



UNITED CHURCH
OF CHRIST

MASSACHUSETTS
CONFERENCE

ADVANCE MATERIALS

Massachusetts Conference

United Church of Christ

213th ANNUAL MEETING



Friday/Saturday

June 15 & 16, 2012

Sturbridge Host Hotel and Conference Center

Please bring this booklet
with you to Annual Meeting

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TENTATIVE SCHEDULE

213th Annual Meeting ~ JUNE 15-16, 2012

FRIDAY, JUNE 15, 2012

4:00 PM: Registration opens: Sturbridge Host Hotel and Conference Center

5:00 PM: Opening Plenary I

- Keynote: Ben Guess, UCC Collegium Member and Executive Minister for Local Church Ministries
- Votes on the standing rules and consent calendar
- Introductions of Staff and Board of Directors
- Volunteer Development Committee report
- Awards and recognitions

Dinner will be served at tables in the meeting space.

9:00 – Reception

10:30 PM: A gathering time for clergy, delegates and friends

SATURDAY, JUNE 16, 2012

7:30 AM: Registration opens: Sturbridge Host Hotel and Conference Center

8:00 AM: Continental Breakfast

8:30 AM: New Delegate Orientation and Marketplace

- New delegates are oriented to the “ins and outs” of Annual Meeting
- Marketplace opens

9:00 AM: Worship

Word, Song and Inspiration! Rev. Ben Guess will preach

10:00 AM: Hearings and Forums

- Budget
- Resolutions
- National UCC governance changes
- Proposed MACUCC bylaw change
- The changing landscape of ministry (with Ben Guess and MA Conference staff)

11:30 AM: Plenary II

- The State of the Conference report from Minister and President Jim Antal
- Presentation on the budget

12:30 PM: Luncheon

Delegates and visitors gather at lunch, network, visit marketplace

2:00 PM: Plenary III

- Report from the Board of Directors
- Budget actions
- Resolutions and other business of the Conference

5:00 PM: Adjourn or Plenary IV (if needed)

Drink Green....



**Bring a mug from home
to use for coffee**

General Information for the 213th Annual Meeting

Program

Transformation: "Do not be conformed to this world, but be transformed." (from Romans 12:2)

The theme of this year's Annual Meeting reminds us of the fundamentals of our mission. Local church vitality – becoming more alive in Jesus Christ – emerges from lives and communities that have been transformed through their openness to God's Spirit moving within and through them. It is our covenant – the deep, supportive and thought-provoking relationships – among our churches that awakens us to new possibilities we might not imagine by ourselves. It does not call us to stand apart from the world, but rather to be authentically and uniquely rooted within the culture.

More Time

Our meeting this year will return to an overnight format. Staff and Annual Meeting planners have received strong and consistent feedback on the hope that we could return to an overnight schedule. Folks wanted **more time to delve** into the topics and themes presented, **more time to visit** the marketplace, and, in particular, **more time to build relationships and reconnect** with friends. As a result, we are adding time for business, community time, worship, and theme presentation on Friday evening. We have worked hard to keep this additional time affordable and accessible to all.

Keynote, Worship, Music, Meals

We are honored to have the Rev. Dr. J Bennett Guess, Executive Minister of the United Church of Christ's Local Church Ministries as our keynote speaker. Dr. Guess will offer our keynote on Friday evening and preach at our Saturday worship. The Rev. Dr. J. Bennett Guess has worked in our UCC's Cleveland offices in various settings since 2000. He brings a wealth of insight and experience with the vibrancy and faithfulness in our UCC churches.

Our meals together will provide valuable time to talk with each other and meet new people. Saturday morning will be a continental breakfast, and lunch will be served at tables. A marketplace will engage the gathering in mission, education and resources for ministry. Worship will be held throughout the meeting to keep us grounded in God as we discern.

Our music this year will be led by Rev. Eric Wefald. Eric is the interim associate pastor at our Shrewsbury church. He will be accompanied during the weekend by the sounds of the youth band of Iglesia Hispania de la Comunidad at CCU Lowell.

Business

Business to be conducted will include votes on the Conference budget and clergy compensation guidelines, action on a resolution calling for an expanded understanding of what it means to be Open and Affirming, proposed governance changes at both the National and MACUCC settings, and reports from the Board of Directors and the Minister and President.

Child Care

In recent years there has been little to no interest in on-site child care for Annual Meeting, and the logistical challenges of providing appropriate space and supervision have been increasing. However, the Mass. Conference remains committed to helping parents of young children attend Annual Meeting. To this end, funds are available to subsidize child care costs for attendees. This money is available on a first-come, first-served basis. Please contact Jane Logee, Registrar, for more information. (logeej@macucc.org or 508-875-5233 x221.)

Registration - Deadline June 1

Registration materials were emailed to each church. They are also available online at www.macucc.org or by contacting Jane Logee at logeej@macucc.org or 508-875-5233 x221. As always, we hope that churches consider delegate term limits to facilitate sharing and rotation of responsibility in our covenant together.

All delegates and guests **NEED TO BE REGISTERED**. The registration deadline is June 1, 2012 - anyone registering after that date cannot be guaranteed lunch.

Location

Sturbridge Host Hotel and Conference Center
366 Main Street, Sturbridge, MA 01566

For directions, go to www.sturbridgehosthotel.com

Accommodations

Should you choose to travel a day ahead, the Sturbridge Host Hotel and Conference Center is offering a discounted rate for early reservations. Here are contact information and instructions to get the cheaper rate.

To Book by Phone:

Call 508-347-7393 ext. 700 or 800-582-3232

Mention that you are attending the Mass Conference UCC Annual Meeting on 6/15 in order to receive the group room rate.

To Book Online:

1. Go to: www.sturbridgehosthotel.com
2. Enter arrival/departure dates on the left
3. Click "GO"
4. Once redirected to reservations page: Click GROUPS
5. Enter the following code: 1206MACONF
6. Enter arrival/departure dates on calendar
7. Select an available room type (if room type is available, the group room rate will populate indicating availability)
8. Continue to follow prompts to make reservations & confirm

Parking

There is a large parking lot in front of the Conference Center available at no cost.

General Information for the 213th Annual Meeting

Directions Sturbridge Host Hotel

Sturbridge Host Hotel and Conference Center is located on Route 20. From the North, East and West, take the Massachusetts Turnpike (Interstate 90) to Exit 9, Route 20 West. From the South, take either Interstate 84 or Route 131 to Route 20 West. Sturbridge Host Hotel and Conference Center is located on the shore of Cedar Lake, just past the first set of traffic lights.

Extras

The Joy of Delegates

The Annual Meeting of the Massachusetts Conference of the United Church of Christ is one of three related events meant to enrich the lives and faith of our churches and their members. The Annual Meeting theme continues into Super Saturday events scheduled the following fall and spring. It is our hope that these experiences will be offered widely so that the insights and learnings can be brought home to the heart of

each congregation's life. Please consider ways that more members of your congregation can share in this gathering of our people of faith.

Going Green

To reduce the use of precious resources, delegates are encouraged to bring a mug from home to use for coffee. Remember to keep track of your mug so that it can return home with you.

Sturbridge Village Discount

Once again Old Sturbridge Village is offering pre-registered Annual Meeting attendees a discounted admission rate. If you are registered by June 1st, your name will be on the list sent to OSV. Then all you have to do to receive the reduced rate is to check in at the Visitor's Center and let them know that you are from the Mass. Conference UCC Annual Meeting. You will be charged \$10 instead of their regular \$24 rate. So be sure to get your registration in early!



Be Transformed!

“Do not be conformed to this world, but be transformed by the renewing of your minds, so that you may discern what is the will of God – what is good and acceptable and perfect.”

~ Romans 12:2

Dear Members of the Massachusetts Conference, United Church of Christ:

How will we individually and collectively be transformed as we move together into the future of the United Church of Christ? How will we discern and work towards transformational ministries at the local, Association and Conference levels in the name of Jesus Christ?

Staff and Annual Meeting planners have received strong and consistent feedback on the hope that we could return to an overnight schedule. Folks wanted more time to delve into the topics and themes presented, more time to visit the marketplace, and, in particular, more time to build relationships and reconnect with friends. As a result, we are returning to an overnight format including some business, community time, worship, and theme presentation on Friday evening. We hope you will be able to join with your brothers and sisters in faith for this whole experience.

The Rev. J. Bennett Guess, Executive Minister for Local Church Ministry, one of our five Collegium of Officers, United Church of Christ, will be with us keynoting on Friday evening and preaching on Saturday morning. We are gifted to have such a transformational leader present with us around this theme -- Be Transformed.

The Sturbridge Host Hotel and Conference Center is providing a special rate for early reservations. **The cutoff date for the hotel special rate is May 25th.** Check the Registration Form for details. I look forward to seeing you in Sturbridge on June 15th & 16th.

Grace and peace,
Nancy Lawrence
Chairperson, Annual Meeting Planning Committee
Member, First Church in Sandwich, UCC

PS Let's be good stewards of the earth. Please bring this booklet with you to avoid printing additional copies.

Report of the Chair of the Board of Directors



*Submitted by
Dick Harter, Chair*

You are the Massachusetts Conference of the United Church of Christ. Your Board of Directors works for you. We are 21 women and men, clergy and laypersons, drawn from churches from the Berkshires to the Cape, from the North Shore to the Pioneer Valley. You have elected us to envision a supportive network of more than 350 churches emboldened by God's love and deeply engaged in mission and

ministry. And you have asked us to help you make that vision real, relying always on God's grace.

