

# United Congregational Church of Conway (UCC) Annual Report for 2022

## **Contents:**

Pastor's Report	1
Moderator's Report	3
Kitchen Cabinet	4
Building Committee	5
Grocery Cards	6
Clerk's Report	7
Shared Pastor Committee	8
2022 Annual Meeting	9
Treasurer's Report	11
Tornado Relief Fund	13
United Church Funds	15
Proposed 2023 Budget	16
Auditors Report	17
APPENDIX 1:	
Shared Pastor Agreement	18
APPENDIX 2:	
Pastoral Call Covenant	20
APPENDIX 3:	
Building Use Letter	28
APPENDIX 4:	
Building Use Contract	29



United Congregational Church of Conway  
44 Whately Road, Conway MA  
P.O. Box 214  
February 5, 2022

[uccconway@gmail.com](mailto:uccconway@gmail.com)

## Pastor's Report - 2022

***“For I know the plans I have for you, says the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.” Jeremiah 29:11***

Two short months ago, I joined you as your pastor. It feels odd to be writing a pastor's report for the Annual Meeting when I am just beginning to get to know you. However, even in this short time, I have come to know some important things about this congregation.

First, you are a resilient people. Perhaps this seems obvious to you, but it is important to acknowledge this as part of your history. When others might have given up and given in to despair under the weight of the pandemic, the tornado, a pastor leaving, you made the decision to keep going and struggled mightily with how to continue community, rebuild, create a new relationship with First Congregational Church of Shelburne, and call a new pastor. There is no “quit” in this congregation. We can, we do and we will.

Second, you are tired. This is also obvious to you and just as important to acknowledge. The weight of the loss of the building, the loss of community because of the pandemic and the loss of your pastor has been a heavy load to bear. Added to that weight was the responsibility to continue, move on, imagine, build, and transform.

Third, in spite of your tiredness you retained your hope and worked toward a future you couldn't have imagined six years ago. And now, as we stand in this new building, the joy is enormous. That joy is fuel for this church's future.

Finally, and most importantly, you have remained a faithful people. You continued to find creative ways to offer worship, you sought God's help in securing a new pastoral relationship, and you are embarking on a new cooperative relationship with another Christian community.

I find myself wanting to express how proud I am of how you have functioned well in spite of your obstacles. I am filled with joy in knowing that you were able to do this because of your resilience and your faithfulness. It is my hope and prayer that together we will continue the work that lies ahead, seeking God's guidance for our mission in this time and place, remembering how much we have overcome, and believing that God is faithful and will lead us into a bright future.

**In Christ's Service,  
Rev. Marianne MacCullagh  
Pas, UCC of Conway**

**Moderator's Report- 2022**

*"We do not inherit the earth from our ancestors. We borrow it from our children. — Chief Seattle*

We sit here today in a rebuilt church, incomplete as it is and as incomplete as we are, but warm within the certainty that we are building something great, for a faith greater than ourselves.

It hasn't been easy. I know those who have worked with us over the past six...*six*...years since the tornado, can attest it hasn't been easy. But it has been worth it.

I once asked myself the question: if someone showed me a picture of where we are today and said, "You will get here after six years of working together through the loss of church building and pastor, through a global pandemic. You will hold fast, continue to meet each Sunday through a pandemic, find a new pastor, and navigate dozens of obstacles to rebuild and renew." Would I do it? What would I say? Part of me feels I would say, "Six years? *Years*? I don't know." That feels like a very long time. Yet from this side of that span, I look back and feel like it has not been that long. The future always seems more distant from now than the past, even when viewed in equal measure. Six years ago, we were there. And with all that accomplished, where might we be in six years from *now*?

We've lost a lot over that time. Some individuals to time and distance. As our population ages, we've lost some from regular attendance who are still (ever) here in spirit..and some even here on Zoom. I've not lived in Conway for generations, but if even I started naming names of just those I remember being a vital part of the life of this church, this report would be too long. But they—you-know who you are, and should know that you are still a part of us, and this building, and all this church has meant to this town. And part of what it *will* mean.

We've learned a lot over that time. One of the most important lessons we've learned is that *a church is not a building*. A church is the faith of the people, the strength of the community, and our common belief in a mighty God-with the certainty that he wants great things for us, even as he asks things *of* us. This has become powerfully evident as we moved to raze a building, plan another, and still strive to hang together as a church community.

And we've gained a lot in that time. As we struggled, God brought all the right people together, doing the right things, and making His will happen for us. God brought us a bridge pastor

to help guide us, and brought together a Shared Pastor Committee of good fellowship with skilled discernment. God led us into a relationship with the *First Congregational Church of Shelburne*, who joined us here today. We've shared experiences through a Pastoral Search committee, and shared several services in anticipation of our current status, sharing a Pastor. We've learned how uniquely similar our congregations are, as are our lives in the Hilltowns. So much opportunity through loss, to do so much more. And we've both learned how smart we are in having sought and found Pastor Marianne, Well, to be honest, not smart, lucky. To be more honest, not lucky. Blessed.

This year's Annual Meeting is later than it should be. We've learned—or tried to learn—flexibility. There are things we have to work around, accommodations we must make, with such a small (but mighty!) group. But we truly hope to make less of these problems in future, by reaching out to all of you folks; you who have known and grown this church, and been connected to this place, even if in other “clothes.” We can make more happen if you become a part of making it happen. There is nothing we cannot accomplish with God's guidance and the strength and effort of our community in His name. Please, join us in the year ahead, and be an active part of what has been an active part of *you*.

I believe strongly that, if we can see a clear future at all, it is with God's vision, and because we stand on the shoulders of generations of belief that came before us. We remain respectful of those voices who provided so generously for this unforeseen future, which we have relied on to rebuild our church in an image in keeping with where the Conway Church is now, and where we hope it will belong, as a key part of our community, into the future.

To paraphrase that quote from Chief Seattle: We understand that we don't inherit the church from our ancestors. We don't hold it just for those who are waiting for a church home to come back to. We build it and hold it for the spiritual faith and strength of those we haven't even met yet. We hold it in trust for strangers, and future faith-led generations. And the time is come for us to reach out to those, and invite them back into Your Community Church, the United Congregational Church of Conway.

**With love and admiration,  
 Marcus McLaurin  
 Moderator, UCC of Conway**

**Kitchen Cabinet Report - 2022**

As restrictions continued with the pandemic, we managed to:

- Support the Trinity Church of Shelburne Falls community meal with desserts and monetary donation
- Support Hilltown Food Pantry, Adopt-a-Family and Crop Walk
- And, thanks to Liz Leno, 180 birthday and anniversary cards were sent to members near and far, as follows:

**January: 15**

**February: 9**

**March: 10**

**April: 13**

**May: 17**

**June: 19**

**July: 18**

**August: 18**

**September: 13**

**October: 19**

**November: 18**

**December: 11**

**Total: 180 cards sent at 44¢ each = \$79.20 in postage**

Our members have kept in touch with each other, trying to come up with new ideas for fundraising even as we hope to be able to conduct our ever-popular bake sales in the months to come.

