



# First Parish in Hingham, Old Ship Church

Unitarian Universalist  
Hingham, Massachusetts

## Annual Report 2020



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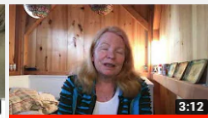
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# Old Ship Church 2020 Annual Report

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**Commonwealth of Massachusetts**

**Warrant: May 31, 2020**

**First Parish in Hingham Old Ship Church Annual Meeting  
Sunday, June 14, 2020 at 12:00 noon online**

To: Joan Wilson, Clerk of the First Parish in Hingham, Hingham, Massachusetts:

In the name of the Commonwealth, you are hereby directed to notify and warn the members of the First Parish in Hingham, Massachusetts, qualified to vote on Parish affairs, to meet via Zoom on Sunday, the 14th of June, 2020, at twelve o'clock noon, then and there to act on the following articles, viz:

Article 1: To receive and accept the minutes of the Annual Meeting of the Parish held Sunday, May 19th, 2019.

Article 2: To receive and accept the minutes of the Special Parish Meeting of the Parish held Sunday, October 27th, 2019.

Article 3: To hear the report of the President of the Board of Trustees and act on anything related thereto.

Article 4: To hear the report of the Minister and act on anything related thereto.

Article 5: To hear the report of the Director of Religious Education.

Article 6: To hear the report of the Director of Music.

Article 7: To hear the report of the Nominating Committee and to choose all Parish officers, Board members, and other appointed positions. SEE the Nominating Committee's slate of candidates.

Article 8: To hear the report of the Treasurer and act on anything related thereto.

Article 9: To hear the report of the Trustees of Invested Funds.

Article 10: To determine what sum of money shall be appropriated for the support of preaching and all other Parish expenses for the ensuing year, and what method the Parish will take to raise and collect money to be appropriated for Parish expenses and act on anything related thereto. SEE the 2020-2021 proposed budget.

Article 11: Will the Parish authorize the Treasurer to borrow money, if necessary, in anticipation of receipts for the ensuing year?

Article 12: To hear the reports of all other Parish Committees and Councils and act on anything related thereto.

Given under our hands this 31st day of May, two thousand twenty.

/S/ President Janet Asnes, Vice President Virginia Perelson, Treasurer Nina Wellford, Clerk Joan Wilson. Trustees: Maureen Butler, Angel West, Dana Kintigh, Brian McPhillips, Diane Jordan, Chris Sullivan

## 2020 NOMINATING COMMITTEE REPORT

(Rich Elliott, Sarah Hurley, Keely Jordan, Rubin Marquez, Susannah Thomas)

The Nominating Committee presents the following slate of candidates for the elected positions open for this year's Annual Meeting being held on **June 14, 2020**. The term of the elected positions begins on July 1, 2020. Positions to be voted on at annual meeting are in bold print. We thank all of those below who are willing to continue to serve in their positions for another year, as well as our new nominees.

### Board of Trustees

Officers: One-year term, limited to three consecutive terms

<b>President:</b>	<b>Janet Asnes</b>	<b>3rd term</b>
<b>Vice President:</b>	<b>Ginny Perelson</b>	<b>3rd term</b>
<b>Treasurer:</b>	<b>Nina Wellford</b>	<b>3rd term</b>
<b>Clerk:</b>	<b>Diane Jordan</b>	<b>1st term</b>

Trustees at Large: Three-year terms, limited to two complete consecutive terms

Chris Sullivan	2nd term, 3rd year
Maureen Butler	2nd term, 2nd year
Dana Kintigh	2nd term, 2nd year
<b>Joan Wilson</b>	<b>1st term, 3rd year*</b>
<b>Piper Carrillo</b>	<b>1st term, 2nd year**</b>
<b>Diane Morrison</b>	<b>1st term, 1st year</b>

*\* Taking over Diane Jordan's term*

*\*\*Taking over Angel West's term*

Trustees of Invested Funds: Five-year terms, limited to one term

Stephen Benak	5th year
Maggie Merrill	4th year
Janice McPhillips	3rd year
Dennis Hogan	2nd year
<b>Michael Dwyer</b>	<b>1st year</b>

Other Elected positions: One-year terms, limited to three consecutive terms

<b>Collector:</b>	<b>Rick Butterworth</b>	<b>3rd term</b>
<b>Assistant Collector:</b>	<b>Peter Lochtefeld</b>	<b>1st term</b>

Nominating Committee: One-year term, limited to three consecutive terms

<b>Ralph Brown</b>	<b>1st term</b>
<b>Trish McAleer</b>	<b>1st term</b>
Rich Elliott	2nd term
Keely Jordan	2nd term
Rubin Marquez	2nd term

## **REPORT OF THE BOARD OF TRUSTEES**

Respectfully submitted for the Board of Trustees by Janet Asnes, President.

Board members (and their liaison responsibilities):

Janet Asnes, President, Ginny Perelson, Vice President (Personnel), Nina Wellford, Treasurer (Finance), Joan Wilson, Clerk (Fundraising Events), Maureen Butler (Religious Education), Angel West (Youth), Dana Kintigh (Social Justice), Brian McPhillips (Buildings & Grounds), Chris Sullivan (Worship & Music), Diane Jordan (Nurturing Council).

This year marked the departure of two of our long-term staff members. Julianna Dunn, our Office Administrator, left at the end of March after working at Old Ship Church for thirteen years. When she retires this June, Beverly Tricco finishes her twelfth year at Old Ship and twenty-fifth as Director of Religious Education. Both of these women brought their unique experience and professionalism to Old Ship Church and will be greatly missed.

In November, we welcomed Christopher Nickelson-Mann to the position of Music Director. We look forward to working with him for many years to come.

We began the church year with congregational meetings about, and a vote on, the sale of the Parish House. Four years ago, you voted to give the Board permission to sell the Parish House in order to build a new, more efficient one connected to the Meeting House. By the beginning of this church year, the congregation voted to remove the Parish House from the market and focus on ways to refurbish it. The Board of Trustees is not soliciting offers for the Parish House but despite it no longer being listed for sale, on occasion interested parties have expressed interest in the property. As of this publication, there have not been any official offers. Should any offer be made that the Board considers viable, a meeting of the congregation will be called to discuss it.

Finances continue to be of concern. For the past 3 fiscal years (FY'18, FY'19, FY'20) we have presented a deficit operational budget. At last year's meeting we pledged not to present a deficit budget, which would require significant increases in pledge income, as well as fundraising income.

The Board sought the advice of the UUA and contracted with Stewardship for Us. We did this for two reasons; first, we wanted an outside professional perspective regarding our financial situation, and secondly, we felt that we, as a congregation, needed some time to remind ourselves about our love for Old Ship and the ministries in which we all participate.

Beginning in November, the Board held bi-weekly conference calls with Stewardship for Us consultant Liz Coit. After analyzing years of Old Ship's financial information along with our annual reports, she coordinated a congregation-wide Next Steps Weekend in January. More than 50 Old Shippers participated in this weekend. This weekend was designed to give us an opportunity for constructive reflection as we develop strategies for planning our annual pledge campaign and an ongoing stewardship program. One of the initial pieces of feedback that Liz gave us is that we are not financially prepared to do a capital campaign this year. To be successful, a congregation must meet its operational and programmatic budget before taking on a capital campaign. We are not there yet.

Based on the consultant's recommendation, the Board proposed a new committee: the Stewardship and Generosity Committee. (See Appendix 2) The purpose of the Stewardship and Generosity Committee is to sustain and deepen a broad-based commitment to the mission and programs of the

congregation by inspiring a culture of abundance and generosity, and a joyful sharing of gifts, talents, and resources. The Stewardship and Generosity Committee, along with the Board of Trustees, is responsible for the ongoing strategic view of stewardship, and promoting financial generosity in the congregation year in and year out. This committee's goal is to create and sustain a culture of generosity in which congregants are well informed about the finances of the organization, comfortable talking about money, participate actively and joyfully in annual budget drives and capital campaigns, and can articulate the linkage between the congregation's mission, its resources, and each person's individual plans to financially support our mission and spiritual home.

Additionally, based upon her recommendations and in keeping with congregational best- practices, the Board developed a Gift Acceptance Policy. (See Appendix 3).

For the fourth year we did not have an Annual Pledge Team and therefore the Board as a team managed the annual pledge campaign. This year's theme, 2020 Vision: Focus on Generosity began in March with a mailing. The goals for the campaign were 100% participation and raising pledge income to \$306,000, in order to present a balanced budget that included cost of living increases for our staff, an ample line item for Buildings & Grounds' maintenance of our property, and to fully fund our obligation to the UUA.

The mailing was to be followed up by one on one meetings with all members. Unfortunately, those plans were put on hold when the coronavirus Covid-19 caused all in-person gatherings to be cancelled.

Beginning on March 22<sup>nd</sup>, Old Ship began holding an online worship on Sunday mornings. The Board of Trustees extends its gratitude to Jeff Lee and Susan Carrillo who stepped up immediately to help get this underway. This transition would not have gone as smoothly as it did without the dedication and talent of our staff. Christopher Nickelson-Mann, Beverly Tricco and Ken Read-Brown have gone above and beyond our expectations in keeping our community connected, not only on Sunday mornings but every day with classes, social media postings and socially distant gatherings. All of us on the Board are grateful and in awe of what they have accomplished this year.

The year 2020 will forever be in our memories as the year where everything changed while we stayed in place. As a congregation, we did not skip a beat. We all learned to "zoom" and we continued with our committee meetings, Men's Breakfasts, Women's Breakfast, Bodhisattva Study Group, Sunday Morning for Young Kids with Bev and Debbie, Youth Group and much more. We hope to be together in person soon, but we will make plans to continue our community virtually until it is safe again. No matter which, in person or distant, our Old Ship community continues.

#### **Covenant, Board of Trustees:**

Inspired by the seven UU Principles and the three Old Ship Purposes, we covenant to:

- Act with progress in mind and with the best interests of Old Ship at heart
- Voice our opinions while valuing and encouraging dissenting opinions
- Maintain a sense of reverence and a sense of fun at meetings
- Acknowledge issues of personal conflict related to Board business at Board meetings and seek to facilitate resolution
- Assume the best possible motives on the part of all participants
- Act in the spirit of love and in "right relationship" with everyone.

# STAFF REPORTS

Rev. Ken Read-Brown  
Minister

\*

Beverly Tricco  
Director of Religious Education

\*

Christopher Nickelson-Mann  
Music Director

## **ANNUAL REPORT OF THE MINISTER**

*Kenneth Howard Read-Brown*

On July 31, I will have been your minister for thirty-three years. As we enter the next year of our shared ministry, it is for me with continued deep gratitude for your support of my ministry and of Old Ship. Thank you!

Following my practice of recent years, this report will be organized according to Old Ship's five ministries. Given that much of the work in each ministry follows similar patterns year to year, there will be repetition from past years (in case you begin to feel you've read parts of this report before....).

At the conclusion of this year's report I'll offer some reflections about our future as a religious community in the midst of and eventually emerging from this time of pandemic.

### **Nourishing the Spirit**

#### ***Worship***

The heart of our spiritual lives at Old Ship is Sunday morning worship and religious education. We gather to feed our spirits, reflect, replenish, and prepare to bring our shared values of kindness and service to our lives in the week to come.

When it comes to worship, though I am most often the leader and coordinator, as with just about everything at Old Ship it is a shared ministry. When it comes to worship the ministry is shared with our Music Director and choir led by Christopher Nickelson-Mann, and with Beverly Tricco who adds life to many services with her well-told tales for all ages. And our worship would be the poorer without the many volunteer chalice lighters and readers, which means we can also thank our Worship and Music Committee for organizing these volunteers and sharing this ministry.

Additionally, our Nurturing Community Council ensures that we have greeters and ushers for each service, offering the hospitality to old timers and newcomers alike that is a value at the heart of our community life. And our Flowers Committee adds stunning beauty for the eye each Sunday, along with the opportunity to remember or honor a dear one. Everyone sharing this ministry of nurturing the spirit.

All this said, as you know worship has become quite different since mid-March. We have been (with thanks to Susan Carillo and Jeff Lee for getting us up and running) live-streaming services via YouTube from the Parish House parlor (since there is currently no WiFi in the Meeting House). And given the small size of the parlor, after a few weeks I decided to limit participation to Christopher and me. It has been a delight to work with Christopher in this new way; and I know we are all grateful for his creativity and musicianship. It remains to be seen how worship will evolve over the coming months. We miss everyone else in person – though we feel everyone's spirit.

Since our 2019 Annual Meeting worship has included our usual special services: Religious Growth and Learning Sunday, New Members Sunday, Flower Sunday, Homecoming Sunday, the Remembrance Service, Interfaith Community Thanksgiving service, Vespers services which I lead between Thanksgiving and Christmas, and Christmas Eve.

As I do annually, I exchanged pulpits this year in November with the minister of First Parish Cohasset, Rev. Bob McKetchnie, and in January with the minister at Second Parish in Hingham, Rev. Stephanie Shute Kelsch. Early in March I exchanged pulpits with our former intern, Rev. Dave Egan.

#### ***Rites of Passage***

Since last year's annual report, I have officiated at three child dedications and two weddings.

I have also officiated at fifteen memorial services, funerals, or graveside ceremonies for members or friends of Old Ship. The services were in celebration of the lives of (listed chronologically by service date): James Livingston and Sherry Penny Livingston (Old Ship), Ryland Rogers (at First Baptist Church during our steeple repair), Bertha Stevens (at New North Church during our steeple repair), Leslie Langley (Hingham Cemetery), Peter Hardy (Old Ship and Hingham Cemetery), Paul Curtin and Paul Baxter (Hingham Cemetery), Joan (Bouve) Ramsay (Parish House and Hingham Cemetery), Doone Williams (Old Ship), Trenchard More, Jr. (Old Ship), Mary McLellan (Ames Chapel and Hingham Center Cemetery), Kathleen Wentworth (Old Ship and



Hingham Cemetery), William Koplovsky (Ames Chapel and Hingham Cemetery), and Virginia Tay (offered a remembrance at St. Paul's Church).

### **Educating Minds and Hearts**

Programs of religious growth and learning for all ages are another essential part of our Old Ship mission and ministry as a Unitarian Universalist religious community. The teaching and leading of groups that I personally do is a particularly rewarding part of my own ministry.

A complete description of this year's adult "Life Learning" programs can be found in that committee's report, including the classes that I've led or co-led this year and the two study groups I continue to lead twice a month. So I won't repeat all the details of our Life Learning programs here.

When we could no longer gather in person, many of our groups continued to "meet" via Zoom – including the Bodhisattva Study Group and Sacred Texts Group which I lead, and Men's Breakfast and Women's Breakfast. I've also added a mid-week "Tea with the Minister" opportunity open to all.

Additionally, we can all be most grateful indeed to Beverly Tricco, our Director of Religious Education, and to the Religious Education Committee, Youth Committee, and many volunteer teachers and leaders, for ensuring that from the nursery through our Youth Group there are good, inspiring, and enjoyable programs to "educate mind and heart" of our young ones, and to encourage service, all in the spirit of our Unitarian Universalist tradition and values.

We have seen this year the continuation of notable decline in registration and attendance of elementary aged children. There are a number of likely reasons for this, and as we move forward next year and in years to come, we need to seek ways to address this.

Since mid-March, in addition to offering on-line content, Beverly has been leading regular Youth Group Zoom gatherings and, with others, also offering Sunday morning Zoom time for the younger children.

### **Nurturing Community**

We continue as always to strive to deepen and broaden the connections within our Old Ship community. Organizationally this is primarily done through our Nurturing Community Council, and through our Pastoral Care Leadership Team, which I convene and meet with monthly (see that report elsewhere in these pages). More naturally and organically, we all share this ministry and can encourage one another to reach out to newcomers and to support one another as we grow together.

My pastoral ministry ordinarily includes hospital, nursing home, and other visits, as well as formal and informal counseling as requested. My door, literal and metaphorical, is always open.

In this time of social distancing my pastoral connections have of course been through email and the old-fashioned telephone.

### **Serving Others**

Our Social Justice Council has a detailed report in this Old Ship Annual Report, so I won't repeat what you will find there as they continue leading us with energy and dedication with the focus of meeting the needs of vulnerable populations. I am grateful for their leadership of this vital, shared ministry, and I do what I can through preaching and otherwise to support all that they lead us in doing together.

### **Stewarding Our Resources**

#### ***Administration***

My role in administration includes my work with our dedicated and creative staff, as well as consultation with Old Ship leaders, committees, councils, and boards.

As you well know, we have been blessed with talented and dedicated staff members! At the same time, this is a year of transitions:

In July, Chris Hossfeld resigned as our music director to take a position closer to his home. A big loss for us! But, quite fortunately, a months' long search resulted in our hiring Christopher Nickelson-Mann for the position. Christopher began offering his musical gifts to us in November, and his leadership of the choir and his

own musicianship and beautiful voice have been wonderful. And as we entered the world of virtual services, Christopher has continued to bless us through his choices of music and his playing and singing. We are grateful!

In March, Julianna Dunn, our Office Administrator, resigned after many years to take another position. Those of us who have shared portions of what she used to do have become ever more aware of all that she did, and did with dedication not only to the work itself but to the mission of our congregation. We are enduringly grateful for all she gave us; and we miss her. We can hardly thank her enough.

We are still in the midst of a search for a new Office administrator.

Last, but by absolutely no means least, as we've known since last year, Beverly Tricco will be retiring at the end of June. For the dozen years she has been with us, she brought to our congregation her creativity as an artist and story-teller, her commitment to social justice, and her dedication to the growth and learning and well-being of the children and youth of our congregation – all guided by her own good heart and by the principles of our Unitarian Universalist faith and tradition. We are grateful for all that she gave to Old Ship and for the legacies of care she is leaving with us; she will be missed, and we of course wish her well.

A Search Committee (on which I served) including members of our Religious Education Committee, our Board, and youth representatives, has hired an interim Director of Religious Education who will begin in August: You will learn more about Chloe Briede in coming months; Chloe is a candidate for UU ministry currently serving as intern minister at First Parish Arlington, and she brings a wealth of skills and background appropriate to this interim position.

All this said... not everyone is leaving! We continue to be grateful for the behind the scenes work of our sextons, Mark and Crissi Curran – they have been dedicated to the care and well-being of our buildings with unflagging energy and commitment for well over two decades. We are also grateful to our highly skilled and efficient Jenny McGirr, our accountant – it is no small task to keep close track of our Old Ship finances, and Jennie manages the work with apparent ease.

A congregation also needs dedicated volunteers to support and carry out our shared ministries. So I once again offer thanks to each and every one of you who volunteer your time and your many gifts and skills to serving Old Ship in a wide variety of ways – from elected positions on the Board of Trustees and others to volunteer committee members to so many who show up to usher, pour coffee, help with fundraisers, or tend to our grounds... and much else. I would hardly know how to name everyone! Thank you!

### ***Financial Stewardship***

We continue to face a variety of challenges when it comes to “Stewarding Our Resources,” from ensuring adequate annual funding through our pledge campaign to ensuring appropriate and more than adequate care of our buildings.

With many thanks to our president, Janet Asnes, and other leaders on the Board, we offered a “Next Steps” weekend offered by the UU consulting group Stewardship for Us. We learned a great deal about ourselves and our current situation and how we might approach our challenges. Needless to say, the pandemic has put some of our efforts, particularly in relation to the Parish House and a likely capital campaign, on pause. But I am heartened by the number of members who have increased their pledges this year, even as the pandemic has changed our world and affected our lives. We may have been slowed down, but our community is strong, and I am confident we will find our way forward to renewed financial health.

### ***Ministry in the Larger Community and Professional Associations***

I have continued my active participation in the Hingham Hull Religious Leaders Association (HHRLA), as well as in the Ballou Channing Chapter of the UU Ministers Association. Old Ship hosts meetings of these groups once each year, and we annually host and coordinate the Community Interfaith Thanksgiving Service sponsored by the HHRLA.

As I have for many years, I continue to lead monthly worship services at Hingham's Queen Anne Nursing Home, at the assisted living facility Allerton House at Harbor Park here in Hingham, and at the Bridges by Epoch

assisted living for memory care, also in Hingham – though these services are on hold during the pandemic, for the sake of the health of the residents.

For the ninth year I continue to contribute a monthly column, “Earth and Spirit,” to the Hingham Journal. In addition to lifting up the place of the natural world in our spiritual lives as well as highlighting environmental issues including climate justice, this column is also a form of outreach to the wider community.

### **Looking Ahead**

Our shared touchstone is our Old Ship Covenant: *“As a congregation committed to Unitarian Universalist Principles, we join with one another in the spirit of respect, reverence, humility, and love: To seek the truth freely; To nurture spiritual growth and ethical commitment; To care for one another; And, seeking justice, peace, and ecological sustainability, to serve life.”*

In all that we do we strive to be guided by this covenant and by our Unitarian Universalist Principles and values, thereby enabling us to be, as best we can, a blessing to one another and to the wider community, including the whole Earth community that we share with all life.

Religious communities in one form or another have been part of the human story for millenia. But the forms they take and the roles they play in the larger society change over time... and are changing now in ways we see, and in other ways will change in ways we cannot predict, even if we might be able to begin to imagine some of the contours of those changes.

And though we can’t know with much specificity what “church” will look like in the coming months or years, it may well be that communities such as ours will be more important than ever as we (humanity) emerge from the pandemic and (I dearly hope) seek new ways of living together sustainably and equitably on this small planet.

When it comes to practical aspects of church and ministry, much of the “virtual” shared ministry that characterizes our work right now – from live-streamed worship to Zoom classes, groups, and committee meetings – will no doubt continue for at least months, if not longer. But more broadly speaking, as we eventually emerge from the pandemic we will have learned new and perhaps deeper ways of being a religious community.

Meanwhile we will of course also need to be generating the resources to carry on and strengthen our ministries, whatever form they take – through successful fundraising and through wise decisions regarding the future of our Parish House.

