



Channing Memorial Church

Governing Board 2007 – 2008

“The Year of Action”



Meeting Agenda

January 8th, 2008, 7 PM – 9:30 PM, Parish Hall

“We are the Old Ones... We are the old Martians, who left our marble cities and went into the hills, forsaking the material life we have led... Once we were men, with bodies and legs such as yours... We have lived apart from those we left behind, those other men of this world, and how we came to be has been forgotten, the process lost; but we shall never die, nor do harm. We have put away the sins of the body and live in God’s grace. We covet no other property; we have no property. We do not steal, nor kill, nor lust, nor hate. We live in happiness...”

“ We wish to tell you that we appreciate your building this place for us, but we have no need of it, for each of us is a temple unto himself and we need no place wherein to cleanse ourselves. Forgive us for not coming to you sooner, but we are separate and apart and have talked to no one for ten thousand years, nor have we interfered in any way with life on this planet. It has come into your mind now that we are the lilies of the field; we toil not, neither do we spin. You are right. And so we suggest you take the parts of this temple into your own cities and there cleanse them. For rest assured, we are at peace.”

Ray Bradbury, The Martian Chronicles

- I. Check-in (15 min.).
- II. Chalice Lighting and Spiritual Reflection (5 min.). *Don Mallinson*
- III. Appointment of Process Observer (1 min.). *Chair*
- IV. Approval of Minutes (4 min.). *Clerk*
- V. Planning Session – [Review of 2007 – 2008 Goals](#).
 - A. **Outline of Congregation Information Meeting** (20 min.). *President.*
 - 1. Strategic planning.
 - 2. Shared ministry.
 - 3. Property – steeple.
 - 4. Operations and capital fundraising.
 - B. **Goal 1: Address the Problem of the Steeple** (20 min.).
 - 1. Status of developing job specification. *Property Committee*
 - 2. Finance and fundraising. *Finance Cmte. / VP*
 - 3. Congregation information meeting.
 - C. **Goal 2: Build awareness and understanding within the Congregation concerning financial opportunities and challenges** (10 min.). *Vice President*
 - 1. Endowment Committee Report.
 - D. **Goal 3: Create an over-arching plan for leadership development** (10 min.). *President*
 - 1. Leadership Development Workshop.
 - 2. Nominating Committee Update.
 - E. **Goal 4: Promote Growth and Stewardship of RE** (15 min.).

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| <ul style="list-style-type: none"> 1. Update on actions to increase hours of DRE. 2. Congregation information meeting. | <p><i>RE Committee /
Finance Committee</i></p> |
| <p>D. Goal 5: Investigate budgeting for payment of our fair share to UUA and BCD beginning in 2008 - 2009 church year (5 min.).</p> | <p><i>Membership Committee</i></p> |
| <p>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.).</p> | <p><i>Social Justice Cmte.</i></p> |
| <p>F. Goal 7: Develop specific actions to heighten awareness of Channing's physical presence in the community (5 min.).</p> | <p><i>Membership Committee</i></p> |
| <p>VI. Current Business (30 min).</p> | |
| <ul style="list-style-type: none"> A. Treasurer's Report (10 min.). B. Minister's Report (10 min.). C. Spring Fundraiser (10 min.). | <p><i>Treasurer
President
Board Members</i></p> |
| <p>VII. Evaluation of Meeting and Adjournment (5 min.).</p> | <p><i>Process Observer</i></p> |

Upcoming Events:

- | | |
|---|--|
| <ul style="list-style-type: none"> 1. "Greening Your Congregation," 7-9:30 PM, Bishop Hendricken High School 2. Adult Enrichment: Peace and Forgiveness, 11:30 AM, Channing House. 3. Adult Enrichment: Building a Culture of Peace, 11:30 AM, Channing House. 4. Soup Kitchen, 3:30 PM, Parish Hall. 5. Hot Topics: Comprehensive Sexuality Education, 6:30 PM, Parish Hall 6. Soulful Supper / Soulful Sundown, 5:45 PM, Parish Hall. 7. "Year of Action" Congregation Information Meeting, 11:15 AM, Sanctuary. 8. "Moving from ME to WE," Leadership Development Workshop, 9 – 12, Parish Hall. | <ul style="list-style-type: none"> 10 Jan 13 Jan 20 Jan 21 Jan 23 Jan 25 Jan 27 Jan 23 Feb |
|---|--|

