

# **The First Church in Windsor United Church of Christ 2009 Annual Report**



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**AGENDA**  
**For**  
**THE 380th ANNUAL MEETING**  
**Of**  
**THE FIRST CHURCH IN WINDSOR, U.C.C.**  
**February 14, 2010**

11:15 a.m.      CALL TO ORDER      Noel Osowiecki—Chair of Cabinet

READING OF THE CALL TO THE MEETING

PRAYER AND MOMENT OF SILENCE FOR DEPARTED MEMBERS

REVIEW AND APPROVAL OF 2009 ANNUAL MEETING MINUTES

GENERAL REPORTS (With opportunities for comments & questions.)

Senior Minister  
Minister of Youth and Outreach  
Organist/Choirmaster  
Cabinet  
Board of Christian Education  
Board of Christian Outreach  
Prudential Board  
Stewardship Committee  
Board of Deacons  
Treasurer  
Trustee's Report  
Any Other Reports

NEW BUSINESS

Budget for 2010  
Board and Committee Nominations  
Other Business

ADJOURN MEETING

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**Annual Meeting Minutes  
First Church in Windsor  
February 8, 2009**

The 379<sup>th</sup> Annual Meeting of the First Church in Windsor began at 11:15 AM in the meetinghouse sanctuary, called to order by Alan Relyea, Cabinet Chairman, to approve the budget and the annual reports and to act on any other business to come before the gathering. He then read the call. The Rev. Richard Huleatt gave the opening prayer and asked for remembrances of departed members. A motion to approve the minutes of the 2008 Annual Meeting was made, seconded, and unanimously approved.

Al asked if any Board or committee chairs wished to address the congregants. Noel Osowiecki, Chair of the Prudential Board, announced the report of the facilities committee would be read and discussed at a Second Hour Sunday, February 15, in the Parker Room. Al then called for questions for boards or committees. Kate McLean asked what the definition of inactive membership was and how it was determined. Jean Kelly, replying for the Deacons, said if there is absolutely no financial or participatory contact with a person for a minimum of two years, they become inactive and are therefore removed from the Connecticut Conference dues list of \$6 per annum.

New Business: Aubrey Loomis, Treasurer, presented the final proposed budget for 2009, \$556,670, which has been approved by the Cabinet. Boards have pared their budgets; there is a 3% salary increase for personnel. Investment income is based on a twelve quarter rolling average to cushion any market drops; while there is little effect now, with continuing market drops the 2010 budget may be affected. The general fund surplus of \$61,945 will be reduced by \$12,800, to balance the 2009 budget, leaving a surplus of \$49, 145. A motion to approve the 2009 budget, as approved by the Cabinet, was made and seconded. Discussion followed, centering on increasing the OCWM amount to the Connecticut Conference from the stated 10% of all expenses excluding the OCWM contribution, to 11% of same, the amount given in 2008. An amendment to increase the OCWM amount to 11% was moved and seconded. The voice vote was indecisive; a hand count defeated the amendment. The main motion approval was called; it was unanimously approved by voice vote. Betsey Kenneson moved a year-end donation to OCWM, rather than 11%, which denies other areas of Outreach giving. The motion was seconded and passed with a hand vote.

Al called for board and committee nominations from the floor for those boards and committees with vacancies. George Merrick, Randy Clark, and Ginny Drapeau volunteered for the Board of Christian Outreach, Class of 2012. Nancy Clark will fill a Class of 2011 vacancy on the History Committee., with one spot remaining. Three one-year vacancies on the Hospitality Committee will be filled by Bob Lane, Laureen Relyea, and Ginny Drapeau. Midge Christopher volunteered for one of three Class of 2012 openings on the Music Committee. There are four openings on the Open and Affirming Committee; Martha Pinckney and Janet Focarelli will fill two. Barry Budlong volunteered for one of two Stewardship openings along with Midge Christopher. Al and Laureen Relyea will be the two delegates to the CT Conference Annual Meeting. Two delegates are needed for the Hartford Association. Tom Finlay will join the Christian Activities Council. A motion was made and seconded to accept the slate of officers as presented; it passed unanimously by voice vote. Fidie Lane asked the Cabinet to form an ad hoc committee to reassess options for special events and special projects for raising additional monies. George Petro seconded the motion, which carried by voice vote.

Reverend Huleatt thanked Al for his two years as Cabinet chairman. A motion to adjourn was seconded and passed unanimously. The singing of "Blessed Be The Tie That Binds" followed a prayer by Rev. Huleatt, and the meeting adjourned at 12:17 PM.

Respectfully submitted,

Barbara Mansfield, Cabinet Recording Secretary

## 2009 Annual Church Administrator Report

<b>Total Membership as of 1/1/09</b>			<b>523</b>
		Members Admitted	12
		Members Admitted by Confirmation	7
		<b>Total Members Admitted</b>	<b>+19</b>
		Members Removed by Death	13
		Other Members Removed	0
		<b>Total Members Removed</b>	<b>-13</b>
		Number of members moved to inactive per Deacons	<b>-21</b>
<b>Total Membership (active and inactive) as of 12/31/2009</b>			<b>887</b>
<b>Total Active Membership as of 12/31/09</b>			<b>508</b>

### Events

Baptism—Juvenile	<b>7</b>
Marriages	<b>6</b>
Funerals	<b>13</b>

### Attendance

#### Average Church Attendance (excluding Summers)

8:00 a.m.	<b>13</b>
10:00 a.m.	<b>167</b>
<b>Total Average Attendance (ex Summer)</b>	<b>176</b>

#### Average Church Attendance (Summers)

8:00 a.m.:	<b>13</b>
9:30 a.m.:	<b>93</b>
<b>Total Average Church Attendance (Summers)</b>	<b>106</b>

# 2009 Annual Church Administrator Report

## BAPTISMS—Juvenile

Carter Michael Gnatek  
Brett Anthony Fanguillo  
David John Sanger  
Henry James Bauer  
Ruby Paige Bauer  
Halay Elizabeth Ingraham  
Annabella Michelle Grillo

## WEDDINGS

Krystyna Cloutier & Alton Blakeslee  
Kathaleen Gravel & Nicholas Barker  
Rebecca Carr & Richard Orlando  
Marjorie Albano & Dennis Renno  
George Gustafson & Joseph Ciarcia, Jr.  
Emily Sava & Andres Vazquez

## FUNERALS Non-Member

Sara Norton  
Norman Smith  
David Krivicky  
Stuart Brookman  
Muriel Cummings  
Edwin Paul Dennison  
Jeanie T. Ward

## FUNERALS Members

Mary Giffin  
Lois Mather  
Margaret Zappulla  
Richard Arnold  
Janice Paul  
Emily Rapp  
Violet Anderson  
Mildred Stettenbenz  
Jon Carey  
Wesley Gilbert  
Carolyn Conklin  
Willard Ernst  
Mary Osborne

## NEW MEMBERS

Mikayla Hudson	Confirmation
Chandlyr Jackson	Confirmation
Alaina Lewis	Confirmation
Brittany Napiorkowski	Confirmation
William Nelson	Confirmation
Michael Petro	Confirmation
Jenne Szakacs	Confirmation
Joseph Bowman	Reaffirmation of Faith
Melissa Carlson	Reaffirmation of Faith
Peg Cole	Reaffirmation of Faith
Randy Cole	Reaffirmation of Faith
Pat Edwards	Reaffirmation of Faith
Cyndie Eisnor	Letter of Transfer
Eric Eisnor	Letter of Transfer
Allen Richardson	Reaffirmation of Faith
David Lemere	Letter of Transfer
Glenys Lemere	Letter of Transfer
Joy Cox	Reaffirmation of Faith
Rene Taylor	Reaffirmation of Faith

## MEMBERS MOVED TO INACTIVE

Lynn Bestor  
David Bestor  
Keith Coniff  
Amy Coniff  
Kathleen Crotty  
Seamus Donnellen  
Nancy Donnellen  
John Overbaugh  
Ken Richard  
Barbara Shivick  
Williams Simmons  
Christine Durrer  
Dana Susca  
Marygrace Susca  
Harriet Symonds  
James Tarbell  
Scotty Tarbell  
Raymond Voorhies  
Sharon Voorhies  
Brian Waterhouse  
Susan Waterhouse

## 2009 Senior Minister Annual Report

The past twelve months have been another busy and challenging year in the life of First Church. I began 2009 by taking a month of sabbatical leave in January (the second year of a three-year, pro-rated sabbatical). I spent a week at a Benedictine Monastery in New Mexico, a week with Susan in Florida, and two weeks reading, relaxing, and visiting extended family members.