We have the talent and skills, along with the love and caring commitment do all of this and do it well. Together.

In this spirit, then, I conclude this year’s report as I have concluded others over the years, with words that, I believe, still and always apply:

May we continue to grow in love and wisdom.

May we continue to take good care of one another with kindness and compassion.

May we continue together to bless the world and serve life with the gifts that are uniquely ours.

***Peace and blessings,  
Ken***

## **ANNUAL REPORT OF THE DIRECTOR OF RELIGIOUS EDUCATION**

Respectfully submitted by Beverly Tricco

*The function of the church for both young and old is not to give us on Sundays certain kinds of experiences different from experiences of the every day. The function of the church is rather to teach us how to put religious and ethical qualities into all kinds of experiences.*

-Sophia Lyon Fahs

### **Children's Religious Education (RE) Committee – fierce, fun and deeply committed**

**Kate Doyle, Chair**

**Susan Carrillo**

**Maureen Butler, Board Liaison**

**Deb Squires-Lee**

**Lauren Stelljes Gadot**

### **Youth Ministry & Programs Committee – same as above; we do both, all together.**

Dear Old Ship,

This has been my twelfth and last year as your DRE; the twenty fifth and final year of my career in religious education.

This has been an unusual year in that “business as usual”, such as it was, came to a screeching halt in the middle of March... As this report becomes part of the historical record, I will specify and say that the Covid 19 pandemic, and the stay-at-home policies that resulted, meant that no one, other than staff was allowed into the Meetinghouse or the Parish House... The challenge then became one of serving our congregation in new, hands-off, physically distant ways.

This report will cover the first two-thirds of the church year, when we did mostly what we always have, in ways that strived to be innovative... and then the last third, in which the whole platter got upended and we learned what innovation truly means.

The more mundane details of my tasks and the shape of the church year, can be gleaned from previous years reports... What was exceptional about this year, I will cover in as much detail as I deem beneficial to future operations.

### **I go through my day-planner to remember details and make sense of this most unusual year.**

**July 2019** – At the suggestion of Davalene Cooper, I attended something called “Faith-Based Organization Safety Seminar” at the Commonwealth Fusion Center... Topics covered included, Threat Environment & Targeting of Faith Based Organizations, Sandy Hook-Lessons Learned, Emergency and Safety Planning Fundamentals and Protective Measures, Hate Crimes and Civil Rights, Mass Attacks in Public Spaces, Bomb Threat Overview, and Suspicious Activity Reporting Mechanisms...

I learned much and came back motivated and with many ideas... Shared the info and ideas with the Board...

Some board members subsequently attended other trainings pertaining to congregation safety...

I followed up by contacting Sergeant Jeffrey Kilroy of the Hingham Police Department... He did a walk-around of the Parish House and the Meetinghouse and made multiple suggestions, mostly pertaining to how to handle a “hostile intruder” on a Sunday morning... The most basic of his suggestions involved identifying safe rooms and areas to evade and shelter, and how to fortify those rooms.

Julianna investigated town regulations to ensure that we would not be in violation if we followed Sergeant Kilroy's advice.

Once all that was figured out, curtains were installed in the Nursery and thumb-locks were installed in rooms that are deemed good “hide and evade” rooms. Town-required signage is also in place. These, as well as the curtains in the nursery, should not be moved or removed.

**August 2019** – Kate Doyle and I met with Mary Ann Mendes in Brockton. She is our liaison with Father Bill’s, and we were wondering if there were more ways we could be of service than simply our once-a-month lunch-making... She upped our number of lunches made from 40 to 50, and gave us a whole folder-full of possible projects and ideas. A few of them would have suited our program, but we never quite got them into gear. Still, if we are looking for ways to be of use in the future, Mary Ann is a terrific resource.

Sometime in the summer of 2019, at my suggestion, Kate Doyle also went on a “Faith Among The Trees” training put on by Christine Bulman. She came away enthused, as I already was, and the R.E. committee decided to test-drive the new curriculum as a full-year program. This was to be a largely outdoor program and we went at it with enthusiasm and a bit of wonderment and nervousness.

**In September** - We began with activities outdoors, and we even did our first multi-gen worship on the front lawn. There were wonderful plus-points and we were going along swimmingly when some challenges came in the form of bad weather and wind-storms. It seems like ages ago and barely memorable, but broken trees and hanging limbs created a hazard that forbade use of much of our three acres. That put a bit of a crimp in our implementation of “Faith Among The Trees”, but we did the best we could.

OWL (Our Whole Lives) met on Sundays, from Noon until 1:30... Teachers were Deb Squires-Lee, Corey Fitz-Marquez, and Mason Wiley... When in-person attendance became contraindicated, the class ended its meetings... Zoom classes for OWL are NOT considered best practices because of privacy concerns... The R.E. committees are hoping that OWL classes can resume in the fall so the rest of the important content can be covered sufficiently.

Sarah Hurley stepped down and left a vacancy in our Youth Advisor position, so Maureen Butler who had held the role previously, and several members of the R.E. committees decided to brush up on best practices and new ideas; they attended a Youth Ministry Reboot at the UUA... (I attended as well)  
Topics included: Dynamics shifts in Youth ministry, Newly revised guidelines for healthy and safe youth ministry, Deepening our own spiritual growth through ministry with Youth.  
We came back energized and inspired, and our first order of business was to introduce the use of “preferred pronouns” into our Sunday morning check-ins... Also, based on what we learned at the UUA, we have been reminding ourselves all year to get specific consent before hugging,

**In October and November** – We did background checks on all staff and most R.E. volunteers. We used a vendor called Trusted Employees, and got a very reasonable rate through our insurance company, Church Mutual.

Several Youth and adults participated in the City Reach Program in Boston in October, bringing clothing and hygiene items for the pop-up store, touring Boston at night by foot guided by volunteers from the homeless community, sleeping on the floor at the Cathedral Church of St. Paul, and helping run the pop-up store and food service the following day.

**In December, January, and February** – We had so many plans, a Youth Group Trip to Trinity Lower East Side in NYC for learning and service... a Youth-led worship service... outreach to find out who was not attending on /Sundays and why... the Christmas Nativity Tableau... Fire Jumping and Flying Wish Paper... Warm Hearts/Hot Potatoes... Urban Ministry/Food Saturdays... a UU Heritage Tour of Boston field trip... Pi/Pie Day... Quidditch... Popsicle Communion... Pride Day on the front lawn... Friday night, Drawing, Painting and Seeing Together... Some came to pass, some did not...

**March 8<sup>th</sup> 2020** – Dave Egan preached at the meetinghouse and I told a story...

**By March 15** - Julianna Dunn, our much valued administrator, was gone to her new job and remaining staff were socially distancing and trying to figure how to pivot and provide care and spirituality to the congregation while keeping them safe.

**Since March 15** - Speaking for myself, I stayed in touch with colleagues both local and far flung, and joined several online groups including the **UU Religious Professional Response Covid 19** on Facebook which includes ministers, DREs and administrators...

This has helped me see what others are doing... What is working... What is not working... And also, has given me access to moral support when I've had to accept that there is a limit to how much power we actually have in this current (pandemic) situation...

I've used a smattering of approaches to try to assess what might help children, parents, Youth, young adults, and whoever else in the R.E. community...

**Including:** An R.E. community Facebook page for folks to access content and stories and ideas... Also putting content into a forum set up by Cierra West called "Church People"... Sharing of UUA e-mails and articles... Morning text threads with inspirational quotes and poems... Creating and putting content on to Old Ship's Facebook and Youtube... Sending postcards... Making phone calls... Hosting a Zoom call with Youth on Friday afternoons... Hosting a special worship experience on Zoom with Deb Squires-Lee on /Sunday mornings for young children... Experimenting with various games and experiences to use with kids on Zoom... and a few, occasional, in-person, drive-by visits and deliveries...

We did a Zoom Seder and a Zoom Easter experience...

In addition, I am cleaning, sorting and organizing the Nursery and the upstairs rooms of the Parish House to leave a clean slate and an organized "plant" for the next DRE.

It is slow going because it is sentimental and lots of value judgements have to be made, in addition to the practical concerns... Just like at home...

But in lieu of mindfully ending my career doing each part of the year one last time together, it's not a bad way to wrap up twenty five years.

I miss you all already, and months earlier than I'd expected to.

*I've heard it said  
That people come into our lives for a reason  
Bringing something we must learn  
And we are led  
To those who help us most to grow  
If we let them  
And we help them in return  
Well, I don't know if I believe that's true  
But I know I'm who I am today  
Because I knew you...*

*Like a comet pulled from orbit  
As it passes a sun  
Like a stream that meets a boulder  
Halfway through the wood  
Who can say if I've been changed for the better?  
But because I knew you  
I have been changed for good*

from **Wicked**

## **REPORT OF THE MUSIC DIRECTOR**

Christopher Nickelson-Mann

I started as Music Director at Old Ship in November of 2019, only about six months ago at the time this is being written. I have enjoyed meeting so many new people at Old Ship and I look forward to getting to know everyone as time goes on. I have felt thoroughly welcomed since I arrived, and for that I am grateful.

### **Choir**

The choir is the heart of the music at Old Ship. They typically sing at three Sunday services per month, working hard to prepare beautiful and meaningful music. Thursday evening rehearsals are usually well-attended, particularly when preparing more challenging music. The choir averages between 15 and 25 people on Sunday mornings. In addition to Sunday mornings, the choir played an important role in special services this year, including the Thanksgiving Interfaith service and the Christmas Eve service.

Our soloists/section leaders have an impact on the choir's ability to sing a wider range of musical styles and difficulty levels. Their voices support the other members in each section, helping everyone to sing more confidently and musically. Both myself and the choir are appreciative of the many contributions the soloists bring to our musical experience.

Since I started in November, the choir has learned many new arrangements/compositions and has continued to refine recurring favorites. I am continually impressed by the choir's hard work and dedication. They are not afraid of a challenge, a quality already instilled in them by the previous music director, Chris Hossfeld, and one that I hope to continue to develop. Highlights since November include the Thompson *Alleluia*, Mozart's *Ave Verum Corpus*, and Morten Lauridsen's *O Magnum Mysterium*.

### **Music Library**

I have made several new purchases for the music library since my arrival, most of which are choral arrangements/compositions. The music library at Old Ship is extensive and varied! It contains many excellent selections that we will continue to use in the future. However, some of the choral music in the library is no longer usable. Octavos (choral sheet music) that are falling apart, difficult to read because of fading, or outdated in content are being separated for review. A thorough cleaning and reorganizing of the music library is due this year.

### **Resources**

We came in under budget for piano tuning this year thanks to the Candlelight Concert Committee, who paid to have the piano tuned for their concerts. The piano in the Parish House has been serviced and the music stand has been repaired by our piano technician, Louis Gentile. The organ will be scheduled for regular maintenance over the summer.

### **COVID-19**

Since the middle of March, Ken and I have been preparing weekly Sunday services to stream via YouTube. Because of the social distancing guidelines, we have not been able to have the choir sing. Initially, we were hoping to allow the soloists to participate in these streaming services, but decided against it given the circumstances at the time. We will reevaluate the potential inclusion of the soloists in streaming services as new information and guidelines are presented. While Ken and I very much look forward to including more music-makers in future services, we are enjoying making music together given the current situation.

### **Thanks**

*Thank you to those who sang in the choir: Ken Asnes, Evan Burke, Frank Cheney, Monica Conyngham, Connie Gorfinkle, Roy Harris, Cindy Hess, Ginger Jensen, Rich Jensen, Michael Jordan, Susan Kains, Beth Lilly, Christopher*

*Maier, Trish McAleer-Baynes, Anne McGuire, Steve Nickelson-Mann, Heather Nolasco, Stuart Patterson, Amber Peretin, Chris Sullivan, Mary Thomas, Justine Thurston, Mid Walsh, Katie Weintraub, David White, Charlotte Young*

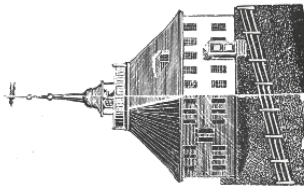
*Thank you to our choir soloists/section leaders:* Heather Nolasco, soprano; Kathryn Weintraub, alto; Christopher Maher, tenor; Richard Jensen, bass.

*Thank you to those who played instruments:* Evan Burke, Robert Levin, Anne McGuire, Ken Read-Brown, Chris Sullivan, Thomas Reynolds, Mike Palmieri, Melinda Murray

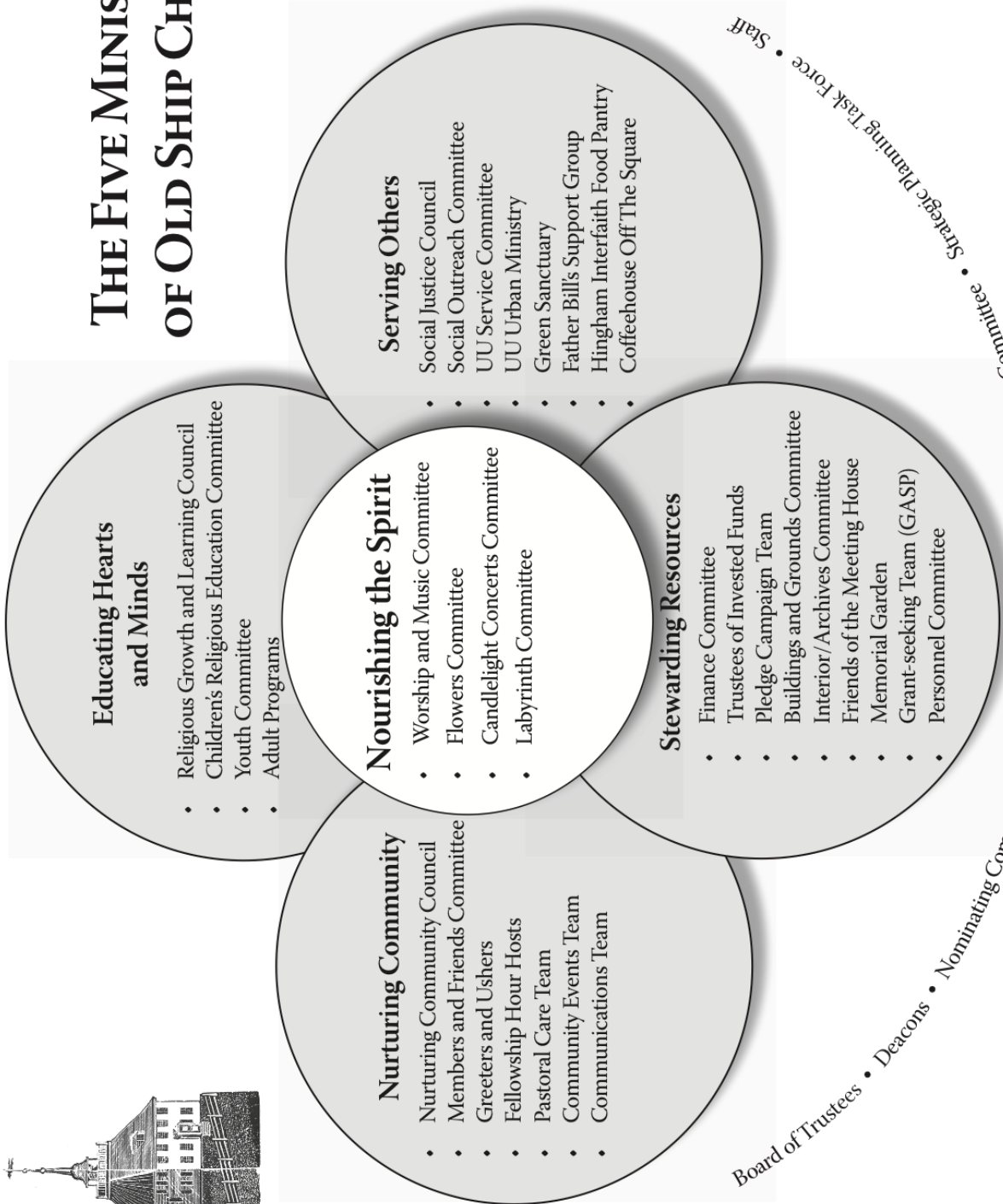
*Thank you to the Worship and Music Committee:* Karen Churchill, chair; Pat Piano, Catherine Mayes, Christopher Sullivan, members; Ken-Read Brown, minister; Christopher Nickelson-Mann, music director.

*Thank you to the Candlelight Concert Committee* for kindly having the MH piano tuned and for organizing high-quality concerts to the Hingham community.





# THE FIVE MINISTRIES OF OLD SHIP CHURCH



Board of Trustees • Deacons • Nominating Committee • Committee on Ministry • DRE Relations Committee • Strategic Planning Task Force • Staff

## **COMMITTEE ON MINISTRY**

The Committee on Ministry, with a rotating membership appointed by our Board of Trustees, meets monthly with our minister, Ken Read-Brown, to reflect on the five ministries of Old Ship, and sometimes to discuss particular current concerns or issues within the life of our congregation.

Beginning in March we have been meeting through Zoom.

Input, questions, concerns, ideas from Old Ship members and friends are of course always welcome. Parishioners should feel free to contact Ken or any of the current members of the committee:

Rob Baynes  
Cory Fitz-Marquez  
Pam Harty  
Dennis Hogan  
Eva Marx  
John Sneath



### **Old Ship Covenant**

As a congregation committed to Unitarian Universalist principles, we join with one another in the spirit of respect, reverence, humility, and love:

- To seek truth freely,
- To nurture spiritual growth and ethical commitment,
- To care for one another,
- And, seeking justice, peace, and ecological sustainability, to serve life.

### **Old Ship Mission**

We agree to nurture and challenge one another to become our best selves. Inspire one another to act courageously consistent with our UU principles. Welcome all seekers in the spirit of love.

Work together for peace and justice, and to cherish the earth.

### **Old Ship Vision**

We would be a vibrant, evolving, spiritual Unitarian Universalist congregation with a large, diverse, multigenerational community, where all are welcomed warmly; bursting at the seams with full participation; and an active ethical and spiritual force working together to make the larger community a better place to live.

# NOURISHING THE SPIRIT MINISTRY

Worship & Music

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Sunday Flowers

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Candlelight Concerts

## WORSHIP AND MUSIC

2019–2020 marks another successful year for the combined Worship and Music Committee (WAM) at Old Ship Church. The purpose of this committee is to assist in the creation of meaningful services, events, and worshipful traditions that encourage life-changing challenges, comfort and education. Our work has been even more challenging in the past few months regarding the continuation of worship services amid the COVID-19 pandemic.

This past year the Worship and Music Committee:

A. Worked with the Director of Music and Minister at Old Ship.

a. In November of this year a new Music Director was hired as the previous Music Director gave his notice in June. The search process for a new director was headed up by members of WAM along with additional members of the congregation.

b. WAM discussed our Annual Budget and made a unanimous decision to have a level funded budget for the following year.

c. We continued to explore the boundaries of a fund, sponsored by a church members' family, to help enhance our music budget each year. This fund, in the past, has enabled us to purchase choir folders for each choir member and help with piano maintenance. Additional money was donated this year and has not yet been dispersed.

d. We continued to help with decisions about church pianos regarding tuning schedules and any required maintenance.

e. One of our biggest challenges this year, COVID-19, moved our church services to a virtual format with tremendous results. The Worship and Music Committee continues to provide feedback and ideas on these services, led by our Minister and Music Director, at each monthly meeting.

B. September through June monthly WAM meetings were organized and well attended.

C. WAM procured and scheduled all of the Chalice Lighters and Readers for this church year.

D. WAM heard and considered various challenges and items concerning music at Old Ship. Our Music Director more than rose to the challenge of providing exceptional music for all services and events. We continue to explore the many untapped musical resources in and around Old Ship to continue to provide a variety of outstanding music and talent.

E. WAM hosted the annual Strawberry Sunday.

F. WAM hosted all of the Summer Services including recruiting speakers and setting up each service. Our Summer Services continue to draw much deserved praise for the well thought out content of each service. There is an obvious devotion of all WAM members to continue to provide a meaningful experience each summer Sunday.

G. Some of our committee members provided usher and parking back-up for the Christmas Eve Service.

H. WAM continues to absorb the Labyrinth Committee as a sub-committee. Several meaningful and beautiful Labyrinth events were well attended in the past year. Interest in the labyrinth at the Old Ship Parish House has been renewed and we look forward to many more events in the future. These events invite church members

and non-members to share a sacred space. Our challenge for this year is to share that sacred space without actually sharing physical space. We, of course, will rise to this challenge and beyond.

The Worship and Music Committee is truly the heart of Old Ship Church. Our purpose is to help provide a meaningful, moving, and spiritual experience at our church services so that re-kindled light in each heart can be carried throughout Old Ship. Sunday service, as well as additional service events, provide a starting place for our Community to gather, share, and find comfort so that each member may share their light wherever they go, in or out of, Old Ship. We look forward to our next year of wonderful and beautiful experiences.

Submitted by Karen Churchill, Chair of Worship and Music Committee

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## **SUNDAY FLOWERS COMMITTEE**

The Sunday Flowers Committee coordinates the flowers placed in the Meetinghouse for Sunday services. The Sunday flowers are usually donated by Old Ship members or friends in memory of a loved one or to celebrate a special occasion. The Order of Service carries an announcement of the name of the donor and the name of the person honored or the occasion commemorated.

The Committee Chair arranges the flower's schedule for the 40 Sundays in the church year, plus the Thanksgiving Eve and Christmas Eve services. Donors are offered the same date from year to year (for example, the third Sunday in March), and notes are kept regarding the flower types, colors, and design styles preferred by each donor, the memorial message that appears in the Sunday order of service, and the name of the Committee member who will do the arrangement.

Donors may use the services of a commercial florist, create their own flower arrangements, or have the Sunday Flowers Committee provide the arrangement for them. A donation of \$50 is requested to cover the cost of flowers and supplies (usually purchased at wholesale prices) for arrangements the Committee makes. This year, due to COVID-19, Sunday services moved online beginning March 15 and we stopped providing floral arrangements. Donors who had paid for their floral arrangements in advance, were refunded.