What We Do

We gather regularly to listen to you, to the dedicated members of your program commissions, to your staff and to each other. We read books on church dynamics, visioning and management. We worship, sing and pray together. And we try to discern God's will for you, for us and for the churches of this Conference. From this discernment come our recommendations for action and emphasis, recommendations that we make to you at the Annual Meeting and that we regularly make to Jim Antal, your Conference Minister, and through him to the members of your gifted and diligent staff.

What We Have Done

We know that communities of practice change and enrich lives and improve the caring communities that are our churches. Accordingly, we have actively supported the Sustaining Pastoral Excellence Endowment Campaign by our own contributions and by continuing, active support to the campaign leadership.

We value highly the commitment and the insight of you who serve on commissions and task forces. Accordingly, we have initiated discussion about how to make your service as effective and efficient as possible. It is our hope that new ways of communication and support within and among programmatic working groups may result.

Super Saturdays have been exciting. We have encouraged your staff to make them as engaging, helpful and

joyful as possible. You have responded with great enthusiasm. Thank you.

In this ever-changing world, some churches complete their ministry. Others become vital in new (and sometimes surprising) ways. We have encouraged your staff to find additional ways to share with all of us the good news of vitality in our churches.

We have encouraged your staff to proceed actively with the Crossroads Program that enables churches to discern the bold decisions they may be called to make for their future. A number of churches have already begun this program.

We acknowledge the importance of assuring churches that ordained clergy continue to meet UCC standards. To this end, we have encouraged the formation of a Unified Fitness Review Committee for all the Associations of the Conference.

And, to support all of this and more, we have made decisions to recommend to you a budget and several budgetary issues for action. In doing this, the Finance Committee of your Board has worked diligently to match available resources to the many opportunities before you.

What You Can Do

You can be who you are now: God's caring, faithful people in your church and your community. You can encourage your church to live into God's vision for your church. Come to the Conference Annual Meetings. Come to Super Saturdays. Consult the Conference website regularly. Serve on a Conference or Association board, commission or task force.

Conclusion

With this year's Annual Meeting, I will complete my service as chair of your Board of Directors. I thank you for this opportunity. Thank you and, again, thank you. I have served on many, many boards of directors over many years. And there is no board for which I have greater respect and affection than the Board that has served you this year. This is partly because of who you are and partly because of who your staff is, particularly Dawn Hammond who supports, really supports, your Board.

~ Dick Harter

Report of the Treasurer



*Submitted by
Mr. Walter Kreil,
Treasurer*

The Massachusetts Conference of the United Church of Christ realized a net surplus of \$52,015 for the year ended December 31, 2011. The 2011 outcome was achieved as a result of cost and spending savings in amounts greater than shortfalls in anticipated income as compared with the budget. Total income for 2011 rose from the prior year entirely as a result of an extraordinary year of performance at the Pilgrim Day Camp, which is included below in Conference Center Income. An increase in collection of

total of 23 churches paid Fellowship Dues in 2011 that did not pay in 2010. Still, 19 churches that paid dues in 2010 did not pay in 2011. The collection rate (the amount of dues collected versus the amount of dues available to be collected) rose to 82.2% in 2011 from 79.9% in the prior year, in part due to the collection of prior year dues. The Conference staff is now actively engaged in billing and collection of dues directly on behalf of three Associations and seeking to add more, in order to relieve Association Treasurers of that responsibility. In addition, we are also pursuing the concept of fee for services (such as search and call) for those who do not pay dues.

Conference center income increased as Pilgrim Day Camp enrollment was significantly higher in 2011, aided, at least in part, by the unexpected closure of a nearby day care center. Endowment income and other income declined due to market decreases in our investment portfolio balances over the three year averaging used in this calculation and lower interest rates on invested cash balances.

Fellowship Dues was more than offset by a decline in Basic Support, better known as Our Church's Wider Mission (OCWM). Total support from our churches, which was \$1,838,595 in 2010, declined to \$1,812,589 in 2011. This continued the trend of the last two decades.

On the expense side, in 2011, we experienced \$32,500 in savings in the personnel budget due to transitory staff vacancies (\$22,600), and lower travel costs (\$9,500). Program cost savings were \$42,000 and were accomplished by diligent efforts by the staff, and increased fees for services connected with Conference programs. The Conference staff has proven to be adept at producing quality programming at lower costs. Institutional cost savings were \$3,200. These under expenditures balanced the income shortfall and we ended the year with a total surplus of \$77,015. Of this amount, the Board of Directors designated \$25,000 to be added to the 2012 capital budget to address critical needs. Thus the net surplus for 2011 was \$52,015, without utilizing reserve funds of \$43,500 as included in the 2011 budget. The net surplus will be added to the general undesignated reserve of the Conference.

The following table summarizes the Conference's income sources for the past two years:

Basic Support declined 5.5% from the prior year and 5.5% below budget. While the decrease was disappointing, it was not a surprise given the continuing difficult economy. Andy Gustafson, Associate Conference Minister for Stewardship and Financial Development

	<u>2011</u>	<u>2010</u>
Basic Support (OCWM), retained	\$778,979	\$824,546
Fellowship Dues	1,011,764	992,149
Annual Fund	21,846	21,900
Income from Endowment	113,071	119,711
Other Income	35,770	48,942
Conference Center Income	111,755	24,424
Use of Restricted Gifts	<u>444,242</u>	<u>444,771</u>
Total	\$2,517,427	\$2,476,443

reports that, in total, 25 percent of Conference churches increased their OCWM giving, 31 percent stayed the same and 26 percent decreased their contributions. Five percent gave in 2011 after not contributing in 2010; while 11 percent that gave in 2010 did not give in 2011. OCWM represents voluntary direct contributions from our local churches in support of the work of the Conference and the National setting of United Church of Christ. The \$778,979 above reflects the 45% retained by the Conference. The other 55% was sent on to the National United Church of Christ for national and global ministry and mission. At the 2011 Annual Meeting, the sharing ratio was revised for 2012 to 47% retained by the Conference and 53% remitted to the National Setting.

Based on 2011 results, the Board revised the 2012 budget by lowering Basic Support by 3% from that realized in 2011, which decreased the retained portion by \$56,850 and increasing Fellowship Dues by \$10,300 due to a slower rate of membership loss. Use of Restricted Funds was increased by \$115,000 to reflect the utilization of an internal loan to finance Hispanic Ministries for the year and greater utilization of Gift and Promise funds to support current programming. Net conference center revenue was decreased by \$11,000. Endowment and miscellaneous income were adjusted by minor amounts. The result is an overall increase of \$57,650 in income.

Fellowship Dues, the Conference's other main source of income, showed an almost 2 percent increase in 2011 over 2010, going from \$992,149 to \$1,011,764. The Dues rate did not change between 2010 and 2011. The increase instead can be attributed to churches that were "catching up" on overdue payments from 2010 and a slower rate of membership loss. A

On the expense side, and to maintain the balanced budget approved by the Annual Meeting in 2011, personnel costs were decreased \$48,300 which reflects the retirement of an Associate Conference Minister and realigning regional roles among remaining staff, resulting in a reduction equivalent to one-half regional staff person. Program costs were increased \$105,650 due to a one year extension of the Hispanic Ministries program and increased Pastoral Excellence Program costs. These two programs are supported by greater use of restricted funds, thus reducing the need for current operating funds. A major portion

of those adjustments means that more programming is being funded by restricted monies which will be exhausted sooner.

The proposed 2013 budget, which may be found elsewhere in these Advance Materials, reflects anticipated income of \$2,182,800, expenses of \$2,233,300, and utilization of \$50,500 in reserve funds to achieve a balanced budget.

The 2013 budget reflects significant shifts in Conference activities. The current funding model of the Pastoral Excellence Program (PEP) will end in 2012 as Lilly Foundation funding ceases and we shift to Conference-based funding. This has an impact on the use of Income from Restricted Gifts, program and personnel costs. Certain personnel will shift to an expected new Lilly model which could expand the program beyond our borders, geographically and denominationally. Core elements of the PEP will be funded during 2013 and 2014 using bridge money set aside for this purpose. Long term, PEP is planned to be endowed by the Sustaining Pastoral Excellence Capital Campaign currently under way. Financial support of Hispanic Ministries will transition to a designated giving model which does not directly involve Conference funding.

Income is expected to decline \$381,400 in aggregate in 2013, principally due to \$354,300 of lower use of restricted funds. The loss of Lilly funding (\$441,500 in 2012) will be partially offset by use of \$125,000 of internal funds set aside for PEP. In addition to this change, the 2013 budget does not reflect any funding for Hispanic Ministries which is \$66,500 in 2012. That program is now to be funded by designated giving. In addition, the Conference has applied for a grant of \$200,000 from a private foundation, which, if awarded, could fund the program for up to three years.

