

The **First**  
**Congregational**  
**Church** of Ann Arbor

ANNUAL  
**REPORT**  
2016/17

Whatever Your Story,  
You're Welcome Here

# COVENANT

*As members of this church, we promise to follow the teaching of Christ as revealed to us in the Scriptures and observe the Sacraments of the Gospel.*

*We promise to walk together in fellowship, to give generously and willingly of ourselves, and we further promise to endeavor to bring our Christian faith to reality in our personal lives and in the lives of others, thus extending the Kingdom of God on earth.*

*And this we do for the Glory of God in the name and through the Strength of Jesus Christ our Lord.*

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# TABLE OF CONTENTS

01   ANNUAL MEETING AGENDA	
02   RECAPS, HIGHLIGHTS, AND GOALS	1
03   MINISTRY REPORTS	
ROBERT K. LIVINGSTON	
DARCY A. CRAIN	
SARAH CHAFFEE	
04   COUNCIL OFFICER REPORTS	
TREASURER, MIKE DABBS	
CLERK, JANET CHEN	
HISTORIAN, BETTY BISHOP	
05   BOARD AND COMMITTEE REPORTS	
COUNCIL	
BOARD OF TRUSTEES	
BOARD OF CHRISTIAN EDUCATION	
BOARD OF DEACONS	
STEWARDSHIP COMMITTEE	
ACTIVITIES AND FELLOWSHIP COMMITTEE	
BRAND DEVELOPMENT AND MARKETING COMMITTEE	
CONTEMPORARY ISSUES COMMITTEE	
MISSIONS AND OUTREACH COMMITTEE	
MUSIC COMMITTEE	
NOMINATING COMMITTEE	
06   APPENDIX	
2016 ANNUAL MEETING MINUTES	
2017 ANNUAL MEETING MINUTES	
RESOLUTION REAFFIRMING OUR COMMITMENT TO INCLUSION	

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# ANNUAL MEETING JUNE 11, 2017

Welcome

Invocation

Determination of Quorum

2016 Annual Meeting Minutes Approval

2017 Annual Meeting Minutes Approval

Voting Items:

Nominating Committee

Commissioning of Leaders

Finance Reports

Board of Trustees

Treasurer's Report and 2017 Budget

Reports

Robert K. Livingston

Darcy A. Crain

Sarah Chaffee

Board and Committee Reports

Church Council

Activities and Fellowship

Board of Deacons

Board of Christian Education

Missions and Outreach

Contemporary Issues

Church Clerk

Historian

Music

Brand Development and Marketing

Old Business

New Business

Memorial Observance and Benediction

Adjournment

## VISION STATEMENT

*We are a beacon of  
God's love, hope, and  
Christian freedom.*

## OUR MISSION

*We strive to be a  
joyous spiritual home,  
welcoming and valuing  
all people, embracing  
God's word and  
enriching lives.*



## HIGHLIGHTS, RECAPS & GOALS

### PEG JACOBS

The Strategic Plan has become the framework for each church committee's goals and objectives. Our primary objectives are to increase membership, to increase outreach in our local community, and to refine a three-to-five-year financial plan.

The Church Council has strived to strengthen our strategic planning and implementation processes, promote teamwork between committees, support excellence in ministry, and promote sustainability of our church.

We hired new staff members: Sarah Chaffee, Director of Christian Education; Timothy Huth, organist; Renee Bovee, Administrative Assistant.

We held two special meetings to get input from the congregation and approval to change the fiscal year, to approve the resolution reaffirming our commitment to inclusion, and to pass our bylaws.

We improved the audio/visual equipment in the sanctuary and Pilgrim Hall.

We started a marketing plan that included a new brand and logo for the

## OUR CORE VALUES

*Caring: We are a loving and mutually supportive faith community.*  
*Proclaiming the Good News: We believe in a living and loving God.*  
*Respect: We embrace openness, diversity, and individual faith journeys.*  
*Compassion: We serve and support the needs of others.*  
*Fellowship: We celebrate and enjoy life with each other.*

# ROBERT K. LIVINGSTON

SENIOR MINISTER

As I review 2016, let me share some of the bigger accomplishments and successes I believe we have enjoyed in the past year:

1. The passing of the special resolution by our congregation on December 11 affirming our church's historical legacy of love and care and lifting up our important and continuing role of being a welcoming, accepting, and safe place for all people was wonderful! I am very proud of our church!
2. After a very busy year of staff transitions, with three different search committees working to replace three key staff positions, while also saying goodbye to these three staff friends, Betsy Hill, Holly Porter, and Glenn Tucker, I feel very positive and extremely grateful for the three new additions to our staff: Renee Bovee as our Administrative Assistant, Sarah Chaffee as our Director of Christian Education, and Tim Huth as our organist. These three are exceptionally gifted people who will add much to our church's ministry and help to guide and attract future growth. We have a wonderful staff at FCC!
3. Transitioning to a new fiscal year is both an accomplishment and a challenge! I do believe the change in our fiscal year will ultimately be good for FCC and allow us to align our financial year in a better way with our program year...and that the change will also put our fundraising into the spring months instead of the fall months, which I think is good as well. I must say how very appreciative I am of the efforts of Mark Schirmer and the stewardship committee for their creative work on both the Gap Year stewardship drive this fall...and then their willingness to get back at it again in the spring, as we launched another stewardship drive to fund the new fiscal year which begins on July 1.



4. Other positives of the year include:

- The trustees' decision to move forward with initial planning and data gathering toward a future capital fund drive.
- Some of the new and renewed programming this year, the new "Wrapped in Love" Christmas outreach to single mothers in our area, the new children's chapel church school program and church school curriculum initiated by Sarah Chaffee and the Board of Christian Education and the upcoming relaunch of a vacation Bible school program this summer.
- The continuance of the warming shelter in February, under the passionate leadership of Pam Dabbs and a very dedicated group of volunteers and supporters.
- The work of the marketing committee to launch the new FCC website (special thanks to Darcy, Sarah Outslay, Joe Denay, and Trevor Towery for their work on this!), to begin a campaign of formal advertising in our community through MLive and The Observer, and to design and implement the updating of our front sign on the corner of William and State Streets. Brian Connelly's leadership of this committee has been superb...and PWB's professional marketing services, under the lead of Sean Hickey, has been very positive. I expect good things to come from this.
- Finally, I continue to be impressed by the level of commitment of the lay leadership of our church and am very grateful for the responsive attitude of our Church Council and various boards and committees of our church. These committed and loyal leaders make many good things happen here...from our weekly friendship gatherings, to the care we offer to our community; to uplifting and inspiring music offerings and events; to excellent educational and youth programs; to lively and meaningful small group experiences; to wise financial decisions; to interesting and fun trips, events, and picnics; to interesting and relevant Sunday contemporary issues programs; to serving and caring for those in our community who have special needs; and so very much more! We are blessed as a congregation to have such a dedicated, hardworking, forward-thinking, and responsive membership...more than I have ever experienced in any of the churches I have served. Thanks to all of our leaders and members!

Our challenge continued to be increasing church attendance at our worship services during 2016 fiscal year and 2017 gap year. The fairly flat attendance numbers mean fairly flat financial numbers. As I conjectured last year in my report...“Is this situation unique to FCC?” No, it isn’t! “Is this representative of a cultural shift, and is this effecting other congregations and denominations?” Yes, it is! “Should we simply resign ourselves to the pressure and accept things as status quo?” No! I think we need to keep addressing problems, needs, and opportunities and proactively nurture a culture of attendance, growth, and giving.

As I think forward to 2017, my 21st year here now as the senior minister, some of the bigger goals I recommend for our church (and myself), for the next year, include:

1. Collective (between leadership and staff) planning, good communication, and intentional and positive transitioning to our new fiscal year...specifically in the areas of finance and fundraising, nominations, and the review and development of our annual report.
2. A review of our strategic plan, so that our boards and committees better understand the process and plan accordingly for the new fiscal year with goals and strategies.
3. Develop an active new member committee (a sub-committee of the deacons) to welcome, invite, and assimilate new members to FCC. I will help take the lead on this new initiative. Additionally, I think inviting guests to FCC and encouraging them to join FCC should be a key goal for council, staff, and all our boards and committees in the new 2017-2018 fiscal year. Let’s aim for 40 new members in 2017-2018.
4. Recommend to council a review of our church’s mission, vision, and core values statements in 2017...and update them if necessary.
5. Improve the stewardship support of FCC in the new fiscal year.
6. Continue to encourage the trustees (and then the council and congregation) to move forward with the development of a capital fund drive for FCC, with fund raising and renovations to be completed by 2022. As you know, I see our church building as a place of inspiration, comfort, and ministry, both for our members and for our community. Therefore, we need to maintain and improve our building accordingly to meet these objectives and to meet the needs of viable ministry in the future.

7. And finally, as I suggest every year, I charge us to continue to aim for, work for, and expect to keep doing things better and better, and more and more excellently, as staff, church, and leadership. What I am talking about here is the need for ongoing relevancy and continuous improvement... which applies equally to such things as church communications, programs and events, staff performance, music, christian education, youth ministry, small group ministry, sermons, worship, lay leadership, etc. As the old saying goes, "You are either getting better each day or falling backward." As your senior minister, I am committed to moving us forward...inch by inch, step by step, and year by year.

In conclusion, 2016 was a good year with many positive things to celebrate together...and I believe 2017 will continue to be a year of growth, compassionate ministry, caring outreach and service, and inspiration. My confidence lies in our lay and staff leadership, along with our progressive and supportive congregation.

Candidly, I must add that even after 20 years of ministry and life here in Ann Arbor, I feel energized by the visionary leadership and service here and positive about both our future ministry together and the future vitality of our church.

There is much for us to accomplish together and a continuing legacy for us to leave to future generations of FCCers! I am truly grateful for your support and help as we continue to move forward.

Let's serve and minister together once again in 2017! When we have things that challenge us, let's face them together openly, candidly, creatively, and graciously...and figure out how we want to move forward, solve problems, and make improvements, remembering that FCC is first and foremost God's church. Enjoy the ride and have some fun while we do so!