Although the Committee has no operating budget and is supported entirely by the donors, it does have its own bank account and its own treasurer. Receipts for purchased flowers and supplies are submitted to the Sunday Flowers Committee Treasurer for reimbursement. The Treasurer also keeps track of payments by donors for their floral arrangements. The balance as of May 9, 2020 was \$1,401.68. When purchasing flowers, we try not to spend the entire \$50 received from donors, with the leftover money used to buy flowers on the Sundays when there is no donor and to maintain our supplies (OASIS, preservative, and containers).

People who wish to donate flowers may check with the Committee Chair for open dates.

Additional floral arrangers are always welcome.

The members of the Sunday Flowers Committee are:

- Pat Bianco
- Diane Jordan
- Corey Fitz-Marquez
- Sharon Prehn
- Frank Cheney, Treasurer

Submitted by Sharon Prehn, Chair



The Candlelight Concert series continues its tradition of bringing first-rate musicians to Old Ship for public, free-admission concerts in the meetinghouse.

The season opened on November 3rd with the ensemble Sacred Monsters offering a program of Baroque reflections on the tensions, contradictions, and ecstasies of love and heartbreak: “Si dolce i’l tormento,” or “So sweet the torment” (!) January’s concert featured a collaboration between violist Anna Griffis, bassoonist Jensen Ling, and pianist Sarah Bob on a program that celebrated the pairing of the bassoon and viola, two instruments with a natural compatibility but little music expressly written for them. March 1st brought Pianist and former Music Director Chris Hossfeld back to Old Ship along with violinist Jae Cosmos Lee, from A Far Cry, and cellist and Old Shipper Jeremy Harman for a concert of piano trios by Mozart, Shostakovich, and Arvo Pärt.

We publicize our concerts in a number of social media venues, and it seems to have resulted in increased attendance. The March concerts in particular – just before the shutdown – drew one of the largest crowds ever in the history of the series! Special thanks to Ivy Butterworth and Laura Harbottle for all their efforts.

This year, the series received Local Cultural Council funding from the Hingham Cultural Council. The series relies on grants, individual donations at the door, and annual contributions from the Friends of the Candlelight Concerts. We are planning the next season mindful of the possible impact, economic and otherwise, of the CoVid-19 pandemic, and are committed to striking the right balance between continuity and sustainability.

It is our pleasure to bring first-rate musicians as well as members of the larger community into the meetinghouse. Thanks as always are due to the Old Ship Board and community for their support, and most especially to Committee members Ralph Brown, Laura Harbottle, Ginger Jensen, and Ivy Butterworth for all of their great and vital work.

Respectfully,  
Christopher Sullivan, Chair

# EDUCATING HEARTS AND MINDS MINISTRY

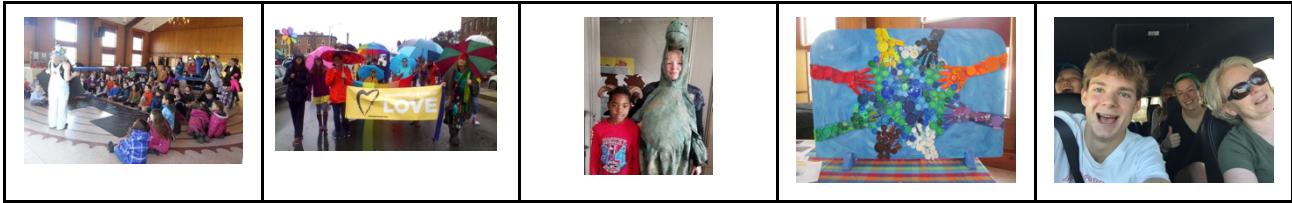
Children's Education & Youth

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Life Learning

## CHILDREN'S RELIGIOUS EDUCATION & YOUTH COMMITTEE

Thank you, Beverly!



Thank you, Beverly Tricco, for your time over the last 12 years as our Director of Religious Education, mentoring the Children's Religious Education and Youth Committee and our congregation to accomplish the Children's Religious Education and Youth Committee's Mission and Goals.

### Mission Statement and Goals

The Old Ship religious education program creates a meaningful community that values individuals and awakens their sense of wonder, reverence and self-awareness through fellowship, worship, education and service.

In fulfillment of this mission, the Religious Education Program:

- Welcomes and accepts all children and youth, and values the gifts they bring and the people they are.
- Builds community by celebrating life's journey, milestones and intergenerational connections.
- Nurtures spiritual growth and development by fostering the free and responsible search for (life) meaning and individual truth.
- Awakens through ritual, word, song, art and movement the mystery of living, the reverence for and awe of life.
- Fosters our children's Unitarian Universalist identity by teaching them about our principles and sources, heritage, and traditions.
- Promotes commitment to justice and ecological sustainability in the world through education, service and social action.

### Interim Process

The mission and goals were developed through the UUA religious education interim process, facilitated by an interim director of religious education, Kerrie Lirosi. Chloe Briede has agreed to help us through another interim process. She will begin August 1st.

### June 2020

Why are families participating?

- To be a part of a spiritual community of all ages
- appreciating many backgrounds and beliefs
- who are brave, curious and compassionate thinkers and doers creating spirituality and community beyond boundaries
- working for more justice and more love in our own lives and in the world
- the children's, youth, Coming of Age, and Our Whole Lives (OWL) programs



What else is competing for families' time & attention Sunday mornings? Much has changed since 1681, with the most dramatic change in recent years:

- Family time - many adults in the children's homes work full time
- Sports
- School - catching up on sleep, homework
- Activities
- Family commitments
- Entertainment via internet enabled devices
- Families who don't go to church on Sundays. [Gallup April 2019: U.S. Church Membership Down Sharply in Past Two Decades](#)
- Shopping - In 1983 Massachusetts started allowing stores to open on Sundays. Derby Street Shops opened in 2004, the Hingham Shipyard, 2009, and the internet is always open
- and, at this moment, the [COVID-19 State of Emergency](#)

Why do children and youth like Old Ship?

- Checking in and having people listen to them
- Being with friends
- Making friends their own age, as well as with other children and adults
- Calling adults by their first names
- Youth Group
- Game Night
- Making Father Bill's Lunches
- New Year's, Easter Egg Hunt, Passover Seder, Dias de los Muertos, Pancakes and Pajamas, Pride Day.
- Participating in the service - leading it, Nativity tableau, ringing bells, playing instruments, singing, sharing joys and concerns.
- Arts and crafts
- Building with legos, cardboard, sticks
- Playing together outside
- Being welcomed when they participate, whenever they can - be it every week, once a month, once a year, after several years

What are young children's parents' church challenges?

- Negotiating with their children to get them to go to church.
- Limited time to commit to volunteer, participate in much of what the Old Ship community offers, and have Sundays available.
- Connecting with other parents with babies.
- Worrying about their children's behavior.
- The nursery isn't near the Meeting House.
- Both the Meeting House and the Parish House aren't "family friendly." To get to the Meeting House, you need to park and then climb a hill. Once you enter both buildings, if a child is excited and runs in ahead, he/she is easily lost.
- Old Ship is located in a mostly white, affluent, Christian town. We'd be more appealing if we were more diverse.

Our committee keeps these challenges in mind and strives to make Old Ship a place where it's easy for families to come for sabbath and support, whenever they can.

The COVID-19 State of Emergency caused us to rethink and revise our plans. This is how we've been operating during this time:

- Email and Letter Writing
- Facebook Updates
- Google "Church People" Classroom - thanks Cierra West!
- Video Conferences/"Zooms": Passover Seder, Easter Egg Coloring, Youth Friday afternoons, Young Children Sunday mornings, Monthly Committee meetings
- Stories for All Ages during a few services
- A story uploaded each Sunday morning to YouTube
- Decorating the Parish House front lawn for Pride month
- Our Whole Lives (OWL) was paused since this program needs to be done in person. The program will be resumed once we are able to meet in person again

Thank you to everyone who has supported the Children's Religious Education and Youth Program this year. A special thank you to our Our Whole Lives (OWL) teachers, Debbie Squires-Lee, Corey Fitz-Marquez and Mason Wiley.

Children's Religious Education & Youth Committee

Kate Doyle, chair ([Kathleen.n.doyle@gmail.com](mailto:Kathleen.n.doyle@gmail.com), 781-749-2404)

Maureen Butler

Susan Carillo

Lauren Gadot

Debbie Squires-Lee

## LIFE LEARNING PROGRAMS

The statement of purpose for adult programs at Old Ship, which was formulated by the Life Learning Committee many years ago, is as follows:

*Adult learning opportunities at Old Ship serve our community by encouraging spiritual growth and the free and responsible search for truth and meaning in harmony with Unitarian Universalist principles and sources of inspiration.*

In addition to seeking to fulfill this mission, along the way we hope to foster new friendships, good conversations, and stronger bonds of community.

Our committee meets from time to time to reflect on current programs, to generate ideas for new programs, and to organize the schedule of classes, groups, and workshops. The work of leading the variety of programs is carried out by many talented folks in our community, with occasional outside presenters.

Continuing ongoing groups and activities this year have included the Ceilidh (song circle), Men's Breakfast, Women's Breakfast, Fiber Funship (formerly the Old Ship Sewing Circle), and Seasonal Crossing Time Poetry Circles. Ceilidh and the Men's and Women's Breakfasts have continued to meet this spring via Zoom.

The weekly Monday evening Buddhist "Sangha" gathering and early Thursday morning meditation, led by Eric Cornetta, continued until the Parish House was closed for gatherings beginning in March.

The Way of the Bodhisattva study group, led by Ken Read-Brown, is in its twelfth year and continued to meet twice monthly on Sunday mornings with a group of between 15-20 or more each time, this year reading *Happiness is an Inside Job* by Sylvia Boorstein. The Sacred Texts Study group, also led by Ken, continued to meet twice monthly on Thursday afternoons, this year continuing to study the *Tao Te Ching*; this group has an attendance of 6-8 or so. Beginning in March both groups continued to meet via Zoom – Bodhisattva for the time being weekly.

Classes this year included: Who Are We?, led by Ken; Touchstones of Wisdom, led by Ken; Painting, Drawing, Seeing... Together, led by Beverly Tricco; and Facing Death with Life, led by Rich Elliott and Ken. Spring Poetry, led as always by Elizabeth Torrey and Ken, has been postponed until the fall due to coronavirus.

Autumnal Equinox Poetry Circle and the Winter Solstice Poetry and Song Evening were held and hosted by Elizabeth Torrey. The Spring Equinox Poetry Circle was cancelled due to the pandemic.

Ken also led one session of his So You Want to Meditate workshop, on a Saturday afternoon, and there were several Sunday Forums on various topics.

Ralph Brown once again created a beautiful and colorful flier for our programs.

Finally, many thanks to all participants and leaders of adult programs. And in particular, from me, Ken, many thanks to our fine committee members, who bring it all together so creatively!

We always welcome your suggestions for future classes, workshops, and groups. Please share your ideas with one of us soon as we plan for next year.

Ken Read-Brown, convener  
Beverly Tricco, Director of Religious Education,  
Ralph Brown, Rich Elliott, Claire Petrie, Elizabeth Torrey

# NURTURING COMMUNITY MINISTRY

Nurturing Community Council

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Pastoral Care

## **NURTURING COMMUNITY COUNCIL**

The Nurturing Community Council was created to support the work of a number of smaller committees dedicated to providing a warm welcome, loving support, and a sense of belonging to all visitors and members at Old Ship Church. We carry out our ministry of building fellowship and community at Old Ship in a variety of ways.

Visitors and new members are important people to all of us at Old Ship. We track visitors that are showing interest by sending them a letter (as does Ken), passing along new or updated information (name, address, e-mail, phone) to the office and providing their names to various groups, such as the Women's and Men's Breakfast gatherings. Anybody with children is referred to Beverly Tricco, our RE director. We had planned to hold a 'New to UU' gathering in late March so that visitors could receive information about our faith as well as to ask questions. We encourage all of us to greet visitors during the service, perhaps inviting them to coffee hour. Being known as a friendly, welcoming community is very important. What can you do to help? Once someone has signed the Membership Book, we interview them and write a 'welcome bio' for the newsletter as well as put a picture of them on the photo bulletin board. New members also receive a warm letter from the NCC, elaborating on committees/events with which they could become involved. This year, we welcomed 10 new members.

Throughout this church year, we committed ourselves to holding a community dinner in homes or having a "Saturday Supper" in the Fellowship Hall every month or so. This year, we sponsored four dinners, many attended by 30 or more people. These suppers provide us with delightful ways to increase our connections, talk on a more personal level with those we know well, and become better acquainted with new friends. We had planned other social events in the spring, but they were cancelled, for obvious reasons.

Sunday caring tasks of ushering, hosting coffee hour and tending the welcome table are opportunities in which all of us at Old Ship might participate. Finding enough volunteers to fill these roles each Sunday continues to be a struggle. Over the past few years we have simplified the tasks by modifying hosting coffee hour to decrease the financial and time impact on people as well as making it easier to sign up. (Go to [www.oldshipchurch.org](http://www.oldshipchurch.org). Click on the Nurturing tab. A drop-down menu will have Sunday caring tasks listed. Click on that and you will be taken to a sign-up calendar.). We are very appreciative of the 50 people and 3 committees who showed their commitment to Old Ship by helping in these critical roles. Keeping the SignUp Genius updated is another one of our responsibilities. Going forward, we would welcome new ideas for improving the sign-up process and enlisting more people to volunteer for these small but vital roles on Sunday. Taking part in these important tasks binds us together as a community.

One of the best ways to get to know one another is to be familiar with each other's names, which makes it more comfortable to connect with one another. Wearing name tags during coffee hour has been made much easier with our new magnetic name tags! Many thanks to Sharon Prehn for procuring these tags. If you do not have one, please contact Sharon ([prehn@verizon.net](mailto:prehn@verizon.net)) who will make certain that you have your very own. A two-dollar contribution would be much appreciated, helping to defray the costs. Members of the NCC greeted visitors as well as members at the door of Old Ship, at the beginning of each service, which is another way to have people be more aware of each other's names.

One of our major projects of the year was to have a directory compiled. About 90 family units made appointments to have their photos taken for this directory, which would be another way for all of us to get to know each other better. The directory is on hold because Lifetouch, the company with whom we were working, has temporarily stopped their operations.

Lastly, this year, members of the NCC greeted fellow congregants as they entered Old Ship for a weekly service. We also had the names of ushers, hosts, and flower arrangers listed in the order of service each week, giving us another opportunity to get to know one another. Lisa Sawyer updated our website information, making information about the NCC more accessible to newcomers. In the future, we plan to add more detailed information to "The Hingham Journal" weekly church service information. Many opportunities (such as using

videos) are available through technology to enhance our presence. We hope to be able to incorporate some of them during the coming year.

There are so many more ways we can connect as a community. We welcome all ideas. If you are interested in helping Old Ship to continue to grow and connect as a community, please consider joining the Nurturing Community Council.

Respectfully Submitted,

Sharon Prehn and Ivy Butterworth , co-chairs

Janet Asnes, Board President, Pat Bianco, Laura Harbottle, Diane Jordan, Board liaison, Janice McPhillips  
Lorraine Riggs, Lisa Sawyer, Gail Slater

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## **PASTORAL CARE LEADERSHIP TEAM**

The purpose of the Pastoral Care Leadership Team is to share the pastoral care of Old Ship members and friends and to encourage everyone in the congregation to share in the care of one another. Each year's report is quite similar to past years' reports – since the ministry of pastoral care, while it changes in the particulars of each pastoral encounter, in general terms remains largely the same – and at the same time is close to the heart of who we are as a spiritual community.

Our Team meets monthly to review some of the pressing pastoral needs in the congregation and to arrange for care as necessary. This may include arranging for rides to church or elsewhere, as well as arranging and planning for visits, calls, and providing meals to parishioners recently returned from the hospital. The group often involves others in these efforts, and so serves as coordinators of care as much as direct caregivers. A few of our older members who no longer drive continue to be given rides to church by members of the Pastoral Care Leadership Team or other Old Ship volunteers. Finally, the Team maintains a freezer in the basement of the Parish House in which casseroles, desserts, etc., are kept for use when there is a need.

This year we have continued the practice of recent years, which is that at many of our meetings we write and then send cards to parishioners who we see as in need of some encouragement and support. Valentines and cookies were sent/delivered to some of our parishioners.

Each Sunday when we were still gathering for worship in the Meeting House, a member of the Pastoral Care Team took notes during the sharing of joys and sorrows to pass along to Ken, so that he can follow up as necessary and appropriate.

For the seventeenth year the Pastoral Care Team led a Service of Remembrance, once again in the Fall close to All Saints and All Souls Days.

As in past years, the Pastoral Care Team helped to coordinate the annual Christmas caroling to some of our parishioners who are not able to get out often any longer.

Most recently the Pastoral Care Team coordinated systematic calling of members of the congregation to check in and see how folks have been doing during coronavirus social distancing and staying at home.

We always welcome ideas and support from the congregation, and of course we hope that everyone in the congregation feels that they are informal but important members of the Pastoral Care Leadership Team.

As convener, I once again thank all the members of the Team for their dedication to helping to meet the pastoral needs within our community. We were very pleased to welcome Liz Flint to our Team this year. And I offer special thanks this year to the Team for continuing to meet and to be attentive to pastoral needs during my ten-week sabbatical.

Ken Read-Brown, convener

Ralph Brown, Diane Elliott, Liz Flint, Elaine Gomez, Alicia Harkness, Fan Leonard, Joan Wilson, Beverly Tricco

# SERVING OTHERS MINISTRY

Social Justice Council

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Social Outreach  
Committee

\*

Coffeehouse off the Square

## SOCIAL JUSTICE COUNCIL

**Social Justice Council Members:** Brenda Black, Davalene Cooper, Kate Philbin, David Murphy, Patti Smith, Laurie Ann Yeisley-Drogin , Dana Kintigh (Board liaison)

The Social Justice Council (SJC) works to facilitate and support social justice activities and projects at Old Ship Church. The committee identifies a focus for social justice work, usually for a period of three years. This focus is not intended to be exclusive, but to help the committee in deciding to which projects and events it should dedicate its resources and energy. This has been the third year of Old Ship's Social Justice focus on Protecting Vulnerable Communities. Usually, the committee would have reviewed whether this should continue to be our focus as part of our work this spring. However, the pandemic affected all of our work since March. We will revisit this issue next year, and anyone in the congregation who would like to comment on this focus should feel free to talk to one of the committee members.

The pandemic also affected our last planned forum in late March on the Trump Administration's plan to revoke Temporary Protected Status to thousands of immigrants who came to the United States following natural or political disasters in their home countries. We will reschedule this program for the fall, social distancing rules permitting.

The committee also has begun to discuss whether Old Ship would be interested in sponsoring and supporting an asylum seeker. The Unitarian Universalist Service Committee (UUSC) has a program where congregations support an asylum seeker in their community. This action would require us to provide housing and other assistance to an asylum seeker while he or she awaits final resolution of his or her claim. The details related to this program are found in a handbook, available at the following link:

<http://uucs.org/wp-content/uploads/2019/11/Congregational-Sponsorship-Handbook.pdf>. The committee plans to facilitate discussion of this possibility in the next year.

As described below, the committee undertakes a number of activities each year in support of social justice. However, the committee also supports initiatives from others within our congregation who wish to bring a social justice project or event to the congregation as a whole. As such, we encourage anyone who has such a project to contact the committee for assistance and support.

Finally, we want to thank everyone for their support of our efforts to create a more just and peaceful world!

### **This year, the SJC has continued to lead Old Ship's efforts to:**

- Hold ongoing **"Feeding Others" food collections** to support the Hingham Food Pantry using the model of asking for a donation each time Old Shippers come to the Meeting House or Parish House. Donations are recognized each week as the collection basket is brought forward during the service. We are happy to report that our total donations are up and have been more consistent over the church year, actions that are greatly appreciated by the Hingham Food Pantry.
- Held a **food drive at Stop and Shop** in support of the Hingham Food Pantry,
- Provide **meals for Father Bill's Homeless Shelter for Adults**: With help from Sharon Prehn, we have maintained six cooking teams each of which cooks and serves dinner meals on a quarterly basis.
- Maintain an action alert network, our **Social Justice Action Alert Network**, to share information about actions members of the list may take to support issues affecting vulnerable populations. The list has about 65 members of the community. Davalene Cooper maintains the list and sends out the alerts. If you would like to join the list, contact Davalene at [davalenecooper@verizon.net](mailto:davalenecooper@verizon.net).
- Continued our support for **UUSC this year through the monthly coffeehouse at Old Ship as well as through the annual Guest at Your Table** fundraising program. The latest UUSC Annual Report includes the following awards for Old Ship for the last fiscal year: Creating Justice Banner Award (25-50% of the congregation are UUSC members), James Luther Adams (a budgeted gift to UUSC of at least \$1 per member, funds received



through the annual Christmas Eve offering at Old Ship), and a special recognition award for Guest at Your Table (total gift of more than \$5000).

- Supported the **holiday collection of personal toiletries and other needed items for Father Bill's Programs**. This was in place of our usual support for holiday gifts for children in foster care.
- Support the actions of **Hingham Net Zero and 350MA.org node to respond to climate change and the impact on vulnerable populations** through information in the monthly newsletter and alerts about potential actions through the Social Justice Alert email distribution.
- Support the programs of the **UU Urban Ministry in Roxbury** and provide information to the congregation as requested.
- Continued the process of becoming **recertified as a Green Sanctuary**. Late this spring, the report required for recertification was submitted to the Green Sanctuary Program. We are unsure of how long it will take for them to review our report, especially given the pandemic, but once we are approved, the report will be posted on our website under the Green Sanctuary tab. **UPDATE: Old Ship is recertified!**
- Maintain an **updated presence on the Old Ship website**. Additionally, this spring when we moved to virtual services and meetings, the committee identified a number of organizations and programs in need of financial donations and/or volunteers. That list is also included at the end of this report.
- Raise funds through specially designated **Social Justice Special Plate Collections** each month to support organizations who are focused on helping vulnerable communities. Due to the pandemic, our last three special plate collections did not take place. Some of the organizations planned for the last three collections may be the recipients of next year's collections. Here is the list of recipients for this past church year.