In 2013, Basic Support, sometimes called OCWM, is budgeted at \$1,628,600 gross or \$765,400 retained by the Conference. This is 3% lower than the revised 2012 budget and maintains the 47% sharing ratio as in 2012. The Conference's other major source of income, Fellowship Dues, is budgeted at \$969,400. This assumes a modest growth in the collection rate to 82.5% but a continued loss of members of about 3.5% per year. The Dues rate recommended by the Board for 2013 is \$17.60 per member, an increase of only forty cents or 2.3% per member over 2012. There was no increase in 2012. This increase is calculated in accordance with the vote of the 1993 Annual Meeting, which directs that the Dues rate can be increased by no greater percentage than the average percent increase in local church expenses reported to the Conference during the preceding three years. The average increase in reported local church expenses for the previous three years was 2.4%; hence the comparable increase in the Dues rate recommended by the Board. Conference staff will be working with Association Treasurers to expand the direct billing and collection of dues from local churches, which should aid in improving the collection rate. The Board of Directors continues to explore new avenues of funding Conference activities in lieu of OCWM Basic Support and Dues, but has not yet determined what to recommend as to a more satisfactory method.

Conference center revenue is budgeted at \$57,700 compared with \$50,000 in 2012, with the increase coming primarily from greater utilization of Edwards House as a retreat center.

Despite the outstanding year Pilgrim Day Camp had in 2011, we have not budgeted for a repeat performance in 2012 or 2013 as these events cannot be relied upon to repeat themselves. Endowment income, based on a three-year average of funds, is expected to remain basically flat.

The expense side of the proposed 2013 budget shows an overall decrease of \$330,550. This includes reductions in staff costs of \$126,400 as certain personnel will shift to an expected new Lilly model outside the Conference budget. No other staff changes are contemplated.

Program spending is budgeted to decrease \$210,950. This reflects the loss of Lilly program spending of \$256,600, partially offset by using \$125,000 of internal funds. In addition, the \$66,500 previously spent in support of Hispanic Ministries has been eliminated as of January 1, 2013 unless replaced through designated giving or receipt of an external grant. Over the past 11 years, the Conference has provided over \$500,000 to support Hispanic Ministries. This commitment has exhausted the Conference's Church Development Fund and our Church Revitalization Fund. Other reductions of \$12,850 were made to program spending to reflect budget realities and historical spending patterns.

Institutional costs are projected to increase \$6,800. These costs are basically fixed, but we continue to seek savings. Overall, the 2013 budget results in a deficit of \$50,500, which will be funded from reserves previously earmarked for budget stabilization. As a result of this utilization, that reserve will be exhausted. With these thoughts in mind, the Board of Directors urges your approval of the proposed 2013 budget.

The Conference has commenced a Sustaining Pastoral Excellence Capital Campaign to fund a special endowment in support of the Pastoral Excellence Program. This fund-raising effort is a commitment the Conference made in connection with previous grant money from the Lilly Foundation and is needed to continue to fund the Pastoral Excellence Program after the Lilly funds cease in 2012. To date, the campaign has received pledge commitments of approximately \$900,000 against its goal of \$3.5 million. The success of this campaign will determine how extensively and how effectively the Pastoral Excellence Program will function in the future.

On a personal note, due to term limits, this Annual Meeting will mark the conclusion of my six-year service as Treasurer of the Massachusetts Conference. I want to express my appreciation for the opportunity to serve and for the tremendous assistance I have received from our dedicated and talented Conference staff, especially Dawn Hammond, Associate Conference Minister for Policy and Finance.

The Board is always deeply appreciative of the support received from local churches and from many individuals within the Conference. We are confident that, rooted in the grace of God, the Conference, the churches, and the people of the Massachusetts Conference of the United Church of Christ will continue to nurture local church vitality and the covenant among our churches, to make God's love and justice real.

~ Walter Kreil

2013 Proposed Budget

Recommended by the Board of Directors

	2010	2011	2012	2013
	<u>Actual</u>	<u>Actual</u> ¹	<u>Revised Budget</u>	<u>Proposed Budget</u>
<i>Note: See page 9 for footnotes</i>				
OPERATING REVENUE				
Total Basic Support Receipts	\$1,832,324	\$1,730,963	\$1,679,000	\$1,628,600
Remitted to National UCC	<u>-1,007,778</u>	<u>-952,030</u>	<u>-889,850</u>	<u>-863,200</u>
Basic Support Retained	824,546	778,979	789,150	765,400
Fellowship Dues	992,149	1,011,764	970,700	969,400
Annual Fund	<u>21,900</u>	<u>21,846</u>	<u>20,000</u>	<u>20,000</u>
Total Support from Churches	1,838,595	1,812,589	1,779,850	1,754,800
Use of Restricted Gifts	444,771	444,242	583,300	229,000 ²
Income from Gen'l Endowment	119,711	113,071	113,000	115,000
Net Conference Center Revenue	24,424	111,755	50,000	57,700
Miscellaneous Income	<u>48,942</u>	<u>35,770</u>	<u>37,700</u>	<u>26,300</u>
TOTAL OPERATING REVENUE	2,476,443	2,517,427	2,563,850	2,182,800
OPERATING EXPENSES				
Salaries & Benefits	1,572,812	1,599,989	1,561,900	1,440,800 ²
Travel Reimbursement	94,123	91,482	95,200	90,900
Staff Dev't, Sabbatical Coverage, Searches	<u>26,750</u>	<u>16,836</u>	<u>15,900</u>	<u>14,900</u>
Total Staff Costs	1,693,685	1,708,307	1,673,000	1,546,600
Evangelism and Renewal	102,599	80,417	92,900	
Leadership Development	169,915	114,976	275,600	
Educational Ministries	24,982	34,526	43,400	
Mission and Justice	45,519	57,171	38,250	
Ecumenical Partnerships	75,944	71,305	48,000	
Stewardship and Development	7,353	17,190	16,200	
Communications	-1,094	1,101	3,500	
Other Projects	<u>15,623</u>	<u>20,476</u>	<u>32,500</u>	
Total Program Costs	440,841	397,162	550,350	339,400 ^{2,3}
Annual Meeting, Synod, Board & Staff Meetings	17,815	34,400	38,000	38,800
Legal, Audit, Contingencies	57,922	59,575	63,600	64,900
Area Office Expenses & Rent	51,746	43,477	42,100	42,900
Telecommunications, Web & Network Support	41,730	46,733	47,000	48,000
Office Equipment & Supplies	37,216	41,490	43,300	44,100
Framingham Office Rent, Maint.	<u>94,250</u>	<u>109,268</u>	<u>106,500</u>	<u>108,600</u>
Total Institutional Costs	300,679	334,943	340,500	347,300
TOTAL OPERATING EXPENSES	\$2,435,205	\$2,440,412	\$2,563,850	\$2,233,300
OPERATING EXCESS/DEFICIT	41,238	77,015	0	-50,500
TRANSFER TO CAPITAL BUDGET FROM RESERVE FUNDS	<u>0</u>	<u>0</u>	<u>0</u>	<u>50,500</u>
NET EFFECT ON OPERATING FUND	\$41,238	\$52,015	\$0	\$0

2013 Use of Restricted Gifts

<u><i>Use of Restricted Gifts - Detail</i></u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Revised Budget</u>	<u>2013 Proposed Budget</u>
Pastoral Excellence Funds	\$290,847	\$247,430	\$411,500	\$125,000 ²
Church Dev't & Renewal Funds	72,962	53,709	66,500	0 ⁴
Gift & Promise Endowment Income	30,200	65,400	86,300	85,000
Boston-Cambridge Campus Ministries	16,962	15,464	16,000	16,000
Barnes Fund	32,100	22,100	0	0
Other	<u>1,700</u>	<u>40,139</u>	<u>3,000</u>	<u>3,000</u>
Total Use of Restricted Gifts	\$444,771	\$444,242	\$583,300	\$229,000

Notes:

¹ 2011 figures shown prior to audit by Parent, McLaughlin, Nangle & Co, CPAs

² Lilly Grants for Pastoral Excellence conclude as of 12/31/12, reducing these four budget lines. Core elements of the Pastoral Excellence Program will be sustained during 2013 - 2014 using bridge money set aside for this purpose. Long-term sustainability is sought via the Sustaining Pastoral Excellence Capital Campaign currently underway.

³ Program detail to be determined in the fall of 2012.

⁴ Special funds for new church starts, including Hispanic Ministries, have largely been spent. Fundraising is underway in the hope of supporting Hispanic Ministries in 2013 and beyond.

Proposed 2013 Budget Votes

The Board of Directors recommends to the 213th Annual Meeting:

OCWM RETENTION

A. The 213th Annual Meeting determines that 47 % of OCWM Basic Support received in 2013 be retained by the Conference.

FELLOWSHIP DUES

B. The 213th Annual Meeting sets 2013 Fellowship Dues at \$17.60 per church member as reported December 31, 2012.

2013 BUDGET

C. The 213th Annual Meeting adopts a 2013 budget with income of \$2,182,800, expenses of \$2,233,300, and a transfer from operating reserves of \$50,500.

