



Union Congregational Church of South Bristol

ANNUAL REPORT

Fiscal Year – July 1, 2014 to June 30, 2015

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Union Congregational Church

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CALL TO ANNUAL MEETING

Greetings

This is the official call to the Annual Meeting of the Union Congregational Church, South Bristol, Maine, notifying all members that the meeting will be held on Sunday, August 2, 2015 immediately following worship in the sanctuary. Friends are welcome to attend.

Sue Edwards, Clerk
July 19, 2015

AGENDA

1. Call to Order
2. Reading of the Call by the Clerk
3. Opening Prayer by Pastor Beth Hood
4. Approval of Annual Meeting Minutes
5. Approval of Official Board, Diaconate and Various Committee Reports
6. Adoption of 2015-2016 Budget
7. Confirmation of 2015-2016 Nominations
8. Other Business
9. Adjournment

**UNION CONGREGATIONAL CHURCH OF SOUTH BRISTOL
ANNUAL MEETING MINUTES JULY 27, 2014**

Moderator, Bill Glendinning, called the meeting to order at 11:15 AM. Twenty-two members and associate members were present.

Lori Wright, Clerk, read the Call to the Annual Meeting.

Pastor Beth Hood led us in prayer.

With no comments to the minutes of last year's annual meeting, the minutes of the Annual Meeting held on July 28, 2013 were approved on a motion by Ken Maguire and seconded by Linda Brunner.

Lois Allen noted that her granddaughter, Alexis' and her husband, Joey's last name was omitted from the Pastor's Report. Their last name is Benedix.

Ken Maguire spoke that the endowment only earning 3% was abominable. As a rule, it is reasonable to expect a return of 8-10% per year. He moved that the Treasurer and Official Board review ways to invest the endowment and report back to the congregation in three months. Lois Allen seconded the motion. Don Edwards asked if the market value was reported or the book value. Ken Maguire noted that an 8% investment would have been \$28,000. Lori noted The Endowment Funds are invested with United Church Funds, the book value is reported, and quarterly statements are received.

Linda Brunner suggested that once nominations are approved, the Invested Funds Committee review and investigate investment options. Judy Falconer noted that higher return rates often incur greater risk. Sherry Follayttar asked if we can choose which funds can be invested. Lori Wright noted that we will look into having choice in investment options. Judy Falconer asked if three months is enough time to accomplish this task. Richard Mardoian asked if others can volunteer to be part of committees. Volunteers can be part of task forces. Don Edwards spoke that this task could be accomplished in three months. The motion passed with majority vote.

Ken Maguire spoke that rent of the parsonage is considered taxable income, and the Town of South Bristol gives the Church an abatement of \$20,000 in real estate taxes, resulting in a discount of about \$62 per year. Bill Glendinning suggested the Board

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review this information. Sue Edwards spoke and there was general agreement that we should follow the tax law.

Bill Bachman questioned taking \$50,000 from the endowment next year and there was much discussion. Don Edwards noted that we have many repairs that need to be done. If we allow our buildings to continue to fall down, more repairs will be required next year. On a motion by Don Edwards and seconded by Bill Bachman, the 2014-15 budget was approved.

Carolyn Maunz spoke how several years ago, we were struggling to keep three buildings afloat. The vote to sell the parsonage was defeated. If we aren't going to sell the parsonage, we must maintain our facilities or reconsider the options. Charlie Hughes spoke that the parsonage was kept in case we ever had a minister that needed it. Judy Falconer mentioned that selling the parsonage doesn't mean we would avoid these expenses. Richard Mardoian asked if any of the rent is set aside for repairs. Lori Wright noted that the parsonage rental is treated as revenue. Sherry Follayttar suggested the solicitation of memorial funds to help defray the cost of the repairs.

Ken Maguire noted that our property and liability insurance budget may increase. In October the postal service will be keeping the door unlocked twenty-four (24) hours a day. With the building being open, would our liability insurance increase? If so, it may be necessary to increase the post office rent. On a motion by Don Edwards and seconded by Claire Ames, the Board Report was approved.

With regard to nominations, Ken asked if nominations could be made from the floor. Yes, they can. Linda Brunner noted that Jack Hood should not be part of the Official Board nominations. Bill Bachman asked if someone had to be present to be nominated. Bill Glendinning suggested that we cross that bridge if we come to it. Don Edwards asked if the Buildings and Ground Task Force of the Official Board needed to be elected. Since it is a task force, it does not. Bill Glendinning noted that special task forces can be appointed by both Deacons and Official Board. Ken Maguire noted that the nominations assume the By-Laws will change; you are putting the cart before the horse. Bill Glendinning read the list of nominations as proposed in the By-Laws.

Linda Brunner noted that Don Edwards will be chair of the Official Board in the coming year. Don Edwards noted that it was a pleasure to serve under Linda Brunner

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as chair of the Official Board, and that it hasn't been an easy year. Sally Gundersen was also thanked as chair of the Deacons. Lois Allen moved that we accept the Nominations Committee Report as presented. Seconded by Ken Maguire, the motion was approved.

Bill Glendinning spoke that with regard to the proposed change in By-Laws, it was done in interest of streamlining; we have a smaller group of people involved. Ken Maguire mentioned again that we are putting the cart before the horse, with the idea of the Executive Committee. Ken further noted that the proposed changes to By-Laws were only circulated seven (7) days ago. He is bothered by the change from the Church Council to the Executive Committee. He would like to see "Executive Committee" go away. A church council is traditional with protestant churches. An Executive Committee is a tad too far. Beth Hood spoke that she doesn't know the history of our Church Council, but the visceral reaction of people to using "church council" was the reason the words were changed. Last year, it was called a powwow. Bill Glendinning asked if people accepted the restructuring in concept. Does it make sense? Sherry Follayttar asked if the council was going from twelve (12) to six (6) members. Bill Glendinning noted that it was just a numbers change, the important functions will still be addressed. Linda Brunner spoke that the church council we had was cumbersome and people were burned out with so many meetings. Anyone may attend a meeting if they want to.

Ken Maguire spoke that the members of the Official Board serve three-year terms, this is explicit in the By-Laws but the nominations as presented don't mention terms. Beth Hood spoke that when these By-Laws were written more people attended. With all the Board and Deacons attending the meetings every other month, nothing was being accomplished. It was too chaotic, too many side conversations. This change will simplify meetings, as she had asked for a smaller group. Bill Glendinning noted that we can reflect the change in By-Laws to the number of years Board Members can serve. Ken Maguire suggested we postpone voting on the change in By-Laws until the special meeting in the fall. Judy Falconer noted that the change in terms of office will have to be reflected. Bill Glendinning indicated that there was no reason why we couldn't correct it now, unless we have reservations to postpone the vote. Sue Edwards thought we could vote on what we have now and ask for additional changes at the fall meeting. Don Edwards spoke that we could easily amend the way Board members are elected by changing Section VI, number 5. Ken questioned the wisdom of this. He would suggest that it is the only article that states the size of the Official

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Board; we should leave it as is. Don Edwards moved and Ken Maguire accepted a motion to accept proposed By-Laws written in bold print conceptually and to review later by Executive Committee. The motion passed. Judy Falconer noted that we are still left in limbo as far as length of term of office.

Don Edwards further moved that Section VI, number 5 be changed by inserting a period after church and strike the rest of the sentence to reflect *Members of the Official Board will be elected from the membership of the church and serve for a term of three years in accordance with a system of rotation, two of them being elected each year to **members of the Official Board will be elected by the membership of the church.*** Ken Maguire noted as a point of order that due notice must be given before changes can be made. Bill Glendinning noted that the only point to change would be the length of term and the name of the Executive Committee. We have a working copy of By-Laws. We can change the terms of Moderator, Deacons and Board. Sally Gundersen noted Page 8 of the By-Laws which notes that amendments to the By-Laws may be made by a vote of the members at an Annual Meeting. Ken Maguire thought that this was too short notice and the Official Board should look at this further. Sally Gundersen moved and Beth Hood seconded a motion to change the By-Laws with reference to the length of term of the Deacons, Official Board and Moderator. Ken Maguire thought this was being done without forethought, and it should be taken care of in the fall. Sally Gundersen amended her motion that we stop the discussion and vote. Bill Glendinning clarified the motion as Sally proposed. Ken Maguire didn't think it was correct that Sally be allowed to amend her motion. However, Judy Falconer noted that she can make a friendly amendment to her motion. Lori Wright read Sally's motion: to change the By-Laws as they reflect the length of term for Deacons, Official Board and Moderator and to bring the question to vote without further discussion. The motion passed with two oppositions.