Month	Recipient	Amount Collected
October 2019	No More Deaths	\$550.78
November 2019	Friends of the Homeless of the South Shore Dinner	\$769.51
December 2019	UUSC Guest at Your Table Program	\$4,123.73
January 2020	Mass Climate Action Network	\$604.57
February 2020	Honduras Hopes	\$923.00
<b>Total Collected</b>		<b>\$6971.59</b>

We invite members or our community to make suggestions for the recipients of these special collections for the 2020-2021 church year.

**The SJC offered opportunities for our congregation to increase our knowledge and enhance our readiness to act for Social Justice with the following programs:**

- ❖ In September, we hosted a climate change discussion in connection with the Worldwide Climate Strike. The discussion followed Ken's sermon on this topic.
- ❖ In October, we sponsored a Crafts Fair with handcrafts from Guatemala, baskets from Honduras, and information about tea from Malawi. Old Shippers were able to purchase items and learn about the organizations and programs supported by these purchases.
- ❖ In January, the Green Sanctuary Team hosted a program titled, "Electrify Your Life." The program included demonstrations and discussions of technologies individuals could adopt in their homes and lifestyles to reduce their carbon footprint and have an impact on global climate change. The committee provided a soup lunch for those attending the program.
- ❖ In February, Hingham residents Peter and Kathy Swanson shared their work and experiences in Honduras. They are board members of Honduras Hopes, a New Hampshire based non-profit that works on issues related to health, education, and entrepreneurship in rural Honduras. [Following this forum, Cal Larsen organized a special](#)

collection of used eyeglasses for those served by Honduras Hopes. Old Shippers donated more than 90 pairs of used eyeglasses that Peter and Kathy will distribute during their next trip to Honduras.

### **For 2020-2021**

Our plans for next year are somewhat in flux as we will need to continue to respond to challenges presented by the COVID19 pandemic. However, we envision continuing many of our recent social service actions which have received support from the congregation, and we will offer guidance and support to any in the congregation who would like to lead an action or learning opportunity to help a vulnerable community. We will help with communicating opportunities to act in service to such vulnerable groups through the newsletter, announcements, and the Social Justice Action Alerts email distribution. Contact Davalene Cooper [davalenecooper@verizon.net](mailto:davalenecooper@verizon.net) to be added to the alert email distribution.

### **We plan to:**

- Lead the Annual Food Drive to restock the Hingham Food Pantry at Stop and Shop
- Provide information about ways to act in support of vulnerable populations via the Social Justice Alert Action Network
- Consider how our congregation might intersect with the UUA's Get Out the Vote Campaign as part of the 2020 Presidential and Congressional Election
- Organize and administer eight monthly Social Justice Special Plate collections, expanding potential recipients to organizations serving a range of vulnerable populations.
- Support our Green Sanctuary Group in their efforts to educate our congregation about ways to reduce the human impact on climate change and to act for climate justice for communities currently experiencing the impact of climate change. Please see the note at the end of this report regarding our need for leadership of this program.
- Support the UUSC through the Guest at Your Table fundraising and other educational programs
- Program a recognition of U.U. Justice Sunday

We hope the Children's RE program will continue to provide bag lunches for Father Bill's residents on a monthly basis and that the Youth Group will continue to identify actions they can take to serve others.

### **Leadership Needed for the Green Sanctuary Program**

We have many Old Shippers who are working on climate change and other environmental issues through other committees or organizations. We were fortunate for the past two years to have Laura Burns and Turner Bledsoe as leaders of the Green Sanctuary Program. Unfortunately, Laura and Turner both have had to step away from leading this work as they are providing leadership to other Hingham and South Shore Climate Change organizations. We want to thank both of them for their work on starting the process Old Ship to be reaccredited as a Green Sanctuary congregation. And to the extent there is overlap between their other work and Green Sanctuary, they will keep us informed.

We appreciate that Carol Valentine and Louise Smith drafted the final report, with the help of many Old Shippers who have been involved in different parts of our Green Sanctuary projects and programs. That report was forwarded to the Green Sanctuary Program at the UUA, and we heard on May 22 that Old Ship has been reaccredited! We will post the report on the Green Sanctuary section of our Social Justice Council website, <http://oldshipchurch.org/green-sanctuary.html>. The notification letter is attached at the end of this report.

Going forward, however, we are looking for new leadership for Green Sanctuary. There are many aspects to the Green Sanctuary program—climate change issues, recycling issues, making sure our buildings at Old Ship are as green as possible. If this sounds like something you, or a group of you, would like to do, or to learn more about what is required, please contact Davalene Cooper, chair of the committee next church year.

**During this pandemic, the Social Justice Council invites you to continue to Serve Others and protect vulnerable populations by helping in any of the following ways:**

## Local Food Pantries

The **Hingham Food Pantry** is still accepting actual donations of goods. You may find the specific receiving dates on the Hingham Food Pantry's Facebook page at <https://www.facebook.com/HinghamFoodPantry/>. The pantry is located at Second Parish, 685 Main Street, Hingham (back of the church). Please place your donations in the carts in the parking lot and please do not leave food at any other time. Please check expiration dates on items. They cannot accept outdated items.

List of Present Needs:

Pasta Sauce (red) Canned Tuna Cracker Sandwiches Cookies

Mashed or Scalloped Potatoes (Boxed) Regular or Decaf Instant Coffee

Or order and donate foods to be delivered for the Food Pantry:

Here is how: [Instacart.com](https://www.instacart.com) is a great way to order donations online. Items can be sent to Brooke Bartletta (note the "t" in Bartletta), 52 Fearing Road, Hingham, MA 02043.

Monetary donations are also always welcome.

Checks may be made out and mailed to: Hingham Food Pantry, 685 Main Street, Hingham, MA 02043 or Venmo @Brooke-Bartletta (note the "t" in Bartletta) with a note of Hingham Food Pantry in the "What's It For" section. Brooke will provide Hingham Food Pantry with a check.

\*\*The Hingham Food Pantry would like to offer help to any local family who may need assistance during this difficult time. Please help get the word out that should anyone need help, please call the Pantry at 781-740-8180.

The **Weymouth Food Pantry** is accepting monetary donations to allow purchases of the foods needed at this time when their usual supply of rescued foods from grocery stores is severely reduced.

<https://www.weymouthfoodpantry.org/donation-page>

**Aunt Dot's Kitchen, the Wellspring food pantry in Hull** needs some extra help. They need non-perishable foods, as well as fresh produce. Gift cards to supermarkets and monetary donations are especially helpful and greatly appreciated. To donate, go to <https://wellspringmultiservice.org/donate/>

## Meals for Homeless Individuals- an opportunity for a family or small group

Father Bill's/Mainspring has opened a new temporary shelter for homeless men in the Quincy YMCA. They need groups or individuals to assemble 50-100 individual bag lunches offsite and deliver them to Father Bill's. For information: <https://helpfbms.org/wp-content/uploads/2020/04/Bagged-Lunches-April-2020.pdf>

There is a group from Glastonbury Abby making lunches on Tuesdays and they could use a few more people to help. If you are interested, contact Davalene Cooper and she will put you in touch with the group:

[davalenecooper@verizon.net](mailto:davalenecooper@verizon.net)

Father Bill's also needs cash donations to meet the additional services it is providing during this time of crisis. To donate or explore other ways you can help, go to <https://helpfbms.org/support/coronavirus/>.

## Medical Care for the Homeless

Boston Health Care for the Homeless: People experiencing homelessness are especially susceptible to the COVID19 virus. This organization has been providing health care to the homeless in Boston for more than 30 years. Now, they are now screening and testing patients for the virus, operating two new medical tents and other facilities. These efforts will lead to losses of about a million dollars during this crisis, so cash donations are needed. To donate or learn more about these efforts, go to <https://www.bhchp.org/covid-19-response-efforts>.

**Helping Low Income and Homeless Children** Cradles to Crayons in Boston has established an Emergency Essentials Fund to help its community partners meet urgent needs for new diapers, school and art supplies, hygiene items and other essentials for children. The Emergency Essentials Fund will allow them to leverage their logistics

expertise and bulk purchasing power and serve thousands of families in need. For more information or to donate online, go to <https://www.cradlestocrayons.org/boston/>.

**Cloth Masks Needed: if you can sew, directions available on the internet**

The Black Ministerial Alliance is asking for cloth masks for the African-American residents of Dorchester and Roxbury who are more at risk for Covid 19 due to the high rate of diabetes. Contact Laurie Ann Yeisley-Drogin for details on where to mail the masks so they reach those most in need them: [giraffe@drogin.net](mailto:giraffe@drogin.net) (UPDATE: The masks are going directly to the Family Van for distribution in Chelsea, Roxbury, and Dorchester. The predominantly Spanish speaking population in Chelsea has been hit particularly hard by COVID-19, and mask requests are being met with door to door delivery from the Family Van.)

**[Helping the UUUM meet needs of the domestic violence survivors and youth](#)**

UUUM (UU Urban Ministry) is requesting donations to their Emergency Fund to help meet the needs of the domestic violence survivors and youth they serve: funds will allow them to help with groceries and cleaning supplies, rent and utilities, and provide access to technologies to help them keep safe and connected. Donations can be made through this link [Your support](#) or by check (send to UUUM Emergency Fund, 10 Putnam Street, Roxbury, MA 02119).

**Notice of Green Sanctuary Reaccreditation**

May 21, 2020  
Louise Smith

Dear Louise and the First Parish community of Old Ship,

Congratulations!

On behalf of the Green Sanctuary review team I am delighted to deliver the news that your application for reaccreditation has been affirmed as well-done and even exemplary! You have officially received Green Sanctuary Reaccreditation status.

In every area of your work the review team saw strong leadership, creative engagement and beautiful dedication.

Your team's commitment to "connect the rest of the congregation" in the work of environmental sustainability and justice seemed to yield enthusiasm and we believe, long term engagement. Especially notable were your connections with the FRRACS neighborhoods and leadership, and your efforts to amplify and fulfill with them the many strategies laid out.

We understand the difficult issues involved in moving toward net zero with an historic building! Your work in this arena also reflects clear intention and planning.

Please take time to celebrate your excellent work. Environmental and climate sustainability and justice will demand our attention for a long time to come, and we all need to take care of ourselves and each other.

With deep gratitude and in faithful collaboration for All Earth,

Karen Brammer  
Rev Karen Brammer, UUA Green Sanctuary Manager

## **SOCIAL OUTREACH COMMITTEE**

Since its inception in 2002, the Social Outreach Committee's (SOC) responsibility has been to evaluate and select grant recipients for money generated by the Saniter Trust, which is administered by the Trustees of Invested Funds of Old Ship Church. Given the reduced amount of funds available for disbursement in recent years, the SOC in 2017 proposed to the Board that instead of having a committee go through a fairly detailed and time-consuming practice of soliciting and vetting grant proposals, that the funds instead be channeled through the Coming of Age program to be used in conjunction with their community service project(s). The benefits of this new process are as follows:

Creating a more efficient process for disbursement of Saniter Trust funds, while still keeping with the original intention of the Trust

Providing greater impact for the Coming of Age Community Service project

Doubling the amount for disbursement, since the funds from "off-years" will roll over to be combined with the "on-year" distribution

Instilling in our youth a sense of philanthropy with the hope of planting the seed for a lifetime of charitable giving

Empowering our youth to assess charitable giving options and to objectively discern which organizations merit financial support

The SOC remains as a standing committee, until otherwise voted by the Congregation, and will work with the Coming of Age program in 2021 to help further institutionalize the above process.

Respectfully submitted by SOC members:

David O'Malley, Judith Sneath, and Susannah Thomas

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## **COFFEEHOUSE OFF THE SQUARE**

We enjoyed presenting 6 performances: Jez Lowe, Tony Lynn Washington w/Paul Speidel, Goeff Muldaur, Southern Rail, Guy Van Duser & Billy Novick, and Bow Thayer. We had to cancel our last three concerts due to the pandemic and are unsure about preparing for next season. Here are the reasons -- first, the physical questions of the Parish House reopening and the changing rules permitting groups meeting, serving food, etc., and second, the social questions about the comfort level of our volunteers, the performers, and audience in a live coffeehouse setting. It's unlikely there will be live concerts until at least 2021, and we are uncertain as to effort-to-reward ratio of trying to present our coffeehouses online in the fall. Coffeehouse volunteers will meet again Aug. 30 to discuss plans for the 2020-21 season.

Although the Coffeehouse had a shortened season this year, we were still able to make a we were still able to make a \$2,200 donation to the Unitarian Universalist Service Committee, as we try to do annually. We also agreed to give the cancelled performers a small donation and a first shot at future performances.

Submitted by Eric Cornetta

# STEWARDED RESOURCES MINISTRY

Buildings & Grounds

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Friends of the Meeting House

\*

Memorial Garden

\*

Treasurer & Finance

\*

Trustees of Invested Funds

\*

Budget

## **OLD SHIP BUILDING AND GROUNDS COMMITTEE**

The Buildings and Grounds Committee oversees maintenance and improvements to the Meeting House and Parish House, including the grounds that surround both buildings.

### **Budget**

As reported in the past, funds needed for maintenance of the Meeting House, Parish House and surrounding grounds, are in the range of \$80,000 annually. The 2019-20 fiscal year budget for both buildings and grounds was \$11,000. In addition, \$38,000 from donated funds was expended for repaving of the Parish House driveway. For the past three years, repairs and maintenance related to the Parish House were deferred while the property was on the market for sale.

### **Meeting House**

At the beginning of the year repairs to the damaged steeple were completed. Grants from the Massachusetts Preservation Project Fund, the Greenbush Trust, and Hingham Community Preservation Act funds, as well as Old Ship funds, paid for the project. Subsequent to that project, Mark Curran, our sexton began repainting and repairing the railing around the cupola housing the bell. Additional maintenance work required includes replacement of deteriorated sprinkler system pipe, plaster repair and painting, gutter work and possible replacement of the separate heating house that is nearly thirty-years old. Inside the building, Peter Lochtefeld designed and installed assist handles on the inside doors leading from the sanctuary. Mark Curran replaced the tree-damaged roof of the heating house, funded by an insurance claim payment.

### **Parish House**

#### **Grounds**

In addition to the driveway repaving, we faced several incidents regarding trees on the property. Storm winds knocked down several large trees some of which caused damaged to a neighbor's property at 14 Elm Street. Thanks to Rubin Marquez and other volunteers, several trees and large limbs that fell, were damaged or near falling were removed. The neighbor had other trees at the property line removed.

### **Parish House Building**

In October, the Parish voted to take the building and property off the market. Focus shifted to reviewing the committee's previous analysis to determine needed maintenance, repair and potential expansion of usable space in the building. Several iterations of the cost and type of work needed were compiled and reviewed. Previous assessments were supplemented by new appraisals of the condition of the building, its energy efficiency and potential for improvement. Both internal and external professionals participated in the evaluation that culminated with prioritized project lists recommended to the Board for action. The cost of these projects including professional engineering and project management approaches \$900,000.

The Committee recommended stabilization of the building envelope including repair and painting of external woodwork, windows, frames and roof membrane. In addition, have the heating system professionally evaluated considering energy efficiency improvements including air source heat pumps and building insulation. The source of funds for some of the work could be from an anonymous donor who offered to give \$350,000 toward repair, energy efficiency improvements and "greening" of the parish house, should the parish vote to accept the donation.

### **Future Building on Meeting House Property**

Realizing that the Meeting House and all of the adjacent property are included in preservation restrictions, we requested guidance from the Massachusetts Historic Commission (MHC) should the Parish ever pursue building

on the property. In response, the MHC did not deny or approve our tentative plans to build on the property. Instead they provided comments "...to assist in compliance with MA Unmarked Burial Law and the terms of the Preservation Restriction." and further suggested a focus on an archeological assessment, conducted by professionals and "...advises a proactive approach to assist project planners to located and identify important archaeological resources including unmarked burials..."

The MHC recommended an archaeological "intensive (locational) survey (950 CMR 70) be conducted...by a professional archaeological consulting firm..."

These considerations should be included in any future building plans.

We wish to thank Ron Pollara for his many years of service including chairmanship of the Committee and his valuable expertise and advice.

The Committee needs more members, especially going forward into the challenges ahead. If you are interested in building history, like planning and executing projects, working with contactors, doing home repairs and projects, consider coming to our meetings.

Submitted by Rick Mattila, Chairman Building and Grounds Committee

**Members of the Building and Grounds Committee:** Rob Baynes, Stan Benulis, Peter Lochtefeld, Chuck Malme, Brian McPhillips (Board liaison), Julia Parker, Sharon Prehn, Carol Valentine, Tom Willson.

Additional assistance during the year provided by other members and friends as well as professionals from outside the community including:

Paul Eldrenkamp, Erik Espinosa, Bob Hawes, Diane Jordan, Fan Leonard, John Leonard, Gabe Lortie, Rubin Marques, David Schofield, Ursula Stone.

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## THE FRIENDS OF OLD SHIP MEETING HOUSE

The Friends of Old Ship Meeting House Charitable Trust, (The Friends) is a 501C3 tax exempt organization established in 1971 for the purpose of encouraging non-sectarian **public** support and funding for the preservation of the Old Ship Meeting House. As stewards of the Meeting House along with First Parish in Hingham, The Friends develop and manage activities that connect the Meeting House to the public, so that it continues to serve as an inspirational living legacy. The Friends Board of Trustees is meant to be comprised of members of First Parish Old Ship and a number of non-Old Ship community members. This past year new member and Old Shipper Ron Pollara brought to the Friends his grant-writing experience and in-depth knowledge of the maintenance needs of the Meeting House.

The most recent major preservation effort – repairing the rotted steeple on the Meeting House at a cost of close to \$160,000 – was completed during this past year, with support from the Town of Hingham’s Community Preservation Act fund, the Greenbush Trust, a grant from the Massachusetts Historical Commission, and Friends of Old Ship.

Because the Friends’ funds have been depleted over the past few years, we had been planning a major fund raising event for Fall of 2020. These plans have been put on hold due to the pandemic. For now, the Meeting House is in good shape – and the Friends plan to be ready to provide support when needed.

Submitted by Nina Wellford, President

Friends of Old Ship Meeting House Board of Trustees: John Sneath, Treasurer, Debbie Edmondson, Elaine Gomez, Jane Malme, Eileen McIntyre, Ron Pollara, Melissa Tully, Tom Willson



## MEMORIAL GARDEN

### Committee Members;

Carol Valentine, Chair and Head Gardener  
Lorraine Varney Riggs, Secretary and Family Liaison  
Charlotte Champagne, Treasurer and Records Keeper  
Diane Willson, Historian  
Marty Saunders, Master Gardner and Historian

The Memorial Garden serves as the repository for ashes (cremains) and to memorialize family members interred in the garden or elsewhere. The garden is available only to church members, friends and their families. Maintenance of the Memorial Garden is financially supported with tax deductible contributions and memorial donations. Contributors may have their names engraved on the granite walkway for the cost of the engraving, which is done at one scheduled time each fall.

We thank Nina Wellford for her temporary assistance as treasurer in 2019. In January 2020, Charlotte Champagne agreed to become our new treasurer. She has helped with gardening, and formerly had treasury experience with numerous volunteer groups.

The account balance of the Memorial Garden fund was \$11,265.15 as of June 30, 2019. Engraving costs and expenses to maintain the garden this year totaled \$3,387. A total of \$2,000 was donated for maintenance of the garden by members and friends of Old Ship. The balance of the Memorial Garden fund as of May 8, 2020 totaled \$12,278.15.

The committee accomplished the following during the last year:

- Provided an informational tour of the garden after a Sunday service last fall.
- Had 8 names and 2 dates of death engraved on the walkway in December 2019.
- Cremains of 1 were interred in the garden.
- Started using updated forms for all those interested in and/or using the garden and walkway.
- Started developing a master spread sheet for all those who have a connection with the garden and engravings on the walkway.

Maintaining the garden is largely dependent on volunteers. Besides socializing, weeding and watering, volunteer gardeners have augmented the soil, separated established plants and added additional plantings to the garden. More pea gravel was added along the walkway, and the fountain was periodically cleaned. The granite benches were cleaned by Diane Morrison and the walkway was power washed by Ron Pollara. Brenda Black, Diane Elliot, Fan Leonard, Janice McPhillips, Diane Morrison and Nina Wellford were frequent gardeners along with Charlotte Champagne and Carol Valentine. More volunteers are always welcome!

We are grateful for the services sexton Mark Curran provides, including plot preparation, grass cutting and raking leaves. John Leonard cleans, fills and maintains the memorial fountain each year.

Respectfully submitted,  
Carol Valentine

## REPORT OF THE TREASURER AND THE FINANCE COMMITTEE

Nina Wellford, Treasurer

Finance Committee: Nina Wellford, Janet Asnes, Rick Mattila, Diane Morrison, Elizabeth Murry, Susan Julien. With huge thanks for years of great advice from outgoing members: Ron Pollara, Mike Dwyer, Tom Willson

The Finance Committee keeps track of the overall financial health of Old Ship Church, and develops a draft annual budget for Board of Trustees consideration before being presented for approval at Annual Meeting.

