



United Church of Christ

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67<sup>th</sup> Annual Meeting

February 6, 2021

Garrett House

Moderator

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# 67<sup>th</sup> Annual Meeting Agenda

February 6, 2021

Via Zoom

3:30 PM

Call to Order	Garrett House, Moderator
Quorum Check	Micki Carter, Parliamentarian
Prayer	Rev. Elizabeth M. Clement, Pastor

Announcements/Explanation of Voting via Zoom

Agenda Review – Additions, Revisions, and Approval

## Old Business

Approval of 2020 Annual Meeting Minutes	Mary Beth Gray
2020 Financial Report	Greg Thornhill
Acceptance of 2020 Annual Reports	Garrett House
(excluding Nominating and Budget Reports)	

## New Business

Chocolate Fest Plans	Danielle Chamberlin
Revisions to Constitution & Bylaws	Micki Carter
2020 Budget	Greg Thornhill
Nominating Report	Danielle Chamberlin
Renew Covenanted Minister's 3-Way Covenant	Thomas Crosby
Goals for 2021	Garrett House

Closing



Greg did mention property taxes are going up, our water bill is higher, and next year will contain expected anomalies from other years (which will be discussed later in the budget.

A question came up as to why did we have fewer one-time renters this year?  
Answer: As we get more long-term renters taking leases, there's less opportunity for short-term renters. We still had a positive change when comparing the somewhat lower than expected short term rental income with the higher than expected long-term rental income.

A motion was made to accept the 2019 Annual reports, including the Financial Report with today's revisions. The motion was seconded and passed with one abstention.

Acceptance of 2019 Annual Reports (excluding Nominating and Budget Reports)  
Steve Chamberlin

### **New Business**

Harvest Dinner Visioning Tree      Steve Chamberlin

At the Harvest Dinner there was a visioning exercise where people filled out three paper "leaves" answering three questions. Twenty people participated.

Three questions: What brings you to CCB? What do you think is the most important purpose of CCB? What if any events or efforts do you think we should leave behind?

Results (p.13 of the Annual Report). Steve went over highlights of the report answering these questions. What is the most important item that brings one to CCB? Community. Two-thirds gave fellowship as the purpose most important to them, one-third noted spirituality. What should we stop or leave behind? What got the most votes to drop? Several activities were mentioned individually, but the activity most mentioned was Home and Hope.

Youth visioning today: What words come up for you when thinking about CCB? Answers: Community, friendliness. Next question: what should be the most important purpose of CCB? Answers: to be welcoming and accepting, the people, people meeting together, to be inclusive. Food always came up in these ideas! Ages of the kids asked ranged from 5 to 14: 8 kids participated in these answers.

Other questions: what keeps you coming back to church? What do you like?  
Answers: food, the feeling of being loved and welcomed, people like me here, key lime pie. Last question: what would you change or delete? Answer: some youth would like to delete more traditional religion references – fewer bible stories or traditional religious activities.

## Interim Ministry Update

## Pastoral Search Committee

Elizabeth Nordt presented (report is on page six). Some folks have now retired from the pastoral committee. Our new interim minister Pastor Elizabeth Clement will come March 8<sup>th</sup>. We will need to fill a committee to work with our Pastor Elizabeth for our visioning for the future. Our remaining pastoral search committee needs to be bolstered with new members to continue the search for our eventual settled pastor. Please anyone interested attend the meetings or actually join the committee.

## Chocolate Fest Plans

## Danielle Chamberlin

Chocolate Fest is scheduled for Oct 16-17<sup>th</sup> 2020. Some folks have suggested retiring this event, but many voices want it to continue. We already have 6 vendors and it is only January. Again, this is an opportunity to enjoy fellowship by helping with the committee. Greg, Leslie, and Susan offered to help. Danielle has purchased tickets to a March chocolate fest in San Francisco, so anyone who would like to go and eat and recruit vendors please step up. Date is perhaps March 14.

## 2020 Budget

## Greg Thornhill

Greg showed a quick video of yesterday's efforts painting and prepping the apartment upstairs for our new interim minister. Various folks have come in and worked or brought in food for our volunteers since last Wednesday.

Anomalies for 2020 – there were significant changes to our projections. Being \$4,529.00 ahead looks great, but we had projected to have \$11,282.00 remaining. Some differences were because of items such as our new minister gave us a slightly discounted rate, and there was no annuity arranged per agreement. But the difference from what was expected should be noted, so we can be sustainable. We have received 24 pledges for next year, with a total of \$66,200 pledged. Pledges have gone down somewhat, and the expected revenue from rentals has gone up.

A motion was made that we accept the budget as planned in the annual report. A discussion followed.

The apartment was vacant from late January to early March (loss of revenue). Long term leases are holding relatively flat (more would be helpful). We can't count on short term rentals as much now that we have less leeway to rent the fireplace room, etc. due to less space available for rentals.

Historically, for 2012 we had 45 pledging families and this year we have 24. Also, this year 26% of revenue came from pledges and 71% of revenue from rentals, whereas in 2012 that ratio was different.

Question: what have we done to make it easier for people who are not here to donate to the church? We are working with Bank of America to provide opportunity for online donations. Currently we need credit cards for rentals and would like to provide other methods for payment. Also, we are looking at opportunities for using other technology, such as allowing donations by phone texts.

Comment: we are a generous church and we give of our monies and time and efforts. There was a recommendation that we model donating by putting in a dollar or so at offering time even if we've already done our pledging for the year. Further, it was mentioned that making a contribution is not necessarily about money - our church needs everyone's efforts, so please think about how you can help. "Many hands make light work."

Comment: sometimes folks are concerned we are too business-oriented with all our rentals. But we can remember that most of those rentals are about kids and/or community.

Comment: this year there is no income/expense line for the children's summer camp because we are discontinuing that event. Instead, we are replacing it with more age-appropriate activities for our kids.

Greg continued by reminding us that we are looking for a new administrator for our office, and will be folding in the business rental duties, allowing that position to command higher pay. We are giving Larry our bookkeeper a raise as well - he does great work for us and also brings specific experience as he handles other churches as well. Capital reserve is increasing to accommodate new projects such as the top to bottom fire alarm system required by the city as we now have an increased number of kids present. Utilities expenses are up as we use the building more. The Sunday school Coordinator is a new position, a 10-hour weekly job refining the previous role of DCE which has been discontinued (this position has not yet been filled as of February).

Raises - we are proposing 4% raises for both the choir director and organist. Insurances and taxes went up slightly. This year there will be two ministerial salaries and benefits (bridge and interim minister). OCWM expenses are held flat at \$11.50 x 77 member, pls 5.5% of our operating expense.

The motion to accept the budget as planned was seconded. More discussion followed.