Charlie Hughes moved and Sally Gundersen seconded a motion to authorize Lori Wright to have the signatories changed from Cotton Damon and Lori Wright to Nat Hammond and Lori Wright. The motion passed.

In other business, Charlie Hughes mentioned columbarium memorial walls, a place for ashes - is it a business or spiritual issue? Bill Glendinning asked that he provide information about this for the Board and Deacons to review. Joe Follayttar spoke that

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it was a huge success at his church. The Episcopal Church in Damariscotta has one with a beautiful garden. Sherry Follayttar noted that it would require significant fund raising.

Lois Allen thanked the Board for their service during the last year.

On a motion by Sally Gundersen and seconded by Don Edwards, the meeting adjourned at 12:42 PM.

Respectfully submitted,
Lori Wright, Clerk

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**EXECUTIVE COMMITTEE PLANNING RETREAT
OFFICIAL MINUTES – SEPTEMBER 13, 2014
UNION CONGREGATIONAL CHURCH - SOUTH BRISTOL, MAINE**

Present: Linda Brunner, Don Edwards, Sue Edwards, Bill Glendinning, Priscilla Glendinning, Betsy Graves, Beth Hood, Nina Kass, Connie Kennedy, Carolyn Maunz, Lori Wright, Norman Wright

The meeting was called to order at 10:00. Pastor Beth Hood opened with a prayer.

Bill Glendinning moderated the meeting. He began by asking us to each share what our expectations for this meeting were. Overwhelmingly, the participants felt it important to involve the church more in the community. Specific expectations included involving more youth, finding out what the community would like from the church, getting a clear idea of where we're going and how to get there, defining a more specific mission statement, developing a plan for a year, improving communications, and defining how the church will be involved in the town centennial.

Bill Glendinning asked where participants wanted to begin. Priscilla Glendinning suggested the place to start should be our mission statement. After some initial discussion, it was agreed that a group would be tasked to develop a mission statement for the church that reflected the spirit and commitment of South Bristol UCC. (Action Item #1)

Prior to discussing additional ways the church sees itself involved in the community, Bill Glendinning asked the group to enumerate the positive ways the church is currently involved. Participants listed dinners, the women's potlucks, AA meetings, snack packing, and the scholarship at the elementary school.

Following was a discussion on improving communications. It was noted that discussions and decisions made at meetings should be made available to all congregants and that a number of vehicles could/should be used. Beth Hood made a commitment to work with Lori Wright and Sue Edwards to publish a website (Action Item #2) and minutes of meetings would be posted there. Additionally, copies of meeting minutes would be made and put in the narthex for people to take with them if they like. (Action Item #3)

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Discussion of a newsletter was brought up and Betsy Graves and Connie Kennedy mentioned that there used to be a town newsletter that was published every 4-6 weeks that contain information about the church, the school, the co-op, etc. Everyone agreed that it would be wonderful to resurrect a newsletter. Betsy Graves agreed to be involved as did Sue Edwards. It was agreed that "The Fishermen's Net" would be re-instituted. (Action Item #4)

It was clarified that decisions are made in committees, referred to the deacons or board as appropriate and brought to the congregation as necessary. No one person should bear the burden of making decisions.

The participants agreed that the church needed to re-institute a music committee to address a number of topics, including involving the youth (possibly the bell choir from the school) and for garnering feedback from the congregation on hymns they'd like to sing. It was agreed that the music committee would be made up of Carolyn Maunz, Linda Brunner, Sue Edwards, and presumably Judy Falconer. (Action Item #5)

It was also agreed that the church needed to establish a Hospitality committee that would serve as the focal point for hosting dinners, receptions, meetings, etc. It was further agreed that the Hospitality Committee would be established under the Deacons and the initial members would include Carolyn Maunz, Priscilla Glendinning, Karen Hammond and Priscilla House. (Action Item #6) The group would not necessarily be responsible for organizing and orchestrating events. Rather, the group would coordinate the activities of such events.

Next the group talked about the Pemaquid Peninsula Cooperative Ministry. The group hasn't met recently. Connie Kennedy asked whether or not the ministers of the three churches had met recently. Carolyn Maunz asked if the church felt the PPCM was a worthwhile endeavor. It was agreed that it was and Beth Hood took it as an action item to contact the other ministers and meet to discuss the PPCM. (Action Item #7)

One of the programs organized through the PPCM is the snack pack program, providing healthy snacks for children at the SB school to take home on Fridays to have for the weekend. Lori Wright noted that the church needed to hold a fund raising dinner to support this program, noting that the church needs to contribute about

\$1,000 annually to participate. Priscilla Glendinning wondered if we could combine a fund raising dinner for the snack pack program with contributions for the food pantry. After some discussion, it was decided that we would not combine the two.

Nina Kass and Betsy Graves thought it would promote giving if Priscilla designated certain Sundays for certain products. For instance, perhaps the first Sunday of the month would be toiletries, the second cleaning supplies, etc. These are both things that the subsidies the Food Pantry receives cannot be used for. Betsy Graves mentioned we could involve the greater community by challenging the school to competition. It was agreed that Priscilla Glendinning would identify what specifically is needed (Action Item #8) and the newly formed Hospitality Committee would sponsor a fund raising dinner for the snack pack program. (Action Item #9)

Don Edwards mentioned he and Norman Wright were meeting with Ken Lincoln on Monday, September 15th to commence the repairs to the church that were voted on at the annual Meeting. Don Edwards enumerated the repairs that are going to be made and there was discussion about removing the Hawthorne tree that Cynthia Garrels' uncle had planted because it poses a threat with its sharp thorns. Following the meeting Don Edwards spoke with Cynthia Garrels and she supported the idea of removing the tree and planting a substitute in its place in honor of her uncle.

Don Edwards also discussed the repairs needed in the Thrift Shop that were brought to his attention a week ago by Barbara Smith. These repairs were not part of the plan but desperately needed. Don Edwards and Norman Wright are going to ask Ken Lincoln what he would recommend to fix the leak in the basement and also for an estimate of what it would cost. (Action Item #10)

Don Edwards also noted that he and Lori Wright had looked at the church finances and believe that the approved repairs can be done without taking any (or taking very little) money out of the equity fund.

Lori Wright is getting information to enable her and Don Edwards to conduct an analysis of how the funds are invested. They will report back to the committee with their thoughts, questions, suggestions, etc. (Action Item #11)

Lori Wright added that she is going to talk to the auditors used by Lincoln Academy to get information about any risk factors the church needs to be aware of in renting

the parsonage. She will report back to the committee what she learns. (Action Item #12)

Discussion was also held about the church's involvement in the town's centennial celebration next year. Betsy Graves agreed to be the point of contact, as she believes she is on the celebration committee. (Action Item #13)

The meeting adjourned at 1:30.

Respectfully Submitted,
Sue Edwards
July 15, 2015

**EXECUTIVE COMMITTEE MEETING
OFFICIAL MINUTES – JULY 12, 2015
UNION CONGREGATIONAL CHURCH - SOUTH BRISTOL, MAINE**

Present: Linda Brunner, Don Edwards, Sue Edwards, Bill Glendinning, Beth Hood, Lori Wright

The meeting was called to order at 11:20. Pastor Beth Hood opened with a prayer.

Bill Glendinning moderated the meeting. He began by asking the purpose of the meeting and asking each participant to state expectations for the meeting.

Pastor Hood stated that one purpose was to review and accept the budget in preparation for the Annual Meeting on August 2, 2015. Don Edwards asked that we talk about the church bylaws and the need for specific guidelines for our Treasurer in preparing and executing the budget. Linda Brunner specifically wanted to cover nominations for the upcoming year. Sue Edwards asked that the committee discuss the role and responsibilities of the clerk, beyond what is outlined in the bylaws.

Sue Edwards pointed out that the bylaws state that the clerk is supposed to serve as the secretary to the Executive Committee (EC) and is responsible for the safe keeping of records. She asked that we discuss what that means. In her mind, the secretary of the EC would keep track of the action items that come out of all EC meetings and provide updates to the committee at each meeting. It also means to her that the clerk would be responsible for having copies of all records — meeting minutes, all processes and procedures, the bylaws — and make those readily available to any interested party. As such, she asked if the committee was interested in identifying those areas where procedures were needed and where procedures needed updated, perhaps facilitating a more smooth operation.

