



# Maine Conference

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**Rev. Deborah J. Blood, Conference Minister**

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## **A Just Peace, Open and Affirming Conference**

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Dear Maine Conference 2017 Delegates,

We held pre-Annual Meeting hearings in September, and were gratified by the number of people who turned out, and the level of attention and engagement folks brought to the Budget and Bylaws. The Mission Council has listened carefully to the thoughts and opinions of those gathered, as well as thoroughly considered the current realities in our Conference.

Attached you will find a Proposed 2018 Budget from the Mission Council, based on "Option 2" from the hearings. On the income side, it is based on assumptions of a 2% decrease in overall OCWM giving, and only a COLA increase to Fellowship Dues. It also anticipates an increase in Pilgrim Lodge income as the first phase of the Sustainability Plan is implemented. On the expense side, this means that our staffing expense for Augusta-based staff will need to decrease by about \$60,000.

This is a balanced budget for the whole Conference, including Pilgrim Lodge. It includes funding positions for halftime ACM and halftime Communications positions, which were not filled in 2017 because it became apparent that there were likely insufficient funds to do so going forward. For 2018 and going forward, we will adjust our staffing to fit within our means.

The Mission Council, with its Finance Committee, have worked hard on this budget. Our prayer is that, as we increase our Development efforts, additional funding will become available and we might be able to expand our staff somewhat in areas needed to meet 21<sup>st</sup> Ministry needs. Churches are certainly encouraged to consider an increase in OCWM or Fellowship Dues, as this would allow us to limit staff cutbacks.

The Proposed Budget also reflects the initial outcome of an excellent consulting process at Pilgrim Lodge, which creates a balanced budget on that side along with recommendations to increase the income for PL. The consulting will be on-going to support PL's efforts to achieve long term sustainability. An Executive Summary of the Pilgrim Lodge Sustainability report can be found with the Annual Meeting documents at [www.maineucc.org](http://www.maineucc.org).

It has been a tough budget season, but we are much more confident than in the past that our Budget is as accurate and realistic as possible, given what we know at the moment. In 2016, 1/3 (One Third) of our churches increased their OCWM giving. We pray that the trend will continue and expand!

Blessings and peace,

Rev. Susan M. Reisert, Chair, Mission Council

Rev. Deborah J. Blood, Conference Minister

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## 2018 Maine Conference UCC Narrative Budget at a Glance

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### *Mission Council – Recommended (October 5, 2017)*

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#### **Introduction**

The ministries of the Maine Conference depend on the generosity of the 154+/- congregations and their 15,500+/- members. The Maine Conference depends on faithful stewards: volunteers, professional staff, the Mission Council and Annual Meeting delegates who guide the use of precious gifts and resources entrusted to the Conference. The Maine Conference promotes and monitors this stewardship through a balanced budget. What follows is an overview of the anticipated income and spending plan for ministries of the Maine Conference in the Year 2018.

In preparation for the pre-Annual Meeting budget hearings, the initial outreach and discussion documents<sup>1</sup> comprehended two different options for discussion purposes only. After evaluating comments, ideas and recommendations from participants in the four hearings, the Mission Council met to recommend a budget on October 5, 2017. The Mission Council recommended **one budget – the budget described and detailed in this document.**

#### **Income Sources**

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##### **OCWM - \$420,000**

*(\$10,000 less than '17 budget)*

Our Church's Wider Mission (OCWM) extends the local church's reach through broad-purpose giving to the Conference, the national denomination and to the world beyond. In Maine, OCWM finances ministries which promote healthy congregations, counsel churches in transition and provide pastoral support to clergy and congregations, and fund other conference ministries, resource teams and operations as described in the *Expenses for Programs and Operations* section below.

##### **Fellowship Dues - \$227,174**

*(\$4,826 less than '17 budget)*

The Maine Conference asks churches to provide this broad purpose, general funding which supports many conference ministries. The increase for fellowship dues (30 cents per member) to the proposed \$15.43 rate includes a 2% COLA increase per member – an annual increase that current fellowship dues policy allows.

##### **Income from Invested Funds - \$110,000**

*(same as '17 budget)*

Thanks to the generosity and vision of living and departed friends and asset sales there are quasi-endowments, endowments, trust and invested funds to provide a modest income for broad use in conference ministries and operations. Much of the earning of investment income is guided, in part, by adhering to socially responsible investing (SRI) principles and policy.

##### **Friends of the Maine Conference - \$10,000**

*(same as '17 budget)*

This appeal asks for gifts from those who know and support Conference work – volunteers and retired pastors, for example. Funds from this appeal provide a needed source of income for broad use in conference ministries.

##### **Miscellaneous - \$27,475**

*(\$8,795 more than '17)*

Sources of this income are primarily: fees: annual meeting registration (\$22,675), fees for performing services for the Consolidated Trust (\$3,800) and unspecified income (\$1,000).

