

Channing Memorial Church

Governing Board 2007 – 2008



Meeting Agenda
July 10th, 2007, 7 PM – 9 PM, Channing House

“No, that’s the point”, Mike said “I grok people...I am people...so now I can say it in people talk. I’ve found why people laugh. They laugh because it hurts so much...because it’s the only thing that’ll make it stop hurting.”

Jill looked puzzled. “Maybe I’m the one who isn’t people. I don’t understand.”

“Ah, but you are people...You grok it so automatically that you don’t have to think about it. Because you grew up with people. But I didn’t. I’ve been like a puppy raised apart from other dogs – who couldn’t be like his masters and had never learned how to be a dog. So I had to be taught...Of course it wasn’t funny, it was tragic. That’s why I had to laugh. I looked at a cageful of monkeys and suddenly I saw all the mean and cruel and utterly unexplainable things I’ve seen and heard and read about in the time I’ve been with my own people – and suddenly it hurt so much I found myself laughing.”

Robert A. Heinlein, Stranger in a Strange Land.

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|------|---|-------------------------|
| I. | Check-in (15 min.). | |
| II. | Chalice Lighting and Spiritual Reflection (5 min.). | <i>Marsha Francis</i> |
| III. | Appointment of Process Observer (1 min.). | <i>Tom Beall</i> |
| IV. | Approval of Minutes (4 min.). | <i>Katie Freess</i> |
| V. | Current Business (50 min). | |
| | A. Treasurer’s Report (10 min). | <i>David Banister</i> |
| | B. Green Sanctuary Initiative Update (10 min.). | <i>Eleanor Doumato</i> |
| | C. Sanctuary Floor and Pew Project (30 min.). | <i>Dennis Greene</i> |
| VI. | Planning Session (30 min.). | |
| | A. Discussion of Board Mission and Covenant. | <i>Board Members</i> |
| VII. | Evaluation of Meeting and Adjournment (5 min.). | <i>Process Observer</i> |

Upcoming Events:

- | | | |
|----|---|--------------|
| 1. | Summer Service: Greed. | 15 July |
| 2. | Parish Hall Clean-up / Painting. | 16 – 21 July |
| 3. | Summer Service: Pride. | 22 July |
| 4. | Summer Service: Lusting with Judie and Jim. | 29 July |
| 5. | Summer Service: Facing Anger and Bearing Wrath. | 05 August |
| 6. | Regular Office Hours – M-F, 9-1 – Begin. | 30 July |
| 7. | Rev. Amy Freedman Returns. | 01 August |

From: Beall, Thomas R. CAPT NAVWARCOL
Sent: Wednesday, July 11, 2007 11:17 AM
Subject: Recap of Governing Board Meeting, 10 July 2007

Hello everyone,

Thanks to all who attended last night's meeting. At the meeting, we discussed:

1. The Treasurer's Report - Richard highlighted that we had done well on pledges returns last year with a slight surplus.
2. The Green Sanctuary initiative. Beth Milham provided an update on her committee's recent organizational meeting and the steps they are taking to move forward with pursuing certification as a Green Sanctuary. The first step is an energy audit that will be completed this summer.
3. The Property Committee report. Dennis updated us on a number of issues in the report in response to questions from the Board.
4. The Sanctuary Floor and Pew Project. Dennis provided a very good summary of the issues and options. After some discussion, we referred the issue back to the Property Committee to develop recommendations under two broad scenarios:
 - A. If we receive a grant to cover the entire cost, how should we repair the floor and what should we do with the pews?
 - B. If we do not receive a grant or receive only limited funds, what should we do to address the basic safety issue - repairing the floor sufficiently to eliminate the trip hazard that it poses today?

We will continue this discussion once the Property Committee develops its recommendations.

