



**First Church
Berkeley UCC**

First Church Berkeley Endowment Program Overview

*Prepared by the Endowment Committee of the
First Congregational Church of Berkeley*

*Presented to the Ministry of Stewardship Finance & Administration
and the Church Council in November 2021*

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First Congregational Church of Berkeley

Endowment Program Overview

OVERVIEW OF STEWARDSHIP AND THE ENDOWMENT

Purpose of this Document

This Endowment Program Overview has been prepared by the First Congregational Church of Berkeley ("First Church Berkeley") Endowment Committee to provide an overview of the Endowment Program, its purpose and relationship to First Church Berkeley's stewardship program, its management and implementation, and descriptions of the Church's Endowment funds. **The document is intended to be a resource for our church community and for those who may be considering providing a planned gift to support the ministries and programs of this important faith institution.**

Stewardship at First Church Berkeley

The Vision Statement adopted by the congregation of First Church Berkeley in September 2019 states, *"We are a community that values radical inclusion and artful worship, where belonging is more important than belief, and joy is a guiding principle. We are a restorative sanctuary for the suffering and weary, a space for creative and contemplative ritual, and a hub for transformative moral action on the justice issues of our day."*



First Church Berkeley relies upon the relational and financial stewardship of its individual members and friends to fulfill programs, ministries, and mission to be a welcoming, open and affirming congregation in the United Church of Christ and to live fully into this vision statement. The Church has a robust stewardship program implemented by the Ministry of Stewardship, Finance & Administration (SF&A) in

coordination with the Senior Minister and church staff. First Church's stewardship program focuses on an ongoing **Sustaining Giving Program**, which provides financial support towards the annual operating budget, and the **Legacy Circle Program**, which recognizes planned gifts made to the Church that will contribute to the financial stability of the church for generations to come. As noted in SF&A's September 2021 stewardship letter to the First Church community, "...our ministries and staff depend upon reliable giving from supporters--a subscription service, if you will--to do everything we do, from pastoral care, justice work and administrative support to anchoring a physical place that provides sanctuary and oasis for in-person gatherings (coming back soon!). You can even make a one-time gift to our operating expenses if you are not ready for a longer-term commitment." Members of our church community, as able financially, are encouraged to be these reliable givers to our church's annual operating budget, as well as considering giving to support the church's endowment so that it may grow and be available for future generations to come.

More about the Legacy Circle Program and Planned Giving

Individuals and/or couples/families can make a planned gift (sometimes called a "deferred gift") to First Church Berkeley through a will or trust, retirement funds, life income gifts (e.g., gift annuities that provide the donor with income during their life and after their death provide remaining principal of the gift to the Church), and certain insurance policy arrangements. Planned gifts are almost always funded from accumulated resources or assets rather than income, and are typically planned for during the donor's lifetime but not actually received by the Church until after the donor's death. **Anyone who establishes a planned gift to First Church Berkeley is made a member of the Legacy Circle.** Additional information on stewardship at First Church Berkeley and information on the Legacy Circle is available on the Church's website at www.FirstChurchBerkeley.org/Give. Those with questions about becoming a member of the Legacy Circle or making a planned gift may contact members of the Endowment Committee and/or the Church Treasurer; please call the First Church Berkeley office at (510) 848-3696 for contact details.

Why an Endowment?

Thanks to the generous gifts of church community members and friends over the years, First Church Berkeley has an established Endowment that provides support for the church's annual operating budget, maintenance of our church plant, and specific ministries and programs to which the



endowment funds are specified. **Gifts made to the endowment funds at First Church Berkeley have ensured, and will continue to ensure, the sustainability of our church's ministry and mission for generations to come.** As stated in the UCC Local Church Planned Giving Manual, *"...the developing and encouraging of endowments in the life of a congregation is akin to the line of this Wheaton College hymn: 'They builded better than they know, they trusted where they could not see.' ...[E]ndowments are ultimately an act of faith in the future of the church and its mission in the world."*¹

The Endowment Committee

Planned gifts are added to First Church Berkeley's Endowment. **The Endowment is overseen by the Endowment Committee and prudently invested and managed by the Church's Investment Committee (discussed below) and a professional investment management firm.** Under the current church bylaws, the Endowment Committee may include up to seven church members plus the Senior Minister and the Church Treasurer as ex-officio members. Committee members are elected by the Congregation at the Church's annual meeting. The Church's bylaws and the Endowment Committee Enabling Resolution set out the Endowment Committee responsibilities (see **Attachments 1 and 2**, respectively). As noted in the bylaws, the Committee's broad responsibilities are these:

- ❖ Administration of planned giving activities, including:
 - Development of gifts and bequests to the Church
 - Receiving and recognizing bequests of gifts to any fund in the Endowment
- ❖ Administration of the annual draw from all endowments (see "Annual Endowment Fund Draw Calculation" section further below for detail on how this draw is calculated).
- ❖ Administration of the Celebration Fund.²
- ❖ Receiving, recognizing, and disbursing Memorial, Celebration, and Other Gifts

¹ UCC Local Church Planned Giving Manual: Reprinted from article by Donald G. Stoner, The Abingdon Guide to Funding Ministry, Nashville, Tennessee, Abingdon Press, 1995.

² The Celebration Fund is not part of the Endowment; it is a separate church fund from donations made to First Church in someone's memory at celebration of life and memorial services. The Enabling Resolutions at Section IV(B) state: "Undesignated memorials and other gifts in honor of members and friends of the FCCB community shall be placed in the Celebration Fund. These funds are to be spent currently, in consultation with [SF&A], the Council and the honoree if appropriate." In recent years, the Celebration Fund has been managed by church ministerial staff and used as a discretionary fund to enhance worship and church community life. The Endowment Committee is working with the Church's Ministerial staff to formalize the management of the Celebration Fund to be by ministerial staff in coordination with the Deacons/Ministry of Worship and Spiritual Life. Changes to the management of the Celebration Fund will be formally recommended to the Church Council at a later date as part of revisions to the Endowment Committee Enabling Resolutions.

- ❖ Maintaining records
- ❖ Providing reports to the Ministry of Stewardship Finance and Administration, the Church Council, and Congregation as needed.

The Endowment Committee's activities are guided by the Enabling Resolutions for the Endowment Committee. The resolutions provide more detail about the treatment of memorials and bequests, the church's policies on unrestricted and restricted gifts, the methodology for selection of the draw rate and distributions from the endowment, and other matters.