##### **Special Council Fundraising - \$10,000**

*(up \$10,000 from '17 budget)*

With this new fundraising initiative, the Mission Council seeks to organize and raise general funds through the development and execution of special events or trips, for example. Recent trips to Turkey and the Holy Land have been a fun and life-changing for many participants. In 2018, the trip is Italy!

##### **Resource Center - \$1,000**

*(down \$1,805 from '17 budget)*

As the Resource Center winds down its activity, budgeted revenue notes less volume and slight flattening of margins on

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<sup>1</sup> Published on Maine Conference UCC website at WWW.MAINEUCC.ORG and MAINEUCC.ORG e-mail on September 21, 2017.

book and resource sales, for example. However, the income helps offset some of the cost of the Resource Center program.

**Pilgrim Lodge - \$492,032**

*(up \$40,898 from '17 budget)*

In this budget, program and hosted use of Pilgrim Lodge is the primary source of income (approx. 78%). With the Conference putting together a bold new operating plan and balanced budget for Pilgrim Lodge, this budget allocates that income to offset most direct costs for providing a program and a place for children, youth, adult and family outdoor ministries and for nonprofit retreat clientele. Miscellaneous income, gifts from individuals and churches and investment income from endowments round out direct funding and support of the Pilgrim Lodge Ministry. The operating plan for 2018 anticipates about 4,695 user days with 14,140 meals for program and hosted attendees.

**Clergy Communities of Practice - \$5,000**

*(down \$2,500 from '17 budget)*

Clergy Communities of Practice depends on participant fees to offset program costs.

**Youth Program - \$0**

*(same as '17 budget)*

**Maine School of Ministry (MESOM) - \$32,000**

*(up \$1,235 from '17 budget)*

Sources for program income are tuition and a foundation grant with the remainder of costs offset by support from the Conference's general income sources. This budget allocates income to offset most direct costs to provide a program for students who seek further development of leadership and participation in the life of the church.

**Church Vitality and Leadership, Resource Team Initiatives - \$1,000**

*(up \$1,000 from '17 budget)*

Funds (fees, miscellaneous events, ) in this area are reserved for this program to offset the cost of some programs or establishment of resource teams or mission opportunities. The main funding source for these initiatives are the general income funds of the Conference.

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**Year 2018 Total Income Sources: \$1,272,681**

**(up \$42,797 from '17)**

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## **Expenses for Programs and Operations**

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### **Resource Center - \$18,476**

*(up \$364 from '17 budget)*

The Maine Conference Resource Center partners with local congregations, associations, conference ministries, and other ecumenical members of the Body of Christ to provide them with information, consultation and published resources for all aspects of church life and mission. In addition, Resource Center displays are provided for a variety of events throughout the year, giving people hands-on access to items from the center's resource collection. Having reduced operations in 2017, the center currently provides service to congregations and their members 25% of a normal work week. This budget proposes continued funding at 25% of a work week.

### **Pilgrim Lodge - \$429,032**

*(up \$45,985 from '17 budget)*

This ministry provides community, personal and spiritual challenge and growth to young people and adults during summer camp and retreat experiences (*nearly 4,700 user days and about 14,000 meals are planned for next year*). Pilgrim Lodge is the central location for outdoor and youth ministry programs of the Maine Conference during the summer months. The program also includes trip camps at other locations. And Pilgrim Lodge provides a seasonal retreat center, hosting nonprofit, community and church retreats during the spring and fall.

### **Clergy Communities of Practice - \$6,250**

*(down \$3,125 from '17 budget)*

In response to the Maine Conference Mission Plan, adopted at the 2013 Annual Meeting, the Clergy Communities of Practice network encourages and supports excellence in pastoral leadership for the churches in our Conference. At the heart of the program are clergy peer groups that provide a regular forum for pastors to meet with other pastors whose calling is similar to their own. In this setting, best practices and resources can be shared, common issues and problems explored, and the often-isolating nature of a ministerial calling remedied. As of this writing, the program is planning for 30 participating pastors in groups led by facilitators.

### **Honduras Partnership - \$5,000**

*(same as '17 budget)*

The Maine Conference Mission Plan includes strengthening local churches for mission, and gives the Honduras Partnership as one example of mission work. Because the Honduras Partnership has an ongoing relationship with the Evangelical & Reformed Church of Honduras (IERH), there are numerous opportunities for local churches and members to get involved with wider missions in Honduras. Besides supporting fundraising efforts, local churches may get involved in hosting Honduran visitors and/or traveling to Honduras on mission trips.

### **Objectives:**

The Honduras Partnership hopes to maintain its long-lasting covenant with the Evangelical & Reformed Church of Honduras (IERH). The objectives as stated in the current Covenant are to:

- Hold a Mission Council every two years in Honduras to discuss activities to be carried out during the next two years.
- Support each other with mutual prayer, shared worship, education, and service.
- Share the joys and sorrows, struggles and triumphs of each other as we should as the body of Christ.
- Work together in supporting, promoting and implementing programs of the Synod and IERH in areas of public health, education, theological education and social action.
- Send and/or receive delegation visits at each other's Annual Meetings and Assemblies.