Rada Cutlery continues to be available on-line and through paper catalogs via Tina Burnett and Eileen Schneider in her shop. Eileen has other older church fundraising items available as well.

We welcome new ideas for fundraising with the knowledge that most of us on the KC are older and less able to commit to tasks as in the past. Thanks to everyone who baked, donated and otherwise supported our UCC Conway Missions.

**Respectfully,**

**Muriel S. Antes and Tina Burnett  
for the Kitchen Cabinet Group**

**Building Committee Report - Annual Report 2022**

Below is a monthly summary of the work done in the Church.

- **January/February:** The structure now has sides and some interior walls.
- **March:** A crane is on-site to put up the trusses and some of the plywood siding was installed.
- **April:** It was decided that the cross would be wood instead of metal. It will be polished cedar and backlit. The basement floor will be poured and the outside safety walls done. The windows are in and the roofing should be completed in early May.
- **May:** All the plywood and Tyvek is in place and the roofing is complete. Cement connecting walls have been poured. Inside framing is done and the windows are installed.
- **June:** 90% of the electricity is complete as well as some insulation and the door frames. Kocot has done some backfill and grading.
- **August:** Next projects to be done are wallboard and insulation, a deck on the north side, a fence on the south side and the heating system. These will be done along with ongoing inspections.
- **September:** A cement wall is to be constructed next to the entryway. There will be Riverstone landscaping finishing off that area. Propane tanks will be installed. The deck footings will be poured by Kocot. Wallboard is going up and as soon as the ceiling in the basement is finished, that space can be used for storage.
- **October:** The church area has been cleaned out in anticipation of the painters.
- **November:** Painting is complete. Flooring is complete. Cabinets are installed and bathrooms finished.
- **December:** Plumbing is complete and the building is very close to being finished. Several inspections need to be done.

Respectfully,

UCC Conway Building Committee

William Leno, Chairman

Eileen Schneider, Co-Chair

Tina Burnett

Janet McLaurin

**2022 Grocery Cards Report**

We have continued to use the account in a revolving manner to place RADA orders as well as paying for advertisements for RADA purchases in the Conway Currents.

Beginning checkbook balance was **\$1,694.48**, ending balance \$1,362.43.

Current inventory of cards:

**3- \$100.00**

**2 - \$50.00**

**4 - \$25.00**

**\$500.00**

A huge thank you to everyone who continues to support this fundraising effort.

There was a profit of \$425.00 for 2022.

**Respectfully submitted,  
Tina Burnett**



**UCC of Conway Church Clerk's Report- 2022**

Another year filled with anticipation and progress has passed, and our church is now available for our use. Below are some of the highlights of our 2022 work.

Church Council met 11 times during the year, and we held 2 special meetings as well as our Annual all church meeting.

In January, we welcomed Rev. Sherril to begin duties as our Bridge Pastor and she remained with us until November. We owe her a debt of gratitude for her support, guidance, patience, and love during a difficult period in the life of the church.

In March we opted to move our service to 9 am in anticipation of sharing a pastor with Shelburne. We have since decided on 9:15 am and that seems to work for both churches.

We hosted a Lenten service in March and shared a sunrise service with Shelburne at Apex Hill.

Using Wells Fund Grant Money, we purchased kitchen appliances, a stove, a refrigerator, and a dishwasher.

The Historical Society of Conway tabled our request for funds for establishing a memorial using our church bell. This will need to be worked on to provide a broader historic scope.

Malcolm and Winona Corse gifted us with aTechnics organ to be placed in the new church building.

We purchased 40 chairs from Conklin Office furniture in Holyoke. They will be delivered in January. Half of the chairs were purchased from a Wells Fund Grant.

We called the Reverend Marianne MacCullagh to be our Designated Term Pastor.

Complete minutes for the year are available from the Clerk.

**Respectfully Submitted,  
Eileen Schneider, Clerk**

### **Shared Pastor Committee Report- 2022**

The Shared Pastor Committee has worked for over three years on this Pastoral Search. We spent the first year working through our respective church profiles, with conversations, questions and lots of prayers. The second year was spent working with the United Congregational Church of Conway to develop and approve the Shared Pastor Agreement and to revise Shelburne's full profile into a shorter profile format to search for a Designated Term Pastor. We had countless meetings over these 3 years, always trying to listen to the will of God.

In January of 2022, our joint profile was posted on the UCC Conference website and we began to receive profiles. We reviewed 10 profiles and interviewed 6 candidates. After these meetings, prayers, and discernment, and with the continued support of our Congregations, the Search Committee was thrilled to announce Candidate Sunday, on October 30th. Following that, both congregations held a Special Congregational Meeting with one question: to vote on calling Rev. Marianne MacCullagh as our next Pastor. Marianne started on November 27th, 2022.

Since then, we've come to know Pastor Marianne even better as the energetic, faithful leader she is, dedicated to helping us to do the work we must do to grow as a congregation. Marianne wrote in her profile: "I feel strongly about reflecting the image of Christ in every personal encounter and also remaining open to how God may be speaking in surprising ways. I consider it central to my identity to share the love of God through words and deeds and to welcome all, no matter their circumstances." We learned that her strengths include Pastoral Care and, as a reference describes, "her ability to find remarkable ways in sermons to apply the lectionary readings to modern issues. Marianne has experience serving two Churches at the same time, in addition to many skills we believe we need for this next chapter in the life of our Church.

The Search Committee thanks all for your support and prayers in this search. We are grateful to have represented our congregation in this important work.

**Respectfully Submitted,**  
**The UCC Conway Pastor Search Committee:**  
**Muriel Antes**  
**Dr. Linda Preston**  
**Janet McLaurin**  
**Marcus McLaurin**

**ANNUAL CHURCH MEETING MINUTES from 2022****United Congregational Church • Pumpkin Hollow 44 Whately Rd.****P. O. Box 214 Conway****All-Church Meeting Minutes - Sunday, January 23, 2022**

This meeting was called to order at 10:04 am and was incorporated into the morning church service.

**Present:**

Marcus McLaurin,	Janet McLaurin,	Steve Schneider,	Eileen Schneider,
Pat Newman,	Lorraine Boyden,	Beverly Hubbard,	Joni Hubbard,
Judi Hubbard,	Laura Siersema,	Gertrude Ralph,	Muriel Antes,
Bill Leno,	Liz Leno,	Tina Burnett,	Phylis Dacey,
Sherril Willis,	Lois Vight		

- **Reports were presented:**

**Moderator:** Marcus McLaurin

**Pastor:** Sherril Willis

**Kitchen Cabinet:** Muriel Antes

**Building Committee:** Bill

**Big Y:** Tina Burnett

**Clerk:** Eileen Schneider

**Shared Pastor:** Marcus McLaurin

**Treasurer:** Steve

**UCF:** Lois

**Tornado:** Eileen.

- A motion was made (Eileen) and seconded (Beverly) to accept all three of these reports. Unanimous.
- A motion was made (Tina) and seconded (Muriel) to accept the minutes from last year's Annual Meeting and Special Meeting. Unanimous.
- A motion was made (Muriel) and seconded (Beverly) to accept the 2022 proposed operating budget. Unanimous
- **Slate of Officers for 2022:**
  - Moderator:** Marcus McLaurin
  - Clerk:** Eileen Schneider
  - Asst. Clerk:** Bill Leno
  - Treasurer:** Steve Schneider