5. The Mission and Covenant statements. Given that we were running out of time and a number of people either were not in attendance or had to leave early, we deferred voting on them until next month. In the meantime, we will offer inputs for changes over the next few weeks, discuss via e-mail if necessary, and vote on the final versions as the first order of business at our next meeting.
6. Board Retreat. We are planning a one-day (Saturday) retreat at Channing to set goals for the coming year. Tentative date is 15 September although 25 August was also discussed as a possible date. I will send out a separate e-mail shortly to ask which date is preferred.

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

Thanks

Tom

**Minutes of the Channing Memorial Church Governing Board Meeting
June 12, 2007**

Attendance: Rev. Amy Bowden Freedman, Tom Beall, Maryellen Doherty, Lissa Fernandez, Dave Banister, Kelly Bailey, Chris Laudon, Katie Freess, Eleanor Doumato, Bill Hawkins, Rachel Balaban, Richard Webb, John Burnham, Barbara Russell-Willett, Marsha Francis, Holly Grosvenor, and Barbara Nowicki

Approval of Minutes: John moved that the minutes from the May meeting be approved as submitted. Marsha seconded the motion and it passed.

Minister's Report: Rev. Amy reported that Karen Johnson has been hired to be the Channing Church Administrator. Karen will be keeping a modified schedule in the office over the summer. The summer hours will be published in the Catalyst. The portrait of William Ellery Channing is being evaluated by Peter Williams, a conservator in Boston. He will give an estimate for cleaning the portrait and restoring the frame. Amy will be attending General Assembly in Portland, OR June 18 – June 25 and she will be on vacation/study leave during the month of July.

Treasurer's Report: Dave reported that we are on target for collecting the budgeted pledge amount for the 2006 – 2007 fiscal year and that he anticipates a small budget surplus as the fiscal year draws to a close in June.

Update of Current Committee Business for New Members

The duties and responsibilities of each officer and committee were reviewed for the benefit of individuals joining the Board. Tom highlighted the value of coming to Board meetings with recommendations for the Board to consider. This contributes greatly to efficient and productive meetings. Tom requested that all Board members review the Board mission, the Board covenant, and the Church by-laws. The mission and covenant will be ratified at the July meeting. Tom also asked that members review the final report on the Year of Decision by the Channing Transition Team. This report will guide and empower the Board as we move forward in the new Church year.

Adoption of the Transition Team Recommendations to the Board: Barbara Russell-Willett moved that, “the Board adopt the recommendations of the Transition Team to the Governing Board for implementation in the current church year.” Eleanor seconded the motion which passed. Maryellen Doherty has agreed to chair the Strategic Planning Committee and Rev. Amy will explore whether the Committee on Ministry can fulfill the function of the Shared Ministry Oversight Committee. The remaining committees need chairs.

Parish Hall Reclamation and Refurbishment: The exciting task of reclaiming and refurbishing the Parish Hall will begin once Sea Rangers has departed from the space. Many volunteer opportunities exist for cleaning, repairing, and painting. The Fellowship Committee submitted a request to purchase sturdy furniture to replace some of what is currently in the Parish Hall. Eleanor moved that, “the Board fund the Fellowship

Committee's request for approximately \$2,725 for new Parish Hall furniture with the money coming from the budget surplus from the current fiscal year." Kelly seconded the motion and it passed.

Authorization of Grant Request: The Property Committee wants to submit a grant to the Van Beuren Charitable Trust for sanctuary floor refurbishing, asbestos removal and pew reconditioning. This request is a time sensitive manner as the deadline is looming. Many details about the logistics of this project were not discussed at the meeting due to time constraints. Marsha moved that, "the Board authorize the Property Committee to submit the floor restoration grant proposal to the Van Beuren Charitable Trust and that the Property Committee come to the next meeting with project details and a timetable for when this project could be done with the least amount of disruption." Holly seconded the motion and the motion passed. The grant proposal will go forward pending Board approval of the Property Committee's specific recommendations.

Fall Fundraiser: One co-chair has been secured for the Goods and Services auction and another co-chair is being sought. The tentative dates for this event are either October 27 or November 3, 2007.

The meeting adjourned at 9:30.