### **Youth Programs - \$3,000**

*(up \$440 from '17 budget)*

Youth comprise, organize, and along with advisors, lead several elements and events of the Main Conference United Church of Christ youth program. Historically, the programs seek to empower the youth of the conference by providing resources, leadership opportunities, and sponsoring statewide youth activities.

**Pilgrim Lodge Advisory Team - \$500**

(same as '17 budget)

Pilgrim Lodge is a "gem" in the Maine Conference. Through the camp year, loving and faithful communities are established for children, young people, and adults. It is the goal of the Pilgrim Lodge Task Force to support Pilgrim Lodge and any way possible to maintain this opportunity for people of the Maine Conference and beyond. Objective: Continued support for Outdoor Ministries in the Maine Conference. A major goal for 2018 is to work toward living into a PL operating model for financial and program sustainability.

**Anti-Racism Resource Team - \$2,500**

(same as '17 budget)

As the Mission Plan of the Maine Conference states, this Resource Team will:

- “strengthen local churches for mission”
- “witness to the Oneness of Christ through strengthening the bond between all settings of the United Church of Christ, all settings of the ecumenical church and with all people of faith from other communions and traditions”
- “work for justice and peace and the integrity of God’s creation”  
As we begin our work, our main focus will be:
  - To identify and provide Anti-racism training and education resources
  - To be a communication hub for advocacy in the Maine Conference, UCC
  - To listen for the concerns people of color face in Maine and beyond, and to take action
  - To discover how the “New Jim Crow” manifests itself in Maine and ways to respond

**Faith Formation Resource Team - \$2,150**

(up \$200 from '17 budget)

Jesus sends his disciples out into the world to “make disciples of all peoples”. The purpose of the Faith Formation Resource Team is to equip and support churches and pastors in the their calling to make disciples by resourcing churches, pastors, and laity in the vital ministry of faith formation for all ages through conferences such as NEAUCE and by holding occasional, Conference -wide faith formation events.

Objectives:

- To support, strengthen, and increase attendance at the NEAUCE faith formation conference each year, and
- To plan and promote occasional faith formation events in the whole Conference.

**Maine School of Ministry - \$42,667**

(up \$567 from '17 budget)

A renewed Maine School of Ministry (*MESOM*) has the following goal: to offer persons from congregations of our own Conference, of our region’s Conferences, and of our denominational Partners the educational opportunity to explore their callings, callings which may range along a continuum from spiritual formation to preparation for authorized ministry. There are two program objectives to produce two streams of church leaders: those soundly prepared to serve or to continue serving their own or other congregations by sharing the depth of the spiritual formation which they experienced at MESOM, and of those soundly prepared to serve any such congregation by fulfilling the role of authorized (licensed, commissioned, or ordained) minister. MESOM expects 5 courses x 10 students per course for tuition-paying students in 2018.

**Earthcare Resource Team - \$1,350**

(up \$1,350 from '17 budget)

For 2018, this resource team is requesting funds for the first time. However, this team is active and successful in advocating for reduction of investment in fossil fuels and investing in alternative energy. Funding requested for 3 \$450 events. The Team currently does not have any other sources other than personal funds. The Team prefers that event participants to do not contribute, beyond their own transportation to attend events. Part of the funding would go to pay for a guest speaker, and part would go to materials and lunch. Estimated number of participants is 20 per event, which experience shows is realistic.

**Church Vitality and Leadership, Resource Team Initiatives - \$12,098**

(down \$10,390 from '17 budget)

Funds in this area are reserved for the Mission Council’s future distribution to engender and support new resource teams or mission opportunities as the Mission Council considers proposals and applications.

**Maine Council of Churches - \$3,000**

*(same as '17 budget)*

This is a donation to the Council for general support of the ecumenical advocacy and justice work it undertakes. The Maine Conference UCC is one of the key members of this organization.

**Outdoor Ministries Team - \$4,350**

*(down \$1,750 from in '17)*

According to the Team's funding application, "the team will be training program leaders to support the mission through summer programming; providing the director with professional networking and support to keep our space as up-to-date as possible; providing curriculum, evaluation and promotional materials." Two goals this budget is intended to fund are: "1) Professional networking for our director allows for shared best practices and provides a new spark for our current programs. 2) Training for program leaders provides consistency among our programs and consistent messages about safety, curriculum, and outdoor ministry."

**Seminarian Scholarships - \$6,000**

*(same amount funded by Church Vitality in 2017)*

Awarding scholarships to seminarians has been a long-standing tradition, especially during the recent upswing in the costs of a M.Div. or other acknowledged program. Usually three students share this award allocation.

