

**AGENDA**  
**FCCPA Congregational Meeting**  
**June 4, 2023**

Call to Order	Rob Lenicheck
Opening Prayer	David Howell
Approval of Minutes of April 16, 2023 Congregational Meeting	Rob Lenicheck
Vote on By-Law Change: Asst Minister salary determination	Rob Lenicheck
Stewardship Campaign Status	Greg Evans
Status/Vote on 2023-24 Final Budget	John Grundy
Update on Courtyard Renovation project	Diane Churchill/Cathy Gauthier
Approval for 2023-24 Capital Campaign Cmte	Dave Howell
Discussion/Approval Proposed 2022-2023 Slate of Board and Committee personnel	Rob Lenicheck
Closing Prayer	Eileen Altman
Adjournment	Rob Lenicheck

**PROPOSED CHANGE TO BY-LAWS:**

**The By-Laws shall be amended to incorporate the determination and responsibility for the Assistant Minister's salary as follows:**

**Under the Personnel Paragraph of the Board of Trustees, add item (4):**

Personnel

- (p) (1) Create a Personnel Policy Manual for all employees to be reviewed and approved by the Church Council;
- (2) Work with all search committees and advise them on salary and benefits payable for the position being filled;
- (3) Provide and revise, as necessary, job descriptions, offer letters and consulting agreements for all staff for review and approval by supervising Boards and the Church Council;
- (4) *Be responsible for salary determinations for all Ministerial Staff, with input from the Ministerial Review Committee; salary adjustments shall be subject to approval by the Church Council*

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## EXCERPTS FROM EXISTING BYLAWS REGARDING ANNUAL MEETING

### ARTICLE VI. MEETINGS AND NOTICE

- 6.1 ALL MEETINGS TO BE OPEN; EXCEPTION: All meetings shall be open meetings, except when sensitive issues are being discussed (e.g., contract negotiations, personnel matters, or conference with legal counsel).
- 6.2 PRESIDING OFFICER: Unless otherwise voted at any meeting, the meetings of the Congregation and Council shall be presided over by the Moderator, or in his or her absence by the Vice Moderator. Unless otherwise voted at any meeting, Boards and Committees shall be presided over by their respective Chairpersons.
- 6.3 ANNUAL CONGREGATIONAL MEETING: An annual Congregational meeting shall be held in June of each year, as called by the Church Council. At this meeting the Congregation shall:
- (a) Accept a written annual report presented by the Church Council which shall include, but not be limited to, summaries of program and financial activities of the Church Council, all Boards, the Membership Officer, the Ministers the Ministerial Program Staff and of such other officers, staff and committees as the Church Council may deem appropriate to fully inform the Congregation of the year's activities. Also included shall be a written report (program and financial) from all affiliates of the Church, such as: The First Congregational Church Nursery School; Tuesday Fellowship and the Community Grants Committee.
  - (b) Accept the annual report of the Treasurer and act upon the Church budget for the forthcoming fiscal year as approved by the Church Council.
  - (c) Accept nominations and elect Church officers and fill Board and committee vacancies as presented. Nominations are permitted from the floor to fill any vacancy; and
  - (d) Conduct such other business as may be brought before it.

### STAFF

Senior Pastor	David Howell
Associate Pastor	Eileen Altman
Director of Children's Ministries	Todd Erickson
Director of Youth Ministries	Sam Putney
Music Director	Joe Guthrie
Choral Director	Jenny Matteucci
Business Manager	Rita Tetzlaff
Office Manager	Linda Sodos
Office Administrator	Simone C.
Social Media Coordinator	Lauren Biglow
Custodian Supervisor	Joe Acevedo
Custodian	Paul Acevedo

## Officers, Board, and Committee Nominations 2022-2023

### Officers (Elected Annually)

Moderator	Rob Lenicheck
Vice Moderator	Karen Routt
Clerk	Clare Warner
Treasurer	Peggy Brinkmann
Membership	Diane Churchill
Councilor-at-Large	David Labaree

### Boards

#### Deacons

Geoff Baker	2022-25
Carol Zink	2022-25
Cindy Traum	2022-25
Patty Hanlon	2022-25
Georgia Stewart	2021-24
Todd Stewart	2021-24
Cammy Sunde	2021-24

#### Education

Jocelyn Del Carmen	2021-24
Liz Bliss Franks	2022-25
Christine Jojarth	2022-25
Laura Lindstrom	2020-24
Quynh Pham	2022-25
Sally Truck	2022-25
Elizabeth Trumbull	2022-25
Sophie Parenti	Youth Advisor

#### Outreach

Colleen Gormley	2021-24
Steve Ketchpel	2022-25
Rodney Click	2023-26
Gina Parks	2023-26
Tom Kellerman	2023-26
Chris Ernst	2023-26

#### Outreach (continued)

Beate Teufel	2023-26
Elizabeth Moragne	2021-24
Nancy Peterson	2021-24
Noelle Queen	2022-25
Alan Stivers	2022-25

#### Trustees

Nathan Arora	2022-25
Linda Baker	2021-24
Kim Bomar	2020-24
Greg Evans	2021-24
Patrick Gibbs	2022-25
George Kadifa	2022-25
Sukie Stanley	2022-25
Russ Stevens	2022-25
Jess Parks	2023-26

#### Worship

Sally Kadifa	2022-25
Nancy Mayo	2022-25
Mike Mayo	2023-26
Kirsten Essenmacher	2023-26
Jennie Heckman	2020-24
Lynette Carey	2023-25
Joan Young	2023-25
Jerianne Alberti	2023-26

## Committees and Representatives

### Budget Policy Committee

Monica Johnson	2021-24
Mike Marianacci	2022-25
Wes Chow	2023-26
Anne Campbell	2023-26
Peggy Brinkman	Treasurer
Rob Lenicheck	Moderator
Rita Tezlaff	Business Manager

### Community Grants Committee

Geoff Baker	2021-24
Glenn Edwards	2021-24
Adriene Pierce	2022-25
Karen Routt	2022-25
Alan Stivers	2022-25
Lisa Daly	2023-26
Coleen Gormley	2023-26

### Delegates to Association & Conference

Anne Campbell
Marty Dreher
Cathy Gauthier
Karen Routt
Alan Stivers
Carol Stivers
Dick van Gelder

### Investment Committee

Clay Corvin	2022-25
Bing Heckman	2022-25
Ben Roberts	2020-25
Bob Lesh	2023-26

### Ministerial Evaluation Cmte

Jeff Barnett	2023-25
Julie Callan	2023-25
Megan Fogarty	2023-25
Rob Lenicheck	Moderator

### Nominating Committee

Arianne Erickson	2021-24
Gina Parks	2021-24
Blake Putney	2021-24
Carrie Jeffries	2023-26
Rob Lenicheck	Moderator
Karen Routt	Vice Moderator
David Howell	Senior Minister

### Nursery School Rep

Marisa Cajbon

**Planned Giving  
Committee**

Linda Baker	2022-24
Pat Davis	2022-24
Cathy Gauthier	2022-24
Bing Heckman	2022-24
Steve Ketchpel	2022-24

**Pastor-Parish Committees**

(Members Selected Annually  
by Ministers)

***For Dave Howell***

Laurence Baker  
Anne Campbell  
Megan Swezey Fogarty  
Cathy Gauthier  
Ben Roberts

***For Eileen Altman***

Leon Beeler  
Carrie Jeffries  
Steve Ketchpel  
Scott Souter  
Elizabeth Wolf

## Annual Report of the Moderator

From my viewpoint in the Choir over the past year, it is with great joy that I have watched the church start to fill up again for the Sunday Services. As Covid has started to wane, our in-person attendance has started to surge. While we certainly do recognize that there still are folks who prefer to attend in their pajamas, it is wonderful that there are a good number of us who enjoy the face-to-face interactions and getting submersed in the ambiance which only a live setting can fulfill.

And speaking of Covid, the pandemic has dramatically changed our Sunday morning church service offerings. Over the past year we have continued to make the Zoom sessions more available and reliable. And thanks to some dedicated volunteers, we have avoided the extra expense of recruiting and hiring a person to handle the Sunday morning audio/video challenge.

