

# Atkinson Congregational Church

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## Annual Report 2021

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*At Atkinson Congregational Church,  
our passion is to serve those in need, provide inclusive  
safe-space, and inspire through worship, music, and  
growing faith.*

101 Main Street, Atkinson, New Hampshire 03811  
[www.atkinsoncc.org](http://www.atkinsoncc.org)

# Atkinson Congregational Church Annual Report

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## Minutes of the Atkinson Congregational Church Annual Meeting - January 30, 2021, 11AM

Meeting was held virtually.

**Call to Order by Moderator Pete McVay:** 10:58

**Quorum was present:** There were a total of approximately 42 church members present (an exact number was hard to determine due to the meeting being virtual).

**Opening Prayer:** Offered by Pastor Jim

**Motion to Acclaim:** Julianna Hale offered a thank you to Pastor Jim for all he has done this past year, and a thank you to Lynn as well. We are lucky to have them both!

**Moderator Introduction:** Pete reviewed the purpose and process of the meeting.

**Approval of 2020 Annual Meeting Minutes:** A motion to accept the minutes from the 2020 Annual Meeting was made by Kay Galloway and seconded by Kristen Diamond. The motion passed with 30 yes votes and 1 abstention.

**Election of Officers and Team Members:**

- Thank you to everyone who has served on a Team or as an officer this past year. Everyone did a great job carrying on business during the pandemic. Everyone's dedication and hard work is much appreciated.
- The slate of officers and team members for 2021 was presented. There were still 3 open slots on the Deacons.
- Nominations from the floor were requested. Vikki Quick nominated Marisa Galinsky for a position on the Deacons.
- A motion was made by Julianna Hale to accept the slate with the addition of Marisa Galinsky and seconded by Hank Riehl.
- The motion passed with 30 yes votes and 1 abstention.

**Pastor's Report –** Presented by Pastor Jim Thomas

- Refer to Report of the Pastor in Annual report
  - Pastor Jim pointed out how well the new bylaws and team structure worked over the past year during the pandemic.
  - He is proud and thankful for all the members of the teams and other volunteers.
- Virtual worship has worked well. Thank you to all who have helped – Deacons Dorothy Graaskamp and Mark Miller and all who have been readers.
  - The drive-in Christmas Eve worship service was very successful.

- Thank you to the Bell Choir and Jane Goodwin. We will continue to use our own Bell Choir music in worship.
- As soon as the weather permits hybrid services will be offered to include a combination of outdoor seating, drive-in and virtual.
- We will get back to in-person worship as soon as it is safe.
  - There is a reopening team that is working on this.
- The Visioning Team started in-person and moved to virtual meetings. They worked for a year to develop a new vision statement for the church that was presented to the congregation in December.
- 2021 goals/plans
  - Develop a hybrid service to include both in-person and virtual.
  - Upgrade technology
  - Restart the Vitality Team meetings
  - Restore presence in community.
  - Community Engagement Team – help them to be more visible to highlight Jesus’ work in the community and beyond.
- Staff Kudos- thank you to Lynn Thomas for all her hard work particularly helping with the selection and copyright checking for the worship music. Thank you to Jane Goodwin for her work with the Bell Choir. Thank you to Bob Hodgdon who is currently on a furlough.

#### **Vision Statement Presentation** – Presented by Darlene Graczyk

- Vision Statement - At the Atkinson Congregational Church, our passion is to serve those in need, provide inclusive safe-space and inspire through worship, music, and growing faith.
- Visioning Team looked at what it means to be the “Light on the Hill.”
- Started meeting in December 2019 with a group of 14 church members who had a variety of experience and perspectives. Met twice a month with Pastor Jim’s guidance.
- Went through a process of evaluating, talking, and listening.
- Did a church membership survey.
- The Vision Statement will be used (quoting Pastor Jim) “to determine who we want to be as a body of Christ in the future”.

#### **Operating Budget:** - Presented by Hank Riehl

- 2020 - \$15,000 deficit which is much better than we anticipated.
- Our cash position is better than 2019 due to the \$30,000 PPP loan which has been completely forgiven. Our cash position has increased \$16,000.
- 2021 project a \$58,000 deficit taking into account the delay in being fully operational until we can return to in-person worship.
- 2021 – 51 pledges totaling \$119,000.

- Capital Expenses of \$4600 reflects buying our current copier rather than continuing to rent it and purchasing a new computer to support the new technology needed for the virtual and hybrid worship.
- There has been a slight decline in # of pledges and the total amount of pledges.
- Questions:
  - Kristen Diamond asked about the appeal to the community. Hank explained that the amount donated is probably reflected in the non-pledge donations which has increased significantly.
  - Julianna Hale asked whether the pledges made in 2020 were fulfilled. Hank stated that we were down about 10% in terms of people fulfilling pledges. Possibly due to people having anxiety about their finances during this uncertain time.
- Julianna Hale thanked Hank and Cheryl Riehl and Dina Williams for all their work as Treasurers.
- Motion made to accept the budget as presented made by Kay Galloway and seconded by Julianna Hale.
- Motion passed with 29 yes votes, 1 no vote and 1 abstention.

#### **New Business:**

- Julianna Hale – acknowledged Kristen Diamond for her support with technology and social media and her incredible work in her new position as Youth and Marketing Leader.
- Vote to accept Vision Statement.
  - Motion to accept the new Vision Statement made by Kay Galloway and seconded by Gwen Grotenhuis.
  - Motion passed with 27 yes votes, 1 no and 1 abstention.

#### **Adjourn:**

- Motion to adjourn made by Kristen Diamond and seconded by Kay Galloway.
- Meeting adjourned at 11:48

Respectfully submitted,  
Sue Cunningham  
(Interim Church Clerk)

## **Candidates For 2022 Elected Positions**

### **DEACONS - one member will be representative to Council**

1. Vikki Quick
2. Shirley Reed
3. Dorothy Graaskamp
4. Mark Miller
5. Nancy Louiselle
6. Jeanne Elliott
7. Marisa Galinsky
8. Shirley Orio
9. Anne Williams

### **MODERATOR - Council member**

Jay Goodman

### **CLERK - Council member**

Sue Cunningham

### **TREASURERS - Comptroller will be a Council member**

Cheryl Riehl

Hank Riehl

### **CHURCH SUPPORT - one member will be representative to Council**

1. Kristen Diamond
2. Kay Galloway
3. Bill Ball
4. Chet Balut
5. Alan Reed

### **CONGREGATIONAL ENGAGEMENT TEAM - one member will be representative to Council**

1. Julianna Hale
2. Sue Cunningham
3. Marilyn Prell
4. Chet Balut
5. open

### **COMMUNITY ENGAGEMENT TEAM - one member will be representative to Council**

1. Linda Fisher
2. Marisa Galinsky
3. Linda Jowett
4. Maryanne (Mia) Chaffet
5. Marilyn Moran
6. Michelle Wunderich

### **PASTORAL RELATIONS – at-large**

Vikki Quick

open

## **Report Of the Pastor for Calendar Year 2021**

As I look back on 2021, it is impossible to do so without looking through the lens of COVID. It has touched all of us personally, including members of our church family, and changed the way we all functioned and moved about. It was no different for our church. We began 2021 worshipping virtually using Zoom and Facebook Live but ended it offering in person and livestreamed worship as new technology came online. Considering 2021, two words come to mind: resiliency and hope. I remain amazed at the way our congregation continued to find ways to be in community, keep the essential functions of the church operating, and to serve. And I am hopeful about our future as we enter our 250<sup>th</sup> year stronger and more faithful than ever. Here are a few things I'll remember about the past year.