Respectfully submitted:

Lissa Fernandez, Clerk

Treasurer's Report

2007 fiscal year end completed at the end of June. This attached report shows a net surplus of \$1,841.00 for the fiscal year. We did receive 2200-2300 in LATE 2006-07 pledge income, 1700 of which was a stock donation. These are NOT reported and will be rolled into income for 2007-2008... it tends to wash out over time anyways.

We recently purchased board approved furniture for \$2,700 or so per the last board meeting, this cost was included in the 06-07 fiscal numbers.

I'm working on setting up automatic payroll deposit now with Paychex, futher improving operational efficiencies.

Our property taxes went up for the new fiscal year moderately, I just received the bill from City of Newport. Quarterly will be \$1225.34, up about \$50.

See attached for fiscal year end report. I will wait til August to produce a new fiscal year update. Let us move on to 2007-08 and press forward.

Dave

Balance Sheet – July 2007

		<u>7/9/2007</u>
<u>ASSETS</u>		
<u>CASH</u>		
Channing Checking- Bank Newport	6811	
Channing Money Market- Bank Newport	2925	
Channing Cash Equivalents- Smith Barney	<u>40708</u>	
		<u>50444</u>
<u>Other Current Assets</u>		
Margit Baum Funds (Vanguard and Bank Newport)	185000	
Arthur Barrows Steeple Funds (Smith Barney and Bank Newport)	115095	
Grant Funds Cash Equivalents (Smith Barney)	209833	
		<u>509928</u>
<u>Total Current Assets</u>		
<u>Long Term Assets</u>		
Endowment Funds		164000
Channing House Improvements		<u>120000</u>
		<u>844372</u>
<u>TOTAL ASSETS</u>		
<u>LIABILITIES</u>		
<u>Current Liabilities</u>		
Property Repair Reserves	0	
Rent Deposits	3250	
Caregiving Fund	636	
Choir Fund	1440	
Soup Kitch	2567	
Publicity Fund	173	
Hymnal Fund	95	
Grant Funds Interest Income	7551	
Steeple Fund	1000	
Friends of Sanctuary Fund	2205	
Fellowship fund	356	
Pre-paid 2007-08 pledges	11314	
Book Sales	330	
Accounts Payable- Current	0	
		<u>30917</u>

Long Term Liabilities

<u>Channing House Loan (Bank Newport)</u>	118552
<u>Other Long Term Liabilities (Restricted Use Funds)</u>	
Margit Baum Funds	185000
Arthur Barrows Steeple Fund	115095
Mcbean Grant Funds	69240
Prince Grant Funds	18356
Van Beuren Grant Funds	50000
Champlin Grant Funds	72237
Endowment	<u>164000</u>
Total Long Term Liabilities	<u>792480</u>
Current and Long Term Liabilities	823397
Retained Earnings (Equity)	<u>20975</u>
Total Liabilities and Equity	<u>844372</u>

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Accrual Basis

Channing Memorial Church
Profit & Loss Budget vs. Actual
July 2006 through June 2007