Members of the Finance Committee are acutely aware of the precarious financial situation of the Parish. It is our role to hold difficult discussions about challenging topics – all in the interest of helping Old Ship stay financially secure. To that end, the Finance Committee made a recommendation to the Parish at the Special Parish Meeting of October 27, 2019, regarding the decision to remove the Parish House from the market. It read:

*The Finance Committee recommends that we formally take the house off the market now, and begin to put money into the most necessary repairs, such as the heating system and the driveway. A group will have to plan how much to renovate, and where to raise the funds. However, we also recommend that the Parish remain open to selling the property should a buyer emerge in the future. State regulations, town officials or town sentiment could change to support more dense development in valuable locations like ours. We recommend that for now, the parish do NOT proceed with selling a small portion of the land to the Town to expand affordable housing at the Lincoln School Apartments. That would devalue the remaining property, both in dollars and in leverage with the Town. The Finance Committee continues to believe that selling the Parish House and building a new one with the proceeds is in the best long-term financial interest of the congregation.*

Old Ship members at the meeting subsequently voted to take the Parish House off the market. The Finance Committee is working to incorporate anticipated expenses of Parish House repair into the budget, and we continue to support the idea that we should be open to exploring any *viable* interest in a sale.

The observations of the consultant following the Stewardship for Us process gave us valuable data and commentary, and we found her suggestions to be inspiring. When drafting the annual operating budget for FY 2020/21, the Finance Committee's goals were to present a budget that accurately reflects what we should be spending to maintain our program and buildings, and that asks all members and friends to stretch a bit with their pledge, to fully fund the program. The Canvass Team (once again, the Board of Trustees) took those goals to the Parish, through the 2020 Vision Campaign.

Then, of course, the pandemic hit, and we entered uncharted territory... As Treasurer, I am very grateful for how we Old Shippers have responded. Members and friends continue to fulfill their commitments for this fiscal year, and many have generously increased their pledges for next year. We have been able to fulfill our obligations to staff, including to the soloists in the Choir, even as the weekly routine has completely changed. The March departure of our parish administrator Julianna (whom, as the primary database manager, kept our records straight!) did allow us to save a bit. However, Sunday offerings are a fraction of normal, and we had to cancel a major fundraiser and Old Ship institution, May Breakfast. With the help of our intrepid bookkeeper Jennie McGirr, we were able to apply for and receive a Federal CARES Act Payroll Protection Plan (PPP) loan/grant to cover the salaries of our minister, music director and DRE for two months. This will help us end the year in good shape financially, due to a very strange mix of circumstances that made this year unique.

Looking to next year is a challenge. We don't know how the virus will take its course, and how much individual Old Ship families will be affected. The Finance Committee and Board continue to think through different scenarios, including if we can't meet in person for an entire year. You can be sure, however, that we take our fiduciary responsibility very seriously. We are grateful for the resources you continue to share with Old Ship.

The attached budget is based on the prediction that we will not be meeting in person at least until the new calendar year, 2021. We look forward to discussion during annual meeting and beyond.

## TRUSTEES OF INVESTED FUNDS

### Overview of Accounts

The Old Ship invested funds consists of two segregated endowments

1. The General Endowment (“The Growth and Income Fund”) valued at \$1,273,826 as of 12/31/2019, is managed for both growth and income. There is a small portion of this fund which belongs to the Deacons (5.2%) and is managed as a convenience for this organization. Yearly distributions have been taken by the Parish to supplement the annual budget and are limited to 4% of Assets by Parish bylaw. The General Endowment had an estimated return of 24% in 2019.
2. Building and Social Outreach Income Fund (“The Income Fund”) valued at \$107,498 as of 12/31/2019 is designed to provide income to the Parish to be used specifically for social outreach programs (70% allocation) and building maintenance (30% allocation). This fund had historically been managed for income production though due to historically low interest rates this has changed somewhat in recent years and as of year-end had approximately 26% of its assets invested in equities. Distributions have been determined by the board to accommodate for this change. The Building and Social Outreach Income Fund had a return of 12% in 2019.

### Trustees of Invested Funds

#### Endowment Summary - 2019

Performance Summary		Disbursements Summary (to be paid in 2020)	
Growth and Income Fund (12/31/2018)	\$ 1,065,273	Endowment value as of 12/31/2019	\$ 1,273,826
Growth and Income Fund (12/31/2019)	\$ 1,273,826	Distribution percent	4.0%
Total return (int/div+change in market)\$ =	\$ 258,800	Distribution Amount	\$ 50,953
total return percent =	24.3%	Operations	\$ 48,303
Distributions and fees paid in 2019 =	\$ 50,247	Deacons (5.2%)	\$ 2,650
Income Fund (12/31/2018)	\$ 108,939	Income Fund Annual Distribution (override)	\$ 4,300
Income Fund (12/31/2019)	\$ 107,498	Social Outreach 70%	\$ 3,010
Total return (int/div+change in market)\$ =	\$ 12,907	Building 30%	\$ 1,290
total return percent =	11.9%		
(1) Distributions and fees paid in 2019 =	\$ 14,348		

(1) Distributions from the income fund paid in 2019 include \$3,150 of a deferred 2018 social outreach distribution along with its 2019 distribution of \$2,800, \$1,200 to building (its calculated distribution that year), as well as a reversal of a \$3,200 withdrawel (which should have been a deposit) made in error by FL Putnam in 2017, therefore resulting in a total of \$6,400 being distributed to the Parish. Normal management fees paid to FL Putnam of approximately \$800 make up the balance of the amount paid last year.

### Update on Activities

The investment manager for both funds is F.L. Putnam and they continue to earn our confidence in their overall financial performance and service.

2019 was a very strong year for investment returns with the combined accounts generating a net return of 22.7%, and besting our custom index by 4 percentage points. Equities in the fund were up 37% and the fixed income portion was up 6%. For the tumultuous past 4 months ending April 2020, the funds have held their own

with the combined accounts down only 4.4%. This is comforting considering that equities were down over 30% from peak to trough in March due to issues related to COVID 19.

The funds are managed in a socially responsible manner. We avoid sectors related to adult media, military, gambling, and tobacco, fossil fuels, companies with poor human rights practices, poor environmental practices, and/or non-compliant animal testing. The entire investment strategy is also analyzed and scored for Environmental, Social, and Governance Factors (“ESG”).

The TIF Board would like to consider merging the Income Fund into the General Endowment and making future distributions to the Building and Social Outreach equal to 4% of assets, consistent in approach to that of the General Endowment.

#### Composition of Trustees

The following are the 2019-2020 members of the Trustees of Invested Funds.

Craig Russ (chair - outgoing), Maggie Merrill, Stephen Benak, and Janice McPhillips, and Dennis Hogan.

**NEXT PAGE: OLD SHIP CHURCH OPERATING BUDGET**

**Fiscal Years 2017 to 2020, and DRAFT FY 2021**

	A	B	C	D	E	F	G	H	I	J	K	L	M
			ACTUAL 2017	ACTUAL 2018	ACTUAL 2019				BUDGET FY2020	Actual YTD May 7, 2020	Projected Year End 2020		PROPOSED BUDGET FY2021
1													
2		<b>INCOME</b>											
3		<b>Regular income</b>											
4	4001	Pledge Income - Prior Years	\$21,577	\$4,213	\$1,495				\$4,000	\$5,570	\$5,570		\$4,000
5	4002	Plate - Outreach Offering	\$10,714	\$10,513	\$11,548				\$10,000	\$9,279	\$9,279		\$4,000
6	4003	Pledge Income - Current Year	\$257,447	\$241,058	\$251,573				\$245,000	\$200,192	\$210,000		\$260,000
7	4004	Plate - Regular Contribution	\$9,985	\$12,414	\$11,721				\$12,000	\$10,100	\$10,800		\$4,500
8	4006	Donations - Unrestricted	\$7,453	\$11,673	\$25,569				\$8,000	\$76,798	\$78,000		\$8,000
9	4007	Donations - Restricted	\$0	\$1,393	\$0				\$1,500	\$0	\$0		\$1,500
10	4025	Distribution from Invested Funds	\$49,235	\$44,170	\$48,303				\$41,000	\$0	\$51,000		\$48,300
11	4026	Dist fm Invested Funds - Deacons	\$2,152	\$2,423	\$2,650				\$2,200	\$0	\$2,200		\$2,650
12		Dist Saniter Trust - Soc. Out/CoA	\$0	\$0	\$5,950				\$0	\$0	\$0		\$3,010
13		Dist fm Saniter Trust - Buildings	\$0	\$1,350	\$1,200				\$1,200	\$0	\$1,200		\$1,290
14	4027	Misc Income Restricted	\$4,702	\$3,879	\$280				\$1,000	\$263	\$50,800		\$0
15	4028	Religious Education Fees	\$4,275	\$4,521	\$4,012				\$4,000	\$2,562	\$2,600		\$1,000
16	4030	Interest Income	\$31	\$23	\$105				\$100	\$36	\$36		\$50
17		<b>Regular income Total</b>	<b>\$367,571</b>	<b>\$337,630</b>	<b>\$364,406</b>				<b>\$330,000</b>	<b>\$304,800</b>	<b>\$421,485</b>		<b>\$338,300</b>
18		<b>Committees, Programs &amp; Fundraisers</b>											
19	4110	Committee Income											
20	4213	Fundraiser-Merrie Market	\$14,792	\$16,736	\$16,796				\$16,000	\$15,517	\$15,517		\$6,000
21	4215	Fundraiser-May Breakfast	\$3,575	\$4,151	\$6,588				\$4,000	\$0	\$350		\$4,000
22	4216	Fundraisers- Additional		\$0	\$0				\$2,000	\$0	\$0		\$0
23	4310	Programs - All Church Retreat		\$0	\$2,234				\$2,000	\$0	\$0		\$0
24		<b>Programs &amp; Fundraisers Total</b>	<b>\$18,368</b>	<b>\$20,887</b>	<b>\$25,618</b>				<b>\$24,000</b>	<b>\$15,517</b>	<b>\$15,867</b>		<b>\$10,000</b>
25		<b>Facility rentals</b>											
26	4008	Facility Rental - Church	\$3,900	\$600	\$1,250				\$1,500	\$625	\$625		\$500
27	4009	Facility Rental - Parish House	\$24,250	\$22,289	\$19,099				\$23,000	\$17,427	\$19,327		\$23,000
28		<b>Facility rentals Total</b>	<b>\$28,150</b>	<b>\$22,889</b>	<b>\$20,349</b>				<b>\$24,500</b>	<b>\$18,052</b>	<b>\$19,952</b>		<b>\$23,500</b>
29													
30		<b>TOTAL INCOME</b>	<b>\$414,089</b>	<b>\$381,406</b>	<b>\$410,373</b>				<b>\$378,500</b>	<b>\$338,369</b>	<b>\$457,304</b>		<b>\$371,800</b>
31		<b>EXPENDITURES</b>											
32		<b>Ministry</b>											
33		Minister Personnel											
34	5010	Minister - Salary	\$62,037	\$62,037	\$63,898				\$63,898	\$53,248	\$63,898		\$65,815
35	5020	Minister - Housing Allowance	\$30,000	\$30,000	\$30,000				\$30,900	\$25,000	\$30,900		\$30,900
36	5030	Minister - Health Insurance	\$17,000	\$18,295	\$10,949				\$12,000	\$4,789	\$12,000		\$12,000
37	5050	Minister - Retirement Contribution	\$10,583	\$9,701	\$10,834				\$11,376	\$9,480	\$11,376		\$11,717
38	5060	Minister - Professional Expense	\$2,732	\$2,132	\$1,680				\$3,000	\$2,358	\$3,000		\$3,000
39		<b>Minister Personnel Total</b>	<b>\$122,352</b>	<b>\$122,165</b>	<b>\$117,361</b>				<b>\$121,174</b>	<b>\$94,875</b>	<b>\$121,174</b>		<b>\$123,432</b>
40		Minister General											
41	5070	Ministerial Intern		\$0	\$108				\$0	\$250	\$250		\$0
42	5137	Guest Ministers		\$0	\$275				\$0	\$250	\$250		\$0
43		<b>Minister General Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$383</b>				<b>\$0</b>	<b>\$250</b>	<b>\$250</b>		<b>\$0</b>
44		<b>Minister Expense Total</b>	<b>\$122,352</b>	<b>\$122,165</b>	<b>\$117,744</b>				<b>\$121,174</b>	<b>\$94,875</b>	<b>\$121,174</b>		<b>\$123,432</b>
45		<b>Religious Education</b>											
46		RE Personnel											
47	5500	R.E. - Director	\$41,892	\$42,146	\$43,411				\$43,410	\$36,175	\$43,410		\$24,000
48	5501	R.E. - Professional Expense	\$326	\$452	\$75				\$100	\$0	\$100		\$800
49	5502	R.E. - Retirement Contributions	\$4,744	\$4,349	\$5,279				\$5,209	\$4,341	\$5,209		\$0
50	5506	R.E. - Director Health Insurance	\$13,499	\$13,952	\$12,940				\$14,900	\$12,456	\$14,900		\$5,200
51	5922	R.E. - Director Payroll Taxes	\$2,991	\$2,991	\$2,990				\$3,433	\$2,573	\$3,433		\$3,000
52		<b>RE Personnel Total</b>	<b>\$63,453</b>	<b>\$63,890</b>	<b>\$64,695</b>				<b>\$67,052</b>	<b>\$55,545</b>	<b>\$67,052</b>		<b>\$33,000</b>
53		RE General											

	A	B	C	D	E	F	G	H	I	J	K	L	M
54	5504	R.E. - Events	\$121		\$204		\$732		\$500	\$1	\$1		\$500
55	5510	R.E. - Childcare	\$1,633		\$2,419		\$2,267		\$2,300	\$1,375	\$1,375		\$0
56	5520	R.E. - Curriculum	\$330		\$768		\$633		\$800	\$624	\$624		\$800
57	5530	R.E. - Supplies	\$264		\$415		\$171		\$300	\$99	\$99		\$300
58	5531	R.E. - Snacks	\$158		\$0		\$78		\$175	\$0	\$0		\$0
59	5540	R.E. - Miscellaneous	\$1,901		\$5,001		\$134		\$150	\$310	\$350		\$150
60	5550	R.E. - Training	\$400		\$0		\$0		\$450	\$0	\$0		\$450
61	5560	R.E. - Special Program			\$0				\$0	\$0	\$0		\$0
62	5580	R.E. - Youth Group	\$225		\$196		\$89		\$200	\$255	\$255		\$200
63	5590	R.E. - Coming of Age	\$195		\$0		\$1,657		\$0	\$327	\$327		\$0
64	5591	R.E. - Our Whole Life			\$252		\$0		\$500				\$0
65		RE General Total	\$5,225		\$9,255		\$5,761		\$5,375	\$2,991	\$3,031		\$2,400
66		<b>Religious Education Expense Total</b>	<b>\$68,678</b>		<b>\$73,145</b>		<b>\$70,456</b>		<b>\$72,427</b>	<b>\$58,536</b>	<b>\$70,083</b>		<b>\$35,400</b>
67		<b>Music</b>											
68		Music Personnel											
69	5200	Music - Director	\$18,611		\$21,930		\$22,696		\$22,660	\$15,124	\$20,420		\$25,000
70	5206	Music - Director Health Insurance	\$0		\$3,600		\$3,600		\$3,600	\$300	\$300		\$0
71	5270	Music - Professional Development	\$525		\$222		\$222		\$646	\$0	\$646		\$646
72	5923	Music - Director Payroll Taxes	\$0		\$0		\$2,072		\$1,821	\$1,019	\$1,821		\$1,821
73	5220	Music - Choir	\$8,925		\$10,875		\$11,675		\$12,300	\$7,175	\$10,325		\$12,300
74	5240	Music - Other Musicians	\$1,175		\$1,100		\$1,350		\$1,384	\$750	\$750		\$0
75		Music Personnel Total	\$29,236		\$37,727		\$41,615		\$42,411	\$24,368	\$34,262		\$39,767
76		Music General											
77	5210	Music - Supplies	\$354		\$24		\$275		\$441	\$0			\$440
78	5250	Music - Extra Music	\$133		\$74		\$0		\$103				\$100
79	5260	Music - Miscellaneous	\$475		\$2,135		\$2,047		\$1,800	\$797	\$797		\$1,800
80		Music General Total	\$962		\$2,233		\$2,322		\$2,344	\$797	\$797		\$2,300
81		<b>Music Expense Total</b>	<b>\$30,198</b>		<b>\$39,960</b>		<b>\$43,937</b>		<b>\$44,755</b>	<b>\$25,165</b>	<b>\$35,059</b>		<b>\$42,067</b>
82		<b>Office and Administration</b>											
83		Office Personnel											
84	5300	Office - Parish Assistant	\$28,341		\$28,745		\$29,607		\$29,607	\$22,205	\$22,205		\$30,000
85	5301	Office - PA Health Insurance	\$8,243		\$8,143		\$10,154		\$9,000	\$8,965	\$8,965		\$8,000
86	5302	Office - PA Retirement Contributio	\$3,204		\$2,936		\$3,738		\$3,553	\$2,665	\$2,665		\$3,553
87	5924	Office - PA Payroll Taxes	\$1,829		\$1,829		\$1,895		\$2,104	\$1,421	\$1,421		\$2,104
88		Admin Personnel Total	\$41,617		\$41,653		\$45,394		\$44,264	\$35,256	\$35,256		\$43,657
89	5350	Office - Bookkeeper	\$6,965		\$8,668		\$5,300		\$7,000	\$4,800	\$6,300		\$7,500
90		Bookkeeper Total	\$6,965		\$8,668		\$5,300		\$7,000	\$7,000	\$6,300		\$7,500
91		Administration Personnel Total	\$48,582		\$50,321		\$50,694		\$51,264	\$42,256	\$41,556		\$51,157
92		Administration General											
93	5310	Office - Supplies	\$4,404		\$3,922		\$2,343		\$3,000	\$1,824	\$1,900		\$500
94	5320	Office - Postage	\$909		\$759		\$1,150		\$1,000	\$443	\$525		\$1,000
95	5330	Office - Miscellaneous	\$46		\$185		\$213		\$500	\$985	\$1,200		\$500
96	5340	Office - Machines	\$3,664		\$3,233		\$3,100		\$3,400	\$2,625	\$3,000		\$3,400
97	5360	Office - Technology	\$3,164		\$3,686		\$2,765		\$3,200	\$4,855	\$5,000		\$3,200
98	5425	Telephone	\$3,076		\$3,895		\$3,748		\$4,080	\$3,412	\$4,050		\$4,080
99	5660	Bank Service Charges	\$806		\$1,012		\$2,050		\$2,000	\$1,911	\$2,000		\$2,000
100		Administration General Total	\$16,069		\$16,692		\$15,369		\$17,180	\$16,055	\$17,675		\$14,680
101		<b>Office and Administration Expense Total</b>	<b>\$64,651</b>		<b>\$67,013</b>		<b>\$66,063</b>		<b>\$68,444</b>	<b>\$58,311</b>	<b>\$59,231</b>		<b>\$65,837</b>
102		<b>Buildings and Grounds</b>											
103		Building Personnel											
104	5453	Sexton - Rentals	\$50		\$0		\$150		\$150	\$275	\$275		\$150
105	5454	Sexton - Salary	\$22,428		\$22,427		\$23,100		\$23,100	\$19,250	\$23,100		\$23,793
106	5456	Sexton - Vacation Coverage	\$1,354		\$451		\$951		\$1,395	\$444	\$1,395		\$1,200
107	5926	Sexton - Payroll Taxes	\$1,716		\$1,716		\$1,767		\$1,829	\$1,473	\$1,829		\$1,884
108		Building Personnel Total	\$25,548		\$24,594		\$25,968		\$26,474	\$21,442	\$26,599		\$27,027
109		Maintenance											