**Asst. Treasurer:** unfilled (*Note: This was later filled by Lois Vight*)

**Auditor:** (Dr. Linda Preston)

**Members-at-large:** Tina Burnett, Beverly Hubbard, Muriel Antes, (Lorraine Boyden)

- A motion was made (Marcus) and seconded (Eileen) to accept the slate of officers. Unanimous. We need to check on those names in parentheses to be sure they are willing to serve. They either were not present due to work or had to leave the meeting early.
- Laura will continue as Music Director.
- **Bridge Pastor position:** A motion was made (Janet) to give the Church Council permission to negotiate this position to help us through the pre-interim period before we have, with Shelburne Church, selected a new Interim Pastor. Second (Bev) Unanimous.
- **Pastor Selection Committee:** A motion was made (Eileen) to allow the committee to narrow down the number of candidates to be presented to the church. Second (Tina) Unanimous.
- Meeting was adjourned at 12:02 pm. Next council meeting is on January 26 at 3:30 pm via zoom.

**Respectfully submitted,  
Eileen Schneider, Clerk**

## TREASURER'S REPORT for 2022 (a larger copy available on request)

	Approved 2021	Actual 2021	Proposed 2022	January	February	March	April	May	June	July	August	September	October	November	December	YTD	Approved 2022
Loose Offerings	\$ 2,800.00	\$ 1,502.75	\$ 2,800.00	\$ 75.00	\$ -	\$ 32.00	\$ 79.00	\$ 163.00	\$ 41.00	\$ 83.00	\$ 70.00	\$ 44.00	\$ 119.00	\$ 149.00	\$ 271.00	\$ 1,126.00	\$ 2,800.00
Pledges	\$ 6,700.00	\$ 5,705.55	\$ 6,700.00	\$ 150.00	\$ 440.00	\$ 880.00	\$ 3,508.17	\$ 450.00	\$ 490.00	\$ 3,190.00	\$ 705.00	\$ 365.00	\$ 706.10	\$ 2,130.00	\$ 866.00	\$ 13,880.27	\$ 6,700.00
Bldg Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fundraising	\$ 500.00	\$ 1,184.31	\$ 500.00	\$ 79.25	\$ -	\$ 61.19	\$ -	\$ 33.00	\$ 20.10	\$ -	\$ -	\$ 32.00	\$ 126.10	\$ 25.00	\$ -	\$ 376.64	\$ 500.00
NOW Acct Int	\$ 2.00	\$ 1.75	\$ 2.00	\$ 0.21	\$ 0.17	\$ 0.13	\$ 0.08	\$ 0.06	\$ 0.26	\$ 0.25	\$ 0.24	\$ 0.11	\$ 0.10	\$ 0.28	\$ 0.30	\$ 2.19	\$ 2.00
Other Contrib. & Gifts	\$ 1,800.00	\$ 4,353.05	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32.00	\$ -	\$ 1,395.00	\$ -	\$ 1,427.00	\$ 2,000.00
SNEUCC & Dues	\$ 500.00	\$ 280.00	\$ 500.00	\$ -	\$ -	\$ 542.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 542.97	\$ 500.00
Invest Fund Trans.	\$ 39,571.00	\$ 5,000.00	\$ 47,871.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 420.59	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 20,420.59	\$ 47,871.00
Tornado Fund Donat	\$ 300.00	\$ 200.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
<b>INCOME TOTAL</b>	<b>\$ 52,173.00</b>	<b>\$ 18,227.41</b>	<b>\$ 60,673.00</b>	<b>\$ 304.46</b>	<b>\$ 440.17</b>	<b>\$ 1,516.29</b>	<b>\$ 3,587.25</b>	<b>\$ 646.06</b>	<b>\$ 10,551.36</b>	<b>\$ 3,693.84</b>	<b>\$ 775.24</b>	<b>\$ 473.11</b>	<b>\$ 951.30</b>	<b>\$ 13,699.28</b>	<b>\$ 1,137.30</b>	<b>\$ 37,775.66</b>	<b>\$ 60,673.00</b>
Mission Transfers	\$ -	\$ 760.00	\$ -	\$ -	\$ 45.00	\$ 632.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 677.97	\$ -
Misc. Trans	\$ -	\$ 574.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL INC.</b>	<b>\$ 52,173.00</b>	<b>\$ 19,561.41</b>	<b>\$ 60,673.00</b>	<b>\$ 304.46</b>	<b>\$ 485.17</b>	<b>\$ 2,149.26</b>	<b>\$ 3,587.25</b>	<b>\$ 646.06</b>	<b>\$ 10,551.36</b>	<b>\$ 3,693.84</b>	<b>\$ 775.24</b>	<b>\$ 473.11</b>	<b>\$ 951.30</b>	<b>\$ 13,699.28</b>	<b>\$ 1,137.30</b>	<b>\$ 38,453.63</b>	<b>\$ 60,673.00</b>
<b>EXPENSES</b>																	
Pastor	\$ 22,500.00	\$ -	\$ 32,000.00	\$ -	\$ 2,917.00	\$ 2,917.00	\$ -	\$ 2,917.00	\$ 2,917.00	\$ 2,917.00	\$ 2,917.00	\$ -	\$ 2,917.00	\$ 2,917.00	\$ 2,406.67	\$ 25,742.67	\$ 32,000.00
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annuity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health Insurance	\$ -	\$ 2,083.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pulpit Supply	\$ 1,000.00	\$ 2,100.00	\$ 2,000.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 1,000.00
Church Missions	\$ 1,200.00	\$ 1,089.00	\$ 1,200.00	\$ -	\$ 125.00	\$ -	\$ 135.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260.00	\$ 1,200.00
Organist	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ 500.00	\$ 400.00	\$ 400.00	\$ 500.00	\$ 400.00	\$ 400.00	\$ 500.00	\$ 400.00	\$ 400.00	\$ 500.00	\$ 400.00	\$ 400.00	\$ 5,200.00	\$ 5,200.00
Janitor	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Janitor Supply	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Building Maint.	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Electricity	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00
Heat	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
Postage	\$ 300.00	\$ 130.50	\$ 300.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 70.00	\$ -	\$ -	\$ -	\$ 60.00	\$ -	\$ -	\$ 230.00	\$ 300.00
Yard Maint.	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
Scholarship	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Telephone/Internet	\$ 220.00	\$ -	\$ 220.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220.00
Computer/Supplies	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Worship & Music	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ 185.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190.00	\$ -	\$ 375.00	\$ 50.00
SNEUCC	\$ 453.00	\$ 300.00	\$ 453.00	\$ -	\$ -	\$ 542.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 542.97	\$ 453.00
Office Supplies	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
Regional Conf&Other	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Building Insurance	\$ 5,600.00	\$ 850.00	\$ 5,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,886.00	\$ 2,886.00	\$ 5,600.00
Workmans Comp	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Misc	\$ 7,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420.59	\$ 1,913.00	\$ -	\$ -	\$ 70.00	\$ -	\$ 2,403.59	\$ 7,000.00
<b>EXPENSES TOTAL</b>	<b>\$ 52,173.00</b>	<b>\$ 12,232.50</b>	<b>\$ 60,673.00</b>	<b>\$ 650.00</b>	<b>\$ 3,727.00</b>	<b>\$ 3,859.97</b>	<b>\$ 635.00</b>	<b>\$ 3,317.00</b>	<b>\$ 470.00</b>	<b>\$ 3,837.59</b>	<b>\$ 5,230.00</b>	<b>\$ 400.00</b>	<b>\$ 3,477.00</b>	<b>\$ 3,577.00</b>	<b>\$ 5,692.67</b>	<b>\$ 34,873.23</b>	<b>\$ 61,673.00</b>
Mission Transfers	\$ -	\$ 410.00	\$ -	\$ -	\$ -	\$ 632.97	\$ -	\$ 33.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 250.00	\$ 1,115.97	\$ -
Misc Transfers	\$ 400.00	\$ 100.00	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00
<b>Balance Forward</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Income Total</b>	<b>\$ 52,173.00</b>	<b>\$ 19,561.41</b>	<b>\$ 60,673.00</b>	<b>\$ 304.46</b>	<b>\$ 485.17</b>	<b>\$ 2,149.26</b>	<b>\$ 3,587.25</b>	<b>\$ 646.06</b>	<b>\$ 10,551.36</b>	<b>\$ 3,693.84</b>	<b>\$ 775.24</b>	<b>\$ 473.11</b>	<b>\$ 951.30</b>	<b>\$ 13,699.28</b>	<b>\$ 1,137.30</b>	<b>\$ 38,453.63</b>	<b>\$ 60,673.00</b>
<b>Expenses Total</b>	<b>\$ 52,173.00</b>	<b>\$ 12,232.50</b>	<b>\$ 60,673.00</b>	<b>\$ 650.00</b>	<b>\$ 3,727.00</b>	<b>\$ 3,859.97</b>	<b>\$ 635.00</b>	<b>\$ 3,317.00</b>	<b>\$ 470.00</b>	<b>\$ 3,837.59</b>	<b>\$ 5,230.00</b>	<b>\$ 400.00</b>	<b>\$ 3,477.00</b>	<b>\$ 3,577.00</b>	<b>\$ 5,692.67</b>	<b>\$ 34,873.23</b>	<b>\$ 60,673.00</b>
<b>Difference</b>	<b>\$ -</b>	<b>\$ 7,328.91</b>	<b>\$ -</b>	<b>\$ (345.54)</b>	<b>\$ (3,241.83)</b>	<b>\$ (1,710.71)</b>	<b>\$ 2,952.25</b>	<b>\$ (2,670.94)</b>	<b>\$ 10,081.36</b>	<b>\$ (143.75)</b>	<b>\$ (4,454.76)</b>	<b>\$ 73.11</b>	<b>\$ (2,525.70)</b>	<b>\$ 10,122.28</b>	<b>\$ (4,555.37)</b>	<b>\$ 3,580.40</b>	<b>\$ -</b>

