

ANNUAL REPORT 2020

Cotuit Federated Church • PO Box 436 • Cotuit MA 02635 • (508) 428-6163



Agenda for the Annual Meeting

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Pastor's Report

Dear Beloved Community,

Peace of Christ be with you! What a significant and unforgettable year this has been in the life of our church, as we are now in the midst of social distancing because of the global pandemic. It is remarkable to see how much has occurred in the last year.

Following our Annual Meeting last year, we began a Feasibility Study to see what might be possible in terms of our building expansion. The results were a resounding affirmation that now is the time to do a Capital Campaign and expand our footprint. We began our silent phase of the Capital Campaign and have already received pledges for 2.4 million dollars. We had planned to launch the congregational phase of this campaign in March but decided to wait to do a more public phase of the campaign until we are past this current crisis.

Our Building Expansion Team has contributed amazing work of visioning during this time that will serve us and future generations. We are blessed with many leaders in generosity and giving. I'm in awe that even in the midst of this economic uncertainty, our pledges for both the capital campaign and annual giving continue to come in with faithfulness.

Our teams have continued to function in amazing ways at this time. I am especially grateful for Tim Wakefield, Moderator, and Amy Fish, Vice-Moderator, as well as the Deacons as they have helped me navigate the many decisions that have needed to be made in response to the global pandemic.

I cannot express enough gratitude for our staff. Megan has created beautiful music for us to enjoy during online church and has adapted to the technology with grace. So

many are now enjoying her weekly *How Can I Keep from Hymn Sings with Megan*. Her gifts enhance our worship. Lynne continues to faithfully serve our children and congregation as our Christian Education Director and has jumped in to offer online stories each week and made calls to all our families. I am grateful for her work as both a pastor and a parent. Laura has been an enormous support in our communication during this time. I am thankful for her flexibility, attention to details, and much appreciated editing skills. Mark keeps the entire facility clean and in order – we are grateful for his meticulous cleaning.



What I have learned in this time is that the Spirit holds us together in ways beyond our imagining. I am grateful for your graciousness with our coming up to speed with online worship. The connections that we feel with one another are

not limited to merely being in one another's physical presence, but we are held together in the spirit of God. Truly God is with us whenever we gather, and that does not require us to be in the same physical building. Learning again that even as we continue to plan to expand our church building, the church is not the building. It is a gathering of the people of God, and it knows no bounds of love.

May God be with you until we can be together in person. What joy there will be on the day that we can gather and sing and hug without fear. May God bless us and keep us until that day.

Abundant Blessings,

A handwritten signature in dark ink, appearing to read "Angela McCallister". The script is fluid and cursive, with a large initial 'A' and 'M'.



Open and Affirming/Reconciling COVENANT OF WELCOME

Because we seek to walk in the way of Jesus, inspired to live compassionately, authentically and honestly, we at the Cotuit Federated Church declare ourselves to be open, affirming and reconciling. We proclaim this covenant of welcome to everyone, especially if you have known the pain of exclusion in the church and society.

At CFC, we have promised to be a conduit of God's love, a wellspring of spiritual growth, and a sanctuary for holy worship. Know that you will be embraced and loved for who you are. No matter your race, ethnicity, sexual orientation, gender identity or expression, family structure, faith background, abilities, doubts, troubles, or economic circumstances, you are warmly invited to break bread at our communion table, to share in all the sacraments, fellowship, ministries, leadership roles, joys and sorrows of our faith community.

We will journey with you. We will believe in you, encourage you to believe in your gifts and to go where you feel holy and alive as a beloved, beautiful, strong child of God.

No matter who you are or where you are on that journey, you are more than welcome here.

Our Loving Church



Administrative Team

The Admin Team has continued to meet regularly on the second Monday of the month and prefers to meet in person, but we have worked hard on our technology skills and have learned how to hold virtual meetings to make decisions for the church over the last few months. Over the last year, the Admin Team has reviewed the churches investment accounts with KSP Financials and has set up and approved a new investment team. We have moved the churches safe deposit box to Eastern Bank, and we continue to review the CFC financial statements at our monthly meetings.

The team monitors all of our physical properties and makes decisions on repairs. Over the past year, we have had to make repairs to the parsonage and the post office, as well as the church. We are trying to limit spending on the church, as we are waiting to see

what happens with the expansion project. We work closely with the Sexton and Office Administrator to make sure that their supply needs are met, and we are currently looking at the copier lease.

We are still in negotiations for a new post office lease and are hopeful that we will have a new lease signed in the next few months. When we make any decisions regarding CFC and its future, we have everyone's best interest at heart. I continue to be grateful for the outstanding job that the team does. We work together in a friendly manner and make the day-to-day decisions that keep our little church running smoothly. I am looking forward to working with this team for another year. Thank you to the team for all of your hard work. Keep the faith.

Submitted by Tim Wakefield

Deacons Team

The Deacons continue to focus on hospitality and the safety of our congregation.

Regarding safety, the Deacons hosted a short-course CPR training demonstration and workshop in October after worship service. Those who attended found it to be very useful and informative. It is tentatively planned to be repeated on an annual basis.

Thanks to Gary and Sue Potter, the congregation will soon have new name tags. They will be capable of being magnetically clipped on or suspended from a lanyard – no more pin holes in your clothes!

Thanks to Beth Gadoury, the church will also have new pottery-based communion tableware. All the vessels will be of uniform design, and the chalices will more amenable to dipping the bread.

In February, the Deacons once again hosted communion in the pews. The current plan calls for this to be repeated twice per year in August and February.

Several of the Deacons attended a training

seminar hosted by the Barnstable Police entitled, “Protecting your House of Worship.” Over the coming months, the Deacons will be examining our vulnerabilities and determining what should be done to improve our situation. We also plan to invite the Barnstable Police to come to CFC for a similar presentation for the whole congregation during Coffee Hour.

The Deacons continue to assist Pastor Angie with baptisms, serving at all communions, offering special blessings and offering support, remembrances and prayers at funerals. We also host the Ash Wednesday soup supper. As Deacons, we are available each Sunday to offer spiritual support and assistance to Pastor Angie and the congregation. It is a blessing to serve as your Deacons!

Kathi Campbell, Beth Crouch, Fran Deveau, Beth Gadoury, Dick Hamilton, Dan Hart, Jim LeClair, Carol Jean O’Toole, Gary and Sue Potter.

Submitted by Dick Hamilton

Mission Team

I am writing this amid a pandemic. The Mission team’s focus of helping those in our community who needed assistance during the 2019-2020 year seemed busy and active. We are anticipating that the need will be greater and will look different in the future.

We partnered with the Cotuit Fire Department to provide holiday meals at Thanksgiving and Christmas in our traditional fun-time way after church, packing and delivering meals, knocking on doors and greeting our neighbors. This Easter, we packed the bags in an empty church, being careful of physical distance from each other, and we delivered the meals with instructions over the phone to the fami-

lies that there would be no contact when the meal was dropped off on their doorsteps.

We continued our partnership with preparing meals at the Salvation Army twice a month, cooking the meals in the kitchen at the North Street facility. Since the pandemic, there is a small army of volunteers who prepare (physically distancing in Bruce Hall) bagged lunches to deliver to the Salvation Army where they are handed out to the guests to eat off site. No more greeting the guests who are familiar to those who serve on a regular basis.

Continued on next page

Team Reports

We financially support and serve at Faith Family Kitchen in Hyannis once a month in partnership with the Mashpee Congregational Church to provide hot meals to families and adults with food insecurity. The greetings and conversation as we serve the meals are such an important part of the mission. Since the pandemic orders issued in March, the meal is now passed through a window or out a door in to-go containers, with the guests staying 6 feet apart and having minimal contact with any of the volunteers. Due to the necessary changes made to the program, most of our volunteers are on a hiatus. For safety reasons, there is a core group from various churches and organizations who volunteer on a nightly basis and work under the strict sanitation and physical distance requirements to continue to feed the most vulnerable in our community.

During our 2019-2020 year, we completed many mission programs, such as *Christmas in Cotuit*, *Dress a Live Doll* and *Teens Love Christmas, Too*. We delivered food to the food pantry, donated funding to many of our

community partners who care for our neighbors. We fundraised after the Bahamas were devastated by a hurricane to send money to the One Eleuthera Foundation. We gave scholarships for summer church camp and supported our community by attending the Cape Cod Pride Festival, passing out lollipops along with our church information. We researched how to raise money to help with the *Rest in Peace Medical Debt* program, and we financially supported both of our denominations. We had fun and raised money for Habitat for Humanity by having a goods and services auction.