We continued to experience staff changes as we said good-bye to The Reverend Sara Jane Munshower, our interim Associate Pastor, in August. Our new seminarian, Nancy Lois, joined us in September, and we chose to replace the interim Associate's position by increasing the hours of Char Corbett, our Minister of Youth and Outreach. In addition, Helga Finlay was hired as our new part-time Church School Coordinator in August.

In July, a search committee, chaired by Betsy Kenneson was formed for the purpose of exploring the possibility of calling a full-time Associate Pastor. The goal of the committee has been to have the UCC Profile completed by the end of January, and pending approval at the Annual Meeting in February, to begin interviewing candidates in March and April with the hope of having someone on board by July 1, 2010.

The ongoing recession has taken its toll on our community and in response a "Job Transition Ministry" was created to try and meet the needs of those who have lost their jobs and are looking for work. Many thanks are due to the outstanding team of Randy Clark, Julie Fewster, Steve Porcaro, and Bang Williams for all the dedication and support they have provided to the many people who have benefitted from this important outreach of our church.

In the fall, I started an eighteen-week study of the Book of Acts, using the UCC "God Is Still Speaking" curriculum. The reason I chose the Book of Acts is because the church of the twenty-first century continues to look more and more like the church of the first century and I thought it might be helpful to go back and see how and why the early church organized itself the way it did. In addition to my mid-week class, Nancy Lois also offered the same course to after church each Sunday.

In terms of my involvement in the wider community, I continue to serve as a member of the Jaffna College Trustees (a school in Sri Lanka started by UCC missionaries), the Hartford Association Executive Committee, the Windsor Clergy Association, and "Ascend," a new organization committed to mentoring at-risk-youth and those recently released from prison.

This past Christmas season was especially wonderful and featured a special musical written by our own Mark Watkins and Victor Evans. Through the gift of music it retold the Christmas story in a way that was fun and refreshing and thoroughly enjoyable to the whole congregation.

As we look ahead to the new year (and new decade) we can only hope that things will begin to go better for our community, our nation, and the world (*Time Magazine* recently referred to the past ten years as "The Decade from Hell," citing Hurricane Katrina, the War on Terror, and the Great Recession). No doubt we will continue to face many challenges in the days that lie ahead, but we have the promises of God, the presence of Christ, and the fellowship of this great church to guide and uphold us.

Faithfully,  
Richard Hanna Huleatt

## 2009 Minister of Youth & Outreach Annual Report

Youth, family and outreach ministries are thriving at First Church!

**Youth Mission Trip:** Twenty-four youth and adults, led by the student minister Mary Ann Purtill, traveled to Camden, NY to repair homes July 17-25 with Cluster 13, a community organization we have newly partnered with to address the global issue of poverty housing. Our three teams made extensive repairs to dilapidated homes for families suffering with chronic health issues and even repaired plumbing in the church that housed our group! Friendships were also built through the training and fundraising events held throughout the year. The 2<sup>nd</sup> annual Chili Challenge and Pastor's Pie table were most memorable!

**Middle and High School Youth Groups:** Both groups enjoyed "Lock-in" overnights with group activities ranging from bowling or going to the movies, playing games well past midnight, creating mandalas and participating in worship before enjoying breakfast made by their parents. Other activities throughout the year included shelter meals, a Halloween train ride, cookie bake and several social outings.

**Summer Youth Activities:** Twelve youth and five adults stayed at the youth hostel on Martha's Vineyard to bike the island and enjoy its natural settings July 30<sup>th</sup> – August 2. In August fourteen youth and two adults spent four days at Heifer International's Overlook Farm in Rutland, MA caring for farm animals and experiencing life in the "Global Village."

**Vacation Bible School:** Vacation Bible School was hosted August 3 – 7 and over 40 children and 20 youth and adult volunteers participated. "God is Sensational" was the theme and children entering grades Kindergarten through fourth were invited to learn about God using all of their senses. Many thanks for all the creativity and time that was shared!

**Family Events and Worship:** 5<sup>th</sup> Sundays are "Family Worship" and November 29 was our first venture into this worship and fellowship format that was enjoyed by all. Many families and youth participated in the Easter Egg Hunt, Halloween and Advent workshop events, which were blessed by the leadership of Priscilla Ford, Diane Dwelley's family and members of the Board of Christian Education, while an intergenerational carol-sing was shared at Windsor Rehab Center and the homes of several church members in December.

**Confirmation and Church School:** Seven youth were confirmed in June while fifteen additional youth began confirmation classes in September. The curriculum has been redesigned to reflect contemporary and global faith practices while still exploring the historical traditions of FCW and the UCC, including the annual confirmation retreat at Silver Lake. It has been a creative delight to work with Nancy Lois, Helga Finlay and Gary Sava.

**Char's Note:** It is an honor and privilege to serve at First Church while pursuing a Master of Divinity at Andover Newton Theological School. I was encouraged to take a three month leave this summer to complete my clinical pastoral education requirement at Hartford Hospital and I am deeply grateful for ongoing support as I complete my final classes and enter the ordination process. It has been a blessing to work with the church staff, the capable leadership of the Christian Education and Outreach committees and to be among this faithful and thriving church community.

In faith and partnership, Char Corbett, Minister of Youth and Outreach

## 2009 Organist/Music Director Annual Report

2009 has been a year of growth, challenges and opportunities at First Church.

We began the year by singing at the annual Martin Luther King event at the Town Hall in January, an especially moving event this year.

The Lent and Easter seasons were a time of increased growth as the Choir continued to live more fully into the ministerial aspects of singing together. Ash Wednesday was commemorated with a Taizé Service. Several new pieces were incorporated, most notably “Pieta” by Martin, a triptych touching on Jesus’ birth, the finding in the Temple, and the Crucifixion, all told from Mary’s point of view.

Parishioners and visitors alike enjoyed a second “Musical Potluck” in April, featuring performances by First Church members and some really great food afterwards in Nelson Hall. Donations were accepted for the Organ Capital Improvements Fund, which has grown steadily.

Independence Day was celebrated after church on July 5th with a Patriotic Singalong Second Hour which was very well attended by vigorous and energetic participants. It was decided to make this an annual event. “Opera in the Meetinghouse” enjoyed another wonderful success, this time involving singers from the Windsor area as well as from Guilford, CT and Coatesville, PA. Interest in this event is spreading, and we hope to involve students from U Conn and Loomis-Chaffee this year.

Vacation Bible School was a special treat for me, as my curriculum was used (“God Is Sensational!”), focusing on how God speaks to us and is made know via our five senses. The teachers and children brought it to life beautifully, and a good time was had by all.

Due to illness and indisposition of some of its members, the Handbell Choir was forced to take a hiatus for the fall semester. Additional ringers are being recruited so that this important group may resume in the spring semester. The Drumming Circle continues to thrive, with some youth interest being shown. Maria Eberle continues to graciously facilitate this group.

The Advent and Christmas season featured a new twist: the third Sunday of Advent was marked by a performance of “Christmas with the Critters”, a musical Victor and I wrote together several years ago. The roles were taken by choir members, with special kudos going to Rick, whose interpretation of Colby Sharp (a talking mouse) stole the show. WIN-TV was present to record the event, and it has shown several times during the holiday season. The Christmas Eve service was preceded by a thirty-minute mini-concert of carols and other Christmas music, which set a joyful tone for a beautiful and moving service.