OCWM question: since we have a formula for rate per capita involved in the OCWM expense, how accurate is our figure for membership? And if more and more of our income is from rentals, should the additional amount for contribution rate of total expenditures be used since it is not all church-related. Responses: our OCWM donation is credible, as that organization does important work for us: 1) monitors the leaders who lead us; 2) makes Thomas's VA outreach possible; 3) forgives student loans in certain areas, etc. Also, we did lower the percentage used for

calculating the donation in past years to accommodate the business-related and church -related expense ratio changes. It was mentioned that some churches do not participate in donating to OCWM at all, or only if there's a surplus at the end of the year. Lastly, the current membership list has been exhaustively reviewed to determine the current number of active congregation members.

Sally asked if she got the annuity, she had been expecting for the first two months of 2020. The answer was yes, and the budget spreadsheet will be changed to reflect it.

Question was called to approve the budget as presented here. Motion passed unanimously with no abstentions.

Music Topic

Elizabeth Mye

Elizabeth mentioned she had some ideas about more modern music options but they would cost more than we have a budget for. She asked for input and/or feedback on what is working in the music program, and what could be changed. She asked what people thought about continuing or discontinuing the organ, or if we should continue the piano recitals at the end. Elizabeth suggested she would like to bring in a Christian band with some great music. Comments were made back and forth about whether the organ was appreciated, that it is too loud for many people, that some people want more modern music, some like the traditional hymns. The renter Cathedral da Família reportedly has great modern music, maybe we can invite them to play for us? Elizabeth spoke of other possibilities involving community youth choirs.

Nominating Report

Garrett House

Garrett presented the nominating committee's proposed slate (page twenty-one). He encouraged more people to volunteer, for the benefits of fellowship as well as the work, and also to be careful not to burn out.

Moderator	Garrett House
Vice-Moderator	Danielle Chamberlin
Clerk	Mary Beth Gray
Members at Large	Linda Howard, Jane Fernald, Leslie Marx
Treasurer	Mike Venturino
Trustees	Greg Thornhill, Henry Altorfer, Irene Hall, Maura Whitmore, _____, _____.
Buildings & Grounds	Irene Hall, Maura Whitmore, Greg Thornhill, Garrett House, Gary Brandenburg
Deacons	Maura Whitmore (Altar Guild Chair), Jane Fernald, Barbara White, Steve Chamberlin.
Christian Education	Danielle Chamberlin, Elizabeth Nordt, Mary Beth Gray, Leslie Marx, Garrett House
Social Action	Warren Dale, Georgi, LaBerge, Leslie Marx, Linda Howard, Jane Fernald

Family to Family Elizabeth Nordt	Irene, Susan Linares, Andrew Altorfer,
Home and Hope	Sarah Thornhill
Multifaith Coalition	Irene Hall
Communications	Micki Carter, Barbara Todd, Danielle Chamberlin, Alice Chamberlin, Kendall House.
Pastoral Relations	(Pastoral Search Committee) Greg Thornhill, Elizabeth Nordt, Gary Brandenburg, Steve Chamberlin, Garrett House, Danielle Chamberlin, Irene Hall, Kendall House.

A motion was made to accept the nominating slate as amended, which was seconded and passed unanimously.

Discussion: For the youth, Linda gave out a signup sheet for various committees. Andrew was interested in helping with visioning.

Chocolate Fest and Susan Linares	Greg Thornhill, Danielle Chamberlin, Leslie Marx,
Parliamentarian	Micki Carter
Auditor	Galyn Evans
Personnel Committee	Mike Venturino, Greg Thornhill, Micki Carter,
Steve Chamberlin	

The gavel officially passed from our previous moderator Steve to Garrett House. Garrett spoke of Steve's many contributions – especially for the last year, there were long hours and notable amounts of extra work required, often behind the scenes, to lead our council and congregation through this year of unexpected challenges. When our plans for the new minister fell through, Steve filled the subsequent leadership void with style and grace, always thoughtful, always respectful, always encouraging others in their own leadership. Through it all Steve somehow kept his sense of humor, and brought in new community activities, such as our monthly walking outings and the new CCB book club. Thank you, Steve, for everything you gave us during your moderator time.

Renew Covenanted Minister's 3-Way Covenant Thomas Crosby

Thomas Crosby mentioned the phrase "God be with us as we do the work of the church." He said the VA ministry has gotten more opportunities in the current political climate. Their headquarters have moved to DC. However, sometimes members of the LGBT organization can still be discriminated against by religious organizations, and yet still receive VA funding.

Chaplain service as a whole at the Palo Alto facility has gone through some changes with new leadership, some which he finds easy, some challenging. They are currently looking for 5 new chaplains, and it is difficult to find people with both the required education and the willingness to live in this expensive area. Some chaplains trend towards the conservative in their philosophy. He would like to see a

push for progressive chaplains in the military service. The chaplain service is moving and reaching out to new areas.

Thomas works in the trauma recovery units (men and women). He loves the job. This year he has become especially conscious of the self-care needed to fight professional burnout. For example, he now has established for himself “do nothing Fridays.” He asks for our prayers for him to have the discipline to continue this self-care, which fights the after effects of seeing bad things happen to good people.

Thomas appreciated the Christmas carol sing-a-long the choir did for the VA. He asks for prayers to decide what to focus on. He wants to be part of a mental health coalition with the VA (if you complete this program, you will have begun your doctorate in ministry at Vanderbilt ministerial school). His covenant is now a 4-way covenant – his job description is now turned over to our endorser – and as part of that he is now required to come to CCB once a quarter. He appreciates our support and prayers.

We at CCB certainly felt Thomas’s support this past year with our own ministry, while struggling to find our leadership both pastoral and within. He not only led multiple services for us, but attended various council meetings and participated when we went through various crises.

Thomas ended by saying the energy this morning was especially great, and repeated our affirmation: “God be with us as we do the work of the church.”

Goals for 2020

Garrett House

Our visioning for this year is yet to come. Garrett encouraged us to remember that God is still speaking. As we listen, are we listening to understand, or are we listening to respond? He encouraged us to be open-minded, to be loving, and to be open to finding our way together in the coming year.

### **Closing**

Meeting was adjourned at 3:21pm.

## Pastor's Report

By Pastor Elizabeth Clement

### **WORSHIP AND SPECIAL SERVICES**

We had my first and only in-person worship service on Sunday, March 15, 2020. On the next day, the governor called for the state to stay home. With the exceptionally gifted and dedicated members of CCB, we quickly learned to stream worship in a week and were ready for the next Sunday.

CCB has carefully followed the health and safety protocols issued by the State and by San Mateo County Health officials as those have changed from time to time.

All services (and other gatherings for church business) since March have been conducted online; weather and air quality permitting, some Sunday services also hosted in-person worship from the East Porch.

Since that eventful debut as interim pastor, I have preached all but five Sundays (40 Sundays in total; three guest preachers; two Christian Education and youth-led worship services.) Since August, I have taken responsibility for the Time with Children in Sunday worship, with help from Elizabeth Nordt and Lynne Benson-Colbert. With the "bulletin team," I also design worship and special services; and create the worship bulletin template each week.