### **TEAMS**

I have been gratified by the way in which our Teams and the Deacons stepped up in innovative ways to keep the functions of the church operating and the mission and ministry at the forefront. I made a point of attending virtually every meeting of the Teams, the Deacons, and the Council in 2021 to help promote our connectedness in a time when everything seemed fragmented. And what we did went far past simply treading water – we found ways to move forward despite the obstacles to do so.

### **WORSHIP**

I am reminded of a song lyric by Herman's Hermits, "Second verse, same as the first." (bonus points if you can name the song) Zoom and Facebook live carried over from 2020, but we began planning early in the year to move to a more high quality, robust platform that would serve our congregation well into the future. We partnered with Power Sound New England to design a system that would allow us to bring the best of virtual worship to the sanctuary, while optimizing the experience for those who watched online. The Council approved the project and fundraising began in March. The \$50K cost of the Technology Project was fully funded in less than 2 months, with zero impact on our church's budget. Your response was overwhelming and heartening. A contract was signed, and the installation began in August. On October 17th, our first worship service occurred with a fully functioning system that offered livestream in HD quality, with projectors, screens, and an all-new audio system in the sanctuary. The system has exceeded my expectations, and we continue to make minor adjustments to improve the worship experience. As of the end of the year, our in-person attendance is about half of what it was pre-COVID, with the balance watching the livestream, watching a recording of the livestream on our website or Youtube channel during the week, or seeing it on the local cable access channel where it is shown three times a week. During December, 177 different people from 20 different states have viewed our worship service on the livestream!

The Christmas Eve service was a highlight for me, with good in-person attendance, a hefty group watching the livestream, live music from the Atkinson Ringers, a

Women's Ensemble, and inspiring contributions on the organ and flute by Ann Chalk and Carol Boudreau respectively. A special thanks to Jane Goodwin who not only kept the bell choir alive during COVID, but she also doubled the number of ringers, and they sound great!

### **VITALITY TEAM, CONNECTIONS, VISION, ONA, 250<sup>th</sup>**

The Vitality Team finished up work on the congregation's new Vision Statement in December 2020, and after a bit of respite pivoted to new projects during 2021. After a poll of the Team, and consulting with others in the congregation, two new foci for 2021 were determined: begin a process to explore ACC becoming an Open and Affirming Church, and to coordinate the celebration of the church's 250<sup>th</sup> anniversary which begins in November 2022. I am excited about both of these efforts which are just getting underway, and I will work closely with the Team in 2022 to help bring both to fruition.

Our Connections Dinner Church was sidelined by COVID, and we still hope to bring it back in some form when safe to do so.

### **COMMUNITY PRESENCE**

As you might expect, my community presence was limited in 2021. I continue to serve as the Chaplain to the Atkinson Police Department and the Atkinson Veteran's Group. I am a Director of the Atkinson Lions, and I am present and participating in many town events, including Town Meeting Day, Memorial Day, and Wreaths Across America. I strive to be a community resource, and while much of that work is unseen by most, it does help to reinforce the idea that we consider ourselves a true 'community' church.

### **BEYOND THE COMMUNITY**

I am engaged in the Rockingham Association and New Hampshire Conference of the UCC, on which I serve as a member of the Board of Directors. I also serve on the Board of Directors of the New Hampshire Council of Churches, a statewide organization whose goal is to further Christian unity, life, and action in New Hampshire. I am also part of an area UCC clergy group, and a member of the Hampstead Area Interfaith Community.

### **STAFF**

The staff of the church was both settled and unsettled in 2021. Lynn Thomas has been superb running the office and ensuring that nothing fell through the cracks with all the changes and side steps that have happened. In late 2021 she became the technical expert on the operation of the livestreaming and church audio system (temporarily) sitting at the console each Sunday. In early 2022 we will train volunteers to operate the system to replace Lynn, who will coordinate the volunteers.

Bob Hodgdon took some time away in 2021, returning to his Sexton position later in the year. It was very good to have him back.



Tina Smyth has not returned as our Music Director. She has decided to stay out of the workforce, and since the majority of the music we currently use is prerecorded, I am fulfilling the Music Director role. We hope at some point to have someone on the organ bench at least once per month in the future.

Kristen Diamond filled the role as our Youth and Marketing leader for much of 2021, scaling back her efforts in the second half of the year, returning it to a volunteer position. Kristen's contributions cannot be overstated as she has done more than could be expected and done it very well. Despite the best efforts of the Congregational Engagement Team, we have been unable to fill the Youth Leader position. Recruiting efforts have not found a suitable candidate. We will continue to discern and listen for God's prompting as 2022 unfolds.

Jane Goodwin continues to be an absolute treasure. The Atkinson Ringers doubled in size during 2021 despite restrictions on being in person and the difficulties of practicing while socially distanced. Her efforts produced a Christmas Concert this year after not having one in 2020. Between the Bells, Kokopelli Flutes and Ann Chalk on the organ, the concert was a huge morale boost during a difficult Christmas season.

### **LOOKING AHEAD**

The Church Council asked me to set goals for 2022. Here they are:

- Continue to refine hybrid worship - adjusting color palettes for best resolution, adapting new content, and ensuring the people watching the online livestream feel a part of the service, not just a spectator.
- Monitor COVID transmission rates and % infected, recommending changes to attendance requirements and possible limitation of in-person gatherings, or adapting a more open policy if the situation warrants.
- Guide the Vitality Team as it continues its work on Open and Affirming
- Guide the Vitality Team as it develops plans for celebration of our 250th anniversary
- Re-start Connections or some other form of gathering opportunity when safe to do so
- Continue to have a significant community presence, building on The Light on the Hill as a community resource.
- Re-establish visitation, with the help of the Deacons and the Visitation Team
- Conduct a town wide appeal during Lent 2022.
- Lay groundwork for a possible Capital Campaign 2022-2023.
- Train a group of volunteers in the operation of the livestream system.

Our future as The Light on the Hill shines brightly! Let's walk into God's future together.

Peace,

*Jim*

Pastor Jim Thomas

## **Moderator Annual Report 2021**

There are times when our relationship to God determines how we weather storms. 2020 and 2021 have been never-ending crises. Every routine in our daily life had to be re-evaluated as the sure path suddenly became a trackless wilderness.

But the sure path was still there. My job as Moderator was to preside over Council meetings and the annual Congregational meeting and be the contact for questions and proposals to bring before the Council. It became obvious to me that “what do we do *now*?” was never asked in Council deliberations, except as a prelude to several options. God proved *Sie* was always present. God was visible through the actions and programs of these past two years. As in the past, God and Jesus proved that They are always here.

Our pastor, the Church Council, and the many volunteers on the Church Teams, proved again and again that it was possible to be a church and follow Christ regardless of the lack of signposts. For me personally, it renewed my faith and trust in God.

The Council Annual Reports in the next section are the details of what was done in 2021. You will see the thread of excitement, achievement, and the guiding hand of God throughout.

I urge you to read the team reports and see if there is a project or idea that you would like to work on. We must make new paths since the old ones have become worn and need refreshing. Please read the reports and contact any member of the Council or Pastor Jim with your ideas.

Your obedient servant,

Pete

Pete McVay

## **Deacons Annual Report 2021**

2021 felt like an evolved 2020, which means it wasn't all bad. Thanks to the coronavirus, we kept on pivoting.

Hybrid Sunday services – which happen in person and online at the same time – became the norm starting August 1. They appear to be here for good, and that's a nice thing. We deacons have been extremely appreciative of the rate of evolution of hybrid services, thanks to the good works led by Pastor Jim. That said, we miss seeing many faces who have not been able to return in person. But we're grateful that most folks are able to tune in virtually.