**Mission Council - \$736,298**

*(down \$5,628 from '17 budget)*

Conference ministries in support of healthy, vital congregations, churches in transition and pastoral care to clergy and congregations are funded in this area. Also, this budget provides leadership, governance, oversight, and operating support of Conference programs, finances, the Consolidated Trust and operations and programs described elsewhere in the budget. This budget includes salaries, benefits and travel for the Conference Minister, associates, management and support staff, communications and publicity, the provision of Conference facilities, insurance, and legal expenses.

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**Year 2018 Total for Programs and Operations: \$1,272,681**

*(up \$33,616 more than '17)*

**Year 2018 Total for Transfer from Reserves: \$ 0**

*(up \$45,581 from '17 budget)*

2018 Mission Council Recommended Maine Conference Operating Budget

Line No.		2017 Mission Council - Adj	2018 Mission Council Recommended	% Chg. From '17 Budget	\$ Chg. From '17 Budget
	<b>CONFERENCE INCOME</b>				
1	<b>Conference Operating Fund</b>				
2	OCWM	430,000	420,000	-2%	(10,000)
3	Fellowship Dues	232,000	227,174	-2%	(4,826)
4	Income from Invested Funds	110,000	110,000	0%	-
5	Friends of the Maine Conference	10,000	10,000	0%	-
6	Miscellaneous (Fees,Charges, Rents, Transfers):	18,680	-	-100%	(18,680)
	<i>Annual Meeting Fees</i>		22,675		22,675
	<i>Other Event Fees</i>		1,000		1,000
	<i>Fees for Service - Consolidated Trust Fund</i>		3,800		3,800
7	<i>Total Miscellaneous</i>	18,680	27,475	47%	8,795
8	Special Council Fundraising	-	10,000		10,000
9	One time, or Extraordinary Gifts, Bequests	-	-		-
10	Subtotal	800,680	804,649	0%	3,969
11					-
12	Resource Center ( Rentals, Inventory Sales, Subscriptions, Donations)	2,805	1,000	-64%	(1,805)
13	Clergy Communities of Practice	7,500	5,000	-33%	(2,500)
14	Honduras Partnership	-	-		-
15	Small Church Ministry Team	-	-		-
16	State Youth Council	-	-		-
17	Pilgrim Lodge Advisory Team	-	-		-
18	Anti-Racism Resource Team	-	-		-
19	Faith Formation Resource Team	-	-		-
20	MESoM Income and Support	30,765	-	-100%	(30,765)
	<i>Tuition</i>		15,000		15,000
	<i>Grants</i>		16,000		16,000
	<i>Donation</i>		1,000		1,000
	<i>Allocated Support from Conference General funds:(\$10,667 in 2018)</i>		-		-
21	<i>Total MESoM</i>	30,765	32,000	4%	1,235
22					-
23	Earthcare Resource Team	-	-		-
24	Church Vitality and Leadership, Resource Team Initiatives	-	1,000		1,000
25	Maine UCC Musicians Resource Team	-	-		-
26	Outdoor Ministries Resource Team	-	-		-
27	Subtotal	841,750	843,649	0%	1,899



2018 Mission Council Recommended Maine Conference Operating Budget

Line No.	2017 Mission Council - Adj	2018 Mission Council Recommended	% Chg. From '17 Budget	\$ Chg. From '17 Budget
28				-
29	<b>Pilgrim Lodge (Includes one-time 50K from Rockcraft Fund in 2017 - see line 38)</b>			-
30	Registration Fees	262,258	-100%	(262,258)
31	Less: Camper scholarships	(6,900)	-100%	6,900
32	Less: Counselorship discounts	-		-
33	Retreats & Conferences	23,919	-100%	(23,919)
34	Contributions	4,894	-100%	(4,894)
35	Friends of Pilgrim Lodge	8,895	-100%	(8,895)
36	Camp Scholarship Income	6,900	-100%	(6,900)
37	Other Income	24,469	-100%	(24,469)
38	<b>One-time Transfer from Reserves</b>	<b>50,000</b>	-100%	(50,000)
39	Transfer from Reserves (estimated from other funds)	3,200	-100%	(3,200)
40	Direct Conference Subsidy	-		-
41	Indirect Conference Subsidy--Registration Services	-		-
42	Transfer from Depreciation Fund	10,500	-100%	(10,500)
43	Other revenue Adjustments	-		-
44	<b>TOTAL: Pilgrim Lodge</b>	<b>388,134</b>	-100%	(388,134)
45				-
46	<b>ALTERNATIVE BUDGET MODEL - 2018 - PILGRIM LODGE - INCOME</b>			-
47				-
48	<b>TOTAL OPERATIONS</b>	429,032		429,032
49	<b>Programmed Events</b>	335,674		335,674
50	<b>Hosted Groups</b>	44,783		44,783
51	<b>Camp Store/Other</b>	20,575		20,575
52	<b>Contributions</b>	18,000		18,000
53	<b>Transfers</b>	10,000		10,000
54	<b>TOTAL CAPITAL</b>	-		-
55				-
56	<b>TOTAL INCOME: Pilgrim Lodge</b>	<b>429,032</b>	11%	429,032
57				-
58				-
59	<b>TOTAL INCOME:</b>	1,229,884	3%	42,797