We were greatly saddened this year to say “goodbye” to Peg Zapulla, whose lovely alto voice and upbeat personality were such a gift to us all. She will be greatly missed.

Mark D. Watkins

## 2009 Church School Coordinator Annual Report

In August 2009 I was brought onto the staff at First Church in Windsor as the Church School Coordinator. There was a transitional period between Priscilla Ford's stepping down as the Director of Christian Education and my assumption of responsibilities. During this period of time, the Sunday school program was overseen by Sara Jane Munshower, our interim Associate Minister and Char Corbett, our Minister of Youth and Outreach. Everyone who participated in our church's Christian Education (CE) program did their absolute best at keeping things running during this period of transition.

After Priscilla's departure, the congregation gave consideration on how to best proceed without their trusted friend and motherly-like spiritual advocate at the helm of Christian education. Despite everyone's best efforts, it quickly became apparent how much Priscilla took care of things behind the scenes, and how much everyone would truly miss her presence in that role. She was the glue that held it all together for so many years. She did her job with grace and made it all seem effortless from a distance.

I feel very fortunate to have so many positive mentors and genuine all-around support since I have started this position. Following in anyone's footsteps is never an easy task, and filling the shoes left by someone like her would always be at best a work in progress. After all she was likely to be the very first friend that a new member would make upon joining First Church in Windsor. The younger children thought of her as one of their extended grandmothers. The youth felt comfortable and at ease in her presence to share all the joys and pains going on in their lives. Young parents took comfort in her words of assurance on how great a job they were doing at raising their children. She certainly had all the right gifts and having the chance to get to know her might just have been the best preparation I could have hoped to ask for.

We are a church in transition and 2009 is just another chapter in this church's long story of change and adaption. The challenges that the church faces today are no greater or less than in times past. The difference may just be in our perception and the choices that we make about how we move forward. Our churches Christian education program is a nursery or starting point for future Christian adults. The lessons and values that we instill upon these young children will hopefully serve them wisely throughout their entire lives.

As with any good education, it is important that our church's Christian education program continues to offer our young children a chance to learn and practice the teachings of Jesus Christ. Equally important we must find new ways to allow these children a chance to express themselves and share with one another how their lives are being blessed by Christ's presence. The competition for their attention and the demands on their schedules make this task, as their parents, all the more challenging.

This past year we saw an increase in young families visiting and taking part in the activities sponsored by our church. Several of these new families have become regular attendees at Sunday worship and their children are thriving in our Sunday school classrooms. Preparing for the future church means that we must continue to plan and invest our resources into those programs and opportunities that will attract young families to come together and celebrate in fellowship and faith.

This past year has been marked by several changes, most notably, the resource room had a makeover and was reorganized with the goal of freeing up space and making the whole congregation feel more and comfortable and welcomed. Char Corbett and I planned the fall curriculum for the new Sunday class rotations. The introduction of a rotation class gives children an opportunity to tie a fun activity to their monthly lesson plan. These activities included making snacks for the coffee hour and they participated in card workshops that tied into the good works of the Parish Caring Ministries. The children also took part in helping out with this year's Sunday Outreach Fair. They came to church with can and non-perishable goods to be donated to the Windsor Bank. Their children's message and Sunday lesson plan focused on the need to help those in less fortunate circumstances.

On October 23<sup>rd</sup> we held a Halloween Party that was a spooky hit and was widely attended by children and friends of both the congregation and the First Church Early Learning Center (FCELC). Diane Dwelley in large part planned and organized the event which included games, crafts and contests. The confirmation class was on hand and volunteer their Saturday night for the big event. The children collected over \$60.00 for UNICEF from their Halloween adventures.

We tried something new on November 29<sup>th</sup> and had our first ever bring friend to church Sunday. The rotation class made centerpieces and banana bread that Sunday and during the coffee hour, everyone got a chance to sample their goodies, while the children readied Nelson Hall for that evening's Advent Workshop and potluck supper. The event was well attended with 63 guests joining that evening's festivities. Diane Dwelley was once again my angel of the hour as she planned and readied all of the crafts projects for the evening

Bible Sunday was on November 8<sup>th</sup>, and eight second graders received their bibles on that Sunday.

This year's Christmas pageant was a success thanks in large part to Mark O'Donnell who directed this year's pageant and Mark Watkins who directed the music side of the performance.

Respectfully submitted,

Helga T. Finlay      Church School Coordinator

## 2009 Church Cabinet Annual Report

The Church Cabinet is the senior leadership body of the church and consists of a Chairperson, Senior Pastor, Treasurer and the Chairpersons from Prudential, Christian Education, Stewardship, Outreach and Deacons.

In the late summer we welcomed Helga Finlay to the church staff as our new Church School Coordinator. She has brought new energy and perspective which has helped our Christian education to continue to thrive. At about the same time we also said goodbye to our Interim Associate Minister, Sarah Jane Munshower. It is hard to refer to her as an "interim" as she was with us for over 2 years and she was truly a member of our church family. We are very grateful that she was able to give us two years and will miss her greatly.

Financially 2010 is shaping up to be a challenging year. Due to the recent stock market performance the value of our endowments declined which has led to lower investment income. In addition, our overall pledges have declined slightly year over year. We are actively working to manage our expenses to be in line with our income. In 2009, the church underwent its first financial audit in at least 12 years. The good news is no significant issues were identified.

The Cabinet undertook many initiatives in 2009. To begin with we formed a committee to study our relationship and connection to the Early Learning Center. A formal report has been submitted to the Cabinet and we are currently working on an action plan to address the results. Overall the value of our connection was confirmed though some tweaks are necessary to solidify our connection and to allow the church to have better visibility into the ELC's operations. We would like to thank the members of this committee, Marilyn Boehm, Heather Mitchell and Lynda Fredette for all of their hard work and leadership.

We also kicked off our search for an Associate Minister with creation an Associate Minister Search Committee. The committee is in the midst of pulling together all of the information necessary to do a search and has made great headway. We look forward to the final results in 2010. We would like to thank the dedicated volunteers of this group – Betsy Kenneson, Steve Porcaro, Bob Stisser, Claudia Jones, Marilyn Loomis, Penny Richards and Scott Burghoff.

Finally, we are moving forward with a plan to reduce the number of members we have serving on our boards and committees. We feel that this is necessary for two primary reasons. First, our congregation is smaller than it once was and it has been challenging to attract enough people to serve. Second, our Tony Robinson studies over the past few years opened our eyes in many ways. One of the things that surfaced from these studies is that we were following the historical path of most congregations – we were engaging our membership by placing them on boards. However, most members join our church to worship, help the community, etc...but they do not join to help us run the church by serving on a board. So this initiative's goal is to free more of our membership from running the church so they can use their time to participate in what they joined the church for – the ministry of the church. This is new territory for most of us but we are excited to try it in 2010. If it works, we will meld it into the church's formal bylaws for 2011.

Many thanks for our hard working and dedicated staff. Each year due to budget issues we seem to provide them less but they deliver more! We also can't say enough to thank all of the members of our church that volunteer their time by serving on our boards or committees and by stepping up and volunteering for our many Christian Ed or Outreach activities. Thanks to all of these folks we have a very vibrant church that we are proud to be a part of.

Respectfully yours,  
Noel Osowiecki

## 2009 Annual Christian Education Report

Char Corbett continued in the role of Minister of Youth & Outreach and Sara Jane Munshower had oversight of Sunday school, pre-Kindergarten through 5th grade until the end of August. Gary Sava, in his role as Christian Education Assistant, made sure that classrooms were prepared on Sunday morning and helped inventory/order supplies. Helga Finlay joined the staff as Transitional Church School Coordinator in August. She is the smiling face that greets parents and students warmly each week. Helga and Gary are available on Sunday mornings to make sure that our program runs smoothly. Our staff has done a great job sharing the responsibilities of recruiting teachers, providing support and supplies for our Sunday school curriculum and providing programs that entice involvement and participation of our church youth.