2013 Retreat Center Proposed Budget

Recommended by the Board of Directors

	2010	2011	2012	2013
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Proposed</u>
FRAMINGHAM				
UCC Center (Cost Allocation)				
Internal Rents	\$190,700	\$196,700	\$198,200	\$202,400
Expenses	<u>-173,451</u>	<u>-175,846</u>	<u>-178,200</u>	<u>-182,000</u>
Net Income (Expense)	17,249	20,854	20,000	20,400
Edwards House				
Revenue	113,197	131,957	142,200	152,800
Expenses	<u>-161,371</u>	<u>-181,633</u>	<u>-188,800</u>	<u>-194,400</u>
Net Income (Expense)	-48,174	-49,676	-46,600	-41,600
Pilgrim Day Camp				
Revenue	721,545	831,793	783,000	806,500
Expenses	<u>-666,196</u>	<u>-691,216</u>	<u>-706,400</u>	<u>-727,600</u>
Net Income (Expense)	55,349	140,577	76,600	78,900
Total Framingham Net Inc (Exp)	<u>24,424</u>	<u>111,755</u>	<u>50,000</u>	<u>57,700</u>
CRAIGVILLE RETREAT CENTER				
Revenues	973,277	943,078	1,001,600	1,021,600
Expenses	<u>-930,970</u>	<u>-947,230</u>	<u>-995,900</u>	<u>-1,015,800</u>
Net Income (Expense)	42,307	-4,152	5,700	5,800
Trans from(to) Craigville Funds	-28,219	4,152	-3,420	-3,480
Surplus share to CCMA	<u>-14,088</u>	<u>0</u>	<u>-2,280</u>	<u>-2,320</u>
Net Contribution to Op. Budget	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL RETREAT CENTER				
NET INCOME (EXPENSE)	\$24,424	\$111,755	\$50,000	\$57,700

2012 Program Budget

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>
Evangelism & Renewal			
Commission Programs	\$15,337	\$6,590	\$11,400
Consultant Expense	15,000	6,068	15,000
Church Dev't & Renewal Grants ¹	<u>72,262</u>	<u>67,758</u>	<u>66,500</u>
Net Expense	102,599	80,416	92,900
Leadership Development			
Commission Programs	15,839	18,405	13,500
Pastoral Excellence Programs	<u>154,076</u>	<u>96,571</u>	<u>262,100</u>
Net Expense	169,915	114,976	275,600
Education and Youth Ministries			
Commission Programs	12,462	10,531	11,000
Consulting with Local Churches	12,918	12,918	13,000
Resource Center	3,163	993	3,000
Youth & YA Ministries Net Expense	<u>-3,561</u>	<u>10,084</u>	<u>16,400</u>
Net Expense	24,982	34,526	43,400
Mission & Justice			
Commission Programs & Task Forces	13,419	25,071	22,500
Seed Grants	<u>32,100</u>	<u>32,100</u>	<u>15,750</u>
Net Expense	45,519	57,171	38,250
Ecumenical Partnerships			
Commission Programs	530	1,542	2,000
MA Council of Churches	59,300	54,300	30,000
Boston-Cambridge Campus Ministries	<u>16,114</u>	<u>15,463</u>	<u>16,000</u>
Net Expense	75,944	71,305	48,000
Stewardship			
Commission Programs	7,353	17,190	4,000
Financial Development (broken out as of 2012)	<u>0</u>	<u>0</u>	<u>12,200</u>
Net Expense	7,353	17,190	16,200
Communications Commission Programs	-1,094	1,101	3,500
General Program Items			
M&P Program Contingencies	8,410	1,362	3,000
Annual Report	0	0	4,000
Contracts, Dues, Contributions	5,084	9,500	12,200
Crossroads/New Beginnings, Other	929	4,690	10,300
Aid to Churches (Regional Ministers)	<u>1,200</u>	<u>4,924</u>	<u>3,000</u>
Net General Program	15,623	20,476	32,500
Net Program Cost	<u>\$440,841</u>	<u>\$397,161</u>	<u>\$550,350</u>
¹ Church Development Detail:			
Hispanic Church Plantings	\$59,496	\$67,758	\$66,500
Mashpee UCC Start	7,766	0	0
Somerville Turnaround	<u>5,000</u>	<u>0</u>	<u>0</u>
	<u>\$72,262</u>	<u>\$67,758</u>	<u>\$66,500</u>

MASSACHUSETTS CONFERENCE OF THE UNITED CHURCH OF CHRIST

PROPOSED 2012 STANDING RULES

- I. Resolutions shall conform to the provisions explained below.
- A. A resolution is any main motion presented to the Annual Meeting for action. Resolutions may be related to: (1) procedure; (2) courtesy; (3) structure and organization, or (4) issues of conviction.
 - B. Resolutions adopted by an Annual Meeting are formal expressions of that particular body. The Annual Meeting may speak to the churches of the Massachusetts Conference, to the wider church, the government, or the society. It does not speak for the churches of the Massachusetts Conference. Resolutions may direct or make requests of the Board of Directors or officers of the Conference; they may not direct persons or units responsible to the Board or officers including commissions and staff.
 - C. Resolutions may be submitted by: (1) the Board of Directors; (2) program commissions; (3) any local church congregational meeting or governing board authorized to act for it; or (4) any meeting of an Association or Association Board of Directors or Executive Committee. No more than two resolutions may be submitted by any body except the Board of Directors.
 - D. Resolutions intended for submission to the next General Synod must include at least two proposers who are delegates to that General Synod.
 - E. All resolutions must be clear in language and intent and factually correct or the Business Committee may determine that they cannot be presented for consideration. Proposers must be prepared to present and defend the resolution at an Annual Meeting hearing and when the resolution comes up for a vote.
 - F. Resolutions related to issues of Christian conviction will follow either a one- or a two-meeting cycle at the discretion of the Business Committee. This means that a resolution will either be presented and acted upon during the course of a single Annual Meeting, or presented initially at one Annual Meeting and acted on at the subsequent Annual Meeting. Assignments to a one- or two-meeting process will be made in consultation with the proposers of the resolution.
 - 1. In general, a resolution will be accepted for action at the upcoming Annual Meeting when the topic of the resolution is so time-dependent that up to a year's study would cause it to be moot.
 - 2. A less urgent resolution will generally be accepted for action at the upcoming Annual Meeting when it meets the following criteria:
 - a. The Business Committee believes the resolution will command wide support among delegates without a great deal of study and discernment;
 - b. The proposers show evidence that they have already done substantial grassroots organizing on the matter – by, for example, engaging other groups to join them in making the proposal, or holding events or meetings to build support among the churches of the Conference;
 - c. The resolution includes a clear and specific action plan for implementation, and the proposers are ready to participate in its implementation.

(Continued on page 13)

3. A resolution will generally be assigned to a process spanning two meetings when the Business Committee deems the issue to be complex and multifaceted enough that understanding and consensus will not come easily to the plenary session, and therefore more study and discernment would be helpful;
 - a. The process of grassroots organizing and education on the issue is still in its early stages;
 - b. It is not yet clear what actions are proposed, or there is not yet a group personally committed to implementing the actions.

A two-meeting resolution will proceed as follows: At the first Annual Meeting, proposers of a resolution will present information and resources related to the topic of the resolution to a gathering of interested persons at the Annual Meeting. During the months following this initial gathering, the proposers will facilitate education, discernment and the development of an action plan through meetings with local churches and/or Associations. The proposers will recommend the resolution and action plan to the next year's Annual Meeting for adoption by the delegates.

- G. In the allocation of plenary time, resolutions of Christian conviction proposed by two or more groups acting in concert will be given priority over those proposed by a single group.
- H. All resolutions of Christian conviction will be given an open hearing prior to their presentation to the Annual Meeting plenary. Following the presentation of the resolution by its makers, the hearing's moderator will solicit comments, both pro and con, from those in attendance at the hearing. Equal time will be given to both sides of the issue if there are essentially equal numbers of participants for and against the resolution. The moderator of the hearing will work with the proposers and dissenters of the resolution to try to find a common ground, acceptable to the makers. If there is common ground acceptable to the majority in attendance but unacceptable to the makers, the moderator of that hearing may recommend a voice from that majority to present that opposing view to the plenary as stated in II.F.
- I. Resolutions of procedure, courtesy, or structure and organization may be given open hearing time if deemed appropriate by the Business Committee.
- J. Proposals in resolutions dealing with staffing, programming, or program assignments shall be in the form of recommendations to the Board of Directors, which is charged by the MACUCC Bylaws with staff employment and direction as well as program development and coordination.
- K. Resolutions related to issues of Christian conviction shall not be longer than two sides of one sheet and shall use a format that includes (1) a title; (2) a statement explaining the biblical-theological mandate for the resolution; (3) a statement clarifying why the proposed action plan should be adopted by the Annual Meeting at this time; (4) a statement of action to be taken including, where appropriate, implementers, time lines, and funding*, and (5) the name (s) of the proposer(s) (see C).
- L. The Board of Directors may submit resolutions and other actions directly to the Annual Meeting. Resolutions from other sources (see C) related to structure and organization (excluding budget*) or issues of conviction are to be submitted to the Business Committee at least 120 days before the Annual Meeting and sent to the churches at least 45 days before the meeting.

Resolutions to be presented for action at the upcoming Annual Meeting shall be referred by the Business Committee to the appropriate Conference body (Board of Directors, commissions or other) for a recommendation of action by the Annual Meeting. These recommendations will be reported to the Annual Meeting by the Business Committee.

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MASSACHUSETTS CONFERENCE OF THE UNITED CHURCH OF CHRIST
PROPOSED 2012 STANDING RULES

-continued-

Resolutions from other sources related to structure and organization (excluding budget) or issues of conviction which are received less than 120 days before the Annual Meeting, or during the meeting, shall be submitted by the proposers to the Business Committee in sufficient quantity for distribution to delegates. All resolutions which fail to meet the 120-day deadline shall be reported by the Business Committee to the meeting after all other items of business are concluded. Each such resolution shall be referred to the appropriate MACUCC body unless the rules are suspended (requires a two-thirds vote) or unless the Business Committee determines that a resolution could not have been submitted in conformance with the deadline because it deals with subject matter which could not have been anticipated at that time. In this case, the Business Committee will accept the resolution for presentation to the Annual Meeting for action as long as it conforms with the provisions above.