**Checking Acct #4821**

<b>Beginning balance 12/31/21</b>	<b>\$ 9,206.35</b>
<b>Ending balance 12/31/ 22</b>	<b>\$12,172.35</b>
<b>Checks outstanding</b>	<b>\$ 2,406.67</b>
<b>Available funds</b>	<b>\$ 9,765.68</b>

**Respectfully submitted,  
Steven Schneider, Treasurer**

**UCC Church TORNADO FUND – YEAR END REPORT for 2022****Checkbook balance as of 12/31/21                      \$ 8,395.74****INCOME**

1/12/22	Transfer from General Fund	\$ 100.00
1/31/22	Interest	.21
2/2/22	Transfer from UCF	\$ 112,000.00
2/25/22	Transfer from UCF	\$ 30,000.00
2/28/22	Interest	.79
3/7/22	Interest	.48
3/20/22	Transfer from UCF	\$ 30,000.00
4/29/22	Interest	.35
5/06/22	Transfer from UCF	\$ 22,000.00
5/31/22	Interest	.36
6/05/22	Transfer from UCF	\$ 70,000.00
6/30/22	Interest	.37
7/11/22	Transfer from UCF	\$ 30,000.00
7/29/22	Transfer from UCF	\$ 18,000.00
7/30/22	Interest	.61
8/31/22	Interest	.34
9/01/22	Transfer from UCF	\$ 81,000.00
9/30/22	Interest (Sept.)	.65
10/7/22	Transfer from UCF	\$ 89,000.00
10/31/22	Interest (Oct.)	.76
11/08/22	transfer from UCF	\$ 65,000.00
11/30/22	interest	.52
12/15/22	transfer from UCF	\$ 10,000.00
1/24/23	Interest (Dec)	.24

**TOTAL INCOME    \$ 655,501.36**



**EXPENSES**

2/3/22	Thayer Street	\$ 110,171.00
2/28/22	Thayer Street	\$ 29,107.00
4/06/22	Thayer Street	\$ 32,213.00
5/06/22	Thayer Street	\$ 22,230.00
6/07/22	Thayer Street	\$ 70,842.00
8/01/22	Thayer Street	\$ 48,279.00
9/07/22	Thayer Street	\$ 81,235.00
10/7/22	Thayer Street	\$ 89,643.00
10/21/22	Builder's Risk Insurance	\$ 1,308.00
11/08/22	Thayer Street	\$ 64,030.00
12/12/22	Manny's (dishwasher exchange)	\$ 281.00
12/15/22	Thayer Street Builders	\$ 100,035.00

<b><u>TOTAL EXPENSES</u></b>		<b><u>\$ 649,401.00</u></b>
------------------------------	--	-----------------------------

<b><u>CHECKBOOK BALANCE</u></b>	<b><u>12/31/22</u></b>	<b><u>\$ 6,128.42</u></b>
---------------------------------	------------------------	---------------------------

Respectfully submitted,  
Eileen Schneider



**United Church Funds - 2022**

	<b>December 31, 2021</b>	<b>* December 9, 2022</b>	<b>Market Value</b>
	<b><u>Balance</u></b>	<b><u>Current Market Value</u></b>	<b><u>December 31, 2022</u></b>
	<b><u>Balance</u></b>	<b><u>Balance</u></b>	<b><u>Balance</u></b>
George Camp Fund	\$ 8,019.82	\$ 6,701.11	\$ 6,583.79
George & Elizabeth Stearns	\$ 457,409.46	\$ 361,999.01	\$ 355,661.41
Emma May Boyden	\$ 4,170.99	\$ 3,485.14	\$ 3,424.11
Benevolent Fund	\$ 4,755.79	\$ 3,485.80	\$ 3,424.78
Organ Fund	\$ 26,390.59	\$ 21,618.46	\$ 21,239.97
Parsonage Fund	\$ 98,059.93	\$ 81,935.75	\$ 80,501.18
Boice/Germain	\$ 49,872.27	\$ 41,671.69	\$ 40,942.09
General Fund	\$ 42,261.28	\$ 35,836.57	\$ 35,245.77
<b>TOTALS</b>	<b>\$ 690,940.13</b>	<b>\$ 556,733.53</b>	<b>\$ 547,023.10</b>

Loss for December **\$9,610.43**

Loss for year - **\$143,917.03** minus withdrawals of **\$20,963.56** - actual loss is **\$122,953.56**

**3-28-22** Withdrew from Benevolent Account \$542.97-transfer to General Checking Account which is to be sent to SNEUCC as donation.