In other news, a few years ago we were forced to recognize that the trees in the courtyard were dying and becoming a safety hazard due to breaking branches. A group of fellow Congregation members have spearheaded an effort to assess the situation and work with a landscape designer so that the courtyard can be renovated, replacing trees, and potentially adding an outdoor “stage” area which could be used for our Sunday Services in the summer months. We were able to absorb the initial cost of the landscape designer’s work through funds already at hand, but the bulk of the expense will have to come from our proposed Fall Capital Campaign.

The Palo Alto Safe Parking Initiative came to our church last fall after being approved by the city. Eileen and Wes Chow spent many hours working to make this plan a reality. Although it has only been sparsely used since being approved, it does allow for a safe environment for folks staying overnight in their cars while hoping to work into a permanent housing situation.

According to our By-Laws each Minister on our staff must go through a review process every three years at a minimum. This past year was Eileen’s turn. Five members of the Church on the Ministerial Evaluation Committee promoted multiple reviewer’s names from our Congregation and Eileen nominated her own candidates. It is pleasing to know that the review provided a very positive and beneficial outcome for Eileen.

Our Church continues to provide a vibrant, caring and fulfilling environments for all of us. The exceptional music program never disappoints through the leadership of Joe, Jenny, and Daniel, not to mention the incredible musical talents from our own Congregants. Our Boards and Committees which help promote our thriving community, both inside and outside of the Church, give us great pride. I personally would like to thank each and every member of the Congregation who has given their valuable time and talents to make this Church what it is! And if you’re not currently on a committee and would like to help, don’t hesitate to jump in! The water’s fine!

Rob Lenicheck

# 2023 ANNUAL REPORT OF THE CHURCH MEMBERSHIP

May 1, 2022 - April 30, 2023,  
Reported by Membership Secretary, Diane Churchill

Number of Church Members on May 1, 2022 - 749

**Number of Church Members on April 30, 2023- 750**

**Total Additional Members: 14**

## **Confirmation of Faith: 6**

Ali Bollyky	Max Nicole
Brady Blanding	Addison Parenti
Madelyn Eckert	Brooke Soderbery

## **Confession of Faith, Affirmation, or Transfer: 8**

Katherine Cherry	Cindy Traum
JB Cherry	Weijia Cheng
Erik Franks	Haruka Umetsu-Cho
Elizabeth Franks	Kyungwon Umetsu-Cho

**Total Losses of Members: 13**

## **Death: 7**

Nancy Steege	Carolyn Wong
Helen Brubaker	John Murden
Joan van Gelder	Erin Lesh
Gerry Gilchrist	

## **Removed at Own Request, Moved or Lost Contact: 6**

Letitia Lai	Bill Schmarzo
Adam Phillips	Carolyn Schmarzo
Daja Phillips	Amelia Schmarzo

**Wedding of Church Members: 2**

Meira Heckman & Lisa Field (now Bloom) in Oregon City OR  
Melissa Henderson & Christopher Caren

**Baptisms:2**

Susannah Marie	Youle Weijia Cheng
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## **Annual Report of David Howell, Senior Pastor, 2023**

It has been another remarkable year in the life of our church. I can't possibly capture all of it in this report, so I hope you will take the time to read the stories in this packet from different staff members, boards, and committees as they share the great work, they have done this year. For my part, I want to share some of my gratitude for things we have accomplished together and look toward all that is ahead in the coming year.

In our post-Covid era (even though we are still dealing with it), this year was almost kind of maybe sort of normal. Some highlights for me included VBS, the Fiddler on the Roof Sermon in Song, our wonderful Advent and Christmas events, which included the return of Evening in Bethlehem, and our recent intergenerational spring musical based on the Psalms: Joyful Noise! Our celebration of Easter, and the season of Lent that preceded it, were deeply meaningful and rich. From the Lenten services to reflections on the art of Matisse to the brass and timpani on Easter morning, our musicians and staff provided so many reasons to rejoice and give thanks.

We also launched our Safe Parking program, working through challenges with the city and concerns from neighbors, and we continue to make a difference through Hotel de Zink, our support of local agencies, and the remarkable volunteers from our church who are making an impact in every corner of our wider community. We are truly blessed, and I know we are going to keep seeking out and finding ways to share those blessings with others as a congregation and as individuals.

As we look toward the coming year, there are several things that give me hope and energy for all that is to come. Perhaps the most important project, launching in the fall of 2023, is our Capital Campaign. We have three critical projects that need funding. First, we carry a loan from our Social Hall remodel that needs to be paid down. If we do not, it has the potential to impact our budget beginning the following year, and we want to keep the incredible momentum and energy that we have in our programs and ministries. Second, we need to replace our electrical panel, which was built with the original buildings in the 1950's.

The third part of the Capital Campaign is one of the most exciting, but it acknowledges an impending loss. The trees in our beautiful courtyard have become significantly diseased, and they will have to be removed for safety soon. We have been trimming them regularly to prevent branches from falling and causing injury, but the time is coming when we will need to replace them. Our Courtyard Committee has been hard at work with a designer to create a vision for the future of our courtyard, and we are excited to share it with you for congregational approval.

Another project that will launch this June is a new book about Clarence the Camel. Ingrid Rogers from our congregation has been putting it together, collecting scripts from conversations Clarence and I have had over the years. We look forward to sharing it with you.

I am also excited about the next trip in our travel series. I will be leading a trip to Spain in October of 2023, and we are currently registering interested participants. I would be glad to share more information with you if you email me: [David@fccpa.org](mailto:David@fccpa.org).

This is only a small portion of the vital work our congregation is doing together, and I am honored to continue to be in ministry with you in this place. Thank you for all the ways you support this church and for all you do to make this such a welcoming and joyful place!

## 2023 Annual Report of the Associate Pastor – Rev. Dr. Eileen Altman

I am grateful for the work of the Ministerial Review Committee this winter which solicited feedback from a subset of the congregation on my ministry with you. It was gratifying to read words of affirmation and words of encouragement for continued growth and development in my ministry.

The most visible part of my ministry is my worship leadership on Sunday mornings. It is joyful to preach ~once per month and lead the pastoral prayer more frequently. It was a special blessing this Spring to do a dialogue sermon with Beate Teufel about mental health. I am deeply grateful to her for convening our new Mental Health Task Force, which is helping to raise the visibility of mental health struggles and lessen stigma. Another visible part of my ministry is coordinating our after-worship forums. While many different groups contribute to these educational offerings, our most frequent convenor is the Peace and Justice Task Force. I am grateful to them for their ongoing work of raising our consciousness. I am also grateful that we were able to have a mini-Women's-Nonbinary Retreat in May and am hopeful that we will have a weekend retreat in the upcoming year. Thank you to Jill Bicknell for helping me to organize this fun-filled and meaningful gathering.

Last summer we returned to Sierra Service Project (SSP) with five youth, co-led by Sam Putney and me. We were in San Diego/Tijuana, learning about border issues and working on improvements to the senior center in Imperial Beach and an environmental restoration project. This summer three youth, Sam and I will be serving again with SSP, this time in Del Norte County.

The confirmation program for our 8<sup>th</sup> graders was delightful, as usual. My approach to the program is to help our young people see the world through the eyes of our faith tradition. In addition to didactic sessions at the church, we go on several field trips and reflect together on our experiences. At our closing retreat, we plan worship together and then experience the worship we planned. We had three youth participants this year. Thank you to their sponsors for walking with these young people as they explored the big questions of our faith tradition.

The Community Grants Committee, Outreach Board, and our Hotel de Zink leadership have responded with grace and generosity over the last year, finding ways to allow us to serve the wider community. Thanks to the leadership of Anne Campbell and Wes Chow, we began serving as a Safe Parking location for vehicle dwellers last Fall. Despite some opposition from our neighbors prior to the beginning of the program, it has operated smoothly. We typically have 1-2 people parking in our lot each evening. I'm looking forward to our second annual FCCPA Serves Sunday on September 10, sponsored by our Outreach Board. Our first FCCPA Serves Sunday was a beautiful experience of working together to serve our community and I am looking forward to doing so again. It was also delightful to serve as a chocolate chip cookie taster at our Fair Trade/Bingo Night in February, co-sponsored by the Fair-Trade team and the Education Board.