We have to acknowledge and praise the contribution of Diane Dwelley. Diane has been the moving force behind the success of both our Hosanna Fair and Advent Workshop. In advance, she prepared and provided most, if not all, of the supplies for the crafts that were offered at both events. Board members just had the responsibility of helping on the day of the event. She is one of our Christian Education “angels.”

The Board of Christian Education (CE) has been actively involved this year in many areas of Christian education. It continues to meet the church and board mission through its activities for all ages and members. CE highlights for the year include:

- Sunday school, 91 children are enrolled
- First Fridays
- Unicef collection
- Support for Welcome Home Africa ministry, Daryl Beecher’s mission trip to Uganda
- Shrove Tuesday Pancake Supper, March 3rd
- Hosanna Fair, April 5th
- Easter Egg Hunt, April 11th
- CE Sunday, church picnic, June 14th
- Summer Youth bike trip
- Vacation Bible School, Aug. 3rd – Aug. 7th, theme: “God is Sensational”
- Heifer Project trip to Overlook farm, Aug. 10th – Aug. 14th
- Support for Silver Lake attendees
- Rally Sunday, picnic after service, Sept. 13th
- “Bible Breakfast” for second grade students and their families, Nov. 8th
- Advent Workshop, Nov. 29th
- Christmas Pageant

CE has an active board that relies on support from members of the congregation as well.

CE Board Members:

Laurel Slate – chair  
Hilary Carpenter  
Kristin Eckhardt  
Helga Finlay  
Claudia Jones  
Debbie Goldberg  
Stacey Marcella  
Judith Merrick  
Susan Warner-Prouty

## **2009 Annual Scholarship Committee Report**

The Scholarship Committee met on May 4 and voted to award the following college scholarships for 2009 as allocated by the Board of Trustees and disbursed from the Tiffany, Loucks and general scholarship funds:

- Christopher Walker - \$4,000
- Michael Dembkoski - \$2,000
- Jillian Burghoff - \$2,000
- Ryan Sherman - \$2,000

Staff and committee members present and voting were: Helga Finlay, Priscilla Ford, Jean Kelly, Gary Sava, Char Corbett and Rev. Rick Huleatt.

Respectfully submitted,  
Helga Finlay  
Chair

## **2009 Annual Teaching Parish Committee Report**

Our mission at First Church as a Field Training sight for Andover Newton Theological School (ANTS) is to help nurture and train future religious leaders for the greater church community.

Our committee's duties run on the school year. This report covers the end of the 08-09 school year and beginning of the 09-10 school year.

Members of the committee: Doug Kelly, Edie O'Donnell, Evelyn Smith, Hal Milliken, Sue Milliken, Chair, Laurel Pepin.

At the end of the 08-09 year Sue Milliken and Doug Kelly went off the committee and Don DaRos and Bob Stisser joined the committee. The entire committee except Edie attended a TPC training session at ANTS in September, 2009.

Mary Ann Purtill, our fourth seminary student, successfully completed her year of field training with First Church, in May 2009.

In the spring, the committee along with Rick Huleatt, interviewed and accepted a new student for the 2009-2010 school year. Our new student, Nancy Lois is a resident of Westfield, Mass., and a student at Andover Newton. She started her field training with First Church in September 2009. We met with Nancy on a monthly basis, overseeing her learning goals as she participated in the daily life of our church.

Nancy is supervised by an off site supervisor assigned to her by Andover Newton. We have no regular interaction with the supervisor. As part of our agreement with Andover Newton, we pay a stipend to the off site supervisor.

Respectfully submitted,  
Laurel Pepin  
Chair

## 2009 Annual Board of Christian Outreach Report

“It shall be the duty of the Board of Christian Outreach in conjunction with the Pastor(s) to engage the church in the study and promotion of our wider mission by exploring our Christian responsibility to society in such areas as social reform, public education, social welfare work, interracial and international understanding and world peace.” Bylaws, First Church, Windsor

In keeping faith with our mission as set forth in the bylaws, the Board of Christian Outreach used its budget allocation and its collective energy to respond to the needs of the local and the global communities. Over half of the Outreach budget supports national and global concerns through our giving to Our Church’s Wider Mission, a tithe of the amount of our church’s annual budget. Our dues to the CT Conference and the Hartford Association are also included in our church’s denominational support.

Our Outreach budget support for interfaith and secular giving this year included the Capital Region Conference of Churches, the Christian Activities Council, CAC Adventures in the City, First Church Early Learning Center scholarships, Immaculate Conception Shelter and Housing Corporation, Covenant to Care, Seminary Education, Habitat for Humanity, Windsor Food Bank, and the Interfaith Coalition for Equity and Justice. We also provided funding for First Church mission trip participation in the Cluster 13 Service Project.

In addition, our Concerns budget provided funding for numerous additional worthy causes including: hosting, Foodshare, Hartford Area Habitat for Humanity, Family Life Education, Interval House, True Colors, Inc., Integrated Refugee & Immigrant Services, Windsor Fuel Bank, Back Bay Mission.

Some of the many important outreach related initiatives supported by Board members and First Church included:

- Hosted the Moore Basketball Clinic charitable event fund raiser that provides sports scholarships to Hartford youth.

- Sponsored Tim Rose a UCC missionary to share the important work being done in France.

- Served as book buddies for kindergarteners at Simpson-Waverly School in Hartford, including providing a book to each child 3 times per year and reading with the students.

- Increased the food collections from monthly to weekly in order to meet increasing demands.

- Assembled Thanksgiving baskets for local families.

- Served meals at Immaculate Conception Shelter and provided 80 bag lunches.

- Continued our Covenant to Care with our adopted social worker by providing book bags/ school supplies, household furniture/ other needed goods, Thanksgiving meals, and Christmas gifts for numerous clients of the CT Department of Children & Families.

- Participated in this year’s Crop Walk.

- Supporting an end of year celebration for participants in the WHS 5th Year Program.

- Held an Outreach Sunday event during Columbus Day weekend that focused on the many opportunities to serve our wider community.

I will show you my faith by what I do. James 2:18

The Outreach Committee as well as the wider congregation continued to witness a church in transition. Several members of this committee have been deeply committed to the principles of transforming congregational culture. This year's report would not be complete without making a special thank you to Randy Clark for the inspiration and hard work that he has done over this past year. His commitment and dedication helped lay the foundation of the Helping in Hard Times ministry which continues serves a valuable service to our local community in these difficult economic times.

Both Randy and his wife Nancy have also been very busy organizing and planning a mission trip to Back Bay in Biloxi, Mississippi to help the victims recover after hurricane Katrina. Their vision and commitment over this last year has resulted in leading a group of 20 volunteers from First Church in January 2010 to assist in the cleanup and reconstruction effort. "I will show you my faith by what I do" James 2:18. There should be no doubt that Randy understands this passage and is leading the way for others to follow in his footsteps. I would like to thank Randy again as well as every member of this congregation who supports our outreach efforts both financially as well as with their time.

Members of the Board of Christian Outreach During 2008-9: Joyce Ward, Tom Finlay (Chair), Marilyn Boehm, Martha O'Donnell, Mark Fredette, and Jan Stevens, Ginny Drapeau, George Merrick, Randy Clark.

Respectfully submitted,  
Tom Finlay, chairperson

## **2009 Annual Open and Affirming Annual Report**

This past year, the Open and Affirming Committee sponsored two Second Hours programs dealing with gay, lesbian, family and community issues. Representatives of Connecticut advocacy groups presented educational meetings explaining to interested church members what their various organizations do to promote equal rights for all, and acceptance of people of diverse sexual and gender identities.

The winter second hour program, on March 8, featured speakers from PFLAG (Parents and Friends of Lesbians And Gays), Love Makes a Family, and Our True Colors.

