

# Channing Memorial Church

## Governing Board 2006 – 2007

### The Year of Decision!



*Meeting Agenda*  
*June 12<sup>th</sup>, 2007, 7 PM – 9 PM, Parish Hall*

*Tsze-kung asked about government. The Master said, "The requisites of government are that there be sufficiency of food, sufficiency of military equipment, and the confidence of the people in their ruler."*

*Tsze-kung said, "If it cannot be helped, and one of these must be dispensed with, which of the three should be foregone first?" "The military equipment," said the Master.*

*Tsze-kung again asked, "If it cannot be helped, and one of the remaining two must be dispensed with, which of them should be foregone?" The Master answered, "Part with the food. From of old, death has been the lot of men; but if the people have no faith in their rulers, there is no standing for the state."*

*The Analects of Confucius, ca. 500 B.C.E.*

- I. Check-in (15 min.).
- II. Chalice Lighting and Spiritual Reflection (5 min.).
- III. Appointment of Process Observer (1 min.). *Tom Beall*
- IV. Approval of Minutes (4 min.). *Lissa Fernandez*
- V. Current Business (55 min).
  - A. Minister's Report (10 min). *Rev. Amy Freedman*
  - B. Treasurer's Report (10 min). *David Banister*
  - C. Updates of Current Committee Business for New Members.
    1. Board Responsibilities, Mission, & Covenant (5 min). *Tom Beall*
    2. Vice President's Responsibilities (5 min). *Holly Grosvenor*
    3. Financial Secretary Responsibilities (5 min). *Bill Hawkins*
    4. Clerk Responsibilities (5 min). *Lissa Fernandez*
    5. Property Committee (5 min). *Barbara Russell-Willett*
    6. Finance Committee (5 min). *Richard Webb*
    7. Social Justice Committee (5 min). *Eleanor Doumato*
    8. RE Committee (5 min). *Kelly Bailey*
- VI. Planning Session (35 min).
  - A. Adoption of Transition Team Recommendations to Board. *Tom Beall*
  - B. Plans for Clean-up / Refurbishment of Parish Hall Space. *Barbara Russell-Willett*
  - C. Fall Fundraiser.
  - D. Summer Meeting Schedule. *Tom Beall*
- VII. Evaluation of Meeting and Adjournment (5 min). *Process Observer*

#### *Upcoming Events:*

1. Soulful Sundown. 15 June
2. Summer RE Program Begins. 24 June
3. Reduced Summer Office Hours Begin. 01 July

Subj: **Recap of Channing Governing Board Meeting - 12 June 07**  
Date: 6/12/2007 11:08:56 PM Eastern Daylight Time  
From: [T and L Beall](#)

Hello everyone,

Thank you for a productive Board meeting tonight. My apologies for running late. At the meeting we:

1. Reviewed the duties and responsibilities of each officer and committee for the benefit of new Board members. I would ask that all Board members review the by-laws, the Board mission, and the Board covenant. We can discuss the mission statement and covenant via e-mail over the next month, make changes, and ratify them at our next meeting. I would also ask that you review the final report on the Year of Decision by the Channing Transition Team. In it you will find the vision statement, the commitments made by the Congregation, and the background on both. I think you will find guidance and empowerment on how to move forward this year in your areas of responsibility. The document can be found at:

[http://www.channingchurch.org/YOD/TT\\_final\\_report.pdf](http://www.channingchurch.org/YOD/TT_final_report.pdf).

2. Approved the recommendations of the Channing Transition Team to the Board. Maryellen Doherty has agreed to chair the Strategic Planning Committee. We are still looking for chairs the other committees. If anyone is interested or if you have suggestions, please let me know. Amy is going to explore whether the Committee on Ministry is the appropriate group to take on the Shared Ministry Oversight Committee function.

3. Approved the recommendation of the Fellowship Committee to purchase furniture using surplus funds from the current fiscal year. The estimated total for the furniture purchase is \$2725.00.

4. Discussed the grant proposal the Property Committee wants to submit to the van Beuren Charitable Trust for sanctuary floor refurbishing, asbestos removal and pew reconditioning. We did not have the time to discuss this thoroughly nor did we have all the information we needed on the scope of the work (particularly for the pews), the recommended timing, and the options for continuing our church activities while the Sanctuary is being worked on. We agreed to authorize the Property Committee to submit the grant proposal. We also requested the Property Committee to provide a detailed presentation at the July meeting with recommendations on the issues we need more information on. We agreed that we would allow the grant proposal to go forward pending this presentation and our final decision whether we approve of the Property Committee's recommendations.

5. Discussed the Fall fundraiser. I have asked one person to be a co-chair of this event and have received a tentative "yes". I am looking for a co-chair. Recommendations or volunteers welcome. We have blocked two potential dates (one of which we will choose at a later time): 27 Oct and 03 Nov.

I think that covers it. Let me know if I missed anything.

Tom

**Channing Memorial Church  
Minutes of the Governing Board Meeting  
May 8, 2007**

**Attendance** - Maryellen Doherty, Nancy Caswell, Tom Beall, John Burnham, Rev. Amy Bowden Freedman, Barbara Nowicki, Lissa Fernandez, Richard Webb, Dave Banister, Holly Grosvenor, Dennis Greene, Anna Smith, Marsha Francis, Bill Hawkins, Rachel Balaban, and Beth Milham (Green Sanctuary Initiative)

**Approval of Minutes** – John moved that the minutes from the April meeting be approved. Bill seconded the motion which then passed.

**Current Business**

**Minister's Report** – Rev Amy reported that the search has begun for a new Church administrator as Krista is moving in June. She also reported that after the Coming of Age Service, four new members joined Channing Church.

**UUA Association Sunday Collection** – Rev Amy discussed an initiative of the UUA called Association Sunday. On Sunday, October 14<sup>th</sup>, a thousand UU congregations will hold special services dedicated to the UUA's comprehensive campaign to grow our faith. The UUA is asking congregations to have a special collection in support of this effort, an idea which Amy endorsed. John moved that, "the Board approve the request for a special collection to be taken for the UUA in support of the Association Sunday effort." Nancy seconded the motion and it passed.

**Unsung UU Award** – Nominations were taken for the Unsung UU Award. After discussion Anna moved that, "the Unsung UU Award for 2007 be given to Nickie Kates." Dennis seconded the motion and the motion passed.