Bill Glendinning didn't feel this was necessary. He felt "if it isn't broken, don't fix it." Sue Edwards stated that she thought some things were broken and referred to a comment Lori Wright made about the budget in which she included a 3% pay increase for the pastor but stated there are no guidelines for how to handle that. Sue Edwards felt that wasn't fair to Lori to shoulder that kind of responsibility.

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Lori Wright stated that she thought updated procedures were necessary. She has served as the Treasurer and Secretary of the church for some time and has been enormously frustrated at times by the lack of guidance for her work.

After further discussion, the committee agreed that the clerk would be responsible for all documents and make those available to the congregation. The committee further agreed that it would begin a review of the church bylaws and identify places where written procedures would be helpful. The committee will enlist the help of the Deacons and the Board (and their respective committees) to update or create procedures as appropriate and provide them to the clerk. It was agreed that the EC would begin this review in September. The committee voted unanimously to proceed in this direction.

The committee also discussed the use and promotion of social media, specifically the church Facebook page and its website. It was agreed that the website (unionchurchofsouthbristol.weebly.com) would serve in a more official capacity and that the Facebook page would serve as the forum for posting pictures and exchanging comments.

Lori Wright then went over the Treasurer's report. There were no questions and the committee agreed it was ready for submission in the Annual Report.

Pastor Hood stated that she intends to ask the Pastor Parish Relations Committee to send out an evaluation survey early this fall to obtain feedback from congregants on what is working well for them and what changes they would like to see. Bill Glendinning asked how this information would be used. Pastor Hood stated that she wanted this feedback to gain further appreciation for how people feel things are going. The input could be used to guide her in continuing some aspects and changing others. Pastor Hood said the Pastor Parish Relations Committee would be meeting in September.

Bill Glendinning asked if the membership roster had been updated as he thought our current totals have been the same for years. Sue Edwards pointed out that the clerk's report reflects changes and Pastor Hood added that the church would be accepting two more members next week. Bill Glendinning then asked if we still pay the UCC \$15/per member in annual fees. Lori Wright stated that we do and he pointed out that we might want to define what constitutes "active" members as perhaps a cost savings.

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Pastor Hood stated that she has talked with the Deacons and they are planning to include language in their annual report submission about the church pursuing the UCC's Open and Affirming (ONA) status. From the UCC website, ONA status refers to churches "which make a public covenant of welcome into their full life and ministry to persons of all sexual orientations, gender identities, and gender expressions." This ONA process is a long process, intended to guide a church through discussions about whether or not it wants to become an ONA church. Pursuing the process does not mean the church will or will not become an ONA congregation. It just means the church will walk through the process to decide whether or not they want to do so.

Bill Glendinning stated that Barbara Smith is continuing to work closely with Betty House in the Thrift Store and acknowledged how helpful that has been and how hard Barbara and Betty work.

Bill Glendinning asked Pastor Hood if there was an update on the Pemaquid Peninsula Cooperative Ministry. Pastor Hood stated that she needed to have discussions with the committee members about whether or not this was something that was still of interest and what that interest might look like.

Pastor Hood reported that Penny Mardoian has been doing a wonderful job with outreach in sending cards or notes to people we are praying for.

Some discussion was held about the church's stewardship efforts. Presently, the pastor sends out a letter but we get little response in the way of "pledges." Lori Wright stated that she can pretty much count of the "regular" attendees each week and to date, that has worked fine.

Lori Wright also stated that the Religious Education committee had talked about holding two Sunday School classes in the fall because the class currently has such a wide age difference. When discussed with the children, however, they expressed preference for staying together.

Bill Glendinning mentioned that he thought it would be nice to acknowledge the parents who bring their children to Sunday School each week. He thought a gift certificate was appropriate. No decision was made at the time.

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Sue Edwards also brought up the status of the piano in the parish hall hallway. Pastor Hood reiterated that she would like to see something done with it. Tamara Kaler had previously expressed interest in the piano but had indicated that if someone else wanted it that was fine with her. Bill Glendinning thought it should be offered to all and that perhaps we could get some money for it. Lori Wright pointed out that if we were going to give it to the Kalers for free, we ought to give it to anyone for free. Pastor Hood said if no one expressed interest in it, we could include it in the church fair. No decision was made on how to move forward.

The meeting concluded at 12:30. Don Edwards moved that we adjourn; Sue Edwards seconded.

Respectfully Submitted,
Sue Edwards
July 15, 2015

PASTOR'S REPORT FOR ANNUAL MEETING – August 2, 2015

God's Grace and Peace to You,

The state of Union Congregational Church of South Bristol, UCC, is strong. And its people are patient and loving.

As I review the past year, I have learned much and have much to learn. I have benefitted from the wise and loving counsel of many of you. It is my intention in the coming year to put much of that counsel into practice.

It is imperative that the nominated and established Boards and committees hold regular meetings as scheduled and that the results of those bodies be communicated to the congregation. To that end, a Church website has been established.

unionchurchofsouthbristol.weebly.com

The minutes of the Executive Committee Planning Retreat reflect the importance of the Church being a presence in the community of South Bristol. In the fall I was happy to welcome the 5/6 Grade of the South Bristol School to Phippsburg to visit the sites of the book they were reading, "Lizzie Bright and the Buckminster Boy". We had a tour of the Phippsburg Congregational Church, the 1774 Inn and a trip to view Malaga Island. I joined several of our members on Dr. Seuss's birthday reading to a class including Natalie, Gretchen and Hunter. With the faithful assistance of Janet Claar, I continued our participation in the Snack Packing Program at the Bristol Church. We also delivered food boxes to a family in Walpole. I continued to visit, though not as much as I would like. The Hospitality Committee did a remarkable job of hosting community suppers and music and game nights.

Our participation in the community is important. One of the issues I hope to address this year is how the congregation sees that presence. If active membership in the Pemaquid Peninsula Cooperative Ministry and Snack Packing are important, it will require the participation of more already busy people.

We continued study groups this year. I have been gratified by attendance at the new Bible Study sessions and continue to look for ways to be with you all.

We have established a Discernment Committee that is working closely with the Midcoast Association Church and Ministries Committee to identify and complete the process of ordination.

The Board under the capable leadership of Don Edwards has made significant progress on renovations and repairs to the Parsonage and Church. They have also handled the Church's investments wisely. I have appreciated Don's wisdom and guidance and regret his resignation as Chair of the Board.

The Deacons have served nobly every Sunday as well as at Longest Night, Christmas Eve and Maundy Thursday services. I hope in the coming year with the addition of Janet Claar as Fellowship Hour coordinator, that the Deacons will be freer to support the spiritual hunger of the Church and the Community. Under the leadership of Sally Gunderson, the Deacons have an ambitious agenda ahead of them.

Sadly, but honored, I officiated at Memorial Services for Arthur Mardoian and Anne Ramsey and at the interment of Bill Olsen.

We had three joyous baptisms this year: Rex Avantaggio, Sage Irvine, and Maari Glendinning.

At our South Bristol Centennial Service, we welcomed Richard and Christine Mardoian as Associate Members; and Barbara Smith and Ann and Alden McFarland as Covenant Members.

Our progress is steady. I am grateful for the efforts of so many in this blessed community of faith. Together we will continue God's work with our hands.

Blessings, Beth

OFFICIAL BOARD ANNUAL REPORT

The Board has presided over an eventful year.

Renovations to the Church and the Parish house are complete. Renovation of the Parsonage is scheduled for mid-summer as are implementation of the energy audit findings. Thus, the Board will have completed renovation of all the Church properties.

Church investments have increased to \$472, 325.18 effective 1 July 2015. Investment income over the same period has been \$10,565.61, which if applied to the Church budget would readily bring the budget into surplus.

The Board decided in June to consolidate the church investments from 2 funds to one fund with the same investment strategy, thus reducing the costs of maintaining two funds to one. The result will reduce costs while maintaining the same investment strategy.

The church is well protected financially due to its investments.

Respectfully Submitted,
Don Edwards

DIACONATE ANNUAL REPORT

The deacons currently serving are: Betty House – Treasurer, Bill Glendinning, Jr. – Secretary, Sally Gundersen – Chairman, Steve Busch and Nina Kass, and also summer deacons: Penny Mardoian and Barbara Hamlin.

Weekly duties of the deacons include placing flowers on the altar each Sunday, changing the altar cloth and bible marker for the color on the bulletin, filling the candles on the altar as needed. The deacons prepare and serve communion the first Sunday of each month and make certain love offering envelopes are in the bulletins. These offerings are an important part of our yearly donations. The deacons are also responsible for hosting coffee hour unless someone has volunteered to do so. Nina Kass keeps us supplied with crackers and cheese.

