mission of: "Seeking to connect visitors, congregants and the greater Burlington community with the people and work of First Church." Sounds simple enough...but how do we accomplish this?

Realizing Connections can offer a lot of important work for the church, we organized into three working subgroups: 1) Connecting Community led by Linda Elrick; 2) Connecting (New) Visitors led by Patty Thomas and Caroline Edmunds and 3) Connecting Congregants led by Baki Nelson and Bob Wolf. Each subgroup has developed a simple mission statement, goals, recruitment of volunteers, calendaring and has an abundance of ideas!

We are happy to report we have achieved some early successes in 2020! Connections assisted with the coordination and delivery of Advent Bags in November (thank you Volunteers!), collaborated to have Sunday Services shown at local retirement communities (Wake Robin, Shelburne Bay, etc.), supported small group gatherings (All People's breakfasts, book groups), developed a New Visitor Pathway to track and monitor new visitor interest in FCCB, collaborated the development of an outside "Prayer Box" with needed materials and processes and developed a Connection Team Volunteer Resource list for future needs.

If you are interested in fostering connections and helping our church grow, we welcome new team members who would like to participate in our monthly meeting and ongoing projects. We also welcome volunteers who would like to be involved on an as-needed basis for specific projects...so please think about it!

*Peace, Linda Elrick, Bob Wolf, Baki Nelson, Patty Thomas, Caroline Edmunds, and Hannah Sachs*

## **Women's Fellowship (WOTC) Report 2020**

The year 2020 was one unlike any other in my lifetime. However, there were single strands of grace and glory that shown through even though we never expected them. Granted our greetings were different, but they were still there. Signs, hand gestures, pictures, hearts, rainbows...all there to put a smile on our face. For me, seeing a fully colored rainbow is still the best. Knowing there is a beautiful light at the end of this tunnel, much like the sunshine and dry land after 40 days of rain! As the song says..."So rise and shine and give God your glory, glory, Children of the Lord."

Women's Fellowship was a bit on the limited side this season. However, we were able to work in a few good deeds. We were able to purchase flowers for a few events during the season, and Women's Fellowship gave the staff gifts of poinsettias during the Christmas season to say THANK YOU for all their hard work during this past year.

Unfortunately, we were unable to do either of our annual fund raisers. We were looking forward to expanding our All Church Yard Sale. This event has become a great summer activity and every year has been getting bigger with more and more individuals wanting to be a part of it. Let us pray for clear skies and a healthy summer to allow us to bring this event back. Our Chicken and Biscuit dinner and harvest bazaar was the other event we missed. Somehow the fall season just was not the same without all that extra hustle and bustle. We

as a congregation have learned so many new tricks and clever ideas for packaging foods, good and services, that we will not miss another one. Can we all say ... Take Out!

I look forward to spring and new opportunities to continue our work within the church and our greater community. May the sunshine through and all those small strands weave together and lift us to a brighter new year.

*Jennie Coleman*

## **Partners in Pastoral Care Report 2020**

The pastoral care team, known as Partners in Pastoral Care (PIPC), was formed in 2012. Members include, Rev. Elissa Johnk, Lead Minister, and committed church members Barbara Carter, Janice Claypoole, Janice Clements, Carlanne Herzog, Tony Hall, Judy Gray, Lucy Samara, Michael Samara and associate member, Susan Saunders. Under the oversight of the Board of Deacons, each member has signed a confidentiality pledge and all communications among members of PIPC are kept confidential. We are committed to the values of caring, compassion, concern, competence, collaboration, and creativity. PIPC meets bi-monthly and serves as a clearing house for identified care or concern needs within our congregation. Continuous confidential communication is shared among the team members between formal meetings. PIPC is enhanced by a network of other member volunteers, known as Friends at First, who provide meals, phone calls, rides to church worship and events, participate in our church prayer tree and make home visits. Rev. Johnk and trained hospital chaplain Michael Samara, along with trained Stephen Minister, Tony Hall, visit (when COVID-19 restrictions allow) those in hospitals or in care facilities on request from individuals or family members. Both Michael Samara and Carlanne Herzog have Masters degrees in counseling, and Judy Gray has a Masters degree in nursing. Carlanne Herzog, Barbara Carter and Janice Claypoole are also trained Stephen Ministers. In addition to calls and visits, we reach out in support to members in bereavement by sending a series of 4 booklets about the grief journey accompanied by a personalized note. PIPC maintains the now online prayer request cards, the weekly streaming and printed list of Celebrations and Prayers as well as a list of those who offer prayers in a prayer tree. An up-to-date list of community resources is maintained and PIPC can link those requiring some assistance with the appropriate agency.

In the unprecedented and ongoing challenges presented to our community by the novel Corona virus (COVID-19), PIPC, Deacons and other volunteers have continued to reach out and call or otherwise contact every known member of the church since March of 2020. This began on a weekly basis throughout the time of the State of Vermont's orders to Stay Home and Stay Safe. Old friendships were renewed, needs identified and met. Those who were contacted as well as those who made the contacts were gratified by the opportunities for a new kind of community. Subsequent calling has been less frequent, but no less appreciated...benefiting both the caller and the recipient.

PIPC continues efforts to expand opportunities for those who would like to provide rides, when permitted, meals, prayers, phone calls and other identified needs, working within the constraints imposed by the State of Vermont's current COVID-19 Executive Orders. Our goal is to link people who wish to help with others who have an expressed need. Each year we invite members of the congregation to stay in touch with (snowbird) members who live elsewhere in the winter.