2018 Mission Council Recommended Maine Conference Operating Budget

Line No.		2017 Mission Council - Adj	2018 Mission Council Recommended	% Chg. From '17 Budget	\$ Chg. From '17 Budget
60					-
61	<b>CONFERENCE EXPENSES:</b>				-
62					-
63					-
64	<b>RESOURCE CENTER:</b>				-
65	Director's Salary/Benefits(.25 FTE in 2017)	17,111	17,476	2%	364
66	Assistants'Salary/Benefits	-	-		-
67					-
68	Materials, Supplies, Resources, Etc.	1,000	1,000	0%	-
69	Film Rentals and Inventory Sales				-
70	Conferences, Travel	-	-		-
71	Ministry Team Expenses	-	-		-
72	Equipment	-	-		-
73	UCC Resource Network	-	-		-
74	Occupancy - miscellaneous	-	-		-
75	Accrued Payroll	-	-		-
76	Postage	-	-		-
77	<b>TOTAL: Resource Center</b>	<b>18,111</b>	<b>18,476</b>	<b>2%</b>	<b>364</b>
78					-
79	<b>PILGRIM LODGE:</b>				-
80	Director's Salary and Benefits	103,138		-100%	(103,138)
81					-
82	Staff Salaries and Benefits	175,921		-100%	(175,921)
83					-
84	Director's & Staff Travel	1,300		-100%	(1,300)
85	Insurance	21,821		-100%	(21,821)
86	Utilities	17,592		-100%	(17,592)
87	Administration	9,690		-100%	(9,690)
88	Food Service	34,542		-100%	(34,542)
89	Camp Operations	22,947		-100%	(22,947)
90	Camp Improvements	-			-
91	Farm House	5,230		-100%	(5,230)
92	General Program	9,961		-100%	(9,961)
93	Off-Site Program	520		-100%	(520)
94	Non-specific expense reductions	(40,000)		-100%	40,000
95	Projects/Project Transfers	-			-
96	Registration Services from Conference	-			-
97	Rebuild Conference Reserves(internal loan)	-			-
98	Accrued Payroll/Misc. Staff Expenses	-			-
99	Annual <u>Equipment</u> Depreciation Charge	5,836		-100%	(5,836)
100	Annual <u>Building</u> Depreciation Charge	14,549		-100%	(14,549)
101	<b>TOTAL: Pilgrim Lodge</b>	<b>383,047</b>	<b>-</b>	<b>-100%</b>	<b>(383,047)</b>
102					-
103	<b>ALTERNATIVE BUDGET MODEL - 2018 - PILGRIM LODGE - EXPENSE</b>				-
104					-
105	Administrative Compensation		195,674		195,674
106	Administration		52,000		52,000
107	Property and Facilities		30,425		30,425
108	Site Overhead		278,099		278,099
109	Food Service		72,150		72,150
110	Programmed Events		78,783		78,783
111					-
112	<b>TOTAL: Pilgrim Lodge</b>		<b>429,032</b>	<b>12%</b>	<b>429,032</b>
113					-