	A	B	C	D	E	F	G	H	I	J	K	L	M
110	5440	Maintenance - Meeting House	\$5,154		\$2,399		\$2,612		\$4,000	\$3,933	\$4,200		\$4,000
111	5445	Maintenance - Parish House	\$5,712		\$3,854		\$4,442		\$6,000	\$2,856	\$3,000		\$40,000
112	5460	Building - Grounds	\$606		\$800		\$58		\$1,000	\$38,301	\$38,500		\$1,000
113		Maintenance Total	\$11,472		\$7,053		\$7,112		\$11,000	\$45,090	\$45,700		\$45,000
114		Utilities											
115	5410	Electricity	\$3,883		\$4,111		\$4,424		\$4,200	\$3,793	\$4,600		\$4,600
116	5420	Gas	\$4,998		\$9,662		\$13,327		\$13,000	\$11,834	\$15,000		\$15,000
117	5430	Water & Sewer	\$2,307		\$4,753		\$6,586		\$3,000	\$2,025	\$2,500		\$3,000
118		Utilities Total	\$11,189		\$18,526		\$24,337		\$20,200	\$17,652	\$22,100		\$22,600
119		Building General											
120	5103	Insurance - Building	\$14,702		\$16,361		\$14,973		\$15,000	\$13,418	\$13,418		\$15,000
121	5446	Maintenance - Trash Pick-up	\$1,225		\$1,230		\$1,422		\$1,500	\$1,445	\$1,700		\$1,500
122	5450	Snow Removal	\$4,250		\$5,760		\$2,135		\$5,000	\$3,000	\$3,000		\$5,000
123	5455	Building - Supplies	\$2,182		\$2,435		\$2,818		\$2,800	\$4,187	\$4,300		\$1,500
124		Building General Total	\$22,360		\$25,786		\$21,348		\$24,300	\$22,050	\$22,418		\$23,000
125		<b>Buildings and Grounds Expense Total</b>	<b>\$70,568</b>		<b>\$75,959</b>		<b>\$78,765</b>		<b>\$81,974</b>	<b>\$106,234</b>	<b>\$116,817</b>		<b>\$117,627</b>
126		<b>Committees and Programs</b>											
127		Committees and Programs Personnel											
128	5110.1	Membership Coord - Salary	\$9,304		\$9,304		\$3,993		\$0				
129	5110.2	Membership Coord - Payroll Taxes	\$712		\$712		\$306		\$0				
130		Membership Coord Personnel Total	\$10,016		\$10,016		\$4,299		\$0				
131		Committees and Programs General											
132	5102	Insurance - Workman's Comp	\$0				\$2,220		\$2,500	\$0	\$2,500		\$2,500
133	5110	Committee - Membership	\$0				\$46		\$500	\$144	\$144		\$250
134	5111	Committee - Welcoming Congreg	\$50		\$46				\$100		\$0		\$100
135	5112	Committee - Green Sanctuary	\$0		\$0				\$500		\$0		\$100
136	5120	Committee - Hospitality	\$936		\$1,040		\$1,650		\$1,500	\$136	\$136		\$100
137	5121	Committee - Social Justice	\$0		\$0		\$610		\$500	\$340	\$340		\$500
138	5130	Committee - Finance & Canvass	\$0		\$0				\$0				\$250
139	5135	Committee - Long Range Plan	\$0		\$0				\$0				\$0
140	5141	Board of Trustees	\$0		\$0				\$100	\$3,474	\$3,474		\$100
141	5190	Other Expenses	\$4		\$13				\$0				\$0
142	5792	Invest Funds Exp - Deacons	\$2,152				\$2,423		\$2,236	\$2,216	\$2,216		\$2,650
143		Invest Funds Exp - Saniter Social Ju	\$2,240				\$5,950		\$0	\$0	\$0		\$4,300
144	5920	Payroll Taxes	\$0		\$2,489				\$30				\$0
145	6310	Programs - All Church Retreat					\$3,560		\$2,000	\$1,572	\$0		\$0
146	6413	Fundraiser - Merrie Market					\$1,303		\$1,200	\$1,209	\$1,209		\$1,000
147	6415	Fundraiser - May Breakfast					\$507		\$800				\$800
148		Committees General Total	\$5,382		\$3,588		\$18,269		\$11,966	\$9,091	\$10,019		\$12,650
149		<b>Committees and Programs Expense Total</b>	<b>\$15,398</b>		<b>\$13,604</b>		<b>\$22,568</b>		<b>\$11,966</b>	<b>\$9,091</b>	<b>\$10,019</b>		<b>\$12,650</b>
150		<b>Outside Contributions</b>											
151	5710	Contns - UUA	\$4,000		\$0		\$5,000		\$4,000	\$4,000	\$4,000		\$5,000
152	5730	Contns - UUSC	\$0				\$905		\$900	\$1,829	\$1,829		\$900
153	5740	Contns- Plate Outreach Offering	\$0		\$8,836		\$10,643		\$10,000	\$7,450	\$7,450		\$4,000
154	5750	Contns - Other	\$9,965		\$1,180				\$0				\$0
155		Outside Contributions Total	\$13,965		\$10,016		\$16,548		\$14,900	\$13,279	\$13,279		\$9,900
156													
157		<b>TOTAL EXPENDITURES</b>	<b>\$385,811</b>		<b>\$401,862</b>		<b>\$416,081</b>		<b>\$415,640</b>	<b>\$365,491</b>	<b>\$425,662</b>		<b>\$406,913</b>
158		<b>TOTAL INCOME</b>	<b>\$414,089</b>		<b>\$381,406</b>		<b>\$410,373</b>		<b>\$378,500</b>	<b>\$338,369</b>	<b>\$457,304</b>		<b>\$371,800</b>
159													
160		<b>Deficit/Surplus</b>	<b>\$28,278</b>		<b>-\$20,456</b>		<b>-\$5,708</b>		<b>-\$37,140</b>	<b>-\$27,122</b>	<b>\$31,642</b>		<b>-\$35,113</b>

# APPENDICES

1. Annual Meeting Minutes 5/19/19
2. Special Parish Meeting Minutes  
10/27/19
3. Stewardship & Generosity Committee
4. Stewardship for Us/Next Steps Report
5. Gift Acceptance Policy



## APPENDIX I

### Annual Meeting - Minutes First Parish, Old Ship Church May 19, 2019

Present: Janet Asnes, President; Virginia Perelson, Vice President; Nina Wellford, Treasurer; Joan Wilson, Clerk; Ken Read-Brown, Minister; Beverly Tricco, Director of Religious Education; Christopher Hossfeld, Music Director; Board of Trustees members Chris Sullivan, Dana Kintigh, Auri Fitz-Marquez, Diane Jordan and a quorum of church members

The meeting was called to order at 11:45 by President Janet Asnes. Ken Read-Brown offered words of welcome.

**Article 1: The minutes of the Annual Meeting of May 20, 2018 were approved.**

#### **Article 2: Report of the President of the Board of Trustees**

President Janet Asnes reviewed the highlights of her first year as our president. She spoke to the challenges of time and money and expressed gratitude for the opportunities to work with all of us. Complete report published in the warrant.

#### **Article 3: Report of the Minister**

Ken Read-Brown's complete report appears in the Annual Report. He highlighted the challenges that the congregation is facing and offered reassurance that we can overcome them.

#### **Article 4: Report of the Director of Religious Education**

Beverly Tricco directed our attention to her published report. She emphasized that her job is about love and a warm, safe, spiritual home. She announced that after 11 years at Old Ship and a 25 year career as a director of RE, she will be retiring at the end of the coming church year.

#### **Article 5: Report of the Director of Music**

Christopher Hossfeld highlighted the collaborations with Ken and Beverly. He noted how the community rose to the occasion for the marching band, Mozart performance and youth lead services. His complete report is in the Annual Report.

At this point, Ken-Read Brown briefly took the floor to acknowledge our exceptional staff, including Julianna and the sextons.

#### **Article 6: Social Outreach Committee Allocations**

Susannah Thomas represented the committee and spoke regarding the distribution of the Saniter trust funds. It was decided that the Coming of Age (COA) youth program will act as stewards of these philanthropic donations. This year, \$6000 will be distributed to organizations selected by the COA class. Details are in the Annual Report.

#### **Article 7: Report of the Nominating Committee**

Sharon Prehn read the slate of nominees. She moved that we amend the slate to remove Libby Hurley as the nominee for youth representative to the Board of Trustees since the Hurleys are moving. After some nominations for this position from the floor, it was decided to table the vote on that position and **was voted to accept the remainder of the slate as amended.**

**Article 8: Report of the Treasurer**

Treasurer Nina Wellford referred the assembly to her complete report in the Annual Report. She thanked everyone for their pledges, successful fundraisers, and donations of time. She also thanked Jenny McGirr, our bookkeeper, for her efficiency and clarity of reporting.

Nina entertained questions from the floor that included some about the Saniter Trust Fund balance as well as the deficit and how we handle our reserves. She projected a deficit of \$30,000 by the end of fiscal year 2019.

**Article 9: Report of Trustees of Invested Funds**

Chairman Craig Russ represented the committee. We have over \$1 million in our General Endowment and will continue to use Putman for our investments. Details on our invested funds can be found in the Annual Report. He thanked Michael Mecurio who is leaving the committee.

**Article 10: 2019-2020 Proposed Budget**

Treasurer Nina Wellford led us through the proposed budget published in the Annual Report. She noted that there is presently a deficit of \$30,000. She also noted that having a vacant position for Membership Coordinator provided some savings but added that the music program will need to continue with cost of living adjustments. There were no cost-of-living increases for the staff this year. Utility costs continue to rise.

President Janet Asnes addressed suggestions that we raise more money. More volunteers are needed for fundraisers, and pledges need to be increased. She requested that those who are able, please consider increasing their pledges.

We now have level funding for our staff. Beverly's retirement opened the possibility of changing the RE director to a part time position. There was much discussion from the floor and all points of view were noted and taken under advisement.

**It was moved and voted that the proposed budget be accepted as written.**

**Article 11: Authorization to Borrow**

It was moved to authorize the treasurer to borrow money, if necessary, in anticipation of receipts. Duly seconded and approved.

**Article 12: Other Reports**

-Davalene Cooper spoke on behalf of the Social Justice Committee. She emphasized our obligation to protect vulnerable populations.

-The Nurturing Community Council expressed a need for volunteers for all welcoming tasks.

-There will be a special meeting after church on June 9<sup>th</sup> to update the parish on where things stand with the attempt to sell the Parish House and to get a consensus on how our membership would like to proceed.

-Steeple repair will begin next week rendering the Meeting House unusable until the project is completed.

President Asnes closed the meeting by thanking the Board of Trustees and challenging all present to act together to overcome obstacles that may seem insurmountable.

**It was moved, seconded and voted that the Annual Meeting be adjourned at 1:09PM.**

## APPENDIX 2

### Special Meeting First Parish Hingham, Old Ship Church - Minutes October 27, 2019 12:00PM

**In Attendance:** The Reverend Ken Read-Brown, Board of Trustees members Janet Asnes, president; Virginia Perelson, vice-president; Nina Wellford, treasurer; Joan Wilson, clerk; Dana Kintigh and Christopher Sullivan plus approximately 69 voting members of First Parish.

The meeting was called to order with a welcome by Ken and opening remarks by President Asnes. Joan Wilson, clerk, read the warrant article:

**Article 1:**

"Will the Parish vote to take the Parish House, located at 107 Main Street, off the real estate market and instead prepare for repairs and renovations, and to act upon anything else related thereto? "

**Background:**

We have had the Parish House on the market since June, 2016. During that time, a number of parties have expressed interest and began to develop plans for the property, but to date, due to a number of factors, each interested party has withdrawn from the purchase process.

As the warrant article states, the Board of Trustees now asks you to consider voting to take the Parish House off the market. If the Parish decides to terminate the attempt to sell the Parish House, the congregation will need to develop immediate and longer-term plans to repair and renovate the building, as well as a plan to raise the funds to do so. This could include such actions as reevaluating our space needs, obtaining professional estimates of the costs involved, selling a portion of the property, conducting a capital campaign, etc.

Given under our hands this 3th day of October, two thousand nineteen

/S/ Janet Asnes, President; Ginny Perelson, Vice-President; Nina Wellford, Treasurer; Joan Wilson, Clerk; and Trustees , Diane Jordan, Chris Sullivan, Brian McPhillips, Dana Kintigh, Maureen Butler and Angel West.

After the reading of the warrant, Treasurer Nina Wellford read the Finance Committee recommendation. Discussion and questions from the floor followed.

After approximately an hour of discussion, it was moved, seconded and voted that we take a vote on the warrant.

A ballot vote was taken with these results:

**Yes - 44**

(I vote to take the Parish House off the real estate market and prepare for repairs and renovations.)

**No - 23**

(I vote to leave the parish house listed for sale.)

**Abstain - 1**

The meeting was adjourned at 1:26PM.

## APPENDIX 3

# Proposal to formalize A Stewardship and Generosity Committee

February 2020

### *Old Ship Mission:*

*We agree to nurture and challenge one another to become our best selves. Inspire one another to act courageously consistent with our UU principles. Welcome all seekers in the spirit of love. Work together for peace and justice, and to cherish the earth.*

**In keeping with our mission and in recognition that in order to secure the long-term health, both spiritual and financial, of our congregation, it is necessary to create a culture of generosity.**

### *Whereas:*

As individuals and as a whole, members of Old Ship are a generous people. However, the mindset of responding to an annual pledge campaign and pressure of ensuring specific dollar amounts is not consistently successful in the long term. This creates a sense of scarcity which is not conducive to the longevity of a congregation. The conversation needs to shift from “we need to raise money” to money is just one means to the important end of reaching and achieving our mission.

### *And whereas:*

**Stewardship is an overarching approach that focuses on people’s spiritual need to give. It is the growing, nurturing, promoting, and building. It is an act of worship. Of the gifts, call and spiritual vocation of the members of a faith community. (The Spiritual Roots of Stewardship, Wayne B. Clark)**

### *And whereas:*

“Stewardship at its best transforms individuals, groups, and congregations by opening us to new levels of generosity and prosperity. This process, in turn, promotes spiritual growth and maturity on the part of people and organizations.” - UUA

### *Be It Therefore Proposed:*

First Parish Hingham Old Ship UU Church will form a standing committee called the Stewardship and Generosity Committee. The committee shall be appointed by the Board of Trustees, along with the other standing committees noted in the bylaws. Chair persons shall be appointed for a three (3) year term. Members shall have a term of 3 years. Membership shall be staggered over time to ensure continuity.

**Purpose:** The purpose of the Stewardship and Generosity Committee is to sustain and deepen a broad-based commitment to the mission and programs of the congregation by inspiring a culture of abundance and generosity, and a joyful sharing of gifts, talents, and resources. The Stewardship and Generosity Committee, along with the board of trustees, is responsible for the strategic, long view of stewardship and promoting financial generosity in the congregation.

**Goal:** The committee’s goal is to create and sustain a culture of generosity in which congregants are well informed about the finances of the organization, comfortable talking about money, participate actively and joyfully in annual budget drives and capital campaigns, and can articulate the linkage between the congregation’s mission and resources.

Over a 2-3 year period, the committee will work to create and set a new path, develop new strategies and ideas, guiding the congregation into a full stewardship model.

Roles of the Stewardship and Generosity Committee:

- Be active and intentional stewards, modeling good and responsible stewardship behavior.
- Take the lead in making financial commitments before asking the congregation to do so.
- Plan and establish a year-round, comprehensive stewardship program.
- Plan and implement the annual budget drive campaign that reflects the congregation's mission, vision, and priorities.
- Gather financial commitments from congregants.
- Express gratitude and affirmation for individual and collective giving and generosity throughout the year.
- Provide regular updates to the congregation about stewardship, needs, and giving levels.
- Collaborate with the Minister, Director of Religious Education, Music Director and Office Administrator.
- Work with the membership team to encourage new members to become informed, engaged, and generous contributors.
- Work with all groups, ministries, and constituencies to promote stewardship and generosity.
- Coordinate with the annual budget drive leaders to ensure that each year's drive fits into the long-range goals of promoting stewardship and raising consciousness.

#### **Committee Member characteristics**

It is not expected that each member will have all of these characteristics, but as a whole, the Stewardship and Generosity Committee should:

- View stewardship as rooted in their faith principles and beliefs. The focus is on a message that inspires generosity and the power of giving to oneself as well as one's community and spiritual home.
- Possess passion about the congregation and Unitarian Universalism.
- Demonstrate patience and commitment to work for change over a three-year period.
- Have the ability and skills to think big and focus on the long term.
- Be comfortable speaking about stewardship: generosity, money, gratitude, gifting.
- Demonstrate the role and importance of pastoral leadership in fostering genuine stewardship. This involves empowering, inspiring and equipping congregants with the knowledge and resources to be intentional about giving as a reflection of their individual values.
- View stewardship as a commitment to service in the wider world.
- Have a recognized ability to excite and engage people around a vision of generosity; an ability to motivate people to give and think generously.
- Engage varied communication skills and methods, including social media, one-on-one and small group conversations.
- Possess analytical skills to assess progress and financial skills to understand operating budgets and projections.
- Research stewardship and charitable giving best practices and incorporate into congregational life.

*Stewardship for Us -- Building Cultures of Generosity and Commitment*

**Next Steps Weekend Report  
First Parish Hingham UU Old Ship Church Hingham, MA**

**Summary of the Next Steps Visit January 17-19, 2020**

First Parish Hingham UU-Old Ship Church engaged Stewardship for Us team consultant Liz Coit to conduct a Next Steps Weekend and to prepare this report. Liz was asked to bring a new and outside pair of eyes to look at the congregation's general health and stewardship potential for 2020, and to lend an additional perspective about financial sustainability and Old Ship's capacity to restore and upgrade the Parish House, following the congregational vote to take it off the market. Liz met with at least 65 members, leaders, and congregants, during dinner with the Board and Rev. Ken; various Committee meetings; a visit with Old Ship UU's and Deacons residing at Linden Ponds; a session on financial sustainability, stewardship, and campaign readiness; a special lunch; and church service and Q and A session on January 19<sup>th</sup>. This report contains observations, reflections and recommendations about Old Ship in general and specifically focused on Old Ship's stewardship efforts. Every effort was made to be thoroughly familiar with Old Ship through documents and conversations, but any error in this report is mine, and factual corrections are welcome. *The visit schedule can be found at the end of this report.*

**II. Objectives of the Next Steps Weekend**

Bringing an outside pair of eyes to review the potential of improved congregational financial sustainability, make recommendations to advance and stabilize annual stewardship drives, and offer perspective on the need for a campaign and campaign readiness were the reasons for engaging Stewardship for Us (S4Us) to conduct a Next Steps Weekend (NSW) with First Parish UU Hingham - Old Ship Church.

**The Next Steps Weekend.** The Next Steps Weekend (NSW) aims to provide UU congregations with a constructive foundation of reflection, information, and strategies as they plan and forge ahead with stewardship programs and other means of growing their resources. First Parish Hingham-Old Ship leadership contracted Liz Coit, stewardship consultant, to conduct the NSW on January 17-19, 2020.

**Preparation for the Next Steps Weekend.** In the two months prior to the on-site visit, Liz held several phone meetings with Janet Asnes, Ginny Perelson, and Maureen Butler. I also reviewed a great deal of material accessible from the website or provided by Janet, Ron Pollara, Nina, and others. This included information on finances, membership, stewardship, programs, governance, policy governance, by-laws, church history, buildings and grounds, community engagement, and newsletters.

During this time, I had one-on-one phone or in person conversations with Rev. Ken Read-Brown, Janet, Maureen, Ginny, Nina, and six other congregants of varying ages, and roles at Old Ship, to gain a range of individual reflections about Old Ship and their perspectives on challenges and strengths.

Additionally, during the week before the Next Steps Weekend, a 5-question survey was sent through Old Ship's Constant Contact system. There were 105 responses, or 47% of 222 members. Summary results:

- Top 3 strengths of Old Ship: 1) The Minister and Staff; 2) the Community, the people here; 3) Sunday services.
- Top 3 challenges: 1) the Facilities/buildings; 2) Membership growth; 3) Annual program funding.
- Top 3 priorities: 1) Facilities improvements; 2) Membership growth; 3) Annual program funding.
- Question: Over the next 5 years, I would like to see our membership grow at the following annual growth rate, most people favored a 5% growth rate.

➤ Question: First Parish, like all UU churches is self-supporting and relies on the generosity of all members and friends. Which statement better represents your approach to financial stewardship for our church: “I aim to support the church with a reasonable percentage of my net annual income after all my key expenses are deducted.” *55% of responses* “I make a low pledge initially and then as I can, I add to it through the plate, events, and additional contributions” *33% of responses*

Many people added private comments which do not appear in the results, but each one was gratefully appreciated.

In addition to setting up the committee interviews during the NSW, Janet, Maureen and Ginny coordinated with Liz to include a large block of time on Saturday afternoon to work directly with Board – also servicing as this year’s Stewardship and Generosity Team – Finance, Building and Grounds, Trustees of Invested Funds and a few others for a discussion on financial sustainability, annual pledge drives, the need for a campaign, and campaign readiness. Using a PowerPoint playbook prepared by Liz, we took a deeper dive into these topics. (The Playbook is available from the Board).

The weekend also included a wonderful luncheon to thank and celebrate with people who were participating in the Next Steps Weekend, and anyone else who wanted to join in. I enjoyed meeting everyone and thank you for your participation in our discussion.

**Many thank-yous to folks at Old Ship.** A Next Steps Visit is a highly concentrated event. It depends upon the timely sharing of a very large amount of information over several weeks and a well- coordinated visit on site. Special thanks to Janet, Ginny and Maureen, the full board, and Rev. Ken for their support in making this all come together.

The fact that so many people gave so much of their time, especially over a weekend, is gratefully noted. Special thanks to all those others who organized catering and cleaned up on Saturday, to Brian and Janice for hosting the board dinner on Friday, to Eva, who organized the meetings at Linden Ponds and all those who participated in them, to all those who participated in Committee sessions Saturday morning, and to all those people who stayed after service on Sunday for a lively Q and A. I also express gratitude to 1) Christopher and Julianna for being available for short discussions, and Beverly who made herself available even though we were not able to meet; 2) to all those members who have given their time, talent and treasure to Old Ship over many years; and 3) all recent members of the Old Ship community. My sense after the weekend is that you have made important efforts to stay in covenant with each other and have demonstrated brains, courage, and especially heart to engage in difficult decision making.

### **III. Reflections, Observations**

The following is not an exhaustive list of observations and reflections. Rather it is focused on the primary assignment to look at stewardship, financial sustainability, and related areas. I saw positive energy despite the challenges of the past few years, and deep commitment to Old Ship throughout the weekend. One overwhelming sentiment is that many see Old Ship as a primary community and network for themselves.

*“This is my community, my tribe.”*

There is heartwarming evidence that for most Old Ship members, it is the people - the community, the sense that this is family - that hold them to the congregation. As UUs, we frequently have to build our own families of liberal religious people, and that makes a congregation a very important part of our lives and the lives of our children. This spirit of community and accepting of each other, combined with faith in the collective whole of the congregation and its intellectual and spiritual pursuits, are powerful forces. They are instrumental as Old Shippers demonstrate gratitude for generosity through time, talent and treasure over the long haul.. Use these forces, honor them, preserve them.

The sense of community and commitment for caring for one another and the larger community remain strong. And yet, the prolonged uncertainty about Old Ship's physical and financial vulnerabilities and the strain of two congregational votes to first sell and then take the Parish House off the market have weighed heavily on this congregation. There is also legitimate concern about Old Ship's annual pledge drive and evidence that congregational support and other revenue streams cannot keep pace with costs associated with the church's buildings, ministries, programs and operations.

These challenges and others to be discussed in this report are a wake-up call as much as they are a signal of distress. As Rev. Ken Read-Brown's sermon on Sunday, January 19<sup>th</sup> told us, Old Ship has a lengthy history of overcoming adversity and conflict through centuries of growth and change. It is in the church's DNA to problem-solve in covenant with each other and to keep faith with future generations through actions taken in the present. The necessary skills and dedicated people are here to help shape the future. There is energy, committed leadership and experienced volunteers that make the congregation a continuing focal point for liberal faith and a beacon of progressive hope for the larger community.

Consider this report an invitation for Old Ship to revitalize itself. This is an opportunity to reinvigorate the spirit and energy of everyone toward a shared vision that is predictably coming up against limited resources to attain it. Invest in being clear among yourselves what your priorities are, what compromises and negotiations are necessary, and how you will work together to move forward. Seek help and expertise where needed, and stay in right relations with each other.