**How can you help?** Let us know if you or someone you know would benefit. Join the list of people willing to:

- volunteer to participate in calling our church family until we can meet again in person
- provide an occasional meal
- donate money to a fund to provide ingredients for others who are able to make meals
- make a phone call to a housebound member
- send notes or cards
- make a home visit (when COVID-19 restrictions permit)
- add your name to the prayer tree
- provide a ride for someone wanting to get to a church event, once we can gather again



*Prepared by PIPC Team Leader, Janice Clements*

## **Outreach Team Report 2020**

During 2020 the Outreach Team continued to assess outreach efforts for relevance, member interest, and member support. As the Covid-19 pandemic spread and lockdown restrictions changed church activities, we focused on maintaining member support of existing outreach work. In addition, during this year our awareness and support of racial justice work increased, and the Outreach Team adopted this issue area for church involvement. And while church operations “went virtual”, we continued to meet each month to plan and do business.

Our **GOALS** continue to be:

- Respond to significant local needs such as poverty, homelessness, hunger, and refugee assistance;
- Promote awareness and support of local national, and international ministries of the United Church of Christ;
- Provide the congregation with opportunities to share their time, talents, and resources;
- Coordinate special offerings;
- Advise the Trustees on the Church’s budget;

### **BUDGET**

Member pledges, through the operating budget, fund two core Outreach efforts: the *Our Church’s Wider Mission Fund* of the VT Conference UCC, and the Joint Urban Ministry Project (JUMP). In 2020, we contributed \$10,000 to the UCC OCWM Fund. The UCC allocates 70% of this fund to support and resource VT congregations and 30% to national UCC efforts. Support from the 2020 operating budget for JUMP was \$5400 in addition to office space, access to parking, and volunteer participation. This year however, Covid-19 restrictions caused JUMP to reorganize to provide services online and by mail, temporarily pausing in-person services.

Beyond the two core efforts, the operating budget provides some support for staff travel, supplies, and security related to Outreach activities. In addition, many members support Outreach work directly with donations of time, talent, and funds outside of the church budget.

## PROGRAMS

The Outreach Team traditionally promotes four special offerings:

- The Easter Offering (March) was set up differently this year due to Covid-19 restrictions. The Outreach Team selected a recipient to receive a *tithe* (10%) of contributions. We donated \$727 to Vermont's *Justice for All (JFA)* organization.
- One Great Hour of Sharing (June) to support UCC Disaster, Refugee and Sustainable Development Ministries – not conducted due to virtual operations.
- Neighbors in Need special offering (October) to support UCC ministries of justice and compassion - \$530 in 2020
- Christmas Mission Offering to support a designated local service agency. In 2020 we donated \$930 to Vermont Interfaith Action.

Other activities during 2020 were limited because the pandemic restricted face-to-face meetings or group gatherings. The Possibility Shop suspended operations to promote Covid safety, but nevertheless donated \$12,000 in vouchers to JUMP.

In April, to support Covid-19 lockdown and social distancing processes in VT, the Outreach Team organized a mask-making effort. Numerous church members contributed materials and sewing talent to produce over 150 masks for senior residences, church members, visitors, and several mission partners. What was planned as a short-term effort became continuous as pandemic restrictions become long-term.

In June we initiated a monthly Silent Vigil for Racial Justice. These 30-minute events enabled members to stand quietly with signs on the church front lawn, observing social distance, and offering a visible witness of support for racial justice. We also collect food donations. This effort was planned with other local churches doing similar work.

In November and December, we welcomed two new Team members: Bobbi Holzel and Charlotte Safran.

We coordinated FCCB's Share Christmas tradition of providing gifts through local service agencies and to families in need. Because Covid-19 conditions have created hardship for many, we created an application process for families. This enabled church staff to talk with applicants, learn about needs, and create a supportive connection. Share Christmas raised over \$6000 from over 46 donors in 2020. We provided gifts or supplies to Dismas House, King Street Family Center, COTS, and Small Potatoes. We also helped 11 families with rent, utilities, and/or gifts. Church members continue to generously support this beloved tradition.

Also, in December, we promoted the Christmas Mission Offering designated for Vermont Interfaith Action. We collected \$980 in donations.

The Outreach Team continues to encourage members to be involved with a number of long-standing local partners, including:

**Possibility Shop** - volunteer-run thrift shop located in the church

**JUMP** – interfaith outreach program to address various needs of low-income Vermonters and located in the church – [www.jumpvt.org](http://www.jumpvt.org)

**Pro Bono Legal Clinics** – free and confidential legal advice from First Church member attorneys.

**Small Potatoes** – weekly interfaith breakfast and bag lunch program for low-income

**Dismas House** – prepare and share monthly dinner for recently-released inmates

**Meals on Wheels** – volunteers deliver prepared meals to shut-ins and others

**Vermont Ibutwa Initiative** – administrative and volunteer support, and periodic use of space for this program for education, health care access, and livelihood opportunities in the Democratic Republic of Congo

The Outreach Team offers our deep thanks for the continued support of the congregation to enable us all to be the “hands of the church” in the community.

*Respectfully, Louise Brewster, Betsy Freeman, Bobbi Holzel, Charlotte Safran, and Reid Willis*



*A mural painted on the Orchard Terrace side of First Congregational Church by our high school youth.*

## **Investments & Trusts 2020**

The I&T portfolio benefited from a strong stock market in 2020 as both the DOW and S&P 500 reached record levels. At the close of the year the Dow reached 31052 and the S&P 500 3756.

The I&T portfolio outperformed its benchmark return of 12.92%, to obtain a return of 18.86% for the calendar year. Within the portfolio, Vanguard International Growth, returned 55.55%. This holding represents 15% our funds.

Members of the I&T Team focused on three issues this year:

1. The I&T Gift Funds Policy
2. The I&T Asset Allocation Strategy
3. Sustainable ESG Investing

### **The Gift Funds Statement and Policy and Statement of Investment Policy**

A review of this policy underscored the need to clarify some key items.

1. This policy is written to reflect the way I&T is managing its pledge to support the church operating budget. Many donors have indicated that only “income/interest” shall be spent.
2. The Policy shall be amended to define “income/interest” as including interest, dividends, and capital gains not to exceed the spending % limit in place (i.e., 5.5%).