**Treasurer's Report** – Dave anticipates a balanced budget with a slight surplus at the end of the current fiscal year.

**Canvass Update** – Holly reported that pledges to date of \$168,572 have exceeded the canvass goal of \$165,000. The average pledge amount was \$1,220. The canvassers were an excellent and efficient large group. The face to face canvassing was very effective and the entire canvass team deserves our thanks and appreciation.

**Review and Approval of FY 2007 – 2008 Budget** – Dave reviewed the proposed operational and capital budgets for FY 07/08. He highlighted and explained key components of each budget and answered questions. Richard reported that the finance committee unanimously recommends that these budgets be submitted by the Board to the congregation for approval. John moved that, "the Board approve with minor revisions, the operational and capital budgets that were unanimously approved by the Finance Committee." Holly seconded the motion and it passed unanimously. Two side issues

were discussed that impact the budget. The Membership and Canvass Committees are working diligently to make sure that the Church list of active members is accurate. This list is used when calculating fair share contributions to the UUA and Ballou Channing District. Going forward, a rental policy for the Parish Hall needs to be developed. There should be a consistent approach to rentals that is in keeping with our Mission.

**Property Committee Issues** – Dennis reported that drainage from the Elks’ property onto Channing property continues to be a huge concern and an unresolved issue. Despite several calls and letters no response has been received from the Elks. The issue of what steps to take next in regards to this matter was discussed. It was decided that Tom will contact the Elks one more time. If there is no progress, we will discuss our options at the June meeting. Dennis went on to report that he has received three calls from the Prince foundation suggesting that Channing submit a grant proposal. This prompted Dennis to outline the following grant proposals for the 2007 grant cycle:

Champlin – “Sanctuary Ceiling Restoration” This is a phase one request for \$3,500 to erect scaffolding and investigate the Sanctuary peak, possibly removing the dropped ceiling.

Prince – “Channing Rainwater Control Project” We will apply for \$30,000 to replace valley flashing and copper gutters and downspouts on the Sanctuary and Parish Hall.

VanBeuren – “Sanctuary Floor Restoration Project” \$75,000 will be requested to strip and restore the original fir floor.

McBean – “John LaFarge Window Restoration Project” We will apply for \$40,000 for restoration of the Bates Memorial window.

Dennis noted that the actual amounts requested may be modified as estimates for each project are received. Members of the congregation will be invited to the next Property Committee meeting to discuss concerns regarding the Sanctuary floor. The Board endorsed Dennis’ efforts and asked him to move forward with the grant requests. Tom proposed that we form a committee to assist Dennis in writing the grant proposals.

### **Planning Session**

**Green Sanctuary Initiative** – Beth updated the Board on activities of the Green Sanctuary Subcommittee of the Social Justice Committee. The GSS will now work to engage representatives from other standing committees to further the discussion and implementation of the green sanctuary efforts. This summer the committee will be collecting data for an environmental audit.

**Year of Decision** – The final Year of Decision meeting will be held on Thursday. This is the session where the Vision Statement will be crafted. The Vision Statement will be the culmination of all of the determinations from previous meetings and it will be presented to the Congregation at the Annual Meeting for an up or down vote.

**Annual Meeting Agenda and Planning** – The agenda for the Annual Meeting was finalized. Reports are to be electronically submitted to the Church office by May 15.

**Fall Fundraiser Planning** – This conversation was postponed until our next meeting.  
**Ballou Channing District Request** – The BCD is seeking permission from congregations within the district to sell the Cedar Hill retreat center property with the understanding that the proceeds from the sale will be put into an endowment that will further the purposes of the BCD. Barbara Nowicki moved that, “the Governing Board of Channing Memorial Church supports the Ballou Channing District’s plan to sell the Cedar Hill Retreat Center property.” Holly seconded the motion and it passed. A letter will be sent to the BCD informing them of the Board’s endorsement.

The meeting adjourned at 9:05.

Respectfully submitted:

Lissa Fernandez

## **Minister's Report**

Rev. Amy B. Freedman  
Channing Memorial Church

This report covers the period of May 8-June 12, 2007

### **Administration**

We have hired our new Church Administrator, Karen Johnson. Karen comes to us with lots of Administrative experience including working at Salve Regina University, Aquidneck Island Land Trust and the Newport Daily News. She lives in Portsmouth with her husband and two children. Krista Lewis began training Karen this month and this week begins a more abbreviated schedule. Krista and her husband John will move to New Orleans, June 30<sup>th</sup>.

Krista has done an excellent job in sorting and organizing our church files. Church leaders are asked to submit all important committee minutes and documents to the office for our records.

On Sunday, June 10<sup>th</sup>, church leaders met in the Ladies' Parlor to plan for the 2007-2008 church year. This was one of our smoothest planning meetings yet! We are making progress in coordinating activities! Our Administrator will record the list of standing meetings, special events and ideas in progress into a draft Church calendar. A copy of this document will be ready for all church leaders by August. All church events must be scheduled through the Church Office.

Krista and I have been preparing to move the Minister's Study into the Board Room and to open the door downstairs to Halcyon's future office. I am very excited about these changes! I am meeting with Pat tomorrow to discuss next steps in this transition.

### **JULY Office Hours:**

Tuesday and Thursdays, 9:00AM-1:00PM (first two weeks)

Monday, July 16, 9:00AM-1:00PM (third week)

Wednesday, Thursday, Friday, 9:00AM-1:00PM (fourth week)

### **AUGUST Office Hours:**

Monday- Friday, 9:00AM- 1:00PM (beginning June 30)

### **Archives**

In preparing to move my office, several photographs and documents were uncovered and at the same time a box of historical materials was found in the Ladies' Parlor. I met with Lisa Long, Special Collections Librarian of the Redwood Library for guidance on the care and storage of these items.

### **Channing Portrait**

Lisa Long highly recommended Peter Williams as a conservator of the portrait of William Ellery Channing. Carl Scovel, our donor, has agreed to bring the painting to the Boston studio. It turns out that Peter Williams is also a Unitarian Universalist and there

is another copy of a Channing portrait currently in the studio! He will give us an estimate for cleaning and restoration of the frame. For more information on Peter Williams/ Museum Services: [www.peterwilliams.org](http://www.peterwilliams.org)

### **General Assembly**

I leave for Portland, OR on Monday, June 18 and return on a red-eye flight on Monday, June 25. Professional Ministry Days take place the first three days. Peter will join me on Wednesday. I will be back in the church office for the last week of June.