All the fun ways we support our community seem so far away right now, as we buckle down to do the necessary work needed to help during this challenging time in our world. Please keep talking to the Lord and pray for all the helpers in the world. Rest assured that this little church with the big heart will continue to help our most vulnerable neighbors.

Submitted by Pat Uhlman

Worship Team

The Worship Committee meets every one or two months to exchange ideas with Pastor Angie on upcoming seasons. Recently, the Easter theme was to be "Rooted in Christ," using plants and foliage to portray this image. Unfortunately, we were not able to fulfill this picture due to the virus.

The Christmas theme was "What Can't Wait?" using scriptures from Matthew to demonstrate things like delight, courage, and repentance.

The Worship Committee provides backup for other committees who need physical help or just a sounding board. The kitchen crew took

the summer off, and the congregation generously provided food and goodies each Sunday, with the Worship Committee assigning a "Kitchen Buddy" to assist with set-up and clean-up.

Under Megan's direction, the church purchased a new piano which was later dedicated to Marie Scales. The fall theme was "Making Sense of the Bible."

Submitted by Linda Sullivan

Team Reports

Building Expansion Team

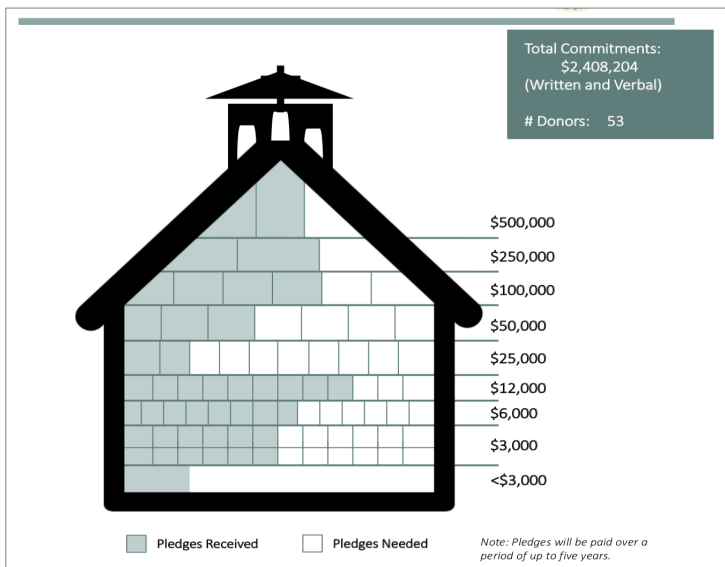
“Our little church with a big heart yearns to grow.”

This quote is from one of our congregation members who was moved to write a prayer for our church and for our Building Expansion Project.

We stand today at an exciting moment in the history of the Cotuit Federated Church (“CFC”). As a congregation, we share in the responsibility of being good stewards of our church, providing a safe and accessible space for our community to gather. For the first time in 60 years, we, as a congregation, face a moment to fortify and enrich our church, and prepare for its long and vital future.

The following are key milestones achieved by the Building Expansion Team (“BET”) in 2019:

- An extensive and thorough process of selecting an external consulting firm to assist us with a Financial Feasibility Study was conducted. (January - May 2019)
- Research on the issue of The United Methodist Church’s (“UMC”) financial interest in the 40 School Street property was completed. This was followed by meetings with UMC leadership which resulted in the UMC disavowing any financial interest in the property. (January - June 2019)
- The consulting firm CCS Fundraising (“CCS”) was hired and directed the Financial Feasibility Study. Study findings provided data to support a building expansion Capital Campaign. CCS was subsequently hired to assist us with the campaign. (June - August 2019)
- Several congregation and community presentations were held with project status updates and the showcasing of Peter Rohner’s diorama building model. In addition, congregation workshops to design and plan the new spaces were conducted. (September 2019 - February 2020)
- We launched a silent phase of the Capital Campaign and started raising funds. The BET and other church leaders met with several members of our church and select members of our broader community. (September 2019 - February 2020)



We had hoped to launch the public phase of the Capital Campaign in March 2020. Due to the COVID -19 pandemic, these plans have changed. We are not cancelling the campaign, but we will delay launching the public phase of our essential Capital Campaign until the appropriate time.

The Building Expansion Team Leaders are Pam Boden, Carol Giller, Jennifer Loughran, Rev. Angela Menke Ballou, John Murray, Peter Rohner, and Tim Wakefield.

Submitted by Jennifer Loughran

Equipping Ministry and Growth Team

At last year's annual meeting, our team introduced our updated tree model of CFC's Equipping governance. We emphasized our bottom-up, inclusive governance that equips each person to develop his or her gifts in service to our church and the larger world. The roots of the tree are our leadership teams who feed into all the various ministries that make CFC the lively, caring and encouraging place that it is.

In order to know the gifts that members of our congregation would like to share, about eight years ago everyone filled out *The Gifts We Bring* survey. As new members have joined, they have also filled out this survey. This year, we decided that this survey could use some updating, tightening and clarity, so we revamped the survey in a way that we hope is more user-friendly and ultimately more of a vehicle for personal growth and service to our community. We like to say that we are a community that says, "Yes!" to new ideas and suggestions. Everyone will have the opportunity to fill out the survey, as it will become part of the stewardship mission packet next fall.

To support people's choices and ideas, a few years ago, our Team developed the Ministry Support Network so that people feel they have somewhere to turn if they need to discuss something about their ministry or if they feel it is time to pass the torch. The Ministry Sup-

port Network is described in the appendix of this report.

As always, we continue to work with the leadership teams and officers in finding out who would like to retire or move on to other service, and we recruit new members for those vacated positions. We always emphasize that people should go where they feel holy and alive, and if that is found in taking some sabbath time, we are more than supportive of that. The Equipping Team feels grateful to work in such a caring and generous community.

"To each is given
the manifestation
of the Spirit for the
common good."

I Corinthians 12:7



The goal of the
Equipping Ministry
and Growth Team
is to keep people
and their gifts in the
forefront.

*Submitted by Janet Kearsley on behalf of the
Equipping Ministry and Growth Team:
Priscilla Arnaud, Sis Belcher, Charlie Dings,
Ann Murray, Louise Rohner.*

Ministry Reports

Ministry Teams at Cotuit Federated Church are opportunities for members and friends to use their God-given talents in areas where they feel called and feel passionate to serve within our church, local community and global community. The “bottom up” governance at Cotuit Federated Church gives power to the people.

Church School Ministry and Youth Ministry

It has been another wonderful Church School year. Twenty-nine children registered for Church School with an average weekly attendance of eight. There were three classes: Pre-K/Kindergarten - Grade 2, Grades 4-6, and Grades 7-8+ through December and Pre-K-Grade 2 and Grades 4-6 for the rest of the year when Confirmation classes began. Six teachers shared their time and talents. Eleven children served as Acolytes.

The “Shine” Curriculum from Brethren Press Publishers served as the basis for weekly lessons.

Nursery attendants were Mary Curley and Angela Davignon.

On April 28, 2019, the church presented Bibles to preschool and grade one children. Preschoolers received the *Spark Story Bible*, and first graders received *The Jesus Storybook*.

The children collected aluminum pull-tabs all year. In June 2019, we presented more than 15 pounds to the Mariners Lodge in Cotuit.

The seventh annual Vacation Bible School, *Mars and Beyond*, had six registered children. Five adult volunteers and one junior assistant made this week successful.

The annual Christmas pageant was December 22, 2019. The children presented a Readers Theatre, “A Night in Bethlehem.”

Children’s Sunday is scheduled for June 21, 2020. Children will have the opportunity to share their learning this Church School year.

*Submitted by Lynne Belfiore
Director of Christian Education*

Confirmation Class

We began a new Confirmation Class at CFC in February. We had five young people and ten mentors who were to start this journey. We held our first class but needed to suspend due to COVID-19. Our class will resume when we are able to return to in-person gatherings.

There will be many important lessons learned during Confirmation. We will learn about the Bible and prayer, worship and mission and justice, church history and what it means to live in community. We will learn about God, Jesus, the Spirit. We will learn about our call and vocation and what makes life most meaningful and worth living. We will visit other houses of worship, go on retreat and create service projects in the community.

The class is open to youth in 8th grade and high school. When we resume, we will be open to others joining the class.

Ministry Reports

KAY'S CUPBOARD

Kay's Cupboard is a CFC ministry that provides people in need with durable home medical equipment. It was established in 2006 to honor the memory of Kay Walcott. The mission of this ministry is to acquire high-quality used medical equipment. That equipment is cleaned, bagged, maintained, and stored in the garage next to the church. The equipment is then made available at no cost to residents of Cotuit and surrounding communities.

