



# Channing Memorial Church

## Governing Board 2007 – 2008

### “The Year of Action”



*Meeting Agenda*  
 December 11<sup>th</sup>, 2007, 7 PM – 9:30 PM, Parish Hall

*There is a very real danger of our drifting into an attitude of contempt for humanity. We know quite well that we have no right to do so, and that it would lead us into the most sterile relation to our fellow-men. The following thoughts may keep us from such a temptation. It means that we at once fall into the worst blunders of our opponents. The man who despises another will never be able to make anything of him. Nothing that we despise in the other man is entirely absent from ourselves. We often expect from others more than we are willing to do ourselves. Why have we hitherto thought so intemperately about man and his frailty and temptability? We must learn to regard people less in light of what they do or omit to do, and more in the light of what they suffer. The only profitable relationship to others – and especially to our weaker brethren – is one of love, and that means the will to hold fellowship with them. God himself did not despise humanity but became man for men’s sake.*

*Dietrich Bonhoeffer from a German Concentration Camp, Christmas, 1942*

- I. Check-in (15 min.)
- II. Chalice Lighting and Spiritual Reflection (5 min.)
- III. Appointment of Process Observer (1 min.) *Chair*
- IV. Approval of Minutes (4 min.) *Clerk*
- V. Planning Session – [Review of 2007 – 2008 Goals.](#)
  - A. **Goal 1: Address the Problem of the Steeple.**
    - 1. Status of developing job specification (5 min.) *Property Committee*
    - 2. Finance and Fundraising (10 min.) *Finance Cmte. / VP*
  - B. **Goal 2: Build awareness and understanding within the Congregation concerning financial opportunities and challenges** (10 min.) *Vice President*
  - C. **Goal 3: Create an over-arching plan for leadership development** (5 min.) *President*
  - D. **Goal 4: Promote Growth and Stewardship of RE.**
    - 1. Proposal to place DRE on a full-time basis (20 min.) *DRE*
  - D. **Goal 5: Investigate budgeting for payment of our fair share to UUA and BCD beginning in 2008 - 2009 church year** (5 min.) *Membership Committee*
  - E. **Goal 6: Empower / support SJC to develop and implement action plans to realize Congregation’s commitment to reach out and serve others in our community, our country, the world** (5 min.) *Social Justice Cmte.*
  - F. **Goal 7: Develop specific actions to heighten awareness of Channing's physical presence in the community** (5 min.) *Membership Committee*

VI. Current Business (40 min).

- A. Treasurer's Report (10 min.).
- B. Minister's Report (10 min.).
- C. Property Committee Issues (10 min.).
- D. Spring Fundraiser (10 min.).

*Treasurer*  
*Minister*  
*Property Committee*  
*Board Members*

VII. Evaluation of Meeting and Adjournment (5 min.).

*Process Observer*

*Upcoming Events:*

- 1. Minister's Open House
- 2. Intergenerational Carol Service
- 3. Christmas Eve Candlelight Service
- 4. Hot Topics: Comprehensive Sexuality Education

December 14<sup>th</sup>  
December 23<sup>rd</sup>  
December 24<sup>th</sup>  
January 23<sup>rd</sup>

## **Minutes of the Channing Memorial Church Governing Board Meeting November 13, 2007**

**Attendance:** Rev. Amy Bowden Freedman, Kelly Bailey, David Banister, Tom Beall, Maryellen Doherty, Marsha Francis, Dennis Greene, Holly Grosvenor, Bill Hawkins, Chris Laudon, Don Mallinson, Barbara Nowicki, Richard Webb, Halcyon Westall, **Process Observer:** Chris Laudon

**Approval of Minutes:** The minutes from the October 9, 2007 board meeting were submitted and approved (motion: Chris Laudon, second: Maryellen). Dennis noted that a check from the Prince Foundation has arrived, and the second stained glass window has been removed from the Channing sanctuary for restoration.

The meeting proceeded with a planning session and review of 2007-2008 goals.

### **Goal 1: Address the Problem of the Steeple**

#### **Objective 1: Status of developing the job specifications (Dennis Greene)**

The Property Committee has received a formal proposal from John Wathne at Structures North. They have proposed to do a complete structural analysis of the steeple including drawing up detailed job descriptions of the various steps needed to dismantle and reconstruct it. This document could be used to go out for bids to do the steeple reconstruction. Structures North could have this document to us in approximately 2 months. This analysis will cost \$60,000 (maximum) and would include the structural engineering oversight of the project if we hire them. The price quoted for this analysis (\$60,000) is determined by calculating 10% of the expected cost of the job minus the cost of the scaffolding. They expect about \$100,000 in scaffolding costs. The Structures North proposal includes construction specifications and supervision of the construction process.

This is John Wathne's first proposal. The Property Committee is planning to go back to him and ask that he fractionate the job into several steps (each step with a separate smaller cost). The proposed steps are as follows:

1. Assessment of current condition. This includes an analysis of the present structure and condition of the steeple. Our last analysis was done 4 years ago and we don't know whether things are worse or the same. We need a document outlining what the problems are. This may cost \$10,000- \$20,000.
2. Specifications for the job and supervision of the bidding process.
3. Supervision of actual construction. Construction oversight.