### **Membership**

On Sunday, June 10<sup>th</sup>, we welcomed five Jr. Members and eight adult Members as a part of the Service: Barbara Baum, Sophie Burnham\*, Maria Gilman, Jeremy Kiracofe\*, “Rex” LeBeau, Johanna Malise\*, Bernie Mansheim, Denise Mansheim, Susan Mermin, Tracey Sutton, Sarah Swift\*, Ben R. Willet\*, Tom Willet.

### **Rites of Passage**

Saturday, May 12, 1:00PM, Blessing Ceremony for Jackson Doolittle, son of Erica & John Doolittle, grandson of June Doolittle.

Sunday, May 20, 10:00AM, Blessing Ceremony for Avery and Evan Bongiovanni, sons of Stephanie & Kevin Bongiovanni

Saturday, May 26, 10:00AM, Blessing Ceremony for Hope Elizabeth Forster, daughter of Meredith & Matthew Forster, granddaughter of Nickie & George Kates, niece of Alison Kates

### **Soulful Sundown**

Come celebrate the Summer Solstice this Friday at Channing. All are invited to a Soulful Supper at 5:45PM in the Parish Hall. Finish your week with some "soulful soup" and casual conversation before Soulful Sundown. The event at 7:00PM in the Sanctuary will feature Musician and Songwriter Molly Venter coming all the way from Mexico. Spread the word!

### **Summer Work Parties**

With the Sea Rangers leaving at the end of this month, we are currently planning several work parties to reclaim our space! Staff and church leaders have exciting plans to clean, organize, and reclaim the space for our own use. There will be several one-time events and projects. If you are willing to pitch in this summer in moving furniture, cleaning, or painting, please email Dennis and Connie Greene at [cbgdag@verizon.net](mailto:cbgdag@verizon.net).

### **Worship**

Sunday, May 13, *Nurturing Generosity*, Flower Communion, Chancel Drama

Sunday, May 27, *Service and Sacrifice*, Memorial Day

Sunday, June 3, *Family Album*, Religious Education Celebration

Sunday, June 10, *Grassroots Religion*, with Peter Bowden

“Watch out for the Seven Deadly Sins!” this Sunday I will introduce our service theme for the lay led services. These services will be thought-provoking and provide a fresh, liberal religious perspective. We encourage you to attend and invite your friends!

I am currently recruiting Worship Associates for the 2007-8 Church Year.

**JULY Vacation/Study Leave**

During the month of July, I will be on vacation/study leave. The Church Office will be open fewer hours. Pat Fairchild is offering support to the Lay Worship Leaders. In case of pastoral emergency, Nickie Kates' cell phone number will be on my outgoing voice mail. Nickie will have a contact list of clergy who have agreed to be on-call for urgent matters.

I will return to church and Sunday services in August.

## **Treasurer's Report**

We are coming into the end of the fiscal year and therefore requires a lot of number checking and crunching.

From what I can gather, here is my summary:

1. Pledges are at about 129,734 vs budget of \$134,610. Bill feels we can collect \$3 to \$4,000 more by end of June putting us close.
  
2. If we approve the furniture expense proposal for the Parish Hall, I forecast a budget surplus for the fiscal year of about \$5,000 plus any pledge dollars collected between now and June 30th. \$8 to \$9,000 is the likely years surplus. This means we basically balanced the operating budget after factoring out Peter's payments and the 05-06 pledges that came in late. Very impressive considering the property expenses this year.
  
3. We should have about \$15,000 in unrestricted reserves or "rainy day" funds as of June 12th. By fiscal year end perhaps 18-19,000.

My opinion is we should always have \$15,000 to \$20,000 in rainy day funds, and the Finance Committee seems to agree. Unexpected expenses, repairs, or emergencies can arise and its important to have some liquidity. In addition, excess reserves help to carry the budget during the summer when collections are down.

Cheers

Dave

**Balance Sheet – June 2007**

	<u>6/11/2007</u>	
<b><u>ASSETS</u></b>		
<b><u>CASH</u></b>		
Channing Checking- Bank Newport	21344	
Channing Money Market- Bank Newport	2925	
Channing Cash Equivalents- Smith Barney	<u>44299</u>	
		<b><u>68568</u></b>
<b><u>Other Current Assets</u></b>		
Margit Baum Funds (Vanguard and Bank Newport)	185000	
Arthur Barrows Steeple Funds (Smith Barney and Bank Newport)	114400	
Grant Funds Cash Equivalents (Smith Barney)	210607	
		<b><u>510007</u></b>
<b><u>Long Term Assets</u></b>		
Endowment Funds		164000
Channing House Improvements		<u>120000</u>
		<b><u>862575</u></b>
<b><u>TOTAL ASSETS</u></b>		
 <b><u>LIABILITIES</u></b>		
	<b><u>Current Liabilities</u></b>	
Property Repair Reserves	7667	
Rent Deposits	3250	
Caregiving Fund	636	
Choir Fund	1440	
Soup Kitch	2305	
Publicity Fund	173	
Hymnal Fund	95	
Grant Funds Interest Income	6712	
Steeple Fund	1000	
Friends of Sanctuary Fund	2205	
Fellowship fund	356	
Pre-paid 2007-08 pledges	7434	
Book Sales	323	
Accounts Payable- Current	21000	
		<b><u>54596</u></b>

**Long Term Liabilities**

<u>Channing House Loan (Bank Newport)</u>	119094
<b><u>Other Long Term Liabilities (Restricted Use Funds)</u></b>	
Margit Baum Funds	185000
Arthur Barrows Steeple Fund	114400
Mcbean Grant Funds	69240
Prince Grant Funds	19130
Van Beuren Grant Funds	50000
Champlin Grant Funds	72237
Endowment	<u>164000</u>
 Total Long Term Liabilities	 <u>793101</u>
 Current and Long Term Liabilities	 847697
 Retained Earnings (Equity)	 <u>14878</u>
 Total Liabilities and Equity	 <b><u>862575</u></b>