Current Endowment Committee Activities

To date in 2021, the Endowment Committee has completed these activities:

- ❖ Establishing protocols for electronic record-keeping on the Church's secure computer network
- ❖ Reviewing Church's physical Endowment files and Legacy Circle records, scanning documents to church's secure computer network, and creating a new virtual "Book of Remembrance" to store information on bequests electronically
- ❖ Recognizing bequests made from 2019 through June 2021 through written letters to family or representatives of the donor
- ❖ Writing this Endowment Overview document and presenting the report to the SF&A Ministry and Church Council in fall 2021

The Endowment Committee will be working on these key initiatives in the coming year:

- ❖ Planning a Legacy Circle Luncheon event in April 2022 to which current Legacy Circle members and those interested in planned giving to First Church Berkeley will be invited
- ❖ Recruiting additional members to the Endowment Committee
- ❖ Revising the Enabling Resolutions to reflect updated endowment procedures and policies; obtaining church council approval
- ❖ Reviewing the Donor-Designated Endowment Funds to determine whether certain funds would benefit from being combined and streamlined; reaching out as appropriate and required to donors' family representatives to confirm action

Investment of the Endowment

As noted above, the Endowment is overseen by the Endowment Committee and invested and managed by the Church's Investment Committee. Per the church bylaws, the Investment Committee includes up to three church members plus the Church Treasurer and Business Manager as ex-officio members. Committee members are

elected by the Congregation at the church's annual meeting. The Investment Committee has these broad responsibilities as defined in the Church's bylaws:

- ❖ Investment of the Endowment and other funds which are referred by the Treasurer or Church Council.
- ❖ Prudent investment of the funds with the purpose of preserving capital and generating income in a manner consistent with the ideals of the Church.

Investments are made in accordance with the church's endowment and investment policies as contained in the Endowment Committee Enabling Resolution, and results are published annually in the church's Annual Report. The church's Endowment funds are invested with United Church Funds (UCF), an investment entity owned and operated by the United Church of Christ. Established in 1909, United Church Funds is the leading provider of investment management and planned giving services to the United Church of Christ churches and ministries, and serves faith-based organizations beyond the UCC. UCF offers socially responsible investment funds designed to help faith-based organizations grow and preserve their financial legacies. More information about the UCF may be found at <https://ucfunds.org/>.

First Church Berkeley's investment objectives are the following:

- To maintain an asset allocation of 65% in equity funds and 35% in bond funds. This provides diversification and stability through the ups and downs of markets.
- To re-balance the funds to maintain this asset allocation on a quarterly basis.
- To invest based on socially responsible principles established by United Church Funds.

FIRST CHURCH BERKELEY ENDOWMENT DESCRIPTION

First Church Berkeley's Endowment consists of **Church-Designated Endowment funds**, **Donor-Designated Endowment funds**, and the **Ministerial Housing Endowment**. The Church- and Donor-Designated Endowments are overseen by the Endowment Committee and its ex-officio members and are discussed in this Section.

- ❖ Church-Designated funds were established from unrestricted gifts made to First Church Berkeley.
 - **All unrestricted gifts made to the Church through planned giving bequests are added to the General Endowment Fund.**

- ❖ Donor-Designated funds were established through restricted gifts made on behalf of a donor or donors for specific purposes within the mission of the church.
 - **Restricted gifts made to the Church through planned giving bequests are added to the donor-designated fund for which the gift or bequest has been made.**

The Ministerial Housing Endowment is separately managed by the Investment Committee and implemented by an ad-hoc Ministerial Housing Committee appointed by the Church Council as needed. The Ministerial Housing Endowment Policies are found in **Attachment 3**.

Process for accepting Memorials and Bequests

First Church Berkeley adds funds received from the settlement of estates to the church's General Endowment (Church-Designated Funds), unless otherwise directed by the donor to one of the church's Donor-Designated Endowments. As articulated in the Endowment Fund Enabling Resolutions, First Church Berkeley prefers that legacy gifts (memorials and bequests) are made without designation or restriction as to the use of the funds.³ This is because overly restrictive gifts may be difficult to implement and manage over time, or may not fit the mission of the Church. For restricted gifts, the funds will be used as designated as long as the need exists and the means are available to fulfill the wishes of the donor. In the future, in consultation with the donor if possible, when those needs no longer fit the mission of the church, the funds will be added to another designated fund or the General Endowment.

When a memorial gift or bequest is given to the Church, the following process is followed:

- The Church Business Manager will contact the representative of the family of the deceased person and/or the family lawyer to acknowledge receipt of the bequest.

³ Endowment Enabling Resolutions "Treatment of Memorials and Bequests - Endowment or Current Needs" (Section IV.A). "Givers have the option with memorials and bequests of not specifically designating them or of designating them for true-endowment, for current needs, or to be spent over a specified period of years. They also can direct the use of the gift. The most convenient gift to FCCB is the one with the fewest restrictions on spending."

- The Church Business Manager will provide any written documentation on the bequest to the Senior Minister, the Treasurer, and to members of the Endowment Committee.
- The Senior Minister and Endowment Committee will reach out to the family representative (family member and/or family attorney) to acknowledge and thank the family for the donor's bequest, as follows:
 - The Senior Minister sends a hand-written note to the family member or family attorney to acknowledge the gift and the church's gratitude
 - The Endowment Committee sends a written thank you letter to acknowledge the gift and to indicate the endowment fund into which the gift was deposited. A copy of the Endowment Committee's letter is stored with the church's Endowment records and scanned to the church's electronic records.
 - The Business Manager sends a "Giving Statement" to the donor's family.
- The Endowment Committee will record information on the bequest in the church's Book of Remembrance and in its secure, electronic records.
- If the bequest is being made to a specific use or ministry area, versus to the General Endowment, the Endowment Committee will discuss the bequest further with the family representative to understand more about the donor's wishes, to determine if there is an existing donor-designated endowment to which the bequest may be added, and to discuss any other issues or requests. The Endowment Committee will ascertain whether the bequest is being made to the "true endowment", for current needs, or to be spent over a specified period of years.⁴
 - The Endowment Committee will provide a written confirmation of these understandings to the family representative as well as for the church's endowment records.

⁴ See Endowment Enabling Resolutions (Section II). "True Endowment includes funds donated specifically as "endowment" or with the specification that only "income" may be spent. Quasi-endowment includes funds which have been donated to FCCB without restriction which the church has decided to treat as endowment. Such funds will normally be invested long term with the draw percentage distributed, but may be put to other use should FCCB so decide."

Important Note: *The Church's Legacy Circle provides an important way for a donor to indicate their intentions for their planned gift to First Church Berkeley while they are still living. The Endowment Committee encourages those who are considering making a planned gift to First Church Berkeley to submit a Legacy Circle form to the church. Additional information on stewardship at First Church Berkeley and information on the Legacy Circle is available on the Church's website at www.FirstChurchBerkeley.org/Give.*

Calculation of the Annual Endowment Fund Draw

See **Attachment 4** for an illustration of the calculation of the “draw”, or “annual distribution amount”, from the Endowment, using the 2021 calendar year. Based on the draw rate percentage established by the Investment Committee (which is 5% for 2021), the Endowment Committee, working with the Church Treasurer and Business Manager, reviews the value of the Church's total pooled endowment funds (church-designated plus donor-designated) as of the end of the fourth fiscal quarter on December 31st. By policy established in the Enabling Resolutions, the draw is equal to the draw rate percentage multiplied by a 12-quarter moving average of the market value of the pooled endowments. The Church only spends the draw to the extent that doing so will not cause the individual endowment fund to dip below its historic value. **[The historic value is the dollar value of the gift as of the date the gift is accepted by the church. Any expenditure of funds from the gift thus depends on the time that has elapsed after receipt of the gift and the amount of interest that has accrued to the funds. The older the gift, the greater the amount of funds that will have accrued, allowing for funds to be spent on a given purpose without the donor's permission. Therefore the gift is most available for the church's uses when it is in the General Endowment.]** By policy the Church can use only the amount available above the historic value of an endowment without the permission of the donor or the donor's representative. The total draw amount is apportioned on a pro rata basis to the constituent contributing endowment funds. The use of funds from the Endowment appears on the church's annual operating budget on the Income side as “Transfers from Other Funds.” See 2021 approved operating budget in **Attachment 5**.