I am grateful to our Deacons Board for finding new ways to nurture community and connection among us, at the Welcome Table on Sunday mornings, organizing birthday card, poinsettia, and lily deliveries to spread joy, and organizing treats and hospitality after the late service on Christmas Eve and between the services on Easter Sunday. We also had our first New Member welcome gathering since January 2020! It's a joy to be able to gather in person more freely.

A major outside-church commitment for me this past year has been serving as chair of the board of Project Safety Net (PSN), which mobilizes community support and resources for youth suicide prevention and mental wellness in southern San Mateo and northern Santa Clara counties. It is gratifying to be a part of supporting this important community organization. I also serve on the Council for the Northern California-Nevada Conference of the United Church of Christ (NCNC-UCC), Steering Committee of Multifaith Voices for Peace and Justice and facilitate communication and gatherings for faith leaders in Palo Alto.

I will celebrate 16 years as your Associate Pastor on July 2. It's been a wonderful journey, and I look forward to growing with you in the years to come.

Peace be with you, Eileen

# Ministerial Review Committee Report

## Review for Eileen Altman

Review Committee Personnel:

Megan Fogarty, Julie Tinklenberg, Jeff Barnett, Sukie Stanley,  
Anne Campbell, Rob Lenicheck

- FCC's commitment is to provide professional development support to each minister through an evaluation every three years.
- Meetings commenced Jan 2023, completed March 2023
- Solicited comments and feedback from 20 Congregants.
- Congregants comprised of diverse group: 10 chosen by Eileen, 10 chosen by Committee.
- Candidates were asked to complete feedback form.
- 16 responded.
- In summary, the feedback was overwhelmingly positive. It reflected the congregants' views of:
  - Eileen's leadership in motivating and inspiring the congregation in outreach to the greater community.
  - Her leadership within the congregation to achieve our goals.
  - Her pastoral care
  - Her leadership and support in youth faith formation, leadership, and coordination of adult faith formation.
- Committee met for final feedback session with Eileen where outcome of the review, suggested areas of growth, and Eileen's needs and aspirations for the next three years, were discussed.
- Eileen provided her response to the review and her resulting plans for the future.

## Music at FCCPA

The music program continues to flourish and grow with the help of many dedicated musicians within the congregation. The **Chancel Choir** averages 25-30 singers for weekly services, including sections leaders Emily Bender, Debra Lambert, and Nathan Wilen. Daniel Lockert joined the staff last year as bass section leader and assistant organist. The choir led special services on Easter, Christmas Festival, and a sung Passion service on Good Friday. A beautiful and poignant multimedia art-based Maundy Thursday service was curated by Kathy Terry and Dave Howell. **The Plainsong Pilgrims** (Ben Roberts, Chris Purdum, Chris Beer, Tim Biglow, Jeff Barnett) chanted plainsong during the Tuesday Lent Vespers.

**Cherub, Children's, and Youth choirs** (directed by Andrea Ward and Emily Bender) are growing and participated in the annual sermon in song, featuring the music of "Fiddler of the Roof". The **spring musical** "Joyful Noise" was an original presentation of the Psalms, including tunes and arrangements created by Dave and Joe.

**The Men's Ensemble**, led by Daniel Lockert, continues to sing monthly for worship services. The **Women's Ensemble** has grown to 15 members and both groups rehearse weekly. Both ensembles presented a joint concert in October, "He said, she said", a first!

**The Congregational Concert Chorale** presented two concerts this year, "Night and Day" with orchestra, and "Alive in the Spirit" featuring spirituals. Baritone and renowned interpreter Robert Sims led a choral workshop and "sermon in song" that inspired us all to sing spirituals. Our annual fundraiser and ice cream social, "Flavors of Broadway" was so successful last year, we've added a sequel, complete with two pianos. Additional concerts on the series included appearances by Emma McNairy, soprano; Yuri Liberzon, classical guitar, and the Encore Chamber Players.

**The Library Committee** has completed an overhaul of the music library. A special thanks to our librarians: Judy Roberts, Stina Miller, Daniel Lockert, Lois Fowkes, and Ann McCown

**Our in-house Band** (Mike Crager, Tyler Cobbett, Howard Look, Kurt Taylor) continue to provide lively accompaniment for periodic services and our spring musical.

We couldn't do what we do without a team providing support throughout the year: Hospitality: Marilyn Stocker, Lee Crager, Joan Young, Scott Johnson, Mike Crager Tech: Ben Roberts, Chris Beer, Steve Terry Promotional: Debra Lambert

The sanctuary continues to be a desirable venue for many local arts organizations, including Silicon Valley Boychoir, Schola Cantorum, Peninsula Cantare, Bay Area Choral Guild, Resounding Achord, Palo Alto Jazz Alliance, and others.

Respectfully submitted, Joe Guthrie, Music Director; Jenny Matteucci, Choral Director

## Annual Report of the Board of Deacons

In 2022-23 the Deacons Board included the following members: Geoff Baker, Patti Hanlon-Baker, Ann Clark, Todd Daly, Lynn Mitchell, Georgia Stewart, Todd Stewart, Sherilyn Stolz, Cammy Sunde, and Carol Zink. Eileen Altman is our ministerial liaison.

Stated role of the Deacons Board:

“The purpose of this Board shall be to help the Members of the Congregation demonstrate the Christian spirit to serving one another within our Church family. The goals of the Board are to enable the Church to develop and maintain supportive communities within our local Congregation.”

As in-person church attendance has increased over the past year, the Deacons have returned to a more active role in both weekly church services and in hosting special events.

Ongoing activities:

- Overseeing the Welcome Table, where Sunday visitors are offered information and a Welcome Bag
- Assuming responsibility for having Greeters from the congregation at the Sunday service
- Coordinating Christmas and Easter distribution of flowers to church members in their homes
- Sending birthday cards to members and thank-you notes to donors in acknowledgement of memorial gifts to our church.

Special Events:

- Arranging for a Mr. Softee Ice Cream truck after the Sermon in Song in October
- Hosting a New Members Party on April 2, 2023, for those who have joined FCCPA since 2019
- Organizing a gathering after the late Christmas Eve service, where congregants could gather to visit with each other.
- Providing treats between services on Easter Sunday

The Deacons have also discussed ways to provide additional support to and connection with our Zoom congregation.

# Annual Report of the Education Board

Ed Board Annual Report  
2022-2023

The 10-person Education Board hosted several in-person activities in 2022-2023 to help strengthen the community following a year of mixed in-person and virtual events.

Todd Erickson, our Director of Children's Ministries, continued to gather children and teens in "Backyard Sunday School". Children (from toddlers to 5<sup>th</sup> graders) gathered to sing, pray, play games, and connect while the teens led activities, and songs helped to hand out donut holes, and kept a watch on the play area. Attendance continued to be steady and improved again this Spring as the weather got warmer and families attend church in person. We are grateful for Todd's commitment, creativity, and spirit!

In August, the Ed Board team hosted Dog Days of Summer lemonade and scones before and after church as families enjoyed the warm outside services. The Ed Board supported the Bike & Backpack Blessing Day and Pet Sunday as well. In September, the Ed Board partnered with the Outreach Board for Homecoming Sunday to welcome families back to church and provide families with various options to volunteer in our community. In October, Laura Lindstrom spearheaded the third annual pumpkin patch. The event was held on the front lawn and helped build visibility in the broader community. The remaining pumpkins were used to decorate the courtyard on Sunday morning and were sold following the service.

In November, Liz Trumbell helped organize S'mores and songs in the courtyard, where approximately 35 congregants gathered with David and Todd to sing around a fire and enjoy s'mores. At the end of November, **Christine Jojarth & Sally Loverro** led the annual Advent Wreath event. It was held late afternoon in the courtyard so that families of all ages could enjoy the event. The feedback from this time shift has been positive, with many more young families being able to attend. Everyone enjoyed cookies, hot chocolate, tea, and Christmas carols.