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06/12/07

Accrual Basis

**Channing Memorial Church  
Profit & Loss Budget vs. Actual  
July 1, 2006 through June 12, 2007**

	Jul 1, '06 - Jun 12, 07	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Oper. Income			
4001 · Pledges - Cash	114,867.91	129,500.00	-14,632.09
4002 · Pledges - Stock	14,867.32	7,000.00	7,867.32
4003 · Donations-Sunday Collections	12,995.48	9,000.00	3,995.48
4004 · Donations-All Other	2,355.20	4,500.00	-2,144.80
4005 · Donations-Christmas	2,910.00		
4006 · Fund Raising	13,692.00	12,000.00	1,692.00
4009 · Interest Income	1,632.19	1,500.00	132.19
4013 · Late 05-06 pledges	3,735.00		
4000 · Oper. Income - Other	5,282.50		
<b>Total 4000 · Oper. Income</b>	<b>172,337.60</b>	<b>163,500.00</b>	<b>8,837.60</b>
4010 · Endowment Income			
4011 · CCHC Mtg Interest	896.40	1,300.00	-403.60
4012 · Interest & Dividends	4,000.00	4,000.00	0.00
<b>Total 4010 · Endowment Income</b>	<b>4,896.40</b>	<b>5,300.00</b>	<b>-403.60</b>
4020 · Rental Income			
4021 · CH Apt-2nd Fl	16,500.00	18,000.00	-1,500.00
4023 · CH-Office-Correia Law Office	8,400.00	8,400.00	0.00
4024 · PH-2nd Fl	12,300.00	13,200.00	-900.00
4025 · PH-Daycare- Nelson's Nursery Sc	10,913.56	12,000.00	-1,086.44
4026 · PH-Other Rentals	150.00	250.00	-100.00
4027 · Sanctuary-Weddings	13,200.00	15,000.00	-1,800.00
4028 · Sanctuary-Other	617.50		
4029 · Rental Vacancy Allowance	0.00	-4,300.00	4,300.00
<b>Total 4020 · Rental Income</b>	<b>62,081.06</b>	<b>62,550.00</b>	<b>-468.94</b>
<b>Total Income</b>	<b>239,315.06</b>	<b>231,350.00</b>	<b>7,965.06</b>
<b>Expense</b>			
6000 · Admin. Exp.			
6001 · Secretary	7,790.11	10,218.00	-2,427.89
6002 · Telephone	1,203.73	1,320.00	-116.27
6003 · Postage	1,305.06	1,700.00	-394.94
6004 · Office Supplies	2,277.89	2,400.00	-122.11
6005 · Copier	2,326.75	2,150.00	176.75
6006 · Fidelity Bond	102.00	110.00	-8.00
6007 · Payroll Taxes	4,576.07		
6008 · Payroll Expenses-Paychex	1,151.09	2,000.00	-848.91
6100 · workers comp insurance	0.00	1,200.00	-1,200.00
6000 · Admin. Exp. - Other	9.00		
<b>Total 6000 · Admin. Exp.</b>	<b>20,741.70</b>	<b>21,098.00</b>	<b>-356.30</b>

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**Channing Memorial Church  
Profit & Loss Budget vs. Actual  
July 1, 2006 through June 12, 2007**

	Jul 1, '06 - Jun 12, 07	Budget	\$ Over Budget
<b>6010 - Minister's Exp.</b>			
6011 - Salary	32,928.74	35,000.00	-2,073.26
6012 - Housing Allowance	20,251.00	22,082.00	-1,841.00
6013 - Health Insurance	3,605.28	3,912.00	-306.74
6014 - Dental/Disability	1,010.88	960.00	50.88
6015 - Profess'l Exp	2,205.21	3,500.00	-1,294.79
6016 - Minister Pension Contribution	0.00	7,436.00	-7,436.00
6017 - SUPPLIES-MINISTER-SERVICES	89.49	100.00	-10.51
6018 - Sabbatical Reserve	0.00	1,200.00	-1,200.00
6019 - Committee on Ministry	0.00	0.00	0.00
6107 - Special Services	175.00	2,000.00	-1,825.00
<b>Total 6010 - Minister's Exp.</b>	<b>60,263.58</b>	<b>78,200.00</b>	<b>-15,936.42</b>
<b>6020 - RE</b>			
6021 - RE Director Salary	8,311.50	10,000.00	-1,688.50
6022 - RE Supplies	1,120.60	1,400.00	-279.40
6023 - Prof'l Devel.	100.00	100.00	0.00
6024 - Youth Group Dir.	1,500.00	1,500.00	0.00
6025 - Summer Program	915.00	900.00	15.00
6026 - Youth Group Exp	389.00	500.00	-111.00
6027 - OWL/COA	595.70	1,000.00	-404.30
6029 - Childcare	1,065.00	900.00	165.00
<b>Total 6020 - RE</b>	<b>13,996.80</b>	<b>16,300.00</b>	<b>-2,303.20</b>
<b>6030 - Music</b>			
6031 - Organist/Choir Dir Salary	9,817.60	11,210.00	-1,392.40
6032 - Special Music	2,325.00	1,975.00	350.00
6033 - Piano Tuning	1,170.66	160.00	1,010.66
6034 - Music Supplies	371.30	500.00	-128.70
<b>Total 6030 - Music</b>	<b>13,684.56</b>	<b>13,845.00</b>	<b>-160.44</b>
<b>6040 - Committees</b>			
6041 - Social Action	25.00	0.00	25.00
6042 - James Luther Adams	0.00	150.00	-150.00
6043 - Publicity	1,739.90	1,500.00	239.90
6044 - Fellowship-Income	0.00	0.00	0.00
6045 - Fellowship-Expenses	0.00	300.00	-300.00
6046 - Membership	240.58	550.00	-309.44
6047 - Canvass	930.03	750.00	180.03
6048 - Adult RE	105.97	200.00	-94.03
6049 - Worship	0.00	0.00	0.00
<b>Total 6040 - Committees</b>	<b>3,041.48</b>	<b>3,450.00</b>	<b>-408.54</b>
<b>6050 - Denominational</b>			
6051 - UUA AFF	5,000.00	5,000.00	0.00
6052 - Ballou District	3,026.00	2,472.00	554.00
<b>Total 6050 - Denominational</b>	<b>8,026.00</b>	<b>7,472.00</b>	<b>554.00</b>

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**Channing Memorial Church  
Profit & Loss Budget vs. Actual  
July 1, 2006 through June 12, 2007**