3. The policy affirms that I&T invests solely in mutual funds. Gifts of individual stocks are sold and invested in mutual funds.
4. Finally, the I&T Policy encourages future gifts to Unrestricted Not Endowed funds. The following language shall be inserted into each future donor gift agreement “should a time come when the purpose of this gift no longer meets the mission and the objectives of the Church, the donor gives the Church permission to use these resources in a manner consistent with its objectives.”

The Church would prefer these kinds of gifts because they would give First Church unrestricted access to both interest and principal as it conducts its ministries.

### **Asset Allocation Strategy Study**

#### **Background**

Concerns over long term divergences from our long-term target asset allocations prompted a study by Stan Schmidt. He examined the impact of changing the asset allocation strategy of the endowment fund (I&T Portfolio).

His report attempts to quantify the potential impact of changing the asset allocation strategy of the endowment fund, to bring it in line with the distribution charges of Income Only vs. Interest and Principal. The Interest and Principal accounts were segregated from the Interest Only accounts. The process revealed that the reported income from the portfolio is overstated relative to the way most think of Income, as being equal to Income and Dividends. The reason for this is that when mutual funds make distributions to shareholders, they categorize them either as Dividend distributions, Short Term Capital Gains distributions or Long-term Capital Gains. The portfolio accounting program treats it all as dividend income, even though a portion is capital gains. The result is that the equity and balanced funds, by dint of being more exposed to the likelihood of ST and LT Gains, have a dividend payout which is much higher than the dividend yields of the underlying portfolio. To adjust for this, LT Capital Gain distributions were removed from the Income (interest) bucket and added to the Gains bucket for each category.

The study next compared the results from a hypothetical portfolio based upon having invested all the Income Only account funds in fixed income and balanced funds and all the I&T funds in Domestic and International equity funds without the impact of withdrawals and contributions. The net result is that not only would the net return to the church have been cut in half, but the income allocated to the Income Only accounts would have been more than 50% less than what was realized by the actual portfolio.

The I&T Team has operated with a dynamic rather than a static investment orientation. That means that it has examined current conditions, made assumptions about risk and return probabilities and made allocation decisions based upon both the short term and long term needs of the church. This has resulted in divergences from the Long-Term target Allocation. Sometimes conditions warrant underweighting or overweighting an asset class.

Should the I&T Team be required to increase its exposure to fixed income investments, the long-term effects on portfolio returns would be negative.

#### **Repercussions of Current Practice**

We are drawing at 5.5%, as our policy allows. The result is that we are depleting our unrestricted funds. To continue to support our Church ministries, we need more unrestricted funds. Our goal is to raise awareness of

the depletion and its impact on unrestricted not endowed funds and to call for a campaign to replenish those funds.

A robust Planned Giving program needs to be in place to encourage gifting to replenish the unrestricted non endowed funds within the portfolio. The Team encourages gifts to the unrestricted not endowed category.

The Church would prefer these kinds of gifts because they would give First Church unrestricted access to both interest and principal as it conducts its ministries.

### **Action Taken**

I&T made a PowerPoint presentation to the November 17, 2020 Trustee's meeting, outlining the need for gift funds to replenish overspending of unrestricted not endowed funds.

### **Socially Responsible Investing**

#### **Background**

Sustainable investing is an investment discipline that considers environmental, social, and corporate governance criteria (ESG) to generate long-term competitive financial returns and positive societal impact. It can be applied across all asset classes.

There is a growing need and support for investments which address environmental, social and governance injustices.

The cultural fault lines of inequality, oppression, and power, exposed by the corona virus, invite us to explore their implications in our own investment strategies with more vigor.

While the I&T Portfolio has good sustainability scores, we can do better.

There is a misconception that the performance of Socially Responsible funds is inferior to those of the general investment community. Responsible Investing Index returns have been comparable to broad market indexes. Studies show that responsible investing has delivered competitive performance. i

### **HOW WILL WE APPROACH ESG INVESTMENT SELECTION?**

I&T will use several screening methods to select mutual funds with an ESG focus. These screens include:

- Positive/best-in-class screening: Investment in mutual funds selected for positive ESG performance relative to industry peers.
- Negative/exclusionary screening: The exclusion from a portfolio of investments that score poorly based on specific ESG criteria.
- ESG integration: The systematic and explicit inclusion of ESG factors into financial analysis.
- Sustainability themed investing: The selection of assets specifically related to sustainability in single or multi-themed funds.

### **HOW WILL WE APPROACH AND MANAGE ESG INVESTING?**

**Focus:** Improve the environmental, social, and governance scores of our investments by focusing on ESG criteria.

**Invest:** Transition up to 10% of portfolio value to more focused ESG holdings during the first year (up to \$80,000 in 2021).



**Monitor:** Monitor performance and risk in meeting ESG goals. Success = Achieve portfolio performance and risk that is comparable to that of our current investment strategies. Modify the pace of our transition based on our knowledge and experience.

**Adjust:** Adjust accordingly, based on attainment of targeted goals.

**Review:** Examine how the investments meet their environmental, social, and governance goals.

**Report:** Meet annually with the trustees to report our progress. Continually evaluate and adjust our ESG criteria and goals.

To summarize:

To the best of our abilities, I&T will invest in funds that operate for the well-being of society and the planet by following positive ESG goals. I&T will establish goals, criteria, and monitoring for results.

At its November 17, 2020 meeting the Trustees passed the following motion:

“Move that the Trustees endorse the consideration of environmental, social, and corporate governance (ESG) criteria in I&T investment analysis and portfolio construction.”

The I&T Team is excited about the future of First Church and the portfolio’s role in supporting its ministries.

I&T welcomes Gloria Flinn as a new member to the Team. Mike Knauer replaced Bob Wolf as Treasurer and is therefore a participant in our deliberations.