With thanksgiving, blessings and peace,

Robert K. Livingston  
Senior Minister

*We are a member-directed Christian church with a truly inclusive philosophy, a progressive theology, and a passion for serving the community. The church is located in the heart of Ann Arbor, adjacent to the UM central campus. We feature excellent musical programming, including the renowned Wilhelm Organ. A choice of Sunday services includes traditional, contemporary, and even a 15-minute communion service. We welcome and embrace all who would like to join us in fellowship.*

# DARCY A. CRAIN

## ASSOCIATE MINISTER

### SINGLE MOMS

This program received financial support from FCC Missions & Outreach, and for that we are grateful. This year we served an average of six moms and their children, who are journeying through single parenthood or only parenthood as a supportive group of friends. Single Moms Ministry is made possible because of the countless volunteers who serve in our kitchen, childcare, and facilitator roles. The goals of this ministry in its initial onset in 2013 was to connect single moms within FCC and the community with one another in a supportive context. I believe we have accomplished this, and the group will now continue to meet in a self-sustaining model where moms organize themselves, including the meals. We will continue to use the space FCC offers and potentially to utilize some of the childcare volunteers moving forward, but will not solicit financial support of M & O.

### CONFIRMATION



Congratulations to all 14 students who graduated confirmation classes and who explored their faith through prayer, study and service alongside their mentors. We continue to have engaged and intelligent youth who desire to claim their Christian faith as their own.

 **6**  
2016  
CONFIRMANDS

 **8**  
2017  
CONFIRMANDS



20/40

This small group participated in studies on "Boundaries" (book) a sermon-series talk backs, a documentary about homeless youth, and a curriculum called "White Privilege". In addition to our studies and prayer together, we also gathered for monthly fellowship.

## SENIOR HIGH MISSION TRIP - [PINE RIDGE, SOUTH DAKOTA](#)

Twenty-one youths traveled to Pine Ridge Reservation in South Dakota to serve at a children's day camp for Native youth. It was a cross-cultural immersion that had a profound impact on its participants. Youth created and hosted a photo journalism exhibit during Art Fair to expound upon our experiences at Pine Ridge and increase awareness of the needs of



## SENIOR HIGH FALL RETREAT - [WILDWOOD RANCH](#)



## ALL CHURCH SKI RETREAT - [TREETOPS RESORT](#)

If you missed out on this year's inaugural FCC ski retreat, please mark your calendars for next year's President's Day Weekend. The retreat was a blast! We enjoyed both cross country and downhill skiing, in a fluke 50-degree weekend with snow on the ground. At the lodge, which you could ski right up to, we enjoyed a block of rooms and a large common room for games, breakfasts, and lunches. At night, we ventured into downtown



Gaylord and enjoyed a group dinner at Snowbelt Brewery. On Sunday morning, we gathered for a worship service in our common room and with refreshed spirits and open hearts went about our days on snowshoes, skis, or heading home. Hope you can join us next year!

# SARAH CHAFFEE

DIRECTOR OF CHRISTIAN EDUCATION

It has been a joy being at First Congregational Church this year. It is hard to believe that at the end of June I will have been here and experienced a full calendar year! I have loved getting to know each member of our congregation and working with the wonderful staff members at FCC. I have especially loved getting to know all of the families and children at this church. Your families are full of love, and your kids are full of life.

This year, we've focused on giving children meaningful worship opportunities. In our traditional worship service, kids have been given a chance to take more ownership in the service by being lay readers or helping deacons hand out bulletins. We made a few changes to the timing of children's circle so that the kids would have more time downstairs in their church school classrooms for meaningful and substantial lessons. Throughout the year, we had several Family Worship Sundays to give families the opportunity to worship together. These services were geared towards families and making sure the worship was accessible to the kids. Our children have been spending time with Terry Farmer in the chapel singing, dancing, and learning songs.

We've also added some new programming for kids and families. Each month, Darcy and I meet with the middle school girls and discuss topics from the "Our Whole Lives" curriculum. These topics include communication, stereotypes, self-image, and relationships. These events are well attended and help the girls build relationships with one another. We have had family fellowship time once each month with refreshments in the church school lobby after the service. This gives families an opportunity to enjoy time together and get to know one another. We will also be having a Vacation Bible School this August. This will be open to our kids, as well as other friends, family, and community members. To accommodate working parents, it will run from 9:00 a.m. – 3:00 p.m. for a week. By creating more opportunities for kids and families, we hope to be more than just a place where kids come for FCC Sunday School, but a homebase where they can form relationships and feel that they belong.





This year I was able to experience each of the special events here at FCC for the first time. We had an Advent Workshop at the end of November for families to come and prepare themselves for Advent. Kids made gingerbread houses, ornaments, and paper chains. They also put together care bags filled with toiletries that were given out at the Rotating Shelter and the Warming Shelter that were held at FCC. I also got to be a part of the Christmas pageant which was such a treat! I loved seeing the light and energy coming from the face of each kid. Next year, the script will be a bit different to allow for kids to have more ownership in the service, but we will still have live animals, singing, and exuberant children involved!

It has been my goal to make church a place where kids feel loved and accepted, while they are also learning valuable and meaningful lessons. Including them in the traditional service has allowed them to be part of our greater congregation. We've also given them opportunities to sing, play, learn, and grow on their own, so that they feel they have spaces that they have more ownership over. My prayer is that these children would grow in their relationships with each other, their families, and God.

Thank you so much for welcoming me so warmly into your church family. I want to thank the Board of Christian Education for teaching me about the traditions of this church while also supporting my new ideas. I want to thank the wonderful staff here for easing my transition to this new job. I want to thank each family for being flexible and patient as I've figured things out. Most important, I want to thank each of you for being so supportive and encouraging to me this past year. I am looking forward to continuing to pursue a meaningful children's ministry experience here at FCC!

## COUNCIL OFFICER REPORTS

<b>SECRETARY</b>  Chris Vermeulen Secretary  (See minutes in appendix)	<b>TREASURER</b>  Mike Dabbs Treasurer	<b>CHURCH CLERK</b>  Janet Chen Church Clerk	<b>HISTORIAN</b>  Betty Bishop Historian
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## BOARD AND COMMITTEE REPORTS

<b>CHURCH COUNCIL</b> Peg Jacobs Chair  Dick Mitchell Vice Chair  (reported on page 5)	<b>BOARD OF TRUSTEES</b>  Melissa Joy Chair	<b>BOARD OF CHRISTIAN EDUCATION</b>  Lynda Norton Chair	<b>BOARD OF DEACONS</b>  Debbie Bourque  Lou Candiotti Co-Chairs
<b>STEWARDSHIP</b>  Mark Schirmer Chair	<b>ACTIVITIES &amp; FELLOWSHIP</b>  Nancy Munson Nancy Sauve Co-Chairs	<b>BRAND DEVELOPMENT &amp; MARKETING</b>  Brian Connelly Chair	<b>BUILDING &amp; GROUNDS</b>  Pete Sandretto Chair
<b>CONTEMPORARY ISSUES COMMITTEE</b>  Sara Holmes Chair	<b>MISSIONS &amp; OUTREACH COMMITTEE</b>  Pam Dabbs Chair	<b>MUSIC COMMITTEE</b>  Michele John Chair	<b>NOMINATING COMMITTEE</b> Kristy Stoneburner  Rick Muhs Co-Chairs

# TREASURER'S REPORT MIKE DABBS

10/51

INCREASE IN TOTAL  
RECEIPTS

INCREASE IN TOTAL  
EXPENDITURES

INCREASE IN SPECIAL  
PROJECT FUNDING

In 2016, we established a new policy of using a specified amount (five percent) of our trust funds for off-setting the operational expenses instead of taking an amount needed to off-set these expenses. The goal is to further reduce the dependency of the trust fund distributions for operational expenses in order to utilize these funds to make on-going capital repairs and enhancing programs.

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In 2016, FCC stayed within its operational budget.

SUSPENDISSE JUSTO  
DOLOR, PULVINAR NON  
PLACERAT.

Donec sapien justo, aliquam quis venenatis et, efficitur quis diam. Etiam gravida quam nulla, ac volutpat ex pellentesque vel.

Phasellus sit amet molestie metus. Etiam facilisis vulputate purus id lobortis. Etiam luctus fringilla mauris nec condimentum.

Phasellus feugiat arcu quis ultrices scelerisque. Nulla non feugiat dui, id dapibus mi. In ultricies ex sit amet mi fermentum, sit amet.

DESCRIPTION	2015 ACTUAL	2016 PROPOSED	2016 ACTUAL
<b>RECEIPTS</b>			
PLEDGE RECEIPTS/PRE-PAID PLEDGES	449,094	444,141	470,419
LOOSE OFFERINGS	71,624	65,000	57,628
MISSION AND OUTREACH/CHILDRENS	1,884	-	10,496
RENTALS	8,595	10,000	11,091
MUSIC/MISC. INCOME	12,245	10,000	758
<b>TOTAL RECEIPTS</b>	<b>543,442</b>	<b>529,141</b>	<b>550,392</b>
<b>EXPENDITURES</b>			
<b>MINISTRY</b>			
SALARIES	103,935	103,935	110,630
EXPENSES	5,676	5,000	5,201
ANNUITIES	26,166	26,166	25,676
HOUSING	82,605	82,605	72,772
HEALTH INSURANCE	47,730	50,000	49,404
RETIREE HEALTH INSURANCE	7,443	9,180	7,456
RETIREE BENEFITS	6,120	6,120	6,120
DEACONS	2,831	2,500	2,186
COUNCIL/STEWARDSHIP	2,551	2,500	3,402
AFC/SPECIAL PROGRAMS	4,446	4,000	4,234
CONTEMPORARY ISSUES COMMITTEE	450	450	400
<b>TOTAL MINISTRY</b>	<b>289,953</b>	<b>292,456</b>	<b>287,481</b>
<b>ADMINISTRATION</b>			
OFFICE SALARIES	75,082	77,868	74,784
OFFICE SUPPLIES/HISTORIAN/HERITAGE	7,684	7,500	8,740
S/C & FEES	896	850	1,273
IT, SOUND & MEDIA TECHS	4,823	5,000	6,084
WEBSITE*	6,061	6,000	3,120
OFFICE EXPENSES	34,168	33,910	41,203
PAYROLL TAXES	14,506	14,500	13,602
BOOKS & TAPES	917	900	762
TRAVEL	1,969	1,900	1,019
BANK LOAN INTEREST (HVAC)	40,936	40,936	41,048
<b>TOTAL ADMINISTRATION</b>	<b>187,042</b>	<b>189,364</b>	<b>191,635</b>
*\$10,000 approved in 2015 for website upgrade to be completed in 2016 through marketing initiatives			