ENDOWMENT FUND DESCRIPTIONS

This section provides a description of each separate endowment fund, including its purposes and history, donor(s) to that fund if applicable, special considerations if

applicable, the fund's historical value, and the fund's value as of 12/31/20. **Attachment 6** includes the Endowment Fund report from the 2020 Annual Report.

CHURCH-DESIGNATED ENDOWMENTS

There are two church-designated endowments -- the **General Endowment Fund**, and the **Plymouth 1 Endowment Fund**. The term "church-designated" relates to the fact that the church, versus the donor, directs the uses of the funds to purposes that are within the mission and ministry of First Church Berkeley. As noted above, the funds First Church Berkeley receives from the settlement of estates are added to the church's General Endowment (Church-Designated Funds) unless otherwise directed by the donor to one of the church's Donor-Designated Endowments. By 1986 First Church Berkeley had significant funds pooled in its Plymouth Fund (the original name of the church's endowment) to be able to create a General Endowment and one targeting campus ministry (the Plymouth 1 Endowment).

General Endowment Fund

Purpose:

The General Endowment is used to fund capital needs and projects, support of the operating budget through a congregational vote, and for administration expenses. The General Endowment was created in 1986. Prior to this year, the church had just one endowment called the "Plymouth Fund". The Plymouth Fund was used to promote ministry to the University of California-Berkeley. The Plymouth Fund was split eventually into the Plymouth 1 Fund used for campus ministry (discussed further below) and the General Endowment. The General Endowment is used for capital projects, operating budget, and administration of the Endowment, as outlined below. The draw from the General Fund was formalized in the 1999-2003 revisions to the Endowment Committee Resolutions.

Special Considerations:

The draw from the General Endowment Fund is used for capital projects, the operating budget, and administration of the Endowment, based on the percentages below as contained in the Endowment Enabling Resolutions:

- 45% of the draw is for Capital Projects - these funds go into the Building & Grounds Fund, a separate fund that is administered and managed by the Ministry of Stewardship Finance & Administration.

- 45% of the draw (this is called the ***“Special Endowment”*** draw) is voted on by the Congregation and used for the operating budget.
- 10% of the draw is available to use for Endowment administration. Funds can be used for administrative expenses incurred during the year such as Planned Giving education events and resources, planning costs associated with Legacy Circle events, mailing costs, etc.

Historical Value: Not applicable
Value as of 12/31/20: \$1,319,941

Plymouth 1 Endowment Fund

Purpose:

As noted above, the church’s original Plymouth Fund was split into the General Endowment and the Plymouth 1 Endowment. The Plymouth 1 Endowment is used to fund First Church Berkeley’s young adult ministry. In addition to Plymouth 1, the church has a donor-designated endowment specific to young adult ministry (the Plymouth 2 Endowment Fund). Plymouth 2 is discussed in the donor-designated endowment funds section.

Special Considerations:

Annual 5% draw; posted quarterly.

Historical Value: Not applicable
Value as of 12/31/20: \$268,254

DONOR-DESIGNATED ENDOWMENTS

First Church Berkeley has numerous Donor-designated Endowment Funds. The various funds, grouped thematically by uses and ministry area for purposes of this document, are described in this subsection and include:

❖ Donor Endowments for Worship and Community Life

- Browne Barr Seminary Intern Endowment Fund
- McCall Lectures Endowment Fund
- Drobish-Sanchez-Palmerlee-Aprá Endowment Fund

- ❖ **Donor Endowments for Music Ministry**
 - Leitch, Johnson, Moore Music Endowment Fund
 - Baldo Endowment Fund
- ❖ **Donor Endowments for Older Adults/Seniors Ministry**
 - Wagner Endowment Fund
- ❖ **Donor Endowments for Young Adult Ministry**
 - Plymouth 2 Endowment Fund
- ❖ **Donor Endowments for Operations/Building**
 - Nelson General Endowment Fund
 - Building and Grounds Maintenance Endowment Fund

DONOR ENDOWMENTS FOR WORSHIP AND COMMUNITY LIFE

Browne Barr Seminary Intern Endowment Fund

Purpose:

In 1999, the Endowment Committee and Church Council approved a proposal submitted by a self-constituted Committee for a Browne Barr Internship composed of FCCB members Dick Eakin, Beth McCaffrey, Bob Lyness, Bob Riddell, and Margie Coates to create a Browne Barr Seminary Internship Endowment. The Committee indicated that the internship would “contribute to the ministry of our church, give appointed seminarians some financial support and apprenticeship experience, honor our Minister Emeritus, and be a memorial to him after his death.” The committee proposed to conduct a financial campaign to solicit donations to the fund from members of the Barr family, a small group of friends from FCCB, friends and former associates at seminaries, and from Rev. Barr’s ministry appointments. The purpose of the fund would be to fund a seminary intern (salary and related incidental expenses) who would have the opportunity to work on the FCCB staff in conjunction with the ministry team. The Committee provided additional context for the internship in a March 2000 letter to indicate their expectation that income from the fund should be used for the purposes of the seminary internship and not to augment the church’s operating budget.

Given the rapidly changing nature and culture of theological education, and the precipitously dropping number of seminarians choosing to go into parish ministry, the purpose of this fund has now been broadened to include resourcing our Emerging Leader program, which gives primarily young adults in or adjacent to our community real-world experience in public worship, theological reflection and social justice

leadership, for the development of their spiritual gifts and further discernment of their God-given vocations.

Special Considerations: to be added
Annual 5% draw; posted quarterly.