This year, we have served 21 families or individuals. The following pieces of equipment were provided:

walkers and walker baskets, wheelchairs, bedside potties, shower chairs and benches, knee-walkers, bathtub guardrails, and an extra-long shoehorn.

***Please note that we are no longer accepting donations of equipment due to a shortage of space and duplication of equipment.

***As a reminder, please get in touch with me if you are in need of equipment or want to return equipment. ALL EQUIPMENT NEEDS TO BE INVENTORIED AND CLEANED FOR THE NEXT PERSON'S USE. (508) 428-6165

I would like to thank Bill Johnson and Bruce Murphy for their efforts at manning the cupboard whenever I am absent from Cotuit. It has been a pleasure serving in this ministry!

Submitted by Jim LeClair

PASTOR-PARISH MINISTRY

The Pastor-Parish Team provides support for Pastor Angie and creates an additional communication channel between Pastor Angie and the congregation. The team meets about four times a year, although we missed this spring's meeting due to the COVID-19 pandemic.

Our meetings provide a safe and confidential space for both structured and unstructured conversation.

In the structured segment, Pastor Angie can relate what is on her mind and heart regarding the "Five S's". The "S's" are Successes, Surprises, Satisfactions, Solutions and Sadnesses. In our unstructured conversation, team members and Pastor Angie share observations, affirmations, thoughts and concerns about past, current and future happenings in our church body and in the wider community.

Current team members are Joan Bentinck-Smith, Sue Hamel, Mike O'Toole, Jayne Uyenoyama and Ann Murray, Chair.

Please note: Pastor Angie does not disclose to the Pastor-Parish Team any confidential information shared in counseling sessions or other private meetings.

Submitted by Ann Murray

COFFEE HOUR

We continue to appreciate all the fabulous donations that are brought to Coffee Hour. It's just a wonderful time of sharing moments in our lives and delicious treats from our homes, both of which create a spirit-filled room of unity and friendship. We are blessed! Happy Trails!

Submitted by Janet Kearsley and Valerie Morgan

MUSIC MINISTRIES

The Choir took most of the summer off and had a well-deserved respite while we were entertained with glorious special music. Craftfest, as always, was great fun, and we had such wonderful weather! The Christmas Eve services were so beautiful and full of wonderful music, including selections from the "Messiah," a great challenge for us. Although we are not able to sing the Easter Cantata this year, we are looking forward to singing it at a joyous Easter Festival Worship next year! The Choir has been working weekly to record the hymns "together" as we are all socially distancing. We have even

Ministry Reports

had some Choir "rehearsals," though they haven't been very productive (wink, wink!). We have also been experimenting with new ways of recording special music for our Facebook worship. We can't wait to be singing together again!

The Handbell Choir played some beautiful, challenging music, including a piece accompanied by Amanda Kosloski on flute. We were looking forward to Easter and the rest of the year and are disappointed but hopeful to get together and ring again soon.

Submitted by Megan Anthony



CALLED TO CARE

In these days of staying at home and praying for the healing of our world, the days all run together! What does stand out are the ways in the past year that those involved with Called to Care have been making phone calls, sending cards of encouragement, making meals, and providing needed help to those in our faith community. There are too many people to count - so many that have willingly stepped forward for others. We have held each other together through cancer treatment, chronic illness, and grief. We have also celebrated new life, new health and new starts. If you want to be included in emails to continue this mission and are not currently, or if your contact information or status has changed, please send this request to nancyradosevic@gmail.com

and put Called to Care in the heading. Blessings to you.

Submitted by Nancy Radosevic

GREETERS AND LAY READERS

Thank you to everyone who has greeted us with a smile (and faithfully completed the "chore list" for greeters) or read scripture from the lectern during worship (and helped keep us on track). You are so appreciated by your church family. Anyone wishing to assist in either role is welcome. The schedule is typically set in four-month increments (May-August, September-December, and January- April). Please contact Chris Robello if you are interested in serving once, or more frequently—crobello2@gmail.com or 508-428-8862.

Submitted by Christine Robello

CHAIR YOGA FOR SENIORS

This class provides a full yoga experience from the safety of a chair for seniors who wish to add a gentle mind-body practice to their self-care regimen. Each class starts with a brief centering and meditation, then breathing practices, and continues with loosening the shoulders, hips and spine. Seated and standing poses (using the chair for support) are concluded with a brief cool-down and final meditation. Students practice at their own pace and have fun!! Classes are held most Mondays and Thursdays in Bruce Hall, 9-10 am. Newcomers are always welcomed!

Submitted by Linda Harmon

MONDAY MORNING MEDITATION

Meditators who practice this ancient art on Mondays at 10:30-12 noon meet in the Kraft Room. The practice is a fusion of loving-kindness meditation, mindfulness meditation and mantra practice. One of the great bene-

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Ministry Reports

fits of meditation is learning the ability to quiet the anxieties and worries of the mind when we are faced with challenging circumstances in our lives. It is a truly healing practice. UMass Medical recently established a Department of Mindfulness Meditation. This is exciting news, as this will allow for more money and research to be directed into the health benefits of meditation. No experience is required for this class.

Submitted by Linda Harmon

CRAFTFEST

Craftfest Cotuit continues to be one of the premier summer events on Cape Cod, and the 49th annual event exceeded all our expectations. It was a weekend of artistic inspiration, delicious food, music and children's activities. Again in 2019, the crafters and attendees told us how much they enjoyed the event and that it has a special ambiance and feeling. It was a record year for crafter participation, sponsor donations and overall revenue totaling more than \$38,000.00. It was a wonderful year for Craftfest and our church. These proceeds enable us to support the ministries and other endeavors of the church in our local and surrounding area.

A very special thank you goes to everyone who served on the Steering Committee for their dedication to support Craftfest. It is a pleasure to work with all of you. Also, to our many, many volunteers who gave of their time to make this two-day event possible - your enthusiasm and support continue to inspire us each year.

Submitted by Joan Roberts

COTUIT WOMEN'S FELLOWSHIP

The Cotuit Women's Fellowship continued its annual tradition of the Christmas Basket sale as part of the village's Christmas in Cotuit celebration. Proceeds from the basket sale provide college scholarships to students in our church and the local community. This year,

we were able to award \$500.00 scholarships to Livia Fontaine and Julia McNeely. Livia is attending Bridgewater State University and pursuing a degree in Special Education. Julia is attending Cape Cod Community College and pursuing a degree in Communication. We wish them continued success in achieving their academic goals and future plans.

The Cotuit Women's Fellowship would like to thank all the members of the congregation who gave donations for the basket sale, as well as to everyone who participated in assembling the baskets and worked the day of the sale. The success of this event would not be possible without the support of our church community.

Submitted by Joan Roberts

BLOOD DRIVE MINISTRY

Beginning with a Dana Farber memorial blood drive for Sirrka Wakefield back in 2014, Cotuit Federated Church has continued to host multiple blood drives each year to benefit Cape Cod Healthcare. Four blood drives were hosted this past year for the benefit of Cape Cod Healthcare and our local community.

Submitted by Laura Peterson

COLLATION MINISTRY

The Collation Ministry supports families who choose to hold memorials or funerals for their loved ones at Cotuit Federated Church and request the use of Bruce Hall for a collation (reception) afterwards. Barbara LeClair provides the leadership for this ministry.

Families are asked to order catering services for the food, while the Collation Ministry provides coffee, tea, and (sometimes) punch, along with set-up, serving, and clean-up. Volunteers willing to be called to help with a collation are always needed but may

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Ministry Reports

not be required for every memorial or funeral. For a grieving family, this simple act of compassion and hospitality is a blessing during a difficult time.

PRAYER MINISTRY

The Prayer Circle meets every Wednesday morning at 9:00 am in the Kraft Room to lift up the prayer concerns of our church family. Prayer cards are available in the pew racks and at the Welcome Center so that prayer concerns may be forwarded to the Prayer Circle. All prayer requests remain confidential, unless it is requested they be included in the listing printed each week in the *Sunday Word*. Anyone is welcome to pray with the Prayer Circle regularly or whenever it is convenient and/or personally needed. Requests for information regarding the Prayer Circle may be addressed to Pastor Angie.

We are grateful for those who faithfully lift up our prayer concerns: Pastor Angie, Barb LeClair, Linda Morin, Gloria Murphy, Louise Rohner, Jan Scullin, Dotty Bearse, Ally Murphy, and Scott Berkey

HEARTS AND HANDS MINISTRY

The Hearts and Hands Ministry is carried out by teams of three or four volunteers. Each team provides support to an individual needing assistance around their home for a few hours once per month to help with chores. Chores may be inside or outdoors and do not require special skills. Team members also engage in fellowship and prayer with the person being helped and with each other. Teams are assigned to support one person for a period of time which may be short or long depending on circumstances. Men and women of any age and ability may participate. We encourage you to consider the joys of serving on a team, being Christ's hands and spreading His love to someone in need.