*Respectfully submitted,*

*Tony Hall CLU, ChFC*

i Nuveen TIAA Investments: “Responsible Investing: Delivering Competitive Performance”, 2018

## **First Congregational Church Staff**

### **Minister**

Rev. Elissa Johnk  
*Lead Minister*

### **Administrative/Operations Staff**

Heather Pipino  
*Finance Consultant*

Caroline Catlin  
*Office Manager*

Derik and Carole Breen  
*Facilities & Janitorial*

Spencer Hobbs  
*Video Editor*

### **Music Staff**

David Neiweem  
*Director of Music*

Ana Ruesink  
*Youth Choir Director*

Laura Elder-Connors  
*Children's Choir Director*

Jennifer Coleman  
*Director of Austin Chimers Bell Choir*

### **Program Staff**

Hannah Sachs  
*Director of Creative Ministries*

Lucy Samara  
*Communications Coordinator*

Hilah Clarke  
*Faith Formation Director*

### **Security Staff**

Becky Johnston

Davis Rock-Jones

Elizabeth Crawford

**FIRST CONGREGATIONAL CHURCH  
PERFORMANCE ANALYSIS**

INDEX			Oct 1, 2020 - December 31, 2020	Jan 1, 2020 - December 31, 2020	Jan 1, 2018 - December 31, 2020
Standard & Poors			12.15%	18.40%	14.18% per year
FCC Domestic Equity Mutual Funds			11.40%	20.70%	13.59% per year
Balanced Index (50% S&P/50% AGG)			6.10%	12.42%	8.74% per year
FCC Balanced Funds			9.05%	3.77%	4.44% per year
iShares Core US Agregate Bond Index AGG) Bonds			0.11%	5.18%	2.78% per year
FCC Fixed Income Mutual Funds & Bonds			1.71%	7.83%	5.24% per year
EAFE			15.75%	5.43%	1.55% per year
FCC International Equity Mutual Funds			22.23%	59.55%	21.31% per year
Benchmark Return			9.70%	12.92%	9.32% per year
Total Portfolio Return IRR			10.77%	18.87%	11.23% per year

**PORTFOLIO ALLOCATION SUMMARY AS OF December 31, 2020**

	MARKET VALUE	12/31/20 ALLOCATION	CURRENT TARGET ALLOCATION	LONG TERM TARGET ALLOCATION	COMMENTS
Domestic Equity Mutual Funds & Stocks	\$477,670.06	53.55%	50.00%	60.00%	
International Equity Mutual Funds & Stocks	\$129,632.90	14.53%	15.00%	15.00%	
Total Equity Funds & Stocks	\$607,302.96	68.08%	65.00%	75.00%	
FCC Balanced Funds	\$154,617.78	17.33%	10.00%		
Fixed Income Mutual Funds	\$91,079.46	10.21%	10.00%	10.00%	
Corporate & Government Bonds	\$0.00		5.00%	10.00%	
Total Fixed Income Funds & Bonds	\$91,079.46	10.21%	15.00%	20.00%	
Cash & Equivalent	\$39,045.43	4.38%	10.00%	5.00%	
Total Portfolio	\$892,045.63	100.00%	100.00%	100.00%	

PERFORMANCE REPORT  
Discounted Cash Flow Method Net of Fees  
*First Congregational Church of Burlington*  
*From 09-30-20 to 12-31-20*

Portfolio Value on 09-30-20	834,637.49
Contributions	0.00
Withdrawals	-30,000.00
Realized Gains	474.31
Unrealized Gains	54,955.51
Interest	24.36
Dividends	31,953.97
Portfolio Value on 12-31-20	892,045.64
 Total Fees	 0.00
Total Gain after Fees	87,408.15
<b>IRR for 0.25 Years</b>	<b>10.77%</b>

**PERFORMANCE BY SECURITY INCLUDING ACCRUED INTEREST**  
**First Congregational Church of Burlington**  
**Discounted Cash Flow Method**  
*From 09-30-20 To 12-31-20*

Security	09-30-20 Market Value	Realized Gains	Unrealized Gains	Interest Dividends	IRR +Fees	12-31-20 Market Value	Pct. of Assets
<b>MUTUAL FUNDS</b>							
<b>MUTUAL FUNDS - FIXED INCOME</b>							
Dodge & Cox Income Fund	58,655.45	0.00	-34.90	1,492.40	2.48	60,112.95	6.74
Federated Short-Intermediate Government Tr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fidelity Government Income Fund	6,481.13	0.00	-133.89	94.97	-0.60	6,442.21	0.72
Vanguard Short Term Federal Investor Shs	24,411.88	0.00	-22.19	134.61	0.46	24,524.30	2.75
	89,548.46	0.00	-190.98	1,721.98	1.71	91,079.46	10.21
<b>MUTUAL FUNDS - BALANCED</b>							
American Cap Inc Builder A	65,609.44	51.12	5,119.08	657.66	9.46	66,437.30	7.45
American Inc FD of America A	86,002.66	69.82	6,156.17	951.83	8.75	88,180.48	9.89
Dodge & Cox Balanced Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	151,612.10	120.94	11,275.24	1,609.49	9.05	154,617.78	17.33
<b>MUTUAL FUNDS - DOMESTIC EQUITY</b>							
Fidelity Contrafund	230,342.33	353.36	1,494.50	15,739.02	8.20	227,929.21	25.55
Vanguard 500 Index Admiral	1,539.04	0.00	180.00	6.88	12.14	1,725.92	0.19
Vanguard Index 500 Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vanguard Windsor II	105,455.72	0.00	11,079.39	7,779.30	17.88	124,314.41	13.94
Washington Mutual Invs Fd Inc	111,035.78	0.00	10,436.76	2,227.98	11.41	123,700.52	13.87
	448,372.86	353.36	23,190.65	25,753.18	11.40	477,670.06	53.55
<b>MUTUAL FUNDS - INTERNATIONAL EQUITY</b>							
Vanguard Windsor International Growth	106,059.62	0.00	20,680.59	2,892.69	22.23	129,632.90	14.53
	106,059.62	0.00	20,680.59	2,892.69	22.23	129,632.90	14.53
<b>MUTUAL FUNDS Total</b>	<b>795,593.05</b>	<b>474.31</b>	<b>54,955.51</b>	<b>31,977.34</b>	<b>11.33</b>	<b>853,000.21</b>	<b>95.62</b>
<b>CASH AND EQUIVALENTS</b>							
		<b>[Fees]</b>					
Fidelity Cash Reserves	29,488.35	0.00		0.74	0.00	29,489.09	3.31
Fidelity Government Money Market	9,544.50	0.00		0.25	0.00	9,544.75	1.07
Vanguard Federal Money Market Fund	11.59	0.00		0.00	0.00	11.59	0.00
	39,044.44	0.00		0.99	0.00	39,045.43	4.38
<b>TOTAL PORTFOLIO</b>	<b>834,637.49</b>	<b>474.31</b>	<b>54,955.51</b>	<b>31,978.33</b>	<b>10.77</b>	<b>892,045.64</b>	<b>100.00</b>