#### **Objective 2: Finance Committee Meeting on Steeple Financing (Richard Webb)**

Richard Webb reported on the recent meeting between the Finance Committee, representatives from the Property Committee, and Mary Alice Smith (as an experienced fund-raiser). The purpose of the meeting was to consider various plans for financing the restoration of the Channing steeple. Richard reported that he came away from the meeting feeling that we needed to "slow down". Meeting participants stressed that in planning for the restoration of the steeple, we need to bring the congregation with us every step of the way. We need to approach this in a very methodical way, particularly to optimize the contributions of our biggest donors. Frequent

communication with the congregation will be essential. We will need an assessment of where we stand (condition of the steeple), and we will also need an assessment of the feasibility of raising the money required for restoration.

Richard has spoken with Dr. Wayne Clark, a fundraising consultant from UUA congregational stewardship services. Dr. Clark is willing to do an initial assessment (for \$1600; over a long weekend) to tell us whether we are ready to do a capital campaign. The next step will be to obtain a realistic assessment of how much we can expect to raise with a capital campaign. At the Finance Committee meeting, Mary Alice Smith strongly urged the Channing Board to get these two financial assessments done so that before we begin fundraising we have some idea of how much money we will be able to raise. This will be important for convincing some of our bigger donors. Based on her experience, Mary Alice suggested that the capital campaign may take 2-3 years. A full feasibility assessment through the UUA will cost \$15-20,000.

### **Discussion of Objectives 1 & 2:**

The Rev. Amy stated that the Harry Green report (a broad assessment of congregational life done for Channing a few years ago) came out of the UUA office and was not particularly helpful. She warned the board to make sure that the UUA financial assessment service will be helpful by being very clear with the UUA consultant about what we want and will need in a fundraising analysis.

Bill Hawkins questioned whether the money that would need to be raised would come only from within the congregation. Richard answered that Dr. Clark stated that we would need to demonstrate that we could raise all the money from within the congregation. Bill stated that he didn't think that we could raise 1 million dollars within the congregation, that perhaps we could raise half a million and then look for a matching a grant. Tom Beall suggested that one course of action would be to ask folks for 2 to 3 times their annual pledge amounts over a 2-3 year period. If we could get an assessment that suggests that we could do this, then folks would have the confidence to contribute. Richard stated that the capital campaign would include outside federal grants and money from the community, as well as from within the congregation.

Should we empower the Property Committee to move forward on this proposal from Structures North?

Marsha Francis suggested that the governing board has a clear mandate to do the steeple, thus there is no need to go back to the congregation for permission to do these preliminary studies. However Richard pointed out that these two tasks (the Structures North assessment and the financial/fundraising assessment) will cost up to \$50,000 and he felt that we should get congregational approval to spend this much. Tom felt that we have an obligation as a board to get an assessment of the steeple condition. We need to know the condition of the steeple, and how much it's going to cost. We don't need a congregational vote for this. We could, however have an informational meeting where we describe what we are doing, including:

1. A detailed reassessment of steeple condition so we can determine urgency and costs.
2. Obtaining outside help from UUA so that we can begin planning a capital campaign.

Dennis Greene stated that he doesn't think that there will be an objection to paying for the initial studies (for both steeple condition and capital campaign feasibility), and Maryellen felt that we,

as a board. have the responsibility to do the initial assessments for both steeple condition and fundraising (\$1600).

Tom stated that he believes the board should make certain decisions on its own, based on the empowerment that we've been given. He thinks that the board should move beyond micromanagement, and should take these initial steps, which include a detailed assessment of the condition of the steeple to understand the cost, urgency and to assess the feasibility and the means to raise the money. We need to have the faith that the property committee and the finance committee will make the right decisions. We also need to keep the congregation informed as we progress. Kelly Bailey pointed out that without this information we have nothing to go to the congregation with. Rev. Amy agreed that the board is empowered to make these decisions, but cautioned that there is a gap between our knowledge and the congregations' understanding. Even if the congregation doesn't make the decisions they need to understand how we arrived at those decisions. We will need to have informational meetings so the congregation can understand the issues that the board is grappling with. We need to bring our major donors along with us every step of the way. Holly agreed that we need to inform people. Tom suggested that we should inform the congregation but not ask them to vote on each step of the process. We will need to invest some money up front so that we can do this right. Richard concurred that we need these initial specification on the structural job so that we know how much the job is going to cost and how much money we are going to need to raise. Tom added that the outcome of assessing the financial feasibility of the project might be better if we knew what the cost of the steeple will be. So there is merit to doing the 2 assessments sequentially: first the steeple assessment, then the financial assessment, so that people understand the current condition of the steeple.