If you are interested in forming or joining a team, please speak with John Murray or Bill Johnson. They will answer your questions and provide training for new teams. If you

desire to have a team assigned to help you, see Pastor Angie.

Submitted by John Murray

RUMMAGE SALE MINISTRY

The 2019 Rummage Sale was held on October 18 and 19 and was a HUGE success, raising more than \$7,100 and netting \$6,880. This amount exceeded last year's fundraising by 40%. We would not have been able to hit this amazing milestone without the volunteer teams that helped with the many tasks, including the Hour of Power, marketing and advertising, merchandising and pricing, cashiering and clean-up. We look forward to the 2020 Rummage Sale which is scheduled for October 16 and 17.

Submitted by Elizabeth Gadoury and Jennifer Loughran



Ministry Reports

Cotuit Nursery School

The Cotuit Nursery School is located in the downstairs of the church. We offer a half-day program that begins at 9am and ends at 12noon. Our teachers are CORI-checked and CPR/First Aid-certified. Our directors have college degrees in Early Childhood Education and Fine Art. Our school is a mission of the church, keeping tuition affordable for families. Our curriculum includes all the domains required by the Massachusetts framework, as well as additional studies we feel make the children's preschool experience well-rounded.

This year marked the 40th anniversary of our existence, and we held a successful funding campaign, "\$40 for 40." We thank the community for their donations to our school! Our total donations for the year were \$2,134.25. Our enrollment is also up from last year, and our Tuesday/Thursday program is operating almost to capacity. For the first time in many years we made a profit of \$1,493.87! We are more than thrilled about this because we are already aware of what happens in 2020.

We thank the church for your continued support. We are blessed to see the smiling faces of our future generation every morning and happy to make the first leg of their educational journey a positive experience.

*Submitted by Cindy Faszewski
and Carol-Jean O'Toole*

Cotuit Nursery School 2019 Year End

<u>INCOME</u>	
Tuitions	\$36,230.00
Registration Fees	1,150.00
Interest	0
Fundraisers	4,123.21
Lunch Bunch	1,855.00
Field Trips	310.00
Weekly Reader	120.00
Donations	2,134.25
Miscellaneous	475.00
TOTAL INCOME	\$46,397.46
<u>EXPENSES</u>	
Payroll	\$25,068.83
Payroll Taxes	9,928.99
Payroll Expense	1,034.70
Rent	1,750.00
Telephone	614.85
Bank Fees/NSF Check	18.00
Office Expense	74.79
Teaching Materials	420.56
Classroom Supplies	221.82
Field Trips	507.00
Insurance	807.96
Cleaning/Maintenance	75.00
Postage	163.60
Dues, Fees, Publications & Licenses	537.23
Miscellaneous	825.79
Advertising	385.00
Fundraising Expense	2,259.47
Training	210.00
TOTAL EXPENSES	\$44,903.59
NET PROFIT (LOSS)	1,493.87

SALT & LIGHT

Dick Hamilton was the recipient of the 2019 Salt & Light award. He was recognized for his many years as a faithful volunteer, serving on numerous teams and for his friendliness and his weekly invitation to the community to join in coffee fellowship after worship. Thank you, Dick.



All-Church Meeting Minutes

COTUIT FEDERATED CHURCH ANNUAL MEETING June 2, 2019

The meeting was called to order at 11:30 by Moderator, Tim Wakefield. There were 41 attending, and the signed attendance sheet is attached to the clerk's minutes.

Copies of the 2019 Annual Report were made available and are included with the clerk's minutes.

We recited:

The Covenant for Working Together

We covenant to love one another, assuming the best of one another.

We covenant to remember that each of us is created in God's image.

We covenant to appreciate our diversity as part of God's beauty.

We covenant to speak honestly and kindly to one another.

We covenant to communicate directly to each other using the first person and to repeat what we hear in order to confirm that we have understood correctly and ask others to do the same.

We covenant to respect differences of opinion with one another. We do not feel that these differences are unimportant, or that they should be ignored or treated as if they did not matter.

We covenant to value listening to one another and understanding one another with open hearts and gently minds.

We covenant to affirm the merit in another person's idea before we note its weaknesses.

We covenant to be courageous and bold in our efforts to walk in the way of Jesus.

We covenant to accept that we will sometimes have differences of opinion about Scripture and that that will likely be more upsetting to us than to God.

We understand that covenanting is a process and that we will at times fall short of our ideals and need to practice making amends and asking forgiveness.

Remembrances and Changes in Membership

Pastor Angela Menke Ballou led us in an opening prayer. A candle was lighted in remembrance of those whose memorial, funeral or graveside services were held this past year. Their names are included on Page 28 of the Annual Report. Also noted were the changes in membership statistics including baptisms and new members. (Page 28 of the Annual Report)

Treasurer's Report

John Murray, Treasurer, explained that the CFC accounting and financial reporting systems have been reworked to highlight, in part, three major funds – Operating Fund (related to typical activities of the church), Donor Funds (restricted and unrestricted funds for future use) and Property Fund (real estate). This revision includes separate bank accounts, financial statements and financial records for these three funds. John reported that the church was able to fund web page construction, computers, bibles, projector and carillon from Memorial Funds. (Treasurer's Report appears on pages 21-27 of the Annual Report)

Minutes

A **Motion** was made and seconded and unanimously passed to accept the minutes from the June 10, 2018 Annual Meeting and the November 18, 2018 budget meeting.

Governance – Equipping Team

Sis Belcher and Janet Kearsley explained the intention of Equipping -- to help a person to determine what makes him/her feel holy and alive and how to help discover an individual's spiritual gifts. Sis expressed her surprise at how much work everyone does at CFC in a volunteer capacity. Janet referred to the book, "The Equipping Church," and explained how the team uses it as a guideline and how the bottoms-up structure it encourages inspires listening and supporting. Additionally, the team also uses the

All-Church Meeting Minutes

book “Sabbath” as a reference to presenting the idea that taking time off for rest and renewal is necessary and restorative. The Equipping team and the entire community expressed its gratitude to Sis for updating and revamping the CFC “tree” showing the “team structure.”

Recognition of Team Changes

Ann Murray, Equipping, recognized and thanked with much appreciation the following people leaving their team:

Marcia Dudley - Historian; John Murray, Joan Bentinck-Smith, Cathy McMullen, Jack Renfrew, Kirk Young, Mike Sawicki – Administrative; Jean Sawicki - Pastor-Parish; Peter Rohner, Diane Delauter – Vision Keepers; Dan Hart, Carol Giller - Stewardship

Stephen Ministry

Pastor Angie explained that the Stephen Ministry team would be taking an extended hiatus. This team provided one-to-one care for individuals in our congregation going through difficult times; however now that we have an especially active Called to Care group that provides caring concern in our community, it is felt this Ministry can take a rest.

Treasurer’s Recognition

Pastor Angie and Tim Wakefield acknowledged all the time-consuming, hard work that John Murry has put in as our Treasurer for the past few years. He developed a number of new procedures to facilitate the financial running of CFC more efficiently. He received a plaque with calligraphy by Allison McMurry - “The Joy of the Lord is Your Strength.”

Salt & Light Recognition

Exemplifying the words found in the Matthew 5: 13 bible verse, Tim Wakefield presented this honor to Dick Hamilton for his many years as a faithful volunteer – serving on numerous teams, and for his friendliness and his weekly invitation to the community to join in coffee fellowship after worship.

Affirmation of Slate and Commissioning of New Team Members

Pastor Angie asked all those who were going to be serving in leadership positions and on teams in 2019 to stand to be confirmed. (A copy of the slate is included with the clerk’s minutes)

A Motion was made, seconded and passed to accept the 2019 slate.

Building Expansion Team Update

Members serving on this team are Pastor Angie, Tim Wakefield, John Murray, Carol Giller, Peter Rohner, Pam Boden, and Jennifer Loughran. Tim introduced the idea of conducting a Feasibility Study and its importance. This Study will help to decide how much money we can expect to raise from the congregation and from outside the church. The update report also references ongoing work being done to develop answers to frequently asked questions concerning our expansion, as well as research and analysis on community demographics regarding our congregation expansion potential. Additionally, there have been ongoing meetings with Rev. Neil Sweet, District Manager of the NE Conference of the UMC to discuss ownership rights to 40 School Street (the church) and the parsonage. He believes that the Methodists have no ownership rights to the School Street property and would be willing to sell the parsonage for a sum of between \$1 and \$100. A final decision should be made soon. There are also title searches being conducted on all the properties – 40 School Street, 18 High Street, the parsonage and the Post Office. (The Expansion update report is included with the clerk’s minutes)

Pastor Angie closed the meeting with a prayer.