	Jul 1, '06 - Jun 12, 07	Budget	\$ Over Budget
6060 · Property Exp			
6061 · Sexton Salary	8,868.93	9,896.00	-929.07
6062 · Supplies	6,369.06	6,000.00	369.06
6063 · Contracted Repairs	31,876.94	20,700.00	10,976.94
6064 · Fire Alarm	530.00	425.00	105.00
6065 · Insurance	6,701.00	6,700.00	1.00
6066 · Boiler's Service Contract	659.30	400.00	259.30
6067 · Property Taxes	4,712.24	7,000.00	-2,287.76
6069 · Advertising	0.00	100.00	-100.00
6070 · Utilities			
6071 · Electricity	2,668.46	4,000.00	-1,431.54
6072 · Water	1,376.21	2,000.00	-623.79
6073 · Gas	3,188.23	5,000.00	-1,801.77
6074 · Heating Oil	7,382.34	10,000.00	-2,617.66
Total 6070 · Utilities	14,525.24	21,000.00	-6,474.76
6075 · Property Management	2,752.00	3,000.00	-248.00
Total 6060 · Property Exp	76,892.71	75,221.00	1,671.71
Total Expense	196,646.81	213,586.00	-16,939.19
Net Ordinary Income	42,668.25	17,764.00	24,904.25
Other Income/Expense			
Other Expense			
6080 · Other Expenses			
6082 · Bank Newport Loan Payments	14,934.59	16,300.00	-1,365.41
6080 · Other Expenses - Other	2,172.65		
Total 6080 · Other Expenses	17,107.24	16,300.00	807.24
Total Other Expense	17,107.24	16,300.00	807.24
Net Other Income	-17,107.24	-16,300.00	-807.24
Net Income	25,561.01	1,464.00	24,097.01

**Recommendation of Fellowship Committee for Purchase of New Furniture for  
Parish Hall**

Proposed:

To: The Reverend Amy Freedman  
Tom Beall, President  
Mr. David Banister, Treasurer

From: Anna Smith  
Fellowship Committee  
Co-Chair, 2005-2007

To Purchase:

- 68 folding chairs to match 32 recently purchased by Joy Benson
- ( Thanksgiving dinner, 2007, approx. 70 attended. 2006, approx. 90 attended)
- 4 armchairs, quality --- institutional use
- 3 large lightweight folding tables to match those on hand
- 2 small folding tables to match those on hand

68 units Adirondack folding chairs CHF265QS @\$30.44 each	\$2069.92 (including shipping)
4 units Office Star, Delux Sled Guest Chairs, 15 year warranty, Staples @\$109.99	\$329.97
3 units - 6' folding tables, Executive choice, BJ's, @ \$44.99 each	\$134.97
2 units - 4' adjustable folding tables, BJ's 24"h, 29"h, and 36"h @ \$39.99 each	\$79.98
Total	\$2614.84

## **CHANNING PROPERTY COMMITTEE JUNE 2007 GOVERNING BOARD REPORT**

This month has been very active for CPC. Barbara Russell-Willett is bowing out of the chairperson's role after many years of providing her unique vision, good sense and inexhaustible energies. She will remain a most valuable member of our committee for at least the next year. Chris Laudon is the new co-chair and brings experience as an architect, businesswoman and historic preservationist to our committee.

Scaffolding is up and masons are working on our pinnacle and pointing project, which will go through the next month at least. Jim Asbel is project manager. Church functions continue despite the workplace look. A recent wedding controversy occurred, when the new bride informed us (after the wedding) of her dissatisfaction with the appearance and access to the Church. She was given a full refund. We have discussed how we can maintain our image as a beautiful space, while under construction, and all of us from the front office staff to the project manager to the sexton will be working extra hard to make Channing as presentable as possible. However, the most important thing we can do is to be completely honest, informative and open to our clients, so there are no surprises.

Three grants are completed and in the hands of the foundations: Dennis applied to the North Family Trust for a small grant to cover stained glass restoration proposals. Barbara mailed off a proposal to the Champlin Foundations for the sanctuary ceiling project and Dennis sent a proposal to the Prince Charitable Trusts for gutters and downspouts for the sanctuary. A fourth proposal (to the van Beuren Charitable Trust) is due on June 15 for a sanctuary floor refurbishing, asbestos removal and pew reconditioning. **The Governing Board will be asked for its approval to seek this grant.**

Other projects finished, underway or planned are as follows:

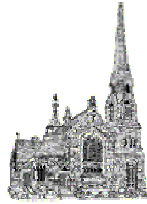
1. Re-stained the handicapped ramp. Russ Milham supervised a member of the community as part of a community service project.
2. Elijah Swift and Bob Kieronski updated wiring for lighting and sound in the sanctuary.
3. Susan and Bob Kieronski are putting the final touches on a beautiful brochure about our Stained Glass windows and updating some of our other pamphlets.
4. Master Planning work continues under the guidance of Todd Thomas and David Pedrick.
5. Tom Beall made contact with the new Elks leader about water drainage, but there has been no further activity on this matter.
6. Lack of follow-through by Ocean State Planners, our property drainage consultant, leads us to seek a new engineering company to advise on this challenging issue.
7. Willet-Hauser Architectural Glass informed us that they expect the Samuel West windows to be finished in August. We are still interested in a Philadelphia field trip.
8. Sea Rangers' moving date is June 30. There are plans to seek volunteers to clean and repaint the PH, update the furniture and bathrooms, and there are many plans

- and ideas for future improvements that will depend upon budget priorities and/or charitable donations.
9. PH roof leak at peak or window sill is being explored by Pat Padillia.
  10. Volunteers will be sought for helping move Amy's office to the CH "boardroom" and the RE office to the CH basement suite.
  11. Russ is looking into getting heavy gauge metal screening for the sanctuary basement windows.
  12. CPC will invite member(s) of Beth Milham's Green Sanctuary group to speak to us about their plans.
  13. Stained Glass restorer Victor Rothman is preparing a condition statement and restoration plan for the Bates Memorial window.
  14. Benna Wilde of the Prince Charitable Trusts makes a site visit on 6/12/07.

Dennis Greene, Barbara Russell-Willett, Chris Laudon, co-chairs

## **Recommendations of the Channing Transition Team to the Governing Board**

- A. The Governing Board and Church Committees act on the empowerment given by the Congregation as a result of its vision and its commitments, moving forward in their areas of concern to achieve the vision of the Congregation. Among other things, the Governing Board should:
- i. Establish a strategic planning committee in the 2007 – 2008 Church Year to develop a long-range plan to realize our vision.
  - ii. Establish an ad hoc committee to evaluate our governance structure and propose specific changes that will provide for effective governance capable of implementing and assuring a strategic plan to realize our vision over a period of years.
  - iii. Establish resources and support for a Shared Ministry Oversight Committee, comprised of the Minister and select church leaders, to facilitate, coordinate, and evaluate our shared ministry efforts, in order to ensure healthy progress and balance in the church's four areas of growth.
  - iv. Establish a Capital Fundraising Committee to explore capital fund raising options to repair, develop, and sustain our properties to best meet the needs of our growing community and expanding programs.
- B. The Governing Board provides an annual update to the Congregation at the Annual Meeting on implementation and assurance of these plans to ensure continuous ratification of the leadership's actions.