- II. Debate shall conform to the provisions listed below.
- A. Voting members and others wishing to be recognized shall obtain use of a microphone, address the chair, and identify themselves by name and church.
 - B. Pro and con microphones may be designated by the Moderator as needed.
 - C. A delegate placing a motion before the body must make the motion and have it seconded before speaking to the motion.
 - D. A delegate may not speak on an issue and conclude by moving the previous question.
 - E. No one may speak to the same debatable motion more than twice except to answer questions from the floor or the chair.
 - F. A maker, or the designee of the makers of a motion has a maximum of three minutes for the first speech in favor of the resolution. A maximum of three minutes is also allowed for the first speech in opposition of the motion. Each of these initial pro and con speeches should include a statement of the theological basis for the speaker's stance. Subsequent speakers, pro and con, are limited to 90 seconds each.
 - G. Main motions not relating to procedure and not distributed in printed material shall be presented to the Business Committee in writing, signed by the maker and a seconder. Only voting members may make motions.
 - H. A motion to limit or extend the limits of debate is itself undebatable; such motions require a second and a two-thirds vote unless decided by general consent.
 - I. No amendment from the floor shall be in order before a second speaker in favor and a second speaker opposed to the pending resolution have had the opportunity to be heard.
 - J. No more than one amendment will be considered at a time. Anyone wishing to offer an alternative amendment later should announce that intention before action is completed on the pending amendment. Debate on amendments and all other motions other than main motions shall not exceed 10 minutes. Any amendment that changes the general intent of the original main motion will be declared out of order by the Moderator.
 - K. All amendments must be submitted in writing before presentation. Amendments of more than 35 words must be submitted to the Business Committee in time to be entered into a computer for on-

(Continued on page 15)

screen projection before debate commences on the related main motion. Amendments of 35 words or less may be proposed from the floor and must be presented to the Moderator, signed by the maker and a seconder.

- L. Non-members, not otherwise authorized to speak, may speak only by a two-thirds vote of the Annual Meeting.
 - M. Out of compassion and respect for each other, there shall be no applause or floor demonstrations when a motion passes or fails unless the vote on that motion has been unanimous.
- III. All matters of business presented to the Conference Meeting shall be referred to the Business Committee unless referred to some other committee by special vote of the Conference. All matters of business referred to the Business Committee shall be reported for action before the final adjournment of the meeting.
- IV. All those desiring to have materials distributed at plenary sessions of the Annual Meeting must receive the prior permission of the Business Committee before distribution can be made.
- V. These Standing Rules shall remain in effect until changed by a vote of a subsequent Annual Meeting or Special Meeting.
- * The Massachusetts Conference Bylaws require that "Changes to the proposed budget will be considered at an Annual Meeting only if a written proposal outlining the desired changes to the proposed budget and signed by at least five members of the Annual Meeting has been filed with the Treasurer at least two weeks prior to the date of the Annual Meeting. However, changes to the proposed budget may be considered at the Annual Meeting if two-thirds of the delegates present vote to consider such proposal." (Article IX, 1)

Notes on Resolutions

There will be one new resolution presented to the Annual Meeting this year: a *Resolution to Update the Massachusetts Conference's 1984 Open and Affirming (ONA) Resolution to include Gender Identity and Gender Expression*. In accordance with Standing Rules voted in 2011, the Business Committee has consulted with the proposers and determined that this resolution may be brought to the plenary session for a vote this year.

The proposers of a *Resolution on the Global South Debt Crisis*, initially presented at last year's Annual Meeting, have decided to withdraw this resolution and focus on other means of organizing around this issue.

Proposed Vote to Affirm UCC Constitutional Changes

The 28th General Synod in 2011 voted changes to the constitution of the United Church of Christ, which would alter its governance structure. Per the bylaws of the United Church of Christ, twenty-six Conferences must ratify the changes prior to the 29th General Synod in 2013 in order for them to take effect.

The Board of Directors recommends to the 213th Annual Meeting:

“The 213th Annual Meeting of the Massachusetts Conference of the United Church of Christ affirms the amendments to the Constitution of the United Church of Christ as voted by the Twenty-eighth General Synod on July 4, 2011.”

What will Change if the Constitutional Amendments are Ratified?

A single governing board, the United Church of Christ Board, with 52 members accountable to General Synod, will replace five boards with over 300 members. Of the 52 members, 36 will be at-large members nominated by the Nominating Committee based on diversity of skills and expertise; the rest will be officers of the UCC and others serving Ex Officio.

Why do your Board members believe this change to be a good idea?

- A single Board will make coordinated planning and implementation easier.
- A single Board will provide common oversight of resources, but will not consolidate them, protecting historic legacies.
- The new structure will provide strong accountability with good checks and balances.
- The new diversity requirements for Board membership are in keeping with the vision of the UCC as a multiracial, multicultural church which welcomes all.

The full Proposal to the General Synod, the constitutional changes as voted, and other related materials may be found at <http://www.ucc.org/ratify> .

Make time to visit the Marketplace



Proposed Vote to Amend MACUCC Bylaws

Article VI of the bylaws of the Massachusetts Conference governs the nomination of individuals to the Board of Directors. It specifies that the Board will have sixteen “members at large” in addition to the officers of the Conference. Currently, it stipulates that “members at large shall be nominated so that each Association is represented by at least one director and no area has fewer than three directors.”

As Associations have become smaller, the Volunteer Development Committee has at times been unable to secure a nominee with relevant gifts and interests from each Association of the Conference. Despite the Committee’s persistent and diligent efforts, there have been several extended Board vacancies in recent years. Also, the current bylaws make no mention of any qualifications for Board service other than Association membership.

The Board of Directors therefore proposes to retain the requirement for area representation while allowing slightly more flexibility as to Association, and to add a reference to relevant expertise. Specifically, the Board of Directors recommends to the 213th Annual Meeting:

“The 213th Annual Meeting of the Massachusetts Conference of the United Church of Christ amends Section 2 of Article VI of the bylaws as presented.”

Note that, if each of five areas has at least three members, only one area at a time could ever have an extra member at large (15 + 1 = 16). The proposed change is shown below. Article VI in its entirety may be found at <http://www.macucc.org/pages/detail/2144#VI>.

Article VI: BOARD OF DIRECTORS

Composition

The Board of Directors shall consist of the officers of the Conference and sixteen (16) members-at-large. Members-at-large shall be nominated based on relevant expertise as delineated in the current volunteer job description for members of the Board of Directors. Members-at-large shall be nominated so that no Area shall have fewer than three directors. To the extent possible, members-at-large shall be nominated so that each Association is represented by at least one director. ~~The members-at-large shall be nominated so that each Association is represented by at least one director and no Area has fewer than three directors.~~

Annual Meeting 2011



2012 Guidelines for Local Church Personnel and Search Committees for Clergy Compensation and Professional Expense Reimbursement

Presented by the Leadership Development Commission, MACUCC

1 The 213th Annual Meeting of the Massachusetts Conference of the United Church of Christ, concerned with the growth of its
2 churches and the compensation of its ordained leaders, recommends that all congregations meet the goals as outlined in *Guide-*
3 *lines for Clergy Compensation*. The guidelines apply to all full-time and part-time pastors, associates and assistants, both set-
4 tled and interim.

5
6 Because the pastor of a church is required by the Associations of the Massachusetts Conference, United Church of Christ to be
7 a highly educated and trained professional, most hold at least a masters degree, the salary and housing package for pastors
8 should be congruent with the compensation of other similarly trained professionals in the community. The total compensation
9 package could be considered at least equal to that of professionals requiring three or more years of post graduate training, such
10 as school principals, and show consideration for years of service, special skills and training, and natural aptitude. The federal
11 tax structure is unique for clergy, and the compensation package should be designed in such a way as to maximize the pastor's
12 income.

13
14 The expectation for clergy to be available 24-7, to work many evenings in order to accommodate the schedules of the many
15 volunteers who serve our churches, and to serve the communities in which they serve in a variety of capacities all place enor-
16 mous demands upon our clergy. The work schedules and compensation packages of local pastors should implicitly acknowl-
17 edge these expectations and be healthy for the pastor and for the church. That would require a *balance of time* spent in the
18 church's ministry and time spent with family and friends -- a *balance* of work and recreation, a *balance* of exercising the body and
19 the mind, a *balance* of care of others and care for self, including time for personal devotions. When a pastor has a spouse/partner,
20 the congregation should not expect the spouse/partner to work for the church.

21
22 Clergy operate within broadly accepted expectations on the part of the congregation they serve and the community in which
23 they serve. They often help people through the most difficult moments of their lives. They are called upon to lend stability in
24 the midst a community's turbulence. They help families celebrate their joys and console them in their sorrows. Unlike many
25 caring professions, the pastoral call is unique. Pastors build deeply personal relationships with the congregations and commu-
26 nities they serve: hence the need for clergy compensation to recognize these expectations and relationships through appropriate
27 and equitable levels of salary and benefits.

28
29 Some churches, because of their smaller membership and/or financial constraints, may be unable to provide an adequate com-
30 pensation package for full time pastoral service. They are encouraged to meet with MACUCC staff to review their situation.
31 They may consider creative options, such as calling a part-time, bi-vocational pastor or sharing a pastor with another congrega-
32 tion in the area in order to combine resources to offer adequate compensation. A congregation should not expect a pastor to
33 work full time for part-time compensation.

