

Pawtucket Congregational Church

United Church of Christ

15 Mammoth Rd

Lowell, MA 01854



2011 Annual Report

Pawtucket Congregational Church

2011 Annual Report

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Minutes of the Annual Meeting of Pawtucket Church, Feb. 13, 2011

Moderator Joan Graham made the opening statement and call to order at 12 pm with 25 members and interested persons present.

Judy Davidson pointed out that at the 2010 annual meeting it was Joan Graham who reported on Worship and Education and not her. With this correction, the minutes of the 2010 annual meeting were accepted.

The clerk's report for 2010 was accepted.

RaeAnne Burton thanked Maureen Kellett and Wayne Russell for becoming deacons and reported that there was \$527.96 in the Deacon's Fund.

Judy D. reported that the main focus of the Fellowship and Outreach Committee was the Open and Affirming process. We have become the 910th ONA congregation in the country and the 104th in the conference. We will be listed on local and national web pages.

We will be doing the Pumpkin Patch again with an earlier delivery date for the pumpkins.

Gail Bartlett talked about the Thrift Shop and pointed out that Kay Russell had put together instructions on how to operate it and had trained the workers. She thanked Wayne Russell for showing up every Saturday and continuing Kay's tradition. It was suggested that the shop open at 10 rather than at 9.

Gail B. moved to change the name of the thrift shop to Kay's Place and the motion passed.

The soup kitchen needs more volunteers.

Moving to Stewardship and Finance, Judy D. noted that the condition of the church has improved so much. Chip Hamblet commented on the Statement of Financial Position printed in the annual report. We borrowed \$70,000 from the Cornerstone Fund for handicapped access construction and received \$45,000 from the Massachusetts historical commission. The total cost was \$142,000 and the rest came from Windows of Faith. Due to changes made, we will now be able to compare our finances year to year more easily.

Financial Secretary Louisa Varnum reported on 2010 income with details of where it all came from.

Moving to Windows of Faith, Paula Leavitt mentioned how important the handicapped access is. It should allow new groups to use the church and help in applying for grants. Another campaign is going to be started. We received \$3500 from the Demoulas Foundation and \$1000 from the Aubert Fay Fund in January.

Judy D. suggested we discuss including Windows of Faith in wills. Chip agreed. Estate planning will be discussed at the next fundraising meeting.

Gail B. thanked Kristina, Jessica and Heather for volunteering in the thrift shop.

The Pastoral Search Committee will be formed in about a week. The first task is creating a church profile and the committee will be working with Rev. Don Remick who says people are already asking about the opening. It was pointed out that the committee must be representative. Bob Sweet asked how the committee was going to be chosen. Gail B. wanted to know if Don Remick gave us any criteria. He did, suggesting 6-10 people meeting monthly and then maybe weekly. Louisa V. said members must be able to attend most meetings. Judy D. suggested we utilize electronic tools to be more efficient.

Don Remick had said that the committee should have a chaplain and Joan G. agreed, based on her experience.

Moving to the Nominating Report, it was pointed out that we need an auditor and some other committee members. RaeAnne asked if any youth would like to serve as junior deacons. An odd number was suggested for the search committee but the chairman would break a tie. Joan G. suggested inviting Kristina, Jessica and Heather to sit in on search committee interviews. Don Kinghorn volunteered to be a deacon. Chip moved to accept the nominating report with the addition of Don K. as deacon and Helen C. on the music committee. Accepted.

Turning to the budget on page 21, Louisa V. stated that the miscellaneous revenue for 2011 is the steeple rental and this explains the increase. Joan G. asked if the antenna is abandoned, how long will payment continue? Chip said there is a 5 year contract and he believes a 1 year notice must be given but there is no indication they are not going forward. Paula L. asked about facilities rental and Chip explained this is not really rent but donations.

Gail B. commented on the 18% increase for the sexton and asked about increases for the pastor and music director. Chip said those will be discussed. We need to have a better salary review process and perhaps performance evaluations. Gail said review needs to be done in a timely manner. Chip suggested performance based increases. RaeAnne questioned the amount of the increase (18%). It was pointed out that Linda B. gets paid for 6 hours but works much more than that. RaeAnne said we should look at hours worked and we need job descriptions. Linda said we ought to have a cap on increases and suggested an employee review committee. Joan stated that we underpay employees. Louisa pointed out that these issues were discussed at the Stewardship and Finance meeting.

Thomas Varnum
Clerk

Pastor's Report

Surely I know the plans I have for you, says the Lord, plans for your welfare...to give you a future with hope. Jeremiah 29:11

Another year has come to an end and this time it is a true time of transition. As you hold your annual meeting my ministry with you will have ended, after two years (minus three weeks) and you will be awaiting the arrival of your next settled minister, Ruth Richards. The future for PCC is bright and full of potential.

Before you step into that future it is important to look at the year that has just passed, review it and celebrate all that it has held. I baptized two infants, Tristan Tanguay and Zachary Bergeron; married Lisa and Nam Le; led a confirmation class for Jessica Graham, Kristina Graham, and Lyndsey Gunnulfsen with the help of their mentors Wayne Russell, Marureen Kellett, and Linda Boisvert; and sadly conducted the funeral for Ken Spriggs. These events are reported elsewhere as statistics but of course they are much more than that. They are the life stories of the church and its members and friends. They mark important turning points for each person and times of great celebration and great sorrow. These are reports that show people in different places on their faith journey. Each is a moving example of the stages of our lives of faith.

In addition there are reports of special events here at PCC. Each report tells a story of the event...how many people were involved and how much money or how many people were served. But there is more behind these reports. Each one also tells us about how someone stepped forward and served the church. They either accepted responsibility for an established project or they came up with an idea and championed it. These reports are about how you all pulled together, under the leadership of a point person, to express the mission and love of this church. Through these events you put your faith into action. You will also find reports about finances in this document. I know that these reports can look intimidating but I urge you to pay attention to them. Look them over carefully because they have stories to tell as well. Here you will find figures about how much money was raised by fundraisers and special offerings. Take a moment to celebrate what your actions accomplished for the church and for those who benefited. Here you will also see the increase in pledges (numbers of pledgers) as well as the increase in the amount pledged. While it is tempting to celebrate these increases because of what they mean for the bottom line please also celebrate how they represent your increased support and commitment for PCC...and your new and growing understanding about the finances of the church. Talking about money and pledges is hard, especially when it has not been done before. But you did it this past year and the results are stunning. Congratulations on another way that you have put your faith into action.

In addition to what the various reports in this document tell you, there are a few other things that happened this past year that need to be held up and celebrated. First, PCC joined two other churches in the Small Church Collaboration. We took an on-line course together that focused on what it means to be a small church, which was very helpful. We also shared a student pastor from Andover Newton Theological Seminary, Nancy Butcher. Nancy was with us for two weeks each month last spring. She preached, attended meetings, helped put together a special music service, and did a study of our church which resulted in a very helpful report. Nancy enriched us and we are thankful

for all she did with us. But in addition to what she did for us, PCC, in taking on this project and Nancy as a student minister, once again put its faith into action. Although PCC is a small church, you stepped up and opened your arms to this minister in formation and offered her a safe place to practice and grow. Second we formed a partnership with Jericho Road to explore the possibility of opening a pre-school and/or daycare center in the church.. In the end we decided this was not a good idea but the time was not wasted. Through the partnership we learned a lot, but more importantly we made new contacts and one has already provided us with additional income! All of this was because you were willing to explore an idea. This is the sign of a church that is listening for the voice of God and is ready to follow. This is another example of faith in action.