In mid-February the Ed Board and Outreach Board once again teamed up for a chocolate chip cookie contest and bingo night. Over 125 attended this event, both young families with kids & teens as well as retired members enjoying eating cookies, popcorn, and lemonade. Chris Ernst was the MC of the night, keeping the crowd entertained and engaged in winning prizes! (Chocolate bars donated by Fair Trade) The Ed Board purchased a popcorn popper to be used by anyone for church events.

In April, the Ed Board again hosted the Easter Egg hunt on the Saturday before Easter. Ed Board families helped stuff leftover eggs from prior years to reduce plastic use. Rather than purchase additional plastic eggs, we shifted to small burlap bags last year. Approximately 50 people gathered and found close to 1200 eggs and bags! On Easter Sunday more than 50 kids attended Backyard Sunday School and enjoyed a bouncy house and treats.

The Ed Board had a final event for Church Family Sunday in May, where we enjoyed cake in the courtyard following service. This celebration included Mother's Day, Confirmation, and the end of the school year. It was recommended that we include the 3rd grade Bible recognition at this event next year to add to the festivities.

The middle school and high school youth groups continue to benefit from the thoughtfulness and playfulness of Sam Putney, our Director of Youth Ministries. The youth group meetings on Tuesday

evenings thrived through the fall and winter, as did the high school youth bi-monthly meetings on Sundays. Sam continues to reach out to teens of all ages to engage them in our youth programs.

After a year of chairing the board, Laura Lindstrom will serve as the chair and look for a co-chair for the upcoming year, all 9 board members are continuing their participation, and Mary Grundy will be rejoining the board adding fun and experience to the mix. Lastly, a student advisor will help engage teens in Ed Board activities. While we do not have any new members for the upcoming year, we are well-staffed and will engage some additional new members as we head into Fall.

In 2023-2024 the board intends to build upon existing activities with an increased emphasis on community service and sustainability. Reviewing the calendar and making sure there are regular event opportunities to bring together members of all ages is the goal for next year.

## Outreach Board Annual Report for FY 2022-2023

*From the FCCPA by-laws: "The purpose of this Board shall be to engage in and encourage service to our local and global community. The goals of this Board are to enable the Church to support with our resources carefully chosen projects and/or agencies that address matters of human need, justice, and peace."*

In 2022-23 the 12-member Outreach Board consisted of Wesley Chow, Lisa Daly, Marty Dreher, Loren Gordon (vice chair), Colleen Gormley, Steve Ketchpel, Mali Mann, Elizabeth Moragne, Nancy Peterson (chair), Noelle Queen, Karen Routt, and Alan Stivers. The Board met via Zoom throughout the year (primarily due to COVID) with a clear focus on serving our purpose and achieving our goals.

Funding from the congregation is allocated in the church's annual budget for Outreach giving. The amount for 2022-23 was \$37,520, which has remained relatively flat for the past few years. In the fiscal year, we awarded grants to the following 16 non-profits: Acterra, Ada's Café, Adolescent Counseling Services, California Interfaith Power & Light, Correctional Institutions Chaplaincy, Crop Hunger Walk/Church World Services, Ecumenical Hunger Program, Life Moves/Hotel de Zink, Pacific School of Religion, Puente de la Costa Sur, Ravenswood Classroom Partners, SpiritCare Ministries, WeHOPE, United Christian Campus Ministry Stanford, UCC Open and Affirming Coalition, and Youth Community Service. The agencies were selected to receive grants for 3 consecutive years; 2022-23 was year 2.

The Peace and Justice Task Force is sponsored by the Outreach Board. Steve Ketchpel and Nancy Moss lead this dynamic group, which again this year had a great impact in engaging the congregation. Its Annual Report follows the conclusion of the overall Outreach report.

The following activities at FCCPA are led by congregational volunteers with liaisons to Outreach.

- CROP Hunger Walk: Steve Ketchpel and Marty Dreher took over leadership for FCCPA for the 2022 event, held on Sunday October 23. The Walk raised \$26,000 including \$6200 raised directly by FCCPA. Approximately \$6500 benefitted the Ecumenical Hunger Program.
- Ecumenical Hunger Program food and clothing donations from congregation members are delivered by Outreach Board members.
- Fair Trade: This ministry continues to support small farmers and coops throughout the world via monthly sales. FCCPA is one of the largest faith-based customers of our supplier, Equal Exchange based in Boston, MA. FCCPA online ordering and in-person purchases in the fiscal year were approximately \$9300 through May 2023. Fair Trade partnered with the Education Board for a new, spirited activity the evening of Friday, February 24, featuring a chocolate chip cookie bakeoff and Bingo. Approximately 125 people attended. All cookies entered were made with our Fair-Trade organic chocolate chips. The FCCPA Fair Trade team includes Wes Chow, Rodney Click, Loren Gordon, Nancy Peterson, and Karen Routt.
- Giving Tree: Elizabeth Moragne and Lisa Daly managed this annual Christmas holiday event. Approximately 210 gift requests were fulfilled by congregational purchases, gift card donations and cash donations, and were delivered to the following agencies: Ability Path, Catholic Charities of Santa Clara County, Ecumenical Hunger Program, LifeMoves, Kinship Support Program, Mayview Community Center, Opportunity Center-Youth, and Puente de la Costa Sur.
- Hotel de Zink: Each March, FCCPA provides overnight shelter, meals, warmth, and hospitality to approximately 15 unhoused men and women in a program managed by LifeMoves. Noelle Queen, Michelle Cooper, and Kim Robbins continue to handle fundraising and coordinate meals quite effectively from FCCPA.
- Thanksgiving Food Drive: Congregational donations of food were sorted by FCCPA Youth and delivered by Outreach Board members to the Downtown Food Closet, Ecumenical Hunger Program, and the South Palo Alto Food Closet.



**In addition to the above, the Board implemented 3 objectives for the 2022-23 Fiscal/Calendar Year. They are:**

- **Inspiring the congregation to give of their time, talents, and treasures, through forums and in-service talks.** The in-service, 90 second talks from the pulpit occur monthly and feature information about partner agencies. The feedback on these talks is highly positive. The Peace & Justice Task Force has an ongoing, robust series of forums addressing diverse issues.
- **Ensuring that the congregation has a fundamental understanding of what Outreach is at FCCPA and connecting members to volunteer opportunities with our grantees.** In addition to the above, we publicize opportunities in the church media including ENews and the Order of Worship.
- **Engaging the congregation in the first FCCPA Serves Day through volunteer activities that benefit community agencies.** A major new undertaking, the inaugural Serves Day was organized by the Outreach Board under the leadership of Lisa Daly and Noelle Queen. It occurred after the church service on September 11, 2022, in conjunction with Homecoming Sunday. More than 60 adults, youth and children rolled up their sleeves to serve others. The first year was a success, laying the foundation for this to become an annual event. The projects for 2022 follow.

### **Onsite Projects**

- Youth Community Service (YCS) (23 people)
  - Covid Kits for Creative Montessori
  - painting rocks and birdhouses for Animal Assisted Happiness
  - making blankets for Project Linus
  - environmental workshop led by the Girl Scouts (5 kids plus adults)
- Correctional Institutions Chaplaincy: activity kits for teens who are in detention (12 people made 120 kits)

### **Offsite Projects**

- Youth Community Service (YCS) (5 people)
  - Izzi's Education Center: gardening and site clean-up.
- Ecumenical Hunger Program: sorting and shelving donated canned and packaged food products (15 people)

Outreach is grateful to the FCCPA congregation for the commitment to the people we serve on your behalf. Contact outgoing co-chairs Loren Gordon or Nancy Peterson with questions or suggestions. The board elected Alan Stivers to serve as chair for 2023-24.