Donor(s): William Clemens, Barbara & Ray Addicott, Virginia Miller, Brian & Carolyn Thiessen, Georgia Griffith, Mitsue McKenna, Kay Riddell, Bruce & Susan Stangeland, Wilfred Ward, David Eakin, Richard & Jan Erickson, Mary Israel, James Nelson, Doris & Robert Bergman

Historical Value: \$120,710
Value as of 12/31/20: \$193,234

McCall Lectures Endowment Fund

Purpose:

The McCall Lectures Endowment Fund was established in memory of Oswald W.S. McCall, Senior Minister of First Congregational Church of Berkeley from 1922 to 1939. As recounted in *"The Future is Watching: A History of the First 125 Years of the First Congregational Church of Berkeley"* (1999), the concept for a lectureship was developed soon after Dr. McCall's passing in 1959 by a committee established by Dr. Vere Loper, McCall's successor, to be a "living remembrance of a great pulpit that would enrich the parish and community." Donations were received locally from the community, from the McCall family, and from parishes McCall served after leaving FCCB. A major donor was McCall's second wife, Dr. Dolly McCall, a physiologist on the faculty at Yale University. The McCall Lectures were an active part of First Church's community programming from the 1960s through the early 2000s. In February 1988, a lectureship committee under the chairmanship of Rev. Richard T. Schellhase adopted a resolution which identified the continuing purposes as follows: "The purpose of the McCall Memorial Lectures is to honor the life and ministry of Dr. O.W.S. McCall by providing occasions for the general public as well as for the First Congregational Church of Berkeley to reflect upon the moral, ethical, or religious dimensions of contemporary issues - to provide opportunities through the spoken word or the visual and performing arts for persons to ponder some of the critical questions facing humankind." The Future is Watching lists lectures dating from 1964 through 1995.

Over the years, the Church has invited many distinguished speakers, including Martin Mary, Rev. John Shelby Spong, Valarie Russell, Rollo May, William Sloan Coffin, Robert Bellah, Judith Rock, Paul Ehrlich, Roland Baintain, Howard Thurman, and George Lakoff.

Special Considerations:

The use of the McCall Lectures Endowment Fund is determined by the Worship Team.

Donors: Varied; Community Members; Church Members; the McCall Family

Historical Value: \$13,000

Value as of 12/31/20: \$62,832

Drobish-Sanchez-Palmerlee-Apra Endowment Fund

Purpose:

Funds from this endowment are used for evangelism and advertising expenses. This fund was created through a combination of gifts from the families of Dan Apra and Joy Apra (the families of Drobish, Sanchez and Palmerlee).

Special Considerations:

Annual 5% draw used for advertising budget

Donor(s): Families of Dan Apra and Joy Apra including the families of Drobish, Sanchez, and Palmerlee.

Historical Value: \$62,861

Value as of 12/31/20: \$116,730

DONOR ENDOWMENTS FOR MUSIC

Leitch, Johnson, Moore Music Endowment Fund

Purpose:

Funds are used for the church's Music ministry and programs.

Special Considerations:

Annual 5% draw; posted quarterly.

Donor(s): Leitch, Johnson, and Moore families

Historical Value: \$55,526

Value as of 12/31/20: \$82,474

Baldo Endowment Fund

Purpose:

This fund is used to support Classical Music events held at the church.

Special Considerations:

Annual 5% draw; posted quarterly.

Donor(s): Chris Baldo

Historical Value: \$31,222

Value as of 12/31/20: \$49,754

DONOR ENDOWMENT FOR SENIORS AND OLDER ADULTS

Wagner Endowment Fund

Purpose:

The Wagner Endowment Fund was established in the 1970s by Jack Wagner in memory of his parents Mr. and Mrs. George B. Wagner. The funds in this Endowment were directed to be used for providing ministry to seniors and elders in our church community, including such areas as transportation, meals on wheels, furnishings to assist seniors in our church, or related projects. In recent years, funds from the Wagner Endowment have been used to provide transportation of seniors living at Lake Park and Piedmont Gardens to our Sunday church worship services.

Special Considerations: Annual 5% draw; posted quarterly.

Donor(s): Jack Wagner

Historical Value: \$10,000

Value as of 12/31/20: \$23,521

DONOR ENDOWMENT FOR YOUNG ADULT/UNIVERSITY MINISTRY

Plymouth 2 Endowment Fund

Purpose:

The Plymouth 2 Endowment was established in 2003 through a generous bequest made by John and Marva Dawn Norgaard through their estate. In July 2004, the Church Council approved a proposal for the use of the bequest made by the LRP+ Committee (a committee representing members from Long Range Planning, the Endowment Committee, the Church Council, and ministry team members Revs. Pat de Jong and Adam Blons). The committee proposed, and the Council approved, supplementing the Norgaard bequest with the original existing Plymouth 1 Endowment (a church-designated endowment for university ministry described above) to fund an expanded university ministry effort. As originally conceived, the primary goal of the initial program at the time was to fund a part-time director to work on university ministry to “interact with students and the university community to discover productive ways to minister to the University and to engage in efforts that advance the general values of the ministry.” Over the ensuing years, First Church Berkeley’s campus ministry has expanded to a more broad-reaching Young Adult Ministry which not only serves young adults studying at our nearby UC Berkeley campus as well as other local higher education institutions, but also young adults living and working in our community.

Special Considerations:

Annual 5% draw; posts quarterly. Currently, the draw from the Plymouth 2 endowment is used to pay the salary of the church’s Associate Pastor responsible for managing the young adult program.

Donor(s): John and Marva Dawn Norgaard

Historical Value:	\$687,259
Value as of 12/31/20:	\$977,565

DONOR ENDOWMENTS FOR OPERATIONS/BUILDING

Nelson General Endowment Fund

Purpose:

In the early 1970s, member Frank Nelson made a gift of stock to the Church where the proceeds from the stock sale were to be used for current needs of the church (as the “Nelson General” fund), while a portion was also to be disbursed quarterly to Rev. Browne Barr (Senior Minister from 1967-1977) as a gift from Frank Nelson during Rev. Barr’s lifetime and to his wife, Leigh, if he predeceased her (as the “Nelson Ministerial” fund). After their deaths, the endowment was intended to stay intact with income available for church current needs. At this time, both portions of the fund were merged as the “Nelson General Endowment” to be used to support the church’s operating budget.

Special Considerations:

Annual 5% draw; posted quarterly.

Donor(s): Frank Nelson

Historical Value:	\$51,955
Value as of 12/31/20:	\$115,849

Building and Grounds Maintenance Endowment Fund

Purpose:

The purpose of this fund is to provide maintenance for the church’s building and grounds.

Special Considerations:

This fund has not been used to date due to its relatively limited size; thus the funds are retained in the Endowment.

Donor(s): Anonymous donations

Historical Value:	\$20,000
Value as of 12/31/20:	\$26,352

OTHER ENDOWMENT FUNDS

Ministerial Housing Endowment

Purpose:

The Ministerial Housing Endowment is used to provide financial assistance to ordained staff to assist in obtaining housing in the area. See **Attachment 3** for further detail on eligible uses of the Endowment. This endowment was created when the church's parsonage on Santa Rosa Street in Berkeley was sold after Pastor Bill Gregory moved out.

Special Considerations:

The Ministerial Housing Endowment is administered in accordance with the Ministerial Housing Endowment Policy, adopted by the Church Council in January 1993 and amended in October 1999. The Endowment is financially managed by the Investment Committee, and implemented by an ad-hoc Ministerial Housing Committee appointed by Church Council as needed. Income made from loans made from this endowment must be returned to this endowment.