DESCRIPTION	2015 ACTUAL	2016 PROPOSED	2016 ACTUAL
<b>CHRISTIAN EDUCATION</b>			
C.E. SALARIES	48,151	45,000	35,750
CHILDCARE	5,760	4,500	4,946
OPERATING EXPENSES	2,485	2,400	1,266
FURNISHINGS/SPECIAL PROGRAMS	3,441	3,400	2,333
CONFIRMATION	1,275	1,275	416
20/40	175	175	82
YOUTH MINISTRY	2,635	4,000	999
ADULT CHRISTIAN EDUCATION	(274)	1,700	1,104
<b>TOTAL CHRISTIAN EDUCATION</b>	<b>63,648</b>	<b>62,450</b>	<b>46,896</b>
<b>MUSIC</b>			
MUSIC SALARIES	34,450	34,222	34,819
SECTION LEADERS	17,097	17,097	16,988
SUPPLIES & MAINTENANCE	3,337	2,300	2,912
SPECIAL MUSIC PROGRAMS	4,740	-	5,239
CONTEMPORARY MUSIC	6,542	5,000	5,221
<b>TOTAL MUSIC</b>	<b>66,166</b>	<b>58,619</b>	<b>65,179</b>
<b>BENEVOLENCES &amp; OUTREACH</b>			
MISSIONS & OUTREACH	28,513	28,000	30,517
MISSION TRIPS	2,000	1,000	1,000
CHURCH ASSOCIATION	2,000	2,000	2,000
<b>TOTAL OUTREACH</b>	<b>32,513</b>	<b>31,000</b>	<b>33,517</b>
<b>MAINTENANCE</b>			
CUSTODIAL SALARIES	37,783	30,900	38,118
LAWN/SNOW REMOVAL	6,553	7,000	6,325
REPAIRS & RENOVATION	12,142	12,142	10,684
INSURANCE	13,054	12,627	12,612
BUILDING SUPPLIES	9,951	7,000	12,700
CONTINGENCIES	184	200	1,130
UTILITIES	24,810	24,450	22,198
<b>TOTAL MAINTENANCE</b>	<b>104,477</b>	<b>94,319</b>	<b>103,769</b>
<b>TOTAL EXPENDITURES</b>	<b>743,799</b>	<b>728,208</b>	<b>728,475</b>

DESCRIPTION	2015 ACTUAL	2016 PROPOSED	2016 ACTUAL
<b>NET INCOME/LOSS</b>	<b>(200,357)</b>	<b>(199,067)</b>	<b>(177,183)</b>
INVESTMENT DISTRIBUTIONS	219,726	199,067	199,067
<b>TOTAL</b>	<b>19,369</b>	<b>-</b>	<b>21,884</b>
<b>ASSET &amp; LIABILITIES OVERVIEW AS OF 12/31/16</b>			
<b>INVESTMENT FUNDS</b>			<b>3,167,977</b>
PROTECTED CORPUS			1,720,000
BANK LOAN (HVAC)			950,000
<b>NET INVESTMENT FUNDS AVAILABLE</b>			<b>497,977</b>
<b>2016 SPECIAL PROJECTS</b>			
<b>RECEIPTS</b>			
INVESTMENT DISTRIBUTION*		100,000	53,534
<b>TOTAL RECEIPTS</b>		<b>100,000</b>	<b>53,534</b>
<b>EXPENDITURES</b>			
CONTINGENCY		10,000	-
BUILDING AND GROUNDS		15,000	11,537
MARKETING INITIATIVES**		75,000	39,497
<b>TOTAL EXPENDITURES</b>		<b>100,000</b>	<b>51,034</b>
* \$2,500 allocated to Youth Mission Trip			
** \$35,503 Balance will be allocated to 2016 Gap Year Advertising/Marketing expenditures			
<b>2016 SPECIAL APPROPRIATIONS FROM INVESTMENT FUNDS</b>			
YOUTH MISSION TRIP			2,500
ROOF REPAIR			4,860
BOILER REPAIRS			6,677
MARKETING CONSULTANT			11,719
PHOTOGRAPHY			1,385
BROCHURE PRINTING			686
ADS - MLIVE & ANN ARBOR OBSERVER			17,928
BANNERS			2,722
SIGN - STATE & WILLIAM			5,057
<b>TOTAL EXPENDITURES</b>			<b>53,534</b>
<b>2015 ALVA SINK MUSIC FUND DISBURSEMENTS</b>			
SPECIAL MUSIC - A. SINK MUSIC FUND			<b>4,008</b>
(Traditional Palm Sunday, Contemporary Easter, Advent Special Music)			

# CHURCH CLERK

JANET CHEN

**805**  
Active Members

**35**  
New  
Members  
Received

**77**  
Inactive  
Members

**173**  
Children of  
Members

## HIGHLIGHTS AND STATISTICS

14  
Baptisms  
Average Attendance  
REGULAR  
PROGRAMMING  
SUNDAYS  
**201**

12  
Marriages  
Average Attendance  
SUMMER SUNDAYS  
**140**

2  
Marriage Renewals

14  
Confirmed  
Average Attendance  
CHURCH SCHOOL  
**25**

**18**  
Members  
received  
through  
affirmation

**2**  
Members  
received  
through  
transfer

**14**  
Members  
received  
through  
confirmation

**2**  
Members  
removed  
through  
transfer or  
request

**7**  
Members  
lost through  
death

## NEW MEMBERS

### Joined by Affirmation

Sandra Burdi (2017)  
 Eve Claar (2016)  
 Mitchell Dudley (2017)  
 Rachel Dudley (2017)  
 Amy Flory (2017)  
 Dan Giddings (2016)  
 Sarah Giddings (2016)  
 Greg Jackson (2017)  
 Mary Jackson (2017)  
 Jon Linder (2017)  
 Kate Linder (2017)  
 Michael Makin (2016)  
 Eric Nicholson (2017)  
 Megan Nicholson (2017)  
 Michael Spath (2017)  
 Kim Waddell (2016)  
 Allison Waugh (2017)  
 Justin Waugh (2017)

### Joined by Transfer

Jeanette Drake (2016)  
 Jeffrey Drake (2016)

### Joined by Confirmation

Lulu Bogun (2017)  
 Mackenzie Dempsey (2017)  
 Jessica Fyall (2017)  
 Ashley Harlock (2016)  
 Robbie Haviland (2016)  
 Natalie Johnson (2016)  
 Isa Keen (2017)  
 Owen Kelley (2016)  
 Rory McDaniel (2017)  
 Michael Overdier (2016)  
 Peri Patterson (2016)  
 Claire Pufahl (2017)  
 Linnea Verhey-Henkey (2017)  
 Meredith Vohland (2017)

## REMOVED FROM MEMBERSHIP

### Removed by Transfer

Nicole Brown  
 Paul Brown

## BAPTISMS

Tyler Brice Towery  
 Carter Michael Dabbs  
 Wendy Leigh Winchester  
 Owen Barstow Kelley  
 Evelyn Claire Fragner  
 Abigail Sharon Griffen  
 Leo Burnham Breen  
 Nigel Edmund Makin  
 Penelope Nora Hall  
 Myles Anthony Walton  
 Rebecca Ann Moons  
 Pershing Michael Moons  
 Rory McDaniel  
 Linnea Verhey-Henkey

## WEDDINGS

### On-Site

Ashley Himes and James Wang  
 Jennifer Denike and William Moeller  
 Karen Martindale and Paul Sherman  
 Melanie Weil and Greg Clarke  
 Emily McBride and Neil Kollipara  
 Stephanie Abrey and Joseph Duncan  
 Hattie Majeske and Karl Kettlehut  
 Christina Cloke and John Springer  
 Kimberlee Waddell and Eve Claar  
 Brittany Strawman and Kyle Tangney

### Off-Site

Jessica Baker and Dane Fitzgerald  
 Caitlin Wright and Nicholas Orlando

### Renewal of Wedding Sacrament

Joe and Keri Denay  
 Michael and Alina Makin

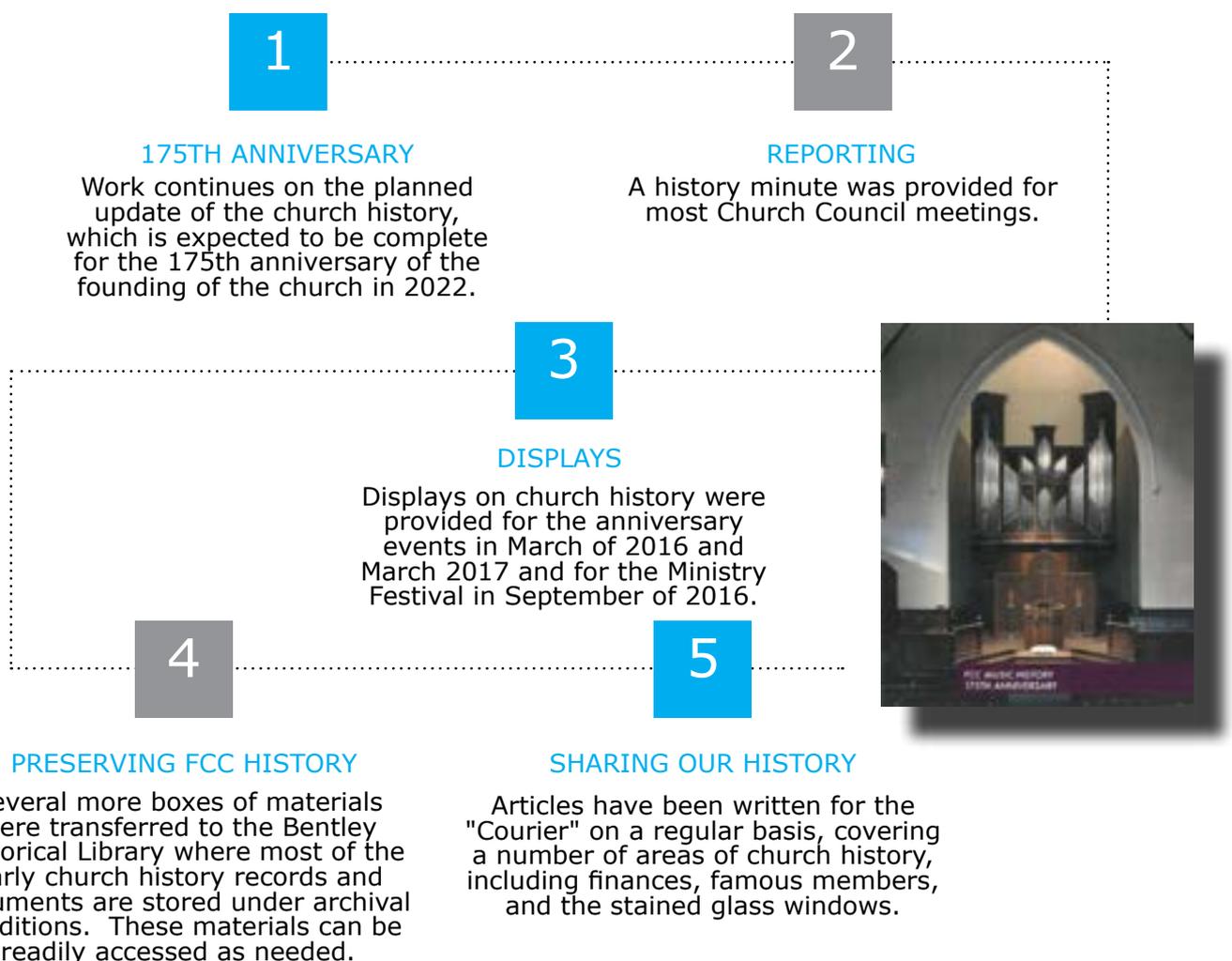
## DEATHS OF MEMBERS

Gwynn Suits, Active  
 Linda McKenney, Active  
 Bill Coombe, Active  
 Laura Dinger, Active  
 Nancy Winchester, Active  
 Robert Starring, Active  
 Carolyn Reed-Hodge, Active