Motion was made, seconded and passed to adjourn the meeting at 11:40 am

Respectfully submitted,

Leigh Maccini, Clerk.

All-Church Meeting Minutes

COTUIT FEDERATED CHURCH SPECIAL MEETING TO DISCUSS BUILDING EXPANSION PLANS September 22, 2019

The meeting was called to order at 11:30 by Moderator, Tim Wakefield. There were 54 attending, and the signed attendance sheet is attached to the clerk's minutes.

Pastor Angela Menke Ballou led us in an opening prayer.

We recited **The Covenant for Working Together**

Property Deeds

John Murray, member of the Building Expansion Committee, updated the attendees on the progress being made in getting the property deeds straightened out so that building might proceed without deed and rights entanglements. John reported that Rev. Sweet of the United Methodist Church which has held property rights, in part, does not want to retain any ownership of the CFC church property. Also, the UMC currently owns the parsonage property and is willing to sell it for a nominal fee of between \$100 and \$500. Additionally, a title search firm has been hired to research the other deeds and found them to be in good order with no restrictions. We are grateful to John for working on this complicated and time-consuming project.

Feasibility Study Results

Jennifer Loughran outlined the major findings of CCS, the consultants CFC hired to conduct a Feasibility Study for our building plans and fundraising prospects. There were 58 interviews held during July and early August with individuals representing members of the congregation and members of the Cotuit community and beyond. Additionally, there were 47 responses to the feasibility study e-survey. The responses were positive on proceeding with the expansion; however, instead of the originally proposed \$4 million the responses showed that between \$2.5 and \$3 million was a more realistic goal. Plans will need to be readjusted to reflect these numbers.

Tim thanked the Expansion Team Committee for their dedication and commitment: to John Murray for his attention to detail, Jennifer Loughran for her organizing skills, Pete Rohner for thinking outside of the box, Carol Giller for her passion, Pam Boden for her positivity and note-taking and Pam Morrill for her future grant-writing skills. Tim said that his "job" was to make sure that the "kids play nicely in the sandbox."

Honorary Chairs

We are so grateful and thankful that Dick and Sue Hamilton have agreed to serve as Honorary Chairs and work with the Capital Campaign team and the rest of the Building Expansion team as we meet with donors and continue to plan for expansion.

Launching a Capital Campaign

After our encouraging work with CCS Fundraising and after talking with other CCS clients, the Building Expansion Team is recommending we continue our work with CCS in assisting in the running of our Capital Campaign. The Team recommends a two-phase plan:

Phase 1 From September 9 – October 9, the Admin Team approved preparation of solicitation materials and the coordination of training sessions to meet with donors immediately. The fee for this phase is \$20,000 and was approved by the Admin Team.

Phase 2 From October 10 – December 9 CCS will be preparing CFC to officially kick off the Capital Campaign – first with the congregation and then the wider community. This phase will cost \$40,000 to be paid in two installments.

Continued on the next page

All-Church Meeting Minutes

The fees paid to CCS for these phases will come from the Investment/Trust Fund and will be paid back as part of the fundraising goal.

Pastor Angie reminded the audience of the generosity of previous generations of CFC church-goers, and she said the time is now to take care of the CFC property for the generations to come.

Motion

John Murray moved that Cotuit Federated Church

- Launch a Capital Campaign to raise money for the Building Expansion Project

- Continue to retain CCS Fundraising consultants to provide management services for the Capital Campaign

- Retain an architect for building design services

The Motion was seconded and a discussion followed.

Is there an architect in place? Are we approaching people to donate without a plan or at least a preliminary idea of what we need? When we know how much we can raise, then we can renegotiate terms with the architect. In our fundraising, it will be important, as well, to set aside extra money for maintaining the facilities once refurbished and constructed. How long might the Capital Campaign last??

After discussion, the **Motion was unanimously passed.**

According to Carol Giller, this Campaign will require 100% support of the congregation whether we are asking for donations or as volunteers in other capacities – we must all be “ambassadors for this project.”

Chris Robello reminded the Campaign leaders of the importance of keeping the CFC neighbors up-to-date as our plans progress.

Pastor Angie led us in a closing prayer.

Meeting adjourned at 12:10.

Respectfully submitted,

Leigh Maccini, Clerk

All-Church Meeting Minutes

COTUIT FEDERATED CHURCH ALL-CHURCH BUDGET MEETING December 8, 2019

The meeting was called to order at 11:30 by Moderator, Tim Wakefield. There were 34 attending, and the signed attendance sheet is attached to the clerk's minutes.

Pastor Angela Menke Ballou opened the meeting with a prayer.

We recited **The Covenant for Working Together**

Budget Discussion

Ellen Wakefield, Treasurer, distributed copies of the 2020 Proposed Budget - also included with clerk's minutes. The pledges are continuing to come in with \$166,000 pledged to date with \$177,500 projected for 2020. The Payroll and Employee Benefits expenses reflect a 1.8% increase due to the increase in health insurance coverage.

It was Moved, Seconded and Passed to accept the 2020 budget as presented.

Church Directory

Allison Whalen reminded us that the Church Directory is available to view on our mobile devices, and there is an online edit function as well. If we have not signed on to the Directory, she offered to take pictures for participants to use when signing on. The program CFC uses is Instant Church Directory and is a free app for church members to download on their Apple, Android and Kindle Fire devices. The Directory information is found on the Members page on the CFC website. If edits or changes are made, Allison asked that the changes also be sent to the Church Office.

Building Expansion Update

The Building Committee has been working non-stop through the past year developing and refining the Expansion plans, and they are doing an amazing job. Jennifer Loughran announced that \$2.1 million has been raised to date. There was a \$250,000 matching gift that has been matched. The official launch will be perhaps in May or June of 2020. Regarding "getting the word out" or communications, the committee has met with and has received the support of the Cotuit-Santuit Civic Association, and this connection will continue through the coming months. It is hoped to meet with local business in January, and there will be an all-church building plans expansion workshop scheduled for January 26. A Question Box will be placed in Bruce Hall, as well.

During the discussion a couple of points were brought up:

Pete Rohner has made a neat model of our proposed plans showing additional parking spaces, and at the January 26 meeting we will be proposing ideas for the new layout and spaces.

The capital campaign might be ending in late 2020 and, with funds in hand, ground-breaking will take place in 2021

Craftfest space will be impacted after construction begins.

A labyrinth space, although farther down the road, is still possible.

Continued on the next page

All-Church Meeting Minutes

How can we get more people involved and, in particular, to attend the all-church meetings.

Pastor Angie led us in a closing prayer.

The meeting adjourned at 12:30.

Respectfully,

Leigh Maccini, Clerk

Treasurer's Report

I took over as the Cotuit Federated Church Treasurer in June 2019. It is hard to believe a year has already gone by and what a year!!

First, I would like to thank John Murray for all his help, training and getting me up to speed on all the Church's accounting procedures. I am so grateful that when he was Treasurer, he took the time to create the Treasurer's Guide with detailed accounting procedures. It is an invaluable tool. John was always available to answer my many questions, as I navigated this first year. Thank you John! I could not have done it without you.

2019 saw the kick off of our Building Expansion Capital Campaign. I think we are all in awe of the amazing results of the Building Expansion Team's efforts! I will let them speak to the amount of pledges, but I can report that we have already seen many of them coming in. Our 2019 contributions to the Capital Campaign were \$522,761!!

On the following pages there are six financial statements:

- The **Statement of Financial Position** shows our assets, liabilities and net assets by fund. Our financial position is sound.
- The **Statement of Operations** shows that our income exceeded our expenses by \$1,177 in 2019. Overall, the income and expenses are comparable with 2018, with minor variances.
- The **Statement of Memorial Funds** shows activity for 2019, as well as the fund balance details at the beginning and end of the year. \$1,540 of the Marie Scales fund was used to pay for our new piano. \$701 of the Elizabeth Hayden fund was used to pay for insulation at the parsonage. \$467 of the Billy Reid fund was used to purchase bibles and CFC Duckies.
- The **Statement of Donor Funds Financial Position** shows the balances in the Restricted Bequeathed Funds, the Trustees Fund and several Memorial Funds, all of which are invested in the equity and bond markets.
- The **Statement of Donor Funds Activity** shows an increase of \$44,037 in the funds, due to market value increases on the investments at the end of the year. Our investment income was \$134,758. We withdrew \$84,000 from the Donor Funds to transfer money to the Property Fund to hire a Fundraising Consulting Company to help kick off the Building Expansion Capital Campaign.
- The **Property Fund Cash Flow Statement** shows financial activity for real estate property and the building expansion project. Most notable is the contributions to the Capital Campaign at \$522,761!