Our key functions as deacons continue to be those that support Pastor Jim while ensuring the smooth running of services. In 2021, these included making small changes as the church switched its online presence to a different platform. For example, instead of having a deacon read online prayer requests from home virtually, a deacon now reads all prayer requests in person during services, whether prayers originated in person (written on 3x5 cards when entering the church) or online. More noticeably, two parts of in-person worship have changed – the offertory, which is no longer handled through passing of plates; and communion, which is now handled by having congregants pick up their own prepackaged communion vials as they enter the sanctuary. Keeping congregants safe is our No. 1 priority, which is the basis of moving to contactless aspects as much as possible.

Despite the pandemic, we were fortunate to be able to continue with ACC traditions, such as Ashes to Go and Blue Christmas, along with traditional offerings such as those for Easter and Christmas. However, we weren't immune to scaling back, such as forgoing the 11 p.m. Christmas Eve candlelight service. With creative thinking, a candlelight component became part of our solo Christmas Eve, 7 p.m. celebration.

We're also incredibly grateful for the new sound/video presentation system made possible by the generous support of church members and surrounding communities. The system elevates services to a new level, thanks to the beautiful audio and engaging video quality – all now part of what makes Atkinson Congregational Church so special.

Before concluding, it must be noted how much we miss our fellow deacon, Dina Williams. But we know she is with the Lord and her mom, experiencing heaven in ways we can't even fathom until we're there ourselves.

In joyful service from your 2021 deacons,

Shirley Reed, Vikki Quick, Gloria Dodge, Jeanne Elliott, Marisa Galinsky, Dorothy Graaskamp, Nancy Louiselle, and Mark Miller

## Church Support Team Annual Report 2021

For the Church Support Team, 2021 was an opportunity to fill the gap left by the absence of a Sexton plus provide additional cleaning services to ensure the safety of the various groups using our facilities. Despite Covid-19 still impacting our ability to be fully in person and resume normal activities, the Church Support Team kept very busy – some regular maintenance projects and other larger projects. We worked hard to fund the projects through donations and special funds so that we would not impact the budget.

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### 2021 Accomplishments:

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#### 1st Quarter:

- **Tuthill House Update:** A decade of deferred maintenance in the classrooms and storage areas of Tuthill House was tackled. Enlisting the help of Timberlane Regional High School's National Honor Society students, school supplies were sorted, rooms & porches painted, new shelving installed, and rooms were prepared for being back in-person. In the process, backsteps leading to the Middle School Room were encapsulated to seal suspected lead paint. The Church Support Team members donated all supplies used. *Fun Fact: We found over 204,000 staples in the effort.*
- **Lovejoy Hall Cleaning Services:** From January – July'2021, the Church Support Team cleaned Lovejoy Hall bathrooms and meeting areas after the Monday and Thursday NA Meetings. In July'2021, the new CDC guidelines were implemented, and the cleaning frequency was reduced to once/week. Karen Duffy is now performing weekly cleaning services.

#### 2nd Quarter:

- **Campus Groundwork and Maintenance Projects:**
  - The Parsonage, Church and Tuthill House were power washed in the spring.
  - The Memorial Garden got a much-needed weeding, pruning, and mulching. Again, TRHS National Honor Society students lent a hand.
  - The area around the outdoor meeting space was planted with flowers and grass seed. This was funded with money generated by Daniel Hale during his Eagle Scout project in 2020.
  - The back hill behind the outdoor Sanctuary was prepared for wildflower naturalization.
  - The Church Support Team members donated the two (2) dump truck loads of mulch, the plants, and new umbrellas for these projects.
  - Replaced dead refrigerator in Lovejoy Hall

### *3rd Quarter:*

- **Naturalization Project:** The area behind the outdoor sanctuary area was weeded again, and seasonal wildflowers seeds planted. The wildflowers are part of the NH Conservation Society program to promote a more natural ground setting and a potential nesting site for Monarch butterflies. Thank you to those that donated seeds.
- **Memorial Garden Path:** Because of tripping hazard concerns, the pavers by the Memorial Garden were reset using stone dust donated by Galloway Trucking LLC.
- **Tree Removal:** Two spruce trees located close to Tuthill House were removed to ensure that the house foundation was not compromised. A diseased Sugar Maple by the driveway was also taken down. We used the grindings from the tree stumps to mulch the parsonage flower beds.
- **Driveway & Parking Lot Sealcoating Project:** The driveways and parking lots were overdue for seal coating, and some deep cracks had started to appear. We worked with Pastor Jim to find funding for this project, and before services re-started in September, we were able to hire a company to complete the project.

### *4th Quarter:*

- **Parsonage Clothes Washer:** Replaced in November'21.
- **Sanctuary LED Lighting Project:** To be more energy-efficient, we replaced the incandescent bulbs in the Sanctuary with LED bulbs. Thanks to Pastor Jim and Lynn for purchasing the bulbs and Bob Hodgdon for cleaning all the sconces and chandeliers and installing most of the new LED bulbs. We hired an electrician to replace the hard-to-reach ceiling can lights. The LED bulbs light up the Sanctuary!
- **Air Purification Systems:** To help mitigate Covid-19 and other airborne germs, we authorized the purchase of two portable HEPA air purification systems. Through extensive research completed by Pastor Jim and Lynn, we determined that two units would meet the requirements for the Sanctuary. Since they are portable, one filter is moved into Lovejoy Hall for the various meetings held during the week. This effort was funded through the Memorial Fund.
- **2022 Stewardship Campaign:** In November, the team kicked off the 2022 stewardship campaign by preparing mailings, online giving forms, webpages, and recruiting speakers to present "what Atkinson Congregational Church means to me" during worship. Stewardship efforts will continue into 2022.
  - Thank you to Kay Galloway, Linda Fisher, Gwen Grotenhuis, Darlene Graczyk, Vikki Quick, and Chet Balut for presenting some amazing and powerful speeches.

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Forward-Looking into 2022

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In 2022, we are hopeful that we will be able to resume some of our regular programs (e.g., Rally Sunday), but for now, we will take it one day/week/month at a time. We do have a few key projects on the horizon in addition to the normal campus maintenance items:

- **ACC's 250<sup>th</sup> Anniversary.** The Church Support Team will support the 250<sup>th</sup> Anniversary milestone as plans develop.
- **Possible Solar Project:** The team received a presentation in July on the benefits and requirements to add solar power. It was a compelling presentation, but as we had just come off a capital campaign for the technology upgrade, we decided to defer this to a future time.
- **Max Orio Eagle Scout Project:** The Church Support Team accepted the proposal in spirit from Max Orio to install an ADA compliant railing from the parking lot to the rear entrance of Lovejoy Hall. Max will present the project to his Eagle Scout Troop at their next meeting. Once they approve it, Max will submit the revised proposal to the Church Support Team. Max will do 100% of the funding for this project.

We are blessed that our team members want to remain intact for 2022, but we are always looking for volunteers. Please let us know if you want to be on our volunteer list.

**In Service to God, our Congregation, and our Community,**

Chet Balut, Kristen Diamond, Alan Reid, Kay Galloway, Jay Goodman, Bill Ball

## **Congregational Engagement (“Conga”) Team Annual Report 2021**

The purpose of the Conga Team is to support programs that enhance the church’s ministries within the congregation.

Our Mission: Minister to and engage the congregation by supporting meaningful connections, outreach, and experiences.

Conga began the year with the following members:

- Sue Cunningham, Co-Chair
- Julianna Hale, Co-Chair
- Chet Balut
- Marilyn Prell
- Chris Duerr

Congregational Engagement oversees the following Working Groups:

- Fellowship Hour
- Faith Formation
- Music
- Nominating
- Scholarship
- Vitality

### **Fellowship Hour**

Due to safety concerns related to Covid, after worship Fellowship/Coffee Hour has been on hold for 2021. The hope is to bring this back when it is safe to do so. The opportunity to socialize in person after worship has been missed. For this to happen, we will need a volunteer who is not one of the core members of the Congregational Engagement Team to coordinate Fellowship Hour. Please let Sue Cunningham or Julianna Hale know if you’re interested in taking on this role in 2022.