Tom summarized the views expressed by the board by suggesting that the Property Committee go back to Structures North and ask them to parse the job into pieces. Once we have a detailed assessment of condition, urgency, and a range/estimate of cost, we can inform the congregation so that when we go on to assess financial feasibility the congregation is informed. We also need to have faith that we can do this and that we will come to the right decisions. Holly pointed out that once we start, one issue will lead to another. There will be some tough decisions ahead but we will need to keep our eyes on the main goal and remain in communication with the congregation. Chris Laudon suggested that we will need an attitude of urgency but not panic to keep our grants moving forward and to keep the process moving forward.

Based on the above discussion the Channing Board empowered the Property Committee to sign a contract with Structures North to do Stage 1 of the steeple condition assessment. Structures North will be asked to break out the stages of the \$60,000 proposal, and we will sign a contract for them to do an initial assessment. We will then schedule a briefing about this with the congregation. The Finance Committee was directed to work with the UUA to move forward with a financial/fundraising assessment when we have the information from the steeple assessment.

### **Goal 3: Create an Over-Arching Plan for Leadership (Tom Beall)**

Tom Beall briefed the board on progress towards this goal. Bill Peresta has started the process of governance review by interviewing key church leaders. He is summarizing information and gathering data to determine what we really need and what will work best for Channing.

## **Goal 4: Promote Growth and Stewardship of Religious Education (Halcyon Westall and Rev. Amy Bowden Freedman)**

Halcyon Westall and the Rev. Amy Freedman have been investigating the feasibility of creating a full-time Director of RE position at Channing. They recently met with Cathy Seggel from First Unitarian Church in Providence (approx. 400 members, 180 children). Cathy is the RE director at First Unitarian and serves as Vice President of the Liberal Religious Educators group. Halcyon and Amy also met with Paige Roth from the UUA to discuss compensation issues, and to formulate a job description. They are still gathering information and should be ready with a presentation for the Board in December.

The Rev. Amy Freedman reported that she has been working hard to expand Channing's adult programming, and has been trying to tap into our membership for this. Her efforts have been well received. This fall 27 people attended the "Taste of Adult Enrichment" workshops. As there was low attendance for some of the series of 4 workshops, they have decided to change the format to offer just 2 workshops. The next 2 Adult Enrichment workshops will be offered on November 29<sup>th</sup> preceded by a potluck supper at 6:30 in the Parish Hall.

## **Goal 6: Empower/support the Social Justice Committee (Don Mallinson)**

Don Mallinson presented a proposal from the Channing SJC for the church to buy Green Energy. Channing would spend approximately \$35 more per month to make sure that our energy comes from renewable energy sources. In addition, for every additional person who signs up for this with People Power and Light, Channing gets a \$10 donation. Households that are already using Green Energy through People Power and Light can also ask that Channing gets the donation. Marsha asked whether, since the church has 4 separate electric accounts, the additional cost would be \$35 per account or \$35 for the church as a whole. Dave wondered whether we, as a church, should be contributing money (making a charitable contribution) to Peoples Power and Light (and to renewable energy) or should we be encouraging our members to do this? Dave requested more information about what the contribution actually supports. Don will research the issues and answer questions at the next board meeting where this will be put to a vote.

Channing SJC is also requesting a budget increase for this year. The current approved budget for SCJ is \$350.00 for this year and Don requested that it be augmented by \$900 to allow SJC to expand their programs and speakers, to do more advertising of their events and perhaps to reach out more to the local community. Richard pointed out that anything that helps us advertise and reach the community is money well spent. Tom commented that when we do our canvass we need to have a "story to tell" about what the church is doing. Richard moved that we augment the current fiscal year budget for the Channing SJC by \$900. Kelly seconded. In further discussions the board identified a need for some sort of projection system for making presentations (this is a church-wide need not just social justice) and requested that Don look into options for purchasing a projection system and report back to the board about alternatives and costs.

## **Treasurers Report Highlights**

The final accounting from the Channing Swing 'n Soiree fund-raising event showed that 63 people attended the event which raised \$507.54.

Richard Webb reported that the difference between interest and dividends and what we budgeted last year will be made up by the Endowment Fund making a one-time contribution to the fire code costs.

### **Minister's Report Highlights**

Our special collection on Association Sunday raised \$1,892.00 in support of the UUA. Time magazine is running special religion pages and ads for the UUA. Amy has been invited to join the Greenfield Group, a historic UU ministers study group which will be taking up the topic of globalization this month. She will be on study leave but checking her cell phone and available for emergencies Nov 21-Dec. 3.

### **Other Business**

RE has been trying to develop the junior youth program, including a recent field trip and a Halloween Haunted House. The hope is that growth of a junior youth RE program will stimulate interest in the senior youth program.

Holly has been pursuing the placement of Channing on the National Register of Historic Places. The process could take up to 2 years but could be useful for fundraising in the future. Chris Laudon pointed out that since we are in a historic district we already have de facto historic designation. We have importance in the historical architectural world because of where we are and who we are.

Meeting Adjourned at 9:30.

Respectfully submitted,

Barbara Nowicki, Clerk

***Religious Education is the engine of growth of our Association. – Bill Sinkford***

Religious Education is more than hour long Sunday classes. A great Religious Education program provides community, growth and learning, healing and celebration. The whole life of the congregation contributes to and is enriched by the Religious Education Program. Administrating and developing such a program, training and supporting volunteers take a great deal of time.