**Channing Memorial Church
Governing Board Minutes
11 December 2007**

Attendees: Tom Beall, Rev. Amy Freedman, Richard Webb, Ruth Jernigan, Don Mallinson, Maryellen Doherty, Dennis Greene, David Bannister, Bill Hawkins, Kelly Bailey, Betsy Dees, Halcyon Westall, Chris Yalanis

The meeting agenda and handouts are attached.

Meeting began at 7:05 with check-in.

Ruth Jernigan was selected as process observer.

The minutes from the 13 November 2007 meeting were approved. (Motion: Richard Webb; Second: Dennis Greene.)

Agenda item V: Planning Session – Review of 2007-2008 Goals

A. Goal 1 – Address the Problem of the Steeple

1. Status of developing job specification

Dennis: Property Committee was asked to go back to John Wathne for breakdown of costs. Contact has been made via phonecall and e-mail, but no response yet. Dennis asked him for an update on 2004 report, which is very graphic about repairs needed; update would involve going into steeple and getting view from inside, and would explain the urgency of repairs. The update should not involve erecting scaffolding.

The breakdown of the \$60,000 cost into stages would include: bid specification diagrams, which are needed to put out to bid and pursue grants; help with the bidding process; and monitoring and overseeing the actual job. So, the monetary outlay would be spread out over time.

Hope to have inputs by January meeting. Information is needed as soon as possible to support grant submission for Park Service – Save America’s Treasures.

2. Finance and fundraising

Richard: Going back to Wayne Clark; won’t do assessment or study of readiness for us; asked for proposal in writing. No response yet.

B. Goal 2 – Build awareness and understanding within the congregation concerning financial opportunities and challenges

a. Tom: Tom described the coordination team’s efforts and discussed communication with the congregation.

- o The first step in regard to keeping the congregation informed is to brief the congregation after we have specific information about the steeple (i.e., the engineering information). Brief about the steeple status and the

- four “pillars” / initiatives; presenters will be Property, Maryellen, Bill Peresta, Chris Yalanis and Amy.
- An unofficial congregational meeting will be held January 27, 2008 after church; a letter will be sent out to inform congregation about the meeting.
- b. Chris: Reviewed information on page 13 of the meeting handout
- For 2007 tax benefits, the goal is to get the word out to the congregation before the end of the year about potential tax benefits. Potential conflicts related to asking for money at this time were discussed, but the consensus was that this was informative about giving, rather than a solicitation. Note that the plan for inclusion in the Catalyst was eliminated, since the Catalyst deadline has passed for December.
 - Channing Annual Financial Cycle: Chris presented a draft overarching budgetary calendar. Richard expressed that March might be too late for proposals for the upcoming fiscal year. He also noted that the Finance Committee has contacted the committees in the past for inputs, and noted that just about every request has been granted. Tom noted that there is reluctance on the part of committees to submit budget inputs. The timing of various elements relative to the Canvass was discussed. Amy noted that February is the Leadership kickoff and March is Canvass month.
 - Actions: E-mail Chris about any comments to the 2008 Tax Benefit paragraph, and submit inputs for the 2008-2009 budget to Chris via e-mail.
- C. Goal 3: Create an over-arching plan for leadership development
- a. Tom: Bill Peresta is interviewing leaders about governance, leadership development and succession planning. It was noted that some key positions require professional expertise. Bill will work with Maryellen to incorporate his findings into the Strategic Plan.
- D. Goal 4: Promote Growth and Stewardship of RE.
- a. Proposal to place DRE on a full-time basis.
 - i. Halcyon and Amy read page 1 of the DRE handout. Halcyon reviewed the job description, noting what does and what does not get done in 15 hours per week. Planning takes the biggest hit. In response to a question from Tom, Halcyon stated that the original job description was for 15 hours; Tom observed that that job description was kind of unrealistic. Amy explained that the original 15 hours was determined by the amount of money available and a fair wage. The intention was that the job responsibilities as described would be shared between the DRE, the RE committee and parents. Kelly pointed out that all RE committee members are also teachers, so there isn't time to share many of the DRE responsibilities. There are 75 children in the RE program; 65 are registered and average attendance is about 30. Amy expressed that it is hard for Halcyon to handle management and coordination along with keeping the program going within the 15 hours, and that the goal is to provide more training and enlist more teachers. Ruth asked why there are fewer teachers. Betsy Dees explained that it's harder to get teachers now; in the past, it was possible to get women who were employed as teachers