### **Faith Formation**

In 2021, we focused the team’s efforts primarily in the Faith Formation area. Kristen Diamond stepped up as our “interim” 10-hour/week Youth Leader in 2020. She stepped down from that role in the Fall of 2021. We are extremely grateful that Kristen still volunteers her time to maintain the Faith Formation social media, website, teacher volunteer sign-up sheet, and makes sure the weekly, virtual curriculum is available to all. Currently, the in-person Kid’s Club continues the first Sunday of each month if two volunteers are committed to host the kids. We encourage and welcome you to help in 2022!

We posted the Christian Youth Leader position in 2021 but did not surface a solid candidate. We made the decision to take down the posted opening until sometime in 2022. We continue to pray for discernment around the direction of our Youth Faith Formation program and ask for patience for God’s timing on whoever will be

called to our church for that role. Again, our sincere gratitude for Kristen Diamond and the time and talent she has provided and continues to provide our youth.

### **Music Team**

Pastor Jim continues to choose the music for our hybrid worship services. This allows for diverse styles of music that all find meaningful.

The Bells, under the direction of Jane Goodwin, continues to provide recorded worship music with many selections available on the Church's YouTube channel. The Bells rehearse weekly following Covid safety precautions.

A Christmas Concert was held December 12th featuring The Bells, Kokopelli Flute Ensemble, and organ and piano pieces from Ann Chalk.

Many thanks to Kim Ridley, who organized and led a group of our children to sing and record Christmas carols. Their sweet music was played several times during the Christmas Season always bringing a smile to faces.

Christmas Eve, we were fortunate to have live music. The Bells, a Woman's Ensemble, and Carol Boudreau with a flute solo added so much to the service. Observing Covid precautions, all musicians were masked.

We are so thankful for Ann Chalk, organist, pianist, and bell ringer for sharing her amazing musical talents with us during the Christmas Season. Hearing the organ played for Christmas Eve, was a high point for many of us.

The Music Team  
Kathy Elliott, Nancy White, Darlene Graczyk

### **Nominating**

The new slate of candidates for elected positions on the Teams and Council was approved at the Annual Meeting on January 31, 2021. We thank everyone who served. It has been another unusual year, but we all were able to effectively continue the important business of the Council and teams.

Starting in November 2021, the church members, each team chair, and the Council officers were notified that it was time to develop the slate of candidates for 2022. Like last year, each team would do their own recruiting for any open positions. Announcements were made in the E-News, and during worship regarding nominations for the 2022 slate.

The Congregational Engagement Team developed and approved guidelines for the Annual Election of Team Members and Officers. This will become part of the Congregational Engagement Playbook.



Sue Cunningham has agreed to continue coordinating the Nominating process in 2022.

### **Scholarship**

The 2021-22 recipients of the Doris and Vivian Horton scholarship awards are Caroline Diamond (University of Tampa) and Katherine (Katie) Burke (University of Southern Maine).

Both young women have been active in many activities in our church, and we were extremely gratified to have received heartfelt thank you notes from both. When their transcripts are sent to us by the end of January, they will be eligible for receipt of the full scholarship amount.

And thanks to Vikki Quick we are now receiving publicity in the Carriage Town News about the Horton scholarship - with both its history and requirements for applications.

Susan Carter, Chair, Marion Mac Neill, Janice Gallipeau

### **Vitality**

Members of the Visioning Team kicked off 2021 with the unveiling of our Congregation's new Vision statement: *At Atkinson Congregational Church, our passion is to serve those in need, provide inclusive safe-space, and inspire through worship, music, and growing faith.*

For 2021, after polling Vitality Team members, the decision was made to move forward with an Open and Affirming ("ONA") Process to further live into our vision. The ONA Core Team is a group of 13 participants, facilitated by Chair Linda Fisher with Pastor Jim alongside the team. The Team follows a process and guidebook and continues to work into 2022. This work involves prayerful discussion, outside speakers, bible studies, and conversations that will eventually lead to a church-wide vote on whether Atkinson Congregational Church becomes an Open and Affirming Congregation.

ONA Core Team members include Chet Balut, Sue Cunningham, Kristen Diamond, Linda Fisher, Jay Goodman, Sue Goodman, Gwen Grotenhuis, Julianna Hale, Pete McVay, Shirley Reed, Kim Ridley, Pastor Jim Thomas, and Michelle Wunderlich.

We look forward to launching a Team to celebrate Atkinson Congregational Church's 250<sup>th</sup> Anniversary in 2022!

## Community Engagement Team (CommET) Annual Report 2021

This has been quite a year! Despite the continued limitations due to COVID 19, we have continued to attempt to reflect a broader vision of what community engagement means.

We were able to continue our monthly meetings uninterrupted by utilizing Zoom and were able to meet in person during the fall months. We continued to see increased need in the community for both financial and participatory support. We were blessed to have a full team. Our group consisted of dedicated long- term and new church members. We were sad to say good- bye to Holly Weisenburger. We really appreciated her enthusiastic service on this team. We were happy to welcome Marilyn Moran, Michelle Wunderlich and Mia Chaffet. Their talents have been indispensable.

Projects coordinated by CommET this year include:

- Donations of food to St Anne's and St Luke's food pantries was facilitated with the help of Lynn Thomas by placing the shopping cart outside on the porch to allow for drop-offs on weekdays. The response from both the congregation and the community has been heartening. We began collecting surplus fresh eggs from local chicken owners. As the food pantries always need eggs, we would like to see this grow over the next year. Special thanks to Marisa Galinsky and Marilyn Moran for making the deliveries to the St Luke's and St Anne's food pantries about 2x per month. We plan to continue this for the foreseeable future
- David Yasenka from Isaiah 58 was invited to a zoom meeting to update us on their programs. Later in the year, four church members attended their fund- raising dinner.
- The CROP Walk was held on Sept 19<sup>th</sup> as an online, sponsored, and in- person event. Four children and seven adults participated in a walk around church parking lot measured and marked by the children and followed by an ice cream social. In total, \$3883 was raised. Great job, everyone!
- The Scarecrows were set up to highlight food pantry collection.
- Monthly participation in meal preparation at Sonshine Soup kitchen in Derry has continued for drive- thru pick up. We have consistently been able to staff 2-4 people on the 4th weds of the month. With referral from the pantry, four church members took the online course in Safe Food Handling to improve sanitation of our food preparation once we are able to use Lovejoy kitchen again.
- We considered a Trunk or Treat at Halloween. We will plan ahead for next year.
- A Comfort Station at the town- wide yard sale was reinstated with the appreciation of the community. Assistance was provided to Faith formation to run a yard sale of excess Tuthill house supplies and equipment.
- This was a good opportunity to bring the community to our campus.
- Christmas presents were collected for the children of 5 families identified through St Luke's food pantry and Atkinson Academy. We are thankful for the response through the sign- up genius.

- Three Narcotics Anonymous meetings and an AA meeting have been continued. We appreciate their financial donations. Our groups have continued to meet indoors in Lovejoy Hall and have been compliant in following Covid guidelines.
- An Underwear drive allowed us to share many garments with Ruth's house, Lazarus House, and Isaiah 58. We are very thankful to the congregation and the community for filling this need.
- Site visits were made to Safe Harbor and Ruth's house to better understand their operations.
- We initiated highlighting one agency each month in e-news to increase the knowledge of congregation to the needs of the community.
- Our big project this year was to furnish a bedroom in a newly established safe house for victims of trafficking in New Hampshire. Brigid's House of Hope is a first for our state. We initially had a guest speaker from Brigid's house. We learned about the need and decided to act. I want to thank everyone who signed up to provide part of the furnishings. Four of us were able to deliver and set up the bedroom in December. It was greatly appreciated. The house is expected to open in early 2022.