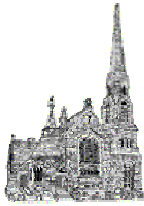
## **Channing Memorial Church**

*Governing Board 2006 – 2007*

# **Mission Statement**



The Governing Board, acting for the Congregation to sustain the health and vitality of our spiritual, social, and ethical community: coordinates development and implementation of the Congregation's mission, vision, and strategic plan; advises and assists the Minister; develops policies and supervises their administration; manages and supports Church staff; coordinates and supports committee activities; acts as trustee of Church property; conducts the business affairs of the Church; and maintains two-way communication with the Congregation.



# **Channing Memorial Church**

**Governing Board 2006 – 2007**



## **Covenant**

### **1. We Will Be Guided By Our Mission and the Seven Principles of the Unitarian Universalist Association.**

- The mission of any group is its reason for existing. It matters more than form, historical precedent, or personal preference. We will always evaluate whether our time, energy, and efforts are focused on accomplishing our mission.

### **2. We Will Work Together to Forge Consensus.**

- We recognize, that all decision making is imperfect and all decisions are imperfect. In our discussions, we will take care to listen with openness and to speak openly while searching for common ground. In the process, we will each seek to discern the truly important from personal preference, trying on the phrase *"I can live with that."* Doing so may enable us to arrive more easily at consensus.

### **3. We Will Empower People.**

- We will tell committee chairs and staff that they are free to do their jobs and ask that they yield that freedom only when coordination is required. We will act collectively to encourage and facilitate coordination and support the exercise of initiative to accomplish the Congregation's mission.

### **4. We Will Promote Open and Continuous Communication.**

- Nothing gets in the way of getting the job done faster than a failure to communicate. When people make decisions or undertake actions without communication, everyone is in the dark. Everyone is disempowered.

### **5. We Will Strive for Efficiency.**

- No one likes long meetings, even if they are absolutely necessary. We will start meetings on time, strive to end them on time, stick to the agenda, and focus our discussions on issues requiring collective engagement and decision-making, leaving committee work to the committees.

### **6. We Will Take Care of One Another.**

- We all value and are passionate about Channing. We also recognize that it is but one part of our lives and that each of us has limited time and energy. Leadership service should be challenging and rewarding, not stressful and painful. We will act compassionately toward one another, share the burdens as well as the joys, and help each other accomplish our mission.

**Channing Memorial Church**

**By-laws as Approved September 1997**

**With Revisions Approved May 2006**

**ARTICLE I NAME AND PURPOSE**

1. The legal name of this Church, which was incorporated in the year 1836, shall be Channing Memorial Church of Newport, Rhode Island. (First incorporated as “The Unitarian Congregation Church in Newport”)

2. The purpose of this Church shall be as set forth in the “Covenant” adopted May 2, 1885, as follows:

“In the love of truth,  
And in the spirit of Jesus,  
We unite for the worship of God,  
And in the service of humankind.”

This “covenant” shall not be used as a creedal test for membership.

3. This Congregation affirms and promotes the full participation of persons in all our activities and endeavors, including membership, programming, hiring practices, and the calling of religious professionals, without regard to race, color, gender, physical or mental challenge, sexual or affectional orientation, age, class, or national origin, and without requiring adherence to any particular interpretation of religion.

**ARTICLE II MEMBERSHIP**

1. Qualifications. All persons who are fourteen (14) years of age or older and are actively interested in the purpose of this Church may become members by signing the membership book, witnessed by the President, Minister, or the chairperson of the Membership Committee. The Church shall provide each prospective member with a copy of the By-Laws and written information about the Church and denomination.

2. Duties. Members shall support the Church financially and / or shall give their time to promote the Church’s programs. The Membership Committee shall review the membership list annually and shall recommend to placement on the inactive list members who did not fulfill membership duties during the preceding twelve (12) months. This recommendation shall be made at the Governing Board meeting two (2) months prior to the month in which the Annual Meeting will be held. The Membership Committee shall mail to the member’s address of record notification of this intended recommendation at

least fourteen (14) days prior to that Governing Board meeting. On recommendation by the Membership Committee, the Governing Board may place a member on the inactive list. The Governing Board may reinstate members to voting membership upon request of the member at any regular meeting.

3. Rights. Active members who are eighteen (18) years of age or older and who have signed the membership book at least thirty (30) days prior to a general or special meeting of the Church, shall have the right to vote at all meetings and be eligible for election to any position. Inactive members shall have no vote and shall be ineligible for election to any office or position on the Governing Board.

4. Every-member Canvass. A canvass of all members shall be conducted annually to solicit pledges of money and-or time, and to elicit the Congregation's feelings about current concerns within the Church, and to update records of vital statistics.

5. Resignation / Termination. Any member may terminate membership or may request the transfer of membership to another Church upon written request to the President, the Minister or Chairperson of the Membership Committee. The Governing Board may terminate anyone on the inactive list for twelve months with no indication from that person that s/he plans to resume active membership.

### **ARTICLE III MEETING OF THE CHURCH**

1. Annual Meeting. The annual meeting of this Church shall be held during the month of May, or at such time and place as fixed by the Governing Board. Notice of the annual meeting shall be given in the issue of the Church newsletter immediately preceding the meeting and by announcement of the two Sunday worship services next preceding the meeting.

2. Special Meetings. Special meetings of the Church may be called by the Governing Board, or shall be called by them upon written request of seven (7) voting members. Special meetings shall be warned by the Clerk at least eight (8) days before the holding of said meeting, and the Governing Board shall cause a copy of the warrant of the meeting to be mailed to all active members.

3. Quorum. At all annual and special meetings of the Church, a quorum shall consist of twenty-four (24) voting members. Once begun, the meeting may continue and the members may act on all warranted business until adjournment.