to teach RE. Betsy also noted that it is difficult to get long term commitments for teaching. Halcyon explained that with little teacher training, it is difficult to get people involved as teachers, especially on a repetitive basis.

- ii. In regard to page 3 of the handout, Amy commented that we are treading water, and that families are not really connecting with the church.
- iii. Chris asked about space limitations and RE growth. Amy responded that there is room now for about 100 children, and if we got larger, we could go to 2 services.
- iv. Betsy noted that Halcyon is already working more than 15 hours, including going out to learn from other congregations. Pillars have been established so that all children are learning the same topics each week, and there is a variety of class types: courses, events, worship, etc.
- v. The salary range for a FT DRE provided in the handout is for an uncredentialed individual; Halcyon is almost credentialed.
- vi. Chris expressed a need to consider the cost/benefit analysis of all proposed expenses, including this one which is at least a \$26000 addition to the budget, and questioned how we would quantify the benefits. Amy and Richard pointed out that this is an investment, and if you want to grow, you must spend money first. Amy stated that this is the most important investment for staffing for our church.
- vii. Tom described the way forward: negotiation with Halcyon for a particular figure; incorporate this amount into budget and canvass planning (this could be called out as a Canvass goal); look to RE committee to help educate families; if we make the money we proceed, if not, we don't.
- viii. Amy commented that it is awkward for Halcyon to promote her position and noted that if the DRE remains at 15 hours/week, it could affect whether Amy remains at Channing.
- ix. Betsy recommended that we look ahead and consider including a DRE fund as part of the capital campaign.
- x. Maryellen noted that this topic ties in with the Strategic Plan and how we engage new members and families financially.
- xi. Tom clarified the way forward: change this strategic goal to "increase the hours of the DRE"; Finance takes for action to include in budget, determining how many hours, etc.; RE committee is charged with providing the cost proposal to Finance (Kelly will handle).
- xii. Motion: Change objective of goal 4 to "'Place the Director of Religious Education position on a full-time basis beginning in the 2008 - 2009 church year." Board approved the objective and refers to the RE committee, finance and treasurer to review the proposal and make the recommendation to the board. Motion: Chris; Second: Don. Passed unanimously.

E. Goal 5: Investigate budgeting for payment of our fair share to UUA and BCD beginning in 2008-2009 church year

- a. Ruth: doesn't have full information yet; must get from Marsha. Tom expressed that he wants to get our current total membership count; Ruth indicated that the

list should have been purified after the last canvass. Tom stated that we need ground truth, and perhaps a scrub of the membership list. Ruth noted that they did have a process involving sending a letter to verify membership. Per Richard, the fair share contribution is approximately \$100 per member, so it's expensive to have non-contributing members (on our rolls.) Betsy observed that it's a donation, not a tax.