In addition to all of things, the Mass. Conference awarded the annual Haystack Award to our own Kay Russell. Wayne accepted the award at the Conference Annual Meeting while Joan Graham, Judy Davidson, and I proudly watched. The award was for the mission and ministry of our Thrift Shop which was the product of Kay's dedication and hard work. More faith in action! And, last but not least, PCC received a Barnes Grant for the updating of the downstairs kitchen so that you can begin to serve food to the public. The grant is in the amount of \$8000 and plans are being drawn up as you read this for the work needed. What you may not know is that the Barnes fund was emptied this year...there was only 12 or 13 thousand dollars in it when they began reviewing the grant applications. The Mission and Justice Commission was so impressed with PCC, the work you already do and the work you want to do, that they awarded PCC the bulk of the money they had to give away. That is how impressive PCC is in the way it puts its faith into action. Celebrate this!

Just about two years ago I became your interim minister. I chose PCC for my next ministry because of the potential I saw in the church and in you, its members. The two years we have spent together have been productive and for the most part quite positive and so I encourage you to celebrate all that has been accomplished as you look forward to all that can be, knowing that indeed your future is full of hope.

Rev. Peggy O'Connor, Interim Pastor

Pawtucket Church Clerk's Report 2011

Much of the energy and focus of 2011 related to the search for a new permanent pastor. A nine member Pastoral Search Committee was formed in February and held the first of many meetings in March. Louisa Varnum was chosen as chair. The committee created a profile of Pawtucket congregational Church reviewed resumes and interviewed candidates, among many other tasks. After an incredible amount of hard work and just before Christmas, Ruth Richards was the candidate chosen to be recommended to the congregation. The other members of the committee were Gail Bartlett, Bob Burton, RaeAnne Burton, Joan Graham, Cathy Gunnulfsen, Chip Hamblet, Wayne Russell and Bob Sweet. We thank them all for their dedication and important work. We also thank Pastor Peggy for her helpful guidance in leading us through this transitional period.

We continued with the St. Paul's soup kitchen at Eliot Presbyterian Church serving four meals to nearly five hundred people during the year. We also collected food for the UCC Mission 1 campaign and gave to the Merrimack valley food bank.

During the year, three groups stayed at the church: UMass/Lowell students participating in the Lowell Immersion- a local alternative Spring Break program, Lesley University students participating in a community service program, and members of the New England Climate Summer Team promoting green living. All the groups donated labor to the church and helped with scraping and painting the fence, painting the downstairs hallway and tearing up old carpeting.

The church remains busy throughout the week as a meeting place for several groups. A new group this year was a preschool reading program for Cambodian children sponsored by UMass/Lowell and Acre Daycare. The Lowell Philharmonic Orchestra conducted practice sessions and gave three wonderful concerts.

As a participant in the Small Church Collaboration Project, we were fortunate to have student minister Nancy Butcher helping out with worship and preaching several sermons. Our lives were enriched by her student ministry and we wish her well as she continues her studies.

We were thankful to have Dick Chadwick play the organ for us once a month. We appreciated the singing by Neil Bartlett who joined Dick once a month and by Anne Dewello, a student at UMass/Lowell studying music education. Margaret Smith, our music director, arranged for these guests, even as she struggled with health issues.

There were several successful fundraisers during the year. We had a hoe-down and supper, a spaghetti supper, a strawberry fair and yard sale followed by a bean supper, the Pumpkin Patch which raised over \$5000. and a holiday rummage sale. Thanks to all who planned and participated.

After fourteen years of faithful service, our church secretary, Linda Boisvert, announced her retirement effective 7-1-11. Others have taken over her duties and have

found it difficult to fill her shoes. Thank you, Linda, for all that you did as church secretary and newsletter editor.

We look forward to welcoming our permanent pastor in 2012 and to another interesting and productive year.

The clerk recorded the following events for 2011:

Baptisms:

February 13, 2011 - Ashley Joyce Kasilowski, born 9/2010, Daughter of Melissa and Eric Kasilowski, granddaughter of Rick and Val Gaudette and great-granddaughter of Joyce Frazee. She is the fourth generation of her family at Pawtucket Church.

May 29, 2011 - Tristan Stephen Tanguay, born 12/20/2010, son of Kelly Foster and Kenneth Tanguay and grandson of Nancy Tierney.

July 24, 2011 - Zachary David Bergeron, born 1/12/2011, son of Kacie and Darren Bergeron, and great nephew of Gail and Joan Bartlett and Maureen Kellett.

Wedding:

May 28, 2011 – Lisa Smith and Charlie Nam Le

Death:

October 9, 2011 – Kenneth B. Spriggs grew up in the church and moved back to the area after his parents, David and Alice Spriggs, died.

Confirmations:

June 12, 2011

Jessica Graham and Kristina Graham, daughters of Russell and Carol Graham and granddaughters of Joan Graham.

Lindsey Gunnulfsen, daughter of Peter and Cathy Gunnulfsen.

They will become full voting members at age 18.

New Associate Members:

May 22, 2011 - John F. McCarthy

October 9, 2011 – Bobby N. Dean

Respectfully submitted,
Thomas Varnum, Clerk

DEACONS REPORT

As of January 23, 2012, the Deacons Fund holds \$253.14. The Deacons assisted in worship services, baptisms, confirmation classes, and special services, i.e., Good Friday, funerals, receptions and meetings on behalf of the congregation this year. The Deacons have taken on ordering worship supplies, such as candles, Communion supplies and special flowers. Our current Deacons are Robert Burton, Jr., Maureen Kellett, Donald Kinghorn, Wayne Russell and RaeAnne Burton. A special thank you to Cathy Gunnulfson for coordinating the Christmas poinsettias. The sanctuary was beautiful. On behalf of the Deacons of the Pawtucket Congregational Church, I would like to say thank you to Pastor Peggy O'Connor for guiding us this past year.

Respectfully submitted,
RaeAnne Burton
Senior Deacon

BOARD OF WORSHIP AND EDUCATION

The members of the Board of Worship and Education met informally during the past year to support our interim pastor and our visioning goals for the Sunday liturgy. We look forward to working with our new pastor to continue this work. We also supported the church financially by hosting a refreshment table at a Lowell Philharmonic Orchestra concert. We are committed to providing a Sunday School for our young disciples in a safe environment and thank the volunteers who offered programs.

Joan Graham

PUMPKIN PATCH REPORT

The Pumpkin Patch was a great success for its second year. We began selling one week earlier in September and because of a snowstorm, we sold for an additional week into November. Shortened daily open hours enabled the Patch to have plenty of volunteers on hand. From unloading the pumpkins, to selling, rearranging, purchasing or stopping by to take a picture, many church faces from the past and present were seen. Not only is the Pumpkin Patch an excellent fundraiser, it was a way to have everyone in the church become involved.