**The Peace and Justice Task Force** operates as a "Task Force" (non-elected interest group) under the sponsorship of the Outreach Board. The co-chairs are Nancy Moss and Steve Ketchpel. We average nine attendees at our monthly meetings (typically the 3rd Tuesday of the month, 12:30-2pm on Zoom, newcomers are always welcome), where we plan activities to spotlight peace and justice topics for the congregation and discuss current events. This year, we were involved in 12 (!) after-worship forums:

- Four sessions on the topic of Reproductive Justice and our church's response to it, led by Lauren Biglow (7/31/22, 10/2/22, 11/27/22, and upcoming 5/21/23); we learned more about being a "Choice Sanctuary."
- and providing housing or resources for people who might be traveling to the Bay Area for medical care or training.
- A pre-midterm election review of issues including Menlo Park's Measure V by David Springer through the League of Women Voters
- Guest preacher Rev. Thomas Moore and Gloria Moore and Dr. Jonathan Cordero (arranged by our Bay Area Native Allies Project friends)
- A deep dive into voting rights and poll working process with Maya Marvilla
- A panel of young adults who shared their experience with student debt and a reflection by Dr. Derek Christopher on its impact on delaying life goals.
- The personal story of Prof. Nasiruddin Nezaami, an Afghani legal scholar who left Afghanistan under threat of the Taliban and whose family remains there.
- Green Empowerment organization with Daja Phillips and Adrienne Pierce
- Peter Drekmeier on the history of Earth Day and choices that Palo Alto faces
- (Coming up on 6/11) A representative of Loomis UCC church, targeted by the Proud Boys for their embrace of LGBTQIA community.

Our summer book discussion group discussed *The Indigenous People's History of the United States* by Roxanne Dunbar-Ortiz during two evenings in July. We'll be getting an early start with our summer book group in 2023, with Matthew Desmond's best seller *Poverty, By America* being the subject of our discussion on the evenings of June 13 and June 27, 2023. All are welcome to join in the discussion as we look at the role we play in the prolongation of poverty in the wealthiest country in the world.

Other plans for the coming year include a fundraiser dinner in the fall, and a special event focused on the ethics of AI with speakers prominent in the tech field. Discussions initiated this year on Reproductive Justice and Immigration may continue to evolve into specific action plans for 2023-2024.

In addition to our connections with FCCPA's Outreach Board and Bay Area Native Allies Project, we value our partnerships with Rebuilding Alliance (RA) and Showing Up for Racial Justice (SURJ). SURJ's work with protecting the Juristac sacred area in the southern part of Santa Clara County reinforced the campaign in which BANAP also participated. RA continues to build connections in Congress through leading delegations and by briefing staffers and elected officials. Subsequent calls for action and/or intervention have been more frequent during this difficult period of Israeli - Palestinian relations.

We would like to hear about your ideas for Peace and Justice activities, and help you bring them to life in our church. You are most welcome to join our summer book group, after-church forums, and/or the 3rd Tuesday monthly meetings!

- Nancy Moss and Steve Ketchpel, Co-Chairs

## Annual Report of the Board of Trustees for FY2022-2023

The Board of Trustees had 11 members with Stephen Godfrey as its chair during the FY2022-2023 term. The Trustees have 7 Committees (Buildings and Grounds, Finance, Legacy Giving, Personnel, Risk Management, Stewardship, Technology). During the year, the Trustee Board oversaw operational and investment finance and the annual stewardship campaign, assisted with personnel issues, provided leadership and financial support to the Church's buildings and grounds, and helped Church staff with contract negotiations and reviews.

### **Buildings and Grounds Committee: (Brian Bicknell, Chair)**

Over the course of the year, much work was done to maintain FCCPA's buildings and grounds. This included the janitorial, landscaping and maintenance services covered within the Church's operating budget. In addition, the items and projects discussed below were completed or underwent significant work.

- Sanctuary AV Improvements: The Sanctuary AV improvements were largely (and successfully) completed in 2021-2022 with funding outside of the church budget. Additional needs were identified and addressed this year funded by \$2.6K from Facilities.
- Kitchen Oven: One kitchen oven failed; needed repair costs were \$1,200.
- Nursery School Boiler: The boiler heating part of the nursery school and the youth room failed; Parts/labor costs for repair were \$1,500.
- Furnace: The furnace blower motor heating the sanctuary failed and was replaced; repair costs were \$1,300.
- Roof: A storm damaged the church roof and caused leaks; The damage was repaired.
- Eileen Altman's Office: In the previous year, \$15,600 was approved from the Facilities Directed Fund to update Eileen's office to reduce street noise and heat and to brighten the room. During this year, three windows (and associated blinds) were replaced.
- Joe Guthrie's Apartment: In the previous year, expenditures up to \$40,000 from the Minister's Housing Directed Fund were approved to update Joe Guthrie's apartment. This work began last year and was completed this year.
- Uneven Concrete Surfaces: Several tripping hazards in the Nursery School area (caused by tree roots) were identified. Prior to remediation, several other areas were identified throughout the campus. Precision Concrete Cutting was hired and completed repairs in February costing \$6,100.
- Security Cameras: In 2021-2022, funds were approved for the procurement and installation of a constellation of security cameras for monitoring key areas on the church campus. The cameras were installed at a cost of \$1,000. The ongoing cost of video capture and storage will be \$100/year.
- Howell's House (Partial Remodel): During 2021-2022, the Howells began a house remodeling project on their house which is partly (47%) owned by the Church. The project included 1) total remodel of the two bathrooms, 2) replacement of most windows (including blinds), 3) exterior landscape/fence upgrades, and 4) miscellaneous electrical and kitchen repairs. The project was completed in April 2023. The church portion of the costs, which was provided by the Ministerial Housing Fund was approximately \$62,000.
- Parking Lot Lighting: The Louis Road parking lot lighting has a "hole" in one section, and the lights in some areas are blocked by trees. Some trees were trimmed to improve lighting. The missing area will require further study to determine if additional lighting is necessary. There would likely be substantial expense since underground cables would be required along with a new light standard.
- Parking Lot Signs: Two signs with the church's address were removed from the Louis Road lot since they had decayed. These signs do not perform any useful purpose, and do not need to be replaced.
- Cellular Equipment: T-Mobile and Church representatives have been involved in negotiations to allow T-Mobile to upgrade their installation on the church roof; they wish to install additional equipment and a cupola (like Verizon's equipment). This expansion would come with additional rental income for the Church.

### **Finance Committee: (Stephen Godfrey)**

This year, the Finance Committee continued to conduct normal business including overseeing.

- The work of the Treasurer who regularly reports to the Trustees at Board of Trustees meetings,
- Administration of the Church's financial operations also reviewed in Board of Trustee meetings,
- Oversight of the annual Stewardship campaign, and
- Investments through regular meetings of the Investment Committee.

In addition, the Finance Committee was involved in discussions to launch a new Capital Campaign with a goal of raising funds to

- Re-developing the Church's Courtyard,
- Replacing the Campus's aging electrical panel,
- Paying off loans.

At the time of this report, this potential capital campaign remains under discussion as it was in the previous year. However, some factors indicate that it's likely to launch in the Fall of 2023 since detailed design work has started on the courtyard refurbishment, preparations for loan repayment or refinancing are starting and the Congregation seems receptive to such a campaign.

**Stewardship Committee: (Greg Evans - Chair, Blake Putney, Cathy Gauthier, Lynn Mitchell, Peggy Brinkman, Grant Sontag )**

The 2022-2023 Campaign Conclusion:

The stewardship campaign committee chose as its campaign theme, "We will Meet the Moment Together." Committee members included Blake Putney, Cathy Gauthier, Lynn Mitchell, Peggy Brinkman, Grant Sontag, Greg Evans, and Bing Heckman as its chair.

The asking budget approved by the congregation in April established the goal for the campaign: collect within a two-month spring campaign, pledges totaling \$850,000. The congregation was to meet in June to vote on the final budget. Although the spring campaign fell somewhat short of its goal, committee members made follow-up phone calls through the summer and early fall. By mid-November the pledge goal had been achieved, two-months earlier than it had taken the 2021-2022 pledge drive.

The 2023-2024 Campaign in Progress:

"Because of You, Our Church Changes Lives" was selected as this year's theme. Serving on the committee were the same stewardship stalwarts as last year. Greg Evans assumed chairmanship responsibilities from Bing Heckman, who had served as chair for three successful campaigns. Once again, the church members who spoke from their hearts during worship services made vital contributions. Office Manager Rita Retzlaff performed a service. She ported the stand-alone "Giving" portal into church's enterprise software system, thereby reducing training and maintenance demanded by the former portal.