However, more importantly, our function is to support and assist our Pastor in the spiritual affairs of the church. We attempt to communicate with Beth Hood our concerns particularly those regarding the health and general well-being of people in our community as well as all our parishioners.

The deacons also support organizations that are in financial need and invite representatives of those to a worship service to receive our donations. The deacons' funds are provided by donations and by the Thrift Shop, operated by Betty House. Betty is always looking for quality items for the Thrift Shop, so check in with her if you have things you no longer use that she might be able to sell.

The deacons have been meeting every other month but will probably start meeting monthly again as there seems to be plenty to be discussed.

One of the subjects under discussion is whether to go forward with becoming an Open and Affirming (ONA) Church. This is a designation for a congregation, or other group in the UCC which make a public covenant of welcome into their full life and ministry to persons of all sexual orientations, gender identities, and gender expressions. The process would include study and training for preparing and facilitating the ONA process. We welcome the congregation's feedback before taking this step.

In addition, we are extremely proud to support our religious education program and love seeing the enthusiasm among both students and teachers! We eagerly look forward to another exciting and productive year.

Respectfully Submitted,
Sally Gundersen, Chairman

CLERK'S REPORT

	Annual Average (52 Weeks)	Winter Average (39 Weeks)	Summer Average (13 Weeks)	Notes*
2014-2015	33	28	47	46 of 52 Weeks Reported
2013-2014	34	30	53	44 of 50 Weeks Reported
2012-2013	31	28	45	44 of 52 Weeks Reported
2011-2012	31	28	17	46 of 52 Weeks Reported
2010-2011		30		23 of 26 Weeks Reported
2009-2010	37	33	52	50 of 52 Weeks Reported
2008-2009	38	35	47	
2007-2008	36	35	41	

Weeks excluded when church was closed due to weather or data was unavailable.

Membership Summary

Membership	6/1/14	Added	Lost	Total
Full Members	66			66
Associate Members	18			18
Total	84			84

Respectfully submitted,
Sue Edwards

RELIGIOUS EDUCATION

Our Sunday School continues with teachers Lori Wright and Carolyn Maunz, along with our support staff of Sally Gundersen and Donna Plummer. Connie Kennedy also assisted with Sunday School this past year. Our regular students this year included Payson and Natalie Kaler, Savhana Weatherhead, and Eddie and Sabrina Seiders, along with Hunter, Porter and Autumn Brewer.

We used a variety of curricula, and studied peace, love, friendship, and helping others, and read stories from the Bible and other pertinent selections to support these teachings in the present day. Again this year, we made soup for the food pantry, and collected items for the food pantry from our church members during November.

Our Christmas Pageant, "The Christmas Sheep" was a hit with our students and the audience alike. A great deal of thanks goes to Lori Wright for arranging the pageant, and for handling Sunday School during the winter months, Carolyn is at the organ.

We look forward to another year of fun and inspiration with our young people. We are deeply grateful to the parents and grandparents who entrust them to our care each week.

Respectfully submitted,
Carolyn Maunz

HOSPITALITY COMMITTEE

The Hospitality Committee hosted several pot luck suppers over the winter, including two that benefited local nonprofit organizations. We worked with the summer fair chairman to plan and staff the summer fair and will organize a harvest fair and Christmas events later in the year. The Committee is always happy to assist with receptions following funeral or memorial services. Please contact the church office if we can be of help.

Respectfully submitted,
Karen Hammond, Chair

MUSIC COMMITTEE

The members of the Music Committee are Linda Brunner, Judy Falconer, and Priscilla Glendinning from the congregation and Carolyn Maunz. Judy Falconer is an exceptionally gifted organist and choir director. I forget just when our beloved Carolyn Maunz retired, but she didn't stay retired for long. Because of the Falconers' traveling schedule, Carolyn becomes our organist and choir director when the Falconers are away. In the summer we are treated to still another fantastic, talented musician, Lois Allen. Lois is fortunate to be with us in the summer as we really are blessed with additional talent during that season. How many little churches have three organists and choir directors?! You never get tired of the director because they keep changing! I remember a period of time when we had no organist at all in the winter!

Carolyn, Judy, Pastor Beth and I recently met to discuss the schedule. Judy will play during the fall and Carolyn will play from January through April, with Judy returning for May and June. Then we look forward to having Lois Allen with us in July and August. We attempt to adhere to the schedule as much as possible to make it easier for all concerned. We also discussed bringing in students from the South Bristol School and perhaps also Lincoln Academy as well. It's easier said than done, especially in the summer. Perhaps we can do something in the fall. Having Haley Graves perform recently was a very special treat!!

The choir is rehearsing this summer at 9:00 AM on Sunday morning. In the fall, we will probably start rehearsing Thursday evenings again to work on music for the following week or two, especially during Advent. January is our vacation and we return refreshed to participate in the music for Lent, culminating with Holy Week. New voices are always welcome, so do join us if you like to sing. You never know when one of these ladies will decide to use a bell choir, so be ready to ring too!!!!!!!

Respectfully Submitted,
Linda Brunner

WOMEN'S NIGHT OUT AND POTLUCK SUPPER

Nearly a decade ago a group of women decided to get together on the first Sunday of each month for a relaxed evening of good food and conversation. Given the hectic lives most women live today, we decided early on to keep things simple: No programs, no agenda, and best of all...no stress. Just bring a simple dish to share if you have time; if not, come anyway, as we always have plenty of food. We have a core group of about 9 women who attend regularly, and many others who drop in now and then throughout the year as their schedules allow.

There are no dues, but we accept small-change donations to keep us in cold drinks and coffee. At Christmas, instead of a party or gift exchange, we bring canned goods and personal hygiene items for the New Harbor Food Pantry and last year contributed well over 100 items.

We invite all women of any age in South Bristol and surrounding communities to join us on any first Sunday at 5:30 pm in the parish hall.

Respectfully submitted,
Karen Hammond and Priscilla House

NOMINATING COMMITTEE REPORT

Officers

Moderator - Bill Glendinning, Jr.
Treasurer - Lori Wright
Assistant Treasurer - Nat Hammond
Clerk - Sue Edwards

Executive Committee

Pastor Beth Hood
Sue Edwards
Bill Glendinning, Jr.
Lori Wright
Chairs of Board & Deacons *and Task Forces*

Official Board

Linda Brunner (chair)
Priscilla Glendinning
Connie Kennedy
Don Maunz
Lori Wright
Norman Wright

Board of Deacons

Stephen Busch
Bill Glendinning, Jr.
Sally Gundersen (chair)
Barbara Hamlin
Betty House
Nina Kass
Penny Mardoian

Task Forces**Deacons - Christian Outreach**

Stephen Busch, Priscilla Glendinning (chair)

Deacons – Hospitality Committee

Priscilla Glendinning, Karen Hammond, Priscilla House, Lori Wright

Coffee Coordinator: Janet Claar

Board - Invested Funds

Nat Hammond, Lori Wright

Deacons – Music Committee

Linda Brunner, Judy Falconer, Carolyn Maunz

Priscilla Glendinning (from congregation)

Deacons - Pastor Parish Relations

Linda Brunner, Bill Glendinning, Jr., Betsy Graves, Lori Wright

Deacons - Pemaquid Peninsula Cooperative Ministry

Pastor Beth Hood, Sally Gundersen, Connie Kennedy

Deacons - Religious Education

Betsy Graves, Sally Gundersen, Carolyn Maunz, Lori Wright

Board – Stewardship

Linda Brunner, Pastor Beth Hood, Lori Wright

Respectfully Submitted,

Linda Brunner

Committee Members: Karen Hammond, Betty House

TREASURER'S REPORT

The information contained in this report represents a summary of financial activity for the fiscal year beginning July 1, 2014 and ending June 30, 2015 in Union Congregational Church's operating funds, memorial and special funds and endowment funds. At the end of the narrative you will find and the Balance Sheet as of June 30, 2015, 2014-15 Budget, 2014-15 Actual Revenue and Expenses and Proposed Budget for 2015-2016; *the financial statements have not been audited.*

At the beginning of the 2014-15 fiscal year, we anticipated a net income of (\$41,500). Repairs to the sanctuary, parish hall and parsonage would require the withdrawal of substantial funds from the endowment. Although all the repairs are not finished, those that were completed were paid with memorial funds. Therefore, negating the use of endowment funds. Operating funds ended the year with a net income of \$586.18; memorial and special funds (\$4,455.36) and endowment \$112,904.43. As explained below, the endowment realized a substantial gain. The total net income for all funds for 2014-15 was \$108,035.25.