### **Distribution of Donations 2021**

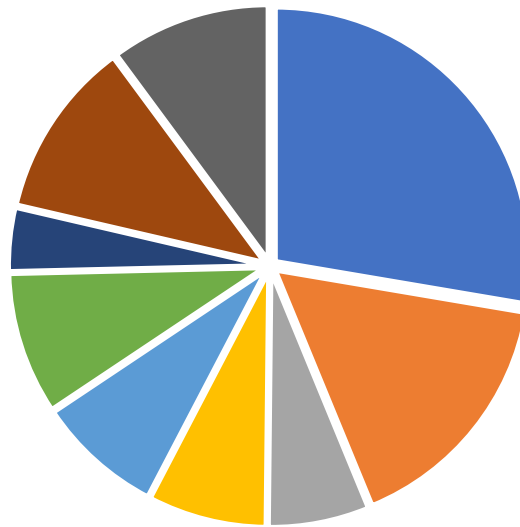
<b>Food Insecure</b> <ul style="list-style-type: none"> <li>• NH Food Bank \$1480</li> <li>• At Anne's Food Pantry \$1000</li> <li>• St Luke's Food Pantry \$1000</li> <li>• St Lukes' backpack program \$250</li> <li>• St Luke's Easter basket program \$55</li> <li>• Sonshine Soup Kitchen \$250</li> <li>• CROP Walk \$1000</li> <li>• EDESIA (food pastes for starving children) \$250</li> <li>• Upper Room \$250</li> </ul> <b>Total: \$5535</b>	<b>Homeless</b> <ul style="list-style-type: none"> <li>• Emmaus House \$250</li> <li>• Kulea Villages Tanzania \$250</li> <li>• Lazarus House \$350</li> <li>• Ruth's House \$250</li> <li>• Isaiah 58 \$1000</li> <li>• Common Ground \$500</li> <li>• David's House \$300</li> <li>• Habitat for Humanity \$325</li> </ul> <b>Total \$3225</b>	<b>Veterans</b> <ul style="list-style-type: none"> <li>• Homeland Heroes \$200</li> <li>• Liberty House \$350</li> <li>• Wreathes Across America \$225</li> <li>• Soldiers' Angels for Afghan refugees \$500</li> </ul> <b>Total \$1275</b>
<b>Disaster</b> <ul style="list-style-type: none"> <li>• Red Cross/tornados \$500</li> <li>• Church World Service/ hurricanes \$500</li> </ul>	<b>Emergencies - local</b> <ul style="list-style-type: none"> <li>• Angel Flight \$250</li> <li>• Atkinson fire department \$100</li> <li>• Haven NH (abuse) \$300</li> </ul>	<b>Elderly (Kinney fund)</b> <ul style="list-style-type: none"> <li>• Community Caregivers \$400</li> <li>• Rockingham Meals on Wheels \$500</li> </ul>

<ul style="list-style-type: none"> <li>• UCC Disaster relief \$500</li> </ul> <p><b>Total \$1500</b></p>	<ul style="list-style-type: none"> <li>• Brigid's House of Hope \$475</li> <li>• BH of H Mattress \$320</li> <li>• Local family in need \$150</li> </ul> <p><b>Total \$1595</b></p>	<ul style="list-style-type: none"> <li>• Salem Caregivers \$400</li> <li>• Atkinson Elder services Transportation Fund \$500 (ACC name on vehicle)</li> </ul> <p><b>Total \$1800</b></p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Navaho Water Project \$300</li> <li>• Kimball library \$75</li> <li>• JIG Scholarship \$300</li> <li>• Make- a -wish \$200</li> <li>• Crossroads (dev disabilities) - \$250</li> <li>• Prayer shawl knitters \$250</li> <li>• Equal Justice Initiative \$250</li> <li>• Waysmeet (UNH campus ministry) \$150</li> <li>• NH Charitable foundation \$250</li> </ul> <p><b>Total \$2025</b></p>	<p><b>Addiction</b></p> <ul style="list-style-type: none"> <li>• Safe Harbor Recovery Center \$300</li> <li>• So Roc (prevention) \$500</li> </ul> <p><b>Total \$800</b></p>	<p><b>UCC</b></p> <ul style="list-style-type: none"> <li>• Churches Wider Mission \$1500</li> <li>• NH Council of Churches \$750</li> </ul> <p><b>Total \$2250</b></p>

### Contributions of Labor 2021

<p><b>Food Insecure</b></p> <ul style="list-style-type: none"> <li>• Sonshine Soup Kitchen averages 6 hours monthly</li> <li>• Food delivered to St Anne's and St Luke's at least bimonthly</li> </ul>	<p><b>Homeless</b></p> <ul style="list-style-type: none"> <li>• Collection and sorting of underwear delivered to 3 agencies</li> <li>• Easter Baskets</li> </ul>	<p><b>Veterans</b></p> <ul style="list-style-type: none"> <li>• Deliver clothing to Liberty House</li> </ul>
<p><b>Addiction</b></p> <ul style="list-style-type: none"> <li>• Host 3 - NA meetings</li> <li>• 1 - AA meeting</li> </ul>	<p><b>Disaster</b></p> <ul style="list-style-type: none"> <li>• Crop walk participation</li> <li>• Delivering bedroom furniture for Brigid's House of Hope</li> </ul>	<p><b>Local</b></p> <ul style="list-style-type: none"> <li>• Christmas family gift collection</li> <li>• Hosting Comfort Station</li> </ul>

### ACC Donations through CommET 2021



■ Food Insecure ■ Homeless ■ Veterans  
■ Disaster ■ Emergency ■ Elderly  
■ Addiction ■ UCC ■ Other

Thank you to everyone who donated and especially those that volunteered. We look forward to increasing participation in programs to follow our vision of caring for those in need.

### **We would welcome any ideas or suggestions.**

We would like to thank our very supportive Deacon representative, Vikki Quick  
Respectfully submitted,

Linda Fisher  
Linda Jowett  
Marisa Galinsky  
Michelle Wunderlich  
Marilyn Moran  
Mary-Anne (Mia) Chaffet

## VITAL STATISTICS

(Year ending December 31, 2021)

### Baptisms

Name	Child of	Place of Birth	Date of Birth	Date of Baptism
Adelina Rose Baldwin	Nina Gosselin & Sean Baldwin	Lawrence General Lawrence, MA	2/4/2020	May 9, 2021
Cecilie Mai Iani	Kelsey & David Iani	Exeter Hospital Exeter, NH	8/31/2020	June 13, 2021
Henry Kenneth Lake	Chelsea Burrridge & Matthew Lake	Melrose Wakefield Hospital, Melrose MA	3/10/21	June 13, 2021
Frankie Joseph Ciampa	Kathleen & Dustin Ciampa	Exeter Hospital Exeter, NH	5/29/2020	8/8/21
Eva Marjorie Hoehn	Brittney & Patrick Hoehn	Exeter Hospital Exeter, NH	8/21/20	9/12/21
Joseph William Lavoie	Megan & Bryan Lavoie	Exeter Hospital Exeter, NH	8/12/21	12/12/21
Colton David Digregorio	Corynne Webber & Michael Digregorio	Exeter Hospital, Exeter, NH	2/18/21	12/12/21

### Funeral/Memorial Services

Name	Place of Funeral- Memorial Service	Date of Death	Date of Funeral	Member	Officiant
Dina S. Williams	Brookside Chapel & FH Plaistow, NH	1/22/2021	1/27/21	Yes	Rev. Jim Thomas
Jennifer J. Howe	Brookside Chapel & FH, Plaistow, NH & ACC	6/12/21	6/17/21	Yes	Rev. Jim Thomas
James J. O'Leary	Douglas & Johnson FH Salem, NH	8/15/21	private	Yes	
Joyce Knapp	Farmer & Sons FH Haverhill, MA	6/7/1938	9/2/21	Yes	Rev. Jim Thomas
Priscilla Pope	Memorial – ACC Funeral-private	10/6/21	11/6/21	Yes	Rev. Jim Thomas
William T. "Bill" Burke	Brookside Chapel & FH Plaistow NH & ACC	10/11/21	10/19/21	Yes	Rev. Jim Thomas
Natalie E. Evans	Brookside Chapel & FH Plaistow NH	11/1/21	private	Yes	

In 2021, no new members joined, no transfers, and there were no marriages performed.