## HISTORIAN BETTY BISHOP

My focus for the year has been on producing a short history of the church music ministry, including the acquisition of the Wilhelm organ in 1985. Thanks to the help of Terry Foster, Larry Jones, Renee Bovee, Jill Rheinheimer, and

Lisa Sauve, the booklet was ready and was distributed at the 170th anniversary celebration in March of 2017. A similar historical booklet on another topic may be prepared in 2019 or 2020.



Photos and other materials continue to be donated by FCC members. These items are sorted and added to the collections as appropriate. It is very

important that photographs be labeled with the date, name of the event, and names of those in the photo.

## BOARD OF TRUSTEES MELISSA JOY

The Trustees are responsible for the financial, business, and building related aspects of running the Church. The Trustees hold monthly meetings, receiving and acting on regular reports from various sub-committees including: treasurer's report, building and grounds, stewardship, finance and business operations, investment committee, marketing, and Heritage Society.

Highlights of 2016 and January – June of 2017 include:

- Creating a current and accurate assessment of our assets which must include an appraisal of perhaps our greatest asset: our property, grounds, and building. Trustees continue to evaluate how best to incorporate this data into the overall summary of our financial assets.
- The stewardship campaign led by Mark Schirmer was two-fold as he successfully led a "gap year" pledge, a six-month period to bridge the gap to the beginning of our new fiscal year beginning July 1.
- The trustees, as the body of this church who has been given fiduciary responsibility, continues its commitment to responsible spending of the trust fund. As we once again face revenue that fails to meet the desires and demands of the life and ministry at FCC, we will likely have to make difficult decisions in order to maintain our commitment to the fiduciary responsibility of that fund and our reliance on it. This is in accordance with our strategic plan and our commitment to sustainability.
- The installation of our boiler was funded by taking out a \$1 million loan from Bank of Ann Arbor. Since its withdrawal we have paid only interest on this loan. The trustees recommend that the most responsible practice would be to pay down the principal of this loan. Mark Foster, trustee member, has investigated the loan options from multiple institutions and the trustees recommend a seven-year fixed income loan from Bank of Ann Arbor. The operating budget reflects our monthly payment towards paying off this loan.
- Our investment committee has drafted, approved, and implemented an FCC Investment Policy to be used as a guide for the investment companies that manage our funds. Details of that policy include transparent and regular reporting that will be submitted to the trustees on a quarterly basis. Investments are up 3-3.5% this year (stat taken from minutes in march?)
- The Heritage Society, led by Melissa Joy, continues to educate our church family about the legacy and importance of the Heritage Society as we all enjoy the generosity of those members who have so lovingly given.
- We continue to work with boards and committees on the accountability and management of the budget that has been submitted.

## BOARD OF CHRISTIAN EDUCATION **LYNDA NORTON**

FCC's nursery, preschool, and church school for K-8, as well as the senior high group all come under the auspices of the Board of Christian Education and the Director of Christian Education. This past year, we were very fortunate in hiring Sarah Chaffee in May of 2016 as our new Director of Christian Education. Sarah comes to FCC from Kansas, with education and experience in primary education, as well as strong Christian background and church involvement. Sarah is a wonderful addition to the FCC family. She has already implemented many new initiatives, as well as picked up the reins for many of FCC's traditional church school programs. She will also be introducing a Vacation Bible School to FCC in August.

In addition to annual BOCE-sponsored events, such as Kick-off Sunday (picnic and games celebrating the start of the church school year), Advent Workshop (crafts, singing, and gingerbread houses leading into the Christmas season), Christmas Pageant (children and live animals tell the Christmas story), and Youth Sunday (service run by the senior high group with music and sermon by seniors), Darcy and Sarah have introduced the following BOCE-sponsored programs:

- **Shine Curriculum:** FCC introduced this new curriculum in fall of 2016 for K-8 children. The "Shine" curriculum encourages imaginative, interactive biblical storytelling to help children explore the meaning of the Bible within the community and calls for children to express faith through lives of compassionate peacemaking and service. It teaches kids about their identity as followers of God, God's character, and how those two things can affect the way they live. Two teachers are assigned to each grade group and stay with their class for the whole year. 
- **Wrapped in Love:** Spearheaded by Sarah and Darcy, this program - partnered with the Single Moms Group - offered mothers and their children a fun meal and an opportunity for mothers to shop and wrap Christmas gifts for their children and for children to shop and wrap gifts for their mothers. FCC members donated presents, wrapping paper, and scrip cards which were used to buy gifts. This inaugural event, held at FCC on December 15, was a huge success serving 60 families. The children were particularly excited to choose gifts for their moms, some for the first time!
- **Scrip Program:** The scrip program provides tremendous financial support to the senior high and intergenerational mission trips. Jane Thomson, Wendy Winchester, and Nancy Sauve ably run the program selling scrip cards after every 10 a.m. service. Other scrip program leaders are Leah Atwater, Debbie Bourque, Pat Brown, Mary Jackson, Mary Ann Marquardt, Val Towery, and Nancy Vermeulen. The program has contributed \$9500 to mission trips since 2012, including \$1500 to the senior high trip to South Dakota in June of 2016 and \$1000 to the Intergenerational Mission trip to White Sulphur Springs, WV, in April 2017. The scrip program will contribute \$1000 to the senior high trip in June 2017. Although the scrip program is under the umbrella of BOCE, there is no actual BOCE involvement, and all credit goes to the wonderful women who sell the scrip and raise the much appreciated funds for our mission trips.
- **Safe Sanctuaries:** BOCE members updated this manual which is shared with all church school teachers and volunteers.

## DEACONS REPORT **LOU CANDIOTTI & DEB BOURQUE**

The First Congregational Church Board of Deacons is comprised of 37 active, service and hospitality-oriented, and energetic individuals. We serve FCC by ensuring the basic operations of each service function smoothly without interruption. We provide support for communion, Sunday worship, holiday services, and other special occasions when needed. We shepherd visitors, sharing FCC's mission and recommending activities that that can contribute to an individuals' overall spritual growth.

# 5350

CUPS OF COFFEE/TEA

# 1600

CUPS OF GRAPE JUICE

# 8000

COOKIES

# 1600

COMMUNION BREAD/WAFERS

# 200

PITCHERS LEMONADE/WATER



## STEWARDSHIP MARK SCHIRMER



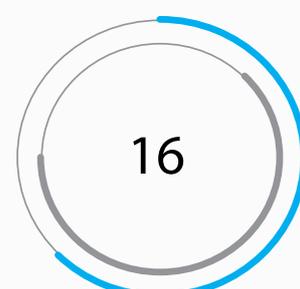
Pledges During Gap  
Year Campaign

\$300,000 WAS OUR TARGET



Pledgers

200 was our target. In  
2015, we had 199 pledgers



New Pledgers

This number was offset by  
39 pledgers who pledged in  
2015 but not in 2016

The Gap-Year Stewardship Campaign was unique on a number of fronts. For example, we focused on six-month pledges to support the gap-year budget, and we introduced the idea of “Pledge Month” for the first time, which was held in November of 2016. Our key message was centered on the idea that, “There is Greatness in Giving”.

We delivered a traditional stewardship mailing in early November and focused on the importance of stewardship during each Sunday service in pledge month. In early December, we performed follow-up phone calls in an effort to improve the outcome.

On the upside, we did have many members of the church step forward with very generous financial support this year, for which we are eternally grateful. Additionally, it’s worth noting that Jane Delancey provided significant help with planning and material production for the campaign. Her help was much appreciated. Renee Bovee and Nancy Suave also provided much needed and appreciated help.

The Stewardship Committee is already planning the 2017 stewardship campaign, which kicked off in May 2017. May was be pledge month, and the team is optimistic that we can deliver a great result.

To everyone who was able to support the Gap Year Campaign, thank you very much. Your generosity and commitment helps make FCC great.



## ACTIVITIES AND FELLOWSHIP **NANCY SAUVE**

The AFC was created to find ways to bring this wonderful faith community together in a variety of non-worship activities. Most of our activities are designed to be social and filled with joy.

It was a good year for the AFC. Our attendance continues to be strong at most events. Our biggest events continue to be the Anniversary Celebration, the Easter Breakfast, the Christmas Decorating Party, and the church picnic. Our 2016 Anniversary Celebration was an after-church affair, celebrating our members' tenure with FCC while enjoying homemade pie. For our most recent 2017 Anniversary Celebration, we hosted Terry Farmer and his band and Willis Patterson's "Our Own Thing Chorale." Chef Christine Miller supplied wonderful hors d'oeuvres. The Saturday evening concert and celebration of our members was well attended and enjoyed by all. In the spring of 2016, we took a bus to Meijer Gardens in Grand Rapids for a day of botanical exploration with dinner in downtown Grand Rapids. Some of our group even found their way to Founders Brewery.

We are always open to suggestions for new events! Please contact one of the committee members if you have an idea for a fun event that will help our faith community grow ever closer.