Submitted by
Ellen Wakefield, Treasurer

Financial Statements

Cotuit Federated Church Statement of Financial Position as of December 31, 2019

ASSETS	Operations Fund Note A	Donor Funds Note B	Property Fund Note C	Total of All Three
Invested Funds		\$ 900,841		\$ 900,841
Building Expansion Account			\$ 536,044	536,044
Checking Account	\$ 68,722			68,722
Payroll Account	11,348			11,348
Memorial Funds Account	32,960			32,960
Property Account			20,612	20,612
Land			798,300	798,300
Buildings			1,086,100	1,086,100
Total Assets	113,030	900,841	2,441,056	3,454,927

LIABILITIES				
2020 Pledged Income Advances	14,830			14,830
2020 CraftFest Income Advances	11,560			11,560
Post Office Mortgage			84,570	84,570
Pastor's Sabbatical Reserve	2,500			2,500
Other	602			602
Total Liabilities	29,492	0	84,570	114,062

NET ASSETS	\$ 83,538	\$ 900,841	\$2,356,486	\$ 3,340,865
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Footnotes:

Note A: The Operations Fund comprises accounts related to the typical activities of the church.

Note B: The Donor Funds comprise restricted and unrestricted funds for future use.

Note C: The Property Fund comprises accounts related to real estate: Land and Buildings are valued using the town assessments, for lack of a better method.

Financial Statements

Cotuit Federated Church Statements of Operations for 2018 and 2019

	2018	2019	Variance
OPERATING REVENUES			
Contributions—Pledges	\$ 168,911	\$ 174,461	\$ 5,550
Contributions—Other	33,126	41,875	8,749
Fundraising Events (CraftFest; Rummage)	33,929	45,032	11,103
Post Office Rent	35,820	35,820	0
Donations to Memorial Funds	5,860	625	(5,235)
Transfers from Donor Funds	9,174	0	(9,174)
Grants by Externally Managed Funds	5,273	1,117	(4,156)
Facility Use	5,565	6,040	475
Total Revenues—	\$ 297,658	\$ 304,970	\$ 7,312
OPERATING EXPENSES			
Payroll and Employee Benefits	181,686	188,773	7,087
Missions and Outreach	28,496	30,924	2,428
Property Maintenance	13,661	15,164	1,503
Transfer to Property Fund	0	14,000	14,000
Utilities	16,037	15,721	(316)
Insurance	15,025	15,772	747
Office & Administration	12,077	12,033	(44)
Christian Education	7,005	4,398	(2,607)
Worship	3,043	2,822	(221)
Memorial Fund Expenditures	13,179	1,540	(11,639)
Other	1,361	2,646	1,285
Total Expenses—	\$ 291,570	\$ 303,793	\$ 12,223
REVENUES MINUS EXPENSES	\$ 6,088	\$ 1,177	\$ (4,911)

Financial Statements

Cotuit Federated Church 2019 Statement of Memorial Funds

Memorial Fund Name	Balance 12/31/18	2019 Income	2019 Spent	Use	Balance 12/31/19
Charlotte Schaeffer	\$ 5,200				\$ 5,200
Betty Farrell	5,000				5,000
Norman Sloan	4,525				4,525
Billy Reid	4,100		(467)	Bibles & duckies	3,633
Jessie Phillips	2,150	600			2,750
Elizabeth Hayden	2,000		(701)	Parsonage insulation	1,299
Sarah Schear	1,292				1,292
Ann Buckley	1,200				1,200
Fred Clauson	1,000				1,000
Hank Walcott	775				775
Marie Scales	2,245		(1,540)	New piano	705
Der Hagopian	500				500
Richard Morin	300				300
Marion Morris	238				238
Herb Holden	215				215
Ralph Whittemore	89				89
David Curtis	50				50
Other	4,165	24			4,189
TOTAL	\$ 35,044	\$ 624	\$ (2,708)		\$ 32,960
Note: In addition to the above, there are Memorial Fund balances in the Donor Funds totaling \$104,800: Billy Reid \$54,107; Sidney & Mary Kirkman \$17,341; Jessie Phillips \$15,550; Elizabeth Hayden \$8,561; and Harmon Family \$9,241.					

Financial Statements

Cotuit Federated Church Statement of Donor Funds Financial Position as of December 31, 2019

Named Donor Funds	Restrictions		Balance
	Principal Amount	On Usage	
Restricted Bequeathed Funds:			
Marjorie K. Allen	\$ 215,000	None	\$ 353,260
Hooper Foundation	31,467	Note A	83,959
Marion Bentinck-Smith	5,000	Note A	20,001
Total Restricted Bequeathed Funds			457,220
Total Trustees Fund			338,821
Memorial Funds:			
Billy Reid		Note C	54,107
Jessie Phillips		Note C	15,550
Sidney and Mary Kirkman		Note C	17,341
Elizabeth Hayden		Note C	8,561
Harmon Family		None	9,241
Total Memorial Funds			104,800
GRAND TOTAL			\$ 900,841
<p>Note A: Restricted Bequeathed Funds: The Hooper Foundation fund is to be used for general operating expenses. The Marion Bentinck-Smith fund is to be used for the pastor's salary.</p> <p>Note B: Trustees Fund: The Trustees Fund comprises monies of unrestricted bequeathed and memorial funds, which have been combined over time for ease of management.</p> <p>Note C: Memorial Funds: The Billy Reid fund is to be used for programs for children/youth of the church. The Jessie Phillips fund is to be used for scholarships. The Sidney and Mary Kirkman fund is to be used for musical purposes. The Elizabeth Hayden fund is to be used for church maintenance.</p> <p>Note D: Externally Managed Funds: In addition to the above funds there are three externally managed funds—Lowell Fund; Pigeon Fund and Sewing Circle Fund. Grants from these funds was \$1,117 in 2019.</p>			

Financial Statements

Cotuit Federated Church Statements of Donor Funds Activity for 2018 and 2019

	2018	2019	Variance
Income and (Expense)			
Bequest received	\$ 25,648		\$ (25,648)
Investment Income (Loss)	(36,944)	\$134,758	171,702
Investment Advisor Fees	(7,134)	(6,721)	413
Total Income—	(18,430)	128,037	146,467
Transfers to Other Funds			
To Property Fund—Building Expansion	(40,000)	(84,000)	(44,000)
To Operations—Memorial Funds	(8,000)	0	8,000
To Operations—Pastor's Equity Allowance	(3,927)	0	3,927
To Operations	(1,174)	0	1,174
Total Transfers—	(53,101)	(84,000)	(30,899)
INCOME MINUS TRANSFERS	\$ (71,531)	\$ 44,037	\$ 115,568

Financial Statements

Cotuit Federated Church Statements of Property Fund for 2018 and 2019

	2018	2019	Variance
BUILDING EXPANSION PROJECT:			
Revenues:			
Contributions to Capital Campaign	\$ 10,000	\$ 522,761	\$ 512,761
Transferred from Donor Funds	40,000	84,000	44,000
Transferred from Real Estate Property Cash	0	10,000	10,000
Total Revenues—	50,000	616,761	566,761
Expenses:			
Consulting services for Capital Campaign	0	89,546	89,546
18 High Street Demolition	21,480	0	(21,480)
Architect Fee	5,124	0	(5,124)
Other	406	1,055	649
Total Expenses—	27,010	90,601	63,591
Revenues Minus Expenses	\$ 22,990	\$ 526,160	\$ 503,170
REAL ESTATE PROPERTY:			
Revenues:			
Mortgage Payments from U.S. Post Office	\$ 57,276	\$ 57,276	\$ 0
Transferred from Operations	20,000	14,000	(6,000)
Insurance Payment for Post Office Damage		5,443	5,443
Total Revenues—	77,276	76,719	(557)
Expenses:			
Post Office Mortgage Interest Expense	13,307	9,420	(3,887)
Post Office Furnace & Air Conditioning	18,911	0	(18,911)
Transferred to Building Expansion Project	0	10,000	10,000
Damage repairs at Post Office	0	3,026	3,026
Total Expenses—	32,218	22,446	(9,772)
Revenues Minus Expenses	45,058	54,273	9,215
REVENUES MINUS EXPENSES-Total	\$ 68,048	\$ 580,433	\$ 512,385

Member Statistics and Pastoral Acts

MEMBERS	(as of May 31, 2019)	(as of May 31, 2020)
United Church of Christ	172	169
United Methodist Church	57	55
Associate	14	13
Total	243	237

BAPTISMS

June 30, 2019 William Charles Terando
July 14, 2019 Adriana Marie Byers
July 28, 2019 Blake Henry Wyckoff