PFLAG is a support group for the family members and friends of GLBT (gay, lesbian, bisexual and transgendered) individuals, providing opportunity for dialogue about sexual orientation and gender identification, and works to create a society that is respectful of human diversity.

Love Makes a Family was the political action group that worked for years to legalize marriage for same sex-couples. At the time of our Second Hour program, the Connecticut state legislature was passing laws to establish gay marriage in the state, following the state Supreme Court ruling which ordered state to issue marriage licenses to same sex couples. In October of this year, Love Makes a Family closed operations in November of 2009.

True Colors is a nonprofit social service agency that works for and with sexual and gender minority youth and their families and the community to ensure that LGBT people are welcomed and valued in our society.

Our spring Second Hour program, held May 31, featured a presentation by a representative of True Colors who explained the organization's youth mentoring program, which trains interested adults as "Big Brothers" and "Big Sisters" to sexual minority youth.

As the Open and Affirming Committee closes as part of the First Church reorganization, we hope that the voices supporting sexual and gender diversity and inclusion continue to be heard at First Church

Submitted: Terry Eberle and Victor Evans, co chairs; Megan Kirk, Janet Focarelli and Martha Pinckney

## 2009 Annual Prudential Board Report

First Church in Windsor is the proud owner of four buildings that form the campus of the church on the corner of Pierson Lane and Palisado Avenue in the heart of Windsor's Historic District. The buildings from south to north are known as: The Meetinghouse, the Russell house, the Parish house and the Pierson house. Each has its own assets and liabilities and all have various values to the congregation. Let me describe each as they exist today and outline the activities and issues that surround them.

**The Meetinghouse:** The Meetinghouse is a beautiful 1794 building that serves as the cornerstone of the church. Due to its age it has a high need for maintenance. In early spring this year we were able to have an inspection by Gregg Farmer, Circuit Rider, CT Trust for Historic Preservation. He was an excellent resource and gave us a good evaluation of the overall condition of the building. Among his suggestions was to restore the windows so that they could be opened to aid in the ventilation. A building of its era was not designed to be tightly enclosed. Differences in temperature and humidity can cause wood damage. He also suggested to us that grants might be available thru the state to fund this window restoration. The plan is to have one window restored which would determine the cost, and then write a grant proposal. The ceiling above the organ is also in need of some repair and the exterior is due to be painted. Initial quotes on the exterior are in the \$40,000 range. We also needed to replace one of the heating units in December. The paved skirt leading up to the ramp was expanded this spring and the lights that illuminate the porch were replaced. As usual, the Boy Scouts did an excellent job of spring and fall cleanup around the grounds and we had a great interior clean up inside the building by church volunteers for Easter. Many thanks to all who helped.

**The Russell house:** The Russell house remains a problem for First Church. It has value as an historic building and it is a shame to watch it deteriorate. It is basically abandoned and despite many meetings and brainstorming sessions, a good use for it remains a mystery. Greg Farmer included it in his tour and was confident that the structure was sound enough for use. Unfortunately, the odds and ends that would have to be attended to would amount to a substantial investment. The concept of moving the building to another location was investigated, but the expense would be prohibitive. If the building was not there it would open up the campus, change the flow of pedestrian traffic from the meetinghouse to the parish house, and make possible the expansion of the parish house.

**The Parish house:** The Parish house continues to be the home of the First Church Early Learning Center, the base for church offices and meetings, and the place where First Church fellowship takes place on Sunday mornings. The big issue with this building is the long delayed project of an updated fire monitoring system. We currently have three bids on the project and after conferring with the town fire marshal, we should begin installation about the same time as the annual meeting. This is an expensive project and will probably use all of the resources of the building reserve fund. What this means to the church is that other current capital needs will inevitably have to be funded from endowment or a capital fund drive. We completed a project last spring in the rear parking lot to repair a frost heave problem, but it appears we may still have to do some more paving there. Some roof leak repairs were done and the front ramp area will need some masonry work in the spring. Overall the building is in good shape, but as expected, has a constant "punch list" of projects that need to be attended to.

The Pierson House: This building is a “good news, bad news “story. The good news is that it is being well utilized and producing income to the church by serving as rental units for two worthy tenants. On the second floor we have a young couple (members of the church) who are enjoying living on the premises and the first floor houses the Windsor high school fifth year program. Between the two tenants the income more than pays for the maintenance. The bad news is that the building is still in need of work. The sill and soffit areas on the north side are beginning to rot badly and the foundation needs to be rebuilt in certain areas. These repairs could be costly. The other bad news is that the tenants could move out at any time, leaving us with expenses but no income. For now it is workable, but the repairs need to be done in the spring.

As far as staffing goes, our custodian and sexton provide adequate service to the needs of the campus. Our church administrator, Mary Phelan, is an absolutely indispensable asset. She has really developed the position and is invaluable for solving day to day issues that come up in the operation of the church. We are blessed to have her as a member of our great staff.

As you can see, we have our work cut out for us in the use and maintenance of the campus. Each and every member should carefully consider what role they see for each of the buildings to support the mission of the church and let us know what their ideas are. And few volunteers to help out with the work wouldn't be a bad idea either. Let us know.

Respectfully submitted,

The Prudential board- Doug Kelly, Scott Mitchell, Nancy Clark, Dave Dwelley, Lynne Gillette, John Zepp.

## **2009 Annual Stewardship Committee Report** **“Sharing God’s Blessings”**

This year the Stewardship Committee began very early in the year. In February the Huberts and Hugh McLean had an exploratory meeting. We reviewed Tony Robinson’s stewardship thought in Transforming Congregations.

Our first meeting was in March. We agreed on our theme “Sharing God’s Blessings” and we set the date, October 25, for Consecration Sunday. We intended to use testimonies in Church, and communications in the Edge.

Midge Christopher became our graphic person with a variety of ideas. She introduced and personally funded a “Blessing Card” that was placed in the pews. This gave the congregation the opportunity to write blessings received and blessings they might give. This color card is extremely attractive and hoped it would be used extensively in the pews.

Midge also used photography to create our brochure for mailing and a power point presentation to be made in church as a stewardship message.

We tried to use prayers and scripture in our meetings as well as a sharing called “have and have nots” so we could keep abreast of our complete lives to better know each other and to work as a team.

In June we met with Sara Jane Munshower for a discussion from “Changing the Conversation” by Tony Robinson. She also shared a book “A Thousand Paths to Generosity”. A quote from this little gem of a book was included in each Sunday’s bulletin.

For cost saving and variety we agreed to use “Hot Fiddlers” for our Consecration Sunday entertainment. We also changed the menu to an early lunch.

We continued to meet throughout the summer, praying, discussing and planning. Our skit was prepared and written. Weekly testimonies were given in the service. In committee we talked about what part of the Sunday service did we each like and what would make First Church better for each of us. We began a discussion of fifteen minutes on Faith and Money by Thomas Jeavons. The Chairs attended the Council and Cabinet meetings and actively participated in discussion of important and timely church decisions both spiritually and fiscally.

Our pledge card was reformatted thanks to Hugh McLean. Judith Merrick, a past member, was our talented banner maker. Barry Budlong preached a full sermon.

Consecration early lunch and entertainment seemed well received. Pledge cards were passed in, tabulated, and verified. The committee made phone calls as needed and thank you notes were sent.

We thank the dessert makers who contributed to the early lunch and confirmation class who helped us serve and clean up.

We give thanks to the energetic efforts of the committee. Mary Phelan of course did the best job of being our statistician.

Many members of the congregation increased their pledges and, through some hardship and uncertainties, others continued to be as generous as their means allowed.

We thank you all.

Faithfully submitted,  
 Carol and Jack Hubert, Dave Drapeau, Barry Budlong, Midge Christopher and Hugh McLean.