- Services of Word and Table (Communion x 9 Sunday)
- Maundy Thursday Service
- Easter Sunday Worship Service
- Pentecost Sunday Service (Kites!)
- World Communion Sunday
- Children's Sabbath
- Blessing of the Animals
- Be Not Afraid: The Perfect Pandemic Pageant
- Christmas Eve 2020 Service of Lessons and Carols
- Christmas Day 2020 Prayer Service (with Island Church UCC)

### **CONGREGATIONAL CARE, SPIRITUAL LIFE & FELLOWSHIP**

This has been the greatest challenge of ministry in the Age of Pandemic.

- Pastoral Visitation: limited by pandemic protocols but possible, from time to time; invented the "driveway visit" and a few Veranda Visits
- Monthly Messenger articles
- Pastor's BYO Tea (via Google Meet) – weekly; discontinued
- There have been two deaths among the members but no memorial services; two new members and one returning; no baptisms or weddings.
- CCB 2020 Graduates Parade

- CCB Virtual Choir and duet with Elizabeth Mye
- Birthday Parade (99<sup>th</sup>) for Bob Donovan
- CCB Book Club (on hiatus)
- T'ai Chi with Jane Fernald
- PMC San Mateo County Spiritual Leaders Briefings (two)
- CCB Pastoral Relations Committee

### **“FUTURING”**

CCB can be pleased with the commitment and engagement of its members and friends, and the excellent lay leadership that has come forward over these last months. I have watched you grow and deepen in life and ministry together, even as we have struggled to know how to reach out and include more in our ministry together. Stand up and take a bow.

- Get acquainted with each other and begin to shape a way forward together (not as easy as it may look in Spring of 2020)
- FutureCARE: designed process for exploring new possibilities for the future of CCB mission and ministry; beta tested with CCB Youth
- Launch FutureCARE story process in congregation: design story model, enlist and orient story-catchers; capture and report “areas of high commitment and energy
- Gather/Collect: historical information and data required for the UCC Church Profile

### **CCB SOCIAL ACTION**

I have participated in the outreach and social action missions of CCB and honored to bring whatever offerings I can to this good work.

- Puente de la Costa Sur
- Samaritan House
- CROP Walk 2020

### **CHRISTIAN EDUCATION**

While I take no credit for it whatsoever, we can rejoice in the ongoing work with children and youth at CCB. I have been blessed to work with the Christian Education committee as we find ways to continue to grow with our children in faith and practice. For a brief time, we welcomed Telma Rojas as Children’s Program Coordinator. Since then, this work has moved ahead in the capable hands of the committee’s gifted and dedicated members. We might hope for some form of “Sunday School” to re-emerge in the coming year just as we hope to be able to gather in worship in person. But CCB can give thanks for the ways this essential ministry has moved into this challenging time to remain so vital. Thanks be to God!

- 2020 Graduates Parade
- Mostly weekly Zoom meetings with CCB Youth

- Pentecost Kite Flying; collaborated
- Children's Sabbath
- FutureCARE beta; beta tested storying model with CCB youth; Elizabeth Nordt and Danielle Chamberlin, partners in crime
- The Perfect Pandemic Pageant (Wow!), Christmas

#### **CHURCH ADMINISTRATION**

Just as Covid-19 and I arrived, so did Lea Mavroudis, CCB Office Administrator. Although shelter in place orders required that she start with us working from home, it has been a blessing to work with this gracious, capable young woman. Lea has a wonderful spirit and willingness to explore new things, in addition to being a terrific organizer. For the most part, she reports to the Personnel Committee. Because I am not her supervisor, I simply enjoy our work together. Very much.

- Post Office Hours: 10 am - 2 pm, Tuesdays and Thursdays
- Revised Office Hours: Always Next Door
- Attend Meetings: Council (monthly), worship planning (weekly); Futuring (as scheduled); CCB Youth Zoom ("CCB Yutes"; most Saturdays)
- Learn Everything (from Day 1)
- Do What is Needed, Whenever: making the road as we walk

#### **WIDER COMMUNITY ACTIVITIES**

It has been my pleasure to represent CCB in various activities and organizations in the Peninsula community. My face is easy to spot, and your presence is growing.

- PMC (Peninsula Multifaith Coalition) Liaison for CCB; Irene Hall
- PSC (Peninsula Solidarity Cohort: Interfaith Leaders Leveraging Moral Power for the Common Good); monthly meetings and fellowship
- PMC Teen Beach Clean Up
- PMC Race and Racism Event
- PMC Interfaith Prayers for Healing Service
- "Pray their Names" Exhibit at Island Church UCC
- PMC Thanksgiving Prayer Service; CCB co-host
- PMC MLK Day of Service; Team Captain

#### **WIDER CHURCH (UCC AND CONFERENCE) ACTIVITIES**

- Conversations with NCNC Conference Minister and Associate Conference Minister; as needed
- NCNC Interim Network; bi-monthly meetings
- NCNC Asian Americans & Black Lives Matter
- NCNC Interim Pastors Community of Practice
- SEC (Southeast Conference) Conversations with Pastors

- SEC Celtic Harp Meditations
- UCC Resources for Congregations and Pastors: Worship Ways bulletin models; resources for ministry in the pandemic
- SEC Healthy Boundaries Training for Clergy (certificate)

#### **CLERGY SELF-CARE**

In negotiating my contract with the Interim search committee, I asked that I be allowed to take responsibility for the wise and healthy use of my time as your interim. I have also asked that, if or when it was felt I was not “earning my keep” you will let me know immediately. I trust these summarize the agreed upon terms accurately. When I am not doing what is needed, I am counting on the leadership to let me know right away.

- Welcome Mr. Clement as often as possible
- Gaze: (transfixed) at the Bay from my window at dawn
- Dream: playing golf, learning t'ai chi, walking/hiking, and yoga
- Vacation days: cancelled at end of year due to COVID-19 surge #2
- Professional development: Interim Ministry Network Annual Conference; Digital Leadership course, Presencing Institute (July); u.lab 1x, MITx (fall 2020); Coaching Circle (weekly, ongoing)

#### **LOOKING FORWARD**

There is much this small church can do, and God asks us to do our best where what we can do is needed. I look forward to taking the next, most faithful steps with you in the months ahead as CCB makes the turn toward defining pastoral leadership needs and calling a next pastor.

Respectfully submitted,

Rev. Elizabeth Mitchell Clement  
 Interim Pastor  
 March 2020 – Present (January 2021)

## Moderator's Report

By Garrett House

For CCB, the year 2020 began with many challenges, and many questions. Six months had passed since our settled pastor of twenty years had retired, and Covid 19, had yet to darken our doorways. We were without a settled pastor, and despite months of reading resumes and interviews, we had yet to find an interim pastor. It was a bit discouraging, but the people of this congregation really stepped forward, and also stepped up, to the challenges of providing a service to our community every Sunday. The Congregational Church of Belmont continued on by the work of only the "laypeople".