	Jul '06 - Jun 07	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Oper. Income			
4001 · Pledges - Cash	118,562.91	129,500.00	-12,937.09
4002 · Pledges - Stock	14,867.32	7,000.00	7,867.32
4003 · Donations-Sunday Collections	13,614.48	9,000.00	4,614.48
4004 · Donations-All Other	2,355.20	4,500.00	-2,144.80
4005 · Donations-Christmas	2,910.00		
4006 · Fund Raising	13,781.73	12,000.00	1,781.73
4009 · Interest Income	1,728.19	1,500.00	228.19
4013 · Late 05-06 pledges	3,735.00		
4000 · Oper. Income - Other	5,282.50		
Total 4000 · Oper. Income	174,817.33	163,500.00	11,317.33
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
Total 4010 · Endowment Income	4,896.40	5,300.00	-403.60
4020 · Rental Income			
4021 · CH Apt-2nd Fl	18,500.00	18,000.00	-1,500.00
4023 · CH-Office-Correia Law Office	8,400.00	8,400.00	0.00
4024 · PH-2nd Fl	13,450.00	13,200.00	250.00
4025 · PH-Daycare- Nelson's Nursery Sc	11,313.56	12,000.00	-686.44
4026 · PH-Other Rentals	150.00	250.00	-100.00
4027 · Sanctuary-Weddings	14,050.00	15,000.00	-950.00
4028 · Sanctuary-Other	617.50		
4029 · Rental Vacancy Allowance	0.00	-4,300.00	4,300.00
Total 4020 · Rental Income	64,481.06	62,550.00	1,931.06
Total Income	244,194.79	231,350.00	12,844.79
Expense			
6000 · Admin. Exp.			
6001 · Secretary	8,815.22	10,218.00	-1,402.78
6002 · Telephone	1,203.73	1,320.00	-116.27
6003 · Postage	1,383.06	1,700.00	-316.94
6004 · Office Supplies	2,465.94	2,400.00	65.94
6005 · Copier	2,481.79	2,150.00	331.79
6006 · Fidelity Bond	102.00	110.00	-8.00
6007 · Payroll Taxes	5,105.05		
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		
Total 6000 · Admin. Exp.	22,718.88	21,098.00	1,618.88
6010 · Minister's Exp.			
6011 · Salary	38,584.41	35,000.00	1,584.41

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Channing Memorial Church
Profit & Loss Budget vs. Actual
 July 2006 through June 2007

	Jul '06 - Jun 07	Budget	\$ Over Budget
6012 · Housing Allowance	22,092.00	22,092.00	0.00
6013 · Health Insurance	3,937.52	3,912.00	25.52
6014 · Dental/Disability	1,010.88	960.00	50.88
6015 · Profess'l Exp	3,479.21	3,500.00	-20.79
6016 · Minister Pension Contribution	5,800.00	7,436.00	-1,636.00
6017 · SUPPLIES-MINISTER-SERVICES	89.49	100.00	-10.51
6018 · Sabbatical Reserve	1,200.00	1,200.00	0.00
6019 · Committee on Ministry	0.00	0.00	0.00
6107 · Special Services	1,493.74	2,000.00	-506.26
Total 6010 · Minister's Exp.	75,687.25	76,200.00	-512.75
6020 · RE			
6021 · RE Director Salary	9,235.00	10,000.00	-765.00
6022 · RE Supplies	1,288.10	1,400.00	-111.90
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	486.77	500.00	-13.23
6027 · OWL/COA	943.58	1,000.00	-56.42
6029 · Childcare	1,165.00	900.00	265.00
Total 6020 · RE	15,633.45	16,300.00	-666.55
6030 · Music			
6031 · Organist/Choir Dir Salary	11,908.40	11,210.00	698.40
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	366.30	500.00	-113.70
Total 6030 · Music	15,790.36	13,845.00	1,945.36
6040 · Committees			
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	148.04	200.00	-51.96
6049 · Worship	0.00	0.00	0.00
Total 6040 · Committees	3,083.53	3,450.00	-366.47
6050 · Denominational			
6051 · UUA APF	5,000.00	5,000.00	0.00
6052 · Ballou District	3,028.00	2,472.00	556.00
Total 6050 · Denominational	8,028.00	7,472.00	556.00
6060 · Property Exp			
6061 · Sexton Salary	9,804.55	9,806.00	-91.45

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 Accrual Basis

Channing Memorial Church
Profit & Loss Budget vs. Actual
 July 2006 through June 2007