34
35 Finally, in order to recognize both the changing nature of a clergyperson's financial and family situation, along with the dynam-
36 ics of the overall economy, local churches should thoroughly review on a yearly basis all aspects of the salary and benefits
37 package and should modify the call agreement or contract as both the congregation and the pastor mutually deem appropriate.

38 39 **Organization of this Compensation Guideline Package**

40
41 **Part 1:** Cash Salary and Housing Compensation. This will include a table for cash salary based upon congregation size and
42 the number of years ordained experience. Housing compensation will include a parsonage with housing equity or a
43 housing allowance.

44
45 **Part 2:** Benefits. This section will describe the Social Security offset and a benefits plan, including health insurance, dental
46 and vision insurance, flexible spending accounts, life insurance, disability, and recommended policies for leave.

47
48 **Part 3:** Accountable Reimbursement Plan: Describes reimbursable expenses to sustain the pastoral office. ***These shall not***
49 ***be counted as part of a pastor's compensation.***

50 **Appendix A:** Four scenarios describing pastoral compensation in a local church budget.

51 **Appendix B:** UCC Pension Boards Health and Dental Plan Rates for 2012 for the Massachusetts Conference.

52 **Appendix C:** Continuous Professional Development for Clergy

53 **Appendix D:** Additional resources

(Continued on page 19)

2012 Guidelines for Local Church Personnel and Search Committees for Clergy Compensation and Professional Expense Reimbursement

-continued-

1 Be it resolved that the 213th Annual Meeting recommends:

2
3 Churches pay at least the minimum entry-level cash salary according to the following table for a full-time senior / sole pastor or
4 associate pastor. The basic cash salary is the amount of actual dollars paid to the minister. Cash salary does not include housing,
5 utilities, allowances, benefits, Social Security, or reimbursable expenses.

6
7 1. Associate / Assistant Pastors: These clergy compensation guidelines apply to all pastors engaged in full-time ministry.
8 Associate/Assistant Pastors should receive 80% of the Senior Pastor's salary, depending on position descriptions, scope of
9 responsibility, length of service, experience and years in ministry.

10 Part Time Senior and Associate Pastors: The basic cash salary for part time pastors should be determined by a percentage of
11 the full time package pro-rated by the percentage of full-time work.

12 Interim Pastors: Compensation and benefits for interim pastors should be comparable to that of the settled pastor. The guide-
13 lines in this resource are recommended to a church and interim candidate in negotiating the terms of call. Should the number
14 of hours differ between the settled pastor and the contracted interim pastor, compensation should be adjusted accordingly.

- 15
16 2. Churches provide either:
17
18 a. PARSONAGE or
19 b. CASH PACKAGE sufficient to allow the minister to buy or rent, furnish and maintain a median-priced house in
20 the church's community
21
22 3. Full benefits and professional expenses be provided, as listed on the following pages; benefits and professional expenses,
23 including expenses associated with clergy professional development, participation in Clergy Communities of Practice, and
24 sabbaticals are *not* to be considered part of the clergy person's compensation, but are part of the professional costs of hav-
25 ing a well trained ordained minister, growing in faith, leadership and pastoral leadership in service with your local church.
26
27 4. Churches already at or above the minimum and also fully providing all benefits and professional expenses as outlined
28 below give at least a cost of living increase and consider a merit increase also.
29
30 5. The work schedule of local pastors be a maximum average of 40-50 hours per week (also known as 1.0 FTE, where FTE
31 means Full Time Equivalent) with no more than 3 evenings in a given week; in addition, pastors take 2 days off per week.
32 Occasionally, exigencies, such as funerals, a family crisis, or a congregational emergency, do happen that will require a
33 pastor to exceed this maximum average. In those cases, pastors should be given compensatory time off within a reason-
34 able time after incurring this extra time.
35
36 6. *Massachusetts Conference of the United Church of Christ local churches are urged to complete the UCC Annual Yearbook*
37 *Report so that more accurate information about clergy compensation can be compiled. This report should be submitted to*
38 *the Conference's Registrar by the end of January each year.*

40 Part 1: Cash Salary Ranges and Housing Compensation

41 The cash salary ranges do NOT include housing, benefits, professional or any other expenses. In calculating years of ordained experience, churches may wish
42 to include other relevant life and work experience. -- (Continued on page 20)

Number of Members	Years of Ordained Experience		
	0-3	4-10	+10
0-150	\$31,562 - \$46,218	\$33,727 - \$49,966	\$36,226 - \$53,712
150-300	\$31,562 - \$48,716	\$35,601 - \$52,776	\$38,723 - \$57,461
300-500	\$31,562 - \$51,215	\$38,723 - \$57,462	\$44,969 - \$66,204
500-1000	\$31,562 - \$54,963	\$42,472 - \$63,081	\$51,205 - \$76,197
+1000	\$31,562 - \$56,211	\$46,218 - \$68,703	\$57,461 - \$85,567

Note: The cash ranges to the left are based upon actual clergy salaries reported from 2009-2011 and include a 3% increase for 2012. Recommended cash compensation remained unchanged from 2009-2011. Please note that a recent survey of Conference clergy compensation found 49% of the responding clergy did not receive any cash salary increase last year.

2012 Guidelines for Local Church Personnel and Search Committees for Clergy Compensation and Professional Expense Reimbursement

-continued-

1 Housing

2

3 Churches provide either:

4

5 a. a **PARSONAGE** with a furnishings allowance, all utilities, and an *equity development plan (at least 5% of the annual*
6 *cash salary)* which will ensure the pastor has housing assets in retirement; or

7

8 b. a **CASH PACKAGE** sufficient to allow the minister to buy or rent, furnish and maintain a median-priced house in the
9 church's community; the *minimum* cash package should be no less than 1 percent per month of the value of a median-
10 priced home in the community. This figure covers the costs for a 30-year, fixed rate mortgage, at five percent interest,
11 with a five percent down payment, along with other associated housing costs: furnishings, property taxes, maintenance,
12 insurance, etc.

13

14 For example:

15

16 *At the low end of the housing market, if a median-priced house in a community is \$150,000, the church's minimum cash
package for housing would be \$1,500 per month, or \$18,000 per annum.

17

18 *At the mid-level of the housing market, if a median priced home in a community is \$300,000, the church's minimum
cash package for housing would be \$3,000 per month, or \$36,000 per annum.

19

20 *At the high level of the housing market, if a median priced home in a community is \$500,000, the church's minimum
cash package for housing would be \$5,000 per month, or \$60,000 per annum.

21

22

23

Part 2: Benefits

24

1. SOCIAL SECURITY ALLOWANCE

25

26 Since clergy are treated as self-employed for social security purposes, pastors must pay the current 15.3% on the cash sal-
27 ary plus housing allowance or on cash salary plus the fair market rental value of the parsonage plus utilities. Therefore it is
28 recommended that churches pay 7.65% of the pastor's salary plus housing allowance or, where a parsonage is provided,
29 7.65% of fair market rental value plus cost of utilities for social security. This is taxable income which must be reported
30 on a clergy person's tax returns.

31

2. BENEFITS

32

33 The various benefit plans of the UCC are designed to assist in financial security during years of ministry and years of
34 retirement. The terms of the benefit plans are not easily summarized and the following comments are not the full and
35 official plan. For a more complete explanation of the plans, please consult the Pension Boards. You may reach them at
1-800-642-6543, Option 6 or visit their web page at www.pbucc.org.

36

A. Annuity

37

38 The Annuity Plan for the United Church of Christ provides a retirement account plan that allows for pre-retirement
39 accumulation of assets used to provide a lifetime annuity income in retirement. Minimum contribution is 14% of base
40 salary plus housing (or minimum of 14% of 130% of base salary if parsonage is provided). Deposits are made on a
41 quarterly basis.

42

43 Members of the Annuity Fund have the opportunity to make personal contributions to enhance their retirement
security.

44

B. Life Insurance and Disability Income (LIDI) Benefit Plan

45

46 This coverage is available at a premium of 1.5% of the salary basis to ministers. Such coverage is highly recom-
47 mended because it provides:

48

49 1) Short term benefits which replace 60% of salary and housing allowance after 30 days of disability, continuing for 5
50 months.

51

52 2) Long-term disability benefits that are payable after 6 months and replace 60% of salary and housing allowance,
53 make annuity contribution of 7% and pay 100% of health premiums for those who were participating in the plan at
54 the time of disability.

54

(Continued on page 21)

2012 Guidelines for Local Church Personnel and Search Committees for Clergy Compensation and Professional Expense Reimbursement

-continued-

1 3) Term life insurance on a minister's life to insure that survivors have some financial protection in the event of the
2 minister's death.