It is the recommendation of the Minister, Rev. Amy Freedman, the Director of Religious Education, Halcyon Westall and the Religious Education Committee (Kelly Bailey, Chair), that the Governing Board increase the hours of the Director of Religious Education to full time (40 hours). The DRE will then be able to develop the family ministry of Channing Church, providing more outreach, strategic planning and teacher training. Channing has many more children and youth in our community than are currently being served by the program. Increasing the job description to full time would allow for vitality and growth in the Religious Education Program and in the church as a whole.

Channing Memorial Church has shown a deep commitment to its vision for the future. In order for the church as a whole to meet the growth expectations laid out in the “Year of Decision”, the Religious Education Program must be vibrant and fully funded. Religious Education has the honor of being one of the first points of contact for new families. Great RE programs draw new members and help retain current ones.

Religious Education nurtures the spiritual growth and development of all who are involved. Religious Education also helps children, youth and teachers strengthen their UU identity. The benefits for the entirety of Channing Church far outweigh the monetary costs and will provide exponential return in the health, depth and reach of the congregation.

From this job description for the DRE drafted in 2006, I have marked which elements have been lowered in priority (➤) and which have been cut out (✕) due to time restraints.

### **Sunday Mornings**

- Greet children, parents and visitors
- Provide oversight and assistance for classes
- Prepare materials as requested in advance
- Supervise childcare workers
- ✕ Lead Children's Worship about once a month.

### **Administration**

- Manage RE budget, financial records and attendance records
- Mailings to parents, teachers, children and volunteers
- Meet with Minister, church leaders and staff to coordinate activities.
- Purchase supplies

### **Program Planning and Support**

- Select and plan annual curricula and special events with the RE Committee.
- Attend monthly RE Committee meetings.
- Recruit and support teachers and volunteers with the RE Committee
- Lead or coordinate teacher trainings with the RE Committee
- Set and implement goals for the RE program for children and youth with the RE Committee and Minister.
- Coordinate with and support Coming of Age, OWL, and Youth program leaders.

### **Special Events**

- Occasionally offer a Message for All Ages in the Sunday Service.
- Help plan social action projects with the RE Committee.
- Help plan and participate in intergenerational worship services and programs with the RE Committee.

Other Areas of Family Ministry that are lower in priority or cut out due to lack of hours:

- Family events, caregiving and outreach
- Filing and planning ahead
- ✕ When I took this job in 2006, I was told that Youth Ministry was not part of my responsibilities.

Responsibilities not on job description that have taken some extra time are strategic planning (year of decision, year of action), publicity and property issues.

#hours	COSTS	BENEFITS
15  Stay the same	<ul style="list-style-type: none"> <li>❖ Cannot sustain current work level at 15hrs pay. Some things would have to fall away to meet 15 hour limit. Most notably teacher support, communications, meetings, involvement in intergenerational services, strategic planning.</li> <li>❖ At 15 hours there would be no time for teacher development and training</li> <li>❖ The RE Committee are core teachers which inhibits Committee function and strategic planning.</li> <li>❖ Burnout of DRE and Volunteers</li> <li>❖ # of kids per paid hours is inequitable and unrealistic- will lead to decline of program.</li> <li>❖ <b>Growth impossible</b></li> </ul>	<ul style="list-style-type: none"> <li>❖ Save Money</li> </ul>
30	<ul style="list-style-type: none"> <li>❖ If we go for this level, there will still be no time for teacher development and training. RE Committee are still core teachers (see above)</li> <li>❖ <b>Growth unlikely</b></li> </ul>	<ul style="list-style-type: none"> <li>❖ A step in the right direction</li> <li>❖ Not as expensive as full time</li> </ul>
40	<ul style="list-style-type: none"> <li>❖ Expense</li> <li>❖ UUA Health Plan rates for 2008 (Single: \$387.20/ month)</li> <li>❖ Salary for full time DRE in this geo index: \$31,100-\$42,000, un-credentialed</li> </ul>	<ul style="list-style-type: none"> <li>❖ Year round planning</li> <li>❖ Better volunteer development</li> <li>❖ Family Ministry focus vs. “on the fly” program</li> <li>❖ Outreach and visitor greeting on Sunday</li> <li>❖ Youth Ministry</li> <li>❖ Sustain the RE program over time</li> <li>❖ Long term benefit for church</li> <li>❖ Growth potential</li> <li>❖ Create a community of families – future leaders</li> </ul>

Proposed Job Description  
Director of Religious Education, Channing Memorial Church

**Hours:** This is a full time position (12 units- approximately 40 hours per week, including most Sunday mornings and some evening meetings each month)

**I. Responsibilities:**

**A. Sunday Mornings**

- Greet children, parents and visitors
- Provide oversight and assistance for classes
- Prepare materials as requested in advance
- Supervise childcare workers

**B. Administration**

- Manage RE budget, financial records and attendance records
- Purchase supplies
- Communication with minister, families, teachers and volunteers.
- Meet with Minister, church leaders and staff to coordinate activities.