2018 Mission Council Recommended Maine Conference Operating Budget

Line No.		2017 Mission Council - Adj	2018 Mission Council Recommended	% Chg. From '17 Budget	\$ Chg. From '17 Budget
114					
115					
116	<b>RESOURCE TEAMS AND INITIATIVES:</b>				
117	Clergy Communities of Practice	9,375	6,250	-33%	(3,125)
118	Honduras Partnership	5,000	5,000	0%	-
119	Small Church Ministry Team	-	-		-
120	Youth Programs	2,560	3,000	17%	440
121	Pilgrim Lodge Advisory Team	500	500	0%	-
122	Anti-Racism Resource Team	2,500	2,500	0%	-
123	Faith Formation Resource Team				-
124	NEAUCE (subsidy)	500	500	0%	-
125	NEAUCE (scholarship)	500	500	0%	-
126	National & Regional Events	300	300	0%	-
127	Certification and Training	300	300	0%	-
128	Partners in Education	250	250	0%	-
129	Faith Formation Resource Team	100	300	200%	200
130	Subtotal	1,950	2,150	10%	200
131	<b>Maine School of Ministry (MESoM)</b>				-
132	Advisory Board (mileage, meetings)		1,120		1,120
133	Director's Salary and Benefits	34,100	33,432	-2%	(668)
134	Instructor and Mentor Honoraria ()	8,000	8,000	0%	-
135	Travel - Director and Instructors				-
136	Program Expenses				-
137	Retreat Expenses				-
138	Other Expenses (publicity+Misc.)		115		115
139	Subtotal	42,100	42,667	1%	567
140					-
141	<b>Earthcare Resource Team</b>		1,350		1,350
142	<b>Church Vitality and Leadership, ResourceTeam Initiative</b>	22,488	12,098	-46%	(10,390)
143	<b>Maine Council of Churches</b>	3,000	3,000	0%	-
144	<b>Maine UCC Musicians Resource Team</b>	-	-		-
145	<b>Outdoor Ministries Resource Team</b>	6,100	4,350	-29%	(1,750)
146	<b>Seminarian Scholarships</b>		6,000		6,000
147	TOTAL: Resource Teams and Initiatives	95,573	88,865	-7%	(6,708)
148					-
149	<b>Mission Council:</b>				-
				-2%	(2,000)
150	Basic Support To United Church of Christ	86,000	84,000		
151	Communications, Public Relations				-
152	Mission Interpretation	1,665	-	-100%	(1,665)
153	Annual Yearbook				-
154	Publicity				-
155	Miscellaneous				-
156	Subtotal	1,665	-	-100%	(1,665)
157	<b>Staff Salaries and Benefits</b>				-
158	Conference Minister	125,529	124,469	-1%	(1,060)
159	Associate Conference Minister (1/2 FTE - in '17)	53,588	52,666	-2%	(922)
160	Associate Conference Minister	105,867	105,333	-1%	(534)
161	Business Manager	90,310	88,539	-2%	(1,771)
162	Executive Assistant (1/2 FTE new in '17)	28,784	34,951	21%	6,167
164	Treasury Assistant (3/4 FTE)	45,577	49,356	8%	3,779
165	Accounting Assistant (1/4 FTE)	17,111	17,476	2%	364
166	Communications Dir.(1/2 FTE - in '17)	44,554	44,349	0%	(205)
167	Subtotal	511,319	517,139	1%	5,820
168					-
169	Reductions and Savings - Staff Compensation		(60,908)		(60,908)
170	Net Staff Salaries/Benefits Charged to Conference	511,319	456,231	-11%	(55,088)

2018 Mission Council Recommended Maine Conference Operating Budget

Line No.		2017 Mission Council - Adj	2018 Mission Council Recommended	% Chg. From '17 Budget	\$ Chg. From '17 Budget
171					-
172					-
173	Indirect Compensation				-
174					-
175	Continuing Education	6,242	6,242	0%	-
176	Sabbatical Leave	-	-		-
177	Other Staff Expenses	-	-		-
178		-	-		-
179	Subtotal	6,242	6,242	0%	-
180					-
181	Staff Travel	36,500	36,500	0%	-
182					-
183	Mission Council				-
184	General Synod Fund	7,283	15,000	106%	7,717
185	Meeting Expenses	3,000	3,000	0%	-
186	Council Committees	300	300	0%	-
187	Search Committee	-	-		-
188	Subtotal	10,583	18,300	73%	7,717
189					-
190	Annual Meeting	10,000	10,000	0%	-
191					-
192	Direct Subsidy to Conference Facilities	-	-		-
193	Indirect Subsidy to Facilities	-	-		-
194		-	-		-
195	Nominating Committee Expenses	200	200	0%	-
196					-
197	Occupancy				-
198	Office Equipment	1,092	1,092	0%	-
199	Office Equipment - copier contract	3,324	3,324	0%	-
200	Supplies	8,000	7,000	-13%	(1,000)
201	Postage	6,449	6,449	0%	-
202	Telecommunications (was Telephone)	13,260	13,260	0%	-
203	Building Repayment /and/or Lease Payments	64,209	64,209	0%	-
204	Building Maintenance	300	300	0%	-
205	Utilities	-	-		-
206	Janitorial Services	1,200	1,200	0%	-
207	Reserve for Major Repairs/Capital Expense	-	-		-
208	Municipal Services	-	-		-
209	Miscellaneous and W. Gardiner Office	-	-		-
210	Staff Retreats	-	-		-
211	Small Church Office	1,130	1,130	0%	-
212	Annual <u>Equipment</u> Depreciation Charge	2,160	2,160	0%	-
213	Annual <u>Building</u> Depreciation Charge	-	-		-
214	Subtotal	101,124	100,124	-1%	(1,000)
215					-
216	Other Admin.				-
217	Insurance and Bonding	13,120	13,120	0%	-
218	Legal & Audit	9,300	9,300	0%	-
219	Fees, Charges and Interest Expense	4,200	4,200	0%	-
220	Subtotal	26,620	24,700	-7%	(1,920)
221					-
222	Contingencies	(48,328)		-100%	48,328
223					-
224	<b>TOTAL EXPENSES: Mission Council</b>	741,925	736,298	-1%	(5,628)
225			736,298	-1%	(5,628)
226	<b>TOTAL EXPENSES:</b>	1,239,065	1,272,681	3%	33,616
227					-
228	<b>OPERATING SURPLUS (DEFICIT):</b>	(9,181)	(0)	-100%	9,181
229	Transfer from Reserves - net	9,181	0	-100%	(9,181)
230					-
231	<b>NET SURPLUS (DEFICIT)</b>	-	-		-