Historical Value:	\$200,000
Value as of 12/31/20:	\$639,965

LIST OF ATTACHMENTS

- 1) Bylaws Excerpt - Endowment Committee and Investment Committee
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ATTACHMENT 1

determine and implement the class terms of office for each group, including the Committee of Involvement itself.

Section 8.04 Endowment Committee. The Endowment Committee shall consist of seven (7) members plus the Senior Minister and the Church Treasurer as ex-officio members. Terms of the members shall be four (4) years excepting appointments for shorter terms needed to assure continuity. No member shall serve more than two consecutive full terms. A Chair shall be elected from and by the members of the committee. The committee shall be responsible to the Council of the Congregation to which it shall make reports from time to time.

Nominations for Endowment Committee membership shall be made by the Council of the Congregation in consultation with the Endowment Committee and members of the Endowment Committee shall be elected by the Congregation at the Annual Meeting.

The Endowment Committee shall have broad responsibilities for the development of gifts and bequests to the Church and responsibility for the administration of the annual “draw” from all endowments and the administration of the “Celebration Fund”. (The Ministerial Housing Fund is administered according to Council policies.) This includes but is not limited to the planned giving activities of the Church, for receiving and recognizing bequests of gifts to any fund in the endowment of the Church; for receiving, recognizing and disbursing Memorial, Celebration and other gifts; and for maintaining adequate records.

The Endowment Committee shall be guided in its activities by the “Enabling Resolutions for the Endowment Committee” and by any other special policies adopted by the Congregation. The Endowment Committee shall work closely with the Council to assure that the overall needs of the Church are properly considered consistent with the intent of the donors. Liaison with the Council shall be provided by the Chair and the ex-officio members. Procedures for amendments to the “Enabling Resolutions” shall be the same as the Church Bylaws. The Endowment Committee shall report to the Congregation annually and to the Council, Investment Committee, and other ministries as appropriate.

Section 8.05 Investment Committee. The Investment Committee shall consist of three (3) members elected by the Congregation. The terms of the members, while a maximum of and

typically three years, shall be structured so that the terms of no more than two (2) members expire in a given year. No member shall serve more than two consecutive full terms. The Church Treasurer and the Business Manager shall serve as ex-officio members of the Investment Committee. The Chair of the Committee shall be elected from and by the membership of the Committee.

The Investment Committee shall be directly responsible to the Congregation to which it shall report at least annually. Reports to the Council of the Congregation shall be made annually, or more frequently as deemed necessary. Reports to the Endowment Committee and the Ministry of Stewardship, Finance, and Administration shall be made as appropriate.

The Investment Committee shall be responsible for the investment of the endowment funds and other funds which are referred to it by the Treasurer or the Council of the Congregation. Funds shall be prudently invested with the purpose of preserving capital and generating income in a manner consistent with the ideals of the Church. The “Enabling Resolutions for the Investment Committee” establish guidelines for the functioning of this Committee. These Resolutions may be amended by a three-fourths (3/4) vote of the voting members present at any meeting of the members of the Church as prescribed in Article V of these Bylaws.

ARTICLE IX

MINISTRIES

Section 9.01 Purpose. There shall be six Ministries formed to attend to specific aspects of Church life. These Ministries shall be the following:

- Ministry of Worship and Spiritual Life
- Ministry of Outreach, Mission, and Service
- Ministry of Families, Children and Youth
- Ministry of Adult Education
- Ministry of Care, Fellowship and Invitation
- Ministry of Stewardship, Finance, and Administration

Section 9.02 Organization.

ATTACHMENT 2

ENABLING RESOLUTION FOR THE ENDOWMENT COMMITTEE (September 2005, revision of November 1999 version)

This enabling resolution replaces previous enabling resolution(s).

I Purpose of this resolution:

This resolution establishes Church policy for the Endowment Committee in its dual roles of 1) stimulation and assistance of donors who wish to contribute gifts to the First Congregational Church of Berkeley and 2) advising on distribution from the various endowments. It also defines the responsibilities of other bodies of the church organization as they relate to the duties of the Endowment Committee.

II Definitions

Draw (or draw rate) – a percentage of the total market value of an endowment (with reinvested income included) to be distributed.

True-endowment- Funds donated specifically as “endowment” or with the specification that only “income” may be spent.

Quasi-endowment – funds which have been donated to FCCB without restriction which the church has decided to treat as “endowment”. Such funds will normally be invested long term with the draw percentage distributed, but may be put to other use should FCCB so decide.

Historic cost – the value of contributed funds as of the date of the contribution.

III The Committee:

A. The bylaws of FCCB provide for a seven member Endowment Committee with broad responsibilities for planned giving activities, the administration of gifts and bequests to the Church, and the distribution of the annual "draw" from all of the various endowment funds except the Ministerial Housing Fund.

B. The members of the Endowment Committee shall be experienced and committed members of the church as evidenced by a history of church participation both with their time and financial resources. Continuity of knowledge and practice of the endowment program is a key element to a program that will faithfully serve both the church and the donors. Members of the Endowment Committee are selected per section 7.05 of the bylaws.

C. Each calendar year the Committee shall elect a chair (or co-chairs) and other officers as considered necessary.

D. The Committee is responsible for ensuring that the policies set by the Congregation and detailed in this resolution are followed. Funds under the supervision of the Committee are all endowment funds (except for the Ministerial Housing Fund), the Celebration Fund, special gifts and other funds when requested by Council. The Committee may establish new endowment funds when needed.

E. The Committee is responsible for encouraging gifts and bequests to the funds under its supervision. The Committee is responsible for recognizing the receiving and honoring all gifts and bequests. This will include the maintenance of a "Book of Remembrance". Other forms of recognition may be developed by the Committee as appropriate.

F. The Committee is responsible for providing oversight of the expenditures made from the various endowment funds to assure that they meet the intent and requirements of the endowments and, in the case of the General Endowment, the Congregation.

G. The Committee may call on others for consultation and advice. This could include legal counsel, help from the Planned Giving Office of the UCC and other outside professional counsel. Expenses for such advice and other activities appropriate to encourage gifts and bequests may be funded with up to 10% of the draw of the General Endowment in any given year. Funds unused by the Committee in any year will be added to next year's draw.

H. Committee members should be aware that there may be situations where they may be perceived as having a conflict of interest. They should be prepared to act appropriately.

IV Treatment of Memorials and Bequests - Endowment or Current Needs:

A. Givers have the option with memorials and bequests of not specifically designating them or of designating them for true-endowment, for current needs, or to be spent over a specified period of years. They also can direct the use of the gift. The most convenient gift to FCCB is the one with the fewest restrictions on spending, but some donors may prefer a more targeted gift. Potential givers have the option of specifying funds designated to specific areas such as music, buildings and grounds, the arts, or ministerial support.