PERFORMANCE REPORT  
NET OF FEES  
*First Congregational Church of Burlington*  
*From 12-31-19 to 12-31-20*

Portfolio Value on 12-31-19	783,992.65
Contributions	0.00
Withdrawals	-37,700.00
Realized Gains	3,224.78
Unrealized Gains	101,757.73
Interest	235.74
Dividends	40,534.74
Portfolio Value on 12-31-20	892,045.64
Average Capital	771,739.37
Total Fees	0.00
Total Gain after Fees	145,752.99
<b>IRR for 1.00 Years</b>	<b>18.89%</b>

**PERFORMANCE BY SECURITY INCLUDING ACCRUED INTEREST**

***First Congregational Church of Burlington***

**Discounted Cash Flow Method**

*From 12-31-19 To 12-31-20*

<u>Security</u>	<u>12-31-19 Market Value</u>	<u>Realized Gains</u>	<u>Unrealized Gains</u>	<u>Interest Dividends</u>	<u>IRR +Fees</u>	<u>12-31-20 Market Value</u>	<u>Pct. of Assets</u>
<b>MUTUAL FUNDS</b>							
<b>MUTUAL FUNDS - FIXED INCOME</b>							
Dodge & Cox Income Fund	54,921.92	0.00	2,476.16	2,714.87	9.45	60,112.95	6.74
Federated Short-Intermediate Government Tr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fidelity Government Income Fund	6,032.35	0.00	258.12	151.75	6.79	6,442.21	0.72
Vanguard Short Term Federal Investor Shs	23,512.31	0.00	615.41	396.59	4.30	24,524.30	2.75
	<u>84,466.57</u>	<u>0.00</u>	<u>3,349.68</u>	<u>3,263.21</u>	<u>7.83</u>	<u>91,079.46</u>	<u>10.21</u>
<b>MUTUAL FUNDS - BALANCED</b>							
American Cap Inc Builder A	69,580.51	-392.58	-72.47	2,321.85	2.71	66,437.30	7.45
American Inc FD of America A	89,121.54	-234.23	1,426.65	2,866.52	4.61	88,180.48	9.89
Dodge & Cox Balanced Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<u>158,702.05</u>	<u>-626.81</u>	<u>1,354.17</u>	<u>5,188.37</u>	<u>3.77</u>	<u>154,617.78</u>	<u>17.33</u>
<b>MUTUAL FUNDS - DOMESTIC EQUITY</b>							
Fidelity Contrafund	188,061.33	3,851.59	38,946.71	17,069.58	32.46	227,929.21	25.55
Vanguard 500 Index Admiral	1,458.20	0.00	241.55	26.17	18.36	1,725.92	0.19
Vanguard Index 500 Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vanguard Windsor II	108,616.95	0.00	7,191.77	8,505.70	14.45	124,314.41	13.94
Washington Mutual Invs Fd Inc	114,816.38	0.00	5,181.50	3,702.64	7.74	123,700.52	13.87
	<u>412,952.86</u>	<u>3,851.59</u>	<u>51,561.51</u>	<u>29,304.09</u>	<u>20.70</u>	<u>477,670.06</u>	<u>53.55</u>
<b>MUTUAL FUNDS - INTERNATIONAL EQUITY</b>							
Vanguard Windsor International Growth	81,247.85	0.00	45,492.36	2,892.69	59.55	129,632.90	14.53
	<u>81,247.85</u>	<u>0.00</u>	<u>45,492.36</u>	<u>2,892.69</u>	<u>59.55</u>	<u>129,632.90</u>	<u>14.53</u>
<b>MUTUAL FUNDS Total</b>	<u>737,369.34</u>	<u>3,224.78</u>	<u>101,757.73</u>	<u>40,648.36</u>	<u>19.90</u>	<u>853,000.21</u>	<u>95.62</u>
<b>CASH AND EQUIVALENTS</b>							
		<b>[Fees]</b>					
Fidelity Cash Reserves	29,408.34	0.00		80.75	0.27	29,489.09	3.31
Fidelity Government Money Market	17,203.43	0.00		41.32	0.38	9,544.75	1.07
Vanguard Federal Money Market Fund	11.54	0.00		0.05	0.43	11.59	0.00
	<u>46,623.31</u>	<u>0.00</u>		<u>122.12</u>	<u>0.30</u>	<u>39,045.43</u>	<u>4.38</u>
<b>TOTAL PORTFOLIO</b>	<b>783,992.65</b>	<b>3,224.78</b>	<b>101,757.73</b>	<b>40,770.48</b>	<b>18.87</b>	<b>892,045.64</b>	<b>100.00</b>

**PERFORMANCE REPORT**  
**Discounted Cash Flow Method Net of Fees**  
***First Congregational Church of Burlington***  
*From 12-31-17 to 12-31-20*