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INCOME							
Operations		2018	Avg. \$ per Unit	% TOTAL Income/ Expense	Unit	Volume / Number	NOTES
		Budgeted					
	<b>TOTAL OPERATIONS</b>	<b>\$ 429,032.00</b>	<b>\$ 91.38</b>	<b>100.00%</b>	<b>UD</b>	<b>4,695.00</b>	
	Programmed events	\$ 335,674.00	\$ 89.76	78.24%	UD	3,739.75	
4301	Regular Summer	\$ 334,559.00	\$ 89.46	77.98%	UD	3,739.75	
4310	Camp photo sales	\$ 115.00	\$ 0.03	0.03%	UD	3,739.75	
4304	USDA Subsidies	\$ 1,000.00	\$ 0.27	0.23%	UD	3,739.75	
	<b>Hosted Groups</b>	<b>\$ 44,783.00</b>	<b>\$ 46.88</b>	<b>10.44%</b>	<b>UD</b>	<b>955.25</b>	
4302	Reservations	\$ 44,783.00	\$ 46.88	10.44%	UD	955.25	
	<b>Camp Store / Other</b>	<b>\$ 20,575.00</b>	<b>\$ 4.38</b>	<b>4.80%</b>	<b>UD</b>	<b>4,695.00</b>	
4306	Store sales	\$ 5,500.00	\$ 1.17	1.28%	UD	4,695.00	
4309	Misc income	\$ 75.00	\$ 0.02	0.02%	UD	4,695.00	
4144	Reimbursements	\$ 500.00	\$ 0.11	0.12%	UD	4,695.00	
4313	Contract reimbursements	\$ 11,000.00	\$ 2.34	2.56%	UD	4,695.00	
5201	Fees	\$ 1,000.00	\$ 0.21	0.23%	UD	4,695.00	
4106	Misc income	\$ 2,500.00	\$ 0.53	0.58%	UD	4,695.00	
	<b>Contributions</b>	<b>\$ 18,000.00</b>	<b>\$ 3.83</b>	<b>4.20%</b>	<b>UD</b>	<b>4,695.00</b>	
5351	Contributions	\$ 8,000.00	\$ 1.70	1.86%	UD	4,695.00	
4307	Donations	\$ 7,000.00	\$ 1.49	1.63%	UD	4,695.00	
4103	Investment income	\$ 3,000.00	\$ 0.64	0.70%	UD	4,695.00	
	<b>Transfers</b>	<b>\$ 10,000.00</b>	<b>\$ 2.13</b>	<b>2.33%</b>	<b>UD</b>	<b>4,695.00</b>	
	Marketing funding	\$ 10,000.00	\$ 2.13	2.33%	UD	4,695.00	funded by conference
<b>Capital</b>	<b>TOTAL CAPITAL</b>	<b>\$ -</b>					
	Endowment General	\$ -					
	<b>TOTAL INCOME</b>	<b>\$ 429,032.00</b>					
EXPENSE							
Operation		2018	Ave. \$ per unit	% TOTAL Income/ Expense	Unit	Volume / Number	
		Budgeted					
	<b>Admin Salary expense</b>	<b>\$ 195,674</b>	<b>\$ 41.68</b>	<b>45.61%</b>	<b>UD</b>	<b>4,695.00</b>	
6560	Payroll Expenses	\$ 132,966	\$ 28.32	30.99%	UD	4,695.00	Food service and summer staff below
6565	Pension expenses	\$ 13,784	\$ 2.94	3.21%	UD	4,695.00	
6392/6394	Directors & staff travel	\$ 1,200	\$ 0.26	0.28%	UD	4,695.00	
6572	Life/Disability ins	\$ 1,477	\$ 0.31	0.34%	UD	4,695.00	
6573	Medical plan expenses	\$ 41,987	\$ 8.94	9.79%	UD	4,695.00	
6574	Dental plan expenses	\$ 2,160	\$ 0.46	0.50%	UD	4,695.00	
6606	Misc staff expenses	\$ 2,000	\$ 0.43	0.47%	UD	4,695.00	
6850	Professional Fees	\$ 100	\$ 0.02	0.02%	UD	4,695.00	
	<b>Administration</b>	<b>\$ 52,000</b>	<b>\$ 11.08</b>	<b>12.12%</b>	<b>UD</b>	<b>4,695.00</b>	
6215	Insurance	\$ 25,500	\$ 5.43	5.94%	UD	4,695.00	
6479	Bank Fee & Charges	\$ 150	\$ 0.03	0.03%	UD	4,695.00	
6300	Annual Equipment Depreciation	\$ -	\$ -	0.00%	UD	4,695.00	zero for balancing (5836)
6300	Annual Building Depreciation	\$ -	\$ -	0.00%	UD	4,695.00	zero for balancing (14549)
6415	Office supplies	\$ 6,000	\$ 1.28	1.40%	UD	4,695.00	
6401	Telephone	\$ 5,000	\$ 1.06	1.17%	UD	4,695.00	
6411	Registration & Membership	\$ 3,650	\$ 0.78	0.85%	UD	4,695.00	
6413	Postage	\$ 1,500	\$ 0.32	0.35%	UD	4,695.00	
6417	Misc	\$ 200	\$ 0.04	0.05%	UD	4,695.00	
6416	General Promotion Expense	\$ 10,000	\$ 2.13	2.33%	UD	4,695.00	Increased EXPENSE - funded by Conference
	<b>Property and Facilities</b>	<b>\$ 30,425</b>	<b>\$ 6.48</b>	<b>7.09%</b>	<b>UD</b>	<b>4,695.00</b>	
6434/6435/6437/6438	Farm House	\$ 3,500	\$ 0.75	0.82%	UD	4,695.00	Electricity, bottled water, oil, maint & repair
6410	Annual inspection and repair	\$ 9,000	\$ 1.92	2.10%	UD	4,695.00	Increase for ACA accreditation visit year
6408	Equip M&R	\$ 500	\$ 0.11	0.12%	UD	4,695.00	
6406	Maintenance and repairs	\$ 3,000	\$ 0.64	0.70%	UD	4,695.00	
6402	Heating Oil	\$ 25	\$ 0.01	0.01%	UD	4,695.00	
6400	Gas	\$ 3,800	\$ 0.81	0.89%	UD	4,695.00	
6399	Electricity	\$ 4,000	\$ 0.85	0.93%	UD	4,695.00	