Here are my top-of-mind observations and reflections:

**Annual budget drives are weaker than they were prior to 2016.** From 2016 to 2019, pledging income dropped from representing 70% of the annual expense budget, to only 61%, and the annual budget has run at a deficit since FY 2018. The negative variances have been cured through cost-cutting and drawdowns from cash reserves and the General Endowment. Leadership to run the Annual Pledge Drive has fallen off, to the point where the Board of Trustees has added that function to their responsibilities for FY 2019 and FY 2020. The FY 2020 Quartile Analysis shows that 15% or 18 pledgers whose pledges range from \$4,120 - \$22,070 contribute about 51% of Old Ship's total pledged income, and 85% or 105 pledgers contribute about 49% of total pledged income. 67% pledge between \$25 and \$2000. While this suggests heavy reliance on Old Ship's top 18 donors, it also indicates that a membership growth effort among those who can afford between \$100 and \$4,000 dollars is also viable.

**Other revenue streams.** While pledge income contributed 61% of the FY 2019 income, rental income contributes about 6%, and various fundraising events and programs added another 6%. All other restricted and unrestricted sources, including a \$40,395 transfer from the General Endowment, account for the final 27%. Rental income may improve if the Parish House were in better repair and more financial and time investments were made to market the space. But the optimal opportunity for improving Old Ship's income is from a more rigorous annual pledge drive in which 100% of the congregation are contributing what they can.

**Healthy reserves.** Old Ship has a healthy endowment balance of \$1.273 million, which is just over three times the FY 2019 annual expense budget (\$416,700). Two times the annual budget is an acceptable ratio for endowment reserves to protect the church in the event of natural disaster or other calamity. Additionally, the Finance team aims to maintain a balance of \$90,000 in the checking account as an added measure of protection, especially in the event of an emergency building repair. If this amount drops to \$50,000, there may be an additional Endowment transfer over and above the customary 4% allowable transfer to the annual operating budget.

In light of both the strength of the endowment and the continuing annual deficits, I invite the Trustees of Invested Funds to consider a modest increase in its payout to support the budget on an annual basis. The Endowment could also be a source of incentivizing increased giving through dollar-for-dollar matching of new and increased gifts for the 2020-2021 Annual Pledge Drive, up to a certain cumulative amount to be determined by the Trustees (see page 14 for more detail). These recommendations are not made lightly; Old Ship's financial picture requires a broader



and more collective approach to problem solving, and the Trustees can play a critically important role in leveraging increased revenues and member participation in support of the church.

**Legacy giving.** Old Ship has had a legacy giving program, “Bridging Generations,” for at least the past 7 years. For the most part, bequests have gone directly into the General Endowment unless restrictions have been imposed on the gift, or the timing of the giving coincides with an urgent need, such as the recent use of a bequest to fix the Parish House driveway. The Board and Finance team make decisions on a case by case basis when a bequest is made, but they are not currently benefiting from the guidance or protection that an agreed upon Gift Acceptance Policy would provide. A Gift Acceptance Policy also provides boards and finance teams with the language and terms they may need to negotiate terms of a bequest restriction that ensures that such a gift is in the best interest of Old Ship over time. A Gift Acceptance Policy can also apply to outright gifts offered to the church with restrictions attached. It is highly recommended that the board and finance team craft and adopt a Gift Acceptance Policy, and a sample is provided in the Appendix.

**Scarcity or frugality?** I often heard about what seems to be a generally perceived scarcity of resources at Old Ship, notwithstanding some evidence to the contrary. This perception could in actuality be a culture of frugality, not uncommon in UU congregations and especially in New England. There could also be a thriving culture of UU generosity outside of our congregations for the causes that represent our values, but that same generosity may not always translate within our congregations despite overwhelming indication of the deeply important role our UU community and spiritual homes play in our everyday lives. Our liberal religious faith and churches are the heart and wellspring of our values. In all candor, generational shifts, tougher budget choices for families with children, rising operational costs, and aging buildings are beginning to catch up with many UU congregations and member contributions are hard-pressed to keep pace with rising expenses. As scarcity and frugality continue to inform our mindsets in decision making, perhaps we should give more weight to what will be our true legacy to future generations of UUs.

**Fiscal concerns regardless of whether the Parish House is repaired or sold.** The endowment and investment earnings are a testament to the forward-thinking fiscal approaches of the Trustees of Invested Funds, and offer hope for Old Ship’s financial sustainability over the long term. Recent discussions concerning the prospective sale of the Parish House certainly demonstrate the valuable asset this building represents, but the question remains whether Old Ship is truly able to raise the necessary funds to keep it in good repair and more energy efficient, or what the true costs and regulations are of selling it and building anew next to the Meeting House. At the October 27, 2019 all-Parish meeting the congregation voted to take the Parish House off the market. At the same time, the Finance Committee made a compelling case for keeping the door open for possible sale of the 150-year-old Parish House in order to remove the financial burden of maintaining it and to better manage the future financial health of the congregation. In the short term, however, the Finance Committee recommended to formally take the house off the market, and put money into the most necessary repairs.

On January 25<sup>th</sup>, the Board reinforced this decision in a statement to the congregation and discussed immediate next steps. Here are 2 of those next steps:

1. *“Reviewing the extensive work that the Building & Grounds Committee has done, a list will be compiled of all the projects and costs associated with those projects. Once this list is completed, it will be prioritized. Another list with the needs and wants for space usage based on committees’ surveys from 3 years ago will also be compiled and used as a guidepost for updates. The Parish will need to review to what extent we will repair and then possibly update the Parish house. We will need to consider dollar amounts for each phase as well as sources for financing in the event that we need to implement the work over time. At that time, we will discuss whether to accept the donation of \$350,000 that has been offered towards the “greening” of the Parish House. Our goal is to complete this analysis within six weeks and present it to the congregation.*
2. *“Questions still persist about whether or not the land next to the Meeting House is buildable - both from a regulatory*

*and practical standpoint. Within the next month, we will be reaching out to the Massachusetts Historical Society to see what steps we can take to answer this question once and for all.”*

The very generous anonymous offer of a \$350,000 ‘lead campaign gift’ to help green the Parish House and make the most urgent repairs comes with a restriction to not sell the Parish House for 20 years. It was explained that this length of time will allow the full effect of energy cost savings to be demonstrated, and would also prevent attempted sale of the Parish House after the improvements afforded by this gift were completed. On a more optimistic note, the benefits of this gift could also demonstrate how greening accrues to immediate cost savings, improved reputation in the larger community, and an inspiration for Old Shippers to feel pride and increase their own contributions to the church at this time when it will make a critical difference to the church’s financial stability

This gift offers Old Ship the opportunity to start some critical and innovative repairs immediately, and for that there is much gratitude. The truth is, however, Old Ship is not ready to launch a full capital campaign to pay for the rest of the work to be done on the Parish House – more on this on page 16 of this report, so this gift would most authentically be an Early Gift to jumpstart capital repairs in anticipation of a capital campaign in the future.

Likewise, it is not clear that the Finance Committee and Board could definitively guarantee not to sell the Parish House within 20 years if Old Ship’s financial stability does not improve substantially. Gifts of this nature should not be permitted to have time restrictions on them – hence the need for a Gift Acceptance Policy for the Board to manage gifts with restrictions. In this instance, at the very least, a stipulation should be crafted by the Finance Committee to state terms for accepting the gift that would allow the Finance Committee to make a future determination about whether Old Ship is in such a financially vulnerable position that a sale must be considered. Notwithstanding the above factors, this gift represents an immediate opportunity to make critical repairs and model how an historic building can become “green.”

**Of special note:** One critical step to resolve before any consideration of selling the Parish House or undertaking major repairs and renovations of it can be pursued, is to have a viable plan and budget for where services and church life will be conducted while the congregation is displaced. This could involve months or more than a year, and the cost as well as location must be known. For many members, this is a high priority concern and should figure more prominently into current decision making and transparent communications.

**Diligent Buildings and Grounds Oversight.** The Buildings and Grounds Committee oversees maintenance and improvements to the Meeting House and Parish House. It has benefited from savvy and diligent leadership from a few folks over a long time. One of its stand out achievements is the creation of a Needs Master Plan that looks closely at useful life estimates of systems, appliances, and infrastructure throughout both buildings. This is not common in all UU churches, but it is an essential tool for making comprehensive cost estimates for keeping a building in good working shape. The American Institute of Certified Public Accountants recommends that all organizations create lifetime use estimates as a standard step in effective financial planning. The Needs Master Plan is part of the Buildings and Grounds section of Old Ship’s Annual Report.

The Needs Master Plan and ongoing building assessments clearly show that Buildings and Grounds is a seriously underfunded part of Old Ship operations. The annual budget process does not cover the actual annual operating/service costs for both buildings. The Committee estimates annual expectable maintenance and repairs could be as high as \$88,000. While the B and G budget is about \$81,000 for FY 2020, that amount covers sexton salaries and direct costs, with only \$10,000 going for maintenance and repairs. Additionally, the Band G Committee estimated total critical repair and replacement projects that must be addressed at the Meeting House total \$272,010; for the Parish House, that total is \$980,022. Separately, Parish House renovation projects total \$1,226,800 for a grand total of \$2,478,832.

**All in all, Old Ship's financial position has some vulnerabilities and warrants attention to ensure longer term financial sustainability.** Old Ship has every right to be proud of its success in creating a healthy Endowment and in making good use of the Friends of the Meeting House as a source of financial support. But its annual revenue sources are not keeping pace with increased costs, and daunting capital costs have driven intense debate about whether to sell the Parish House and/ or conduct a capital campaign.

Old Ship must begin to address these issues with the goal of improving its annual revenue streams, most notably the Annual pledge drive, which requires a commitment to financial growth from the entire congregation. **This is Old Ship's moment to demonstrate due diligence, leadership and the full power of the congregation's collective time, talent and treasure to sustain Old Ship now and into the future.**

#### **IV. Governance – By-Laws, Strategic Planning, Financial Planning, and the Place of Stewardship in Old Ship's Structure**

**By-Laws.** Old Ship's By-Laws present a thoughtful, well-organized, intentional community rooted in Unitarian Universalist principles, and that has stood the test of time – 274 years! For purposes of this report, I note that to be a Member, financial support is requested and expected but not mandatory:

*“Article III - Section 1. Membership Requirements. Any person, at least sixteen (16) years of age (or, in the case of a person who has completed the Old Ship Coming of Age program, at least fourteen (14) years of age), may become a member of this Parish by:*

- *Demonstrating sympathy with its spirit, purposes, and programs;*
- *Supporting it through financial **and/or** personal participation;*
- *Signing the membership book. Membership is open to all qualified persons regardless of race, color, sex, affectional or sexual orientation, gender identity, disability, or national origin.”*

Article III - Section 3 waives a financial contribution as a Requisite for Voting Membership. *“The Board of Deacons may waive the financial contribution of voting membership for any person so requesting, and shall so advise the Board of Trustees, or its designee.”*

While the Deacons may no longer play this role for Old Ship, it is an affirmation of our values to waive financial contributions for those whose financial situation reduces their ability to contribute on a regular basis. To be inclusive, we always recognize and value a person's labor and skills as an important contribution in and of itself. However, Section 1 seems to accept that personal participation in church activities can substitute for financially supporting the church. Again, this is in line with our values, but most churches can ill afford to accept volunteer support in place of financial contributions except in extreme situations. UU churches are completely self-supporting, and an annual financial contribution, even an extremely modest one, should be required and given with gratitude in the spirit of investing in our values, community and spiritual homes.

Article V of the By-Laws lays out terms for Officers and Committees; Section 4 describes the Standing Committees:

*“The Board of Trustees, in consultation with the members of the respective committees, shall by June 30 following the Annual Meeting, appoint chairpersons of the following Standing Committees: Building and Grounds, Committee on Ministry, Memorial Garden, Religious Education, Social Outreach, Finance, and Worship and Music. Chairpersons shall be appointed for one (1) year, or until a successor is elected....”*

The Finance Committee's job description is as follows:

*“The Finance Committee shall supervise the overall financial affairs of the Parish. It shall submit to the Board of Trustees for approval, not less than thirty (30) days prior to the Annual Meeting, a budget for the*

*ensuing fiscal year, and the Clerk shall mail a copy of such budget, as approved, to each member of the Parish not less than ten (10) days prior to such meeting. The Committee shall plan and direct the raising of funds to meet such budget. The Treasurer, Assistant Treasurer, and Chairperson of the Trustees of Invested Funds are designated as members of the Finance Committee in these by-laws.”*

In some UU churches, the treasurer and finance committee double as the stewardship committee. This is the former structure at Old Ship, and a “Collector” collected donations made directly or through the plate. In other UU churches, a stewardship committee exists but takes direction from the finance committee and is thus accountable to that body. But to be truly successful, the stewardship committee must be independent and recognized as the committee of gratitude and generosity, while the finance committee is the committee of financial oversight and the business of the church. A stewardship committee should be considered a vital group active during a time-bound campaign AND all year round, reporting directly to the board of trustees.

A Stewardship Council separate from Finance was active at Old Ship by 2012. Back then, they determined at their first meeting that future financial growth was imperative to keep Old Ship’s ministries and programs strong and the buildings well maintained. Solutions included growth in membership, increases in average annual giving; and an increase in legacy giving, and they recommended steps to promote those approaches. The Council also made several suggestions for a stronger communications and marketing effort to enhance Old Ship’s visibility and various roles in local community life.

Starting in 2010 and going through to 2013, Old Ship undertook a strategic planning process that resulted in a re-set of the church’s organization. Five Ministries were set up as interconnecting circles. Each part of each ministry is expected to report on the year’s activities and results in the Annual Report. With the absence of a Pledge Campaign Team in 2019-2020 and the board handling that function as well as their many other responsibilities, no report was filed; however, the financial results from the pledge drive are available.

**Stabilizing, formalizing, and raising the stature of Old Ship’s pledge drive and stewardship function.** “Stewardship at its best transforms individuals, groups, and congregations by opening us to new levels of generosity and prosperity. This process, in turn, promotes spiritual growth and maturity on the part of people and organizations.” This UUA statement embraces the central concept of successful stewardship – that giving is a transformative act which touches the giver in equal measure to the recipient.

There is ample evidence of generosity at Old Ship, and that generosity should translate to increased pledging at a time of critical and ongoing need for the church. But to ensure the congregation’s focus, energy, commitment, and understanding of the importance to sustain and grow pledging, a stewardship team that is honored, appreciated, and fortified with official standing must be in place. To that end, it is highly recommended that Old Ship adopt the Proposal drafted by members of the Board to formalize A Stewardship and Generosity Committee. A copy of the full proposal is in the Appendix.

**“Giving brings happiness at every stage of its expression. We experience joy in forming the intention to be generous; we experience joy in the actual act of giving something; and we experience joy in remembering that we have given.”** *Lamaa Surya Das, quoting the Buddha*

“It is proposed that: **First Parish Hingham Old Ship UU Church will form a standing committee called the Stewardship and Generosity Committee.** The committee shall be appointed by the Board of Trustees, along with the other standing committees noted in the bylaws. Chair persons shall be appointed for a three (3) year term. Members shall have a term of 3 years. Membership shall be staggered over time to ensure continuity. **Purpose:** The purpose of the Stewardship and Generosity Committee is to sustain and deepen a broad-based commitment to the mission and programs of the congregation by inspiring a culture of abundance and generosity, and a joyful sharing of gifts, talents, and resources. The Stewardship and Generosity Committee, along with the board of trustees, is responsible

for the strategic, long view of stewardship and promoting financial generosity in the congregation. **Goal:** *The committee's goal is to create and sustain a culture of generosity in which congregants are well informed about the finances of the organization, comfortable talking about money, participate actively and joyfully in annual budget drives and capital campaigns, and can articulate the linkage between the congregation's mission and resources."*

Here are a few recommendations as you plan this year's annual pledge drive:

- Generate 100% participation by both members and friends in the annual stewardship drive. Everyone should be pledging, whether it be a dollar, \$10, \$100, \$1000, \$10,000 or more. People might be able to consider increasing their gift by a certain percentage, say, 3% to 5% or more.
- One possible way to incentivize this is for the Trustees of Invested Funds to offer say, a 5- figure gift to create a challenge grant from the Endowment: ***"We will match dollar- for-dollar all new gifts and increases of existing gifts by Old Shippers and friends who make a pledge this year by April 30<sup>th</sup>, 2020."*** Payment would not be expected until the end of the Pledge drive, or a date designated in agreement between the Trustees and the Board. A challenge gift provides motivation to the congregation and a tool to the stewardship committee to encourage 100% participation.
- Board of Trustees models 100% giving at the beginning of the drive. As the annual pledge drive begins, stewardship efforts should be fortified by all the Board members' having visibly made their pledges already.
- It should be an annual prep and training ritual for the Stewardship team to canvass each other individually, one-on-one, in the manner of a Visiting Stewards programs.
- Thank you, and thank you again. The stewardship role is primarily one of gratitude and appreciation for generosity. Even as the annual campaign gets in motion, the message is gratitude first, and asking for a gift second. Once a gift is made, thank twice – the Minister and Board president should have a template for thank you letters that do not necessarily include the amount given.
- Powerful stories to inspire. Before and during the Next Steps Weekend, I heard a series of stories from congregants sharing a powerful moment in their history with Old Ship. Brainstorm on messages that will make the experience of making a gift a more personal and meaningful moment in each congregant's relationship to Old Ship Church. Take advantage of those congregants' willingness to engage in story telling about why they give to this church.
- Visiting Stewards – a labor-intensive option. As the Stewardship team this year, the Board may not have the capacity or be ready to adopt a Visiting Stewards approach, but this is still the ideal and most successful way to achieve overall success. You could concentrate on using this strategy with donors in Quartiles 1, 2, and part of Quartile 3.
- The Tax Cuts and Jobs Act of 2017. With the Standard Deduction raised to \$12,000 for singles and \$24,000 for couples, there are predictions that upwards of 20 million tax filers will not itemize their deductions and therefore might possibly allocate less or nothing to charitable giving. Most fundraising research on the implications of past tax reform on congregations' giving patterns indicate that faith or spiritual communities remain a top priority for most Americans regardless of the tax deductibility of gifts. Donors may want to consult with their financial advisors during this time of tax code transition. Some options to offer congregants are discussed in the attached set of articles.

**Incorporating some stress testing and opportunity cost analysis in annual and multi-year financial projections.** To complement efforts to improve Old Ship's culture of stewardship and generosity, it is suggested that the Finance team take into consideration some form of stress testing and opportunity cost analysis (i.e., opportunity cost lost, opportunity cost gained, cost-benefit analysis) as part of the general process of putting together annual and two- to three-year budget projections.

During the Great Recession, when banks were required to inject financial stress testing into their protocols, the purposed was to understand whether a bank had enough capital to survive plausible adverse economic conditions. Stress tests were designed to measure an institution's ability to maintain enough buffer to stay afloat under extreme scenarios. Basic stress test concepts include (but are not limited to):

- Stress testing methods should assess risks and enable revenue forecasting.
- Institutions should balance risk capacity to risk exposure under economic constraints.
- Requires addressing at least two factors:
  - o Quality of data and data collection methods – Old Ship is migrating to a good software system for its giving and pledge data – “Breeze,” used by many UU churches as a robust relationship database.
  - o Cultural context – what cultural factors influence decision making and discussion about risk exposure under economic constraints? In churches, this is a particularly important question.
- Opportunity costs represent the benefits an individual or institution misses out on when choosing one alternative over another. Because by definition they are unseen, opportunity costs can be easily overlooked if one is not careful.
- Understanding the potential missed or underrated options and opportunities foregone by choosing one budget expense or investment over another allows for better planning and decision-making. As budget line items are reviewed, this is an important concept and brings together considerations of tangible and intangible benefits likely to accrue from expense decisions.
- Keep in mind leadership resilience as keepers of the stewardship function at Old Ship. On Saturday we discussed key ingredients for Stewardship Canvassers:
  - Stay in covenant with the congregation.
  - Stewardship is a core element of a Systems Approach to congregational management.
  - Be organized, a listener, inspiring, and make it easy to ask for a pledge by remembering that you are giving your fellow Old Shipper to invest in one of the more important part of their life – their spiritual home, the source and inspiration for their values and principles.
  - Relish success, share the vision of this work on behalf of Old Ship.
  - Be self-aware and centered.
  - Be a part of sustainable leadership

**Is there a Capital Campaign in Old Ship's future?** A capital campaign could be a key factor in Old Ship attaining financial sustainability, along with other potential ingredients:

1. A bigger piece of the annual budget is designated for Buildings and Grounds.
2. There is less reliance on “Angel donors.”
3. There is more promotion of and response to Old Ship's Legacy Society – Bridging Generations.
4. 100% of the congregation participates in Annual Pledge Drive, pledging a suggested 3% to 5% to 10% increase.
5. Future consideration of some form of property sale.

6. The Endowment stays at 2.5 times the annual budget but is tapped for increased income for annual budget and critical needs, and provides incentive dollars for the annual pledge drive.

But is Old Ship ready for a capital campaign? Part of the Saturday session with the Board, Finance, Buildings and Grounds, and others, was devoted to assessing Old Ship's readiness to undertake a capital campaign. Some generally accepted indicators of campaign readiness include:

- ✓ The need for a campaign is readily apparent and the case can be clearly described, whether it is for major repairs and renovations, or for building a new church home.
- ✓ Members are fully aware of the need to raise significant funds to undertake the work to be done.
- ✓ The congregation is engaged in fellowship with each other, and there is low conflict.
- ✓ The congregation is demonstrating "Healthy stewardship," and annual pledge drives are meeting goals.
- ✓ The church is financially stable and budget preparation runs smoothly.
- ✓ There are strong systems underpinning church activities, operations, ministries and programs.
- ✓ Leadership is committed and trusted.
- ✓ The church has the bandwidth to take on conducting a campaign while other systems continue.