### **ARTICLE IV OFFICERS, PERMANENT COMMITTEES, GOVERNING BOARD AND NOMINATING COMMITTEE**

1. Officers. The Officers of this Church shall be: President, Vice-President, Clerk, Treasurer, and Financial Secretary. Each shall take office on July 1 of the year in which elected and shall serve for a period of one year or until succeeded. No Officer may be

elected to more than three (3) consecutive terms in any one office. The duties of the officers shall be as follows:

a. President. The President shall preside over all meetings of the Congregation and of the Governing Board; shall oversee the general activity of the Church, shall act as the lay spokesperson for the Church, and shall have the authority to act in the business affairs of the Church as delegated by the Governing Board. The President shall have authority to sign checks in the Treasurer's absence. The President is an ex officio member of all committees except the Nominating Committee. The President shall serve as a non-voting member of the Governing Board for one (1) year after the expiration of his or her term.

b. Vice-President. The Vice-President shall preside in the absence of the President, shall undertake those duties of the President specifically delegated by the President; shall assume the position of President in the event of a vacancy in the office, shall chair the Every-Member Canvass; shall maintain and coordinate a calendar of Church events; and shall undertake such other duties as are delegated by the Governing Board.

c. Clerk. The Clerk shall keep an accurate record of all meetings of the Church and of the Governing Board; shall keep a record of all births, baptisms, christenings, weddings and funerals, and of all other religious ceremonies of Church members and others; shall be responsible for the record of Church members, shall maintain a current official copy of the By-laws; shall write the Warrant for each Church meeting and see that the membership is notified of each meeting in accordance with Article III, Section 2; shall promptly notify all members of their election to an office and distribute a copy of these By-laws as necessary; shall transmit credentials and certifications as required for participation in denominational and other activities; shall conduct all official communications of the Church; and shall keep the Seal of the Church.

d. Treasurer. The Treasurer shall be the chief financial officer of the Church; approve all expenditures in accordance with the authorization of the Annual Budget or, in the case of non-budgeted expenditures, the authorization of the Governing Board; make monthly financial reports to the Governing Board and the Finance Committee; make a comprehensive report of the financial condition of the Church at the Annual Meeting; and be a member of the Finance Committee.

e. Assistant Treasurer. The Assistant Treasurer shall prepare and record all checks; maintain invoice and expense records; and perform any other duties delegated by the Treasurer.

f. Financial Secretary. The Financial Secretary shall receive, deposit, and record all Church monies; make monthly deposit reports to the Governing Board, the Finance Committee, and the Treasurer; assist the Vice-President with the Annual Every-Member Canvass; assure the confidentiality of individual pledges; make quarterly

statements to members of their pledge payments; and keep attendance records for Church services.

2. Permanent Committees. The Permanent Committees shall be: The Program Committee, the Membership Committee, the Finance Committee, and the Fellowship Committee. The chairperson of each committee shall be elected at the Annual Meeting, shall become a member of the Governing Board, and shall serve a term of one year beginning on July 1 of the year in which elected until s/he is succeeded. No member may be elected to more than six (6) consecutive terms as a chairperson. Members of each committee shall be appointed by the chairperson of that committee. The duties of the Permanent Committees shall be as follows:

a. Program Committee. The Program Committee shall assist the Minister in the religious affairs of the Church, and shall conduct the social action affairs of the Church. Their areas of responsibility shall include but not be limited to, programs on social issues and public affairs, programs to benefit the local community, worship programs, in consultation with the Minister, music programs, including selection of an organist and / or choir director, denomination affairs, and public relations within the Church and community, including publication of a newsletter.

b. Religious Education Committee. The Religious Education Committee shall function as the education advocate for the Church. Their areas of responsibility shall include but not be limited to adult / youth religious education and activities.

c. Membership Committee. The Membership Committee shall provide for the maintenance and growth of the Congregation, and the support of the Church. Their areas of responsibility shall include but not be limited to conducting special events for non-members to introduce the Church, providing information about the Church and Denomination to members and potential members, providing ushers and greeters for worship services, providing transportation to worship services and other Church activities, maintaining contact with sick and shut-in members, supporting the Vice-President and the Financial Secretary in conducting the Annual Every-Member Canvass, and conducting fund raising activities (See Article II, Membership.)

d. Finance Committee. The Finance Committee shall provide for oversight of the financial affairs of the Church; prepare and present the annual budget and a five year financial plan to both the Governing Board and the Annual Meeting; recommend investment and financial policies and procedures to the Governing Board; annually check the Church's credit rating; and conduct periodic audits of all Church accounts and monies.

e. Property Committee. The Property Committee shall provide for the operation of Church properties. Their duties shall include, but not be limited to, routine inspection and maintenance of properties and management of rental properties.

f. Fellowship Committee. The Fellowship Committee shall provide for social functions and entertainment events for the Congregation. Their areas of responsibility shall include but not be limited to promoting fellowship and a sense of community within the Congregation and among specific segments of the Congregation as appropriate.

3. Organization of Committees. The Permanent Committees shall establish and review annually the policies and procedures necessary to carry out their duties, and they shall submit a report of this review to the Governing Board at its September meeting each year. The Permanent Committees shall organize and delegate specific duties to sub-committees as necessary to carry out their specific responsibilities. The Chairperson of each Permanent Committee shall be responsible for over-seeing the functions of that committee as designated in Article IV, Section 2. The Permanent Committees shall carry out their duties and responsibilities within the fiscal limits established by the Annual Budget.

4. Governing Board. The Governing Board shall consist of the President, the Vice-President, the Clerk, the Treasurer, the Financial Secretary, the immediate past President, the Chairperson of each permanent committee, and two (2) Trustees. One trustee shall be elected each year and shall take office on July 1 of the year in which elected and shall serve for a period of two (2) years or until succeeded. Trustees shall be elected to no more than three (3) consecutive terms in this capacity. The duties of the two (2) Trustees shall be to assist the chairperson of each of the permanent committees on a rotating basis.

5. Nominating Committee. The Nominating Committee shall consist of four (4) persons, two of whom shall be nominated by the Governing Board, and two of whom shall be nominated by the Nominating Committee. The Committee shall nominate an active member of the Church to each elected office and to each Governing Board position whose term is expiring. The Committee shall submit its report in writing to the Governing Board in sufficient time for inclusion in the warrant for the Annual Meeting. The Nominating Committee shall serve a term commencing on the first day of September, and concluding one month, it shall assist the Permanent Committee Chairpersons in recruiting Subcommittee Chairpersons.