**C. Program Planning and Support**

- Set and implement goals for the RE program for children and youth with the RE Committee and Minister.
- Select and plan annual curricula and special events with the RE Committee.
- Recruit and support teachers and volunteers with the RE Committee
- Lead or coordinate teacher trainings with the RE Committee
- Attend monthly RE Committee meetings, Board and Staff Meetings.
- Coordinate with and support Coming of Age, OWL, and Youth program leaders.

**D. Worship**

- Lead Children's Worship about once a month.
- Occasionally offer a Message for All Ages in the Sunday Service.
- Help plan and participate in intergenerational worship services and programs with the RE Committee.

**E. Family Ministry**

- Help plan social action projects with the RE Committee.
- Help plan social and spiritual family events with the RE Committee
- Caregiving and outreach to families

**II. Professional Leave and Continuing Education**

- A.** The DRE is encouraged to be a participant in the life of the Unitarian Universalist Association beyond the Parish, both as an individual and as a representative of the Church.
- B.** The DRE is encouraged to plan and carry out a program of continuing education, including study and reflection, local group learning events, renaissance modules, short term courses and seminars.

- C. With approval of the Religious Education Committee, time spent on denominational activities shall be considered part of the work of the DRE.
- D. The DRE shall be granted one month of sabbatical leave, with full pay, for each year of service beginning with the second year, not taken before six years of service. The scheduling of such leave shall be mutually agreed upon by the DRE, the Religious Education Committee and the Board. For a period of one year following such a sabbatical leave, it will be expected that the DRE will not seek another position.

### **III. Salary and Employment Benefits**

- A. The DRE shall receive a salary at an annual rate of
- B. The Church shall contribute to the UUA Pension Plan an amount equal to 10% of the salary of the DRE.
- C. The Church shall pay the premium for the UUA Group Insurance Plans covering Health and Disability insurance.
- D. The DRE shall have 10 Sundays free from professional duties spaced at intervals throughout the Church School year. The dates shall be mutually agreed upon by the DRE and RE Committee.
- E. The DRE shall have an annual vacation of seven weeks free of all professional responsibilities. The schedule shall be mutually agreed upon by the DRE and the Board.

The goal of the Director of Religious Education (DRE) is to collaborate with the RE Committee, volunteer teachers, Minister, children and youth in planning and directing a program that strengthens our religious principles, values and Unitarian Universalist identity.

The DRE is employed by the Governing Board and reports to the Religious Education Committee.

**Balance Sheet as of 10 Dec 07**

**12/10/2007**

**ASSETS**

**CASH**

Channing Checking- Bank Newport	151112	
Channing Money Market- Bank Newport	2950	
Channing Cash Equivalents- Smith Barney	<u>46221</u>	

200283

**Other Current Assets**

Margit Baum Funds (Fidelity and Bank Newport)	180000	
Arthur Barrows Steeple Funds (Smith Barney and Bank Newport)	116600	
Grant Funds Cash Equivalents (Smith Barney and Bank Newport)	<u>66533</u>	

363133

**Total Current Assets and Cash**

**563416**

**Long Term Assets**

Endowment Funds		162000
Channing House Improvements		<u>115733</u>

**841149**

**LIABILITIES**

**Current Liabilities**

Rent Deposits		2600
Caregiving Fund		1327
Choir Fund		1425
Soup Kitch		2513
Publicity Fund		77
Hymnal Fund		95
Grant Funds Interest Income		10156
Steeple Fund		1000
Friends of Sanctuary Fund		2205
Fellowship fund		379
Book Sales		258
CAPITAL CAMPAIGN		20000

**Total Current Liabilities**

**42035**

**Long Term Liabilities**

<u>Channing House Loan (Bank Newport)</u>	115733
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**Other Long Term Liabilities (Restricted Use Funds)**

Margit Baum Funds	180000
Arthur Barrows Steeple Fund	116600
Mcbean Grant 2007 (Stained Glass)	67470
Prince Grant 2007 (Gutters)	9513
Prince Grant 2006	13125
Van Beuren Grant 2007 (Floors)	50000
Champlin Grant Funds	60411
Endowment	<u>162000</u>
Total Long Term Liabilities	<u>774852</u>
Current and Long Term Liabilities	816887
Retained Earnings (Equity... YTD Surplus plus Reserves)	<u>24262</u>
Total Liabilities and Equity	<u>841149</u>