B. Undesignated memorials and other gifts made in honor of members and friends of the FCCB community shall be placed in the Celebration Fund. These funds are to be spent currently, in consultation with the Ministry of Stewardship, Finance and Administration, the Council and the honoree if appropriate. Gifts from several sources may be combined to fund an appropriate project.

C. Undesignated bequests shall first be used to complete the donor's current pledges and the remainder if any added to the General Endowment as quasi-endowment. The Committee should encourage undesignated bequests. If this is not possible pastoral guidance may be helpful in agreeing on the most appropriate gift for both the donor and the Church. The committee may find it appropriate to refuse a gift offer under certain circumstances.

D. Designated gifts and bequests must be used for the purposes as specified insofar as possible.

It is not the intent for the church to become involved in real estate management. Unless the real estate has a real and viable use for the present or near future of the Church it should be sold as soon as is prudent.

V Distributions and Draw Rate:

A. Early each year the Investment Committee shall set a draw rate percentage. This will be no higher than 6% per year, and a rate that the Investment Committee determines is consistent with long term preservation of the purchasing power of the endowment. This rate will be used to calculate annual distributions for true endowment that are not below historic cost, and for quasi-endowment unless the church decides otherwise.

B. Following determination of the draw percentage and calculation of end-of-year market value of the funds (which includes re-investment of income), an annual distribution amount will be calculated. The amount shall be the draw rate percentage multiplied by a 12 quarter moving average of the market value of the pooled endowments. The 12 quarter values shall be adjusted to neutralize the effects of any significant new contributions.

C. True-endowment funds are only permitted to spend draw to the extent that doing so will not cause the fund to dip below historic cost. Such funds are permitted to spend income from interest payments and dividends (which generally is a lower amount than would result from the draw). Spending from true-endowment funds whose current market value is (or would become after the draw) below historic cost shall be the actual income from interest and dividends received in the prior year.

D. Because the ability to spend true-endowment is dependent on market value being above historic cost, it is important to separate true-endowment from quasi-endowment and to closely track the historic cost of true-endowment funds. The historic cost of an endowment is the market value of the assets at the time that the church receives them. If assets are received at different times, the market values as of the various dates of receipt are added. Payments from the fund per the draw or from income or inflation shall not change the historic cost.

E. Donor designated endowments shall be exempt from the above distribution formula if they have specific donor instructions regarding fund distribution.

F. Funds from the "draw" or from income are to be made available for expenditure by the Treasurer.

VI Distributions from the General Endowment

A. Half of the distribution from the General Endowment shall be allocated to capital needs and the other half to special ministries. The annual expenditure plan for the General Endowment Fund shall specify how both the Capital Funds and the Special Ministries Program funds shall be used. This plan shall be presented to the council and the congregation for approval no later than March 31.

B. The Special Ministries Program shall include any project to strengthen and/or expand the church's ministry that is not possible in the current operating budget. Capital items can be considered in a Special Ministry Program.

VII Expenditure Plans

A. An expenditure plan for each endowment shall be developed in consultation with the appropriate Ministry(s) and/or committee for approval by the Council before March 31 or in the case of church designated endowments presented to the congregation for approval no later than March 31. To facilitate financial planning expenditure plans can encompass plans up to three years.

VIII Review and Audit of Endowment Finances:

A. Endowment financials shall be considered as part of church financial affairs for purpose of the review and audit.

ATTACHMENT 3

FIRST CONGREGATIONAL CHURCH OF BERKELEY
POLICY: ADMINISTRATION OF MINISTERIAL HOUSING ENDOWMENT
Council approval: January 1993
Amended by Council: October 1999

The Ministerial Housing Endowment was established in the initial amount of \$200,000 with proceeds from the sale of the parsonage at 629 Santa Rosa Avenue, Berkeley, California.

I. Purpose

1. To encourage eligible persons to accept their call by helping them finance suitable personal housing in the area.
2. To encourage existing eligible persons who have a record of satisfactory performance to remain at First Congregational Church of Berkeley (FCCB).

II. Eligibility

1. Any person who is "called" after January 1, 1993 to be a member of the ordained staff of FCCB.
2. Any person who is newly employed as Music Director after January 1, 1993.

III. Implementation

1. In accordance with the resolution adopted by FCCB on September 13, 1992, investments of the endowment shall aid eligible personnel through:
 - a. Personal loans for down payments or for rental deposits.
 - b. Mortgage loans.
 - c. Equity participation through loan repayment or joint ownership.

Investment income of the endowment may be used for partial costs of rental housing and other appropriate housing assistance.

2. Agreement details will be negotiated between an eligible staff person and an an-hoc Ministerial Housing Committee (MHC) appointed by the Council for an indefinite term. It is desirable that the MHC have some long term members in order to take advantage of the experience gained in working out assistance agreements, and that there be some turnover in order to keep the committee representative of current church leadership.

Any eligible staff member may seek assistance from the Ministerial Housing Endowment, either as part of the "package" offered in the "call" or at some later date. With each new request, the Council shall form a reconstituted MHC which will consist of the Treasurer as chair, a member of the staff person's search committee, any current members of the MHC that were appointed to the committee as search committee members for people still on the FCCB staff, and one representative each from the Personnel, Endowment and Investment committees. The last three positions will be filled with people already on the MHC if they still serve on the qualifying bodies, and are willing to continue to serve.

Once reconstituted, the "new" MHC will be the committee to deal with any matters concerning the ministerial housing agreements already in place, regardless of which staff member is concerned, until such time as the next MHC is reconstituted.

3. The Investment Committee will be responsible for informing the MHC as to the resources available in the endowment. Not more than 50% of the total monetary value of the endowment shall be committed to assist with any one housing situation. In determining how much is available in any specific case, the Investment Committee shall consult with the Senior Minister, the Moderator and other interested

parties as to future staffing plans of the church.

4. The details of any housing aid will be contained in a legally binding written contract between the eligible person(s) and the church. It will be signed by duly constituted officers of the church after approval by the Church Council.

IV. Guidelines for Negotiation

1. Since the end contract will be a binding legal document, the ad-hoc negotiating committee should call on denominational expertise including obtaining from the Conference Office and the national UCC office sample copies of appropriate contracts and any other information they may have available.
2. It is anticipated that interest rates charged will be about 1% below market for equivalent commercial loans. The Investment Committee will work with the MHC to determine appropriate rates for specific proposals.
3. Where possible loans should be secured by deeds of trust, second mortgages or other appropriate collateral.
4. The MHC shall be responsible for preparing appropriate contracts and securing proper collateral. Before contracts involving real property are signed the committee shall obtain an appraisal from a qualified property appraiser. The committee shall be responsible for obtaining appropriate professional counsel. Reasonable professional fees will be paid by the endowment.
5. Contracts for equity participation must be carefully considered. Since this becomes a joint venture for potentially an extended period the MHC must exert every effort to negotiate a fair and comprehensive contract. Since there will be inevitably differences of opinion about the need for major maintenance and/or remodeling some method for resolving these issues must be included in the contract.
6. Initially it is expected that funds for rental assistance will be nominal. If this option is desired by an eligible person the Investment Committee will work with the ad-hoc committee to develop an appropriate plan.