**6-2-22** Withdrew from Stearns Fund \$10,000.00 Transfer to General Checking Account

**7-18-22** Withdrew Organ Fund \$420.59 - Transfer to General Checking Account

**10-31-22** Withdrew from Stearns Account - \$10,000.00 - transfer to General checking account

**Total withdrawn 2022 - \$20,963.56**

**Respectfully submitted**

**Lois Vight**

\* United Church Funds has changed computer programs as of December 1, 2022. I got figures as of December 9th.

\*\*This year the Benevolent Fund is short \$788.04. The original investment was \$4,212.82. Proceeds above that amount have been donated to SNEUCC.

**UCC PROPOSED BUDGET 2023**

	Approved 2022	Actual 2022	Proposed 2023	Approved 2023
Loose Offerings	\$ 2,800.00	\$ 1,126.00	\$ 2,800.00	\$ -
Pledges	\$ 6,700.00	\$ 13,880.27	\$ 8,000.00	\$ -
Bldg Use	\$ -	\$ -	\$ 1,000.00	\$ -
Fundraising	\$ 500.00	\$ 376.64	\$ 500.00	\$ -
NOW Acct Int	\$ 2.00	\$ 2.19	\$ 2.00	\$ -
Other Contrib. & Gifts	\$ 2,000.00	\$ 1,427.00	\$ 2,000.00	\$ -
SNEUCC & Dues	\$ 500.00	\$ 542.97	\$ 400.00	\$ -
Invest Fund Trans.	\$ 47,871.00	\$ 20,420.59	\$ 46,278.00	\$ -
Tornado Fund Donations	\$ 300.00	\$ -	\$ -	\$ -
<b>INCOME TOTAL</b>	<b>\$ 60,673.00</b>	<b>\$ 37,775.66</b>	<b>\$ 60,980.00</b>	<b>-</b>
Mission Transfers	\$ -	\$ 677.97	\$ -	\$ -
Misc. Trans	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL INC.</b>	<b>\$ 60,673.00</b>	<b>\$ 38,453.63</b>	<b>\$ 60,980.00</b>	<b>0</b>
<b>EXPENSES</b>				
Pastor Expenses	\$ 32,000.00	\$ 25,742.67	\$ 1,500.00	\$ -
Pastor Salary	\$ -	\$ -	\$ 16,380.00	\$ -
Annuity	\$ -	\$ -	\$ 4,620.00	\$ -
Housing Allowance	\$ -	\$ -	\$ 12,500.00	\$ -
Pulpit Supply	\$ 1,000.00	\$ 150.00	\$ 1,500.00	\$ -
Church Missions	\$ 1,200.00	\$ 260.00	\$ 1,200.00	\$ -
Organist	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	\$ -
Janitor	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -
Janitor Supply	\$ 500.00	\$ -	\$ 500.00	\$ -
Building Maint.	\$ 500.00	\$ -	\$ 500.00	\$ -
Electricity	\$ 750.00	\$ -	\$ 750.00	\$ -
Heat	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -
Postage	\$ 300.00	\$ 230.00	\$ 300.00	\$ -
Yard Maint.	\$ 2,000.00	\$ -	\$ 1,500.00	\$ -
Scholarship	\$ 500.00	\$ -	\$ 500.00	\$ -
Telephone/Internet	\$ 220.00	\$ -	\$ 840.00	\$ -
Computer/Supplies	\$ 500.00	\$ -	\$ 500.00	\$ -
Worship & Music	\$ 50.00	\$ 375.00	\$ 190.00	\$ -
SNEUCC	\$ 453.00	\$ 542.97	\$ 400.00	\$ -
Office Supplies	\$ 100.00	\$ -	\$ 100.00	\$ -
Regional Conf&Other	\$ 500.00	\$ -	\$ 500.00	\$ -
Building Insurance	\$ 5,600.00	\$ 2,886.00	\$ 3,000.00	\$ -
Workmans Comp	\$ 300.00	\$ -	\$ 500.00	\$ -
Misc	\$ 7,000.00	\$ 2,403.59	\$ 5,000.00	\$ -
<b>EXPENSES TOTAL</b>	<b>\$ 61,673.00</b>	<b>\$ 37,790.23</b>	<b>\$ 60,980.00</b>	<b>\$ -</b>
Mission Transfers	\$ -	\$ 1,115.97	\$ -	\$ -
Misc Transfers	\$ 400.00	\$ -	\$ 400.00	\$ -
Balance Forward		\$ -		\$ -
<b>Income Total</b>	<b>\$ 60,673.00</b>	<b>\$ 38,453.63</b>	<b>\$ 60,980.00</b>	<b>\$ -</b>
<b>Expenses Total</b>	<b>\$ 61,673.00</b>	<b>\$ 37,790.23</b>	<b>\$ 60,980.00</b>	<b>\$ -</b>
<b>Difference</b>	<b>\$ (1,000.00)</b>	<b>\$ 663.40</b>	<b>\$ -</b>	<b>\$ -</b>

**AUDITORS REPORT FOR CALENDAR YEAR 2021**

I have audited the following records:

**1-The Treasurer's checking account , which ends in #4821**

**2-The Tornado Fund checking account, which ends in #9982**

**3-The Big Y cards checking account, which ends in #9669**

**4-The United Church Funds**

I have found the above accounts to be in order.

**Respectfully submitted,  
Dr. Linda Preston**

## **APPENDIX 1: Shared Pastor Agreement between United Congregational Church of Conway and The First Congregational Church of Shelburne**

**Created by the Shared Pastor Task Force in meetings from September 2020 to October 2021**

**Approved 11/14/2021 by both congregations**

**Revised 10/30/2022 for the call of Rev. Marianne MacCullagh**

**Conway representatives** - Muriel Antes, Janet McLaurin, Marcus McLaurin, Linda Preston

**Shelburne representatives** – Alan Coutinho, Virginia Peck, Debra Washer, Deborah Coutinho, Timothy Graves, Lewis Goodnow

The United Congregational Church of Conway and the First Congregational Church of Shelburne enter this joint agreement to hire a Designated Term Pastor, to be shared between the two churches.

The pastor shall prepare one sermon to be delivered at each church. Over the course of a year, the pastor's time will be allocated as agreed upon between the two churches and will be reviewed by both churches and the pastor, on a quarterly basis. The ebb and flow of the pastor's responsibility will vary over the season's and each congregation's needs.

Each church congregation retains autonomy over their church. This agreement pertains only to the sharing of a pastor.

A **Shared Pastoral Relations Committee** consisting of 3 members from each Church will be appointed to act as the liaison between the Churches and the pastor.