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 12/10/07  
 Accrual Basis

**Channing Memorial Church**  
**Profit & Loss Budget vs. Actual**  
 July 2007 through June 2008

	Jul '07 - Jun 08	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Oper. Income			
4001 · Pledges - Cash	74,144.87	180,500.00	-86,355.13
4003 · Donations-Sunday Collections	5,867.81	12,000.00	-6,132.19
4004 · Donations-All Other	2,257.48	5,000.00	-2,742.52
4005 · Donations-Christmas	75.00		
4006 · Fund Raising	1,033.94	12,250.00	-11,216.06
4009 · Interest Income	996.88	2,000.00	-1,003.14
<b>Total 4000 · Oper. Income</b>	<b>84,375.98</b>	<b>191,750.00</b>	<b>-107,374.04</b>
4010 · Endowment Income			
4011 · CCHC Mtge Interest	0.00	0.00	0.00
4012 · Interest & Dividends	657.88	6,500.00	-5,842.12
<b>Total 4010 · Endowment Income</b>	<b>657.88</b>	<b>6,500.00</b>	<b>-5,842.12</b>
4020 · Rental Income			
4021 · CH Apt-2nd Fl	8,650.00	18,000.00	-9,350.00
4023 · CH-Office-Correia Law Office	3,500.00	8,400.00	-4,900.00
4024 · PH-2nd Fl	4,800.00	13,800.00	-9,200.00
4025 · PH-Daycare- Nelson's Nursery Sc	0.00	0.00	0.00
4026 · PH-Other Rentals	0.00	250.00	-250.00
4027 · Sanctuary-Weddings	9,400.00	15,000.00	-5,600.00
4028 · Sanctuary-Other	350.00	0.00	350.00
4029 · Rental Vacancy Allowance	0.00	-3,000.00	3,000.00
<b>Total 4020 · Rental Income</b>	<b>26,500.00</b>	<b>52,450.00</b>	<b>-25,950.00</b>
<b>Total Income</b>	<b>111,533.84</b>	<b>250,700.00</b>	<b>-139,166.16</b>
<b>Expense</b>			
6000 · Admin. Exp.			
6001 · Secretary	4,988.22	15,000.00	-10,031.78
6002 · Telephone	893.34	1,400.00	-706.66
6003 · Postage	650.09	2,000.00	-1,349.91
6004 · Office Supplies	1,087.88	2,500.00	-1,412.12
6005 · Copier	1,058.94	2,645.00	-1,586.06
6006 · Fidelity Bond	0.00	110.00	-110.00
6007 · Payroll Taxes	2,778.91		
6008 · Payroll Expenses-Paychex	640.02	1,500.00	-859.98
6100 · workers comp insurance	0.00	1,200.00	-1,200.00
<b>Total 6000 · Admin. Exp.</b>	<b>11,877.40</b>	<b>26,355.00</b>	<b>-14,477.60</b>
6010 · Minister's Exp.			
6011 · Salary	16,209.95	39,335.00	-23,125.05
6012 · Housing Allowance	9,205.00	22,082.00	-12,877.00
6013 · Health Insurance	1,661.30	3,987.00	-2,325.70
6014 · Dental/Disability	505.44	1,010.00	-504.56
6015 · Profess'l Exp	0.00	3,500.00	-3,500.00

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12/10/07

Accrual Basis

**Channing Memorial Church**  
**Profit & Loss Budget vs. Actual**  
 July 2007 through June 2008

	Jul '07 - Jun 08	Budget	\$ Over Budget
6016 - Minister Pension Contribution	0.00	6,000.00	-6,000.00
6017 - SUPPLIES-MINISTER-SERVICES	81.88	100.00	-18.14
6018 - Sabbatical Reserve	0.00	0.00	0.00
6019 - Committee on Ministry	0.00	200.00	-200.00
6107 - Special Services	895.00	2,000.00	-1,105.00
<b>Total 6010 - Minister's Exp.</b>	<b>28,558.55</b>	<b>78,224.00</b>	<b>-49,665.45</b>
<b>6020 - RE</b>			
6021 - RE Director Salary	2,881.32	10,400.00	-7,518.68
6022 - RE Supplies	1,130.48	1,400.00	-269.52
6023 - Prof'l Devel.	450.00	500.00	-50.00
6024 - Youth Group Dir.	0.00	1,500.00	-1,500.00
6025 - Summer Program	520.00	640.00	-120.00
6026 - Youth Group Exp	0.00	200.00	-200.00
6027 - OWL/COA	259.85	500.00	-240.35
6029 - Childcare	817.50	1,325.00	-507.50
<b>Total 6020 - RE</b>	<b>6,058.95</b>	<b>16,465.00</b>	<b>-10,406.05</b>
<b>6030 - Music</b>			
6031 - Organist/Choir Dir Salary	5,178.87	12,125.00	-6,946.13
6032 - Special Music	270.00	2,300.00	-2,030.00
6033 - Piano Tuning	662.22	750.00	-87.78
6034 - Music Supplies	38.85	500.00	-463.15
<b>Total 6030 - Music</b>	<b>6,147.94</b>	<b>15,675.00</b>	<b>-9,527.06</b>
<b>6040 - Committees</b>			
6041 - Social Action	0.00	1,250.00	-1,250.00
6042 - James Luther Adams	0.00	0.00	0.00
6043 - Publicity	697.20	1,800.00	-1,102.80
6044 - Fellowship-Income	0.00	0.00	0.00
6045 - Fellowship-Expenses	100.50	300.00	-199.50
6046 - Membership	0.00	550.00	-550.00
6047 - Canvass	0.00	1,000.00	-1,000.00
6048 - Adult RE	-243.00	200.00	-443.00
<b>Total 6040 - Committees</b>	<b>554.70</b>	<b>5,100.00</b>	<b>-4,545.30</b>
<b>6050 - Denominational</b>			
6051 - UUA APF	0.00	6,000.00	-6,000.00
6052 - Ballou District	0.00	2,600.00	-2,600.00
<b>Total 6050 - Denominational</b>	<b>0.00</b>	<b>8,600.00</b>	<b>-8,600.00</b>
<b>6060 - Property Exp</b>			
6061 - Sexton Salary	4,320.76	11,160.00	-6,839.24
6062 - Supplies	4,474.49	6,500.00	-2,025.51
6063 - Contracted Repairs	16,887.84	20,500.00	-3,612.16
6064 - Fire Alarm	223.00	450.00	-227.00
6065 - Insurance	3,738.00	7,000.00	-3,262.00
6066 - Boiler's Service Contract	395.00	500.00	-105.00