Maureen Kellett

ITEM	2010	2011
Pumpkin sales gross	\$10,890.75	\$12,120.25
Pumpkin profit@1/3	\$3,626.62	\$4,036.04
Pumpkin profit@1/1		\$563.00
Baked goods/donations	\$754.10	\$415.50
Total profit	\$4,380.72	\$5,014.54

Report on Fellowship and Outreach Activities: 2012

Worship Teams Developed

This year we began a new experiment: Worship Teams. These teams provide support for the majority of the activities required for Sunday worship, including liturgist, greeters, and coffee hour. Three teams were created from the group of active worshippers. Each team serves three times over nine months (June, July, August we will go back to individual commitments). The teams appear to be a great success. Members report that the Worship Team method is making it easier for everyone to be prepared and available to help. Suggestions for future consideration include: 1) train the teams to set up and operate the sound equipment; 2) create more teams so that teams will serve fewer times.

Open and Affirming: Now What?

January 2011, PCC became an Open and Affirming Church. The process to making that decision was a long and prayerful one. Over the last year we have, I believe, become acclimatized to the decision. As we move into 2012, it is time to move beyond acceptance to action. Yes, we are Open and Affirming, but now what? How do we act in the community in accordance with that decision? How do we share our hospitality and welcome with Gay, Lesbian, or Transgendered individuals? How do we help the wider community to understand the reasons for our decision? How do we help to combat the prejudice that leads to actions against these individuals? As the former leader of the O & A committee, I invite the congregation to enter into the next phase of our work on this issue.

What is Fellowship and Outreach?

For a couple of years now, I have had the title of leader of “Fellowship and Outreach”. Over this time, I have struggled with the notion of just what is this committee? What are we supposed to be doing? Are we the people who do coffee hour? Are we supposed to oversee all mission work? I have talked with many of you about this and have appreciated your input. Looking back over my files, I can see that, together, we have also tried in many ways to meet the goals for the group as they are outlined in bylaws. This has included Halloween parties for local school children, mugging newcomers, meeting with community leaders—indeed a little bit of everything. But I am still left with the question: What is this committee? Are we about growing membership? Making sure there are cookies at coffee hour? Or leading the charge on the church’s various missions?

Here are some of the issues that I would like members to consider in thinking about this committee as it might be reshaped for the 21st century.

1. Worship Teams have solved the coffee hour problem...and let’s keep it that way.
2. Mission and Outreach work is at the heart of everything we do in church.
Everyone does it. Everyone has a part of it. It is not the work of a discrete committee. It springs up from many places within the church. Everyone seems to be working on this—from Thrift Shop and the Pumpkin Patch, to the Soup Kitchen and Food Drive. These activities seem to be better operated by leaders with responsibility for the initiative. Oversight of the mission activities and

- development of new directions for mission have become part of the larger congregational meeting, and, this seems to be the new normal for Pawtucket Congregational Church.
3. Membership and Communication are critical needs for the church and the kind of thing for which a standing committee is needed.
 - a. Membership: These concerns include keeping accurate contact information and records on the current membership and those who would like to stay in contact with the church.
 - b. Communication: We desperately need to move into the 21st century with our use of communication media. We have a web page and are beginning to develop a Facebook presence. We need to have assistance developing an up-to-date web presence and thinking through the ways we can share our church with others through these tools. (Jericho Road consultant?) There are many ways we could communicate to others about who we are and what we are doing. We need a plan, and then we need to share the responsibilities for using the tools. Many of us may need to learn new skills to help in this effort. Communications is an area where all ages in the congregation can provide important support.

It is my recommendation that we review and rewrite the description of the Board of Fellowship and Outreach (and related materials) in the bylaws to better correspond to our new manner of operation at PCC.

Judy Davidson

PCC SOUP KITCHEN – 2011

We continued our support of the St. Paul's Soup Kitchen this past year. St. Paul's Soup Kitchen, through its many volunteer groups, serves meals Monday through Friday evenings at the Eliot Presbyterian Church in Lowell. This was our sixth year of serving a meal at 5:00 p.m. on the fifth Wednesday of the month. We served meals in March, June, August and November. Each time we served from 120-150 men, women and children.

Our goal is to serve a nutritious meal at relatively low cost, and we have found that our turkey casserole continues to be a hit. In March and June, we substituted rice for the usual noodles. In August, we served sloppy Joes and a macaroni salad. In November, we returned to the turkey casserole and used noodles. We also offer cranberry sauce, bread and butter, green salad, dessert and milk. We do our best to keep to a budget, but noted that food prices rose considerably this year, as did the number of guests at each meal. We are especially grateful to Ellen Parlee of Parlee Farms, who donated ten pans of apple crisp in November.

Special thanks to the folks who volunteer to roast a turkey and decline the offer of payment. Special thanks to the cookers and stirrers, the servers and cleaner-uppers. Special thanks for the prayers, the suggestions and the response to the special collection in July. The treasury report follows. We go into 2012 with \$256.00 in the treasury and the commitment to serve meals on February 29, May 30, August 29 and October 31, 2012.

Month	Cash Donation	Expenses
January	\$0	
February	\$0	
March	\$20	\$72
April	\$40	
May	\$20	
June	\$20	\$116
July	\$167	
August	\$65	\$131
September	\$40	
October	\$6	
November	\$90	\$93
December		
Total	\$468	\$412

	Cash Balance	Account Balance
Balance 12/31/10	\$170	\$30
	\$170	\$30
	\$170	\$30
	\$118	\$30
	\$158	\$30
	\$178	\$30
	\$82	\$30
	\$249	\$30
	\$183	\$30
	\$223	\$30
	\$229	\$30
	\$226	\$30
	\$226	\$30
Balance 12/31/11	\$226	\$30

Respectfully submitted,
Joan Graham

Music Committee Report

The music committee met more than once in 2011. Margaret Smith had agreed to be music director, blending in Helen Chervenak's former position of choir director in with her own duties. Margaret asked that the committee help out with duties such as arranging musicians for Sunday services and finding new music sources. We were fortunate to have Dick Chadwick, who learned to play on our organ and Neil Bartlett who sang as a child at Pawtucket Church, join us on the first Sundays of the month when their duties at Christ Church United were lifted. Those first Sundays are looked forward to eagerly each month since both are accomplished musicians.

We were fortunate again when members of the Lowell Philharmonic Orchestra joined us several times, singly, as the French horn player, and at Easter as a trio. We had wonderful soloists, Holly in the spring and Anne Dewello in the fall. The choir sang rather regularly in the spring but sat back and enjoyed Neil and Annie singing for most of the fall. Unfortunately, Margaret Smith, in December, became unable to continue her duties. We were saddened when she died a few weeks later. The church is now faced with finding a new music director but has been appreciative of Helen Chervenak filling in on the piano in the meantime. Ruth Richards will likely lend some guidance to the process when she starts work in March.