## MARKETING COMMITTEE BRIAN CONNELLY

### History

In 2014 after a church-wide survey of FCC members was conducted, a new Strategic Plan was adopted by the membership with an emphasis on growing the church. An ad-hoc Marketing Committee was formed and reports to the Church Council with members Sarah Outslay, Bob Livingston, Darcy Crain and Brian Connelly, Chair. The committee hired the firm of PWB Marketing Communications with Sean Hickey as counsel. (Later after Sarah Chaffee joined the FCC staff as Director of Christian Education, she was added as a member of the committee.) In 2015 the FCC Strategic Marketing Committee, with the help of an outside consultant firm developed a new brand, a new logo, tag line and "elevator speech" which were enthusiastically endorsed by the membership:



***Whatever Your Story, You're Welcome Here***

***We are a member-directed Christian church with a truly inclusive philosophy, a progressive theology, and a passion for serving the community. The church is located in the heart of Ann Arbor, adjacent to the UM central campus. We feature excellent musical programming, including the renowned Wilhelm Organ. A choice of Sunday services includes traditional, contemporary, and even a brief communion service. We welcome and embrace all who would like to join us in fellowship.***



## 18 Month Report

The committee accomplished the following:

- An enormous amount of time and effort was spent designing and implementing a new web site with Darcy and Renee Bovee leading the way.(number one priority) It is up and operating and has received many compliments for ease of use.
- Design and production of a new lighted sign outside the front of the church. (number two priority)
- Social media advertising on MLive with banner, run-of-site, and mobile ads. (number 3 priority)
- Facebook (language needed here)
- Letterhead, envelope & business card package designed and printed
- Elevator speech cards printed
- Standards and usage guidelines developed for the new logo and tagline
- Professional photographer hired for events to help build photo library
- New church brochure developed
- New designs for "Courier," church bulletin and Friday email to members
- Nine Large Ads in "Ann Arbor Observer" and "Ann Arbor City Guide"
- Internal signs with new logo produced
- Ten sets of new banners for different occasions created (for outside front of church)
- Research and creation of possible new names for the contemporary service including descriptor lines. (Change of Pace Service eventually selected.)
- Assisted stewardship committee with copy and materials, Missions & Outreach Committee with project theme names, and Church Council with a "One Human Family" banner

## Timing, Evaluation and Budget

- The #1 Marketing priority – the new website - took more than seven months to develop, write, construct, test, and make editing changes. Because all of the planned media projects needed the creative input and direction of the website first before they could be developed, all such media projects were not begun until the fall of 2017.
- Even though the media have been running for a relatively short time, preliminary metrics from MLive and "The Observer" show the church is on the right track with nearly a million people seeing the advertising.
- Over 600,000 readers have seen FCC ads in the "The Observer"
- Reached over 300,000 people using banner ads on "Mlive" since starting in mid-October
- A variety of daily display and banner ads in "MLive" is reaching an audience of 21,000 and receiving a solid overall Click Through Rate (CTR) of .0406%
- Run-of-Site ads - .75% CTR Targeted Display ads - .097% CTR
- Mobile ads - 1.6% CTR (extremely high!)
- NOTE: Kudos to Renee Bovee for her hard work in handling the day-to-day coordination of our Facebook presence.
- Roughly 1/3 of our paid search visitors are engaging with the Church – looking for addresses, phone numbers, and other ways to connect with us
- Renee Bovee and Sarah Chaffee have assumed the responsibility of the updating FCC's Facebook page and the entirety of its content.
- All figures are not in yet but it looks like the FCC Marketing Committee will have spent \$ . of the
- \$ allocated for marketing in 2016 which shows solid fiscal responsibility.

## Conclusion

The church must be cautious of the results because the short time that media has been running does not give a sufficient period of time to do effective evaluation. Additionally, the most important evaluation is whether the membership is growing or not and that will require a longer period of time – probably until the end of 2017.

While it looks like the FCC Marketing Committee is heading in the right direction, more work is needed. It is clear in this world-wide drop in church attendance that good, continuous, and adequately financed marketing is needed to achieve membership growth.

## CONTEMPORARY ISSUES SARA HOLMES



The Contemporary Issues Committee (CIC) was formed in 2008 to explore critical issues facing our society and topics of special interest to FCC members. Occasionally, a program sparks an initiative within FCC that leads to greater involvement such as the Syrian Refugee Crisis presentation. As a result of this program, FCC collaborated with Jewish Family Services (JFS) to initiate a refugee resettlement drive that occurred in 2016 and 2017. We strive to develop our Second Sunday Series by September and distribute 5x7 cards with the entire schedule

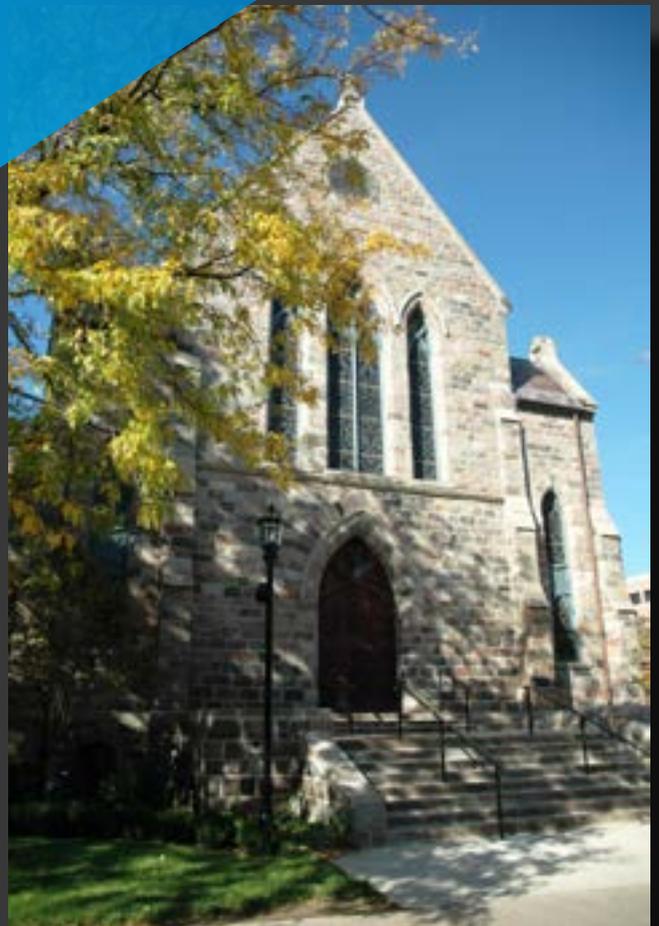
to promote it in the fall. Each program is publicized using the eight suggested steps (including photo files that can be uploaded onto the flat screen monitor in the Mayflower Lobby). During 2016, we presented the following seven Second Sunday programs:

- October "Before I Die Wall Initiative" was presented by Sheryl Kurze, MD and Diane Smith, MDiv.
- November Water Quality/Dioxane Plume was presented by Matthew Naud, City of Ann Arbor Environmental Coordinator.
- December Update on Refugee Resettlement in Ann Arbor was presented by Shrina Eadeh, Director of Refugee Resettlement Services for Jewish Family Services.
- January "Helping Adolescents Cope with Stress and Depression" was presented by Lindsay Bryan-Podvin, LMSW, Behavior Health Consultant for Michigan Child Collaborative Program.
- February "Our Citizens behind bars: Who They Are and Who Are We" was presented by Judy Wenzel, teacher.
- March "Avoiding Financial Exploitation in an Internet World" was presented by Louise A. Morse, Financial Literacy Program Coordinator, Bank of Ann Arbor.
- April "The Benefits of Mindfulness for Children and Youth" was presented by Anique Pegeron, Michigan Collaborative for Mindfulness in Education.

FCC members have been a rich resource for program ideas and presenters and we welcome your suggestions of relevant topics and speakers for the 2017-2018 Second Sunday series. Please call or email a committee member with your ideas.

## BUILDING AND GROUNDS PETE SANDRETTO

The past 18 months have been rather quiet regarding building and grounds activity. The only somewhat significant items were replacement of the flat roof over the SW entrance to Pilgrim Hall, refurbishing the walls, ceiling, and railings in the SW entrance stairwell, and repair of a couple of heating fin tube that would not shut off. Other work included some minor electrical repairs and repair of two stained glass windows in Pilgrim Hall and routine building maintenance and gardening activity. Building and Grounds must also thank Bill Bowers for the gardening leadership that he has provided for many years. Bill has asked to step away from this position will now provide his time and talents to other activities.



## MISSIONS AND OUTREACH PAM DABBS

During this year (including the January 1 through May 30 Gap Year) we have been involved in many activities and missions spanning this 18 month period. Our committee is trying to provide our FCC membership with a variety of ways to become actively involved in strategically planned missions. Our primary strategic goals are to grow FCC membership and to develop local community mission projects. Over the last 18 months, our member involvement has increased a great deal. The Warming Shelter, Sing & Serves, and the Resettlement Egg Tree exhibit this growing involvement on the part of our members.

As a committee in the church, we are trying to open our meetings to anyone who would like to join us in planning and performing our mission work. Through a bylaw change, our membership has increased from six to nine members, each having three-year terms. However, we are always looking for new members to join us as adjuncts. Voting on different issues is by consensus, so being an official term member is really just a formality.

Everyone is busy these days, which may make you hesitant to join a committee. If you can come one, two, three, four, or twelve months...you are always welcome! In fact, if you are holding back from joining because you aren't always available, please have no fear, because we want people to help whenever they can. The beauty of having many members is that a lot can be accomplished even if every member can't commit to being available every single month. In this way joiners can move in and out and help when available. In addition, please know that we don't always meet every single month. We hope to see you at our next meeting... this is an invitation to YOU! We usually meet the fourth Thursday of each month at 7 p.m., but please check with the church office. Please call Pam Dabbs with questions at 734-668-4884.

On the following pages, you will see what the M&O Committee and other groups and individuals have accomplished on behalf of FCC for the year. Thank you to all of you who have participated once or a myriad of times. We are proud of our membership for their yearly pledges which help fund these projects and for being so involved with what matters most: Serving and supporting the needs of others.