V. Administration of the Endowment

1. The on-going administration of the Ministerial Housing Endowment will be the responsibility of the Investment Committee.
2. A major goal for this endowment is to have funding to assist eligible persons in the future. Historically the rate of increase in housing costs in our area has greatly exceeded the increase in cost of living. This means that to maintain an equivalent value for the future, all possible funds must be added to principle.
3. Income from any loans made from the Ministerial Housing Endowment shall be returned directly to the endowment. This income shall not be co-mingled with the income from other church endowments. The reason for this is that these loans are from this specific endowment and may deliberately have lower than average yields (see IV (2) above).
4. Principal not invested in ministerial housing loans may, at the discretion of the Investment Committee, be invested in the pooled income funds of other church endowments, or invested directly in other appropriate investment vehicles.
5. All surplus income over and above normal reinvestment for inflation and the needs for housing assistance from income shall be added to principle.

ATTACHMENT 4

ILLUSTRATION OF ANNUAL DRAW FROM THE FIRST CHURCH BERKELEY ENDOWMENT FOR YEAR 2021

	Column A	Column B	Column C	Column D	Column E	
Quarter and Year	Quarter-End Value of Pooled Endowment	12Q total	12Q average	Total Draw Available	Draw %	
1Q2018	2,626,671	29,936,088	2,494,674			
2Q2018	2,610,366	30,041,348	2,503,446			
3Q2018	2,667,346	30,405,297	2,533,775			
4Q2018	2,428,586	30,447,870	2,537,323	126,866.13	5%	Draw for 2019
1Q2019	2,508,772	30,634,636	2,552,886			
2Q2019	2,602,327	30,888,556	2,574,046			
3Q2019	2,612,920	31,035,145	2,586,262			
4Q2019	2,791,739	31,366,302	2,613,858	130,692.92	5%	Draw for 2020
1Q2020	2,360,451	31,238,844	2,603,237			
2Q2020	2,745,368	31,405,023	2,617,085			
3Q2020	2,909,346	31,638,149	2,636,512			
4Q2020	3,236,776	32,100,667	2,675,056	133,752.78	5%	Draw for 2021

Column A: The value of the Church's pooled Endowment (church- and donor-designated funds) at the end of the quarter.

Column B: This represents a summation of the 12 preceding quarters. E.G. 4Q2020 includes summation of Column A from 1st Quarter 2018 through 4th Quarter 2020.

Column C: This is the average of the 12 preceding quarters. It takes figure in Column B and divides by 12.

Column D: This figure represents the draw from the Endowment that is taken for the following year. It is based on the approved draw amount of 5%.

Column E: The approved draw amount as set by the Investment Committee. 5% * \$2,675,056 = \$133,752.

DISTRIBUTION OF THE AVAILABLE DRAW FOR YEAR 2021

		Column A	Column B	Column C	Column D
Name of Endowment Fund	Church- or Donor- Designated type of Endowment	Value on 12/31/2020	Prorata share of total Endowment Fund	Total Available	Draw Amount
Plymouth 1 (young adult ministry)	Church Desig	\$ 268,523.94	8.3%	133,752.78	\$ 11,096.17
General (capital, op budget, Endow admin)	Church Desig	\$ 1,319,940.86	40.8%	133,752.78	\$ 54,543.71
McCall Lectureship Fund	Donor Desig	\$ 62,832.00	1.9%	133,752.78	\$ 2,596.40
Lietch,Johnson, Moore (music ministry)	Donor Desig	\$ 82,473.63	2.5%	133,752.78	\$ 3,408.05
Nelson General (general operating budget)	Donor Desig	\$ 115,848.89	3.6%	133,752.78	\$ 4,787.21
Wagner (seniors ministry)	Donor Desig	\$ 23,520.95	0.7%	133,752.78	\$ 971.95
Baldo (music ministry)	Donor Desig	\$ 49,754.67	1.5%	133,752.78	\$ 2,056.00
Browne Barr Seminary Intern	Donor Desig	\$ 193,233.98	6.0%	133,752.78	\$ 7,984.98
Drobish-Sanchez-Palmerlee-Apra (evangelism)	Donor Desig	\$ 116,729.67	3.6%	133,752.78	\$ 4,823.60
Plymouth 2/Norgaard (young adult ministry)	Donor Desig	\$ 977,564.84	30.2%	133,752.78	\$ 40,395.76
Building/Grounds Maintenance	Donor Desig	\$ 26,352.26	0.8%	133,752.78	\$ 1,088.95
	TOTAL	\$ 3,236,775.69	100.0%	133,752.78	\$ 133,752.78

Column A: The value of the Endowment Fund on 12/31/2020 (end of 4Q2020)

Column B: The amount of draw available from each separate fund is based on its prorata share of the total pooled endowment of \$3,236,775.69.

Column C: The total draw available for 2021.

Column D: The draw amount represents the prorata share (Column B) x the total available (Column C).

ATTACHMENT 5

**First Congregational Church of Berkeley
Operating Budget 2021 - APPROVED
February 7, 2021**

	A Actual 2020	B Annual Budget	B - A = C Difference 2020	D APPROVED 2021 Budget	D - B = E Budget Change 2020 --> 2021
RECEIPTS					
CONTRIBUTIONS					
COMMITMENTS & CONTRIBUTIONS					
Commitments-current	656,913	677,206	(20,293)	620,000	(57,206)
Commitments-for last year	2,400	-	2,400	2,000	2,000
Extra Gifts fr Givers	10,756	5,000	5,756	2,000	(3,000)
Contributions	16,581	18,000	(1,419)	9,000	(9,000)
Online donation fees/disc	15,030	10,500	4,530	5,000	(5,500)
Subtotal Contributions	701,680	710,706	(9,026)	638,000	(72,706)
FACILITIES USE					
East Bay School for Boys	236,688	239,055	(2,367)	236,688	(2,367)
EBSB reimbursements	11,008	11,000	8	11,000	-
Douglas Parking	(9,073)	-	(9,073)	(10,000)	(10,000)
Room Use, Others	29,264	105,000	(75,736)	30,000	(75,000)
Subtotal Facilities Use	267,887	355,055	(87,168)	267,688	(87,367)
TRANS FROM OTHER FUNDS					
Endow-Nelson	5,048	5,048	-	4,787	(261)
Endow-Univ Min	54,306	54,306	-	51,492	(2,814)
Emerging Leaders/Theologians	8,421	8,421	-	7,985	(436)
Music Fund	3,594	3,594	-	3,408	(186)
Special Endowment		20,900	(20,900)	24,545	3,645
Subtotal Trans From Other Funds	71,369	92,269	(20,900)	92,217	(52)
OTHER INCOME					
Insurance Interest		63,129	(63,129)	-	(63,129)
Council Contingency		19,750	(19,750)	112,972	93,222
Transitional Tasks	-	-	-	15,935	15,935
Subtotal Other Income	-	82,879	(82,879)	128,907	46,028
PPP Loan	90,464	-	90,464	-	-
TOTAL INCOME	1,131,400	1,240,909	(109,509)	1,126,812	(114,097)