- F. 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
 - a. Don: Will put biodiesel, projector, and People's Power and Light (PP&L) into proposed SJC budget.
 - b. Don informed the group that individuals can sign up for PP&L and Channing can benefit financially. People already signed up can still get associated with Channing. Don passed out the postcards that need to be completed and submitted.
 - c. Don offered his wife's services for a Branding program for Channing. In going through a folder of information, he encountered a lot of variations on Channing's identification. Per the bylaws, the church's official name is "Channing Memorial Church of Newport, Rhode Island."
- G. Goal 7: Develop specific actions to heighten awareness of Channing's physical presence in the community.
 - a. This action is currently assigned to Membership, and that assignment was questioned. Further discussion was tabled until the background on this assignment is researched.

Agenda item VI: Current Business

- A. Treasurer's Report
 - a. Dave: Balance sheet was reviewed; new grant money for floors (from Van Buren) and stained glass was noted.
 - b. The balance in the checking account is due to grants.
 - c. Dave raised the question of how we will raise another \$11,000 to achieve the fundraising goal included in the budget.
 - d. Dave noted that we may lose some rental income and said that Dennis would discuss.
- B. Minister's Report
 - a. Amy: No written report.
 - b. Two memorial services were held.
 - c. Member of Greenfield Group, a minister's study group; Frank Carpenter is also a member.
 - d. Adult RE event: approximately 20 people attended. Topics were Pentagon Papers and Shake Your Soul
 - e. Staff Meeting was held; the church staff, Tom and Chris attended. This meeting was a rare event to bring the full staff together; a commitment was made to having quarterly meetings. Tom noted that a recap of the meeting was included in this meeting's package.

- f. Upcoming events:
 - i. 12/14 – Open House at Amy and Peter’s (4-9 PM)
 - ii. 12/23 – Carol singing service
 - iii. 12/24 – more reverent candlelight service
 - g. Marsha Francis is moving to Colorado; in process of hiring someone who will start approximately 2 January. Marsha will be in the office until mid-January to transition.
 - h. Amy will be off 6-14 January.
- C. Property Committee Issues
- a. Dennis: Item #6 in Property report – the Parish Hall tenant is leaving at the end of this month, due in part to work we’re doing for the fire alarm system.
 - b. Item #7: Grant for sanctuary floor resurfacing
 - i. The money allows for removal of asbestos tiles and asbestos on pipes, and floor to be refinished
 - ii. Need guidance about when the work should be scheduled; pews need to be removed and stored elsewhere; the sanctuary will be unavailable for a month to 6 weeks; the earliest the workmen can start is February; need answer relatively soon
 - iii. Tom: potential conflict with canvass period
 - iv. Amy: July might be a good month – need to check calendar
 - v. Dennis: The pipes will be gone after the work is completed, and the holes will be covered nicely. The pews will be screwed in v. nailed.
 - c. Item #10: Maintenance problem (see report)
 - i. Leakage in apse, maybe chimney leak. Need scaffolding to assess repair. may be able to use unspent money from a previous grant; Dennis is in contact with the granting organization.
 - d. Item #12: Being worked
- D. Spring Fundraiser
- a. Tom asked what should we do and who should we ask to coordinate it?
 - b. Two ideas were proposed: another auction (Richard) and a B&B hosted in members’ homes (Bill.)
 - c. Dennis noted that an auction can include various options like a trip, e-bay, etc.
 - d. Potential coordinators were discussed. E-mail Tom with ideas.

Agenda item VII: Evaluation of Meeting and Adjournment

Ruth as Process Observer indicated that she was impressed: the meeting was organized and focused – a very good meeting.

The meeting was adjourned at 9:35; (Motion: Kelly; Second: Ruth)

**Jan 08 Board Meeting
Capital Campaign
Channing Memorial Church**

Notes from UUA Capital Campaign Presentation in June 2002.

Align CC with Vision and Mission of Church

- What does the congregation want to accomplish together?
 1. Define programming and staffing plans for next 10 years
 2. Define the 'space' we want Channing to occupy (property committee)
 - a. Based upon our goal for growth
 - i. People come to church for programs – not buildings

Conduct a Feasibility Study:

3. Are you familiar with proposed sanctuary building project for congregation?
 - a. We need to revisit this issue....
4. Should this project be a high priority for our congregation?
5. How much might you contribute to a capital campaign over the next three years – above and beyond your annual giving?
 - a. Are you aware of the tax and estate planning benefits of contributions?
6. Do you have any compliments or concerns about the congregation to share?