## GRANTS AWARDED

AVALON HOUSING	\$1250
A2 MEALS ON WHEELS	\$1250
COMMUNITY ACTION NETWORK	\$1250
THE CORNER HEALTH CENTER	\$1500
DAWN FARM	\$1000
FCC SINGLE MOMS	\$1000
FOOD GATHERERS	\$1500
FRIENDS IN DEED	1000
HABITAT FOR HUMANITY	\$850
HOPE MEDICAL CLINIC	\$1500
HOUSE BY THE SIDE OF THE ROAD	\$500
INTERFAITH ROUND TABLE	\$250
OUR OWN THING	\$1000
OZONE HOUSE	\$1000
PACKARD HEALTH	\$1500
PEACE NEIGHBORHOOD CENTER	\$1000
RELIGIOUS ACTION FOR AFFORDABLE HOUSING	\$1000
SAFEHOUSE CENTER	\$1200
SAMARITAN COUNSELING SERVICES	\$500
SHELTER ASSOCIATION OF WASHTENAW COUNTY	\$1500
SOS COMMUNITY SERVICES	\$1000
UNIFIED HIV HEALTH & BEYOND	\$1200
YPSILANTI MEALS ON WHEELS	\$1250
<b>TOTAL GRANTS</b>	<b>\$25,000</b>

## MISSION & OUTREACH 2016/17 PROJECTS-DONATIONS-FUND RAISING

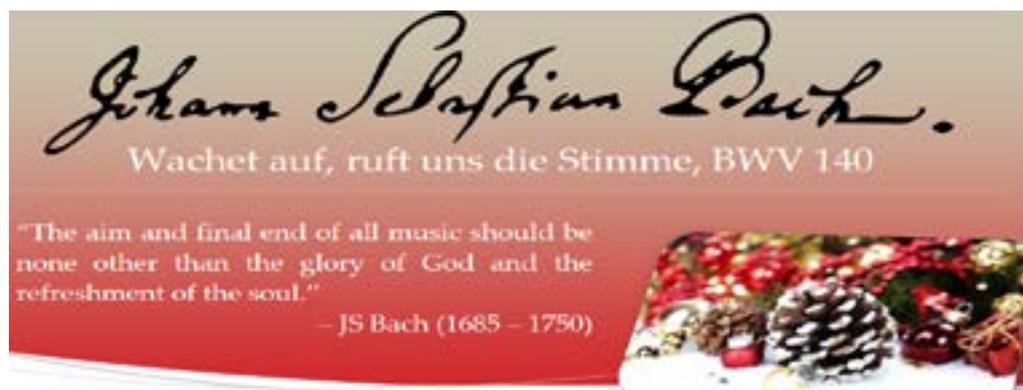
BACKPACK DRIVE FOR CHILDREN AT CAN	98 backpacks filled with school supplies <b>Approximate Value</b> <b>\$2500-\$3000</b>
CHRISTMAS WISH TREE	107 gifts wrapped and donated to CAN and Hope Clinic <b>Approximate Value</b> <b>\$2400-\$3000</b>
RESETTLEMENT EGG TREE	2016 & 2017 Over 100 items and gift cards donated to Jewish Family Services (JFS) <b>Approximate Value</b> <b>\$2400-\$3000</b>
JFS CLOTHING CLOSET FOR REFUGEES	<b>\$175</b> of resale clothing purchased and donated by FCC
HURRICANE RELIEF	<b>\$800</b> to YMCA in Haiti (processed through A2 YMCA) <b>\$800</b> through UCC Relief Fund
FLINT WATER DONATION	<b>\$300</b> from M&O <b>\$200</b> through offertory collections
TINY HOUSES (DETROIT)	Cass Community Social Services <b>\$1000</b>
2016 HIGH SCHOOL MISSION TRIP TO PINE RIDGE, SD	<b>\$2000</b>
2017 HIGH SCHOOL MISSION TRIP TO WAUKEGAN, IL	<b>\$1000</b>
GROW-A-RROW	<b>24</b> seedlings given to FCC members to grow and donate harvest. <b>280 lbs</b> of food donated
SING & SERVE	May: yard work for <b>two senior homes</b> through Senior Services of Ann Arbor. Holiday cards to send to seniors done by children and adults at the church. July: Yard work at <b>two homes of FCC members.</b>
CROP WALK	<b>\$1205</b> raised and donated to CROP Walk through Mary Mostaghim & Suzanne Price
MEN'S ROTATING SHELTER	December 2016 led by Seth Sadis & Jim Neal
WARMING SHELTER	M-W-F during the month of February breakfast and lunch for <b>more than 50</b> and six sleeping cots were purchased, and privacy screens built with M&O funds
WINE INTO WARMTH	Warming Shelter Fundraiser <b>Approximately \$1700 raised</b>
NOTHING BUT NETS	M&O funds: <b>\$175</b> Offertory Donations <b>\$145</b>

## MUSIC COMMITTEE MICHELE JOHNS

FCC was proud to welcome Timothy L. Huth to the organ bench September 2016. He is a valuable member of our music ministry, and we couldn't be prouder to have an organist of his caliber on our staff. Tim grew up in Fostoria, Ohio, beginning his musical career early on at St. Wendelin's Catholic Church and schools. He received his bachelor's degree in philosophy from St. Meinrad College Seminary and holds master's and doctorate degrees in organ performance from the University of Michigan. Timothy maintains an active recital schedule and is currently Organist of the First Presbyterian Church of Dearborn. For the past four years Tim, was Dean of the Ann Arbor Chapter of the American Guild of Organists.



Our FCC Chancel Choir and orchestra offered three special music programs during the time period examined during this annual report, one on Palm Sunday 2016, one in Advent during 2016, and the final on Palm Sunday of 2017. The 2016 Palm Sunday presentation was "Mass in C" KV 139 W. A. Mozart. Our December 4, 2016, advent presentation was Johan Sebastian Bach's "Wachet auf, ruft uns die Stimme, BWV 140." Finally, for the 2017 Palm Sunday presentation, the FCC Chancel Choir and orchestra performed Poulenc's "Gloria."





## NOMINATING COMMITTEE

### KRISTY STONEBURNER

#### 5 ACTIVITIES & FELLOWSHIP

(C) Scott Chisholm	2019	
(C) Jay Jahnke	2018	
(N) Margaret Anderson	2020	
(N) Valerie Griffen	2020	

#### 6 CONTEMPORARY ISSUES

(C) Clark McCall	2019	
(C) Sara Holmes	2019	Chair
(C) Barbara Sturgis-Everett	2018	
(C) Sandy Loyer	2018	
(N) Kristy Stoneburner	2020	
(N) Leah Schultz	2020	

#### 7 MISSIONS & OUTREACH

(C) Mary Jackson	2019	
(C) Connie Nagle	2018	
(C) Anne Rueter	2018	
(N) Suzanne Price	2020	
(N) Pam Dabbs	2020	Chair
(N) Greg Eggleston	2020	
(N) Greg Jackson	2020	
(N) Nicki Griffith	2020	
(N) Janet Allen	2020	

#### 8 MUSIC COMMITTEE

(C) Bernard Patterson	2019	
(C) Larry Jones	2018	
(N) Kathy Beam	2020	

#### 9 NOMINATING COMMITTEE

(C) Betsy Nisbet	2019	
(C) Dave Steiner	2019	
(C) Ray Decker	2018	
(C) Kristy Stoneburner	2018	Co-Chair
(N) Val Towery	2020	
(N) Rick Muhs	2020	Co-Chair

#### 10 SEMACCC REPRESENTATIVE

(C) Kristy Stoneburner	2018
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# BOARD AND COMMITTEE DEFINITIONS AND DUTIES

## **DUTIES OF MINISTER**

The Minister shall perform the usual duties of the minister and shall be free to preach the truth as it is revealed to the Minister. The Minister shall visit in the parish and perform such other duties as shall serve the Church. The Minister shall be the chief executive officer of the Church. The employees and professional staff of the Church shall report to the Minister, and shall be subject to the Minister's administrative supervision. The Minister shall be an ex officio member of all boards and committees of the Church and shall consult with them in furtherance of the government and program thereof.

## **ASSOCIATE OR ASSISTANT MINISTERS**

The Church Council, if it determines that the Minister requires ministerial assistance in carrying out the Minister's work, shall appoint a special committee of five to seven members to confer with the Minister, interview prospective candidates and report its recommendation to the Council. The Church Council, with the advice and consent of the Minister, may call Associate or Assistant Ministers, who shall be subordinate to the Minister and whose term of office may be terminated by the Minister, after consultation with the Executive Committee of the Church Council.

## **NOMINATING COMMITTEE**

The Nominating Committee shall consist of up to six members and not fewer than three members, up to two of whom shall be elected each year at the annual meeting for three-year terms. The committee shall submit to the membership by May 1 of each year a written report of nominations for all offices to be filled. The Nominating Committee shall take into consideration diversity of the Church membership when selecting nominees. This report shall be made available for distribution with the Church bulletin no later than the Sunday preceding the annual meeting, and shall serve as an election ballot at the annual meeting, subject to additional nominations from the floor.

## **DUTIES OF THE BOARD OF TRUSTEES**

The Board of Trustees shall exercise general superintendence of the business affairs of the Church, including the following: protection of the legal rights of the Church and preservation of its official and legal records; conservation, maintenance and repair of Church property, including proper provision for insurance; and raising and disbursement of moneys for ministerial salaries and for the general expenses of the Church. It may appoint such committees (Finance, Building and Grounds, Endowments, etc.) as may assist it in its work. Such committees may include members of the Church who are not Trustees.

**DUTIES OF TREASURER**

The Treasurer shall be the custodian of general funds of the Church, and shall receive and deposit in approved banks all moneys entrusted to the Treasurer's care. The Treasurer shall disburse Church funds in accordance with procedures established by the Board of Trustees and shall keep an account of receipts and disbursements, with vouchers for all expenditures, which shall be submitted for review by the Board of Trustees at the close of each year.

With the consent of the Board of Trustees the Treasurer may assign duties aforementioned to appropriate Church staff or professional consultants. The Treasurer shall review reports from such Church staff and/or professional consultants on a monthly basis, monitor reconciliation of all accounts, and provide periodic reports to the Board of Trustees and Church Council.

**RESPONSIBILITIES OF CHURCH COUNCIL**

The Church Council shall act as the supreme authority representing the membership of the Church between Church meetings, except with regard to those powers specifically entrusted to boards and committee.

**DUTIES OF THE BOARD OF CHRISTIAN EDUCATION**

The Board of Christian Education is responsible, in conjunction with the Minister and Director of Christian Education, for the education program of the Church, including the policies and operation of the Church School, of the ministry to youth, and of adult education. It shall have authority to appoint and dismiss teachers and representatives to youth organizations. It may appoint such committees (Church School, Library, Youth Ministry, Adult Education, etc.) as may assist in its work: such committees may include members of the Church who are not members of the Board.