The congregation-endorsed asking budget established a challenging goal of \$893,000 —5% more than the 2022-2023 goal. (Historically, the pledge goal has increased an average of 2.5%.) As of May 12, 125 pledges totaling 75% of the goal, had been collected. These levels are in line with historic averages at the 5-week point, giving hope that the campaign will come close to its goal before the June congregational meeting.

**Legacy Giving Committee: (Patricia Davis, Ben Roberts, Cathy Gauthier, Steve Ketchpel, Bing Heckman, and Linda Baker)**

Our congregation today stands on the shoulders of the faithful people who have gone before us – those who founded our congregation, who had the foresight to build our buildings, and those who blessed us with our beautiful organ and the remodel of the sanctuary and social hall.

The Legacy Giving committee, established by Council, works to increase the visibility of legacy giving as an important giving option for members of our congregation.

Church members are encouraged to let the church office or committee members ([legacygiving@fccpa.org](mailto:legacygiving@fccpa.org)) know about plans for legacy gifts. The box below shows the legacy gifts and plans for legacy giving known to the committee and the church office as of May 1, 2023.

As of May 1, 2023, thirteen church member households have shared that legacy giving to our church is part of their estate plans. And in 2022-23, our church is grateful to have received one unrestricted legacy gift of \$100,000. This generous gift has been placed in the Fund for the Future which provides unrestricted funding that ensures the ministry and mission of our church for future generations. One other legacy gift is expected to be finalized in the coming year.

Our Legacy Giving theme for this year and next year is inspired, in part, by the Amanda Gorman poem, The Hill We Climb: **We can be a legacy. We can leave a legacy. We will raise this wounded world into a wondrous one.**

The committee's activities this year included the following:

- Updating the Legacy Giving website ([fccpa.org/legacy-giving](http://fccpa.org/legacy-giving))
- Conducting interviews with four church members in the fall of 2022 about their reflections on legacies and legacy giving. Those inspiring interviews are now available on the legacy giving page of the church website.
- Sponsoring a forum to share the interviews and have a conversation about what it means to be a legacy and to leave a legacy.
- Sponsoring a forum on memorial service planning, led by Dave Howell
- Beginning a process of reaching out to individual church members to understand their plans for legacy giving to our church.

Legacy gifts are a powerful tool to ensure the ministry and mission of our church, providing a vibrant home for fellowship, worship, education, music, and community support for generations to come. The committee is deeply grateful for the generosity of our church and all those who have invested in its future.

### **Risk Management and Insurance**

Cedric Hughes conducted another "master class" on risk and briefed the Trustees on FCCPA's strengths and vulnerabilities and received approval on the church's insurance coverage and premiums. The Trustees also affirmed their support of proactive and preventative maintenance of the uneven surfaces of the church grounds to ensure compliance with Palo Alto city codes and best practices. The Trustees recommended a full site review and remediation to mitigate future accidents and mitigate claims against Worker's Compensation.

### **Legal Work: (Kimberly Bomar)**

Both as independent efforts and as parts of other initiatives, the Trustees under Kim's leadership have reviewed several legal documents including.

- The documentation supporting the Howell residence bathroom remodel,
- Amendments to the T-Mobile cell tower lease,
- The tax-advisor (Kip Kipp) contract regarding Paycheck Protection Program funds,
- The consulting agreement with Busy Bee janitorial services,
- The amendment covering the Cornerstone school renewal,
- The Emergency Response Procedures (which as of May 2023 is still pending).

### **Personnel Committee (Sukie Stanley)**

During 2022-2023, the Trustees continued to provide high-level, administrative oversight of the Church staff and to review and determine personnel decisions. Two noteworthy policy changes were the following.

- In response to new California legislation, AB506, that became effective Jan 1, 2022, FCCPA's Safe Church Policy was updated to comply with this legislation. This new law requires updates to child abuse prevention policies for youth-serving organizations (including churches) in three areas: screening, training, and policies. FCCPA Council approved the changes on January 25, 2023. We are targeting May 31, 2023, for all employees and "regular volunteers" to be fully compliant.
- The Church by-laws were updated to state that the Board of Trustees be responsible for salary determinations for all Ministerial Staff, with input from the Ministerial Review Committee; salary adjustments shall be subject to approval by the Church Council. This change was made after the Ministerial Review Board conducted its required evaluation of the Assistant Minister's role and performance, and in that process clarified that such salary adjustments were beyond the scope of the Ministerial Review Board. In response, the Church Council recommended the by-law change.

## Annual Report of the Treasurer

### Operating Results

- Our budget goal for the fiscal year 2022-2023 was to achieve a nearly balanced budget.
- Overall, income is tracking close to budget. April to June pledge payments will be key to achieving budgeted income.
- Trustees' expenses will be over budget due to unbudgeted expenditures for Facility Repairs and Improvements approved by Trustees, as well as higher utility costs.
- Trustees have approved some additional transfers from the Directed Funds to pay for unbudgeted projects, and we had an additional \$96,338 in non-recurring income this year from the Employee Retention Tax Credit.

	Budget	Actual as of 3/31/2023	Actual - Budget	Actual/ Budget
Income				
Pledge	\$850,000	\$600,881	(\$249,119)	0.71
Other Gifts & Bequests	110,000	85,841	(24,159)	0.78
Rents & Fees	219,800	200,654	(19,146)	0.91
Events & Other Income	36,700	40,624	3,924	1.11
Fundraising	23,200	12,872	(10,328)	0.55
Bank Interest	650	410	(240)	0.63
Support from Directed Funds	77,300	74,891	(2,409)	0.97
Subtotal	\$1,317,650	\$1,016,173	(\$301,477)	0.77
Employee Retention Tax Credit	\$0	\$96,338	\$96,338	
Income Total	\$1,317,650	\$1,112,511	(\$205,139)	0.84
Expense				
Council	\$556,150	\$414,777	(\$141,373)	0.75
Worship	21,400	8,563	(12,837)	0.40
Music	45,000	29,484	(15,516)	0.66
Deacons	2,000	601	(1,399)	0.30
Education	21,520	10,877	(10,643)	0.51
Outreach	116,620	65,739	(50,881)	0.56
Trustees	554,246	530,361	(23,885)	0.96
Expense Total	\$1,316,936	\$1,060,402	(\$256,534)	0.81
Net Change in Assets – before Tax Credit	\$714	(\$44,230)		
Net Change in Assets – after Tax Credit	\$714	\$52,109		

## Capital Loan

- Loan for Social Hall project negotiated in November 2019 for \$1,029,000 at 3.75%/year (after rebate of 0.5%) for 10-year renewable loan amortized over 25 years. As of March 31, 2023, the outstanding loan balance was \$948,325.
- Loan payments are about \$67,000 per year.
- Loan payments have been made from the remaining Capital Campaign funds. As of March 31, 2023, the balance of Capital Campaign account was \$129,226.
- Funds from the Capital Campaign account will cover loan payments until February 2025.
- Will need to refinance or pay off estimated outstanding balance of \$740,000 in October 2029.

## Directed Funds

- Budgeted withdrawals from Directed Funds are used to help fund operations and grants.
- Directed Funds also are a buffer for unexpected/unbudgeted expenses and/or loss of income. Additional withdrawals were approved from Ministerial Housing to fund additional repairs & improvements.
- Asset allocation
  - Community Grants Fund, a portion of the Ministerial Housing Fund, and Fund for the Future are invested in the Domestic Core Equity Fund at United Church Funds (ucfunds.org).
  - The portion of the Ministerial Housing Fund previously invested in Certificates of Deposit were transferred to the Domestic Core Equity Fund in April 2023.
  - All other funds invested in the United Church Funds Balanced Fund (40% fixed income/60% equity).