NEW MEMBERS:

June 2, 2019

(Affirmation of Faith: Transfer)

Brett Goodwin (UCC)

REMOVED FROM MEMBERSHIP

Ann Sutherland—by request (UMC)

REMOVED BY DEATH

Gerald Morgan—DOD March 29, 2020 (UCC)
Norman F. Knight—DOD February 15, 2020 (UCC)
G. Calvert Wilson—DOD March 15, 2018 (UCC)
Marian Wilson—DOD December 27, 2018 (UCC)

WEDDINGS OR VOW RENEWALS

June 27, 2019 Howie and Roberta at Royal Cotuit Nursing (Rev. Angela Menke Ballou)
March 23, 2020 Karen Hallett and John Janowicz, Beach (Rev. Angela Menke Ballou)

MEMORIALS, FUNERALS, AND GRAVESIDE SERVICES

July 2, 2019 Garrett F. Famigliette DOD June 24, 2019 (Rev. Angela Menke Ballou)
July 9, 2019 Lori Farwell Lancia DOD June 13, 2019 (Rev. Angela Menke Ballou)
September 8, 2019 John Robert Carey DOD Sept. 16, 2019 (Rev. Angela Menke Ballou)
October 7, 2019 John Avera DOD October 2, 2019 (Rev. Angela Menke Ballou)
February 12, 2020 Shirley T. Hamblen DOD 2/8/20 (Rev. Angela Menke Ballou)

REMEMBERED

Donald Barth DOD June 10, 2019

2020-2021 TEAMS AND MINISTRIES

The Equipping Ministry and Growth Team prepares this list annually to:

- thank and honor those who serve;
- assist you in identifying ministries that match your gifts, talents, and interests;
- identify people you may contact for information about specific ministries;
- invite you to explore avenues that enhance your spiritual journey and commitment to our church's vision.

May you be blessed in being Christ's hands, heart and voice wherever God calls you.

ACOLYTES

Jamison Ballou
Aryia Barrett
**Lynne Belfiore
Megan Bird
Kevin Connolly
Atessa Fornario
Eve Mayen
Katrina Mayen
Amelia Roma
Daniel Roma
Willow Wakefield
Wylie Wakefield
Vickie Vieira (robe care)

ADMINISTRATIVE TEAM

Jack Alexander
Laurie Dings
(Financial Secretary)
Brett Goodwin
(Asst. Treasurer)
Priscilla Johnson
Jennifer Loughran
Christine Silvia
Ellen Wakefield
(Treasurer)
**Tim Wakefield
Stephen Whalen

ART MINISTRY

Alison McMurry
Carol-Jean O'Toole

BELL CHOIR

**Megan Anthony
(Director of Music)
Diane Campbell
Kathi Campbell
Ginny Farwell
Susan Gardner
Linda Harmon
Priscilla Johnson
Jan Leone
Leigh Maccini
Alison McMurry
Linda Sullivan
Vickie Vieira

BEACH WORSHIP

Mike O'Toole

BLOOD DRIVES

Linda Harmon
Cathy McMullen
**Judy Morin
Pat Uhlman
Sally Warren

BOY SCOUT REPRESENTATIVE

Jim LeClair

BUILDING EXPANSION TEAM LEADERS

Rev. Angie Menke Ballou
Pam Boden
Carol Giller
Dick Hamilton
Sue Hamilton
Jennifer Loughran
John Murray
Pete Rohner
Tim Wakefield

CALLED TO CARE COORDINATOR

Nancy Radosevic

CHOIR

**Megan Anthony
(Director of Music)
Walter Baggett
Lynne Belfiore
Scott Berkey
Susan Bode
Ann Burlingame

Continued on the next page →

Teams and Ministries

Diane Campbell
Diane Delauter
Ginny Farwell
Carol Giller
Marvin Karp
Kristen Mawhinney
Mairead Mayen
Alison McMurry
Ken Molloy
Valerie Morgan
Linda Sullivan
Paul Warren

CHRISTMAS IN COTUIT COORDINATOR

Ken Molloy

CHURCH SCHOOL

**Lynne Belfiore
Rachel Connolly
Stacy Dwyer
Amy Fish
**Mairead Mayen
Brenda Nailor

CHURCH SIGN

Jack Alexander
Bruce Murphy
Allyson Murphy

CLERK

Leigh Maccini

COFFEE HOUR

Janet Kearsley
Valerie Morgan

COLLATION COORDINATORS

Priscilla Arnaud
Pam Boden
Karen Hallett
Sue Hamel
**Barb LeClair
Cathy McMullen
Joan Roberts
Sally Warren

COMPASSIONATE FRIENDS SERVICE

Lori Famigliette

COTUIT WOMEN'S FELLOWSHIP

Joan Bentinck-Smith
Joan Roberts
Sally Warren

CRAFTFEST COORDINATORS

Rev. Angie Menke Ballou
Scott Berkey
Diane Delauter
Marcia Dudley
Dan Hart
Priscilla Johnson
Barb LeClair
Jim LeClair
Jennifer Loughran
Alison McMurry
Carol-Jean O'Toole
Laura Peterson
**Joan Roberts
Peter Rohner
Chris Silvia
Ellen Wakefield
Sally Warren

DEACONS

**Kathi Campbell
Beth Crouch
Fran Deveau
Beth Gadoury
Dick Hamilton
Dan Hart
Jim LeClair
**Carol-Jean O'Toole
Gary Potter

DINNER CLUB

Ginny and Peter Farwell

EASTER BREAKFAST

Beth Crouch
Abigail Lott
Ed Lott
Sarah Lott
Alison McMurry
**Allyson Murphy
**Bruce Murphy
Nick Murphy
Carol-Jean O'Toole
Michael O'Toole
Pat Uhlman

EQUIPPING MINISTRY AND GROWTH TEAM

Priscilla Arnaud
**Sis Belcher
Charlie Dings
Linda Harmon
**Janet Kearsley
Ann Murray
Louise Rohner

Continued on the next page

Teams and Ministries

FINANCIAL SECRETARY

Laurie Dings
Peter Rohner (Assistant)

FOOD PANTRY DELIVERY

Lori Famigliette
Jack Gardner
Susan Gardner

HEART AND HANDS

Bill Johnson
Charlie Dings
**John Murray
Gary Potter
Kirk Young

HISTORIAN AND CUSTODIAN OF LEGAL DOCUMENTS

Beth Crouch

HOLIDAY FLOWER COORDINATOR

Open

HOME TOUCH AND LETTER WRITING

Chris Robello

INVESTMENT COMMITTEE

Charlie Dings
**John Murray
Ellen Wakefield

KAY'S CUPBOARD

Bill Johnson
**Jim LeClair
Bruce Murphy

LAY DELEGATES TO THE DENOMINATIONS

Open

LAY READERS

AJ Ballou
Jamison Ballou
Pam Boden
Kathi Campbell
Diane Delauter
Beth Gadoury
Linda Harmon
Cindy Kenna
Kettleer Representative
Alison McMurry
Ken Molloy
Jen Nash
Michael O'Toole
Noelle Pina
Gary Potter
**Chris Robello
Louise Rohner
Tim Wakefield
Paul Warren

LITURGICAL DANCE

Nancy Radosevic

MEMORIAL ACKNOWLEDGEMENTS

Joan Roberts

MIRACLE KITCHEN AND FAITH FAMILY KITCHEN

Jennefer Andreadis
Hank Bode
Susan Bode
Barbara Christle
Karen Cozza
Fran Deveau
Lisa Deveau
**Charlie Dings

Laurie Dings
Barbara Erickson
Amy Fish
Beth Gadoury
Jack Gardner
Susan Gardner
Dan Hart
Cindy Kenna
Chris Knight
Bill Johnson
Priscilla Johnson
Barb LeClair
Abigail Lott
Ed Lott
Sarah Lott
Linda Marsh
**Ken Molloy
Gloria Murphy
Ellen Mycock
Jen Nash
Bob Naylor
Judi Pearsall
Gary Potter
Sue Potter
Nancy Radosevic
Rachel Reid
Roger Reid
Pete Rohner
Amy Squeglia
Troy Squeglia
Zoe Squeglia
Pat Uhman
Paul Warren
Sally Warren
Karen Young
Our Special Angel
Gail Molloy

Continued on the next page

Teams and Ministries

MISSION AND OUTREACH TEAM

Ed Lott
Linda Marsh
Ken Molloy
**Pat Uhlman
Karen Young

NURSERY ATTENDANTS

Mary Curley
Angela Davignon

NURSERY SCHOOL REPRESENTATIVE

Rev. Angie Menke Ballou
Carol-Jean O'Toole

OFFICE VOLUNTEERS

Barbara Christle
Laurie Dings
Sue Hamel
Priscilla Johnson
** Laura Peterson
Jean Sawicki
Pat Uhlman
Karen Young