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6397	Other vehicle expenses	\$ 250	\$ 0.05	0.06%	UD	4,695.00	
6396	Vehicle M&R	\$ 2,200	\$ 0.47	0.51%	UD	4,695.00	
6395	Vehicle Fuel	\$ 1,600	\$ 0.34	0.37%	UD	4,695.00	
6389	General & Cleaning Supplies	\$ 2,000	\$ 0.43	0.47%	UD	4,695.00	
6484	Lawn & Garden Care	\$ 550	\$ 0.12	8.46%	UD	4,695.00	
<b>SUBTOTAL</b>	<b>Site Overhead</b>	<b>\$ 278,099</b>	<b>\$ 59.23</b>	<b>64.82%</b>	<b>UD</b>	<b>4,695.00</b>	<b>Cost for One UD = Site Overhead + 3 Meals</b>
<b>Food Service</b>		<b>\$ 72,150</b>	<b>\$ 5.10</b>	<b>16.82%</b>	<b># meals</b>	<b>14,140.00</b>	<b>Cost for three meals</b>
[6560]	Salaries Food Service	\$ 25,000	\$ 1.77	5.83%	# meals	14,140.00	estimated from 2016 actual + incr for addtl meals
6486	Food Service Durables	\$ 150	\$ 0.01	0.03%	# meals	14,140.00	
6485	Food Service Consumables	\$ 2,000	\$ 0.14	0.47%	#meals	14,140.00	
6388	Food and Supplies	\$ 45,000	\$ 3.18	10.49%	#meals	14,140.00	Daily raw cost of food (3 meals) [incr for addtl meals]
<b>Programmed events</b>	<b>Programmed Events</b>	<b>\$ 78,783</b>	<b>\$ 21.07</b>	<b>18.36%</b>	<b>UD</b>	<b>3,739.75</b>	<b>5.75 day Summer Camp = cost per UD + Program Fee</b>
[6560]	Salaries-temp/seasonal employees	\$ 60,456	\$ 16.17	14.09%	UD	3,739.75	\$74,956 seasonal total, moved \$14,500 to food srvc
6424	Misc program	\$ 3,827	\$ 1.02	0.89%	UD	3,739.75	\$2500 misc prgrm, \$1327 discounts (2017 amount)
6390	Infirmiry supplies	\$ 1,000	\$ 0.27	0.23%	UD	3,739.75	
6421	Resource Materials	\$ 300	\$ 0.08	0.07%	UD	3,739.75	
6422	Promotional Materials	\$ 6,000	\$ 1.60	1.40%	UD	3,739.75	
6423	Program & Craft supplies	\$ 700	\$ 0.19	0.16%	UD	3,739.75	
6870	On Line Applications	\$ 6,500	\$ 1.74	1.52%	UD	3,739.75	
	<b>TOTAL EXPENSES</b>	<b>\$ 429,032</b>					