Louisa Varnum

Treasurers Report

2011

Financial:

All expenses are shown in Appendix C of the Stewardship & Finance Report, column title "2011 Actual".

In 2011, we withdrew \$20,000 from our investment funds in order to meet cash flow needs. A complete ten-page ledger report of all deposits and checks is available upon request.

Other:

We began using TD Bank's electronic direct deposit service for payroll and electronic bill payment (BillPay).

We hired an accountant to straighten out our Pastor payroll challenges. We have been advised that in the future all staff will be W-2 employees. Congregational Finance will manage our payroll and file tax reports and forms on behalf of the church in 2012. We will move from Quicken to QuickBooks accounting software, which is more appropriate for small businesses and organizations. Rev. Karen MacArthur will provide training on the new software.

Nancy Tierney, Treasurer

Search Committee Report

The Search Committee was formed and began work in March 2011. The volunteers were Gail Bartlett, RaeAnne Burton, Bob Burton, Cathy Gunnulfsen, Chip Hamblet, Joan Graham, Bob Sweet, Louisa Varnum and Wayne Russell. Early guidance was received from Pastor Peggy and Area Minister Don Remick and then we forged ahead on our own. Thirty resumes were reviewed. We realized that our best course was to consider those who were the closest distance to the church first, applications having come in from all over the country. From August to December we met almost every week, holding twenty-three meetings in all. We interviewed seven candidates and had second interviews with three. We heard two candidates preach. Having whittled down our list of candidates to three, on December 19 we took stock of our possibilities and decided that Ruth Richards was our choice. She accepted, the congregation voted yes and Ruth will begin on March 5, 2012.

Ruth wrote an autobiographical sketch of herself which we used in communications with the congregation. I reprint it here for historical purposes.

Ruth comes from the United Kingdom and grew up in Canterbury in the southeast of England, hence the “BBC” English accent. She was raised in a non-churchgoing family and became curious about God as a teenager. She attended an all-girls’ state secondary school, studied chemistry at Oxford University, started going to church regularly as a student and became converted to Christianity. She does not remember much chemistry now, despite having spent nine years developing industrial catalysts but the church-going has been a constant ever since. Ruth was confirmed in the Church of England when she was nineteen.

On coming to live in America she joined the Acton Congregational Church, UCC, where Ruth worked for several years as coordinator of their large Sunday School, where she began to sense a call to ministry, which led to her enrolling at Andover Newton Theological School, from which she graduated in 2010.

Pawtucket Congregation Church will be the first church Ruth will serve as sole pastor, but in addition to working at her church in Acton she has served the First Baptist Church in Worcester and the First Congregational Church in Reading as student minister and served the Congregational Church of Harvard recently as their sabbatical pastor from Lent to past Pentecost.

Ruth has been married to her husband, John for 29 years: he works in the pharmaceutical industry and it was his work that first brought them to the United States. They originally only intended to stay for a couple of years. Instead, they have become fixtures, receiving citizenship in 2002, and their two sons have grown up in the USA.

Ruth’s interests include theater, reading, singing, Zumba dancing and traveling.

Ruth has an eagerness to share and be part of what God is doing in the church as it emerges in the 21st century and was immediately attracted to Pawtucket Congregational Church by its ambitious vision, tremendous heart for mission, determination to become barrier-free and recent experiments in rediscovering Congregationalism.

We look forward to the new phase of the life of Pawtucket Church with Ruth as our spiritual leader.

Louisa Varnum, Chair Search Committee

Windows of Faith

Despite the continued slow national and local economy, donations and gifts from members and friends of the Pawtucket Congregational Church were gratefully received in 2011.

We continue to receive annual donations from the DeMoulas Foundation and the Aubert J. Fay Charitable Fund. Other sources of income are memorial contributions, PCC night at the Lowell Spinners baseball game, and the sale of post cards and note cards.

In October, Windows of Faith conducted a capital campaign aimed at reducing the debt incurred in making our church barrier free. About seventy-five (75) solicitations were sent to both present and former church member families and friends of the church. We received twenty-eight (28) responses; fifteen (15) from members, ten (10) from former members, two (2) from former pastors, and one (1) from the family of a deceased member. The campaign raised \$8,430. We are thankful to everyone who responded and will ask for continued support with another campaign in September 2012.

In May, we made a \$7,500 payment to the Cornerstone Fund to reduce our debt. With the money raised through the capital campaign and additional donations received in January 2012, we will make a \$14,000 loan payment in early 2012. Our goal is to pay down the debt by \$15,000 a year allowing us to retire the debt in five years. We are slightly behind this goal.

Transactions for 2011

Balance December 31, 2010	\$3,449.63
Donations in 2011	
DeMoulas Foundation	\$3,500.00
Aubert J. Fay Charitable Fund	1,000.00
Capital Campaign	8,430.00
Memorial contributions	330.00
Interest earned	5.74
Sale of notecards	18.00
Sale of postcards	19.00
Spinners Fundraiser	<u>250.00</u>
Subtotal	<u>\$17,002.37</u>
Payment to Cornerstone	<u>(\$7,500.00)</u>
Balance December 31, 2011	\$9,502.37

We are deeply grateful to everyone for their past financial support to our Windows of Faith campaigns and ask for continued support as we work to achieve the goal of retiring our debt.

Respectfully submitted
Paula Leavitt, Co-chair

**Windows of Faith
2011 Donors**

Pawtucket Congregational Church is blessed to have received the support of the following donors to the Windows of Faith Capital Campaign in 2011:

Last Name	First Name	Dedication
Aubert Fay	Charitable Fund	
Bartlett	Neil and Janet	IMO The Bartlett Family
Bartlett	David and Priscilla	
Carlson	Pamela and David	IMO Mabel Gibson and Joshua Carlson
Chervenak	Helen	IMO Czarina and Leonard Wilcox
Clark	Nancy L.	IHO The Clark Family
Cogan	Philip	IMO Isabelle Cogan
Davidson	Judith	
Demoulas	Foundation	
Duxbury	Beverly J.	IMO Earl and Beverly Duxbury
Dyment	Neil and Linda	IMO Constance V. Dyment
Fasth	Rev. Sanford	IHO Joyce Frazee
Frazee	Joyce	IMO William and Kate Silcox
Gaudette	Rick and Val	
Gibson	Richard	IMO Mabel and Kenneth Gibson
Graham	Joan	IMO William and Flora Peden
Gunnulfsen	Peter and Cathy	IMO Billy Whalen and Loved Ones
Hamblet	Chip	IHO Hope and John Hamblet
Hamblet	Hope and John	IMO Our Parents
Huang	Eleanor Bartlett	IMO Ruth Varnum Bartlett Herman
Kinghorn	Don and Lily	IMO Lottie H. Kinghorn
Leavitt	Paula and Ray	IMO Louis and Flora Mechalides
McMorrow	James	
Richardson	George B.	IMO Mary W. Richardson
Spearel	Col. Don and Ellen	
Stoehr	Rev. Richard	
Sweet	Bob	
Tierney	Nancy	IMO John E. Tierney
Varnum	Tom and Nancy	IMO Varnum and Haggerty Families
Varnum	Louisa	IMO Thomas and Jean Varnum
Williams	Rev. David and Patricia Carolyn and	
Yoder	Claude	IMO Katherine (Keby) and Ray Silcox