However, it seems our faith and our hard work, did not go unnoticed. We were sent an angel named Pastor Sally Train, who became our "bridge minister". Pastor Sally was a thoughtful bright light who anchored and guided us during this time of need.

Our spirits lifted, and we continued our search for an interim pastor. We were looking for a wise experienced soul, who would lead us through our visioning process, help create a comprehensive church profile, and give us an understanding of what we at CCB, are looking for in a settled pastor.

In March of 2020, we were blessed to find such a person. In her own words, Pastor Elizabeth Clement had been "called" to be an interim minister. She came to us just as the pandemic hit, and she once again, rekindled the flame of the Lord in God's house. Pastor Elizabeth has made such a difference in our lives, and for her strong faith, love, and conviction, we are humbly and eternally grateful.

Despite the numerous challenges we faced over the last year, this church family has accomplished so much. We found a way to provide service during Covid, regardless of obstacles or limitations. We continued our outreach programs, focused on social justice, and worked with our partners who lease the building to find safe and equitable solutions. We reimaged our Chocolate Fest and supported our partners there. We also managed to continue meeting with our youth group, and produced an amazing Christmas Pageant with our youth that brightened up their lives and ours. Last, but not least, when I called upon you, this beloved community, literally pledged to support this ministry, allowing us all to continue on, and be involved in defining our mission.

Yes, it was a tough year, but when I wrap myself in all the loving, warm, positive energy of our beloved community, I am truly filled with hope, and the promise of what CAN be.

With Love and Light, Garrett House, CCB Moderator

## Clerk's Report

By Mary Beth Gray

	<u>2019</u>	<u>2020</u>
Baptisms	1	0
Marriages	0	0
Renewal of Vows	0	0
Memorials*	1	2
New Members	5	2
Inactive and Moved	4	6
Returning Members	1	1
Congregational Membership at Year End	77	70

\*This number reflects deaths, some memorial services may be delayed and occur in 2021 due to this year's COVID-19 quarantine restrictions.

## Chocolate Fest Report

By Micki Carter

The pandemic forced us to cancel Chocolate Fest this October, but it also provided us with an opportunity to show our Chocolate Fest partners — the local chocolatiers who offer their confections for sampling — some holiday love.

We launched the Boosting Our Chocolate Fest Partners program on Oct. 15, the very day we would have been welcoming our chocolate-loving guests to the 38th edition of Chocolate Fest.

Instead of greeting them in person, we invited them to buy their holiday chocolate from one of our Chocolate Fest partners and give them a much-needed “boost” in sales, we hoped, that would keep them alive and well through this difficult year. And, we admit, it was also an opportunity to keep Chocolate Fest alive for our dedicated chocolate-loving friends and family.

The program ended the day before Thanksgiving although we continued to handle pick-ups of those orders at the church through Dec. 4 and last-minute deliveries through Dec. 23.

The final numbers are impressive. We received 102 orders that totaled \$8,940 in sales for the eight partners, an average of more than \$1,000 in sales for each one. And because the partners agreed to return the usual Chocolate Fest boutique percentage to the church, we raised \$1,814.60 to be divided up according to CCB's all-church fundraiser policy.

Perhaps more important than the numbers is the good will for Chocolate Fest that the program engendered. Several of the eight partners (Brehmer's Candy, Preston's Candies, 3D Candy, Charlotte's Truffles, CocoTutti, Jade Chocolates, NeoCocoa and the Chocolate Exchange) have expressed how pleased they have been with the success of the program and, as Elyce Zahn of CocoTutti said, "We're already looking forward to an in-person event next year!"

Those who ordered chocolate through the program had a chance to leave a comment. Here are some of them:

"So glad y'all are doing this to support our local artisans!"

"Can't wait until next year! We've been attending for years."

"Please add me to the mailing list for the Chocolate Fest!"

"Thank you for organizing the Chocolate Fest in the midst of a global pandemic! We all need a little bit more chocolate in our lives."

Special thanks to Lea Mavroudis for her enormous help and to Christy Brewer, Maura Whitmore and Linda and Keith Howard for lending a hand. And thanks too to the Board of Christian Ed for letting us use the Sunday School room for chocolate storage.

## Board of Deacons Report

By Steve Chamberlin

The Deacons are charged with the care of our church community and worship resources. The work of the Deacons includes managing Sunday worship service sign-ups, scheduling guest pastors when needed, providing communion wine and bread, decorating the sanctuary on Sundays, and decorating for special occasions.

Through their relationship with the Ministries of Care teams, the Deacons also help to care for the congregation by visiting the sick and home-bound, bringing meals to those who need them, providing altar flowers, and other services to the church.

Many of the Deacons' functions were impacted by the shift to virtual worship services in 2020. It's now possible to sign-up as a liturgist or acolyte even if you can't be present in person at church: you can join remotely live by Zoom, or we can use your pre-recorded videos. Sign-up scheduling for Sunday worship services has moved entirely online to SignUpGenius.com. Liturgist sign-ups have also

transitioned to a standing schedule of rotating liturgists, rather than weekly ad-hoc sign-ups. Please speak to the Deacons if you'd like to take a turn as liturgist any time.

## Altar Guild Report

By Maura Whitmore

Our Altar Guild Fund balance ending this year is \$874.

Our Altar Guild provides fresh flowers on the altar every Sunday. We buy coffee for fellowship time after church, buy communion supplies, linens, candles and decorations to enhance our sacred space. We buy poinsettias for Christmas time, and lilies for Easter time.

The Altar Guild fund grows when folks donate money each Sunday to pay for the flowers on the altar, in honor or memory of someone you love. The Altar Flower book is always in the narthex. Special bouquets or arrangements can be requested, (no roses for Ella Mae!) or you can take home the flowers on the altar. Make a suggested donation of \$15, and help to keep the Altar fund strong!

Our team consists of Doris Brown, Micki Carter, Galyn Evans, Carol Patterson and myself.

## Ministries of Care Report

By Steve Chamberlin

CCB's Ministries of Care teams do much of the church's hands-on work, connecting our members and supporting our behind-the-scenes efforts large and small. Joining a care team is a great way to do something straightforward and tangible for each other. We each contribute to the life of the church in our own ways, as fits our strengths and passions.

If you might be interested in joining one of these care teams, please speak to the team lead listed in the nominating slate of the annual report, or to the Deacons.

**Prayer Chain:** Provides comfort and support to those in need of prayer. Requests can be made to the minister confidentially, or through sharing in Worship on Sunday, or to [prayer.chain@ccbmont.org](mailto:prayer.chain@ccbmont.org).

**Altar Flowers Team:** The members of this team take turns providing beautiful fresh flowers for the altar on Sundays.

**Food Team:** Brings meals to those who need them due to illness or other difficulty, or could just use some TLC that comes from a home cooked meal.

**Writing Team:** Mails cards and notes to celebrate birthdays, acknowledge losses and support recoveries.

**Worship Team:** Provides feedback for the pastor, and can help design a more meaningful worship service. Music, readings, structure and more are discussed with the pastor.