Operating Budget 2021 - APPROVED

	A Actual 2020	B Annual Budget	B - A = C Difference 2,020	D APPROVED 2021 Budget	D - B = E Budget Change 2020 --> 2021
OPERATING EXPENSES					
PERSONNEL					
MINISTERIAL	270,065	255,700	14,365	289,247	33,547
EMERGING LEADERS	6,123	11,354	(5,231)	7,985	(3,369)
MUSIC MINISTRY	109,853	114,991	(5,138)	111,897	(3,094)
ADMINISTRATIVE STAFF	199,996	223,328	(23,332)	217,085	(6,243)
CHURCH PLANT STAFF	73,345	129,945	(56,600)	78,561	(51,384)
EDUCATION STAFF	30,880	34,057	(3,178)	35,505	1,448
CHILDCARE STAFF	3,923	10,885	(6,962)	2,772	(8,113)
BENE.SRVC.STAFF TRN.CONT.	17,858	26,856	(8,998)	29,500	2,644
Subtotal Personnel	712,043	807,116	(95,073)	772,552	(34,564)

First Congregational Church of Berkeley
Operating Budget 2021 - APPROVED
February 7, 2021

	A Actual 2020	B Annual Budget	B - A = C Difference 2,020	D APPROVED 2021 Budget	D - B = E Budget Change 2020 --> 2021
OPERATING EXPENSES (continued)					
MINISTRY EXPENSE					
MUSIC	11,653	10,000	1,653	12,500	2,500
WORSHIP & SPIRITUAL LIFE	6,871	10,950	(4,079)	8,760	(2,190)
CHURCH SCHOOL	346	2,600	(2,254)	2,080	(520)
FAM CH Y	2,511	4,000	(1,489)	3,200	(800)
ADULT EDUCATION	2,004	4,000	(1,996)	3,200	(800)
CARE & FELLOW	2,954	14,500	(11,546)	11,600	(2,900)
MEDIA	5,831	12,000	(6,169)	9,600	(2,400)
PARISH NURSE	1,795	2,000	(205)	1,600	(400)
UNIVERSITY/YOUNG ADULT	7,710	10,000	(2,290)	8,000	(2,000)
STWRDSHP/FINANCE/ADMIN	-	100	(100)	80	(20)
CHURCH COUNCIL	3,962	5,300	(1,338)	4,240	(1,060)
Subtotal Ministry Expense	45,637	75,450	(29,813)	64,860	(10,590)
ADMINISTRATION					
POSTAGE	1,603	2,000	(397)	2,000	-
EQUIPMENT	32,845	40,300	(7,455)	40,000	(300)
OFFICE SUPPLIES	2,727	5,000	(2,273)	4,000	(1,000)
BANKING + ACH FEES	11,766	10,100	1,666	12,500	2,400
Subtotal Administration	48,941	57,400	(8,459)	58,500	1,100
CHURCH PLANT					
UTILITIES	51,764	62,000	(10,236)	60,000	(2,000)
PLANT SUPPLIES	3,773	7,000	(3,227)	5,000	(2,000)
PLANT MAINTENANCE	14,939	45,850	(30,911)	25,000	(20,850)
INSURANCE/TAXES	71,762	57,500	14,262	70,000	12,500
LOAN REPAYMENT: PPP Loan (potential)				2,400	2,400
LOAN REPAYMENT: BFP	18,624	55,872	(37,248)	-	(55,872)
Subtotal Church Plant	160,862	228,222	(67,360)	162,400	(65,822)
Subtotal Operating Expenses	967,483	1,168,188	(200,705)	1,058,312	(109,876)
BENEVOLENCE, BUDGETED					
UCC Share (OCWM)	65,695	67,721	(2,026)	62,000	(5,721)
OTHER BENEVOLENCES*	5,000	5,000	-	5,000	-
JUSTICE + SERVICE				1,500	1,500
Subtotal Benevolence, Budgeted	70,695	72,721	(2,026)	68,500	(4,221)
TOTAL EXPENSES	1,038,178	1,240,909	(202,731)	1,126,812	(114,097)
EXCESS INCOME\EXPENSES	93,222	-	93,222	-	-
Prior Years Surplus: Council Contingency	<u>19,750</u>				
Cumulative Surplus: Council Contingency	<u><u>112,972</u></u>				

ATTACHMENT 6

Legacy Circle Report

First Church Berkeley's **Legacy Circle** includes individuals in our church community who have named First Church Berkeley in their planned giving through their wills/trusts, retirement funds or life insurance beneficiary designation, or other resources or assets to be distributed after their deaths. These important legacy gifts contribute to our church's long-term financial sustainability for generations to come. Planned gifts are added to First Church Berkeley's endowment and prudently invested and managed by the church's Endowment and Investment Committees. We are extremely grateful for the faith and

generosity of these members of the Legacy Circle. More information on the Legacy Circle, and how to become a member, may be found on the church's website.

2020 Legacy Circle: Molly and Peter Baskette; Mollyanne Brewer (Maremaa); Mike Casendino and Amy Hiestand; Patricia de Jong; Robert and Bonnie Hester; Bob and Kathy Helliesen; Hope Hilton; Carmelle Knudsen; Nancy McKay; Lewis Perry; Phil Porter; Boyard and Ann Rowe; Rebecca Smith; Bruce and Susan Stangeland; Charles Taylor and Alice Clark; John and Helen Wadman; Morris and Rebecca Wright; Anonymous

Endowment Report

	1/1/20	Gifts &	Historic	12/31/20	Income Designation
Church Designated Endowments	Value	Bequests	Value	Value	
Plymouth 1	251,345		not applicable	268,524	University Ministry
General	997,533	186,840	not applicable	1,319,941	45% capital projects; 45% special ministries
Total Church Designated	1,248,878			1,588,465	
Donor Designated Endowments					
McCall Lecture	58,812		13,000	62,832	Special Lectures
Music Endow.: Leitch, Johnson, Moore	77,197		55,526	82,474	Music Program
Nelson General	108,438		51,955	115,849	Operating Budget
Wagner	22,016		10,000	23,521	Ministry to Seniors
Baldo	46,572		31,322	49,754	Classical Music Event
Browne Barr Seminary Intern	180,872		120,710	193,234	Seminary intern
Drobish-Sanchez-Palmerlee-Apra	109,262		62,861	116,730	Evangelism
Plymouth 2	915,026		687,259	977,565	University Ministry
Buildings/Grounds Maintenance	24,666		20,000	26,352	Buildings & Grounds
Total Donor Designated	1,542,861			1,648,311	
Subtotal General Endowment	2,791,739			3,236,776	
Ministerial Housing Enowment	564,914			639,965	
Total FCCB Endowments	3,356,653			3,876,741	