1:37 PM  
 12/10/07  
 Accrual Basis

**Channing Memorial Church**  
**Profit & Loss Budget vs. Actual**  
 July 2007 through June 2008

	Jul '07 - Jun 08	Budget	\$ Over Budget
6067 - Property Taxes	2,450.68	5,000.00	-2,549.32
6069 - Advertising	0.00	100.00	-100.00
6070 - Utilities			
6071 - Electricity	790.16	4,500.00	-3,709.84
6072 - Water	1,139.38	2,000.00	-860.62
6073 - Gas	222.15	5,000.00	-4,777.85
6074 - Heating Oil	481.00	10,000.00	-9,519.00
Total 6070 - Utilities	2,632.69	21,500.00	-18,867.31
6075 - Property Management	1,373.00	3,200.00	-1,827.00
6060 - Property Exp - Other	307.00		
Total 6060 - Property Exp	36,802.46	75,910.00	-39,107.54
<b>Total Expense</b>	<b>90,000.00</b>	<b>226,329.00</b>	<b>-136,329.00</b>
<b>Net Ordinary Income</b>	<b>21,533.84</b>	<b>24,371.00</b>	<b>-2,837.16</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
6080 - Other Expenses			
6081 - Ch loan Interest	0.00	3,500.00	-3,500.00
6082 - Bank Newport Loan Payments	6,788.45	16,300.00	-9,511.55
6080 - Other Expenses - Other	164.46	5,400.00	-5,235.54
Total 6080 - Other Expenses	6,952.91	25,200.00	-18,247.09
Total Other Expense	6,952.91	25,200.00	-18,247.09
<b>Net Other Income</b>	<b>-6,952.91</b>	<b>-25,200.00</b>	<b>18,247.09</b>
<b>Net Income</b>	<b>14,580.93</b>	<b>-829.00</b>	<b>15,409.93</b>

**Vice President's Report**  
**December: Channing Board Meeting**

**Responsibility:**

**Goal 2: Build awareness and understanding within the Congregation concerning financial opportunities and challenges.**

“2007 Tax Benefits”

*To be placed in the Catalyst, weekly white insert, and announced before the service.*

Dec 31<sup>st</sup> is the last day to make tax-year 2007, deductible, contributions to qualifying charities. Contributions to Channing, whether for the annual Canvass collection, a special project, or the Capital Campaign to fix the steeple, can be made in cash or with assets including stock, bonds, and mutual funds. In the case of the latter, you may be eligible for additional tax benefits. By donating appreciated assets, you won't have to pay any capital gains taxes! Channing doesn't pay these capital gains taxes either, win-win! Talk to Chris Yalanis, VP, or David Banister, Treasurer, for more details on what you can gift, or the additional tax benefits. All gift transfers must be completed in December.

“2008 Tax Benefits”

*Starting Apr '08: Inclusion in white insert, in Catalyst, and announced monthly in service.*

Channing needs your support to finish its 2008 fiscal year with success! Our fiscal year ends in June. Have you fulfilled your annual Canvass pledge? Consider the gift of appreciated assets such as mutual funds, stocks, and bonds! You will avoid the capital gains taxes at the Federal and State level – and extra bonus for you at tax time! Cash is always suitable for donation purposes. See Chris Yalanis, VP, or David Banister, Treasurer, for additional information.

**Channing Annual Financial Cycle (CAFC)**

*Monthly – submit changes to Board through committee members. Use online submission form/format to submit requests.*

Jan – Individual Committees and expenditure groups prepare requests for the board.

Feb -

Mar – Proposals due to Board for upcoming Fiscal Year.

Apr -

May – Current pledge year reminders – White insert and announced weekly.

Jun – congregation approved upcoming Fiscal Year (FY) budget. Current pledge year reminders – White insert and announced weekly.

July – Previous pledge year update/reminders – White insert.

Aug -

Sep -

Oct -

Nov – Pledge Secretary reports to board on status of prior FY collections (should have been completed as of June) and status of current FY contributions. White insert: capital gains tax contributions to Channing.