3 Members of the LIDI plan have the opportunity to purchase additional term life insurance for themselves and their
4 dependents at favorable group rates.
5

6

7 C. Medical/Dental Benefits Plan

8 Clergy who work at least 20 hours/week are eligible to participate in the UCC Medical and Dental Benefits Plan. (For
9 employees in their first employment relationship with the UCC, application for Medical coverage must be made during
10 the first 90 days of employment. Application after the 90-day period requires the submission of a Statement of Health
11 to an independent underwriter who will determine whether the individual can be admitted to the Medical Plan. When a
12 new employee application is made within the first 90 days of initial UCC employment, coverage is automatic and no
13 medical underwriting is applied. Clergy who are participating in the Health and Dental Plans continue their coverage
14 uninterrupted as they move from one church to serve another.)
15

16 Optional Vision benefits may be purchased by either the employer or employee.
17

18

19 D. Flexible Spending Accounts

20 There will be a tax savings for the pastor if a Flexible Spending Account is established into which the pastor may desig-
21 nate pre-tax deductions from his/her salary be deposited. The amount designated does not add to the pastor's compen-
22 sation expense for the church. Upon presentation of proper documentation for certain medical and dependent care ex-
23 penses, those amounts are reimbursed to the minister tax-free. Following a modest set-up fee, the UCC Pension Boards
24 will administer such a plan at no monthly cost for participants in the UCC Health Benefits Plan. As an alternative, the
25 local church may administer such a plan itself, but must be careful to follow all the pertinent regulations.
26

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29 E. Holiday and Vacation Time

30 Usual holidays (or compensation time) and at least four weeks paid vacation per year. The pastor shall have freedom
31 from all pastoral responsibilities during this time.
32

33

34 F. Continuing Education

35 Churches should encourage their pastors to take two weeks of paid continuing education leave, including weekends,
36 each year.
37

38

39

40 G. Sick Time

41 Paid sick time accumulates at a rate of one day per month up to thirty days. Sick time beyond thirty days should be
42 treated as Short-term disability and paid at half of the cash compensation rate. Short-term disability will continue for 22
43 weeks at which time, if the pastor is still disabled, the pastor will be eligible for long-term disability. During the 30-
44 day waiting period and the 22 weeks of short-term disability, the church would be expected to pay Health, Dental, An-
45 nuity, and Insurance contributions. Parsonage use should be continued for at least three months and thereafter be nego-
46 tiated.
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50 H. Parental Leave, Including for Adoption

51 Provisions should be made for clergy, male and female, at the birth of a child or at adoption, for a minimum of twelve
52 weeks at full salary and benefits. In all instances, flexibility should be allowed for up to six months during this impor-
53 tant time of family adjustment and change.
54

(Continued on page 22)

2012 Guidelines for Local Church Personnel and Search Committees for Clergy Compensation and Professional Expense Reimbursement

-continued-

I. Personal/Compassionate Leave

Allowance should be made for the pastor to be with his or her immediate family at times of special celebrations such as weddings or graduations and at times of personal emergency or unusual family responsibility. Paid personal leave would normally be limited to a period of five to seven days per year, except where compassion dictates further extension.

J. Death

In case of clergy death, churches should provide salary, housing and all benefits to the spouse or partner and family for three months. This includes continued use of the parsonage and other expenses, such as moving should be considered on an individual basis in consultation with conference, regional or association staff.

Part 3: Accountable Reimbursable Plan

Tax law allows deduction of business expenses on Schedule A only after the minister has spent more than 2% of family adjusted gross income on such expenses. *THEREFORE* it is important that a church establish an “Accountable Reimbursement Plan” which will reimburse or pay directly all costs which the pastor incurs for “doing business” for the church, so that the pastor is not paying income tax for church expenses. These should include but not be limited to:

- a. **Auto reimbursement** – for use of a personal car at current IRS rate *plus* tolls and parking, or an automobile provided by the church
- b. **Business expenses** – other travel, meetings, professional subscriptions, and all other business expenses allowed by the IRS. This amount should be at least \$1500 per year.
- c. **Continuing education time and expense** – participation in a Clergy Community of Practice; regular time for supervision or mentoring; two weeks away from daily ministry tasks focused on practical, future-oriented and renewing professional development activities (Note Continuing Education Leave, above); and time devoted to visioning, spiritual development and skill building with lay leaders and teams
- d. **Sabbatical time and expense** – Three months full time sabbatical leave every 5-7 years, with proportionate savings earmarked each year to provide for pastoral coverage for the sabbatical period. This leave is exclusive of vacation.

Note: Auto reimbursement, business expenses, and continuing education time and expenses should be reimbursed upon receipt of vouchers submitted by the pastor.

For more detail see the draft *Continuous Professional Development for Clergy Guidelines*.

Notes:

¹ Continuing Professional Development expenses can be estimated at 1.5% of the clergy person’s salary and housing expense. In some cases, local churches may have one budget line item shared by several called ministers, and when planned well, this can promote learning across a ministerial team.

² Best practices indicate that sabbaticals provide rich opportunities for both the local church and the clergyperson to renew, recommit and refocus their ministries. When carefully planned, these occasional interludes foster healthy long term pastorates in vital churches. Therefore we recommend that churches earmark 1/5th to 1/7th of the expected expense of clergy coverage each year, so the church is served by a pastor well suited to supporting growth in faith and mission during the church’s sabbatical time.

³ Recently cited approximate median price of a home in Massachusetts by the MA Association of Realtors

⁴ Represents the UCC Family Plan Option A with dental and vision times the number of FTE

⁵ This is taxable income which must be included with taxable wages on the W-2 form given to the pastor and reported on a clergyperson’s tax returns.

2012 Guidelines for Local Church Personnel and Search Committees for Clergy Compensation and Professional Expense Reimbursement

-Appendix-

1 Appendix A: Scenarios

2
3 For reference, the following are examples of clergy compensation (salary, housing, and benefits) for different situations as well
4 as the total amount of money to fund the pastoral office, which is clergy compensation plus expenses. Housing costs for these
5 examples will be \$300,000. Each example also assumes the 2012 UCC health insurance plan (A) for a family and includes
6 dental and vision coverage. The pastor is 42 years old and has a spouse and two children living at home.

7
8 The following describe different situations:

9	A	Ordained experience: 20 years.	Membership size: 550 members.	No. of FTE: 1.0
10	B	Ordained experience: 12 years.	Membership size: 200 members.	No. of FTE: 1.0
11	C	Ordained experience: 8 years.	Membership size: 160 members.	No. of FTE: 1.0
12	D	Ordained experience: 2 years.	Membership size: 75 members.	No. of FTE: 0.50

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	Situations (see above for description)			
	A	B	C	D
Cash Salary and Housing				
Cash Salary	\$57,575	\$46,691	\$37,309	\$15,912
Housing Allowance (for those not in parsonage)	36,000	36,000	36,000	18,000
Total (Cash Salary and Housing Allowance)	93,575	82,691	73,309	33,912
Benefits				
Annuity (Salary + Housing) x 1.4%	13,101	11,577	10,263	4,748
Life insurance and Disability (Salary + Housing) x 1.5%	1,404	1,240	1,100	509
Medical Insurance, including dental and vision	20,577	20,577	20,577	10,289
Social Security Offset (Salary + Housing) x 7.65%	7,158	6,326	5,608	2,594
Total Benefits	42,240	39,720	37,548	18,140
<u>TOTAL COMPENSATION TO PASTOR</u>	<u>\$135,815</u>	<u>\$122,411</u>	<u>\$110,857</u>	<u>\$52,052</u>
Professional Expenses and Development				
Expenses (Professional memberships, books, journals, and sabbatical savings)	1,500	1,500	1,500	750
Continuing education (includes clergy groups, conferences, workshops) (Salary + Housing) x 1.5%	1,404	1,240	1,100	509
TOTAL PROFESSIONAL EXPENSES AND DEVELOPMENT	<u>\$2,904</u>	<u>\$2,740</u>	<u>\$2,600</u>	<u>\$1,259</u>
Administrative Cost to the Church				
Mileage (5,000 miles/year @ \$0.55/mile plus tolls and parking @ \$0.10/mile)	<u>3,250</u>	<u>3,250</u>	<u>3,250</u>	<u>1,625</u>
TOTAL COST NEEDED TO SUPPORT VITAL CLERGY LEADERSHIP	\$141,969	\$128,401	\$116,707	\$54,936

2012 Guidelines for Local Church Personnel and Search Committees for Clergy Compensation and Professional Expense Reimbursement

- Appendix continued -

1 Appendix B: UCC Pension Boards Health and Dental Plan Rates and Information for
2 Massachusetts Conference - 2012

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NOTES:

1. For 2012, the Pension Boards is introducing age-based rating (for health insurance only) for the first time. Please check the charts below carefully to determine which rates are relevant for your church.
2. Results of an actuarial study by the Pension Boards indicate that all forms of Plans B and C meet the standards for minimum creditable coverage under Mass. Law.
3. Dental rates are listed in a separate table below health rates.