### Stewardship by the Numbers

Calendar Year	2006	2007	2008	2009	2010
Total Pledging units	286	248	224	240	224
Total Pledged	\$383,778	\$386,942	\$363,125	\$372,350	354,976
Total Collected	\$382,902**	\$411,548**	\$407,852**	\$376,800**	NA
Average Pledge	\$1,341.81	\$1,560.25	\$1,621.09	\$1551.45	\$1,584.71
% inc/decr		16%	4%	<5%>	<-5%>
Pledge Distribution					
>\$8,000	2	1	4	4	4
\$6,000-\$7,999	6	7	4	4	2
\$4,000-\$5,999	11	9	9	11	12
\$2,000-\$3,999	34	36	39	44	43
\$1,000-\$1,999	69	71	61	56	59
\$520-\$999	60	51	53	57	47
<\$520	106	73	54	64	57

\*\* Beginning 2009, in order to be able to budget based on committed pledges only, any donations made from non-pledgers was deposited into "Loose Offerings." Loose offerings, renamed as a category to "Non-pledged offerings" increased from \$13,209 to \$28,180 in 2008 and 2009, respectively. That may explain part of the drop in "pledged" income from 2008 to 2009.

## 2009 Annual Board of Deacons Report

After reviewing the Deacons minutes of the past year it seems like we had a pretty quiet year. Many staffing changes required flexibility among the administration and the congregation but also offered opportunities for growth. Our seminary student Mary Ann Purtill helped our interim associate pastor Sara Jane Munshower fill in for Rick when he took his much earned sabbatical in June. Mary Ann stayed on through July to lead the Cluster 13 Mission Trip to Camden, New York, and to cover for Char Corbett who was completing her clinical pastoral care at Harford Hospital. Helga Finley joined the staff as Church School Coordinator at the beginning of August. We said good bye to Sara Jane at the end of August after two inspiring and enlightening years as our interim associate minister. In September Char returned as the Minister of Youth and Outreach and we welcomed Nancy Lois as our new seminary student.

Mike Novak revised the Deacons General Procedures Manual at the end of February and the new Helping in Hard Times Ministry (a.k.a. the Job Transition Group) counseled and supported many people who found themselves without a job because of the economic downturn. Due to the efforts of Randy Clark, Bang Williams, Steve Porcaro and Julie Fewster, many townspeople and members of First Church were helped by this timely and effective ministry.

In May a Search Committee for a new associate minister was convened. Betsy Kenneson, as the chair, led the group consisting of Steve Porcaro, Bob Stisser, Claudia Jones, Scott Burghoff, Penny Richard, Marilyn Loomis, and Brittany Napiorkowski. As the 2009 year ends they are finishing the Church Profile and hope to start interviewing applicants early in the spring of 2010.

In October due to the H1N1 Flu the Deacons decided to take extra precautions temporarily to limit the spread of germs. We decided to serve individual pieces of bread at the 8:00 Communion Service and to suggest limiting handshaking during the Passing of the Peace. Greeters were given programs to pass out to people entering the church also to limit the handshaking. These initiatives were met with mixed results and will be suspended sometime in March 2010.

December saw the First Church in Windsor premier of "Christmas with the Critters", an original musical written by Mark Watkins and Victor Evans. This delightful Christmas experience was presented on the third Sunday in Advent during the church service. The supporting cast included members of the senior and junior choirs.

Because the Deacons are the spiritual leaders of the church, I introduced a devotional time at the beginning of our meetings to offer an opportunity for the members to grow in their own spirituality. We discussed the First Church Mission Statement and dissected the UCC Statement of Faith. Rick led us in a Bible study, and explained the Lectionary and the meaning of the Advent Season. We also discussed some of Tony Robinson's ideas in his book "Changing Congregational Culture." I hope this was instructive for the Board.

I have heard Rick mention many times that one way to grow in faith is to worship regularly, join a small study group, and do outreach. I think that speaks directly of the First Church Mission Statement which is ... "to worship God, love our neighbor and follow Jesus as together we journey in faith." Happy journeys!

Respectfully submitted,

Jean Kelly, Chair,

Betsy Kenneson, Michael Novak, Dave Wilson, Lynda Fredette, Steve Hammerman, Patti Huntington, Mark O'Donnell, Deb Berry, Andrea Schnure, Martha Pinckney, and Bang Williams.

## 2009 Parish Caring Ministries Annual Report

“Bear one another’s burdens and in this way you will fulfill the law of Christ.” Galatians 6:2

Parish Caring Ministries consists of nine active ministries: Flower Committee, The Prayer Team, Parish Visitors, Care Note Writing, Friendship Team, The Knitting Ministry, Helping Hearts, Meals and Transportation, the 80+ Birthday Club. All these ministries are served by about 100 devoted and compassionate volunteers and First Church is very grateful for all they do to bring the sense of Christ’s ministry into our congregation and well beyond it.

In 2009, **The Knitting Ministry** (30 members), co-lead by Susan Huleatt and Sue Williams, sent out **52 shawls**. Since its beginning (March 2001), **670 shawls** have been given to folks that were suffering in some way.

Ruth Budlong heads up the **Helping Hearts Program** (Church School children’s cards) and the **80+ Birthday Club**. In 2009, **203 cards** were sent to parishioners. (Birthday, Thanksgiving, Christmas, Valentine, Easter and Get Well.)

**The Parish Visitors** (16 members), under the able leadership of Dorothy Merz, visit a First Church member who no longer gets to church. They visit them once a month.

**Meals and Transportation** (62 members), run by Linda Carillo, delivered **9 meals and 34 rides** this year. They also helped with the Silver Tea.

The **Care Note Writers** (14 members) sent out **72 notes** to parishioners who had been hospitalized or who had sustained a loss of some kind. Dottie McAllister oversees this group .

**The Flower Committee** (12 members), headed by Dorothy McAllister, delivered **52 Easter flowers and 53 Christmas poinsettias**. On three Sundays of each month, the flowers on the altar are divided and delivered to those that have recently had an illness or loss. Many, many parishioners are served in this way.

**The Friendship Team** (12 members) has called countless visitors that have worshipped with us on Sunday mornings throughout the year. Sue Williams oversees this group.

**The Prayer Team** has prayed, in the comfort of their own homes, for the many, many folks who have requested our prayers. Sue Williams heads up this group.

This year, Parish Caring Ministries put on its second **Silver Tea**. This elegant affair is held every two years in honor of all our members who have reached their 80<sup>th</sup> birthday. It was held on April 28, a sweltering 90-degree day, but all attendees had a wonderful time. Mark Watkins provided lovely music and delicious food was served. **Forty-five elders** attended.

Parish Caring Ministries received \$515.00 in gifts in 2009.

**Parish Caring Ministries Sunday**, September 27, was the day set aside to celebrate the many volunteers who serve First Church with generosity and love.

Respectfully submitted, Sue Williams, Coordinator

## 2009 Helping in Hard Times Ministry Report

The First Church Helping In Hard Times Ministry began in February of 2009 in an effort to provide support to individuals within the church and wider community who had lost their job or were facing the potential job loss.

The purpose of the job search group is to provide a safe, supportive and positive environment where participants are comfortable in sharing their emotional ups and downs of their search. Most importantly they are able to help each other move forward in their career transition. The Helping in Hard Times team seeks to provide opportunities to discuss career objectives or job concerns, ways to enhance ones job search through resume preparation, interview skills, networking with an effective marketing plan and most importantly negotiating the offer.

The job search group has met each week since last February from 9:00 to 10:30 on Wednesday mornings in the parish house. The participants attending are from a variety of work backgrounds including: banking, healthcare, insurance, legal, manufacturing, teaching and service industries. Forty six people have attended one or more sessions. Currently 10 to 15 individuals attend each week. They share networking contacts, job leads, feedback on resumes and interview skills and provide emotional support when needed.

The good news is that to date 11 participants have found new positions. Some have retooled and reinvented themselves by design and are excelling in their new positions. Some comments from the participants include:

“Thanks for your dedication and hard work to an endeavor that has and will help so many in very concrete ways. It was a God’s send to me and I am sure to others.”

“We all thank you and the team for your tireless support to this very needed group in such difficult times. You are a gift to us all Many thanks.”