# Treasurers' Annual Report 2022 Operating Budget

1/10/2022 Cash Basis

ACC 2022 Operating Budget - Draft

		2020 FULL YEAR Actuals	2021 Actuals thru DEC	2021 Full-Year Budget	2021 Actual vs Budget	2022 Proposed Budget	Comments
<b>Income</b>							
Ordinary Income (Budgeted)							
Income Before Pledge Split		\$0	\$0	\$0	0.0%	\$0	Always zeroed out when Pledge/Non-Pledge reconciled
Giving Tree		\$671	\$285	\$750	38.0%	\$500	Adele Dillon will be "caretaker" to rekindle momentum - 42 Pledges as of 8 JAN 2022.
Pledge Donations		\$110,898	\$120,691	\$127,833	94.41%	\$113,370	- 2021 has 53 Pledges for \$127,833. - Full-year Donor Statements mailed Jan 3 & 4, 2022.
Non-Pledge Donations		\$49,651	\$23,962	\$32,500	73.73%	\$26,000	- Donors who did NOT pledge, but can be identified by either envelope # or their name on a check. - 2021 has fallen substantially after 2 quite high years; though Nov & Dec are traditionally strong - reverting to lower figure for 2022
Loose Offerings		\$905	\$1,031	\$1,800	57.28%	\$3,000	- Cash in the Plate: Donors Unknown - 2020/21 low due to COVID; 2022 should be higher
Interest / Dividends		\$108	\$52	\$125	41.22%	\$125	- low interest rates on money market account. - 2021 campaign went to Tech Fund.
Town-Wide Appeal		\$0	\$0	\$0	0.0%	\$4,500	- Tentatively planning a campaign for spring 2022 for the General Fund. - Budget figure a conservative guess.
Hall Rental		\$2,299	\$2,740	\$2,500	109.5%	\$2,800	- Hall only. N/A/As provide bulk of this. - Tent rentals go to Faith Formation Savings. - Uncertain whether Kim Nichols returns
Richmond Trust Income		\$18,416	\$14,191	\$12,750	111.3%	\$14,000	- Now \$1060 per month.
Fundraisers (to GPF)		\$4,482	\$1,141	\$4,500	25.35%	\$3,000	- 2021 had one-time distribution of \$1570 due to stock market performance, though unable to predict for 2022 - Spagnetti Supper, Auction, Cards, Calendars, etc. - 2022 tentative plans for Take-Out dinner(s).
Ordinary Income - Other		\$0	\$5	\$25	21.88%	\$25	Scrap metal sales, other misc
<b>Total Ordinary Income (Budgeted)</b>		<b>\$187,430</b>	<b>\$164,097</b>	<b>\$182,783</b>	<b>89.78%</b>	<b>\$167,320</b>	
<b>Total Income</b>		<b>\$187,430</b>	<b>\$164,097</b>	<b>\$182,783</b>	<b>89.78%</b>	<b>\$167,320</b>	
<b>Expense</b>							
<b>Personnel Expenses</b>							
Salary Adjustment Pool						\$5,000	Funds earmarked for salary action
FF Youth Ldr Salary		\$1,734	\$7,803	\$10,405	74.99%	\$7,750	Actively working to fill this role. Budget assumes it is filled in April.
Music Dir / Organist Salary		\$0	\$0	\$5,600	0.0%	\$0	Full-year figure would be \$10,200
Choir Dir Salary		\$0	\$0	\$2,100	0.0%	\$0	Full-year figure would be \$4,200
Bell Dir Salary		\$2,505	\$2,509	\$2,510	99.97%	\$2,510	Full-year figure
Saxton Salary		\$12,745	\$4,446	\$9,360	47.5%	\$10,032	Derived from: \$19/hour x 12 hours/week x 44 weeks in 2022. B Hodgdon currently on unpaid leave due to COVID, assume March return.
Tech Support Salary		\$0	\$0	\$0	0.0%	\$0	Possible new role unfunded for 2022
Office Salary		\$18,178	\$19,750	\$19,750	100.0%	\$19,750	Salaryed: 2020 based on 20 hr/wk x 52 wks x \$17/hr. 2021 adjusted by \$2,070 reflecting increased scope of duties.
Church-Paid FICA, non-Pastor		\$2,690	\$2,640	\$3,250	81.25%	\$3,250	- Under review for 2022. - Church-Paid FICA & Medicare (non-Pastor). - 7.65% of total non-pastor salaries

		2020 FULL YEAR Actuals	2021 Actuals thru DEC	2021 Full-Year Budget	2021 Actual -vs- Budget	2022 Proposed Budget	Comments
Workers Comp Ins, All Emps		\$559	\$2,132	\$2,212	96.38%	\$2,160	- 2022 figures assume a return to "normal operations." - Comments in <b>BOLD</b> require leadership discussion
Visiting Organist		\$900	-\$600	\$450	-133.33%	\$1,800	- Estimate: Church Mutual currently researching - \$540 quarterly adjustment expected from annual audit. - 2020 figure low due to overpayment for 2019 in early 2020.
Visiting Pastor		\$0	\$0	\$300	0.0%	\$300	- 2021 Negative due to reconciling uncashed checks from years past - With more pre-recorded music, would still like to have a live organist once/month @ \$150 - Deacons can also cover pastor absences.
Pastor Expenses							
Pastor Salary		\$72,614	\$72,848	\$72,848	100.0%	\$72,848	- 4% Raise provided in 2020 after 2 years with no adjustment. - Under review for 2022.
Pastor Benefits	Health Ins, Pastor	\$0	\$0	\$0	0.0%	\$0	Waived; bundled in salary
	Dental Ins, Pastor	\$0	\$0	\$0	0.0%	\$0	Waived; bundled in salary
	Life/Disability, Pastor	\$963	\$963	\$1,050	91.73%	\$1,050	Now Billed Monthly \$87.50 (x 12)
	FICA Allowance, Pastor	\$5,555	\$5,573	\$5,360	103.97%	\$5,360	- 7.65% of Salary; \$446 per month
	Annuity, Pastor	\$10,799	\$8,989	\$9,840	91.36%	\$9,840	- Adjust if salary adjusted
	Pubs / Edu, Pastor	\$156	\$226	\$500	45.19%	\$300	Books, meetings, etc.
	Utilities, Parsonage	\$3,292	\$3,470	\$3,200	108.44%	\$3,600	- \$3483 1NOV2020 to 31Oct 2021
	Other Benefits, Pastor	\$0	\$0	\$250	0.0%	\$100	- electric & LP Gas; rates likely go up each year
Total Pastor Benefits		\$20,765	\$19,221	\$20,200	95.15%	\$20,250	
Total Pastor Expenses		\$93,379	\$92,069	\$93,048	98.95%	\$93,098	
Total Personnel Expenses		\$132,690	\$130,749	\$148,985	87.76%	\$145,650	
Team Expenses							
Stewardship Expenses		\$110	\$101	\$250	40.28%	\$125	Handout Materials & statement mailing stationery & postage. This is not vigorously tracked.
Missions Expenses		\$15,292	\$18,235	\$16,743	97.29%	\$16,410	- Per vote at 2009 Annual Meeting, 10% of all PRIOR year's actuals for budgeted income accounts Change formula ???
Faith Formation Expenses		\$318	\$886	\$750	118.14%	\$900	- CE uses (off-budget) Savings for any expenses over their budget.
Music Expenses		\$995	\$968	\$750	129.04%	\$1,000	- VBC income and expenses (including stipend for VBC Leader) run through FF Savings.
Vitality Expenses		\$78	\$75	\$1,000	7.5%	\$1,500	- Licenses and sheet music
Council Expenses		\$0	\$0	\$500	0.0%	\$500	- Connections expenses, which may re-start? - Possible 250th anniversary expenses - ONA promo?
Fundraiser Expenses		\$809	\$0	\$900	0.0%	\$900	Rally Sunday expenses, small gifts for staff. - Offset by Fundraiser income. - Take-Out Supper(s) anticipated in 2022.
Search Expenses		\$0	\$0	\$0	0.0%	\$0	- Viki's contributions are net. No Search