**DIRECTOR OF CHRISTIAN EDUCATION**

The Director of Christian Education shall, under supervision of the Minister and the Board of Christian Education, administer education programs for the life of Church. The Board of Christian Education, in conference with the Minister, shall recommend a candidate for Director of Christian Education to the executive committee of the Church Council; upon the concurrence by the executive committee in the recommendation, it shall extend a call on behalf of the Church. The employment of the Director of Christian Education may be terminated by the Minister, after consultation with the Board of Christian Education, and with the advice and consent of the executive committee of the Church Council. The Director of Christian Education shall report in writing to the annual meeting of the Church.

**ACTIVITIES AND FELLOWSHIP COMMITTEE**

The Activities and Fellowship Committee shall consist of up to nine members and not fewer than five members, up to three of whom shall be elected each year at the annual meeting for three-year terms. This committee shall support and nurture the growth and well-being of adult and intergenerational Church activities. These include activities/events such as the Congregators, the Annual Church Picnic, study groups, field trips, volunteer projects, etc.

**DUTIES OF THE BOARD OF DEACONS**

The Board of Deacons in conjunction with the Minister, shall be responsible for the spiritual welfare of the Church, shall provide materials for the sacraments, shall assist the Minister in administering the Sacraments, and shall perform all other duties usually appertaining to this office. The Board shall seek new members, confer with all candidates for membership, approve the admission of new members, promote friendly contacts between members, and act, if necessary, in matters pertaining to the dismissal of a member. It may appoint such committees (New Members, Ushers, Lay readers, etc.) as may assist it in this work; such committees may include members of the Church who are not Deacons.

**MISSIONS AND OUTREACH COMMITTEE**

The Missions and Outreach Committee shall consist of up to nine and not fewer than five members, up to three of whom shall be elected each year at the annual meeting for three-year terms. This committee shall be responsible for the outreach and mission plans of the Church, shall suggest an annual budget of benevolence to the Board of Trustees, and shall apportion and distribute such funds as are budgeted for benevolent purposes. It shall assist in promoting interest and participation in systematic giving to missions and charities.

**DUTIES OF THE CLERK**

The Clerk in coordination with the Church staff shall record and keep current the Church record of: current membership totals; new members by way of affirmation, transfer or confirmation; deaths; baptisms; marriages; and the record of people who were removed from Church membership. The Clerk shall report such information at the annual meeting of the Church and shall provide such information to Officers of the Church upon request.

**DUTIES OF HISTORIAN**

The Historian shall collect and preserve copies of the minutes, reports, and other records of the Church Council and of all official boards and shall prepare from time to time a narrative statement of the significant events of the preceding period of years. The Clerk, Treasurer, Secretary of the Church Council, and other officers of the Church shall each cooperate with the Historian in assuring the preparation and preservation of an accurate record of the Church's life.

**MUSIC COMMITTEE**

The Music committee shall consist of up to six members and not fewer than three members, up to two of whom shall be elected each year at the annual meeting for three-year terms. This committee shall suggest an annual budget for the music program of the Church to the Board of Trustees. This committee shall, within the limits of the budget provided, be responsible for the music program of the Church. It shall make recommendations to the Church Council with respect to such matters as selection of hymnals, formation of new choirs, and other areas of major significance to the Church. The evaluation, selection, and dismissal of a choir director or minister of music, and organist, shall be made by the committee in conjunction with the Minister and Executive Committee of the Church Council.

**CONTEMPORARY ISSUES COMMITTEE**

The Contemporary Issues Committee shall consist of up to six members and not fewer than three members, up to two of whom shall be elected each year at the annual meeting for three-year terms. This committee shall develop plans for presenting social concerns to the Congregation with the goal of educating the membership about those social concerns. The committee will arrange approximately eight events per year.

# 2015 ANNUAL MEETING MINUTES

## **Annual Meeting**

**The First Congregational Church of Ann Arbor, Michigan  
January 31, 2016**

### **General Notes:**

Meeting was called to order by Peg Jacobs (Chair of the Church Council). Attention was called to the various board and committee reports in the 2015 Annual Report. This is the 168th annual meeting of the First Congregational Church of Ann Arbor.

Opening prayer was led by Darcy Crain-Polly.

A quorum (50 members or more) was declared by Chris Vermeulen (Church Council Secretary) in consultation with Peg Jacobs (Chair of Church Council) and Dick Mitchell (Vice-Chair of Church Council). Minutes from 2014 Annual Meeting on February 2015, were approved.

### **Reports:**

#### **Nominating Committee** (by Rick Muhs)

- The list of nominees starts on page 14.
- The list for the Board of Deacons is reduced from 48 to 36. This change from the Bylaws was done with approval from the Board of Deacons. It is believed that having 48 Deacons is not required. The change will be monitored during the coming year. If the change is acceptable, then a change to the Bylaws will be made at a future Annual Meeting.
- Thanks to all the members of the Nominating Committee for their hard work to complete the list. Also, a big thanks to all those who agreed to serve.
- It was noted that Colleen Creal's name should have been removed from the list for Board of Christian Education.
- There will be a commissioning dinner on February 8 for all Board and Committee members.
- A motion to approve the list of nominees on pages 14 and 15 of the 2015 Annual Report was passed.

#### **Board of Trustees** (by Beth Randall)

- The Board of Trustees report starts on page 16.
- Questions/Comment:
  - o No questions or comments.

**Budget** (by Tom Bourque)

- Tom is stepping down as Treasurer after this meeting. He thanks the staff and Board of Trustees for all their help with keeping expenses in line these past years. Mike Dabbs will be the next Treasurer.
- The proposed 2016 Budget starts on page 20.
- Additional information has been added about the Funds (under "Asset and Debt Overview") and special projects (under "Special Projects). Also, a budget for special projects has been included for 2016.
- The final line of the operating budget has been modified to show a \$0 loss. This was done by moving money used from investment distributions to a line under "Receipts". The budgets for 2014 and 2015 were also modified in a similar manner. Note that the Total Expenditures for 2015 Budget should be \$745,945, and Total Expenditures for 2015 Actual should be \$737,945.
- It was decided that pledges would be accepted through December 31 and used to determine the budget for the coming year. This allows for a defined amount of Investment Distributions to be shown in the budget. The Board of Trustees determined that a limit of \$200,000 could be used to support the proposed 2016 Budget.
- The interest on the bank loan is shown as part of the Operating Budget. In the past it was part of the Special Appropriations.
- Questions/Comments:
  - o There was a goal to reduce the amount used from the funds to zero by 2020. Has this changed? [No, the plan is still in place. Last year we spent about \$400,000 from the interest on the funds, and in 2016 the plan is to reduce this to \$300,000.] What are we doing to make a difference? [We are using the Strategic Plan and the Heritage Society to help make improvements in reducing the amount we spend from the Funds.]
  - o Can members of the congregation continue to make pledges? [Yes, but they will not show up in the 2016 Budget. They will appear in the actual receipts under loose offerings.]
  - o Thanks for the efforts to improve the financial reports.
  - o Wasn't part of the funds intended to be used to help support the budget? Would we ever get to \$0? [Some of the funds, there are actually seven different funds, are designated for particular expenses. The process of identifying which costs are supported by which funds continues.]

- o The Board of Trustees is working on how to provide updates throughout the year on the status of expenditures and revenues to show we are meeting the goals of the budget.
- o Is there a projection for how much is too much to take from the funds? [Yes. It will depend on the economy since the funds are invested in the market. An attempt is made to limit the amount withdrawn to 5% of the fund. This 5% is considered a conservative amount. The Board of Trustees will continue to work toward keeping the congregation informed.]
- o There is a \$40,000 interest payment to Bank of Ann Arbor. When will the loan be paid off? [The loan is due in two years. At that time, it will be decided to either payoff the loan, or renegotiate the loan at an interest rate that is beneficial to the finances of the church.]
- o It was beneficial to see the breakdown of the fund at the financial meeting on January 17. Can this information be shown in future annual reports? [Yes.]
- o Do the investment funds grow? [Yes. Over the past several years it has increased slightly.]
- A motion to accept the 2016 Budget (shown on pages 20 to 23 was approved.

#### Senior Minister (Bob Livingston)

- Bob's report starts on page 6.
- Bob thanks everyone for all the work they do in the community.
- There will be some staff changes this year due to the retirement of Betsy Hill and Holly Porter.
- Thanks to Tom Bourque for all his efforts as Treasurer these past few years.
- Note that Holly Porter should have been included on the report from Board of Christian Education.
- Bob mentioned that in the Clerk's report the attendance has increased from 2014. In a report from UCC the attendance of churches similar to ours, the culture is toward a decrease in attendance. The point is that we are unique in the fact that we are increasing.
- Bob stated that one of the future goals is to improve the diversity of the congregation. He would like the congregation to go out and invite others to join us in the activities and future of the church.

- Bob commented that in the Annual Report is a report from the Brand Development and Marketing Committee. The title of “marketing” could be replaced with “evangelical”. The purpose of the committee is to let the community know that we are here and we welcome others to join us.
- Questions/Comments:
  - o No questions or comments.

#### **Associate Minister** (Darcy Crain-Polly)

- Darcy’s report starts on page 10.
- Darcy pointed out that the Annual Report has a lot of pictures of small group ministry activities. Thanks to all who help support these efforts. We want to focus on doing right and not worry about just being right (remove your bib and put on an apron).
- Questions/Comments:
  - o No questions or comments.

#### **Director of Christian Education** (Holly Porter)

- The Director of Christian Education report starts on page 28 (combined with the Board of Christian Education). Note that Holly’s name is missing from the report.
- Holly wanted to thank everyone for their support over the past years. It has been a pleasure being here and it has been fun (not work). She is retiring so that she has more time to spend with family on the weekends. She is confident that the future is good hands.
- Questions/Comments:
  - o No questions or comments.

#### **Church Council** (by Peg Jacobs)

- The Church Council report starts on page 24.
- Thanks to all the Boards and Committees leadership and staff for all their work this past year.
- Questions/Comments:
  - o No questions or comments.

#### **Activities and Fellowship Committee** (by Scott Chisholm)

- The Activities and Fellowship Committee report starts on page 26.
- Questions and comments:
  - o No questions or comments.