“I want to thank each of you for all of your work with the Networking group. The commitment is just wonderful and the gifts that you all share with all who walk through our doors is a real endorsement of First Church of Windsor members. The gift of each of you is certainly being felt in our community and beyond.”

### HOW CAN YOU HELP THIS IMPORTANT MINISTRY

Two ways: First, if you are aware of an open position let a member of the HHTM team know and they will share it with the group. Secondly, make yourself available to have a informational networking meeting with an individual who wants to find out more about your industry and your company.

The members of this ministry are Randy Clark, Rick Huleatt, Julie Fewster, Steve Porcaro and Bang Williams. With your support we can increase the number of participants who will find meaningful work this year.

## **2009 Annual Memorial Gifts Committee**

In April, the Memorial Gift committee met with church staff members to review their request for a contribution towards a new phone system. The old system had been donated 10 years prior and lacked most modern phone features. The new system would have voicemail, conferencing capabilities and privacy options. The committee committed \$1,000 towards the project which enabled the church to be able to purchase the new system with only a modest monthly payment.

In 2009, donations were made in loving memory of Mary Giffin, Dick Arnold (directed to the organ renovation funds, Peg Zappulla and Bill Ernst.

Respectfully submitted,  
Doris Butler, Ellie Word and Virginia Maher

## 2009 Annual Memorial Garden Report

There were no ashes scattered in the First Church Memorial Garden during the year. One of the sentinel stewartia trees had to be replaced, and a brownstone “collar” was created for it to shore up its location at the very top of the riverbank.

Mike Fraley, newest member of the committee, has left the congregation.

Other members of the committee are **Charlie and Pennie Campbell, Nancy Clark, Tony and Jay Davenport, Priscilla Ford, Tom and Sue Gilmartin, Sue Keirstead, Jamie Klase, Judith Merrick, Mary Phelan, Penny Richard, Ellie Word** and, ex-officio, the Rev. **Richard Hanna Huleatt**.

Respectfully submitted, Tony Davenport, chairperson (pro tem)

## 2009 Annual Music Committee Report

The Music Committee continues to bring the joy of performed music to the congregation and others.

Mark Watkins, Music Director, and Victor Evans, Associate Director, continue to bring new experiences, musical selections and performers and their own personal compositions to the church services. The Music Committee has a permanent account for Organ Capital Improvements. Contributions to this fund are invited and Mark and Victor perform Noontime Concerts and 4 O'Clock concerts and the proceeds of free-will offerings are directed to this fund.

Special events during the year include the following:

Noontime Concerts are held on the first Wednesday of each month in the Meetinghouse.

Sunday, February 8 at 4:00 PM – Jennifer Hsiao's violin concert was wonderful and a reception was held following in the Parker Room.

Saturday, April 25 at 5:00 PM – A Musical Potluck was held in the Meetinghouse with many members of the church performing with instruments and singing for their families and friends for a very musical evening. A potluck supper was held in Nelson Hall after the concert.

Saturday, August 1 at 8:00 PM – "Opera in the Meetinghouse" was held with wonderful performers from Connecticut, New Jersey and Pennsylvania joining with choir members to sing selections from a variety of operas. There was a large attendance and will be presented again next summer.

The Lucille Hemple Parker Scholarship was awarded in June to three music students from our church including Cady Berry, Amanda Howe and Nigel Pepin. This will help them to pursue their musical interests.

It has been a musical year here at First Church and we thank Mark, Victor and all of the choirs and performers for their participation.

Submitted by,

Sue Keirstead (Chair), Mei Chen, Midge Christopher, John Pierson and Carolyn Whyte



## **First Church Early Learning Center**

*A Place Where Children And Childhood Are Celebrated*

Throughout 2009, First Church Early Learning Center (FCELC) continued to offer a nurturing and rewarding learning experience for preschool children of the church and surrounding communities. The administrative staff and dedicated teachers provide a secure and caring environment where children are valued and given encouragement to develop creativity, social skills, and positive self-esteem.

Our current enrollment is 74 children in 6 classes. Programs offered by FCELC in 2009 include:

The Full-Day Threes and Fours, and Half-Day Threes and Fours Programs offer a very low teacher/student ratio and an excellent curriculum in well-equipped classrooms.

A Summer Program offers theme-based learning and social activities for 3 to 6 year olds.

Lunch Pail Pals is an enrichment program so that children may stay for lunch one/two days a week.

\$4500.00 in scholarships was awarded to qualifying families to help subsidize their tuition costs. These funds are available because of the generous support of the Board of Christian Outreach and the donations of parents through the Holiday Scholarship Fund which added \$1300.00 to the scholarship fund.

Ana Snellenberger joined our staff as a full-time Lead Teacher in our Full Day three-year old program.

Staff salaries were frozen, no increase for 2009-2010. And many staff had their hours reduced as a response to lower enrollment numbers which translates to less tuition income. This is a temporary solution.

Our annual pledge to the church was increased to \$6000.00.

We continue to participate with the Town of Windsor in the School Readiness Grant Program. Ellen serves on the Windsor School Readiness Council, the Windsor Early Childhood Council, and was a member of the Community Planning Grant administered by Windsor Public Schools.

We administer funds for the Graustein Memorial Fund and the Parent Leadership Training Institute grant.

We sponsored a Kindergarten Readiness Parent Meeting(open to the public) in conjunction with the administrative staff at the Roger Wolcott Early Childhood Center,

As part of our community outreach, we donated \$830.00 this year to support WHS Project Graduation, the First Church in Windsor Parish Caring Committee, Early Childhood Council booth at the Windsor Shad Derby, First Town Downtown(co-sponsored a Concert on the Green), the Windsor Community Service Council, Interval House, Mary's Place, the Windsor Chamber of Commerce(Businesses Fueling Minds through Books), and The First Church in Windsor(provided a basket for the 2010 Spring Auction).

Several ambitious purchases or improvements this year include:

Repairs on sink drain. \$175.00

Rugs for Foyer and Hallway. \$472.00

Mulch for Playground. \$998.00

Contributed to the cost for the high speed church internet access, DSL line and website fee. \$220.00

Purchased microwave and dehumidifier. \$216.00

First floor of Parish House was tested for lead paint. \$120.00

On behalf of the Policy Board, we would like to thank all of the staff of FCELC for their talents and dedication to the children and to the school. It has been the sincere cooperation of the staff, policy board, parents and church community that makes our school very successful.

Respectfully submitted,

Wendy Schwartz (Past Chair); April Michaud(Co-Chair); Rosa Collyer(Co-Chair); Caroline Hoffman (Secretary); Andrew Lattimer(Treasurer); Heather Renaud(Scholarship); Stefanie Sigmund(Ways & Means); Cynthia Eisnor, Kevin Levine(Parent Representatives); Denise Belanger Church Liaison), Amy Peters, Suzanne Drangenis(Staff Representatives),and Ellen Monchun (Director).

## 2009 Annual First Church Women's Club Report

The Women's Club consists of 56 members. Luncheon meetings are held at 12:00 PM on the 2nd Tuesday of the month from September through May. Lunch is a BYOS (bring your own sandwich). Beverages and desserts are prepared by volunteer hostesses and their committee. A donation of \$2.00 is used to offset custodial and programming costs. We have an interesting program and/or speaker each month. December and April are potluck luncheons and May's lunch is held at a restaurant.

Financial contributions: First Church Memorial Fund, First Church Youth Mission, Windsor Library, and Windsor Food Bank.

The Program Committee provides a variety of interesting and educational speakers and fun presentations followed by a monthly business meeting.

Members participated in and volunteered for the following activities:

Help prepare "The Edge" newsletter for mailing and assisting the office on an as needed basis.

Funeral Receptions

Parish Caring Ministries

Workshop Group: 1. Prepared 30 "Gift of The Heart School Kits" that are distributed by Church World Service. 2. Made table favors for those attending the Silver Tea.