Portfolio Value on 12-31-17	795,056.16
Contributions	2,150.00
Withdrawals	-169,148.00
Realized Gains	6,428.04
Unrealized Gains	131,416.56
Interest	3,453.34
Dividends	122,602.62
Portfolio Fees	-95.00
Portfolio Value on 12-31-20	892,045.64
Total Fees	-95.00
Total Gain after Fees	263,805.56
<b>IRR for 3.00 Years</b>	<b>37.60%</b>
Annualized IRR	11.23%



# PERFORMANCE BY SECURITY INCLUDING ACCRUED INTEREST

## *First Congregational Church of Burlington*

### Discounted Cash Flow Method

From 12-31-17 To 12-31-20

Security	12-31-17 Market Value	Realized Gains	Unrealized Gains	Interest Dividends	Ann. IRR +Fees	12-31-20 Market Value	Pct. of Assets
<b>MUTUAL FUNDS</b>							
<b>MUTUAL FUNDS - FIXED INCOME</b>							
Dodge & Cox Income Fund	50,204.60	0.00	3,564.80	6,343.55	6.19	60,112.95	6.74
Federated Short-Intermediate Government Tr	0.00	0.00	-37.18	37.18	0.00	0.00	0.00
Fidelity Government Income Fund	5,634.58	0.00	412.49	395.15	4.57	6,442.21	0.72
Vanguard Short Term Federal Investor Shs	22,305.66	0.00	857.58	1,361.06	3.21	24,524.30	2.75
	78,144.84	0.00	4,797.68	8,136.94	5.24	91,079.46	10.21
<b>MUTUAL FUNDS - BALANCED</b>							
American Cap Inc Builder A	77,290.90	-979.59	462.66	7,718.57	3.44	66,437.30	7.45
American Inc FD of America A	103,210.10	-685.46	1,042.23	13,352.14	5.24	88,180.48	9.89
Dodge & Cox Balanced Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	180,501.00	-1,665.05	1,504.89	21,070.71	4.44	154,617.78	17.33
<b>MUTUAL FUNDS - DOMESTIC EQUITY</b>							
Fidelity Contrafund	193,306.77	7,460.06	57,760.70	40,701.68	17.85	227,929.21	25.55
Vanguard 500 Index Admiral	0.00	0.00	332.47	39.45	18.40	1,725.92	0.19
Vanguard Index 500 Fund	1,162.77	-91.57	66.55	34.33	4.75	0.00	0.00
Vanguard Windsor II	0.00	318.48	12,609.12	18,539.43	17.69	124,314.41	13.94
Vanguard Windsor II Fund Admiral Shares	99,156.72	0.00	-8,150.09	9,440.75	1.06	0.00	0.00
Washington Mutual Invs Fd Inc	114,804.46	181.28	10,966.36	19,726.71	9.20	123,700.52	13.87
	408,430.72	7,868.25	73,585.12	88,482.35	13.59	477,670.06	53.55
<b>MUTUAL FUNDS - INTERNATIONAL EQUITY</b>							
Vanguard Windsor International Growth	0.00	172.54	55,598.72	3,858.41	40.68	129,632.90	14.53
Vanguard International Growth Fund Admiral	80,561.22	52.30	-4,069.86	3,459.56	-0.58	0.00	0.00
	80,561.22	224.84	51,528.87	7,317.97	21.31	129,632.90	14.53
<b>MUTUAL FUNDS Total</b>	<b>747,637.79</b>	<b>6,428.04</b>	<b>131,416.56</b>	<b>125,007.97</b>	<b>11.69</b>	<b>853,000.21</b>	<b>95.62</b>
<b>CASH AND EQUIVALENTS</b>							
		[Fees]					
Cash	-174.89	-95.00		16.10	-0.76	0.00	0.00
Fidelity Cash Reserves	7,549.82	0.00		639.27	1.05	29,489.09	3.31
Fidelity Government Money Market	0.00	0.00		118.64	0.74	9,544.75	1.07
MSLIF Treasury Portfolio Institutional	0.00	0.00		84.14	2.16	0.00	0.00
Vanguard Federal Money Market Fund	40,043.44	0.00		189.84	1.68	11.59	0.00
	47,418.37	-95.00		1,047.99	0.93	39,045.43	4.38
<b>TOTAL PORTFOLIO</b>	<b>795,056.16</b>	<b>6,333.04</b>	<b>131,416.56</b>	<b>126,055.96</b>	<b>11.23</b>	<b>892,045.64</b>	<b>100.00</b>

The Total Portfolio realized gains includes a fee of -95.00

**PORTFOLIO APPRAISAL**  
**First Congregational Church of Burlington**  
**413-048523-027**  
*December 31, 2020*

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	Pct. Assets
<b>MUTUAL FUNDS</b>						
MUTUAL FUNDS - FIXED INCOME						
4,103.273	Dodge & Cox Income Fund	13.03	53,464.44	14.65	60,112.95	6.7
14.305	Federated Short-Intermediate Government Tr	10.59	151.43	0.00	0.00	0.0
589.406	Fidelity Government Income Fund	10.60	6,245.92	10.93	6,442.21	0.7
2,227.457	Vanguard Short Term Federal Investor Shs	10.86	24,185.43	11.01	24,524.30	2.7
			84,047.22		91,079.46	10.2
MUTUAL FUNDS - BALANCED						
1,054.393	American Cap Inc Builder A	51.90	54,717.86	63.01	66,437.30	7.4
3,744.394	American Inc FD of America A	17.76	66,483.39	23.55	88,180.48	9.9
0.641	Dodge & Cox Balanced Fund	77.84	49.90	0.00	0.00	0.0
			121,251.14		154,617.78	17.3
MUTUAL FUNDS - DOMESTIC EQUITY						
13,599.595	Fidelity Contrafund	9.04	122,890.25	16.76	227,929.21	25.6
4.980	Vanguard 500 Index Admiral	140.93	701.84	346.57	1,725.92	0.2
0.317	Vanguard Index 500 Fund	89.18	28.27	0.00	0.00	0.0
3,210.599	Vanguard Windsor II	32.43	104,127.00	38.72	124,314.41	13.9
2,465.627	Washington Mutual Invs Fd Inc	33.73	83,157.49	50.17	123,700.52	13.9
			310,904.85		477,670.06	53.5
MUTUAL FUNDS - INTERNATIONAL EQUITY						
2,572.592	Vanguard Windsor International Growth	19.69	50,660.29	50.39	129,632.90	14.5
			50,660.29		129,632.90	14.5
	MUTUAL FUNDS Total		566,863.50		853,000.21	95.6
<b>CASH AND EQUIVALENTS</b>						
	Fidelity Cash Reserves		29,489.09		29,489.09	3.3
	Fidelity Government Money Market		9,544.75		9,544.75	1.1
	Vanguard Federal Money Market Fund		11.59		11.59	0.0
			39,045.43		39,045.43	4.4
<b>TOTAL PORTFOLIO</b>			<b>605,908.93</b>		<b>892,045.64</b>	<b>100.0</b>