	Jul '06 - Jun 07	Budget	\$ Over Budget
6062 - Supplies	8,389.08	6,000.00	389.08
6063 - Contracted Repairs	33,140.82	20,700.00	12,440.82
6064 - Fire Alarm	450.00	426.00	25.00
6065 - Insurance	8,701.00	8,700.00	1.00
6066 - Boiler's Service Contract	859.30	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	2,747.45	4,000.00	-1,252.55
6072 - Water	1,376.21	2,000.00	-823.79
6073 - Gas	3,372.01	5,000.00	-1,627.99
6074 - Heating Oil	7,800.72	10,000.00	-2,199.28
Total 6070 - Utilities	15,296.39	21,000.00	-5,703.61
6075 - Property Management	3,096.00	3,000.00	96.00
Total 6060 - Property Exp	80,229.36	75,221.00	5,008.36
Total Expense	221,168.83	213,586.00	7,582.83
Net Ordinary Income	23,027.96	17,764.00	5,263.96
Other Income/Expense			
Other Expense			
6080 - Other Expenses			
6082 - Bank Newport Loan Payments	18,292.28	18,300.00	-7.72
6080 - Other Expenses - Other	4,893.75		
Total 6080 - Other Expenses	21,186.03	18,300.00	4,886.03
Total Other Expense	21,186.03	18,300.00	4,886.03
Net Other Income	-21,186.03	-18,300.00	-4,886.03
Net Income	1,841.93	1,464.00	377.93

Property Committee Report

Another busy month for CPC. These items are for your information. Questions may be taken at the Board meeting, if necessary. The Channing Floor Project description (below) is for discussion:

A. Pinnacle and masonry: This work is progressing well. Additional issues the engineers are discussing have to do with the stone cross at the roof apex, which is also eroding. It is not clear that this needs to be repaired at this time. Some flashing and roofing will need to be fixed. A roof leak that caused staining of the interior ceiling panel was caused by the workmen while repairing supporting timbers.

B. Gutters and downspouts, valley flashing: work is ongoing by John Randall company. Additional proposal for Parish Hall (aluminum) gutters is acceptable and will begin soon (CPC budget \$6250).

C. Stained glass: August date of installation of Samuel West windows. Application going to Alletta Morris McBean Char Trust for restoration of small LaFarge window, to be done by Victor Rothmann (NYC). Proposal being developed by Willet-Hauser (David Krysiak) for restoration of east transept Belcher window.

D. Channing House: Amy's office is now in former Board Room and her former office is set up as library and common room. Developing plan to utilize basement space for RE and to open stairway (Pat Padillia) and install door from office for access to basement. Exterior paint repair (scraping, painting) to begin soon by WF Shea & Company, who did restoration paint job two years ago, for nominal fee (\$600 CPC budget).

E. Parish Hall tenant has gone; some financial issues remain (unpaid rent) and some items (tables) are missing and are being resolved. Plans for cleanup are underway, with general walls and kitchen cleaning scheduled for week of July 16. Announcement in weekly email and OOS, also each committee head should notify committee members for volunteers. A painting date(s) will be announced for August. Rug cleaning and new furniture will enhance PH look at only a small cost to congregation.

F. Elks issue: no progress.

G. Drainage: Met with Northeast Engineering of Middletown (Jeremy Rosa) for first of several meetings to look at options.

H. Master Plan: CPC would like to finish this project by end of this fiscal year, to present to Governing Board and congregation for next annual meeting.

I. Channing brochure and tri-fold: ready to go to printer (first run \$600 CPC budget).

J. Donation box for sanctuary: to be delivered this week.

Old business:

Review of Channing Sanctuary Floor proposal:

At its June meeting, the Governing Board approved a request by the Property Committee to submit grant applications to repair and restore the floor of our sanctuary. A deadline was near and the application was rushed, with the expectation that it would be embellished and clarified over the next few weeks and months. I would like to make clear that the proposal is only a preliminary one, the concept is complicated, and Board and congregational agreement and approval of a final plan will be necessary, after considering all the many options. This is only an idea, but it comes from a lot of hours of consultation.

The Scope Of The Problem: The sanctuary floor is a problem structurally and esthetically and it is growing unsafe. The floor tiles are fifty or sixty years old, are becoming unglued, are cracked and missing in many places, and we have been forced to cover some areas with temporary rubber mats. Each heat/cold yearly cycle causes more lifting of tiles, as the cement dries and deteriorates, adding to the natural wear and tear. In addition, the surface is uneven and becoming progressively worse, so a trip-and-fall hazard exists and is a liability we should not ignore.