HEALTH INSURANCE RATES - ANNUAL, NON-MEDICARE

I. Members age 40 and over			
Coverage Type	Plan A	Plan B	Plan C
One adult	9,129.00	7,761.00	6,243.00
Two adults	18,120.00	15,552.00	12,507.00
One adult and child(ren)	17,811.00	15,300.00	12,315.00
Two adults and child(ren)	19,518.00	16,419.00	13,182.00
II. Members age 35 through 39			
Coverage Type	Plan A	Plan B	Plan C
One adult	4,839.00	4,113.00	3,309.00
Two adults	9,603.00	8,244.00	6,630.00
One adult and child(ren)	9,441.00	8,109.00	6,528.00
Two adults and child(ren)	10,344.00	8,703.00	6,987.00
III. Members age 30 through 34			
Coverage Type	Plan A	Plan B	Plan C
One adult	5,295.00	4,500.00	3,621.00
Two adults	10,509.00	9,021.00	7,254.00
One adult and child(ren)	10,329.00	8,874.00	7,143.00
Two adults and child(ren)	11,319.00	9,522.00	7,647.00
IV. Members age 25 through 29			
Coverage Type	Plan A	Plan B	Plan C
One adult	4,929.00	4,191.00	3,372.00
Two adults	9,786.00	8,397.00	6,753.00
One adult and child(ren)	9,618.00	8,262.00	6,651.00
Two adults and child(ren)	10,539.00	8,865.00	7,119.00
V. Members age 25 through 29			
Coverage Type	Plan A	Plan B	Plan C
One adult	3,195.00	2,715.00	2,184.00
Two adults	6,342.00	5,442.00	4,377.00
One adult and child(ren)	6,234.00	5,355.00	4,311.00
Two adults and child(ren)	6,831.00	5,748.00	4,614.00

2012 Guidelines for Local Church Personnel and Search Committees for Clergy Compensation and Professional Expense Reimbursement

-Appendix continued-

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HEALTH PLAN DETAILS

I. Plan A	Individual	Family
Deductible, In-Network:	\$300	\$600
Deductible, Out-of-Network:	\$600	\$1,200
Out-of-pocket Maximum:	\$2,000	\$4,000
Coinsurance:	80% in network	60% out of network
II. Plan B	Individual	Family
Deductible, In-Network:	\$500	\$1,500
Deductible, Out-of-Network:	\$1,500	\$4,500
Out-of-pocket Maximum:	\$5,000	\$15,000
Coinsurance:	80% in network	60% out of network
III. Plan C (New in 2004)	Individual	Family
Deductible, In-Network:	\$1,000	\$3,000
Deductible, Out-of-Network:	\$3,000	\$9,000
Out-of-pocket Maximum:	\$6,000	\$18,000
Coinsurance:	70% in network	50% out of network

DENTAL RATES – ANNUAL

Coverage Type	Rate
One adult	\$480
Two adults	\$927
One adult and child(ren)	\$942
Two adults and child(ren)	\$1,059

2012 Guidelines for Local Church Personnel and Search Committees for Clergy Compensation and Professional Expense Reimbursement

-Appendix continued-

1 **Appendix C: Continuous Professional Development for Clergy**

2
3 Continuous professional development believes God is Still Speaking, and that there is always more to learn about God, God's
4 call on our hearts, and God's plan for achieving God's reign on earth.

5
6 Clergypersons learn and grow in faith and in leadership skills through intentional study of our faith traditions, challenging
7 give and take with colleagues in ministry, and careful examination in concert with leaders of our congregations about what
8 they need to learn to grow together towards God's vision of peace with justice. We know robust engagement along with others
9 is essential to learning. We walk together in covenant with God, clergy colleagues, our own local churches and other ministry
10 sites because it is through the gifts God has granted others that our own gifts are called forth most effectively and faithfully.
11 We listen and grow in faith together with Jesus.

12
13 The Commission for Leadership Development of the MACUCC recommends that clergy, local church leadership, and Church
14 and Ministry Committees create a mutual plan for continuous professional development. Such a plan will be on-going, bal-
15 anced, and accountable. Continuous professional development plans are cyclical in nature, moving intentionally through the
16 stages of (1) assessment, (2) investigation, (3) investment, (4) integration and (5) reflection.

17
18 Church leaders and clergy should work together toward a more comprehensive, faithful and challenging plan for continuous
19 professional development founded upon communication, support, invited participation, creativity, and a three to five year
20 funding proposal.

21
22 The MACUCC encourages congregations, clergy and Church and Ministry Committees to adopt six guidelines for continuous
23 professional development: (1) Ongoing collegial mentoring, i.e. participation in Clergy Communities of Practice or supervi-
24 sion for your ministry; (2) An annual minimum of two weeks intentional time away from daily ministerial tasks, focusing
25 specifically on *practical, future oriented* and *renewing* professional development activities; (3) Devotion of an additional five
26 to eight days per year with lay leaders, committees, teams or task forces of the local church engaging in team learning; (4)
27 Participation in at least one dimension of the wider church, i.e. conference-sponsored colloquies; (5) Participation in a periodic
28 support consultation with your Association Committee on the Ministry, and; (6) A sabbatical every five to seven years, care-
29 fully prepared for and funded by the local church. Information about sabbatical planning can be obtained from the Pastoral
30 Excellence Program team members and web site: <http://macucc.org/pages/detail/2158>.

31
32 Vital congregational life and embodiment of the ministry of all the baptized compels continuous learning. This is true for the
33 laity and clergy. The practices of ministerial leadership are constantly changing, therefore continuous professional develop-
34 ment among clergy and laity should be the norm as we seek to grow as disciples of Jesus Christ. The Leadership Development
35 Commission of The Massachusetts Conference of the United Church of Christ urges all authorized clergypersons and each
36 local church to prayerfully examine how continuous professional development is currently supported in their setting, and to
37 covenant together toward implementing a plan for continuous professional development that will enrich our clergy, the local
38 church, and the wider church.

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42 **Appendix D: Additional Resources**

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1. Developing a Call Agreement and Compensation Package

<http://www.ucc.org/ministers/search-and-call/section-5-assessing-finances.pdf>

2. Complete guidelines for continuous professional development are available at

<http://macucc.org/pages/detail/2179>.

Resolution to Update the Massachusetts Conference's 1984 Open and Affirming (ONA) Resolution to include Gender Identity and Gender Expression

1 **WHEREAS**, the Apostle Paul said that, as Christians, we are many members, but we are one body in Christ (Romans
2 12:4), and Jesus calls us to love our neighbors as ourselves (Mark 12:31) without being judgmental (Matthew 7:1-2)
3 nor disparaging of others (Luke 18:9-14) (text from 1985 GS ONA Resolution); and

4
5 **WHEREAS**, the 1984 Annual Meeting of the Massachusetts Conference adopted the first ever Open and Affirming
6 Resolution in the whole United Church of Christ, calling on churches to welcome and affirm lesbian, gay and bisexual
7 people, and include them fully in the life, ministry and employment of the UCC, and thereby became the first Open
8 and Affirming (ONA) Conference in the UCC (pre-dating the ONA Program); and

9
10 **WHEREAS**, the UCC General Synod adopted resolutions, in 1985, calling on UCC churches and entities to be Open
11 and Affirming to lesbian, gay and bisexual persons, and, in 2003, calling on churches and entities to affirm the minis-
12 tries and gifts of transgender persons and to advocate for their civil and human rights; and

13
14 **WHEREAS**, The UCC Coalition for Lesbian, Gay, Bisexual and Transgender Concerns has had a policy since July
15 2010 that all churches and settings applying for an ONA listing shall include the wording "gender identity and gender
16 expression" (or "transgender") in addition to "sexual orientation" (or "lesbian, gay, bisexual") in their ONA covenants
17 in order to be designated as Open and Affirming; and

18
19 **WHEREAS**, The UCC Coalition encourages all current ONA churches and settings with Open and Affirming
20 covenants that currently include only lesbian, gay and bisexual persons to revise their ONA covenants to include
21 "persons of all gender identities and gender expressions" or "transgender persons"; and

22
23 **WHEREAS**, given that the Massachusetts Conference is an Open and Affirming Conference (one of 16 Conferences
24 in the UCC) by virtue of its having adopted an ONA resolution, and that it has historically been a leader in the ONA
25 movement nationally, and that it currently has over 10% of the national total of ONA churches, it again has the oppor-
26 tunity to be a leader in the ONA movement by updating its welcome to include transgender persons;

27
28 **THEREFORE, BE IT RESOLVED**, that the 213th Annual Meeting updates its 1984 Resolution on Calling on
29 United Church of Christ congregations to Declare Themselves Open and Affirming to include those of all gender iden-
30 tities and gender expressions as well as lesbian, gay and bisexual persons; and

31
32 **BE IT FURTHER RESOLVED**, that the 213th Annual Meeting encourages all congregations of the Massachusetts
33 Conference which have declared themselves Open and Affirming to revise their ONA covenants to include the full
34 welcome and affirmation of persons of all gender identities and gender expressions, and to share their revised ONA
35 covenants with The UCC Coalition for Lesbian, Gay, Bisexual and Transgender Concerns; and

36
37 **BE IT FURTHER RESOLVED**, that the 213th Annual Meeting encourages all congregations of the Massachusetts
38 Conference which have not yet declared themselves to be Open and Affirming to prayerfully consider becoming Open
39 and Affirming congregations, and to welcome lesbian, gay, bisexual and transgender people, or people of all sexual
40 orientations, gender identities and gender expressions, into membership, ministry, full participation and employment.

41
42 *Proposed by the Commission on Mission and Justice Ministries; developed by the MA Conference Open and*
43 *Affirming Ministry Team*

44
45 Previous Massachusetts Conference and United Church of Christ Resolutions addressing Open and Affirming:

- 46 • MA Conference Resolution Calling on United Church of Christ Congregations to Declare Themselves Open and
47 Affirming, adopted by MA Conference Annual Meeting, June 16, 1984
- 48 • 15th UCC General Synod Resolution Calling on United Church of Christ Congregations to Declare Themselves
49 Open and Affirming, adopted on July 2, 1985
- 50 • 24th UCC General Synod Resolution Affirming the Participation and Ministry of Transgender People within the
51 united Church of Christ and Supporting their Civil and Human Rights, adopted on July 15, 2003

52



Nurturing local church vitality and the covenant among our churches to make God's love and justice real.

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