Financial Secretary Report

The Income for 2011 by week and month is as follows:

Month	Week 1	Week 2	Week 3	Week 4	Week 5	Monthly Total
January	\$952	\$837	\$1,178	\$1,622	\$1,054	\$5,643
February	\$1,396	\$923	\$2,215	\$165		\$4,699
March	\$894	\$1,320	\$1,842	\$1,752		\$5,808
April	\$1,985	\$797	\$1,344	\$1,305		\$5,431
May	\$1,685	\$649	\$1,828	\$330	\$913	\$5,405
June	\$1,269	\$1,076	\$616	\$1,423		\$4,384
July	\$1,497	\$943	\$364	\$552	\$915	\$4,271
August	\$987	\$452	\$1,170	Hurricane		\$2,609
September	\$994	\$991	\$944	\$861		\$3,790
October	\$1,196	\$313	\$2,083	\$649		\$4,241
November	\$1,568	\$1,139	\$1,129	\$1,139		\$4,975
December	\$2,086	\$892	\$3,511	\$986	\$418	\$7,893
Total						\$59,148

2011 Pledge Drive:

The pledge request letter sent out in November had encouraging results. The Stewardship Committee had asked for members to consider a 20% increase in order to reduce the deficit in our budget. Our members responded positively. Over half increased their pledge and there were 5 new pledges. Overall, 2012 pledges totaled \$37,686.00, a 23% increase.

The Board of Stewardship and Finance
2011 Annual Report

Introduction:

The Board of Stewardship and Finance is responsible for the care, maintenance and improvement of church property and oversees the finances of the church. The Board meets on the third Thursday of every month with additional meetings as required.

Thanks to our Treasurer, Nancy Tierney; our Executive Secretary, Joyce Frazee and Interim Executive Secretary and Financial Secretary, Louisa Varnum, and members Paula Leavitt, Bob Sweet, and Jim McMorrow for all their hard work this past year.

2011 Property, Buildings, and Equipment:

2011 was a remarkable year as we saw significant improvements to the property and use of the church. Here are a few highlights:

- Following the construction of our new barrier-free entry in 2010, we soon learned that the new lower doorway was becoming our main entrance. To make our church more welcoming, the downstairs hallway was completely renovated including new walls, ceiling, lighting and a refinished wood floor. These improvements were due in large part to generous donations by Derek Coulter, Coulter Construction, and Jim McMorrow, Sexton. Thanks also for the financial support of four church families and the help of UML and other Community Service Volunteers.
- We also completed a yearlong project to repair, scrape and paint the metal fence surrounding the church property. This would not have been accomplished without the help and support of many donors and volunteers. Thank you to Jean Soucy, Mill City Iron Works (whose Grandfather made the fence 60 years ago) for his generous donation of time and materials to repair the fence along Mammoth Road. Thanks also to Jim McMorrow, Project Manager and the 51 volunteers who spent 243 hours scraping and painting.
- Nancy Tierney generously donated a new kitchen countertop for the upstairs kitchen. Thanks to the Gunnulfsen family, the countertop was installed and the cabinets painted. We received another anonymous donation of \$1,000 in support of the Memorial Garden
- National Grid, through the MassSave program, conducted an energy audit and then simply disappeared. Further attempts to get a copy of the report or get a reply from National Grid or Mass Save has been unsuccessful to date. We did learn that there were many energy saving recommendations that could be made and that we would be eligible for the MassSave 70% subsidy on most of the work done.
- We renegotiated our contract with Verizon to add Wireless DSL Internet (WIFI), unlimited telephone service and other phone features such as voicemail for an additional \$10 per month.
- A community service volunteer began refinishing the seats of the pews in the Sanctuary. He relocated and was unable to complete the work but one of our anonymous group leaders, a professional furniture restorer, has agreed to complete the job.
- We began our steeple tower lease with Clear Wireless, a high speed internet spin-off from Sprint, however, much to our disappointment; the contract was cancelled in March.

- We had four criminal incidents in 2011 which was a 400% increase over the past several years. The police have been very responsive but they have advised us the trend is becoming more common in difficult economic times. We had two thefts of copper downspouts, one incident of Vandalism at the Pumpkin Patch and a break-in to the Pastor's office. The total loss for all incidents after insurance is \$1,000. One of the downspout thefts was solved and the criminal was prosecuted. Church volunteers including Jim McMorrow and Bob Sweet repaired our main entry doors and replaced or added door closers to assure that the building was secure. Since those repairs we have not had any reoccurrences.
- A program to provide a Saturday lunch to those in need was proposed. Lowell building and health inspectors met with us to provide guidance as to the renovations that would be necessary in order to upgrade our food license to permit serving meals to the public. Peggy O'Connor, our Interim Pastor, applied for and received an \$8,000 Barnes Fund Grant which should cover approximately half the costs. We are applying for and seeking other sources of capital. John Hecker, the church architect, has agreed to develop plans for the kitchen.
- We are delighted with our new partnerships in 2011 with UMass Lowell, Lesley University and Climate Summer. These student groups live at the church while performing outreach, community service and training. Not only do they add an air of excitement to our church but they are willing and helpful volunteers. They contributed to the painting of the downstairs hallway, the scraping and painting of the fence, the painting of the Dis 'n' Dat room, the lettering of the six languages on our new Peace Pole, the cleaning and preparation of the small Sunday School room (thank you Bob Sweet - project leader) and the prep work done in anticipation of the renovation of the Pastor's office. We look forward to hosting all three groups again in 2012.
- In addition to scheduled service, we supported the Pumpkin Patch by transporting and setting up 75 pallets, constructing the temporary fence and lighting and setting up the three tents. After eight hours at a rental center auction, Louisa and Chip bid and won a new commercial quality tent for \$350. Jim McMorrow's "after hours" coverage of the patch generated extra income for the project.
- We strengthened our relationship with the Lowell Philharmonic Orchestra this year by donating time to construct additional altar stage extensions. The LPO paid for all materials used.
- Utilizing a consultant, Keelyn Sebeny from Jericho Road, a childcare feasibility study was conducted. The results are included in Appendix A of this report. As a result of Keelyn's research which included interviews with local childcare organizations and their leaders, we were introduced to Kathy Redicker, Director of Acre Child Care. That introduction led us to our newest partnership as described in the next paragraph.
- In the fall we entered into a partnership with Acre Daycare, U Mass Lowell, Vista and Jumpstart to host a reading program for Cambodian preschool children. The group meets in the morning, twice a week until June 2012.
- We began hosting a free dental hygienist service through Bernadette Taylor and Community Health Dental. Free examinations and cleanings are available to Mass Health members.
- A new partnership was developed with Work Opportunities Unlimited, a community-based employment service provider specializing in job seekers who experience barriers to employment. Two volunteers and their team leader work at the church one morning every week on a variety of tasks.