This entire agreement shall be reviewed and renewed annually between the Shared Pastoral Relations Committee and the pastor. Adjustments may be made as necessary and as agreed by both Churches with the pastor.

*This agreement can be terminated by either church or the pastor, with 90 days written notice.*

### **Sunday Worship Services**

- 9:15 am – United Congregational Church of Conway
- 11:00 am – First Congregational Church of Shelburne
- Bulletins will be the responsibility of each church.

### **Office Hours**

- Office hours for each church will be negotiated with the pastor when hired.
- Each church will be responsible for creating a space for office hours.

### **Communication**

Use a calendar shared between the two churches. Each church will identify the representative to be responsible for updating the calendar for their church.

- **Meetings** – committee meetings, annual meetings, congregational meetings
- **Weekly or monthly events** – Bible study or Book Group
- **Special events** – church or community wide events (Festival of the Hills in Conway, Second Saturday Suppers in Shelburne) CROP Walk, Christmas Pageant, Tree Lighting, Christmas Caroling, Jubilee, etc.
- **Special Services** – Weddings and Funerals

### **Special Services**

- **Maundy Thursday Service** – Plan to hold the service jointly, moving between both churches each year
- **Easter Sunrise Service** – Plan to hold jointly, moving the location between both towns each year
- **Christmas Eve** – Conway will schedule their service at 5:00 or 5:30 pm, Shelburne will schedule their service at 7:00 or 7:30

### **Vacation**

The pastor will be provided 4 weeks of vacation annually beginning the first year. Reasonable requests with 60 days advance notice will not be denied.

Vacation time will be taken at the same time from both churches. Each church will be responsible for its own pulpit supply in the pastor's absence.

### **Continuing Education Leave**

The pastor will earn Continuing Education Leave of 2 weeks per year and can be accumulated for up to four weeks.

Continuing Education Leave will be taken at the same time from both churches and in consultation with both churches. Each church will be responsible for pulpit supply in the pastor's absence.

## **APPENDIX 2: UCC of CONWAY PASTORAL CALL COVENANT**

On this day, **October 30th, 2022**, having sought the guidance of the Holy Spirit and believing that God has called us to share in a mutual and common ministry in Christ, the members of the United Congregational Church of Conway, Conway Massachusetts, United Church of Christ, at a duly-called meeting, held on October 30th, 2022, voted to enter into covenant with you, a servant of God, to become pastor and teacher of this church beginning on **November 27th, 2022**.

### **I. TERMS OF CALL**

This is an agreement between the United Congregational Church of Conway, United Church of Christ, in Conway MA, and the Reverend Marianne MacCullagh called as Pastor and Teacher. All parties execute this agreement in good faith.

This Designated Term Covenant is for a period of 3 years, with the opportunity to extend the designated term for up to 2 additional years, or to convert this Designated Term covenant into a Settled Pastor covenant, upon the mutual negotiation and agreement of the United Congregational Church of Conway, the First Congregational Church of Shelburne, and the Rev. Marianne MacCullagh.

The terms of call outlined in this agreement are contingent upon your holding Ordained Ministerial Standing with the Southern New England Conference of the UCC. Should Ordained Ministerial Standing be suspended, revoked, or transferred for any reason, the Church Council, representing our congregation, can terminate this agreement immediately.

Believing that the cause and mission of Christ's church will be forwarded under your pastoral and spiritual leadership, we join in this agreement.

Our church calls you to accept this pastoral office by recognizing and acknowledging with us the responsibilities and duties as our pastor, including those described in our Articles of Incorporation, Bylaws of the UCC of Conway church, the UCC of Conway Pastor job description, and the customs and usages of the pastoral office of the United Church of Christ as defined in the *United Church of Christ Manual on Ministry*, (particularly sub-sections entitled, "The Local Church in Relation to Its Pastor," and "The Ordained Minister's Code," which include the right and responsibility of participation and leadership in the mission of the United Church of Christ, the ecumenical church, and the community.) The Pastor and Church membership agree to abide by the Constitution and By-Laws of the United Congregational Church of Conway, UCC.

As a congregation, we wholeheartedly commit ourselves to the following terms of the covenant as we call you to be pastor and teacher.

## II. SALARY AND HOUSING

Because our church is committed to fair and just compensation, we provide the following financial care. All figures listed in this section are annual amounts and will be pro-rated during the remainder of the current budget year.

### Cash Salary

Beginning on **December 28th, 2022**, and thereafter on the 28th of each month, our church will pay 1/12th of the annual cash salary of **\$16,380**.

### Housing Allowance

Beginning on **December 28th, 2022**, and thereafter on the 28th of each month, our church will pay 1/12th of the annual housing allowance of the **\$12,500. This will be included in the check with the cash salary.**

## III. BENEFITS

### Annuity Plan

Our church will pay, on your behalf, the sum of \$4,620 per annum to your account with the UCC Pension Board.

### Health and Dental Plan

You will be responsible for securing and paying for the health and dental insurance for your family.

### Life Insurance and Disability Income Plan

If you are eligible to participate, our church will contribute 1.5 % of the salary basis to the Life Insurance and Disability Income Plan of the United Church of Christ on your behalf. Using the information contained in this agreement, the annual contribution for this plan is \$622 (1.5 % of 135% of your salary).



#### IV. OTHER PASTORAL MINISTRY EXPENSES

Our church recognizes that to call forth the gifts God has given you to lead our church faithfully, we must provide both resources and support that will assist you in remaining vital, creative, and energetic for this ministry on our behalf. Therefore, our church will provide you the following pastoral ministry support and reimbursement for expenses incurred while you are conducting ministry on behalf of this church.

##### **Professional Expenses & Continuing Education**

Our church will reimburse you for professional expenses and continuing education costs not to exceed **\$3,000** per year, or **\$1,500 per church** for professional expenses.

Professional expenses include such items as books, journals, entertainment expenses for church guests, professional dues, vestments, and other legitimate costs incurred as a result of your service to this church. Professional expenses also include travel costs. These may be automobile costs, which will be reimbursed by the church at the Internal Revenue Service mileage rate (for the second half of 2022 it is \$0.62/mile), or costs associated with alternate means of travel. You may submit expense items for reimbursement no more frequently than on a monthly basis.

Our church encourages and supports your opportunities to participate in clergy in-service and continuing education programs to strengthen your ministry in this church. We expect you to discuss with the Executive Committee, in advance, the nature, timing, and programmatic impact of these opportunities so that we can negotiate with you the dates and types of events that best support our church's programs and your needs for development.

##### **Conference, Association and Wider Church Meetings**

Our church values your participation in the wider church. Thus, we will reimburse reasonable expenses for attendance and participation in our United Church of Christ national, conference, association, and other meetings. When these events occur during a time we regularly gather for worship, the church will make other provisions to provide leadership for our worship services. The amount established for meeting expenses is included as a portion of professional expenses. We expect you to discuss with the Executive Committee, in advance, the nature, timing, and programmatic impact of these opportunities so that we can negotiate with you the dates and types of events that best support our church's programs and your needs for development.