Fund Name	Balance as of 3/31/2022	Balance as of 3/31/2023	Budgeted Withdrawal	Withdrawals as of 3/31/2023	Expected Withdrawal
Operations Fund	\$49,661	\$41,505	\$2,600	\$0	\$2,600
Facilities Fund	62,755	50,041	3,900	0	3,900
Music Fund	326,117	281,414	17,100	565	17,700
Ministerial Housing Fund	587,887	516,596	29,300	62,597	91,897
Outreach Fund	83,537	74,126	4,400	0	4,400
Community Grants Fund	811,537	729,740	20,000	11,729	20,000
Fund for the Future	1,089	104,246	0	0	0
Total	\$1,922,584	\$1,797,668	\$77,300	\$74,891	\$140,497

Submitted by Peggy Brinkmann

## Budget Policy Committee - Annual Report 2022-23

May 22<sup>nd</sup>, 2024

FCCPA finances remained in healthy condition this year with approximately \$42M in Total Assets (including the properties) and \$1.6M in our Accounts.

We are a healthy, vibrant church with 751 members as of March 20<sup>th</sup>, great Music and Childrens programs, consistent outreach, and post Covid-1, we are working to rebuild our face-to-face connections.

Inflation was high this year at around 8% annually nationwide, there were significant layoffs in the Technology sector in our area, the Federal Reserve raised the interest rate a number of times during the year to fight inflation and just prior to the Stewardship Campaign, there was some instability in the Regional Banking sector, all of which may have impacted the congregation.

The biggest financial challenge facing the church is the \$818,000 uncapitalized loan (951,000 loan minus \$133,000 on hand to pay it off) from the previous Social Hall Capital Campaign. There are discussions to run a Capital Campaign to fund the renovation of the Courtyard, some major electrical work and the unpaid loan. If the entire amount of the outstanding loan is taken into this new Capital Campaign, then all will be well. At current course, we could use the Operating Reserves of \$256,000 to pay down the previous loan, which would mean that only \$562,000 would need to be taken into the Courtyard Capital Campaign. If not, there will be a \$67,000 annual increase in the Operating Budget starting in 2024-25 to include the cost of the Social Hall Capital Campaign, which would probably mean cuts to programming.

In terms of the 2023-24 Budget, The budget policy committee was able to recommend a balanced budget, which included a 6.5% raise for staff, plus a significant raise for our Associate Minister. This was made possible because of additional class room and cell tower rental income, along with a slightly larger than usual ask from the Stewardship Campaign (5.1% vs 3.5%). As of this writing, we are at 80% of the Stewardship target and the Stewardship chair is messaging that we will make our goal.

I wanted to make a special call out to Rita Tetzlaff, without whom, this process would have been far more chaotic. She has been immensely helpful in pulling information together, working with the Boards and in general enabling the Committee to operate smoothly.

John Grundy

Chair – Budget Policy Committee.

Budget Policy Committee:

- John Grundy – Chair
- Monica Johnson
- Mike Marianacci
- Randy Melen
- Peggy Brinkmann - Treasurer
- Rob Lenicheck - Moderator



## Annual Report of the Worship Board

In line with Church by-laws, the Worship Board sought to enhance and support the religious and spiritual ministry of the Church, with particular focus on aspects of the worship experience for the congregation. Members of the Worship Board for 2022-23 were Jill Bicknell (Chair), Marjorie Daehler, Lee Crager, Nancy Mayo, Jennie Heckman, Sally Kadifa, Will Jeffries, and Iris Moroney<sup>1</sup>.

During 2022-23, the Church continued to hold hybrid worship services, allowing in-person attendance while continuing to broadcast the services on Zoom. The new A/V system in the sanctuary enhanced both the online and in-person worship experience. We appreciate the team of volunteers who worked during every service of the year to make all the components run smoothly during worship! Budget had been allocated for a paid position to run the Zoom broadcasts, but the excellent team of willing volunteers made that unnecessary.

During the year, the Worship Board continued to serve as a sounding board for ministerial staff. We discussed how to best use the projection screen during worship and other aspects of the worship service. Communion service continued to evolve as COVID practices relaxed; we reintroduced the “loaf and cup” served by one of the ministers, while continuing to offer individual cups of juice and cubes of bread at tables on the side and at the back of the sanctuary. We also adjusted our practices for serving gluten-free elements to be safer for those with celiac disease. We approved several important expenditures, including funding a Bass section leader for the choir and a new apprenticeship for the music program. And we continued to decorate the altar and sanctuary as appropriate for the season, including placement of poinsettias and the advent wreath for Christmas and lilies for Easter.

Another accomplishment this year was the completion of redesigned prayer request and contact cards to place in the pews for visitors to our church. The redesign project was led by Nancy Mayo. The new cards were updated to include the new church logo, simpler content, and revised instructions for what to do with the cards once completed (since the offering plate is no longer being passed). The new cards are being printed and will be placed in the pew racks in June. We are grateful for Nancy’s leadership and the helpful input from the ministerial staff.

Many members (and former members) of the Worship Board made important contributions to the work of the Board and deserve special thanks. Nancy served as Secretary again this year and continued to prepare concise and accurate minutes of Worship Board meetings. Lee helped organize communion, and all members worked together to serve communion and accomplish many Worship Board duties. Jennie worked with Kathy Terry (former Board member) and other Board members to ensure that the altar was beautifully adorned with flower arrangements on non-communion Sundays.

Again, thanks to all members of the Worship Board for their dedication, fresh ideas, hard work behind the scenes, and consistent devotion to serving our congregation.

Respectfully submitted by Jill Bicknell  
Worship Board Chair, 2022-2023

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<sup>1</sup> Will Jeffries resigned part way through the year due to other commitments.

# ANNUAL REPORT OF THE COMMUNITY GRANTS COMMITTEE OF THE FIRST CONGREGATIONAL CHURCH OF PALO ALTO FOR 2022-2023

The Community Grants Committee (CGC) is a standing committee of FCCPA. The focus of the CGC is to provide funds for capital needs or seed money for new or expanding efforts of worthy non-profit entities. CGC does not have a specific annual budget. Rather, it provides funds in response to grant applications throughout the year. CGC's intention is to provide around five percent (5.0%) of its principal as grants per year on average. That said, some years may be less and others more.

The assets of the Community Grants Committee are maintained as a dedicated fund overseen by the FCCPA Investment Committee. As of May 18, 2023, the total net worth of the CGC account was \$724,463. The net worth of the account on June 30, 2023, will be this figure adjusted to reflect any income, contributions, grants, disbursements for expense, and adjustments to the values of the assets making up the account.

During this period, the CGC approved the following grants:

## **Karat School Project**

The grant proposal relates to providing food cards and other related support to local RV dwellers and other members of the local unhoused community. The proposal also seeks volunteer time to assist in distributing the cards to the target community. Discussion about the grant request followed the presentation, including the best way to help implement its objectives.

Following discussion and upon motion duly made and seconded, the proposal to provide funding in the amount of \$9,000 was unanimously approved.

## **Immigrant Accompaniment program**

Alan Stivers provided an overview regarding the grant proposal received from the Immigrant Accompaniment program. He described the nature of the organization and the work being done. He referred to the written grant request, to subsidize housing for the Cáceres Hernández family for one year, which was previously circulated to the Committee members, and described the specifics of the proposal. Previously a refund of \$2,729 was made in 2021 as costs at that time were less than which had been approved by CGC by that amount.

Following discussion and upon motion duly made and seconded, the proposal to provide funding in the amount of \$2,729 was unanimously approved.

## **Karat School Project**

Evelyne Keomian, representing The Karat School Project, submitted a grant request for a trust base to provide hotel rooms for families living in Residential Vehicles (RVs) for some of these families during extreme weather such as heavy rain and hot days. The application notes three families who need to be placed immediately with an estimated cost of \$257/night for potentially three nights, which amounts to \$2,313. The application is for 50 nights for potentially 10 families over the next 12 months and is part of an ongoing program. Those present and comments from those not present noted that the request of the grant was for operational support and was not leading to ongoing sustainable solution.

Following discussion and upon motion duly made and seconded, to provide funding in the amount of \$2,500 to serve immediate needs of several families and to encourage The Karat School Project to submit another grant application addressing repairs to the RVs to make security and weatherproofing improvements to provide a more ongoing solution to the needs. The motion was unanimously approved by those present, which was a quorum.