- The Pawtucket Congregational Church website was updated using a new WordPress platform and incorporating a UCC theme template. Website usage has increased dramatically with some days seeing 60+ page views. We also have increased our search engine optimization ranking on Google. Approximately 80% of our visitors find us through Google. Plans for 2012 include the development of the church's presence in the social media, notably Facebook.

2011 Financial Summary:

Income: Income comparisons to budget are difficult as the cancellation of the Clear Wireless Steeple lease early in the year left the church with an income shortage of approximately \$9,000. In an attempt to recover lost revenues we asked for mid-year increases in pledging with a good result and a greater focus on fundraising with variable success. By year-end, our income was down \$6,000 compared to budget but effectively level when compared to 2010. (see Appendix C)

Pledges dropped slightly (approximately \$3,000) from 2010 due primarily to the loss of several church members.

Pumpkin sales benefited from Halloween being postponed for a week due to a surprise storm but our baked goods sales dropped slightly. Overall, there was a 14% increase in profit to the church. It should be noted that in 2011, \$8,084 was raised for the benefit of the Navajo Nation.

ITEM	2010	2011
Pumpkin sales gross	\$10,890.75	\$12,120.25
Pumpkin profit@1/3	\$3,626.62	\$4,036.04
Pumpkin profit – extra week@1/1		\$563.00
Baked goods/donations	\$754.10	\$415.50
Total profit	\$4,380.72	\$5,014.54

Thrift Shop sales reached their budget and showed a 30% increase over 2010.

Expenses: Expenses were approximately \$3,000 over budget attributable to a \$6,000 boiler repair, half of which was taken from operating expenses.

The repair and restoration of the fence, the downstairs hallway, the Dis 'n' Dat room and other projects were completed thanks to our large reservoir of volunteers and the generosity of our donors. These efforts saved the church more than \$25,000 in 2011.

Debt: In 2010, we took out a \$70,000 line of Credit with UCC Cornerstone Fund to fund the outstanding barrier free access construction expense. In 2011, we paid off \$7,500 of our \$70,755 line of credit leaving a balance of \$63,255. The Windows of Faith held a very successful capital campaign in the fall and we will lower our debt by \$14,000 in early 2012. We received notable support from the friends of the church as well as church members.

Statement of Financial Position: Last year we developed our first Statement of Financial Position, more commonly known as a Balance Sheet. A balance sheet is a snapshot of our financial condition showing our assets and liabilities. This snapshot is usually taken at the end of a financial year.

This year we developed a Statement of Financial Position which can be found as Appendix B. I am delighted that although we used \$20,000 of our reserves for operating expenses, other return on investments and debt reduction left us in a slightly improved position over 2010. Our improved balance sheet is a sign of better financial health.

2012 Forecast

Income: After a vigorous pledge drive, member contributions are expected to increase by 23% to \$37,000 in 2012. We expect revenue increases in the Thrift Shop (\$1,000), Pumpkin Patch (\$1,000) and Rental donations (\$1,750). Income is forecast to increase overall by 13% (\$7,000) in 2012.

Expenses: Salary expenses will increase slightly as we will pay a contracted separation bonus to our Interim Pastor but this one-time expense in the Salaries line of the budget will be mostly offset by the retirement in 2011 of the Church Secretary.

Other

We have applied again for a Community Development Block grant for half the cost of a fire detection and alarm system that would ring in a central fire station. The total cost of the system is \$15,700. The other half would be paid from unrestricted memorial funds. Currently, we have more grant opportunities such as Sam's Club and Verizon Foundation than grant writers.

We hired Rev. Karen MacArthur, Congregational Finance, to clarify and correct various payroll, tax and tax reporting issues. In addition, we have now agreed that Congregational Finance will take over our payroll administration and related tax filings in 2012. Karen will assist our Treasurer in moving from Quicken to Quickbooks and provide additional training in Generally Accepted Accounting Practices (GAAP). The costs of these services will be approximately \$2,000 in 2012.

Looking Forward:

The many infrastructure improvements over the past several years including barrier-free access are resulting in the increased use of the church and our impact and value to the community. Our new partnerships with other organizations lead to more connections to the community.

A kitchen that is licensed to serve the public adds significant new opportunities and increases the value and functionality of our space.

The students groups that stayed at the church in 2011 are returning in 2012 and all would like to again participate in church-based community service projects. With their help and the help of our member volunteers we plan to renovate the Pastor's office and the upstairs hallway at little cost to the church.

While losing the steeple lease contract was a financial blow, we are projecting improved fundraising opportunities notably rentals, the thrift shop and the Pumpkin Patch. The congregation has met this challenge with its pledge increases.

Our medium term goal is a balanced budget where expenses equal income. 2012 could be the year that we see that goal well within our sights. An improved bottom line and positive balance sheet results are the right start.

The key to financial progress in 2012 is increased fundraising, another successful Windows of Faith campaign, continued pledge support and a close watch on expenses.

Respectfully submitted,

A handwritten signature in blue ink that reads "Chip Hamblet". The signature is written in a cursive style and is placed on a light-colored rectangular background.

Executive Summary

The goal of the project undertaken by Jericho Road is to determine the feasibility of opening a child care facility on the physical grounds of the Pawtucket Congregational Church, which is located at the corner of Pawtucket Boulevard and Mammoth Road in Lowell, Massachusetts. Specifically, Jericho Road has been asked to determine the level of fit between the local market demand for child care services, the attractiveness of the geographical location of the proposed business, and the ability of the organization to provide the resources necessary to execute on a business plan, including managerial, staffing, financial, business development and physical resources.

Research was conducted to understand the child care industry as a whole as well as gain insight into local market trends. Findings indicate that new entries to the market need should seek to serve the pre-school segment (ages 3-5) with a curriculum to prepare children for formal educational programs. Additionally, it was found that due to the high costs to provide child care in the state of Massachusetts, combined with labor market forces, make it untenable to focus primarily or in majority on infant care. While location is important to customers, pricing of services is a primary driver of decision making. The current economic environment has caused customers to become increasingly price sensitive, causing significant portions of business to be lost to alternative child care arrangements. In parallel, the lack of funding for subsidy assistance for low income families further exacerbates the pricing discussion and increases pressure on existing businesses for efficient operations and/or reduced service offerings.

The local competitive landscape in the greater Lowell region is robust, with a combination of full-service day care centers, not-for-profit ventures, home-based businesses, and the professional networks which service those home-based businesses. Additionally, alternatives which are not able to be fully quantified, such as private babysitters, unpaid family members as care providers, and stay at home parental care are present in the market.

Based on the market indicators, competitors and alternatives present, and the level of experience of the organization in this industry, the business model most likely to be successful is a church-based program focusing on pre-school aged children with both day care and pre-school service offerings. A combination of low income and private customers living or working in the immediate area are the target customer profile.

Critical success factors in the current market are clear. Because price is the driving decision-making factor for most families, offerings which meet the budget constraints of potential customers is key. Additionally, a long-term marketing plan which will enable the organization to attract and retain customers as well as address the natural customer turnover which comes with this industry will ensure the long term success of the venture. Finally, the ability of the organization to sustain management and involvement of the business will be important to ensure long term quality of the program.