**Transportation Team:** Offers rides to and from appointments, church, the grocery store, and other destinations for church members who need transportation help.

**Visitors Team:** Visits the house-bound, those in the hospital, or anyone who just needs a loving ear to listen.

**Sunday School Teachers Team:** Teachers may sign up for Sundays as often or rarely as they wish. Teaching Sunday school is a way to have a powerful impact on the spiritual formation of our children, and to get to know them, and they to know you.

**Choir Team:** Sings during Sunday worship services and at other special events. The choir normally rehearses on Thursday nights and performs every second week between September and June. 2020 introduced a new “virtual choir” format until we can return to in-person singing.

## Social Action Board Report

By Linda Howard

It goes without saying that 2020 presented challenges. Some in our community have experienced more challenges than others. Although the committee could not meet in person to offer support, several programs were supported through donations from the Social Action Fund.

Starting with the Samaritan House, Social Action donated a total of \$2,340. These donations were designated to a general fund, school supplies and Family-2-Family.

The Guardian Scholar program supports student attending college at San Francisco State University who have been in foster care as children. They face a myriad of challenges including financial. The Social Action committee donated \$500 to this program.

The Service League of San Mateo is involved with supporting formerly incarcerated individuals. Counseling, educational, employment services are offered as these

individuals try to reclaim their lives after incarceration. Social Action donated \$500 to this program.

Puente de la Costa Sur serves our community members of the coast. Puente de la Costa Sur is a community resource center that serves the San Mateo south coast communities. Many of the people who depend on this Puente have experienced great difficulties during this time of sheltering in place. Steady employment has declined or is non-existent. Social Action has donated a total of \$750 to their cause.

The Crop Hunger Walk which is associated with the Ecumenical Hunger program took place October 18. Our church along with several others raised and donated \$590 along with canned food items. Although the money was not taken out of the Social Action Funds, the Social Action Committee organized the parade and requested donations. Several members of Social Action participated in the parade.

The San Francisco Night Ministry is another recipient of Social Action funds. Before the pandemic CCB members made sack lunches that were carried to San Francisco and distributed to the homeless. Social Action contributed \$2,000 to this program.

As the year wound down, the last monetary donation went to the Youth Group at CCB. At a meeting in December, the teens were informed that they will receive \$150. They are brainstorming ways they can spend this money to support those in need. One idea that holds promise is participation in the Martin Luther King Day of service in some capacity.

No matter how small the group, the world can be changed for the better with the involvement of caring people. That is the mission of the Social Action Committee.

Submitted by: Linda Howard

Group members: Warren Dale, Georgi LaBerge, Leslie Marx, Jane Fernald, Linda Howard

## Family to Family Report

By Micki Carter, Irene Hall, and Lea Mavroudis

Members and friends of CCB donated 32 brand-new jackets for children and seniors as part of our annual Family-to-Family program with Samaritan House. Because of the pandemic, we couldn't adopt the families and buy gifts for them as we usually do. So Samaritan House arranged a drive-through jacket program instead. The CCB community also donated \$1,265, translating into 50 \$25 Target gift cards which Samaritan House distributed to families in need. A huge thank you to everyone who donated and helped facilitate, and a special thanks to the Social Action Committee who helped with the Target gift cards.

## Office Administrator Report

By Lea Mavroudis

This first year at CCB has been a wonderful adventure and a lesson in adaptability. My first day of work happened to coincide with the first shelter-in-place order on March 15, so I only had one day of training and in-person office time before working from home for almost six months. I could not have been nearly as successful without the help and support of many of CCB's veteran members, the council, and the trustees. The warm and welcoming atmosphere at CCB has been palpable even over virtual communication. I have not been able to spend nearly as much time getting to know the congregation in person as I would like, but I hope that will change in 2021 as we (hopefully) transition back to normalcy.

Besides the obvious answering emails, fielding phone calls, and generally making sure day-to-day operations run smoothly, I have been working on several major projects during my first almost-year at CCB. The first, ongoing one has been putting videos together for streaming services every Sunday. As I'm sure you know, our amazing Danielle Chamberlin has been tirelessly working on coordinating everything for each and every Sunday's live stream. I've been happy to help take some of the load off her shoulders. Admittedly, I knew very little about video editing when I first started, but I'm a quick study, and iMovie is fairly intuitive to use. Each week, I take the pre-recorded choir music that Elizabeth Mye selects and overlay the songs with photos, usually ones that our own community has submitted. This way, everyone isn't staring at a blank screen while the songs are playing! I also take the liturgist readings (and any other pre-recorded content) and edit or trim them if necessary. Then the videos are exported from iMovie (which thankfully goes much faster now on the church computer than on my little laptop!), and then I run them through a program called Handbrake in order to convert them to a smaller file size better suited for streaming. Much of the prep work for streaming is also done beforehand, whether in Switcher, Zoom, or PowerPoint.

Another major milestone during 2020 was the changeover to a new website and email address for the church. These ideas preceded my start at CCB, but I was happy to help implement them. With GSuite, a comprehensive business service offered by Google, we have made many improvements to how we do things. These include creating homogenized church email addresses in our own domain, assembling distribution lists that make it easier than ever to keep in touch with our congregation, and storing and sharing all of our digital files in one secure space.

This brings me to another project, a large but worthy undertaking that began when I returned to the office in August. I have begun scanning and digitizing all of the church's important files, creating PDF files that can easily be searched for any information needed. This is a massive project, and I can only work on it when more pressing matters have been completed, so it will likely not be finished for some time.

But it's exciting to see all of the old records and know that they will be preserved—and physical space saved—for the foreseeable future.

Once I was back in the building, it also became clear to myself and the trustees that some changes needed to be made with regards to our building cleaners. There had been ongoing issues (preceding my time here) of them cutting corners and not following instructions. After repeated attempts to remedy this to no avail, it was time to begin looking for alternatives. I took on the project of finding and contacting several companies for quotes, working with trustees to weigh pros and cons, and negotiating prices and terms. In the end, the trustees chose I&R Pristine Cleaning, who not only virtually matched our current rate, but worked with us to determine the best plan for cleaning services during Covid-19.

Trustees also tasked me with shopping around for a new pest control service, as Clark Pest Control had developed a habit of cutting corners as well. With quotes from Orkin and Western Exterminator in hand, Trustees decided that Western Exterminator offered the best deal.

This is not an exhaustive accounting of everything I do here, but I hope it provides some insight into the role of the office administrator at CCB. Thank you to everyone in the church leadership and the entire congregation for the warm welcome, and making my first year here such a pleasure.