Consultant will then write up a report to the congregation.

Congregation then votes about whether to move ahead with the capital campaign

Have we already done this???

Solicitation:

Face to Face

It's not about asking for money – it's about a shared vision – where are the congregation members singly and where all together going to achieve the vision.

Solicitor training – give your story...what are your feelings about Channing?

Canvass and Capital Campaigns should be held 6 months apart

Fair Share. How do we define this concept?

The Solicitation – the Canvasser Call

About one hour per visit. Share feelings...what are they excited about achieving?

Usually plan for a 5 year lapse between Capital Campaigns.

2008 – 2010....then next one in 2015-2017...

Have the structural analysis complete beforehand.

This is in-work....

How do we get the community involved? Channing is an historic part of Newport.

Channing Memorial Church Endowment Fund

December 31, 2007

Vision

The Endowment Fund was established to help assure the viability of Channing Church for future generations. It provides a vehicle for members and friends to donate funds with the assurance that these funds will be managed for the long-term benefit of Channing Church.

Authority

Article X of Channing's By-Laws establishes the Endowment Fund, states its purpose, and empowers a three-person Endowment Fund Committee to manage the fund. Expenditures of the Endowment Fund principal require a two-thirds vote of the congregation.

Fiscal Controls

The Endowment Fund Committee approves all financial transactions. Financial reports are submitted quarterly to the Finance Committee Chair and the Treasurer. Financial statements are mailed by the investment firm directly to the church office and reviewed by the Finance Committee to assure that they support the Endowment Fund Committee's reports.

Investment Principles

The Endowment Fund Committee currently follows these investment principles.

- Accept short-term volatility in order to maximize long-term growth.
- Stay fully invested, and do not try to time the markets.
- Do not leverage investments with borrowed funds.
- Invest only in publicly traded stocks and bonds.
- Use index funds, and do not try to select individual stocks.
- Use a low-expense investment firm.
- Establish an asset allocation goal and rebalance the fund quarterly to maintain that goal.
- Maintain a money market account to collect interest and dividends and then transfer these funds quarterly to the church's operating fund.

Asset Allocation

The current asset allocation goal is to maintain equal investments in five asset classes - US bonds, US value stocks, US growth stocks, international stocks, and emerging market stocks.

Financial Status

The six-month financial report is attached.

Income and Expenditures

Beginning Balance	6/30/2007	\$160,050.01
Capital Gain Distributions		0.00
Interest		0.00
Dividends		2,884.77
Market Gain/Loss		6,780.68
Transfer to Operating Fund		-2,732.62
Transaction Fees		-3.77
Ending Balance	12/31/2007	<u>\$166,979.07</u>

Investments

Value Index Stock Fund	\$31,430.80
Growth Index Stock Fund	33,592.24
Total International Stock Index Fund	32,578.43
Emerging Markets Stock Index Fund	33,905.01
Total Bond Market Index Fund	34,324.21
Prime Money Market Fund	<u>1,148.38</u>
	\$166,979.07

Notes

- 1) All investments are with Vanguard.
- 2) If any member of the congregation wishes more detailed information, all Vanguard statements are on file in the church office.

Nominating Committee Update

-----Original Message-----

From: Rachel Balaban

Sent: Sunday, January 06, 2008 5:59 PM

To: Beall, Thomas R. CAPT NAVWARCOL

Subject: nominating committee

Hi Tom,

I've asked Bill Peresta, Barbara Russell-Willett and Dawn Cardeiro to be on the nominating Committee and they've all agreed. Jake Smith will continue but I'm not certain how active he'll be since he plans to be away for Feb. and March. I feel very lucky to have this committee to work with and I have the greatest confidence that we'll pull together an effective slate of officers. Thanks for your help in this process. I'll be checking in with you soon.