Fit Analysis & Recommendations

As defined by the statement of work for the project, the fit analysis between the market and the business plan is to be assessed based on three main criteria:

1. Market demand for child care services
2. Geographical attractiveness of the physical location
3. Resources (management, staff, financial, business development, physical)

The original plan called for a scoring of each criteria. However, during the research portion of the feasibility planning project, it was determined that enough indicators of poor market demand exist currently that the project be terminated.

Specifically, the approximated lack of demand on the part of two key area employers, the University of Massachusetts at Lowell and Lowell General Hospital, made it difficult to prove adequate local market demand for services. The work patterns of employees of both institutions made a traditional child care operation unattractive. Additionally, abundant competitors and alternatives in the local market with good value propositions for customers increased barriers to market entry. Lastly, a lack of state funding for low-income customers made it additionally difficult for PCC to attract customers from the neighborhood surrounding the physical facility.

In addition to a low fit for market demand, it is the opinion of the researcher that few organizational resources exist to own and drive the execution of the business plan. A small congregation with many current outreach priorities and in the process of finding new pastoral leadership, this organization is already strained to achieve its current objectives. This organization, as it currently exists, is better served to achieve additional revenue and minister to the youngest segment of the local community through partnerships with other community-based organizations.

As an example, the new partnership with ACRE Family Day Care, whereby space is rented on the premises for the purposes of a reading program benefiting immigrant children and their mothers helps PCC to achieve both of the goals set out for this project: financial gain as well as support for the care of children in the community. As the relationships with ACRE Family Day Care and the Jump Start program continue to mature, new opportunities will present themselves to further allow PCC to achieve these goals.

Alternatives which may be considered include after other partnerships like the Jump Start program, an expansion or addition of another parent-child play group, support services for in-home child care providers, or a partnership with an area school to test the market for after school services. An additional possible scenario could be to identify and rent out space to someone transitioning out of a home-based child care business and not yet ready for a full blown day care center model. Kathy Reticker of ACRE Family Day Care undoubtedly possesses the contacts and knowledge to help PCC identify potential tenants for this situation. An ongoing relationship with

Kathy and her team will be important to PCC in furthering their involvement in this sector of the community.

A third alternative is to rent the space out to a pre-existing day care business seeking space for rent. In this arrangement, as well as the last, it is unlikely the congregation would have any formal involvement in the curriculum or management of the day care facility. This would prevent strain on the human resources of the organization while allowing for financial revenue to be collected.

The cooperative day care model is another option for PCC to explore in the future. This model would likely require significant growth within segment of the congregation with young children. Cooperative day care centers are often staffed with a director but the actual child care is provided by parent members whose children attend.

All of these alternatives assume a business plan which provides pre-school curriculum. Based on other services offered in the local market, pre-school services are a market requirement. Additionally, based on labor market conditions and space allowances, the business model implemented will likely require a large proportion of clients to be non-infants, based on the high personnel ratios required for infant care relative to the same for pre-schooler care.

Should the congregation decide to re-visit the feasibility of opening a child care facility, it is recommended that the feasibility study be completed. This could include elements planned but not executed due to the early decision to halt research. This research includes surveying local families and large area employees to understand better decision making processes and market requirements on a micro-community scale. Additionally, a state licensed inspector should be engaged to conduct a formal review of the space to be utilized to better understand the financial investment required for capital improvements. A marketing plan will need to be developed which will include the determination of services to be provided, strategic pricing, promotion for the launch, and any ongoing marketing activities required to sustain the business. Finally, the group will need to develop a comprehensive operating plan for the business, including recruitment and retention of key staff, the organizational structure of the venture including job responsibilities and evaluation, structure for the financial systems, and decision making processes.

STATEMENT OF FINANCIAL POSITION (BALANCE SHEET) PAWTUCKET CONGREGATIONAL CHURCH December 31, 2011					
	Institution	Type	Balance Dec. 31 2010	Balance Dec 31, 2011	Notes
ASSETS					
Unrestricted					
	TD BankNorth	Checking	\$1,306	\$2,011	
	TD BankNorth	Savings	\$2,536	\$2,037	
	TD BankNorth - Capital Expense	Checking	\$5,519	\$2,742	
	TD BankNorth	Psbk	\$495	\$253	
	Eastern Bank - Wilcox	Savings	\$3,725	\$3,729	
	Signator Invest.	Mutual Funds	\$142,179	\$124,391	
	Mass Cong. Fund #1	Investment	\$3,854	\$3,683	
	Mass Cong. Fund #2	Investment	\$2,308	\$2,285	
	Sub Total Unrestricted		\$161,922	\$141,131	
Restricted					
	Eastern Bank - WOF	Savings	\$3,450	\$10,502	For WOF purpose only
	Eastern Bank - Combined	Savings	\$4,729	\$4,735	\$3,640 Restricted
	Signator Invest. Memorial Fund	Savings	\$129,914	\$131,694	\$125,000 Restricted
	Sub Total Restricted		\$138,093	\$146,931	
	TOTAL ASSETS		\$300,015	\$288,062	
LIABILITIES					
	Cornerstone Fund	LOC	\$70,755	\$63,225	
	Welch Brothers	Boiler Repair	\$6,000		
	TOTAL LIABILITIES		\$76,755	\$63,225	
BALANCE			\$223,260	\$224,837	

PAWTUCKET CONGREGATIONAL CHURCH
2010 ACTUAL
2011 BUDGET VS ACTUAL
2012 BUDGET

2011 Annual Report
S F Appendix C

	2010 Actual	2011 Budget	2011 Actual	2012 Budget
INCOME				
1. Pledges	\$31,507	\$28,500	\$29,968	\$37,000
2. Loose Collection	\$2,687	\$2,000	\$1,907	\$1,000
3. Special Collection (Benevolences)	\$167	\$200	868	900
3a. Soup Kitchen				400
Total Sunday Collections (1+2+3)	\$34,361	\$30,700	\$32,743	\$39,300
4 Facilities Rental	\$13,271	\$12,000	\$12,770	\$14,500
5. Thrift Shop	\$3,156	\$4,000	\$4,103	\$5,000
6. Holiday Fair	\$0	\$500	\$0	\$0
7. Special Events	\$5,404	\$6,000	\$6,516	\$7,000
8. Miscellaneous Revenue (a)	\$2,785	\$13,000	\$4,500	\$1,000
Total Other Income (4+5+6+7+8)	\$24,616	\$35,500	\$27,889	\$27,500
Adj. to Income - WOF Collection	\$1,345			
TOTAL OPERATING INCOME	\$60,322	\$66,200	\$60,632	\$66,800
EXPENSES				
Salaries	\$31,086	\$33,000	\$31,540	\$37,900
Employee Benefits	\$11,859	\$12,000	\$15,107	\$9,100
Total Salaries	\$42,945	\$45,000	\$46,647	\$47,000
Insurance	\$10,811	\$5,400	\$3,851	\$5,300
Gas Heat	\$8,824	\$12,000	\$12,398	\$12,000
Utilities	\$4,981	\$5,500	\$3,661	\$4,600
Assoc. Dues	\$650	\$700	\$572	\$600
Church School	\$0	\$300	\$0	\$100
Office Supplies	\$4,612	\$3,000	\$2,053	\$4,500
Church Supplies	\$644	\$400	\$228	\$300
Church Maint./Supplies/Repairs	\$4,271	\$3,000	\$9,531	\$5,500
Special Event Costs	\$2,750	\$500	\$354	\$400
Membership/Pledge/WOF Drive	\$205	\$200	\$0	\$150
Miscellaneous	\$2,438	\$2,100	\$1,096	\$1,000
Benevolences	\$167		\$868	\$900
Soup Kitchen				\$400
Interest - Cornerstone		\$2,400	\$2,161	\$2,400
Non Salary Expense Total	\$40,352	\$35,500	\$36,771	\$38,150
Adj to Expenses (Transfer to WOF)	1345	\$200		
TOTAL OPERATING EXPENSES	\$84,642	\$80,700	\$83,418	\$85,150
YEAR END RESULT (Operating)	-\$24,321	-\$14,500	-\$22,786	-\$18,350
Investment Income	6,000	6,000	6,299	6,000
TOTAL After Investment Income	-\$18,321	-\$8,500	-\$16,487	-\$12,350