	2020 FULL YEAR Actuals	2021 Actuals thru DEC	2021 Full-Year Budget	2021 Actual -vs- Budget	2022 Proposed Budget	Comments
Treasurer's Expenses	\$708	\$1,073	\$1,200	89.4%	\$800	- 2022 figures assume a return to "normal" operations. - Comments in <b>BOLD</b> require leadership discussion
Diocese Expenses	\$1,216	\$382	\$1,000	38.2%	\$500	- Cost for QuickBooks payroll module is ~ \$550/ year. - plus check stock, stamps, envelope. - No new QuickBooks license till 2024 (was \$400 in 2021)
<b>Total Team Expenses</b>	<b>\$19,526</b>	<b>\$21,719</b>	<b>\$25,093</b>	<b>86.56%</b>	<b>\$22,635</b>	- Does new service format mean fewer expenses
<b>Facility / Plant Expenses</b>						
<b>Routine Expenses</b>						
Cleaning Svcs	\$400	\$2,370	\$2,500	94.8%	\$3,000	- 2021 we returned to a paid provider in March.
Floor Care Services	\$0	\$0	\$1,500	0.0%	\$1,500	- Runs ~ \$245 / month
Pest Control	\$960	\$1,026	\$960	106.88%	\$1,025	- Sanctuary & Parlor carpets and Lovejoy floor.
Heating Systems Maintenance	\$833	\$828	\$1,100	75.28%	\$1,100	- \$240 per quarter plus specials
						- normal system maintenance plus minor repairs
						- \$1200 annual inspections
						- misc extinguisher and one-time services
						- \$2322 11NOV2020 to 31OCT2021
Security & Fire System Expense	\$2,163	\$2,322	\$2,275	102.08%	\$2,300	- New Vendor, Who knows \$\$\$ with the weather?? - Back lot will not be plowed during COVID. - 11NOV2018 to 31OCT2021 was \$14,150 giving \$4715 annual average
Snow Plowing	\$4,600	\$4,150	\$4,500	92.22%	\$4,715	- includes spring & fall cleanups - 11NOV2018 to 31OCT2021 was \$15,270 giving \$5090 annual average - Can we lower costs by stretching service intervals?
Mowing & Landscaping	\$5,375	\$6,265	\$5,000	125.3%	\$6,000	- towels, tissues, ice melt, etc.
Facility & Grounds Supplies	\$659	\$554	\$900	61.55%	\$900	- Hardware, septic pumpout, etc
Other / Unknown Routine Expense	\$85	\$0	\$400	0.0%	\$400	
<b>Total Routine Expenses</b>	<b>\$15,075</b>	<b>\$17,515</b>	<b>\$19,135</b>	<b>91.54%</b>	<b>\$20,940</b>	
<b>One-Time Repairs</b>						
Church Repairs	\$1,676	\$0	\$1,500	0.0%	\$900	- Generally lower-cost repairs. - Does not include major projects which are funded off-budget, typically from focussed fundraiser drive, Team Savings and/or the UCC Endowment Fund.
Turbill Repairs	\$0	\$0	\$350	0.0%	\$250	- highly variable year to year - 11NOV2018 to 31OCT2021 was \$2,245 giving \$750 annual average
Parsonage Repairs	\$1,073	\$0	\$750	0.0%	\$500	- variable year-to-year - highly variable year to year - 11NOV2018 to 31OCT2021 was \$1,407 giving \$470 annual average
Grounds repairs	\$31	\$1,075	\$100	1,075.0%	\$400	- highly variable year to year - 2021 was trees removed by Turbill - 11NOV2018 to 31OCT2021 was \$1,117 giving \$375 annual average
<b>Total One-Time Repairs</b>	<b>\$2,780</b>	<b>\$1,075</b>	<b>\$2,700</b>	<b>38.82%</b>	<b>\$2,050</b>	
Utilities						
Fuel Oil (excl parsonage)						
Church Oil	\$5,261	\$5,721	\$4,935	115.93%	\$7,560	- 2600 gallon average annual burn computed over several years of "normal" operations. - 2154 gallons burned 11NOV2020 to 31OCT2021 - Assume 2400 gallons for 2022 @ \$3.15

		2020 FULL YEAR Actuals	2021 Actuals thru DEC	2021 Full-Year Budget	2021 Actual -vs- Budget	2022 Proposed Budget	Comments
							- 2022 figures assume a return to "normal operations." - Comments in BOLD require leadership discussion
	Tunhill Oil (#1)	\$937	\$1,033	\$1,102	93.73%	\$1,850	- 700 gallon average annual burn computed over several years of "normal" operations - 565 gallons burned 1NOV2021 to 31OCT2021 - Assume 585 gallons for 2022 @ \$3.15
	Total Fuel Oil (excl parsonage)	\$6,198	\$6,754	\$6,037	111.88%	\$9,410	- 195 gallons burned 1DEC2019 to 30NOV2020 - Hardly any in 2021 due to COVID - Assume 140 Gallons for 2022 @ \$3.60
	LP Gas	\$378	\$53	\$440	12.04%	\$500	
	Electric						- \$2010 1NOV2020 to 31OCT 2021 - Reduced operations due to COVID - \$590 1NOV2020 to 31OCT 2021 - Reduced operations due to COVID
	Church Electric	\$2,475	\$2,477	\$2,800	88.47%	\$2,300	
	Tunhill Electric	\$555	\$754	\$650	116.0%	\$650	
	Total Electric	\$3,030	\$3,231	\$3,450	93.66%	\$2,950	- 2020 was high due to pipe leak - Average now of \$45 / month
	Water	\$1,413	\$430	\$1,200	35.85%	\$540	
	Total Utilities	\$11,019	\$10,468	\$11,127	94.08%	\$13,400	
	Total Facility / Plant Expenses	\$28,874	\$29,059	\$32,962	88.16%	\$36,390	
	Gen'l & Admin (G&A)						
	Advertising	\$0	\$0	\$200	0.0%	\$200	- employment ads, Easter/Christmas services ads
	Bank Service Charges	\$125	\$106	\$150	70.77%	\$225	- Account Maintenance Fees
	Delegates	\$0	\$25	\$300	8.33%	\$300	- Conference Meeting and misc special events
	Dues and Subscriptions	\$0	\$195	\$175	111.43%	\$200	- Includes Amazon Prime annual, UCC Yearbook
	Finance Charge Expense	\$167	\$96	\$150	63.97%	\$50	- Occasional late payment fees
	Flowers	\$213	\$41	\$300	13.79%	\$300	- Difficult to track. Some payments & purchases occur "off the books"
	Insurance, Multi Peril	\$7,194	\$7,698	\$7,420	103.75%	\$6,688	- now at \$1990 / qtr (Liability & Umbrella) with \$1,272 credit from 2021 overpayment
	Licenses, Permits, CHRI	\$32	\$0	\$350	0.0%	\$350	- Sunday School teacher background checks
	Miscellaneous	\$0	\$0	\$75	0.0%	\$75	- Uncategorizable
	Computer & Office Equipment	\$4,290	\$422	\$1,840	22.92%	\$1,000	- 2021 A/V accessories, photocopier tune-up - \$750 for photocopier repair contingency - Computing and telecom expense accounts have been reorganized for greater accuracy. 2020 and 2021 actuals are restated to the new account structures while their budget figures are not so large 2020 and 2021 Actual -vs- Budget differences can be ignored.
	Computer Licenses & Services						- Livestream, Constant Contact, Remote PC, Servantkeeper, Carbonite, Dropbox, Ministry Designs, Adobe, Wordpress, Survey Monkey, MS Office and similar.
	Office Supplies	\$1,696	\$2,313	\$0	100.0%	\$3,300	- Computing and telecom expense accounts have been reorganized for greater accuracy. 2020 and 2021 actuals are restated to the new account structures while their budget figures are not so large 2020 and 2021 Actual -vs- Budget differences can be ignored.
	Postage and Delivery	\$338	\$424	\$450	94.26%	\$450	- Spending is down
		\$110	\$391	\$100	391.2%	\$100	- we do more via email now