#### **Board of Deacons** (by Lou Candiotti)

- Debbie Bourque mentioned that the Board of Deacons was attempting to improve the fellowship time by serving better coffee and treats for the 9 a.m. Service.
- The Board of Deacons report starts on page 27.
- Questions/Comments:
  - o No questions or comments.

**Board of Christian Education** (by Colleen Creal / Holly Porter)

- Thanks to Colleen for her six years of leadership as Chair of the Board.
- The Board of Christian Education / Director of Christian Education report starts on page 28.
- Questions/Comments:
  - o No questions or comments.

**Mission and Outreach Committee** (by Pam Dabbs)

- The shelter will again take place in February. There was a great fund raising event called Wine in to Warmth that had participation from over 85 members.
- Pam thanks everyone for their support. Because without the support activities would not happen. Everyone is a part of the efforts to make a difference in the world.
- The Mission and Outreach Committee report starts on page 30.
- Questions/Comments:
  - o No questions or comments.

**Contemporary Issues Committee** (by Sara Holmes)

- Thanks to everyone who contributed ideas for discussion topics. Please continue to send ideas.
- The Contemporary Issues Committee report starts on page 31.
- Questions and comments:
  - o No questions or comments.

**Clerk** (by Janet Chen)

- The Clerk report starts on page 32.
- Questions/Comments:
  - o No questions or comments.

**Historian** (Betty Bishop)

- Betty pointed out the picture of the storage room used to archive materials.
- The Historian report starts on page 34.
- Questions/Comments:
  - o No questions or comments.

**Music Committee** (by Michele Johns)

- The Music Committee report starts on page 35.
- Questions/Comments:
  - o No questions or comments.

**Brand Development and Marketing** (by Brian Connelly)

- The new logo is being used.
- The Brand Development and Marketing Committee report starts on page 36.
- Questions/Comments:
  - o No questions or comments.

**New Business:**

- None

**Closing Benediction:**

Bob Livingston provided the closing benediction.

- The following were lifted up and remembered:

Paul Skiba  
John Howley  
Michael Schneider  
Geoffrey Blow  
Fern Meyers  
Bill Sikkenga  
Thomas Johns  
Howard Fox

**Adjournment:**

Peg Jacobs (Chair of the Church Council) called for meeting adjournment.

Respectfully submitted by,  
Chris Vermeulen, Secretary for the Church Council

# 2016 ANNUAL MEETING MINUTES

## **Annual Meeting**

**The First Congregational Church of Ann Arbor, Michigan  
January 29, 2017**

### **General Notes:**

Meeting was called to order by Peg Jacobs (Chair of the Church Council). The focus of this meeting is to approve the "The First Congregational Church of Ann Arbor's Constitution and By-Laws" and approve the six month "Gap Year" budget plan.

### **Quorum:**

A quorum (50 members or more) was declared by Chris Vermeulen (Church Council Secretary) in consultation with Peg Jacobs (Chair of Church Council) and Dick Mitchell (Vice-Chair of Church Council).

### **Review of 2016:**

Peg Jacobs thanked Beth Randall and Jan Hack for their service on the Board of Trustees. She provided a review of the progress made this past year which included:

- The Strategic Plan goals were reviewed and acted on over the past year. A review of upcoming goals has been completed.
- Hired three new staff members: Sarah Chaffee as Director of Christian Education; Renee Bovee as Administrative Assistant; and Timothy Huth as Organist.
- Held two special meetings to get input from the Congregation on changing the fiscal year, and to approve the "Resolution Reaffirming Our Commitment to Inclusion".
- Improved the audio/visual equipment in both the Sanctuary and Pilgrim Hall.
- Started a marketing plan that included a new logo for the church, and a new sign on the corner of William and State.
- Mission and Outreach Committee continued to make connections to the community through the Warming Shelter and grants to agencies helping members of the community.
- Contemporary Issues Committee continued to bring forward topics and issues that have an impact on the community and Church.
- Created a transition plan that included a six month budget and allowed the continuation of support on Boards and Committees.

### **Opening Prayer:**

Opening prayer was led by Darcy Crain-Polly.

**Minutes:**

Minutes from Annual Meeting on January 31 2016 will be approved at the next Annual Meeting in June of 2017.

**Constitution and By-Laws:**

Dick Mitchell presented the changes to the By-Laws as follow:

- Group 1: Change the fiscal year to end on June 30. Change the Annual Meeting to June or July.
- Group 2: Change the description of duties for the Treasurer to: (a) include the ability to delegate some of the duties to staff members; (b) with the approval of the Board of Trustees to hire outside services to assist with reviews or audits of the Church finances; (c) include the Treasurer as a voting member of the Executive Committee.
- Group 3: Modify the description of Committees and Board of Deacons by: (a) identifying that the number of members on the Board of Deacons can be "up to forty-eight members" to provide flexibility to the number of members; (b) allow for a range, providing an upper and lower limit, on the number committee members on each committee; (c) allow chairpersons of committees to add adjunct members to assist with committee duties; (d) removal of requiring committees to have a treasurer position since all financial matters are handled by the Treasurer.
- Group 4: Allow members of the congregation to be notified of special and annual meetings by electronic mail.
- Discussion: Was it considered if a lower limit for the number of members on the Board of Deacons should be defined? [It was discussed but a lower number was not identified]
- Discussion: A comment about changing the Annual Meeting to June or July could be a problem for many members was made. Would it be possible to allow members to phone into the meeting? [Having members being able to access the meeting by phone can be investigated. An attempt will be made to have the Annual Meeting held in early June.]
- An amendment was proposed to identify a time frame of May 1 to June 15 for the Annual Meeting. A concern was expressed that this would not give the Nominating Committee enough time to develop their list of nominees. Another concern expressed is that information needed for developing the budget would not be available in time for the meeting. A motion to accept the amendment was not approved.
- An amendment was proposed to identify a time frame of June 1 to June 30 for the Annual Meeting. A motion to include the amendment was approved.
- An amendment was proposed to provide for a lower limit of thirty members on the Board of Deacons. A motion to include the amendment was approved.

- A motion to accept the listed changes to the bylaws with addition of the amendments (setting the time for the Annual Meeting between June 1 and June 30, and providing a lower limit of thirty-five members for the Board of Deacons) was approved.

### **Gap Year Budget:**

Mike Dabbs pointed to the information provided in the packet for the meeting.

- This budget proposal is for the first six months of 2017.
- Attention was drawn to the page with summary information. Details for the line items in the summary can be found on subsequent pages.
- Attention was drawn to the middle of the summary page where the total money drawn from the funds was shown. Currently the amount of pledges does not cover the operating expenses and money from the trust funds is required. The concern is that the amount drawn from the funds is not sustainable over time. This budget is expected to draw, \$86,238 from the funds.
- The special allocation for marketing purposes in the 2016 budget was not completely spent. The monies left over were used in this six month budget. This is a one-time approval to rollover the monies from one budget year to the next budget.
- Discussion: A thanks to the Treasurer was expressed for the hard work in putting together this budget. Also, it appears that the amount of revenue may be optimistic, and expenses in 2016 were greater than expected in the budget. [Mike pointed out that much of the revenue comes in during November and December ,and so a lag in revenue appears in June. Also, expenses are not spent evenly between the first and second half of the year so the expenses show as higher than budgeted amounts.]
- Discussion: How is the balloon payment on the loan for the HVAC project being handled? [The Board of Trustees is monitoring the situation and the options of refinancing the loan with a mortgage or paying off the loan are being evaluated.]
- A motion to accept the proposed budget was approved.

### **Reports:**

Reports from boards and committees will be presented at the next Annual Meeting in June of 2017.

**Closing Benediction:**

- Bob Livingston thanked the leadership for their dedication to serving the church. We are in good shape when compared to other local churches. The dedication of the congregation to be members of this church and provide support is appreciated.
- The Stewardship Committee worked hard to get information out to the members of the congregation regarding the six-month gap period needs. It is important to get the members to continue to improve the pledge response in the next stewardship drive in the coming months. Thanks to all for the continued support.
- The following were lifted up and remembered:

Gwynn Suits  
Linda McKenney  
William Coombe  
Laura Dinger  
Timothy Loyer  
Robert Starring

- Bob Livingston provided the closing benediction.

Adjournment:

Peg Jacobs (Chair of the Church Council) called for meeting adjournment.

Respectfully submitted by,  
Chris Vermeulen, Secretary for the Church Council

**Resolution Reaffirming Our Commitment to Inclusion  
The First Congregational Church of Ann Arbor  
December 11 2016**

WHEREAS recently our community has been buffeted by ethnic and religious bigotry in the forms of violent physical and verbal assaults on individuals and groups.

WHEREAS The First Congregational Church of Ann Arbor was founded in 1847 as a protest by its members against the institution and practice of slavery. As noted in our Church's earliest written history: "The founders were men and women...devoted to the principle of human brotherhood, believing that all [people] are of equal worth in the sight of God and that each one is entitled to the full and free expression of their thoughts and feelings."

THEREFORE BE IT RESOLVED that we, the current members of the First Congregational Church of Ann Arbor, reaffirm this commitment to the value and dignity of each human being and to the protection of the civil rights and liberties of all persons regardless of religion, race or ethnicity, gender or gender identity, sexual orientation, nationality, or economic condition. We welcome all people to our sanctuary. We believe God loves and embraces all people.

BE IT FURTHER RESOLVED that we speak out against hate-speech, physical attacks, and threats aimed at individuals or groups. We work to make our communities free of hatred and intimidation. We welcome everyone of good will to join us in that effort and to embrace the task of reconciliation among all people.

BE IT FURTHER RESOLVED that members of the First Congregational Church embrace the values expounded by our current minister, Dr. Robert Livingston: "The central message of the New Testament of the Bible, I believe, is a message of acceptance and abundance and love and inclusion. I am convinced more today than ever before that the Church, and in particular this church, is called to be such a radical and accepting community in our nation and world today. We are called to be a body of believers who take very seriously God's call upon our lives to live out and incarnate the good news of God's limitless love and welcome for all people – no matter what race, creed, sexual orientation, age, gender, marital status, economic circumstance, or political point of view."

BE IT FINALLY RESOLVED that we affirm our Church's historic commitment to basic human rights and to the freedom and value of all persons which remains this Church's guiding principle. It is the backbone of our congregation. "Whatever your story, you're welcome here."



The **First**  
**Congregational**  
**Church** of Ann Arbor

[fccannarbor.org](http://fccannarbor.org)