Nominating Report for 2012

The committee submits these names for nomination to serve as indicated for the year 2012. An * indicates a vacancy in that position. The Committee welcomes volunteers or nominations from the floor to fill those vacancies.

<u>Moderator</u>	<u>Worship and Education</u>	<u>Stewardship and Finance</u>
Joan Graham	Joan Graham	John B. Hamblet, Jr.
	Lily Kinghorn	Joyce Frazee
<u>Clerk</u>	Don Kinghorn	Paula Leavitt
Thomas Varnum	Cathy Gunnulfsen	Bob Sweet
	*	Louisa Varnum
<u>Treasurer</u>	*	James McMorrow (Sexton)
Nancy Tierney		
	<u>Sunday School Superintendent</u>	
<u>Financial Secretary</u>	*	<u>Fundraising Chairperson</u>
Louisa Varnum		Gail Bartlett
	<u>Fellowship and Outreach</u>	
<u>Auditor</u>	Judy Davidson	
Diane Nicholas	Cathy Gunnulfsen	<u>Windows of Faith Fund</u>
	Gail Bartlett	Paula Leavitt
<u>Deacons</u>	*	Joyce Frazee
RaeAnne Burton	*	*
Robert Burton	*	
Wayne Russell		<u>Thrift Shop</u>
Maureen Kellet	<u>Music Committee</u>	Gail Bartlett, Chairperson
Don Kinghorn	Louisa Varnum	*
	Bob Sweet	*
<u>Cabinet Members at Large</u>	Helen Chervenak	*
Wayne Russell	Smitha Jogunoori	*
Robert Burton	*	
Louisa Varnum		
*	<u>Soup Kitchen</u>	<u>Historical Committee</u>
	Joan Graham	Don Kinghorn
<u>Pastoral Relations</u>	RaeAnne Burton	Joyce Frazee
Joan Graham	*	John B. Hamblet, Sr.
Louisa Varnum	*	Hope Hamblet
*	*	Louisa Varnum
		*
		<u>Nominating Committee</u>
		Louisa Varnum
		Wayne Russell
		Paula Leavitt

KAY'S PLACE THRIFT SHOP 2011 ANNUAL REPORT

The members of the Pawtucket Congregational Church in Lowell agreed to rename the Thrift Shop "Kay's Place Thrift Shop" in honor of its founder, Kay Russell. An official naming ceremony is being scheduled for summer 2012.

Since 2001, Kay's Place Thrift has been open for business to the public on Saturday from 9a-2p. Changing the opening time from 9a to 10a in the hopes of attracting more volunteers occurred though nothing was formally agreed upon; ergo the shop opens between 9a and 10a.

Kay's Place is able to operate because of community donations, which were plenty-often more than what we were able to sell. The City of Lowell instituted a charge for items not included within the trash barrel or specific bags, consequently Kay's Place became the drop off for large items such as couches and chairs, tables and a variety of other big items. Typically these articles were in rough shape and could not be sold giving Kay's Place the appearance of a junk center. Kay's Place also saw an increase in electrical household items- again in poor condition- and not sellable. Therefore a decision was made to no longer accept electronics of any kind (i.e. toasters, irons, TV's etc.) or any furniture or larger items unless pre-approved. Although this decision is posted on the PCC website and on the exterior doors of the building, it continues to be difficult to enforce as people randomly leave "stuff" at all times during the week- resulting in PCC needing to dispose of it.

Kay's Place received several large and substantial contributions during the year. In August, We4U children's shop in Lowell went out of business offering their entire inventory to Kay's Place. This was a huge donation and included all types and sizes of children's clothes, toys, shoes and baby equipment. The second donation came from the Spriggs Family and included many lovely pieces from Alice and Bud's home.

Kay's Place did a cleaning and attempt at organizing by putting shelves along the wall and getting rid of unsold items. We connected with the New England Epilepsy Foundation scheduling a time to pick up our items; unfortunately this was not successful and there were many things left behind. We need to consider another method of getting "old" stuff out.

Kay's Place created a "Kids Korner" for toys and children's clothing and because we had additional racks, we were able to increase the overall adult inventory. The prices continue to be \$1.00 per item but we raised the price of shoes and children's things to \$1.00 an item.

For the year, Kay Place's revenue totaled \$4103. If we averaged out the sales it would appear that Kay's place sold \$91.00 per week. Kay's Place was open 45 weeks of the year – closing on four holidays, two snow days and one day when there were no volunteers. Kay's Place is totally dependent on the generosity of volunteers. A total of 841 hours were donated by 13 people over the course of the year. We welcomed several community service volunteers which totaled 30.0 separate hours.

Kay's Place hosted the PCC Holiday Rummage Fair during the month of December. Tables were sold to three different vendors at @20.00 apiece. The Sarah Durkin room served as the Christmas shop and the fellowship hall was loaded with clothing that sold for \$4.00 per bag. We had a "Best Cookie" contest with four entries and after a difficult tasting session by our seasoned judges- our winner was Esther. Kay's Place received support from many different and helpful volunteers who set up on Friday night and dismantled on Saturday afternoon. The Holiday Rummage Fair was successful and brought in a total of \$501.00. Some feedback for next year included: better publicity starting earlier in the season.

The mission of Kay's Place is to reach out into the community and extend a helping and supportive hand when needed. To that end, we donated coats to UTEC of Lowell and three bags of clothes to a local family burned out in a fire.

Projects for 2012:

- Schedule an official dedication and renaming ceremony,
- Process for getting rid of older items,
- Re-implementing the color-code and inventory system,
- Recruit and train volunteers,
- Develop a volunteer recognition program,
- Displaying our items in a more attractive and organized manner
- Create a better accounting and recording system.

Kay's Place has become a familiar shopping place in the community, and we continue to appreciate our regular shoppers as well as welcoming those who venture in for the first time.

Written and submitted by:

Gail Bartlett