## Board of Christian Education Report

By Danielle Chamberlin

CCB continued its tradition of strong youth involvement in 2020, despite doing almost everything virtually. During Lent the children again explored the meaning of the season by raising caterpillars to release as butterflies at home – especially meaningful as the beginning of Lent coincided with the beginning of our shelter in place. The youth raised over \$600 baking pies and selling jam made from Jane Fernald's oranges towards the youth service trip which was planned for August. Unfortunately, that trip was cancelled, but we have a credit with Sierra Service Project and are hoping to be able to plan a trip for 2021 if the pandemic is controlled soon enough. Over the summer three of our youth attended Sierra Service Project's free virtual camp and thoroughly enjoyed it. While they were not able to participate in wielding hammers and paintbrushes, they still were able to learn about poverty, immigration, and environmental issues surrounding our border with Mexico. This experience has us looking forward to the time when we can participate in SSP's programs fully.

In August our children started a weekly zoom youth group, which has allowed them to still connect together even when we're separated. They have done a variety of activities together – from participating in our visioning process, to baking projects,

playing games, and preparing and recording our Children's Sabbath and Christmas Pageant services. Baking projects have been very popular - starting with gluten free cookies in September, fudge recipes from our Chocolate Fest cookbook in October, and Pumpkin pies in November. In October several of our youth participated in the Peninsula Multifaith Coalition's beach cleanup in Half Moon Bay, and then led our worship service for Children's Sabbath, teaching us the importance of voting with the future of our children in mind. In November Linda Howard led a wonderful Veteran's Day youth group where the youth heard about several of our veterans' experiences in the military. Bob Donovan shared his stories with us, and the kids were able to ask him questions about what World War II was like. The youth sent some of our vets thank you letters for their service in response. Bob's memories are recorded if anyone would like to watch it. Finally, in late November and December many of our youth came together with costumes, virtual backgrounds, and digital special effects to record our "Perfect Pandemic Pageant" with a 2020-focused message of "Be Not Afraid." It was a ton of fun for everyone involved, and we hope everyone enjoyed it as much as we enjoyed putting it together.

In March we were joined by a new and very talented Children's Program Coordinator, Telma Rojas, who unfortunately found another opportunity elsewhere and left us in the end of July. BCE and Council received good feedback on why this role has been so hard to retain and will use this feedback as part of our visioning process going forward.

## Communications Board Report

By Micki Carter

The pandemic changed (perhaps forever) how we communicate with our congregation at CCB and the role the Board of Communications plays in the life of the church.

With the first shelter-in-place order in March, we realized that we were going to have to find a way to provide worship services to our congregation that no longer could "congregate" — at least not in our beautiful, stained-glass Sanctuary. We were total newbies at live-streaming or Zooming worship so Danielle Chamberlin and I turned to Pastor Darley Machado of Catedral da Família, the Brazilian church that rents our building on Sunday evenings. They were veterans of live-streaming, and Pastor Darley gave us some initial direction for which we are still very grateful.

With a patched together system of iPads, iPhones, Facebook and a trial subscription to Switcher Studio, Danielle took the lead in creating the live-streamed service as we moved worship (masked and socially distanced) outside to the east veranda of the church with pop-up tents to shade us from the sun. Turns out the iPad is particularly sensitive to the sun. More than once we had to grab an ice pack to cool down an overheated device!

With the last quarantine order of 2020, outside services came to an end, and Danielle helped us pivot to a hybrid Zoom/Facebook live-stream. No matter what 2021 brings, we are pretty certain that we will be offering some kind of online service from now on.

Since we couldn't sing (probably our most painful deprivation!), we turned to the volumes of choral, piano and organ music that Gary Brandenburg has been recording for the past two decades. By fall, Steve Chamberlin mastered Adobe Premiere Pro so we could create a virtual choir. Music Director Elizabeth Mye put down separate voice parts, and Musician Jeffrey Jones recorded live accompaniment. We did two virtual choirs before Advent and then recorded several Christmas carols for use in worship.

Steve also put together our CCB Choirs' Christmas playlist which was installed on the CCB website. Every day during Advent I took one of the selections and posted it on Facebook and NextDoor to great applause from listeners.

Early in the pandemic we started sending out daily missives to try to keep our congregation in touch, but that proved to be too many emails from the church. Since then, we've been sending a single missive every Friday with the Order of Worship for Sunday.

On March 30, we lost our dear Barbara Todd to pancreatic cancer. Barbara had been our webmaster for more than 15 years. As she weakened, we realized that we needed to make some changes. She helped us to make the shift to WordPress, a web design app that allows our website to be viewed on many different platforms. The Communication Board worked out a new design, and Steve and Alice Chamberlin put us up on WordPress. Please visit [CCBelmont.org](http://CCBelmont.org) every week or so to see what's new. Lea Mavroudis, our admin, and I do most of the editing now.

Your Communications team has been much busier than we ever intended — and we're still learning — but thanks to the Chamberlin Family, Mike Venturino, Elizabeth Nordt and Pastor Liz's adaptability, it's been all good.

# Trustees Report and Financials

By Greg Thornhill

## ***Trustees Updates:***

- Trustees, with the help of Lea, spent a fair amount of time researching our building rental rates and structure, benchmarking to peers and digging into some of the issues with our current approach. We still need to finalize the results of this process, but we have come up with a much more simplified approach to rental rate calculations, while also resetting our rental rates.
- With the incredible help of Chris M., we've been working through our lease with CPNS, both as an isolated need to extend the lease but also to refresh our lease language to make sure that it's current, adheres to current governing laws and best practices, and simplified where we can. The lease is not yet finalized but should be in the first quarter of 2021
- Managing Covid / building use has been a recurring item for Trustees throughout the year.
  - Cathedral da Família (CDF) has been at the forefront of finding means of assembling during this pandemic. To some extent they might have even pushed the boundaries of our own comfort zone as CCB has similarly wrestled with how to safely assemble. We have worked extensively with them in 2020 as they've adapted to the changing county and state requirements regarding church assemblies. They have been watching the rules closely and have done a great job of implementing safety precautions when assembled. CDF has broadcast "drive-in style" from the veranda, held services, on makeshift stages, in the parking lot, held services inside the sanctuary during a short period of time when it was allowed, and are now live streaming from our dining room (worship / music teams only).
    - CDF has been a great partner and we frequently speak with them to try to work out solutions to their desires for a more modern space to hold their services (given their demographic) vs. our more traditional worship space.
    - Trustees has worked closely with our tenants to help answer questions and address concerns over shared space etc. As it stands, there have not been any rentals of note that cause any need for overlapping use, so we've largely avoided any concerns. This this will likely be an ongoing topic into 2021.
- Financials:
  - Financial Summary: 2020 was a year where Trustees fretted about financials quite a bit, there wasn't much we could do about it and with the securing of the cares act loan, we had a buffer in case we had more significant issues with revenue

- We ended the year with a \$2,430 surplus.
  - While we had significant revenue short falls across several of our income categories, we similarly had lower expenses in so many areas with Covid and the resulting building shut down which included utilities and payroll most substantially. Please see the 2020 Year end financials and the treasurers report for additional details.
- We spent a fair amount of time with many our long-term renters talking through the impact of Covid on their own businesses and how that may play into our financials. We've been very lucky that all of our long-term renters have been able to come back into the building in one form or another, with the exception of Roots for Kids. RFK has not been in the building since March 2020 and doesn't plan on returning until August for the 2021/2022 school year.
- Destination Science was unable to hold camp on site this past summer. We had worked with Destination Science to come up with alternative pricing schedules leading up to the summer as they didn't know how many campers they'd have. Ultimately, they felt forced to cancel given the rules at the time in San Mateo County. Destination Science pays us over \$17k for the use of the building for summer, so this was a large hit to our revenue in 2020.