Memorial and special fund donations totaled \$5,661 for 2014-2015, while expenses were \$11,778.50 (various repair projects). Special offerings were taken for One Great Hour of Sharing (Nepal) and Veterans of the Cross and forwarded to the UCC via the Maine Conference. Other fundraisers brought in donations for special programs such as the Snack Pack Program, and the Hospitality Committee hosted benefits for Lincoln County Animal Shelter and Lincoln County Dental. Donations were received in memory of Arthur Mardoian, Joe Field and Anne Ramsey. Balances of the individual funds are included on the balance sheet.

Our endowment funds are invested with United Church Funds. After last year's annual meeting, the investment committee reviewed the endowment funds. With their recommendation, the Board voted to consolidate the Equity and Fixed Income Funds into the Balanced Fund. By doing so, the investment fees that we currently pay would be reduced by half. This consolidation realized a gain of \$105,902.85. The current book value of the endowment is \$474,933.75 while the market value is \$465,879.47. During 2014-2015, the endowment earned interest of \$7,001.58. It was not necessary to transfer principal nor interest from the endowment to the operating fund.

In consideration of the 2015-2016, it is anticipated that operating funds will break even. With the completion of repairs to the parsonage, it is anticipated that memorial and special funds will end the year down \$10,000 and that the endowment would end

the year with a small deficit. Estimated expenses for the unfinished repairs may require \$10,000 being withdrawn from the endowment. The By-Laws allow up to 5% of the endowment be included in the budget and withdrawn as needed for expenses of the church.

Respectfully submitted,
Lori Wright, Treasurer

Union Congregational Church of South Bristol - Balance Sheet - June 30, 2015

ASSETS		Capital	
		Operating Fund Unemcumbered	(13,570.46)
Current Assets		Equipment Equity	7,322.26
FNB OPF 61220704	3,858.18	Richard Sewall Fund	1,146.69
Petty Cash	13.55	Nellie Frey Memorial Fund	339.20
Richard Sewall CD 34057222	1,146.69	Norman Hamlin Memorial Fund	539.96
M&S DBT 07529317	13,482.71	Robert Jones Memorial Fund	188.98
M&S YF FNB 1026838	450.17	Sally Dale Memorial Fund	774.95
END FNB 61212647	2,707.54	Sally Gay Memorial Fund	1,462.05
END UCF C&E	88.22	OW Holmes Memorial Fund	469.43
END UCF Moderate Balanced Fund	474,845.53	Anthony Eugley Memorial Fund	110.47
Parish House Loan to Endowment	10,366.36	Jane Alley Memorial Fund	2,020.71
Total Current Assets	506,958.95	Mike Hunt Memorial Fund	226.36
		Jim Allen Memorial Fund	562.87
Property and Equipment		Mae Tibbetts Memorial Fund	311.33
Allen Organ	6,000.00	Margaret House Memorial Fund	599.87
Computer Equipment	902.00	Healthy Snack Pack Program	0.11
Total Property and Equipment	6,902.00	Lillian Seiders Memorial Fund	355.35
		Dorothy Wright Memorial Fund	770.76
Total Assets	513,860.95	Arthur Mardoian Memorial Fund	1,684.39
		Catherine Walker Memorial Fund	107.99
LIABILITIES AND CAPITAL		Ena & John Yale Memorial Fund	1,198.73
Current Liabilities		Music Special Fund	1,122.92
Parsonage Deposit	800.00	Piano Special Fund	142.15
Federal W/H Payable	48.14	Youth Fellowship Fund 1026838	449.50
Maine W/H Payable	104.00	Youth Programs Fund	194.79
FICA W/H Payable	108.36	Unrestricted Memorial Fund	300.00
Medicare W/H Payable	24.77	Permanent Endowment Fund	488,007.64
Pastor's Pension Fund Payable	4,984.14	Net Income	586.18
Total Current Liabilities	6,069.41	Total Capital	497,425.18
Long-Term Liabilities		Total Liabilities & Capital	513,860.95
Parish House Loan Debt	10,366.36		
Total Long-Term Liabilities	10,366.36		
Total Liabilities	16,435.77		

Union Congregational Church of South Bristol					
2013-14 Budget and Income/Expense Summary					
2014-15 Budget and Income/Expense Summary					
2015-16 Proposed Budget					
	2013-14 Budget	2013-14 Income and Expense Summary	2014-15 Budget	2014-15 Income and Expense Summary	2015-16 Proposed Budget
Operating Fund Revenue					
Pledge Income	26,000.00	29,362.00	30,000.00	29,157.00	29,000.00
One-Time Gifts	6,000.00	1,550.00	2,000.00	4,340.00	4,000.00
Other Income	500.00	373.44	375.00	303.18	300.00
Loose Collection	6,000.00	6,778.00	6,000.00	3,959.00	4,000.00
Summer Fair	2,500.00	4,845.51	3,500.00	4,235.42	4,000.00
Summer Fair Art Show	1,500.00	0.00	0.00	0.00	0.00
Christmas Fair	1,000.00	796.76	850.00	850.80	850.00
Donations Use of Parish Hall	500.00	340.00	250.00	590.00	575.00
Donations Use Of Church	200.00	150.00	250.00	0.00	250.00
Post Office Rent	15,386.04	15,386.04	15,386.04	15,386.04	15,386.04
Parsonage Rental	7,200.00	5,800.00	8,800.00	9,600.00	9,600.00
Interest On Operating Deposits	8.00	4.98	5.00	7.41	5.00
Memorial and Special Funds to OPF	0.00	376.80	0.00	0.00	10,000.00
Endowment Principal to OPF	10,000.00	16,200.00	50,000.00	0.00	10,000.00
Endowment Interest to OPF	7,500.00	3,750.00	5,000.00	0.00	1,350.00
Total Operating Fund Revenue	84,294.04	85,713.53	122,416.04	68,428.85	89,316.04
Operating Fund Expenses					
Pastor's Salary	27,500.00	13,275.01	16,068.00	16,068.00	16,550.04
Pastor's Housing Allowance	0.00	6,345.11	4,532.17	4,532.16	4,668.12
Supply Ministers	0.00	300.00	300.00	300.00	300.00
Pastor's FICA	0.00	1,205.09	1,277.21	1,277.24	1,315.56
Pastor's Medicare	0.00	281.84	298.71	298.72	307.68
Pastor's Annuity	0.00	2,100.06	2,884.03	2,884.08	2,970.60
Local Missions	1,100.00	0.00	1,100.00	641.58	1,000.00
Missions Other	0.00	77.00	0.00	0.00	0.00
Seminary Support	150.00	0.00	0.00	0.00	0.00
Our Church's Wider Mission	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
Worship Supplies & Equipment	500.00	825.57	500.00	291.36	300.00
Worship Exp Organist/Choir Director	6,750.00	7,125.00	7,125.00	6,625.00	6,750.00
Religious Education - Children	650.00	410.10	500.00	133.17	500.00
Religious Education - Adults	0.00	201.72	200.00	0.00	250.00
Church Fair Supplies	250.00	232.79	250.00	281.25	500.00
Church Fair Advertising	50.00	0.00	50.00	32.00	35.00
Church Fair Misc/Artist Fees	1,000.00	686.25	0.00	381.00	400.00
Church Electricity	375.00	454.06	450.00	455.89	450.00
Church Fuel	4,500.00	5,528.82	5,500.00	3,954.53	4,000.00
Church Maintenance & Repairs	500.00	364.04	500.00	488.95	500.00
Church Major Repair & Maintenance	0.00	0.00	0.00	0.00	5,000.00