Dec - White insert: capital gains tax contributions to Channing.

CHANNING PROPERTY COMMITTEE  
DECEMBER REPORT TO THE  
GOVERNING BOARD

Although the end of the year approaches, there is plenty to keep the CPC busy with projects old and new. What will consume us for the next few weeks and months:

1. The hole in the driveway: We are negotiating with a scrap iron company for a 5X5' square steel plate to place over the hole, until the entire area is re-graded and resurfaced according to a "drainage plan" for all the properties. The plan is being discussed as part of the Master and Strategic Planning.
2. Gutters, downspouts and sill-caps: are being installed as they are fabricated for sanctuary and PH.
3. Fire Alarm: The CH installation is complete. The PH installation is half-done and will be completed in January, along with the sanctuary.
4. CH basement windows for RE: have been ordered and will be installed as soon as they arrive.
5. Stained Glass Windows: the first set of 5 panels (in Philadelphia) are completely restored. The conservator wants to wait for "good" weather to install them, meaning Springtime 2008 or a warm spell this winter. The Lafarge window is in the Rothman Studio in Yonkers NY.
6. Rental Issues: Our tenant in the PH is vacating at the end of December. Our rental property manager will work with agents for a new tenant. Meanwhile, the fire alarm installers can work in the apartment and the lead inspectors can follow, after a thorough cleaning, to certify the lead-free status.
7. Grants: The van Beuren Foundation awarded us \$50,000. Remember the discussions about the sanctuary floor? This amount should pay for removal of asbestos and restoring the fir floor, doing nothing with the pews and pipes. CPC will present a final plan to the GovBd after intensive discussions with Amy, leaders, contractors and all interested parties.
8. Jake Smith and Dennis are working on complicated application for US Govt. historic preservation (matching) grant for steeple.
9. CPC and others are discussing the feasibility of using biodiesel in our oil burners.
10. Leakage into southeast wall of sanctuary apse is thought to come from the main chimney. The proposal to erect scaffolding and repair the masonry comes to \$21,600 minimum and \$29,000 if the entire chimney needs to be rebuilt. If approved, this money would have to come from the line of credit. There is possibility that existing grant money could be used.
11. Steeple proposal: still waiting for breakdown in cost for exploration of steeple and

urgency of repair, bid spec, etc.

12. New issue with neighbor: Clint and Kelly Clemens, who are restoring the firehouse on Prospect Hill St., request replacing part of the Parish Hall retaining wall and the supporting pillar at the southwest corner. The Clemens' property line and part of their new exterior wall will abut the PH. Their excavation will weaken the already failing PH pillar. Replacement of the PH support member will actually benefit the PH by strengthening the corner with the use of modern materials. This paragraph is preliminary---FYI---as we will receive a written proposal including any cost to Channing and any insurance issues. We will also be running our PH rain gutter drain across the NRF property, along the Clemens' wall, to Prospect Hill St.

13. Elks: trying to set up meeting with Elks leaders about berm. Estimated cost \$2500.

14. CPC budget: dwindling rapidly (see Treasurer's report).

Respectfully submitted,

Dennis Greene and Chris Laudon, Co-chairs 12/11/07

From: TandLBeall@aol.com [<mailto:TandLBeall@aol.com>]

Sent: Saturday, December 08, 2007 9:32 PM

Subject: Recap of Channing Staff Meeting - 07 Dec 07

Hello everyone,

Thank you for a good meeting yesterday. At the meeting we discussed:

A. How the Board can support the staff better.

(1) Halcyon and Janet both indicated that church leadership needs to conduct annual reviews with staff members to include discussion of individual goals, progress achieving them, and impediments to achieving them.

(2) Pat requested that provision be made for an annual week's vacation for him (necessitating that someone cover for him) in April.

(3) Pat and Marsha both indicated that we need to revise / update job descriptions. Amy stated that the Church Administrator's description is up to date and that the DRE description is under review in conjunction with development of a proposal to make the DRE position full-time. The Sexton's and the Music Director's are, however, in need of update. Chris suggested that each staff member maintain a "continuity binder" recording how each's job changes over time.

(4) Marsha suggested that the work scope and load of the Church Administrator more than justify making it a full-time position.

(5) Janet requested that a light and file cabinet be put in the choir room. Pat agreed to look into rigging a temporary light.

(6) Amy spoke to the need for better coordination among the staff. We all agreed that meeting face to face would facilitate this. We agreed a quarterly meeting would be beneficial and appropriate.

B. Development and Implementation of a Staff Management Policy and better staff support from church leadership.

(1) Marsha proposed that we review a policy template she provided. We agreed to review it and provide Marsha with suggestions for additions, changes, deletions. We will incorporate them into a Channing policy that we will review at our next meeting and then put before the Board for approval.

(2) We discussed various ideas for better support and oversight including establishing a committee or asking the President / VP to take on this role directly. We did not arrive at agreement on this issue. Chris, Amy, and I will discuss it further and come up with a proposal.

I will provide this recap to the Board at our next meeting. Please let me know if I have left anything out or if you have any questions or concerns.

Tom