***Building and Grounds Updates:***

- Started the year with a big initiative to get the apartment ready for Pastor Liz. What an incredible effort to refresh the apartment, that included:
  - Completely repainting the entire apartment
  - Updating lighting in several areas
  - Updated appliances: new refrigerator and dishwasher
  - New drapes
  - Repaired a section of the floor
  - Replaced kitchen floor
  - And more

I'm sure I wouldn't be alone in stating that although this was hard work with a tight deadline, it was also a time for so many volunteers to come together and do the work of the church – dare I say, we had a lot of fun. In these COVID times, where we don't get a chance to get together, I'm sure there are others that would gladly pick up a paint brush, scrub a bathtub, wash heater vents, TSP walls, etc., just for a chance to hang out again together!

- In response to the flood of the prior year and a CPNS sponsored mold test, we had a company come in and clean and sanitize our HVAC system.
- We dealt with ongoing rodent issues early in the year
- New Cleaners: I'm sure this will be captured in Lea's report in more detail, but after repeated attempts to work with our cleaners of several years, to

adhere to our contract with them and then further adapt to changing needs during the time our building has been largely shut down (namely tackling an alternative set of tasks), it was decided to change cleaning companies.

- Late in the year we had another, although much more minor, flood on the 3<sup>rd</sup> floor. The office restroom sprung a leak on the supply line. It was just a small spritz type leak but over many hours, the water did ultimately make its way to the dining room. It was caught early (thank you Pastor Liz).
- Building Security: Trustees has been discussing our building security for some time. Over the past couple of years, we've had a couple of instances of someone in the building that shouldn't have been there, after hours. We still have much work to do here, but the intention to develop a key / building access policy that more closely monitors our building keys. We've started that with the installation of a digital lock box on the kitchen door to allow anyone who needs access to the building to get that access, while giving everyone a peace of mind that our building is secure. We're not alone in this endeavor / concern. In a conversation with a locksmith, it was stated that a lot of churches are going through this type of discussion right now given an increase in the number of unwelcomed visitors in their buildings after hours coupled with a historical laissez faire approach to key disbursement.

#### Looking forward

- We have several items to get us hitting the ground running of doing the work of the church in 2021 in Trustees and Buildings and Grounds:
  - Finalize the lease with CPNS
  - You may have heard that Patti Volpe, long time owner of OT4Kids has retired and turned the business over to Danielle Cesarz. Danielle has been practicing with OT4Kids for many years and the transition occurred 1/1/2021. We need to update our lease to formalize the change in ownership.
  - Explore and address extremely low water pressure concerns in the apartment
  - Explore building wide fire alarm system to continue our process of getting the Conditional Use Permit for Roots for Kids / Destination Science.
  - Finalize and modernize our building use rate, terms and conditions, and online booking / payment capabilities
  - We will undoubtedly need to spend some time on the budget once we've made momentum on the Futuring conversations and a determination of our next step with a settled pastor should that be our path this year.

## Building Use Report

By Lea Mavroudis

After her many years in the role, our wonderful rental coordinator Irene Hall has stepped down, and passed the torch to me. For obvious reasons, this has been an unusual year for building rentals. In the first two months of 2020, we did have a few rentals that brought in a total of \$5,754 in revenue. These included music recitals, birthday parties, workshops, and memorial services, among other events.

Due to the pandemic, short-term building rentals came to an abrupt halt in mid-March. Clients with events already on the books clambered to reschedule. For a while, bookings that were further out still carried hope of being able to happen, but as we got deeper into the pandemic, all of them eventually had to be cancelled.

Most of our long-term tenants—CPNS, OT4Kids, Catedral da Família\*, Bay Area Art Therapy, and the small office rental—have remained in the building in some capacity and continue to pay rent. Unfortunately, Roots for Kids and Destination Science have suspended their programs due to Covid-19 and are not currently renting our space. Both have expressed desire to return in the future when possible.

\*Catedral da Família: note that this is the proper spelling of their name; in the past they have been referred to as “Cathedral de Familia”, which is incorrect.

In late summer, we briefly corresponded with the US Census about their using the building as a training center, but ultimately, they ended up needing a larger venue for social distancing purposes. We also had a few families request to use our parking lot for small, socially distanced outdoor events, which were approved by Trustees. Though we did not charge rental fees for these events, they presented a positive image of the church and helped keep us in the minds of the community as a potential event venue.

While rentals have been on hold, Trustees and I have worked on streamlining our rental policies and processes in preparation for the future. This has included updating and simplifying our pricing schedule to remain competitive with other venues, as well as making it easier for potential clients to understand. We also now have the ability to collect rental deposits and payments digitally through both PayPal and Square, rather than having to mail paper checks back and forth for payments and reimbursements. In the coming months, we also plan to update the rentals area on the CCB website to include a virtual building tour. In addition, we hope to take advantage of the discount we receive as a nonprofit for Google advertising, and boost our online presence. With these improvements, CCB will likely see an uptick in building rentals once things have returned to normal.

For now, short-term building rentals are suspended indefinitely, but we have high hopes for the future as the vaccines get distributed and things hopefully begin to open back up again. As of this writing, we already have a wedding booked for mid-October, when things will—God willing—be more normal. In the meantime, we will continue to adhere to all safety guidelines and work on making things the best we can for our return to regular rentals.

## Financial Secretary's Report

By Mike Venturino

I'm humbled by the support shown for CCB's future by the pledges received through the end of December.

As of Sunday December 27, the church had received 22 pledges totaling \$62,130. That compares to 34 pledges last year for a total of \$68,600.

If you haven't pledged, we hope that you'll still consider doing so. As the Board of Trustees constantly reminds us, every bit of expected income makes developing an operating budget that much easier. Of course, the church will accept a pledge any time in any amount.

## Auditor's Report

By Galyn Evans

What a difficult year this has been for the world, and for our Church, and yet we have survived! I have finished reviewing the final financial reports for the year. Of course, there are some significant losses, but there are also some gains. The 2020 budget projection for building use was \$189,606. As expected, revenue from building use suffered from the pandemic, and our actual revenue for the year was \$114,295, a total loss of \$72,173. On the plus side, we spent less on budgeted categories such as Administration, Christian Education, Music, and Ministerial Expense. One nice surprise is that the amount budgeted for "Unpledged Giving" was \$6,700, and the actual income was \$11,593.