Union Congregational Church of South Bristol					
2013-14 Budget and Income/Expense Summary					
2014-15 Budget and Income/Expense Summary					
2015-16 Proposed Budget					
	2013-14 Budget	2013-14 Income and Expense Summary	2014-15 Budget	2014-15 Income and Expense Summary	2015-16 Proposed Budget
Parish Hall Electricity	1,600.00	1,829.97	1,750.00	1,353.63	1,350.00
Parish Hall Bulk Gas	2,000.00	2,401.92	2,250.00	2,588.71	2,600.00
Parish Hall Telephone/Internet	1,075.00	1,075.47	1,075.00	1,077.66	1,077.66
Parish Hall Supplies	500.00	661.00	650.00	288.21	300.00
Parish Hall Maint & Repairs	750.00	1,176.80	500.00	0.00	0.00
Parish Hall Major Repair & Maint.	12,000.00	16,911.46	15,000.00	0.00	0.00
Parish Hall Property Tax	213.57	213.57	250.00	217.93	224.96
Post Office Maint/Repairs				250.00	
Parsonage Electricity	0.00	62.36	0.00	0.00	0.00
Parsonage Fuel	0.00	849.33	0.00	425.51	0.00
Parsonage Maint & Repairs	500.00	488.69	500.00	381.03	0.00
Parsonage Major Repairs	0.00	0.00	35,000.00	0.00	15,000.00
Parsonage Property Tax	545.32	545.32	550.00	556.45	574.40
Buildings/Grounds-Cleaning Services	2,700.00	2,631.25	2,600.00	2,600.00	2,600.00
Buildings/Grounds-Maintenance	1,000.00	605.00	1,000.00	1,760.00	1,750.00
Buildings/Grounds - Equipment	500.00	0.00	500.00	120.50	150.00
Buildings/Grounds - Supplies	200.00	86.51	200.00	110.90	125.00
Treasurer's Expenses-Software Update	400.00	369.02	375.00	549.00	549.00
Treasurer Wages	4,500.00	4,800.00	4,800.00	4,800.00	4,800.00
Secretary Wages	1,500.00	850.00	1,000.00	850.00	850.00
Office Supplies	1,000.00	364.02	350.00	780.37	500.00
Office Equipment Repair	500.00	960.70	500.00	0.00	0.00
Office Equipment Purchase	1,000.00	902.00	500.00	0.00	500.00
Postage, General	150.00	193.00	200.00	147.00	196.00
Advertising	0.00	0.00	0.00	64.00	65.00
Dues-Lincoln Assoc & Maine Conf	1,250.00	1,342.46	1,350.00	1,361.38	1,350.00
Miscellaneous	500.00	70.00	250.00	3.21	100.00
Property & Liability Insurance	5,420.00	5,794.00	6,000.00	6,036.75	6,050.00
Workers Comp Insurance	300.00	463.00	475.00	375.00	400.00
Employer Payroll Taxes	1,000.00	900.72	950.00	843.36	850.00
Gifts to Employees	0.00	317.87	0.00	0.00	0.00
PH Loan Interest Expense	<u>626.40</u>	<u>626.40</u>	<u>600.00</u>	<u>557.14</u>	<u>446.33</u>
Total Operating Fund Expenses	86,155.29	88,004.30	121,810.12	67,842.67	89,305.36
Operating Fund Net Income	<u>-1,861.25</u>	<u>-2,290.77</u>	<u>605.92</u>	<u>586.18</u>	<u>10.68</u>

Union Congregational Church of South Bristol					
2013-14 Budget and Income/Expense Summary					
2014-15 Budget and Income/Expense Summary					
2015-16 Proposed Budget					
	2013-14 Budget	2013-14 Income and Expense Summary	2014-15 Budget	2014-15 Income and Expense Summary	2015-16 Proposed Budget
Memorial and Special Fund Revenue					
Memorial/Special Fund Donations	0.00	3,552.00	0.00	6,302.58	0.00
M&S Funds Interest Received	30.00	22.15	25.00	20.56	10.00
Total Special Funds Revenue	30.00	3,574.15	25.00	6,323.14	10.00
Memorial and Special Fund Expense					
Memorial/Special Funds Expenses	0.00	3,002.93	0.00	11,778.50	10,000.00
Total Memorial and Special Fund Expense	0.00	3,002.93	0.00	11,778.50	10,000.00
Memorial and Special Fund Net Income	30.00	571.22	25.00	-5,455.36	-9,990.00
Endowment Fund Revenue					
Endowment Donations	0.00	0.00	0.00	0.00	0.00
Endowment Gain/(Loss)	0.00	4,326.45	6,000.00	105,902.85	2,500.00
Endowment Interest	7,500.00	7,440.88	7,500.00	7,001.58	8,000.00
Total Endowment Revenue	7,500.00	11,767.33	13,500.00	112,904.43	10,500.00
Endowment Fund Expenses					
Endowment Fund Principal to OPF	10,000.00	16,200.00	50,000.00	0.00	10,000.00
Endowment Fund Interest to OPF	7,500.00	3,750.00	5,000.00	0.00	1,350.00
Total Endowment Fund Expense	17,500.00	19,950.00	55,000.00	0.00	11,350.00
Endowment Fund Net Income	-10,000.00	-8,182.67	-41,500.00	112,904.43	-850.00
Budget Summary					
Total Revenue All Funds	91,824.04	101,055.01	135,941.04	187,656.42	99,826.04
Total Expenses All Funds	103,655.29	110,957.23	176,810.12	79,621.17	110,655.36
Net Income All Funds	-11,831.25	-9,902.22	-40,869.08	108,035.25	-10,829.32
Operating Fund Net Income	-1,861.25	-2,290.77	605.92	586.18	10.68
Memorial and Special Fund Net Income	30.00	571.22	25.00	-5,455.36	-9,990.00
Endowment Fund Net Income	-10,000.00	-8,182.67	-41,500.00	112,904.43	-850.00
Total Net Income All Funds	-11,831.25	-9,902.22	-40,869.08	108,035.25	-10,829.32

BY-LAWS OF UNION CONGREGATIONAL CHURCH, SOUTH BRISTOL, MAINE

Article I. Name

1. The name of this church will be the Union Congregational Church, United Church of Christ of South Bristol, Maine.
2. The church was organized on April 3, 1903, and was incorporated under Chapter 62, of the Revised Statutes of the State of Maine on September 21, 1927.

Article II. Purpose and Covenant

1. The avowed purpose of the church will be to worship God, to preach the Gospel of Jesus Christ, to celebrate the Sacraments, to revitalize Christian fellowship within this church and the Church Universal, to render loving service to mankind, and to strive for righteousness, justice, peace and truth.
2. Its understanding of Christian truth is common to churches affiliated with the United Church of Christ in the United States of America.

Article III. Polity

1. The church is subject to no other ecclesiastical authority, yet it recognizes the will to sustain relations of mutual consent in cooperation with other churches of the United Church of Christ, and desires to live in friendly fellowship with churches of all denominations and with all who worship God according to their own heritage and conscience.
2. The government of the church is vested in its members. Members of the church are to be chosen according to the procedure set forth in Article XII below. Members under the age of eighteen are encouraged to vote in all matters where their status as minors will not compromise the legality of the vote.
3. The corporation of the church consists of those members who are eighteen years of age or older. Members younger than eighteen automatically become members of this corporation on their eighteenth birthday without the necessity of any formal action. In their capacity as a corporation, the members are the owners of all real estate, of all buildings, of all furniture, of all equipment, and of all money now in the ownership of the church or which may come into the ownership of the church.
4. The officers of the church and corporation will be a Pastor, the chair of the Official Board (Trustees of the Church), the chair of the Diaconate, the Clerk, the Moderator, and the Treasurer, if the Treasurer holds church membership, and these officers will serve as the Executive Committee. The Moderator of the church is recognized as the President of the corporation of the church and acts as such.

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- a. The Pastor will be elected according to the procedure set forth in Article X below. The Pastor's duties and responsibilities are described in the same article.
 - b. The members of the Executive Committee will be elected in accordance with the procedure described in Article V below, and their duties and responsibilities are set forth therein. The members of the Official Board (Trustees of the Church) will be elected in accordance with the procedure described in Article VI below and their duties and responsibilities are set forth therein.
 - c. The members of the Diaconate shall be elected in accordance with the procedures described in Article VII and their duties and responsibilities are set forth therein.
 - d. The Clerk, Treasurer, Assistant Treasurer and Moderator will be elected in accordance with the procedures described in Articles VIII, IX and XI respectively below and their duties and responsibilities are set forth therein.
5. Should a vacancy occur in any elective office, a successor will be elected at the next Annual Meeting (see Article IV below), to serve out the term of the retired officer. In the meantime at the discretion of the Executive Committee, the office may be allowed to stand vacant, or a substitute may be appointed by the Executive Committee to serve until the next Annual Meeting. In case of a vacancy in the Diaconate, the discretion as to whether to leave the office vacant or to appoint a substitute shall rest in the Diaconate.
6. Nothing in these By-Laws will be construed as suggesting that a member of the Executive Committee, Official Board or any other officer of the church may not succeed himself or herself. It is recommended, however, that chairmen and chairwomen of the committees and boards serve for two (2) terms and then take at least a year off.