## V. WEEKLY SCHEDULE, VACATION, FAMILY AND COMPASSIONATE LEAVE

### Weekly Schedule

We realize that the demands of church life come at all hours of the day and night and that the covenant with our church requires your attention to matters often beyond your control. Our two churches also mutually recognize that our call is for a part-time ministry, and agreed to represent approximately 50% of a full-time pastorate or 20-25 hours per week. We recognize your need each week to take time for yourself and your family. Therefore, we encourage and support your ability to reserve one day off per week for rest, relaxation, and time with family and friends.

### Vacation

Our church provides you four (4) weeks of vacation leave for each 12 months of service, to be taken at the same time from both churches. The congregation is responsible for church programs, worship life, and each other during your vacation.

### Personal/Compassionate Leave

Our church realizes that life is not always predictable or within our control. Therefore, in the event of special circumstances, compassionate leave is available. We understand special circumstances including the death of an immediate family member, sickness, or personal crisis. We provide you with up to seven (7) days of compassionate leave per incident. Compassionate leave does not accrue and unused compassionate leave is not payable upon termination. Unpaid family medical leave of up to twelve (12) weeks is available with a minimum of thirty (30) days' notice.

### Continuing Education Leave

The Pastor will earn Continuing Education Leave of 2 weeks per year from both churches, to be taken at the same time from both churches, which can be accumulated up to four weeks.

## VI. DISABILITY AND DEATH BENEFITS

### **Disability Benefits**

**Initial Disability.** If you become disabled and unable to meet pastoral responsibilities while serving our church, our two churches are equally responsible for paying your full salary, housing, and benefits for thirty (30) days.

**Period of Disability.** If disability prevents you from performing pastoral responsibilities longer than thirty (30) days, the church anticipates that the United Church of Christ Life Insurance and Disability Income Plan will become effective.

### **Death Benefits**

In the event of your death while serving our church, we will provide your immediate family, in addition to salary earned but not yet paid; salary, Social Security, and Medicare offset for a period of ninety (90) days; and the cash value of any vacation leave earned. Further provisions,

if necessary, may be considered and will be discussed with your family by our Executive Committee, our Conference/ Association minister, and the association committee on the ministry.

## **VII. REVIEW OF PASTORAL CALL AGREEMENT**

Through our Church Council/Governing Board, and in accordance with our church's budget cycle, the church will negotiate with you, annually, to update this agreement, keeping in mind increases in the cost-of-living, possible merit increases in salary, and consequent increases in benefits based on salary and housing. Your evaluation shall be based on this agreement, including the UCC of Conway Pastor's Job Description.

## **VIII. PASTOR JOB DESCRIPTION**

### **Position Purpose:**

The Pastor of the United Congregational Church of Conway is to provide spiritual and pastoral leadership to the congregation. The Pastor will serve with the Church Council in fulfilling our church's mission and purpose as the body of Christ. The Pastor will preach, teach, and administer the Sacraments and provide primary leadership in the ministries of Worship, Stewardship, and Outreach.

### **Responsibilities:**

The Church Council is responsible for the administration of the church. This includes office, staff, janitorial, grounds and buildings. This is not to imply that they will do these things: only that they will oversee, coordinate and delegate them as appropriate. Subject to review and adjustment in conjunction with the Church Council, the following constitute the major responsibilities of the Pastor:

1. The Pastor will preside over Sunday Morning services. These services should be well-prepared, honoring to the Lord, and in a form that is suitable for our congregation.
2. The Pastor is to regularly lead the congregation in Communion. This should be done at least once per month. The Pastor should also lead in regard to baptisms and new members joining the church, and all other regular church sacraments.
3. The Pastor will be a member of the Church Council and all church committees and boards, except where inappropriate. The Pastor is to work with the Church Council, Spiritual Growth Committee, Kitchen Cabinet, and other groups as necessary in preparing appropriate outreach.
4. The Pastor will be available and willing to perform weddings and funerals as needed. For all events in the church requiring a Pastor, the Pastor should have the right of first refusal to provide services.

5. The Pastor will participate in the Christian Education of all ages. This includes involvement in, though not direct responsibility for, Sunday School classes, youth, and adult education. The Pastor and the Church Council will delegate these responsibilities to volunteers within the church.
6. The Pastor will provide counseling as needed, and be available and responsive to crisis situations, providing effective Pastoral care.
7. The position requires great flexibility in time schedule. The Pastor will keep regular office hours one day per week from 9:30 AM to 12PM in Conway, and be available on afternoons of that same day for visitations, appointments, counseling, and meetings. Though not a basic expectation, the Pastor should be available for evenings as well as weekends for events and church outreach, and at other times by appointment or in an emergency.

### **Skills:**

1. **Leadership** – the Pastor should be able to lead in a variety of contexts (individual, small groups, large groups) in such a way that Jesus Christ and his gospel are central. He should be a self-starter and an initiative-taker.
2. **Relational**—the Pastor should have a heart to care for people, not just manage systems; that drive should manifest itself in the appropriation of time.
3. **Administrative**—while seeking mainly to shepherd people, the Pastor should have the skill set and ability to effectively manage the various administrative tasks associated with the position.
4. **Preacher**—the Pastor should be an effective preacher who is able to rightly handle the Word and joyfully engage in expository exultation personally, while identifying competent campus preachers who speak especially to his campus’ unique context.
5. **Teacher/Equipper**—the Pastor should be able to effectively “equip the saints for the work of the ministry.”
6. **Communicator**—the Pastor should be able to clearly and concisely communicate the needs and aims of the campus to all-church leadership and similarly communicate decisions from all-church leadership to campus staff and congregation.
7. **Peacemaker**—the Pastor should be able to tactfully and winsomely unite people with varying perspectives to advance harmony and love and to achieve common goals.

### **IX. OFFICE PROVISIONS**

We agree to provide you with an easily accessible office, and to provide financial support for office equipment and supplies in coordination with the Church Treasurer.

## **X. EVALUATION OF OUR CHURCH'S MINISTRY**

Our church accepts its responsibility to live faithfully and in covenant with you, our pastor and teacher. Accordingly, at the end of our first year together and every year thereafter, we covenant to study, review and evaluate the priorities and total ministry (including staff) of our church. The Pastoral Relations Committee is tasked with the responsibility to conduct this evaluation and make a report to the Church Council.

## **XI. MEDIATION PROCEDURES**

Our church acknowledges that even as we pledge our faithfulness to God, one another and you, there may be times when difficulties within our relationship begin to overwhelm us. In those instances, we covenant with you to seek the support, advice, and wisdom of our association, conference or regional minister, or our association committee on the ministry, in order that we actively work to maintain the goodness of our relationship and the goodness God has placed within it. Either you or the Church Council, representing our congregation, can request such a consultation, if, in the opinion of either, our relationships are becoming ineffective or unhealthy.

## **XII. TERMINATION OF PASTORAL CALL**

Our church recognizes that relationships are always changing and that many reasons can lead to a separation. Thus, either party can terminate this pastoral call agreement by giving at least sixty (60) days' written notice to the other or upon other terms to which we mutually agree.