As I have reviewed the financial reports each month, I have observed how financially responsible our Council and Trustees have been, and what careful stewards they have been of our limited funds. In addition, many in the Church family have contributed their time and money to keep the Church alive. I want to offer my special thanks to Danielle and Steve Chamberlin who moved our services online where they have become increasingly imaginative and dynamic. 2020 marks the end of my tenure as the CCB Auditor. I have enjoyed helping in this limited way, and wish my successor an interesting 2021.

## Covenanted Minister's Report

By Thomas Crosby

Looking back at this year, I could never imagine how much my ministry has changed. Most of my work is usually face-to-face, which has provided a comfort level for me in my eleven years at the VA – Menlo Park. Now, thanks to, COVID-19 that has changed dramatically. I have become proficient at Zoom and other video software. Adapting is my new favorite word at work and at home.

My ministry focuses on our Men's and Women's Trauma Recovery programs and Respite unit in Menlo Park. The men and women in our Trauma Recovery program have experienced significant trauma in their military service. They are generally in their 30s and 40s.

Veterans in our Respite unit are usually older folks who need daily assistance. They typically have "the good o' days" stories and have developed a sense of community in this 20-bed unit. It is a very different ministry from the Trauma Recovery program.

I am very proud to share that due to our Trauma Recovery staff's hard work, we were the first VA in the country to admit Veterans during the COVID-19 pandemic. Also, to our Respite unit staff's hard work, we have only had one Veteran test positive for COVID-19.

This year started a new adventure in my life. Through a VA program for Chaplains, I started working on my Doctor of Ministry at Vanderbilt Divinity. This was quite an honor to have been chosen. Even though I have completed one semester, my focus for the rest of my education will be on values. Values are defined as ideas or beliefs that a person holds desirable or undesirable. At the VA, Veterans tell me they had values but lost them. My hope is to help them find the values they never relinquished.

The most challenging change I have had to make in my ministry has been the Protestant Service's temporary shutdown on Sunday. For the last nine months, I have not led a worship service at the VA. I miss it terribly. Helping out on Sundays at CCB has helped me cope with this change.

Personally, things have changed. I still attend 12-step meetings only now through Zoom. This has allowed me to participate in meetings in England, Ireland, Australia, Germany, Scotland, and throughout our country. I have been asked to speak at meetings in many of these places. I also celebrated 30 years of continuous sobriety this year.

Mindfulness walking is my latest spiritual practice. My family gave me a FitBit a while back, and I have found it helpful in my walking effort. I walk an average of five miles a day and have discovered our East Bay Regional Parks' beauty. As I reflect on this last year in ministry, gratitude comes to mind. There were lots of lessons to learn. Changes encouraged growth. Patience produced results. And love and support from you, the Congregational Church of Belmont, my home church, keep me going.

## Nominating Committee's Proposed Slate for 2021

Moderator	Garrett House
Vice-moderator and Clerk	Danielle Chamberlin
Members at large	Jane Fernald, Leslie Marx
Treasurer	Mike Venturino
Trustees	Greg Thornhill, Elizabeth Nordt, Irene Hall, Garrett House, Maura Whitmore
Buildings and Grounds	Greg Thornhill, Irene Hall, Garrett House, Henry Altorfer, Gary Brandenburg, Maura Whitmore
Financial Secretary	Keith Howard
Deacons	Steve Chamberlin, Jane Fernald, Mary Beth Gray, Henry Altorfer Altar Guild chair (flower organizing) – Maura Whitmore
Christian Ed	Danielle Chamberlin, Mary Beth Gray, Linda Howard, Garrett House
Social Action	Linda Howard, Leslie Marx, Jane Fernald, Andrew Altorfer, Warren Dale, Georgi LaBerge
Communications	Micki Carter, Danielle Chamberlin
Pastoral Search Committee	Greg Thornhill, Elizabeth Nordt, Steve Chamberlin, Garrett House, Danielle Chamberlin, Kendall House
Chocolate Fest	Greg Thornhill, Danielle Chamberlin
Parliamentarian	Micki Carter

Auditor Steve Chamberlin

Personnel Committee Mike Venturino, Greg Thornhill, Micki Carter, Steve Chamberlin

## Treasurer's Report

By Mike Venturino

What a year. Fiscally, our church is incredibly lucky. We have significant financial reserves, but even they would have been taxed had not circumstances allowed for the continued operation of our two long time significant tenants, CPNS and OT4Kids, and the continued more limited operation of Catedral da Família. Thanks to the aforementioned good fortune, we actually came out slightly ahead on Revenue and Expense report.

The Budget and variance columns of the Revenue and Expense report have limited meaning for 2020. We were controlling costs as best we could to limit losses and our income sources became unreliable. The addition of the Payroll Protection Plan funds helped to keep our employees on the payroll a little longer and gave us a small cushion in the event that our tenants couldn't operate and, of course, pay rent.

Our Funds Outlays showed that we were even able to be somewhat generous during the year, spending down some of our funds. The Trustees report should outline some of the significant expenditures made during the year.

The Balance Sheet is one that any church would envy. Except for the PPP loan, we have no debt and significant liquid resources. It's my hope that these resources will play a major role in our visioning process.

## Pastoral Search Committee Update

By Greg Thornhill

After our second search process for an interim wrapped up in Dec 2019, the Pastoral Search Committee welcomed Interim Pastor Elizabeth Clement into our midst in March 2020. Pastor Liz is currently leading CCB through our futuring process. The search committee hasn't been active during this time, as a separate futuring team was assembled for that purpose. The Pastoral Search Committee does expect to reengage soon to aid in, and act upon, the results of the futuring process.

## Revisions of the Constitution and Bylaws

The Church Council is bringing one amendment to the Constitution and two amendments to the Bylaws of the Congregational Church of Belmont to the Annual Meeting for its consideration. A two-thirds vote of the Annual Meeting is required to pass each of them.

(The strike-through text indicates wording that is being removed and the italic indicates what is being added).

### First amendment to the Bylaws

Article III

B. Board of Trustees

~~A minimum of two members of the congregation, trained and approved by the Board of Trustees shall count all moneys received each week by the church, recording amounts and donors on offering envelopes or by listing. Deposits shall be made in a night depository or as directed by the board. Offering envelopes and donor lists shall be handed to the Financial Secretary for recording in such manner as prescribed by the trustees.~~

*The Trustees shall oversee the collection and recording of all moneys received by the Church and will oversee the transfer of confidential donor information to the Financial Secretary.*

This amendment will align the Bylaws with current practices.

### Second amendment to the Bylaws

Article II. Church Council

(This is an addition to Standing Committees.)

#### *Section 6. Personnel Committee*

*The Personnel Committee shall advise on the employment issues of any church hire at the direction of the Church Council. The purpose of the Committee is to see that the Church adheres to all pertinent labor laws and standard practices in the employment process. Members of the Committee will be elected at Annual Meeting.*

The amendment will add the standing committee on Personnel that the Church Council created this year to the Bylaws.

### First amendment to the Constitution

Article XI

Section 1. Standing Committees

***f. Personnel (Council)***

The amendment will add the standing committee on Personnel that the Church Council created this year to the Constitution.