Article IV. The Annual Meeting

1. The church shall hold an Annual Meeting on the fourth Sunday of July, or at some other date set by the Executive Committee, but in no case shall the date of the meeting be later than August 15th. The Moderator shall preside at the Annual Meeting. In case of absence a Moderator pro tempore will be appointed.
2. The purpose of the Annual Meeting will be to transact such business as usually and properly comes before an Annual Meeting. In particular:
 - a. The Annual Meeting will pass upon the budget for the coming year, as prepared by the Official Board (Trustees of the Church) and approved by the Executive Committee.

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- b. The Annual Meeting will hear and pass upon reports from the Clerk, the Treasurer, the Moderator, the Pastor, Committee Chairpersons and such other reports as may properly come before the meeting.
 - c. The Annual Meeting will elect members to the Executive Committee as set forth in Article V below, the Official Board as set forth in Article VI below, members of the Diaconate as set forth in Article VII below, the Clerk as set forth in Article VIII below, a Treasurer and Assistant Treasurer as set forth in Article IX below; all officers, and a Church Moderator as set forth in Article XI below. All officers will hold office for the term therein specified or until the successors have been duly elected and qualified. With the exception of the Moderator, no person may hold more than one elected office at any time.
 - d. The Annual Meeting will discuss and pass on any other business, which may come before the meeting.
3. It is the responsibility of the Executive Committee to call the Annual Meeting, and at its instruction, the Clerk will post suitable notices in public places and will publish an announcement in the local paper. Such publication will constitute legal notice that the meeting is to take place.
 4. The presence of twelve (12) members qualified to vote will constitute a quorum at the Annual Meeting and any other meeting of the congregation.
 5. At the Annual Meeting and all other meetings of the congregation, voting will ordinarily be by voice vote or secret ballot.
 6. Unless otherwise stipulated by these By-Laws, a simple majority of those present and qualified to vote will govern.
 7. At the Annual Meeting or any other meeting of the congregation, should any question of procedure arise, Robert's Rules of Order will guide the spirit of the meeting.
 8. Members who wish to vote at the Annual Meeting or any other meeting of the congregation must attend the meeting in person.

Article V. The Executive Committee

The Executive Committee derives its authority from the congregation and represents the congregation between called meetings of the church. The officers of the corporation, elected at the Annual Meeting, and the Pastor will serve as the Executive Committee. The Pastor will be an ex-officio member. Chairpersons of whatever task forces which now exist or become appointed may also attend and can be given voting status by a vote of the Executive Committee. The Moderator will be the Chair of the Executive Committee.

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Duties and Responsibilities:

1. The Executive Committee will act as the executive body of the Church and will have the responsibility of all matters concerning the Church not expressly delegated to other elected officers or committees under these By-Laws. It will visualize the entire task of the Church, and in cooperation with the Pastor, oversee the Church's overall program. It will be the coordinating and communication center of the church, and one of its main tasks will be to ensure that the various committees and groups in the church are coordinating their efforts. It will be responsible for communicating about church events to the membership. It will approve the budget prepared by the Official Board before submitting it to the membership for final approval at the Annual Meeting.
2. The Executive Committee will establish the goals of all the church's ministry yearly, and evaluate its ministry throughout the year and at year's end. Goals for each year will be set at a yearly Planning Retreat conducted as soon as possible after the Annual Meeting.
3. The Executive Committee will refer questions to a special meeting of the congregation when deemed necessary.
4. The Executive Committee may review, and for weighty cause, overrule, specific decisions made by the committees after due notice of consideration of such action has been given to the committee involved and to all members of the Executive Committee.
5. The Executive Committee will make the final decision upon appropriate recommendations from appropriate committees for staff changes and/or additions.
6. In order to carry on the work of the church, the Executive Committee will appoint whatever new permanent committees and functionaries as may be needed, and these will always include a nominating committee.
7. The Executive Committee may appoint subcommittees or task forces of one or more persons to carry out such tasks or pursue such objectives as the Executive Committee may direct, and will report directly to the Executive Committee. These include without limitation, the following:
 - a. The amendment or revision of these By-Laws.
 - b. Planning and execution of short-term, specific work for the church with a clearly specified ending.
 - c. Efforts to increase church membership, promote outreach or local mission programs, or publicity.
 - d. Fundraising events, fairs, or other special events.

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- e. Recruitment and/or nomination of church officers and church committees prior to the Annual Meeting or any other time it is necessary.
 - f. The keeping of the church history.
 - g. Any other issue or matter of concern for the church.
8. The Executive Committee will meet no less frequently than six (6) times per year, meeting at least every other month alternately with the Diaconate and Official Board. Special meetings may be called by the Moderator provided members are notified at least forty-eight (48) hours in advance of the meeting.
 9. Any member of the church may, upon request, attend any meeting of the Executive Committee and may be heard on any matter whatever, but cannot vote on matters coming before the Executive Committee.
 10. Whenever it is in order that the church be represented by delegates, the Executive Committee will authorize payment of reasonable travel expenses.
 11. The Executive Committee will appoint delegates to represent the church and serve as voting members at meetings of the Maine Conference of the United Church of Christ and at meetings of the Midcoast Association. The delegates will report to the Executive Committee on all meetings attended.
 12. These By-Laws recognize present Taskforces: Pastor Parish Relations, Investments, Stewardship, Christian Education, Christian Outreach and Music.

Article VI. The Official Board (The Trustees of the Church)

1. The Official Board derives its powers by vote of the congregation, and when duly elected and qualified, will assume every responsibility for the physical plant and financial welfare of the church, combining in themselves the duties and functions usual to the Trustees of the property of the church. In particular:
 - a. The Official Board will be directly responsible for the safety, maintenance, and administration of all real estate, buildings, and furniture.
 - b. The Official Board will be directly responsible for the financial welfare and security of the church, the collection of income, the investment of the endowment, the receipt of special funds (except for the Deacons' Fund), and their disbursement for stipulated purposes, for the preparation of the annual budget, and for the disbursement thereof in accordance with the vote of the congregation.
 - c. The Official Board will be directly responsible for all legal issues regarding the church, as well as for negotiations with other users or lessees of the building.

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2. With respect to the moneys which come into the ownership of the church, the Official Board will maintain distinction between:
 - a. Ordinary annual income as received from weekly collections, pledges by members and others, accumulations of such income on deposits in savings banks, investment interest derived from such accumulations, and all other moneys derived from similar sources.
 - b. Special funds donated for specific articles, improvements and similar purposes.
 - c. Memorial funds.
 - d. Substantial gifts, bequests and other assets intended as endowment.
3. In any particular instance, where a donor or testator has failed to stipulate the use for which the gift was intended, or for any reason ambiguity exists with regard to the proper assignment of the money, the Official Board will instruct a Board member or Trustee to ascertain if practicable, the category to which the money belongs.
4. In carrying out these functions, the Official Board will be restricted as follows;
 - a. Funds that have been received as endowment or assigned to that category will be invested according to the best judgment of the Official Board.
 - b. The principal of the endowment is not to be invaded for any purpose except as follows;
 - i. Emergency: Should an emergency occur, the Official Board will request a formal vote of the congregation for permission to invade the corpus of the Endowment. If two-thirds of the congregation votes to invade the Endowment, the invasion may take place.
 - ii. Operating Funds: At the end of each year, the total value of the Endowment is to be determined. Up to five percent (5%) of this value may be included in the budget and withdrawn as needed for operating expenses of the church. If during the course of the year the value drops below ninety percent (90%) of the previous year-end value, the Official Board will review the budget and take appropriate action.
 - c. Whenever it is voted to sell securities or to withdraw funds from any Endowment account, two signatures will be required, in which case any of two of the following officers may sign: the Moderator, the Clerk or the Treasurer.
5. Members of the Official Board will be elected by the membership of the church.

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6. Immediately after each Annual Meeting, the Official Board will convene and elect from their own number a Chair to serve the term of one year. The Chair or his or her representative will attend the bi-monthly meeting of the Executive Committee.
7. At the meeting of the Official Board, the presence of a majority of members, but in no case less than three (3) members, constitute a quorum.
8. Any member of the church may, upon request, attend any meeting of the Official Board and may be heard on any matter whatever, but cannot vote on matters coming before the Official Board.
9. The Official Board will employ whatever firms or persons as may be needed to maintain, renovate, or improve the real estate, buildings and equipment owned by the church.
10. The Official Board will meet no less frequently than six (6) time per year, meeting at least every other month alternatively with the Executive Committee. Special meetings may be called by the chair of the Official Board provided members are notified at least forty-eight (48) hours in advance of the meeting.