6. Elections. Elections of Officers, Permanent Committee Chairpersons and the Member-at-large of the Governing Board shall be by vote of the voting members present during the Annual Meeting. Nominations for these positions may also be made from the floor during the Annual Meeting. The procedure for conducting the election shall be determined after the close of nominations and before the election takes place. Each person nominated must be a voting member of the Church. Election shall be by secret ballot whenever two or more persons are nominated to the same position. The Nominating Committee shall supervise the elections.

7. Absentee Voting. Absentee voting shall be permitted only in election of the Governing Board, selection or termination of a minister, or amendment of the By-Laws. It shall be allowed only if the voting member will be absent on Church related business or is hospitalized or otherwise shut in. Votes must be received by the Clerk in to be counted

at the meeting. The Governing Board shall establish and publish in the warrant the procedure for absentee voting.

8. Initial Election of Members-at-Large. Other provisions of these Bylaws notwithstanding, at the Annual Meeting, following the adoption of these Bylaws, there shall be elected three Members-at-Large to serve on the Governing Board, one for a term of one (1) year, one for two (2) years and one for three (3) years. Their successors shall be elected for a term of three years.

9. Vacancies. The Governing Board may appoint a voting member of the Church to fill any vacancy in the positions of Permanent Committee Chairperson, Member-at-Large, Vice-President, Clerk, Treasurer or Financial Secretary. Appointees shall serve only until the next Annual Meeting. If a vacancy occurs during the period between the Annual Meeting and the first day of July, the person elected to the position shall assume office at that time. Other provisions of these Bylaws notwithstanding, when more than one Trustee is to be elected as a result of a vacancy, the nomination shall be for a specific term.

## **ARTICLE V MINISTER**

1. Whenever a vacancy shall occur in the ministry of the Church, the Governing Board shall nominate a Ministerial Search Committee of seven (7) voting members representative of the Congregation. The Congregation shall elect the Ministerial Search Committee at any warranted meeting, and shall charge the Committee as necessary. The Ministerial Search Committee, in consultation with the Department of Ministerial and Congregational Services (or its successor) of the Unitarian Universalist Association shall nominate a suitable candidate for the position. The Ministerial Search Committee shall, in cooperation with the Finance Committee and the Governing Board, negotiate a proposed contract with the candidate and shall present the candidate and the proposed contract to the Congregation.

2. A minister may be settled in the Church by a two-thirds vote of the voting members voting at any Annual or special meeting of the Church. At the time a minister is called to the Church, the Congregation shall approve the ministerial expenses for the balance of the fiscal year, and the written contract with the minister.

3. A decision to discontinue the services of a minister must be on the warrant for a special or annual meeting. The decision to discontinue the services of a minister must be made by a two-thirds vote of the voting members voting. If the Minister resigns, s/he shall address said resignation to the Governing Board. Whether terminated or resigning, the Minister's term of service shall be considered to expire three months after notification of such decision.

4. The Minister shall be responsible for the conduct of all religious services with the cooperation of such committees as shall be appointed by the Governing Board. The

Program Committee shall be responsible for planning and presenting Church Services during the period that the Church does not have a settled Minister.

5. The Minister shall be automatically a non-voting member, ex officio, of all Congregational committees, boards and commissions, excluding a ministerial search committee and the Nominating Committee. The Minister may be requested by the Presiding Officer to leave any meeting at which his / her conditions of employment will be discussed. Results of the portion of the meeting will be shared with the Minister by the Presiding Officer.

## **ARTICLE VI FISCAL AND CHURCH YEAR**

The fiscal and Church year shall run from July 1 to June 30.

## **ARTICLE VII AMMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular or special meeting of the Congregation by a two-thirds vote of voting members present, provided that the proposed amendment has been submitted in writing to the Governing Board so that the proposed amendment is published in the Warrant to the Congregation prior to the Meeting.

## **ARTICLE VIII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the Congregation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Congregation may adopt. A parliamentarian may be appointed by the presiding officer of each meeting, whose function shall be to interpret the rules and Bylaws.

## **ARTICLE IX DISSOLUTION**

In the event that this Church decides to dissolve the Corporation, such dissolution shall be in accordance with the applicable sections of Rhode Island General Laws. At that time, assets of the Church will be transferred to the Unitarian Universalist Association for its general purpose.

## **ARTICLE X ENDOWMENT FUND**

1. Purpose. The Endowment Fund was established to provide annual income to enhance Church programs and assist in maintaining Church property.

2. Investment. The Endowment Fund shall be invested for conservative growth by a three member Endowment Fund Committee. The members of this Committee shall be active Church members elected at a regular or special meeting of the Congregation for overlapping three year terms. Vacancies shall be filled in the same manner for the remainder of that term. Committee members shall not serve consecutive terms. Church

officers or chair of the Finance Committee shall not serve on the Endowment Fund Committee.

3. Gifts. The Endowment Fund Committee shall be responsible for soliciting and accepting gifts and donations to the Endowment Fund.

4. Expenditures.

Interest and dividends received from the investment of the Endowment Fund may be appropriated for programs and property maintenance as part of the Church budget.

Expenditure of the Endowment Fund principal, including capital gains, may be appropriated only at a regular or special meeting of the Congregation by two-thirds vote of the voting members present provided that the proposed expenditure is published in the Warrant of the Congregation prior to the meeting.

## **ARTICLE XI FINANCIAL PROCEDURES**

1. Financial Procedures Manual. Following consideration of recommendations of the Finance Committee, the Governing Board shall adopt and annually review a detailed Financial Procedure Manual, which shall govern all Church financial transactions.

2. Investment Policies. Following consideration of recommendations of the Finance Committee, the Governing Board shall adopt and annually review a comprehensive investment policy for all Church funds.

3. Expenditures. The Treasurer, the President, the Vice-President and the Clerk shall have the authority to sign Church expenditure checks. Two signatures shall be required for any checks in excess of an amount established in the Financial Procedure Manual.

## **ARTICLE XII MARGIT BAUM CHARITABLE FUND**

1. Purpose. The Margit Baum Charitable Fund (MCBF) was established for the assistance, care and relief of poor and needy persons in the city of Newport.

2. Committee. A minimum of 3 / maximum of 6 member MCBF Committee shall be responsible for managing this fund. The members of this committee will be active Church members elected at a regular or special meeting of the Congregation for overlapping five-year terms. Vacancies shall be filled in the same manner for the remainder of that term.

3. Investments. The fund shall be invested separately as MCBF by the Endowment Committee upon review and approval of MCBF Committee.

4. Expenditures. The Treasurer shall disburse funds upon receipt of applications approved by the MBCF Committee and the Minister.