## **XIII. FREEDOM AND RESPONSIBILITY OF THE PULPIT**

Notwithstanding any of the other responsibilities outlined for our pastor in the Articles of Incorporation and Bylaws of this church or in the other resources referenced on the first page of this document, in accepting pastoral leadership we also accept your freedom of expression in the pulpit as it pertains to matters of faith and faithfulness according to the insight of scripture, the work of the Holy Spirit, the traditions of the United Church of Christ, and the context in which we live our lives.

#### **XIV. GOALS OF THE DESIGNATED TERM PASTOR**

The following goals have been set for the Pastor and the Congregation to achieve:

- Maintain the church body (congregation) while we are in transition into a new building. Specifically, lead the congregation spiritually through the building of our new church, with fresh eyes and a spirit for possibilities. Provide feedback, opinion and guidance to the Building Committee and the Church Council for the use and development of Conway's new church building.
- Help us to grow our church with new members and community events and connections. Work with the church to expand outreach in multiple areas, including Zoom services for shut-ins and others who are unable to attend in person (while encouraging in-person fellowship).
- Assist with the spiritual transition with our two churches (Conway and Shelburne), helping us to find and identify possible "pain points" in communication and interactions between our congregations, and offer solutions.
- Aid in the blending of mutual church activities and opportunities for interaction such as bible study, reading group and combined services such as Easter Sunrise service.
- Encourage us, as a Congregation and as individuals, to be missionaries and take responsibility for outreach and spiritual growth within our community.

**APPENDIX 3: Letter for Building Use (DRAFT)****How to Schedule a One-Time Event at  
United Congregational Church of Conway***Draft**February 2023***1. Procedure for Scheduling Use of Church Facilities**

- A. Check availability with deacons by contacting the Church Council at (413) 369-2502 or [uccconway@gmail.com](mailto:uccconway@gmail.com) [Subject: Church Use] The Church Council representative will contact the pastor and Council for approval.
- B. The Church Council will then send an application for building use to the interested party.
- C. Once the application is returned, the Church Council representative will confirm with a phone call.
- D. Payment must be received at least one week prior to the event.  
Please remit to:

**United Congregational Church  
44 Whately Rd, Conway, MA 01341**

**2. Information for Scheduling Baptisms, Funerals and Weddings**

- A. We welcome the opportunity to be a part of the important events in your life. If you wish to have a baptism, funeral or wedding take place in this church, our assumption is that our current Pastor would officiate. For all events in the church requiring a Pastor, the Pastor should have the right of first refusal to provide services. If you wish to have another clergyperson participate in your special event, please discuss this with the Pastor in advance.
- B. To schedule one of these events, please follow the above procedure.
- C. For wedding fees, please see the attached wedding policy.

**APPENDIX 4: Building Use Application (DRAFT)**

UCC of Conway Building Use Agreement

Updated 2/2023

**United Congregational Church of Conway  
Pumpkin Hollow, Conway, MA 01341**

*We are very pleased to be able to offer the church facilities for the Conway community. In order to help us maintain accurate scheduling and use of the building, please review the building usage requirements below and on the reverse, then sign at the bottom of the second page to indicate you understand and will abide by these requirements.*

**BUILDING USE AGREEMENT**

Name of Organization/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Purpose of use (or short description): \_\_\_\_\_

Approximate Size of Group: \_\_\_\_\_

Date(s) of Use \_\_\_\_\_ Time of Use: From \_\_\_\_\_ to \_\_\_\_\_  
(PLEASE INCLUDE TIME FOR SET-UP AND CLEAN-UP)

Indicated what rooms/facilities will be used:

☐ MAIN AREA☐ KITCHEN☐ INSTRUMENT

Other (Please Indicate) \_\_\_\_\_

**Section II (To be completed by the deacon representative)****PLEASE CHECK ALL THAT ARE REQUIRED:**

<input type="checkbox"/> Pastor's Fee :	\$ _____
<input type="checkbox"/> Organist's Fee :	\$ _____
<input type="checkbox"/> Instrument Use Fee (organ):	\$ 75.00
<input type="checkbox"/> Building Use:	\$ 50.00
<input type="checkbox"/> Kitchen Use fee (flat):	\$ 25.00
<input type="checkbox"/> Cleaning fee (flat-if required):	\$ 30.00

**TOTAL FEES: (Church Members: Donations are always appreciated.)** \$ \_\_\_\_\_

Payment is due one week prior to the beginning of the event. Please make checks payable to: United Congregational Church of Conway. Remit to: **44 Whately Rd, Conway, MA 01341** Conway, MA 01341. If the building is being used by a church member for a private party, fees may be waived.

Deposit \$ \_\_\_\_\_ Due by: \_\_\_\_\_ Balance \$ \_\_\_\_\_ Due By: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



**United Congregational Church of Conway  
Pumpkin Hollow, Conway, MA 01341**

**BUILDING USE STANDARDS**

**CHURCH EVENTS.** We welcome the opportunity to be a part of the important events in your life. If you wish to have a baptism, funeral or wedding take place in this church, we would request that you ask our current pastor to officiate. If you wish to have another clergy person participate in your special event, please discuss this with the current pastor in advance and we will try to accommodate your request.

**ACCOUNTABILITY.** For the purposes of this application, when a group is named as responsible for this event, one contact person must be available as a consistent point of Contact for all questions and issues. Church representatives will coordinate with this individual specifically, as representative for the connected group.

**TIMING.** Applications take approximately one week (7 days) from time of receipt for processing. You will be notified at the time of approval or refusal by the church office. The church representative will expect you to be in the church only during the hours requested.

Please allow time for set-up and clean up. Access to the building before or after the requested hours must be negotiated through the church office.

**CONDITION OF FACILITIES.** The facilities must be left in the condition in which you found them, broom clean. Chairs and tables taken out should be returned to their original location. All trash from the event should be removed from the premises after clean-up. A separate cleaning fee may be charged.

Any damage to equipment or the building is the responsibility of the group or individual named on the reverse. Damage may be billed at repair/replacement cost, plus 5%.

**CAPACITY.** Seating capacity for meals is 50 people.

**HEAT.** Heat in the main spaces will be regulated by a church representative. Heating may be turned on in each bathroom for the duration of the event. It is the responsibility of the group or individual renting the space to ensure the heat for these rooms is turned off at the conclusion of the event, before exiting the building. Failure to do so will result in an **additional charge of \$25.00.**

**KITCHEN RENTAL.** IF FOOD IS TO BE SERVED AT YOUR EVENT and the kitchen facilities (oven, dishwasher, refrigerator) are required, the kitchen fee is \$25/hour for use of the stove and/or dishwasher. Refrigerator use is not charged. The individual or organization outlined on the reverse is responsible for assuring that someone SAFESERV CERTIFICATION is present at the event. A representative must be **physically present** in the kitchen at all times that the warming oven and/or stove are in use.

Warming oven and stove must be shut off at the conclusion of the event, before exiting the building. Failure to do so will result in an **additional charge of \$25.00.**

**I have read the above carefully, and agree to abide by the rules and use agreement as specified.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Fee/Deposit Paid \$ \_\_\_\_\_

Date Pd: \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

(for the Church Council)

MHM(2/2023)

Page 2 of 3