History: The original floor was wood. The Buzzell and Wood company, who worked with the Boyden architectural firm, was also from Worcester MA. B&W probably installed all the interior wood, including floors, decorative elements and pews. Our evaluation of the floor disclosed "old-growth fir" laid in variable width planks, to be under the tiles. This pattern is identical to the wood of the chancel. Although no records currently available explain the decision (by the congregation in the 1930's or 1940's) to cover the wood, experts suggest that it may have been a less-expensive solution to a need to refinish a large floor area after pews had been installed and were difficult to move. Also, it may have been an attempt to create a "more modern" appearance. Our options to repair our floor are to: (1) Do nothing; (2) Cover the tile with another floor, such as wood or new tile; (3) Cover the tile with carpet; (4) Restore and revitalize the original fir floor. (5) Spot repair with cheap and short-term materials.

Technical Issues: The tiles and cements used in the 1930's-1940's and later contain asbestos. Asbestos also covers the defunct black iron heating pipes we all use to rest our feet upon. Asbestos, a biohazard, can be left in place and covered over, or it can be removed. Removal mandates hiring experts, taking special precautions and paying steep fees for disposal. Removing the heating pipes will leave many holes in the floor, which will require filling. We have estimates from several companies who are able to remove the tiles, asbestos and pipes in a safe and environmentally sensitive way.

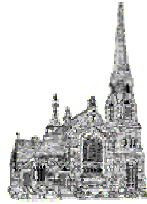
The Pews: Floor restoration requires lifting up the 42 pews and moving them out of the way, in order to have access to the pipes, tiles and then to have a single smooth surface to prepare. The pews are intricately carved on each end and are made of "old-growth cherry," which is now rare and expensive. The pews are long and heavy and are made stable by their insertion directly into the floor with a tongue-and-groove arrangement at the center, and nails at each end. There is great controversy as to the best and highest use of the pews, ranging from leaving them alone to getting rid of them entirely, in favor of modern chairs, which can be moved around. As long as the pews need to be lifted to gain access to the floor, it is reasonable to think about what to do with them while they are "up." It is not the intention of the CPC to suggest any decision about the pews, but there are several options that are feasible:

- (1) They could be replaced in their original position (or near) and bolted down;
- (2) They could be divided into two, requiring construction of a cherry end-piece for each. Then, they could be bolted down in such a way that they could be un-bolted and moved in order to modify the floor space and seating plan;
- (3) Some pews could be removed, with just enough remaining to retain the "historic" nature of the sanctuary, and new chair-type seating added. This solution was adopted by the 1766 St. Peter's Church in NYC after the 9/11 tragedy. George Washington's pew remains.

Timeline: The complexity of pew removal, asbestos abatement, woodworking, floor repair and refinishing will require a project manager to keep the jobs on track. Under the best of circumstances, we estimate the sanctuary will be closed for two months.

Our Contractors: We have estimates from asbestos-removal companies, floor refinishing experts, woodworkers and general contractors who can perform a job of this magnitude. Newport is blessed with skilled workmen who have experience restoring old structures like Channing. Their services are costly. Our estimates approach \$225,000 for this project. Approximately half of this is for pew modification.

In summary, the questions about our floor stimulate more questions, rather than answers. There is much history, emotion and some politics to consider. The cost for this project is significant, but much of it may be borne by our foundation benefactors (although some contribution from the congregation is expected). No solution is going to please everyone, but it seems clear that we need to repair damage before it gets worse (and even dangerous) and we have a responsibility to provide an enduring legacy for future generations. It is important to remember that no money has been awarded to this project; there are only grant requests, which may not be successful. It is nice to dream of having lots of money to make repairs, but we must also ask ourselves, "what do we do with the sanctuary floor if no money is awarded: is there a smaller project that can be borne by the congregation alone?"



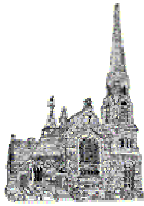
Channing Memorial Church

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.