## **WeHope**

The grant request relates to their need to replace various appliances that were destroyed by flood damage incurred in December 2022. The request reflects costs not covered by their insurance, including the cost of replacement of appliances, and the electrician costs associated with installation. The grant application also included additional expenses associated with services provided by WeHope that were impacted by the flood. The directors discussed the grant request and how it would fit within the normal parameters and standards for funding grants by the Committee.

Following discussion, a motion was duly made and seconded to provide funding in the amount of \$19,408.00, as an unrestricted grant but intended to cover the costs of the appliances and the electrician costs, as described in the grant request. The motion was unanimously approved by the directors.

The committee members and officers of the CGC during the year were:

Geoff Baker

Glenn Edwards

Bing Heckman, Chair

Tom Kellerman

Adrienne Pierce

Karen Routt

Alan Stivers

Eileen Altman, Pastor, ex officio

Respectfully submitted,

Bing Heckman

June 1, 2023

## **2022 Annual Report of the Artisans' Bazaar**

Data from the Artisans' Bazaar held November 5 – 6, 2022 in the Social Hall:

- 22 artisans participated of which 7 were church members or family.
- 21 volunteers assisted.
- Approximately 407 people attended.
- Total sales - \$16,490
- Total donations made by artist to charities of their choice - \$3,881 (23%)

The event is organized by Diane Churchill in communication with an advisory committee consisting of Jamila Rufaro, Reo Haynes, Marilyn Corvin and Debby Martin.

**2022-2023 Annual Report**  
**First Congregational Church Nursery School**  
**“First Congo”**

**PROGRAM AT A GLANCE**

- We offered all three of our programs this year: Nursery Program for 2&3-year-olds, Youngers Program for 3&4 year-olds, and Older Program for 4&5-year-olds.
- We provided a preschool experience for up to 60 children during the school year.
- 7 children are church members or attend church regularly.
- 12 families were new to First Congo this year.
- \$28,970 was used for tuition assistance this year.

**STAFF**

Executive Director: Marisa Cajbon

Director of Operations: Katherine Cherry

Nursery Program

- MW Teachers: Lori Sevcik and Melissa Goldman
- T/Th Teachers: Amity Hodge and Liz Kristofferson

Youngers Program Teachers

- Erika Krugler – Yellow Tail Snack Teacher
- Robyn Miller – Red Tail Snack Teacher
- Sondra Zenger and Liz Kristofferson – Resource Teachers

Older Program Teachers

- Sue Marianacci – Purple Tail Snack Teacher
- Lisa Newton and Lori Sevcik – Blue Tail Snack Teachers
- Janine Rocha and Lisa Blanchette – Resource Teachers

**HIGHLIGHTS**

Carrie Jeffries retired as director in June 2022 but stayed on in a consulting capacity through

October 2022 to help transition in the new director, Marisa Cajbon. Marisa started on August 1, 2022, and worked closely with Carrie and Katherine to get up to speed and start the school year strong. We welcomed 52 families to participate in the nursery school this year. All three programs were full of 20 students each. As typically happens in a school year, three families left the program due to moves out of the area or to a different school that better fit their needs.

**COVID-19 MANAGEMENT**

As a staff, and with the approval of the Executive Board, we opted to begin the school year with masking optional for both students and staff. This was in alignment with the Palo Alto Unified School District and State of California Covid guidelines for schools. We continued to operate with the doors and windows open at all times, but we also opted to bring snack back indoors. The school provided rapid covid tests for each family and asked families to test twice weekly for the first few weeks of school. We also asked families to test after Thanksgiving break, winter

break, and spring break. Additionally, if a child was out of school for any duration due to illness, proof of a negative covid test was requested upon return. Although we had a small number of individual students and staff who contracted Covid-19 at various times throughout the school year, no cases were related, and no additional cases resulted in the school setting.

## **IN-PERSON AND COMMUNITY EVENTS**

We were excited to bring back many in-person events this school year. We started the school year with evening orientations for each class in the Fellowship Hall. We held our annual welcome party in the school yard in October, which was well attended. We offered four parent education opportunities which included a Question-and-Answer Night, Holiday Rituals, Navigating Parenthood (with guest speaker, Carrie Jeffries) and Kindergarten Readiness. We offered one parent meeting via Zoom this year to discuss ideas about next school year and share thoughts about the current school year which resulted in the conversation about First Congo's well-loved "Pick-a-Party" events. This quickly evolved into the planning for a wonderful school event in April. We enjoyed a fundraiser night at Gott's in the fall, Doughnuts and Donations in the school yard in November, Bedtime Stories family event, a walk down Christmas Tree Lane in December (hosted by the Cafiero and Wang Families), Open House and a book fair in March, and a First Congo Driving School Party in April. There were ample opportunities for families to enjoy in-person community events and it was wonderful to have so many families get involved. This year we also brought back the Parent Community Council (PCC) with parent representatives from each program. We are excited to continue rebuilding our PCC, getting more families involved.

## **STAFFING**

This year, Melissa Goldman seamlessly stepped into the Nursery teacher role on Mondays and Wednesdays and the Parent Council moderator, which was a shift from last year as a substitute teacher. Janine Rocha also joined the team on Tuesdays and Thursdays in the Older program as one of our resource teachers. We were thrilled that Janine and Melissa, both alumni parents and educators, were able to round out the team this year. We had hoped to hire a 5-day teacher for our Older's program but found the task to be quite difficult this year. Lisa Newton graciously took on the 5-day position for the first months of school to help the students and new director transition. We were able to hire a 3-day teacher, Jessica Moroyoki, for November and December allowing Lisa to reduce her days to 3 days per week. In January, Jessica moved out of state and Lori offered to work two additional days at the school in the Olders program to help us complete the Olders team. In February, we were excited to welcome Emily Hedge, an alumna and current parent, to the staff. She worked regularly on Wednesdays to shadow various teachers and learn more about the program and substituted as needed. We were fortunate to add Carrie Jeffries to our substitute teacher list this year and it is always great to have her on campus. Lisa Blanchette announced that she will be retiring from teaching at the end of this school year. After running her own preschool program for 25 years followed by nine years teaching at First Congo, she has left a lasting impression on the field of Early Childhood Education and this community. Sondra Zenger will not be returning next school year as she is following her heart to work more closely with families in need, specifically immigrant families needing resources. Sondra had all three of her (now adult) children attend First Congo and has been teaching at the school for 5 years. She will be sorely missed.

Liz Kristofferson will be taking a leave of absence from First Congo next year. Liz has been an integral part of the First Congo community for over 30 years as both a parent with a child in the program and a long-standing educator. Her departure will be felt by staff and families, and we are hopeful that she will be able to return to First Congo at some point in the future. Liz's contributions to First Congo are immeasurable, and we are sad to see her go and wish her all the best.

## **LOOKING FORWARD TO NEXT YEAR**

While this has been a year of transition and change, our school community and staff remain strong and committed. We look forward to welcoming back our returning families, many younger siblings joining the Nursery program, and all our new families. We are also putting final touches on our teaching team for next year but remain confident that all staffing pieces will be in place by June.

Many thanks to the First Congregational Church Community for being so supportive and welcoming to me during this transitional year. I am so appreciative of the warm welcome and commitment from our Executive Board members Dave Howell, Megan Fogarty, and Loren Gordon. I am grateful to the veteran staff of First Congo who openly embraced me and helped me understand the culture and true philosophy of this school. I am extremely grateful to all the families who participated in our program this year. Their enthusiasm to participate and build community only strengthen this program! Needless to say, our staff brings this school to life every day and I am honored to learn from each of them and be a part of this amazing team: Director of Operations, Katherine Cherry, and teachers Amity Hodge, Liz Kristofferson, Sue Marianacci, Lisa Newton, Robyn Miller, Erika Krugler, Lisa Blanchette, Lori Sevcik, Sondra Zenger, Janine Rocha, Melissa Goldman, Emily Hedge, and Carrie Jeffries.

Respectfully submitted by Marisa Cajbon, Executive Director, First Congo Nursery School