PANCAKE BREAKFAST

Scott Berkey
Jim LeClair
Ed Lott
**Allyson Murphy
**Bruce Murphy
Nick Murphy
Michael O'Toole
Gary Potter
Roger Reid
Steve Whalen

PASTOR ANGIE'S HELPING HANDS

Lori Famigliette
**Barb LeClair
Carol-Jean O'Toole

PASTOR-PARISH RELATIONS TEAM

Joan Bentinck-Smith
Lori Famigliette
Sue Hamel
Barb LeClair
**Ann Murray
Michael O'Toole
Jayne Uyenoyama

PICTORAL DIRECTORY

Allison Whelan

PRAYER CIRCLE

Rev. Angie Menke Ballou
Scott Berkey
Dotty Bearse
Susan Bode
Barb LeClair
Linda Morin
Gloria Murphy
Louise Rohner
Jan Scullin

REPRESENTATIVE TO CAPE COD COUNCIL OF CHURCH- ES

Ken Molloy

ROYAL COTUIT WORSHIP

**Rev. Angie Menke Ballou
Hank Bode
Susan Bode
Dick Hamilton
Cathy McMullen
Judi Pearsall

RUMMAGE SALE COORDINATORS

**Beth Gadoury
**Jennifer Loughran

STEWARDSHIP TEAM

Marcia Dudley
Craig Mayen
Gregg Squeglia

TAMBOURINE BAND

Megan Anthony
Rev. Angie Menke Ballou
Lynne Belfiore
**Ann Burlingame
Kathi Campbell
**Diane Delauter
Linda Harmon
Alison McMurry
Valerie Morgan

VACATION BIBLE SCHOOL COORDINATOR

**Lynne Belfiore

VISION KEEPERS

Beth Crouch
**Amy Fish
(Assistant Moderator)
Leigh Maccini (Clerk)

Continued on the next page

Teams and Ministries

WORSHIP GREETERS

Priscilla Arnaud
Sis Belcher
Pam Boden
Kathi Campbell
Charlie Dings
Laurie Dings
Beth Gadoury
Bill Johnson
Priscilla Johnson
Jan Leone
Allyson Murphy
Bruce Murphy
Gloria Murphy
Betsey Reid
Roger Reid
**Chris Robello
Louise Rohner
Peter Rohner
Cheryl Seaman
Pat Uhlman
Ellen Wakefield
Tim Wakefield
Willow Wakefield
Wylie Wakefield
Sally Warren

WORSHIP TEAM

Megan Anthony
(Director of Music)
Ginny Farwell
Alison McMurry
Allyson Murphy
Ann Murray
Michael O'Toole
Nancy Radosevic

YOGA AND MEDITATION

**Linda Harmon

Blessing in the Chaos by Jan Richardson

To all that is chaotic
in you,
let there come silence.

Let there be
a calming
of the clamoring,
a stilling
of the voices that
have laid their claim
on you,
that have made their
home in you,

that go with you
even to the
holy places
but will not
let you rest,
will not let you
hear your life
with wholeness
or feel the grace
that fashioned you.

Let what distracts you
cease.
Let what divides you
cease.
Let there come an end
to what diminishes
and demeans,
and let depart
all that keeps you
in its cage.

Let there be
an opening
into the quiet
that lies beneath
the chaos,
where you find
the peace
you did not think
possible
and see what shimmers
within the storm.

MINISTRY SUPPORT NETWORK

Goal of the Equipping Team

The Equipping Team's goal is to encourage people to recognize their God-given gifts and discern ways to use them within our church and within the world. Our bottom-up governance gives power to the people.

Goal of the Ministry Support Network

The Ministry Support Network provides an anchor of support for people's individual church ministries, especially in time of transition. When needed, it provides a vehicle of conversation about the nature or future of a ministry. We categorize people's ministries in the follow ways:

- *On-Going Ministries* have become part of the fabric of the church and we would like them to continue, even if the leader retires.
- *Free-Standing Ministries* belong to a particular person (s) and don't have to continue if the leader retires, but could continue if a new leader steps forward.
- *Big Three Ministries* are community events: Christmas in Cotuit, CraftFest, and the annual Rummage Sale.

If any of these ministries desire support, they may turn to one of the following six Church Teams:

Administrative Team

Church Sign, Boy Scout Representative, Memorial Acknowledgements, Cotuit Nursery School Representative, Rummage Sale

Deacons

Called to Care, Stephen Ministry, Home Touch, Letter Writing, Collation Team, Prayer Circle

Mission and Outreach Team

Food Pantry Delivery, Kay's Cupboard, Miracle Kitchen, Faith Family Kitchen, Christmas in Cotuit, Representative to Cape Cod Council of Churches.

Worship Team

Lay Readers and Greeters Coordinator, Coffee Hour, Acolyte Coordination, Holiday Flowers.

Vision Keepers: CraftFest

Equipping Ministry and Growth Team

Offering Counters and all free-standing ministries (Blood Drives, Compassionate Friends service, Art Ministry, Cotuit Women's Fellowship, Men's Fellowship, Pastor Angie's Helping Hands, Pancake Breakfasts, Liturgical Dance, Yoga and Meditation).

The Equipping Team's role, if needed, in times of transition:

On-Going Ministries:

Support the particular Church Team with suggested names and advertising.

Free-Standing Ministries:

Help the leader assess whether the ministry will continue.

Big Three Ministries:

For about a month, look for a replacement leader through individual conversations, advertising, etc. If no one steps forward during that time, the Church Team would discuss and propose a solution or options, and might want to take ideas to an all-church meeting.

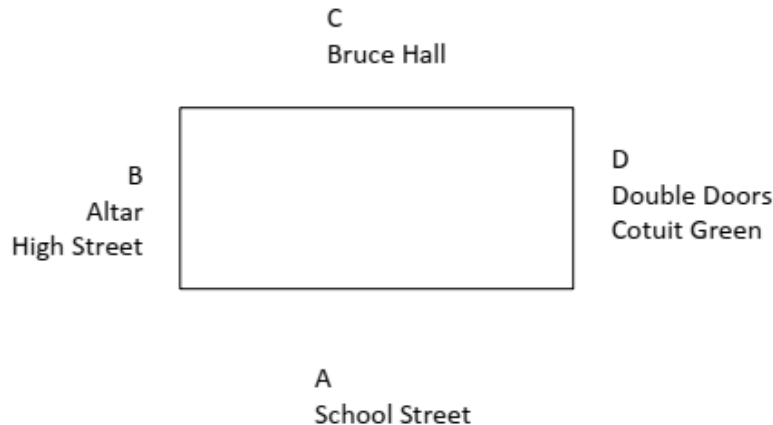
Appendix B: Safety Procedures

Safety Procedures

Cotuit Federated Church

Fire Procedures:

Evacuation Procedures will be based on the following diagram:



Main Fire Egress Plan:

Sanctuary: People on side A and choir exit through the double doors on the side D. Front half of side C use the side aisle to exit through the door on side C to the exit located on side B (the office entrance) and the back half through side D.

Church School: Primary exit for the children will be School Street at side A.
Secondary exit will be High St at side B.

Meeting Location: The Playground

Alternate Egress Plans:

Fire at Side D:

- Congregation on side A will exit through the Kraft room exit to School Street then to the meeting place at the playground.
- Congregation on side C will exit through the door side C that leads to the side B exits on High Street and proceed to the playground meeting area.

Appendix B: Safety Procedures

Fire at Altar:

Option 1

- Congregation on side A will exit through the Kraft room exit to School Street then to the meeting place at the playground.
- Congregation on side C will exit by means of the center aisle only to back doors on side D then on to the meeting place at playground.

Option 2

- Congregation to exit side D by **center aisle only**, then proceed to the meeting place at playground.

Note:

1. Glass panes have been removed from fire extinguishers in building.
2. Extinguishers are located by entrances in Bruce Hall, High Street, Kitchen door by High Street entrance, at the School Street Main Entrance, and to the right of the altar.

Medical Procedures:

- Call 911, if first responders are required.
- If emergency occurs in Bruce Hall, side B will be the response side.
- If emergency occurs in the Sanctuary the Deacons are to use their discretion as to what side response should be called to.
- When reporting emergency mention if AED or CPR is in use
- First Aid Kit is located in kitchen to right of fridge.

Active Shooter:

We will follow the following Homeland Security Guidelines on the next page:

Appendix B: Safety Procedures

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. TAKE ACTION

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location