**INCOME AND EXPENSES**  
**First Congregational Church of Burlington**  
*From 10-01-20 Through 12-31-20*

<u>Security</u>		<u>Amount</u>
<u>Ex-Date</u>	<u>Pay-Date</u>	
<b>MUTUAL FUNDS</b>		
American Cap Inc Builder A		
12-21-20	12-21-20	521.95
12-21-20	12-21-20	135.71
		<hr/> 657.66
American Inc FD of America A		
12-16-20	12-16-20	611.10
12-16-20	12-16-20	340.73
		<hr/> 951.83
Dodge & Cox Income Fund		
12-21-20	12-21-20	440.12
12-21-20	12-21-20	744.20
12-21-20	12-21-20	308.08
		<hr/> 1,492.40
Fidelity Contrafund		
12-11-20	12-11-20	15,739.02
Fidelity Government Income Fund		
10-09-20	10-14-20	21.49
10-09-20	10-09-20	38.33
10-30-20	10-30-20	4.36
11-30-20	11-30-20	3.59
12-04-20	12-04-20	22.30
12-31-20	12-31-20	4.90
		<hr/> 94.97
Vanguard Windsor International Growth		
12-17-20	12-17-20	2,260.96
12-17-20	12-21-20	364.51
12-17-20	12-21-20	267.22
		<hr/> 2,892.69
Vanguard 500 Index Admiral		
12-22-20	12-22-20	6.88
Vanguard Short Term Federal Investor Shs		
10-01-20	10-01-20	17.77
11-02-20	11-02-20	13.12
11-30-20	11-30-20	10.52

**INCOME AND EXPENSES**  
**First Congregational Church of Burlington**  
*From 10-01-20 Through 12-31-20*

<u>Ex-Date</u>	<u>Pay-Date</u>	<u>Security</u>	<u>Amount</u>
12-30-20	12-30-20		93.20
			134.61
Vanguard Windsor II			
12-22-20	12-22-20		6,679.66
12-22-20	12-22-20		315.04
12-22-20	12-22-20		784.60
			7,779.30
Washington Mutual Invs Fd Inc			
12-21-20	12-21-20		1,610.71
12-21-20	12-21-20		496.24
12-21-20	12-21-20		121.03
			2,227.98
MUTUAL FUNDS Total			31,977.34
<b>CASH AND EQUIVALENTS</b>			
Fidelity Cash Reserves			
10-30-20	10-30-20		0.25
11-30-20	11-30-20		0.24
12-31-20	12-31-20		0.25
			0.74
Fidelity Government Money Market			
10-30-20	10-30-20		0.09
11-30-20	11-30-20		0.08
12-31-20	12-31-20		0.08
			0.25
CASH AND EQUIVALENTS Total			0.99
<b>NET INCOME</b>			<b>31,978.33</b>

**CASH LEDGER**  
**First Congregational Church of Burlington**  
*From 10-01-20 To 12-31-20*

<b>Trade Date</b>	<b>Settle Date</b>	<b>Tran Code</b>	<b>Activity</b>	<b>Security</b>	<b>Amount</b>
<b>Long Term Capital Gain Distribution</b>					
10-01-20			Beginning Balance		0.00
10-09-20	10-14-20	dp	Dividend	Fidelity Government Income Fund	21.49
10-09-20	10-14-20	wd	Purchase	Fidelity Government Income Fund	-21.49
12-21-20	12-21-20	dp	Dividend	Dodge & Cox Income Fund	440.12
12-21-20	12-21-20	wd	Purchase	Dodge & Cox Income Fund	-440.12
12-21-20	12-21-20	dp	Dividend	Washington Mutual Invs Fd Inc	1,610.71
12-21-20	12-21-20	wd	Purchase	Washington Mutual Invs Fd Inc	-1,610.71
12-22-20	12-22-20	dp	Dividend	Vanguard Windsor II	6,679.66
12-22-20	12-22-20	wd	Purchase	Vanguard Windsor II	-6,679.66
<b>12-31-20</b>			<b>Ending Balance</b>		<b>0.00</b>
<b>Short Term Capital Gain Distribution</b>					
10-01-20			Beginning Balance		0.00
10-09-20	10-09-20	dp	Dividend	Fidelity Government Income Fund	38.33
10-09-20	10-14-20	wd	Purchase	Fidelity Government Income Fund	-38.33
12-21-20	12-21-20	dp	Dividend	Dodge & Cox Income Fund	744.20
12-21-20	12-21-20	wd	Purchase	Dodge & Cox Income Fund	-744.20
12-22-20	12-22-20	dp	Dividend	Vanguard Windsor II	315.04
12-22-20	12-22-20	wd	Purchase	Vanguard Windsor II	-315.04
12-30-20	12-30-20	dp	Dividend	Vanguard Short Term Federal Investor Shs	93.20
12-30-20	12-30-20	wd	Purchase	Vanguard Short Term Federal Investor Shs	-93.20
<b>12-31-20</b>			<b>Ending Balance</b>		<b>0.00</b>
<b>Fidelity Cash Reserves</b>					
10-01-20			Beginning Balance		29,488.35
10-01-20	10-01-20	dp	Dividend	Vanguard Short Term Federal Investor Shs	17.77
10-01-20	10-01-20	wd	Purchase	Vanguard Short Term Federal Investor Shs	-17.77
10-19-20	10-22-20	dp	Sale	American Cap Inc Builder A	5,000.00
10-19-20	10-22-20	dp	Sale	American Inc FD of America A	5,000.00
10-19-20	10-22-20	dp	Sale	Fidelity Contrafund	20,000.00
10-21-20	10-21-20	lo	Withdrawal	from Portfolio	-30,000.00
10-30-20	10-30-20	dp	Interest	Fidelity Cash Reserves	0.25
10-30-20	10-30-20	dp	Interest	Fidelity Government Income Fund	4.36
10-30-20	10-30-20	wd	Purchase	Fidelity Government Income Fund	-4.36
11-02-20	11-02-20	dp	Dividend	Vanguard Short Term Federal Investor Shs	13.12
11-02-20	11-02-20	wd	Purchase	Vanguard Short Term Federal Investor Shs	-13.12
11-30-20	11-30-20	dp	Interest	Fidelity Cash Reserves	0.24
11-30-20	11-30-20	dp	Interest	Fidelity Government Income Fund	3.59