Those present at the Saturday session participated in a short focus group analysis of campaign readiness by answering the following questions:

1. Can a Case be made for a Campaign? Has there been adequate articulation of what work, programs or plans are in place and agreement that there is a case for a campaign?
2. Is there broad congregational awareness, knowledge, and consensus about needs, shortcomings and conditions at the church that a Capital Campaign might address?
3. Campaign Leadership – Does the congregation think there is the leadership at Old Ship for a capital campaign? Is there a team of congregants stepping forward who are already strong advocates of the case and are ready to play significant roles in terms of time, talent and treasure?
4. Does Old Ship's donor base suggest financial capacity to conduct a successful campaign? For a, say, \$750,000 goal? A greater or lesser goal? Are there enough donors so that as much as 50% to 70% of the goal can be raised by gifts from 25% to 30% of the congregation?
5. Is the Minister enthusiastic about the campaign, and has the time and capacity to act as chief cheerleader and inspirer, and play a role in donor cultivation?

Rather than answering these questions with a yes or no, the group indicated whether each thought Old Ship can move ahead with a campaign; or more work was needed, or there's too much of a red flag to proceed. We used green, yellow and red to respond to each question, with some allowance for shades in between:

Green    Green-Yellow    Yellow    Orange    Red

Overall, while there were significant votes of Green, and Green-Yellow, there were also quite a few in the Yellow-Orange and Orange-Red categories, signifying that Old Ship has some work to do to get campaign-ready, but it was certainly likely that it could become so with due diligence over time. Old Ship can most assuredly become ready for a Capital campaign!

## **VI. A Few Notes on Other Aspects of Church Life**

### **Membership, Religious Education, Leadership Development and Volunteer opportunities**

**Membership.** A few years ago, Old Ship invested in a part-time paid Membership Coordinator position to improve membership growth and retention. Unfortunately, this effort did not work out as hoped. Ideally, membership functions include welcoming, engaging, and retaining members. Additionally, a membership team and/or

coordinator would formally seek commitment from all committees to not only welcome new members, but actively recruit and engage them in their respective programs and activities. Member retention is not only a product of being welcomed, but of being needed, appreciated, and asked to participate in activities and events.

The membership effort would see to it that Committee leaders receive new member lists quarterly and prepare their teams to determine upcoming activities for which extra help may be needed. Then committee leaders recruit people to help out on specific activities, eventually rolling in the new member to the committee.

**Religious Education.** My time learning about Old Ship's religious education program was cut short by a health issue on my part, so I was not able to meet with Beverly. However, I did have the pleasure of meeting with some of Old Ship's families with children, and was able to talk with a couple of graduates of Old Ship's youth program. In general, a strong RE program, particularly for older kids, is appreciated at Old Ship. The various UU curricula and experiential learning opportunities offered at Old Ship help our children to be self-confident, aware, and active in the larger world in a manner not found in other faith formation programs. It has been proven time and again that parents are pulled to Old Ship when they are seeking liberal religious education for their children, and then they decide to stay for themselves. Looking to the future, there are concerns as to whether Old Ship will be able to grow its RE program by attracting more families. The hope is that children of all ages will be more visible in services; and their role in all activities will grow. As one parent said, "We are not the future of Old Ship; we need to raise the future of Old Ship."

2020 is the year for Old Ship to revisit its RE program, and even if the 2021 budget lessens staff presence and energy to drive RE, all committees and function of church life should be taking young people into account in pursuing their goals.

**A word on long-standing Old Ship members.** There is a sense of family and community within Old Ship that has stood the test of time. The congregation is blessed with many long-standing members who have given unstintingly of their time, talents and treasure over decades. Regular recognition of their contributions is warranted; acknowledgment of diminishing volunteer capacity is essential; and attention to individual and collective spiritual and pastoral needs of aging congregants (as well as the entire congregation) is critical to Old Ship's ministry. Old Ship may want to explore the components of care and engagement of long-term members. This aspect of congregational life is one among many that might need regular review and planning.

**Committees and leadership.** Old Ship is fortunate to have a solid, deeply engaged if occasionally overworked, core group of volunteers and leaders. While Old Ship would benefit from a much-expanded roster of volunteer leaders and workers, those who are serving, like so many of their predecessors, are dedicated, talented, and fully committed to their spiritually rooted community. In fact, for UUs over 60, committee work and events are a primary way to socialize outside of the home in the absence of having a workplace or club to serve that purpose. The downside is that this exposes UU committee work to potentially becoming a closed social circle rather than an embracing, inviting, engaging source of connection for new members.

Old Ship does need a deeper bench of human power to continue and grow its mission and vision. Yet leadership recruitment is a UU denomination-wide issue, which is in part being addressed through leadership development courses and workshops designed to build a pipeline for continuous and future leadership. Nominating Committees are becoming 'Leadership Development and Nominating Committees.' Adult Spiritual Development Committees are Partnering with Lifespan RE staff and volunteers to design or use leadership courses for teens to Millennials to Gen Y'ers and X'ers. Some useful UU resources on leadership development can be found the UUA's newly launched Leader Lab at <https://www.uua.org/leadership>.

**Offering more short-term or one-off volunteer opportunities.** Not everyone can commit to serve on a longstanding committee or other volunteer leadership position. Serving on committees over a year or more is less and less of an



option or preference for young parents and busy folks at the height of their careers. Yet they want to participate in congregational activities and events, and there are many needs across all committees, the administration, and RE that could be addressed through short-term, one-time, and timebound volunteer contributions.

I invite you to consider framing these short-term volunteer needs as something like “Engaging Old Shippers in Service”), a shared ministry opportunity to engage congregants and visitors in short-term opportunities, ranging from one hour to one day to one weekend. Old Shippers in Service would solicit a list of needed services from among the teams listed under each of the 5 Ministries, then advertise them via a standard form and sign-up sheet at a table that is “personned” every Sunday or online. Note that a simple bulletin board is not sufficiently interactive to attract people to volunteer – conversation and encouragement are part of the ministry of Old Shippers in Service.

**External outreach – “marketing” communications.** The Next Steps Weekend did not undertake a deep dive into Old Ship’s communications capacity or inventory. Thus, these comments are made as general observations and suggestions. I would suggest the Board reflect on the opportunity lost and cost of not having a standing committee or commitment for communications. Current communications seem to be ably managed, i.e., newsletter, email blasts, publicity for events, etc., although some of Old Ship’s webpages are outdated.

Communications teams are usually created out of the interests and skills of congregants, but such a committee is one of the main ingredients in the success of all other committees and the congregation as a whole. In addition to the absence of such a committee, Old Ship does not have a plan that would guide systematic external outreach to tap into potential new audiences and future congregants. However, its signature events draw from the entire town, and the Old Meeting House brings in people from way beyond Hingham’s borders. In general, Old Ship should feel freer to ‘market’ itself as a means of gaining external visibility and attracting more visitors. While Old Ship experienced negative publicity around the controversy of selling the Parish House, that could easily become positive visibility with the ‘greening’ of the church.

## VII. Conclusion

It is always the choice of a congregation to accept or not the advice proffered by a consultant and it is generally true that a consultant will seldom know the congregation as well as its leaders. Yet, a consultant is brought in for a reason: to offer objective analysis paired with lessons learned by others. In receiving recommendations from any consultant, consider the investment that has been made by the congregation and the reasons for doing so, when deciding how to act upon those recommendations.

It was a great pleasure working with all of you and meeting so many members of Old Ship Church. The in-person exchanges and meetings with Committees informed my understanding of this unique and important community well beyond what I had learned from the extensive documentation provided earlier. Old Ship is an important part of the lives of its members; it has significant potential to contribute more to Hingham and neighboring communities, and the Unitarian Universalist movement writ large.

In short, there is much to celebrate and much potential to further develop the congregation. There is every reason to expect that the congregation of Old Ship will collectively work out the decisions before them. While there are challenges, I saw no problems beyond your capacity to resolve. Stay in community, be patient with each other, and celebrate your successes; you are up to the challenges and the opportunities. Continued admiration to all. I welcome any questions that may arise from this report.

## APPENDIX 5

### First Parish in Hingham, MA Old Ship Church Gift Acceptance Policies

#### Purpose

Old Ship Church accepts and solicits gifts to fund its activities and fulfill its mission. The following policies govern the acceptance of gifts made to Old Ship for the benefit of any of its operations, programs, or services. This document is intended to guide the Board, the Minister, and the Congregation regarding the acceptance of charitable gifts, including those solicited as part of the annual pledge drive to support the operating budget, previously established fundraising events, or in conjunction with specifically authorized fundraising initiatives, such as capital campaigns.

Old Ship will not accept any gifts that (a) would result in Old Ship violating or losing its tax-exempt status as an Internal Revenue Service § 501(c) (3) not-for-profit organization; (b) are for purposes outside of its mission; (c) would result in Old Ship violating its by- laws or laws that prohibit discrimination based upon race, color, sex, sexual orientation, gender identity, class, creed, ethnic or national identity, physical ability or age; (d) would inhibit procuring gifts from other donors; (e) lack charitable intent or disproportionately benefit the donor rather than Old Ship; (f) are too difficult or too expensive to administer in relation to their value; and (g) would result in any unacceptable consequences for Old Ship, including harm to its reputation.

Orientation will be conducted each year to educate Board members on these gift acceptance policies.

The Board, or a subcommittee, shall have the authority to draft policies and procedures, as needed, to assist in carrying out these Gift Acceptance Policies. Upon adoption, this document shall be reviewed regularly, at least every five years from the date, and updated if necessary. This document will be reviewed as soon as possible any time after the US Tax Code undergoes a significant revision, especially as these changes may affect the incentives for charitable giving, and be amended as necessary.

Board approval shall be required for any situations not specifically addressed in this document.

#### **1. Our Commitment to Donors:**

In all interactions, with donors, those who solicit, accept, acknowledge, and manage gifts on behalf of Old Ship shall:

1.1 Assist donors in accomplishing their philanthropic objectives in a donor-centric manner, to the extent consistent with Old Ship's mission and values.

1.2 Urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

1.3 Honor confidentiality requests made by donors, including any wishes to remain anonymous. When the donor requests confidentiality, in order to perform their official functions for Old Ship, such as issue gift acknowledgments, certain individuals will be permitted to know the donor's identity. Otherwise, when requested, donor information will be held in the strictest confidence and disclosed outside of Old Ship only with the permission of the donor or the donor's designee, or as required by law.

1.4. Adhere to ethical standards as guided by the *Model Standards of Practice for Charitable Gift Planners*, as adopted by the Partnership for Philanthropic Planning and the *Code of Ethical Principles and Standards*, as adopted by the Association of Fundraising Professionals. Old Ship will not participate in gift discussions if there is a question about the title/ownership of an asset or if there is a question about a donor's competence or capacity to understand the gift.

1.5 The Board President, or an individual designated by the Board President, shall be responsible for formally accepting all gifts made to Old Ship. The Treasurer shall be responsible for providing receipts that comply with Internal-Revenue Service tax policies.

## **2. Gift Acceptance**

This section addresses general policies to govern the most common gift-giving situations.

2.1 Old Ship may only accept gifts from individuals, corporations, trusts, foundations, and organizations that fit with Old Ship's mission, goals, programs, and activities; will provide a measurable benefit to Old Ship; and do not present significant economic or noneconomic disadvantages.

2.2 Old Ship encourages its donors to make unrestricted gifts, as such gifts provide the greatest flexibility to direct resources where most needed at any particular time. For this reason, unrestricted gifts are always preferred.

2.3 Unless otherwise designated or restricted by purpose or time in writing, all gifts to Old Ship will be placed in the General Fund.

2.4 The Board may accept the following types of gifts without prior review and approval so long as the gift is unrestricted or restricted to a purpose or directed to a fund that the Board has previously approved, in compliance with the criteria set forth in section 3. Old Ship will readily accept purpose-restricted gifts when these donations support activities included in the annual budget, such as Building and Grounds, Religious Education, or Social Justice; or that are directed to established endowment funds that support the Memorial Garden, the Music Fund, and the Unrestricted Endowment.

2.4.1 Cash gifts are acceptable using any form of payment, including checks, money orders, credit cards, or online transactions.

2.4.2 Pledges are welcome support, but ideally should extend for no more than five years.

2.4.3 Marketable securities may be transferred electronically to Old Ship's bank or brokerage account through a broker or financial institution. The transferor's signature or stock power will be attached. Old Ship's general policy is to immediately sell any gifted marketable securities so that the funds may be used for charitable purposes as soon as possible or be promptly added to the endowment in a manner consistent with Old Ship's investment policy.

At its discretion, the Board may deem it more appropriate to retain these securities; for instance, if current market conditions are not favorable or if holding these securities may be advantageous.

2.5.4 Cash bequests made as part of a will or a trust shall be accepted by Old Ship, as well as beneficiary designations named in annuities, retirement plans, or in other financial assets for which a legal beneficiary may be named. Other considerations regarding legacy-related gifts, which may entail cash or other property, are addressed in sections 3 and 4.

### **3. Board Review Procedures for Gifts**

In general, Old Ship reserves the right to decline unsolicited gifts—including those made by testamentary bequest or trust distribution—that are too restrictive in purpose, too difficult or costly to administer, or designated for purposes that fall outside of Old Ship's mission or that are in conflict with its values.

Before accepting gifts that do not fall into the criteria set forth in section 2—essentially, those that come with certain conditions or gifts that are not easily liquidated (real estate or securities for which there is no active market), the Board must consider whether accepting such a gift would be beneficial to Old Ship and be consistent with the policies set forth in this document.

3.1 The procedure of evaluating each potential gift that does not meet the criteria in section 2 shall be as follows:

3.1.1 The Board will determine whether to accept or decline the gift by carefully reviewing the details of the gift and applying the criteria in section 2 and applying other criteria as appropriate (for example, when considering gifts of real estate or other tangible property).

A vote of the Board will be required to (a) accept a gift to the endowment that places conditions or restrictions on the way that the funds are to be invested or otherwise managed, (b) accept a gift for a restricted purpose that does not meet the criteria for an already

existing reserve fund and necessitates establishing a new reserve fund that meets Old Ship's acceptance policies, (c) accept a gift designated as a memorial for a deceased individual or a group of individuals, or in honor of a living person or persons. Old Ship's policy is not to accept such named gifts unless the amount of the gift equals at least \$100,000 at the time the gift is made, (d) accept named gifts that ask for recognition on spaces located within or on church property. Name recognition requires a minimum gift of at least \$50,000.

3.1.2 The Board's determination will be recorded in the minutes of the meeting at which the gift was considered and accepted. The discussion and decision to decline a gift may be recorded in the notes for an Executive Session.

3.1.3 If the Board declines the gift, the donor will be informed quickly and politely that Old Ship will not be able to accept the gift, provided with a brief explanation of the reason why, and any delivered gifts will be returned.

#### **4. Potential Factors to Consider for Gifts that are Conditional, Legacy-Related, Nonmarketable Securities, Restricted, or Present Other Complications**

This section anticipates and provisionally addresses considerations associated with more complicated gifts.

4.1 Conditional Gifts. Sometimes donors wish to make a gift that subject to conditions; that is, the contribution is contingent on the performance of an act by Old Ship or the occurrence of an event. If the gift is accepted by Old Ship and the act or event does not occur in the time allotted, the contribution may need to be returned. If the gift is not conveyed until the act or event occurs, and the donor subsequently fails to fulfill this promise, Old Ship may have to cover the expenditure using another source of funds. Planning for this potential risk must be addressed before a conditional gift is accepted.

#### **4.2 Legacy Gifts: Bequests, Charitable Gift Annuities/Other Planned Gifts, and Life Insurance**

4.2.1 Bequests: Donors and supporters of Old Ship are encouraged to make bequests under their wills and trusts. Such bequests will not be recorded as gifts to Old Ship until such time as the gift becomes irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time that the gift becomes irrevocable.

4.2.2 Charitable Gift Annuities and Other Planned Gifts: Old Ship encourages its supporters to consider charitable gift annuities (CGA) during their lifetimes. The minimum for a CGA is \$10,000. CGAs will be managed by and subject to the policies of Old Ship.

The acceptance of other planned gift instruments, such as Pooled Income Trusts, Charitable Remainder Trusts, and Charitable Lead Trusts are subject to the approval of the Board.

4.2.3 Life Insurance: Donors and supporters of Old Ship are encouraged to name Old Ship as a beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts until the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

Old Ship must be named as beneficiary and irrevocable owner before a life insurance policy can be recorded as a gift. The gift is valued as determined by Internal Revenue Code and its corresponding regulations. If the donor contributes future premium payments, Old Ship will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, Board at its absolute discretion may (a) continue to pay the premiums, (b) convert the policy to paid-up insurance, or (c) surrender the policy for its current cash value.

4.3 Nonmarketable Securities: Securities for which there is no active market, which include debt and equity positions in privately held companies but also interests in LLPs and LLCs or other ownership forms, may be accepted subject to the approval of the Board in its absolute discretion. However, such gifts must be reviewed prior to acceptance to determine that (a) there are no restrictions on the security that would prevent Old Ship from ultimately converting those assets to cash, (b) the security can ultimately be sold, and (c) acceptance of the security as a gift will not generate any undesirable tax consequences for Old Ship.

If potential problems arise on initial review, further review and recommendation by an independent financial advisor or other independent professional may be sought before a final decision on acceptance is made. The Board may also engage an independent legal counsel to review the advisability of accepting such gifts. The final determination on the acceptance of closely held securities shall be made by the Board in its absolute discretion.

4.4 Permanently Restricted Gifts for a Named Endowment: Gifts for the purpose of creating a named endowment must be at least \$100,000 or another amount as approved by the Board on an exceptional basis. Such gifts will be invested with Old Ship's other endowment funds. Amounts will be disbursed from the fund in accordance with Old Ship's spending policy, which may change from time to time.

Any such gift accompanied by language specifying a "permanent restriction" may limit the investment options, long-term yields, and have a negative impact on church functions. Therefore, the Board must carefully consider any such gift before acceptance.

4.5 Purpose-Restricted Gifts Outside of Already-Established Funds: Individuals or other organizations making a purpose-restricted gift not specifically intended for an existing

annual budget item, an already established endowment fund, or special congregation- approved campaign are encouraged to designate its purpose broadly as possible within the current budget line items and endowment funds. Wherever possible, donors are encouraged to augment a specific fund with the desired purpose, rather than creating a new set of restrictions that need to be separately managed. If restricted funds cannot be used for their original purpose, First Parish shall endeavor to find a complementary use or shall reserve the right to expend the gift.

4.6 Real Estate: Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Valuation of the property is the responsibility of the donor, unless Old Ship sells the property within six months of accepting the gift, in which case the sale value shall determine the value of the gift. Prior to accepting any real estate, Old Ship shall require an initial inspection to ensure that the property has no hidden or undesirable contingencies, encumbrances, or liabilities such as environmental damage. In the event that the initial inspection reveals a potential problem, the Board shall retain an independent qualified firm to conduct an appropriate inspection and appraisal. The donor will be responsible for this expense. When appropriate, prior to accepting a gift of real estate a title binder shall be obtained by Old Ship. The donor will be responsible for the cost of this title binder.

The Board's criteria for accepting any gift of real estate will consider: (a) is the property useful for the purposes of the Old Ship? (b) Is the property marketable? (c) Are there any restrictions, reservations, easements, or other limitations associated with the property? (d) Are there any carrying costs, which may include insurance, property taxes, mortgages, or notes associated with the property? (e) Does the environmental audit reflect that the property is not damaged and has no environmental liabilities?

4.7 Other Tangible Property: All gifts of tangible property shall be examined in light of the following criteria: (a) is the property marketable? (b) Are there any undue restriction on the use, display, or sale of the property? (c) Are there any carrying costs for the property? (d) Is acceptance of the property in keeping with the mission and values of Old Ship?

The final determination on the acceptance of tangible property shall be made by the Board. Unless there is a written agreement with the donor, the property will be sold as soon as it is reasonably practicable.

4.8 Other Gifts: Other more complicated and esoteric gifts—such as bargain sales; remainder interests in property; and oil, gas, or mineral interests—may be accepted by Old Ship, but only with the Board's due consideration, including the time and costs involved in assessing and structuring the gift, before accepting it.

## **5. Board Responsibilities for Active Gift Solicitation and Fundraising**

The Board of Old Ship must authorize any active gift solicitation, including fundraising campaigns and capital campaigns. The Board may delegate to individuals, committees, or subcommittees, on an *ad hoc* basis, the authority to solicit gifts to support general or specific fundraising campaigns or capital campaigns.

Gifts to a Congregation-approved special campaign (for example, the Fourth Century Campaign for church renovation and Ministry Funds) will be accepted and managed according to the specific needs as determined by the Board in its absolute discretion. Gifts to any such campaigns for a purpose outside the original plan must be approved by the Board.

## **6. Legal Considerations**

6.1 Payment of Fees: It is the responsibility of the donor to secure an appraisal (where required) and to pay for this or any other advice of independent legal, financial, or tax advisors as needed, for all gifts made to Old Ship . Where the donor fails to do this or there is any disagreement, the tax-deductible value of an asset acknowledged to the donor will be established in accordance with IRS regulations or, if no regulations are provided, with assistance of Old Ship 's tax advisors. Donors will be expected to pay costs associated with making the gift prior to acceptance. After acceptance, Old Ship will pay the costs associated with monetizing or administering a gift unless otherwise agreed with the donor.

6.2 No Preparation of Legal Documents: Old Ship shall not prepare legal documents for execution by donors other than providing, as an example a model gift agreement. Old Ship may provide model language to be used by donors in their wills, but all donors are strongly encouraged to have the language reviewed in light of their individual circumstances with their own legal or other advisors.

6.3 No Finder's Fees or Commissions: Old Ship shall not pay fees to any person as consideration for directing a gift of donor to Old Ship.

6.4 No Service as Executor or Administrator: Neither Old Ship or any of its staff shall agree to serve as an executor or administrator of the estate of a donor, nor will Old Ship or its staff serve as a health care proxy or other substituted decision-maker for any donor or potential donor.

**Adopted by the Board of Trustees on May 28, 2020**