Article VII. The Diaconate

1. The Diaconate derives its authority from the congregation. When duly elected and qualified, it will assume all responsibility in conjunction with the Pastor for the spiritual affairs of the church.
2. The members of the Diaconate will assist and support the Pastor in attending to the spiritual affairs of the church. They will provide and prepare the elements for the celebration of the Lord's Supper and will assist in their distribution.
3. The Diaconate will assist the Pastor in the conduct of worship services, in visiting the sick and shut-in, and in ministering to the spiritual needs of the church.
4. The Diaconate will be composed of a minimum of six (6) members elected from the membership of the church. A quorum will consist of a majority of the members of the Diaconate. The Pastor will serve as a member ex-officio, without vote.
5. The Diaconate will consult with and advise the Pastor in the conduct of the spiritual life of the church.
6. The Diaconate will be responsible for providing that worship services be held, and in particular, will ensure that Sunday worship services be held unless precluded by unusual circumstances. When the pastor is absent for any reason, the Diaconate will be responsible for the supply of the pulpit.

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7. The Diaconate will be responsible for the maintenance of the sanctuary and its furnishings. To that end the Official Board will make available such resources as are necessary to the best of its ability and the ability of the church.
8. As soon as practical after each annual meeting, the Diaconate will meet and elect a chairperson, a secretary and a treasurer.
9. The Diaconate will be responsible for the management of all moneys contributed to the Deacon Fund and for their disbursement for each benevolent purpose which in its opinion will best contribute to the needs of the parish. The Treasurer of the Diaconate will be the custodian of these funds.
10. Given the confidential nature of certain charitable activities of the Diaconate, it may choose to keep confidential the records of its deliberations and fund disbursements when, in its considered opinion, such confidentiality would best serve the church and the privacy of those concerned. It may meet in closed session, when required by the need for confidentiality.
11. The Diaconate will, with the Pastor, be responsible for ensuring that appropriate opportunities for Christian Education are available to children, youth and adults of the parish. Should it be deemed advisable to appoint a Superintendent of Sunday School, a nomination will be made by the Diaconate after consultation with the Pastor and the Executive Committee. Upon the members' approval of the nomination, the Superintendent of the Sunday School will become an Ex-Officio member of the Diaconate, without vote.
12. Should the pulpit become vacant for any reason, the Diaconate will be responsible for arranging for the supply of the pulpit. They will endeavor to arrange for a pastor to serve as interim, and to that end, the church should provide appropriate compensation.
13. The Diaconate will meet no less frequently than six (6) times per year, meeting at least every other month alternatively with the Executive Committee. Special meetings may be called by the chair of the Diaconate provided members are notified at least forty-eight (48) hours in advance of the meeting.

Article VIII. Clerk

The Clerk will act as the general secretary of the Executive Committee and the Church, and will perform all the duties usual to such office. In particular:

1. The Clerk will be responsible for the safe keeping of records and valuable papers of the church.
2. The Clerk will take minutes of all meetings of the Executive Committee and the Church, and promptly commit these to writing in a suitable book of minutes.
3. The Clerk will maintain a register of the membership, showing time of admittance and time of dismissal or death.

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4. The Clerk will maintain a register of all persons baptized or married in the church, and of all the funerals that take place in the church or at other locations where the Pastor conducts them.
5. The Clerk will be elected by the members of the Annual Meeting to serve a term of one year. There will be no limit to the number of successive terms which the Clerk may serve. Should the person serving as Clerk at the time of the Annual Meeting be serving a term on any committee which has not expired, the person may be elected and re-elected to the office of the Clerk and continue as a member of the committee until the expiration of such term.

Article IX. The Treasurer and Assistant Treasurer

The Treasurer will act as the general financial officer of the church, will be responsible to the Official Board, and will perform all duties usual to such office. In particular:

1. The Treasurer will be responsible for the receipt of all monies coming into the ownership of the church.
2. The Treasurer will be responsible for all disbursements authorized by vote of the congregation under the annual budget, and for the disbursement of funds authorized for special purposes.
3. The Treasurer will maintain a set of records accurately recording the source and amount of all receipts, and the purpose and amounts of all disbursements. An audit may be done at the direction of the Official Board.
4. The Treasurer will be responsible for the safekeeping of all bonds, stock certificates, and other securities owned by the church or which may come into the ownership of the church.
5. Upon similar instruction from the Official Board, the Treasurer will make changes of investment as directed by the Board.
6. The Treasurer will be a member of the Executive Committee and the Official Board, ex-officio, with vote only if the Treasurer holds church membership.
7. The Assistant Treasurer will be responsible to the Official Board, and will perform all duties usual to such office. In particular:
 - a. Assist the Treasurer in the collection and counting of all offering plate contributions and other incoming money from church activities.
 - b. Assist the Treasurer in accurately maintaining records, recording the source and amount of all receipts, and the purposes and amounts of all disbursements.
 - c. Represent the Treasurer at meetings of the Official Board and on other occasions when the Treasurer cannot be present.

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8. The Treasurer and Assistant Treasurer will be elected by the members at the Annual Meeting to serve a term of one year. There will be no limit in the number of successive terms, which the Treasurer and Assistant Treasurer may serve.

Article X. The Pastor

1. The Pastor will act as the chief administrative officer of the church and will perform all the duties usual to such office. In particular:
 - a. The Pastor will be directly responsible for the spiritual welfare of the membership. To that end, the Pastor will consult with the Diaconate and seek its advice.
 - b. The Pastor will schedule and conduct usual services of public worship, will preach, and will administer the sacraments.
 - c. The Pastor will be an ex-officio member of the Executive Committee, the Official Board, the Diaconate, and of all committees, without vote.
2. Whenever the pulpit becomes vacant, there will be a special meeting of the congregation to elect a Pulpit Committee to seek a new Pastor.
3. When the Pulpit Committee has found a minister it wishes to recommend to the congregation, a special meeting of the congregation will be called, and the Pulpit Committee will put the Pastor's name in nomination. A call will be issued and if the candidate receives a two-thirds vote of the members present at such meeting, the candidate will be installed as Pastor.
4. The Pastor will serve without limit of time, but the relationship may be terminated either by the Pastor or by the church on three (3) months' notice in writing.
5. The salary and prerequisites of the pastor will be determined by negotiation and by vote of the congregation.

Article XI. The Church Moderator

The Moderator of the church is recognized as the President of the corporation of the church and acts as such. This includes the signing of any official documents when approved by the Executive Committee or by vote of the congregation. The Moderator will be a member and the chairperson of the Executive Committee. The Moderator will preside at all meetings of the church including the Annual Meeting. In case of absence, a Moderator pro tempore will be appointed. The Moderator will be elected by the members at the Annual Meeting to serve a term of one year. This term will begin following the meeting of this person's election, and end at the close of the next Annual Meeting. The Moderator will call a special meeting of the congregation

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whenever in his/her judgment such a meeting is necessary or desirable. Upon written request from any five members of the church, he/she must call a meeting within two weeks of the request.

Article XII. The Membership

1. Candidates for admission will apply to the Pastor or the Diaconate. Upon Confession of Faith, or by presenting a Letter of Transfer, or by confirmation, persons make themselves eligible for membership, and membership will be established.
2. In accepting membership, all persons subscribe to these By-Laws and agree to abide by them.
3. Any person desiring fellowship with this church, but who already belongs to some other church and does not wish to sever that relationship, may by vote of the church become an Associate Member. Associate Members will be entitled to all privileges and responsibilities of church membership.
4. Upon receipt of written request from a church member, the Clerk will remove that person's name from the membership list, and if requested, issue a Letter of Transfer.
5. Any member, who for a period of two years, has not attended the church's worship or contributed to its support and has not responded to a letter of inquiry regarding membership, may be removed from the list of active members by vote of the Diaconate with proper notification.

Article XIII. Amendments

These By-Laws may be amended by a vote of the members at an Annual Meeting or at a meeting called for that purpose.

Article XIV. Sale or Gifts of Church Property

Except for the sale of securities for the purpose of investment as provided by Article IX, 5 above, the sale or gift of any property owned by the church will be by vote of the congregation.

Article XV. Dissolution

Should it ever be voted to disband and dissolve the church, not part of the assets of the church will inure to the benefit of any member, donor, or officer of the church, or to any private individual whatever. In such a situation, the Executive Committee, with the approval of a majority of the church membership at a special meeting called for this purpose, will assign and distribute the assets of the church to one or more

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organizations recognized as existing for religious (such as the Maine Conference of the United Church of Christ), charitable, scientific, literary, artistic, or educational purposes, or in such other ways as may in the judgment of the Executive Committee, be in the best interests of the community.

These By-Laws become effective immediately following the Annual Meeting on July 27, 2014.

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