**CASH LEDGER**  
**First Congregational Church of Burlington**  
*From 10-01-20 To 12-31-20*

<u>Trade Date</u>	<u>Settle Date</u>	<u>Tran Code</u>	<u>Activity</u>	<u>Security</u>	<u>Amount</u>
11-30-20	11-30-20	wd	Purchase	Fidelity Government Income Fund	-3.59
11-30-20	11-30-20	dp	Interest	Vanguard Short Term Federal Investor Shs	10.52
11-30-20	11-30-20	wd	Purchase	Vanguard Short Term Federal Investor Shs	-10.52
12-04-20	12-04-20	dp	Dividend	Fidelity Government Income Fund	22.30
12-04-20	12-04-20	wd	Purchase	Fidelity Government Income Fund	-22.30
12-11-20	12-11-20	dp	Dividend	Fidelity Contrafund	15,739.02
12-11-20	12-11-20	wd	Purchase	Fidelity Contrafund	-15,739.02
12-16-20	12-16-20	dp	Dividend	American Inc FD of America A	611.10
12-16-20	12-16-20	wd	Purchase	American Inc FD of America A	-611.10
12-16-20	12-16-20	dp	Dividend	American Inc FD of America A	340.73
12-17-20	12-17-20	wd	Purchase	American Inc FD of America A	-340.73
12-17-20	12-17-20	dp	Dividend	Vanguard Windsor International Growth	2,260.96
12-17-20	12-21-20	wd	Purchase	Vanguard Windsor International Growth	-2,260.96
12-17-20	12-21-20	dp	Dividend	Vanguard Windsor International Growth	364.51
12-17-20	12-21-20	wd	Purchase	Vanguard Windsor International Growth	-364.51
12-17-20	12-21-20	dp	Dividend	Vanguard Windsor International Growth	267.22
12-17-20	12-21-20	wd	Purchase	Vanguard Windsor International Growth	-267.22
12-21-20	12-21-20	dp	Dividend	American Cap Inc Builder A	521.95
12-21-20	12-21-20	wd	Purchase	American Cap Inc Builder A	-521.95
12-21-20	12-21-20	dp	Dividend	American Cap Inc Builder A	135.71
12-21-20	12-21-20	wd	Purchase	American Cap Inc Builder A	-135.71
12-21-20	12-21-20	dp	Dividend	Dodge & Cox Income Fund	308.08
12-21-20	12-21-20	wd	Purchase	Dodge & Cox Income Fund	-308.08
12-21-20	12-21-20	dp	Dividend	Washington Mutual Invs Fd Inc	496.24
12-21-20	12-21-20	wd	Purchase	Washington Mutual Invs Fd Inc	-496.24
12-21-20	12-21-20	dp	Dividend	Washington Mutual Invs Fd Inc	121.03
12-21-20	12-21-20	wd	Purchase	Washington Mutual Invs Fd Inc	-121.03
12-22-20	12-22-20	dp	Dividend	Vanguard Windsor II	784.60
12-22-20	12-22-20	wd	Purchase	Vanguard Windsor II	-784.60
12-22-20	12-22-20	dp	Dividend	Vanguard 500 Index Admiral	6.88
12-22-20	12-22-20	wd	Purchase	Vanguard 500 Index Admiral	-6.88
12-31-20	12-31-20	dp	Interest	Fidelity Cash Reserves	0.25
12-31-20	12-31-20	dp	Interest	Fidelity Government Income Fund	4.90
12-31-20	12-31-20	wd	Purchase	Fidelity Government Income Fund	-4.90
<b>12-31-20</b>			<b>Ending Balance</b>		<b>29,489.09</b>

**CASH LEDGER**  
***First Congregational Church of Burlington***  
*From 10-01-20 To 12-31-20*

<b>Trade Date</b>	<b>Settle Date</b>	<b>Tran Code</b>	<b>Activity</b>	<b>Security</b>	<b>Amount</b>
<b>Fidelity Government Money Market</b>					
10-01-20			Beginning Balance		9,544.50
10-30-20	10-30-20	dp	Interest	Fidelity Government Money Market	0.09
11-30-20	11-30-20	dp	Interest	Fidelity Government Money Market	0.08
12-31-20	12-31-20	dp	Interest	Fidelity Government Money Market	0.08
<b>12-31-20</b>			<b>Ending Balance</b>		<b>9,544.75</b>
<b>Vanguard Federal Money Market Fund</b>					
10-01-20			Beginning Balance		11.59
<b>12-31-20</b>			<b>Ending Balance</b>		<b>11.59</b>