Responsible for care of the kitchen dish towels.

Responsible for delivering Sunday Service worship recorded tapes to Windsor Rehabilitation nursing home.

We are represented at the Church Council.

We participate in civic and charitable volunteer work.

We made 75 knitted items, 75 -100 miscellaneous items and donated them to, Head Start, Windsor Rehabilitation, Kimberly North and Kimberly South, Hartford Hospital, Windsor Food Bank, and Windsor Family Services.

At the close of this busy and successful year, I wish to thank all of our members and the executive board for their hard work and generous support.

Respectively submitted,

Polly Ellis (President), Pam Sweeny, Fran DaRos, Sue Keirstead, Elaine Mesick, Elizabeth Parker, Elaine Brophy, Laverne Gustafson, Jan Dagenhart, Edie O'Donnell, Dorothy McAllister, Jan Stevens, Beth Horlitz, Mary Ransom, Jay Davenport and Doris Butler.

## 2009 Annual Board of Trustees Report

The Board of Trustees met four times in 2009 to oversee and manage the Endowment Fund investments of First Church. The meetings were held April 9, May 27, September 30, and December 2, 2009.

As in 2008, in 2009 the endowment was invested in two funds: the Missionary Society's Consolidated Trust Fund and Fidelity's Four-In-One Index Fund. As of early October 2009, the balance of these funds combined (the total endowment of the church) was \$2,296,521. This is compared to the high mark of \$3,134,457 at September 30, 2007. The gradual decline from late 2007 to September 2008, and the precipitous drop of the period from September 2008 to February 2009 combined to greatly erode the endowment of the church. The good news is that these funds, as with the general market, have come back since spring 2009 to the current day. We were also blessed with the notification that the church will receive a generous bequest from the estate of Carolyn Conklin to be held in trust in memory of her parents, Carrie Louise Conklin and John Charles Conklin.

For the 12 months ended 9/30/09, the UCC Consolidated Trust Fund which held 67% of the endowment had a performance of +3.65% as against the S&P 500 of -6.91%. For the 12 months ended 12/31/09, the Fidelity Four-In-One Index Fund which held 33% of the endowment returned 25.00% against the S&P 500 return of 26.46%. We are hopeful for continued improved results in 2010. The rolling 12-quarter average of these funds for the period ending 9/30/09 was \$2,613,949 which would suggest a distribution to the operating budget of \$130,697 or 5% of the average.

The board welcomed Donn Jourdan as its new member in early 2009, who replaced John Stevens who left the board after five years of service. We also wish to thank Jennifer Bilo-deau for her work on tracking the investments and funds, and to thank Marillyn Loomis who is stepping off the board for her thoughtful suggestions, note-keeping and investment insights these past several years.

Respectfully submitted,

Christopher Wejchert, Chair  
Kathy Hardman  
Donn Jourdan  
Marillyn Loomis  
Jamie Vernon

## **2009 Annual Treasurer Report**

In 2009 a decision was made to audit the church financial statements for the year ending 12/31/2008. Typically an audit is performed every five years or so with interim years being internally reviewed by a member of the church. An independent audit by an outside CPA firm had not been performed in ten years. Because of that and the fact that our new bookkeeper, Jennifer Bilodeau, who joined us in the summer of 2008, determined there were inconsistencies in how certain categories were accounted for due to a lack of written policies and procedures, an audit seemed a prudent step. We engaged Bill Clark from O'Connell, Pace & Company, PC., a CPA firm that had come recommended by the Connecticut UCC Conference. Many of the management comments at the end focused on our less than adequate accounting policies and procedures and staff is engaged in improving that documentation. The objective is to create a strong policies and procedures manual that, in the event of staff turnover, will serve as strong guidance for newcomers.

The only item determined to be of material concern was the lack of oversight of entities who come under the legal ownership of the First Church in Windsor; principally the First Church Early Learning Center. Procedures to ensure there is adequate oversight of the ELC financials has been put in place going forward. The First Church Personnel Committee will be reviewing the ELC personnel policies to ensure they are consistent with the First Church policies.

These measures bring the church into compliance with the recommendations of O'Connell, Pace and will be monitored going forward by the church Treasurer, the Cabinet and an independent internal audit person (a qualified volunteer.)

Aubrey Loomis

<b>BOARD/COMMITTEE</b>	<b>NAME</b>	<b>TERM</b>	<b>NEW CHAIR</b>
<b>Assistant Treasurer</b>	Bob Stisser	2011	
<b>Treasurer</b>	Aubrey Loomis	2011	
<b>Financial Secretaries</b>	Jim and Joan Thornton	2011	
<b>Auditor</b>	Heidi Kelsey	2011	
<b>Cabinet Chair</b>	Noel Osowiecki	2012	
<b>Christian Education</b>	Laurel Slate, Chair	2011	<b>Laurel Slate</b>
	Judith Merrick	2011	
	Deb Goldberg	2011	
	Sue Warner-Prouty	2012	
	Hilary Carpenter	2012	
	Claudia Jones	2012	
<b>Christian Outreach</b>	Mark Fredette	2011	<b>Mark Fredette</b>
	Jan Stevens	2011	<b>Jan Stevens</b>
	Martha O'Donnell	2011	
	Randy Clark	2012	
	Ginny Drapeau	2012	
	George Merrick	2012	
<b>Deacons</b>	Lynda Fredette	2011	<b>Lynda Fredette</b>
	Patti Huntington	2011	<b>Patti Huntington</b>
	Mark O'Donnell	2011	
	Steve Hammerman	2011	
	Deb Berry	2012	
	Martha Pinckney	2012	
	Bang Williams	2012	
	Andrea Schnure	2012	
	Terry Eberle	2013	
	Mary Jane Dembkoski	2013	
	Doug Tynan	2013	
	Janet Focarelli	2013	
<b>Community Awareness</b>	Mike Novak	2011	
	Stephanie Stone	2011	
	Lisa Dube	2011	
<b>ELC Policy Board</b>	Denise Belanger	June 2010	
	Heather Renaud	June 2010	
	Cynthia Eisnor	June 2010	

<b>BOARD/COMMITTEE</b>	<b>NAME</b>	<b>TERM</b>	<b>NEW CHAIR</b>
<b>Hospitality</b>	Kristen Eckhardt	2011	
	Lorraine Wells	2011	
	Kim Tynan	2011	
	Open		
<b>Music</b>	John Pierson	2011	
	Mei Chen	2011	
	Midge Christopher	2012	<b>Midge Christopher</b>
	Carolyn Whyte	2012	
<b>Personnel</b>	Scott Burghoff	2011	<b>Scott Burghoff</b>
	Martha O'Donnell	2012	
	Rick Huleatt	In Perpetuity	
<b>Prudential</b>	Doug Kelly	2011	<b>Doug Kelly</b>
	Dave Dwelley	2011	
	Nancy Clark	2011	
	Scott Mitchell	2012	
	John Zepp	2012	
	Lynne Gillette	2011	
<b>Stewardship</b>	Dave Drapeau	2011	
	Barry Budlong	2011	<b>Barry Budlong</b>
	Hugh McLean	2012	
	Midge Christopher	2012	
	Jen Osowiecki	2013	
	Open	2013	
<b>Trustees</b>	Chris Wejchert	2011	<b>Chris Wejchert</b>
	Jamie Vernon	2012	
	Kathy Hardman	2013	
	Donn Jourdan	2014	
	Warren Johnson	2015	
<b>New Things</b>	TBD	2011	
	TBD	2011	
	TBD	2011	
<b>Delegate to Christian Activities Council</b>	Recruit as needed (2)	2010	
<b>Delegates of the Ct Conference</b>	Recruit as needed (2)	2010	
<b>Delegates of the Hartford Association</b>	Fran & Don Daros	2011	

**The First Church in Windsor  
United Church of Christ**

**2009  
Financial Statements**

**2010  
Budget Summary**

**And**

**Consolidated Fund Activity  
Report as of 12/31/09**