	2020 FULL YEAR Actuals	2021 Actuals thru DEC	2021 Full-Year Budget	2021 Actual -vs- Budget	2022 Proposed Budget	Comments
Print / Copy Services	\$0	\$0	\$100	0.0%	\$100	Infrequently used
Professional Fees	\$0	\$0	\$0	0.0%	\$0	Infrequently used
Rockingham Assoc (UCC) Dues	\$2,525	\$2,550	\$2,500	102.0%	\$2,500	- G&A budget pays this per-capita expense going forward - Missions will contribute to UCC's "Wider Mission" and "Christmas Fund" as & if they choose.
T&E: Meals	\$0	\$0	\$100	0.0%	\$100	Pastor has been encouraged to use this when appropriate
T&E: Travel	\$217	\$243	\$450	54.02%	\$450	Pastor and sexton mileage
Telephone & Internet Access	\$3,529	\$4,226	\$3,850	109.77%	\$4,300	- Consolidated is ~ \$350 / month contracted till 2023 - Computing and telecom expense accounts have been reorganized for greater accuracy. 2020 and 2021 actuals are restated to the new account structures while their budget figures are not so large 2020 and 2021 Actual -vs- Budget differences can be ignored.
Unallocated Credit Card Charges	\$222	\$0	\$75	0.0%	\$75	Temporary placeholder while Treasurers chase down charges. Or CC charges untrackable
Unclassified Expenses	\$0	\$0	\$0	0.0%	\$0	
Vanco Expenses (Net)	\$526	\$501	\$750	66.81%	\$800	- Net cost for receiving online / electronic donations. - Likely to go up as more discover the convenience
Total Gen'l & Admin (G&A)	\$21,184	\$19,232	\$19,336	99.47%	\$21,563	- Credit Card payments are especially costly to us.
Capital Expenditures (Budgeted)						
Cap Rsvr / UCC Fund Replenish	\$0	\$0	\$0	0.0%	\$0	
Asset Purchases over \$200	\$191	\$5,227	\$4,600	113.64%	\$600	- 2021: \$1688 Net for Photocopier, \$2100 A/V-capable laptop, \$723 Lovejoy Fridge, \$694 Parsonage washing machine
Capital Improvements	\$0	\$0	\$0	0.0%	\$0	- 2022: inexpensive FF Leader laptop
Total Capital Expenditures (Budgeted)	\$202,465	\$205,986	\$230,975	113.64%	\$226,838	- generally done outside the budget process - i.e. 2021 parking lot return came from saving funds
Net Income	-\$15,035	-\$41,889	-\$48,192	86.92%	-\$59,518	

## CASH POSITION

### Atkinson Congregational Church Cash Position; Year-to-Year Comparison As of December 31, 2021

01/10/22

Cash Basis

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>Current Bank Accounts</b>				
Checking; Comm'ty Bank	5,382.54	3,401.03	1,981.51	58.3%
Money Market (Umbrella)				
AA_Genl Purpose Fund (MM)	-9,995.51	-9,026.51	-969.00	-10.7%
<b>Team Saving Funds</b>				
Community Engagement Funds				
Margaret Kinney Fund (MM)	14,150.39	15,950.39	-1,800.00	-11.3%
Missions Savings (MM)	15,450.43	13,192.86	2,257.57	17.1%
<b>Total Community Engagement Funds</b>	29,600.82	29,143.25	457.57	1.6%
Congregational Engagement Funds				
Faith Form. (CE) Savings (MM)	12,537.62	11,919.62	618.00	5.2%
Music Savings (MM)	9,450.31	9,250.31	200.00	2.2%
Scholarship Fund (MMkt)	1,500.00	0.00	1,500.00	100.0%
Vitality Savings (MM)	1,940.23	1,940.23	0.00	0.0%
Congregational Engagement Funds - Other	-200.00	0.00	-200.00	-100.0%
<b>Total Congregational Engagement Funds</b>	25,228.16	23,110.16	2,118.00	9.2%
<b>Church Support Funds</b>				
Flower Savings (MM)	0.00	166.54	-166.54	-100.0%
Memorial Savings (MM)	7,225.01	15,549.00	-8,323.99	-53.5%
<b>Total Church Support Funds</b>	7,225.01	15,715.54	-8,490.53	-54.0%
<b>Council Funds</b>				
Special Purpose Fund (MM)	4,028.88	3,301.80	727.08	22.0%
Council (Trustee) Savings (MM)	7,826.59	11,145.61	-3,319.02	-29.8%
<b>Total Council Funds</b>	11,855.47	14,447.41	-2,591.94	-17.9%
Diaconate Savings (MM)	714.61	714.61	0.00	0.0%
<b>Total Team Saving Funds</b>	74,624.07	83,130.97	-8,506.90	-10.2%
Money Market (Umbrella) - Other	36.80	29.53	7.27	24.6%
<b>Total Money Market (Umbrella)</b>	64,665.36	74,133.99	-9,468.63	-12.8%
<b>Total Current Bank Accounts</b>	70,047.90	77,535.02	-7,487.12	-9.7%
<b>Investment Accounts (Council)</b>				
Scholarship Fund (UCF)	149,590.66	145,828.31	3,762.35	2.6%
UCC Fund	53,907.99	88,594.39	-34,686.40	-39.2%
<b>Total Investment Accounts (Council)</b>	203,498.65	234,422.70	-30,924.05	-13.2%

01/10/22  
Cash Basis

Atkinson Congregational Church  
**Cash Position; Year-to-Year Comparison**  
As of December 31, 2021

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
Total Checking/Savings	273,546.55	311,957.72	-38,411.17	-12.3%
Total Current Assets	273,546.55	311,957.72	-38,411.17	-12.3%
TOTAL ASSETS	273,546.55	311,957.72	-38,411.17	-12.3%
LIABILITIES & EQUITY	0.00	0.00	0.00	0.0%

## Examiner's Report

November 25, 2021

To Whom it May Concern

On November 19, 2021 I performed an examination of the Atkinson Congregational Church's financial records. Present at the examination were the church co-treasurers Hank Riehl and Cheryl Riehl. No issues were found. The record of the examination is attached.

A handwritten signature in black ink, appearing to read "Jim Graczyk", with a long horizontal flourish extending to the right.

Jim Graczyk

Examiner