--

Rachel

Minister's Report

Rev. Amy B. Freedman
Channing Memorial Church

This report covers the period of December 11, 2007-January 4, 2008

Moving from ME to WE

SAVE THE DATE! On **Saturday, February 23, 9:00am- Noon**, Peter Bowden and I will be offering an event for all interested church leaders. Across the board you have expressed a need to get more people involved as leaders and volunteers. Drawing on the learning of some amazing congregations and the work of top authors on shared ministry, Peter and I will present techniques we can all use to grow our leadership teams and tap into mighty reserves of volunteer energy. While this is an optional event, we are looking for representation from all Channing programs and committees.

Administration

On January 2, Michele Dubuc began as our Administrator. Marsha Francis is training her for two weeks before heading across country. Please call or drop by the office to say farewell to Marsha and introduce yourself to Michele!

Adult Enrichment

This month, we are encouraging church members to attend the first annual conference, **"Greening Your Congregation" on January 10, 7-9:30pm, Bishop Hendricken High School, 2615 Warwick Ave, Warwick, RI**. This event organized by our own Don Mallinson and Beth Milham is the first interfaith conference on developing a religious community response to climate change in Rhode Island for lay leaders, parents, educators, business people and other interested individuals. For more information or to register, check out: www.riipl.org

Each Sunday following the service, programs continue to be offered in Channing House. On **January 6, Healing & Helping**: All are welcome to learn about volunteer opportunities at Newport Hospital led by Anna Smith and Lisa Coble. As a part of the 2006-2010 UUA Study Action Issue on Peacemaking, we are holding small group discussions. On **January 13, Peace of Forgiveness**: A one-hour session focusing on interpersonal peacemaking facilitated by Dorothy Vissman. Following a service on Peacemaking on **January 20, Building a Culture of Peace**: A discussion about the causes of violence and strategies that could be effective in building a culture of peace.

Aquidneck Island Clergy Association

On Wednesday, February 6th at noon, the Aquidneck Island Clergy Association will gather at Channing Church for our monthly meeting and lunch. This is only the second time we have hosted the Clergy Association and the first time that the Parish Hall is available for our use. I look forward to showing off our improved facilities and offering a more comfortable and attractive meeting space for my colleagues.

BCD Annual Meeting in Newport

On **Sunday, April 27, 2008** Channing Church will host the Annual Meeting for our district in the Sanctuary. This will be a wonderful opportunity for us to raise awareness about our historic church and upcoming Capital Campaign. We will offer historic walking tours of our Unitarian heritage and religious freedom in Newport. Rev. Bill Zelazny, our District Executive has also requested looking into group discounts at local restaurants or museums.

Clergy Corner

I wrote an article about Religious Coalition for Marriage Equality bus ad campaign for the December 29-30 edition of the Newport Daily News.

Religious Education

After the last Board Meeting, Kelly Bailey and I met to discuss funding Religious Education. We met with Dave Banister and Richard Webb to review the UUA compensation guidelines, health insurance costs, and to strategize ways to move toward a full-time Director of Religious Education. We agreed to create a line-item in the 2008-2009 budget to compensate Halcyon Westall for 30 hours with benefits (the hours will be for 42 weeks). In order for this to happen, a significant increase in this year's canvass goal and other budget cuts may be required. The Religious Education Committee and I feel that with outreach to some families who are currently on the peripheries of our community and support from our committed families, this goal though ambitious is attainable.

Rites of Passage

Saturday, Dec. 8, **Funeral Service**~ Barbara W. Matose, Memorial Funeral Home
Saturday, Dec. 10, **Funeral Service**~ Elaine Ruth Ohlsen, Channing Memorial Church

Snow Cancellation

In cases of extreme weather, a cancellation decision will be made by 7:00am on Sunday and conveyed to media outlets, TV Channels 10 & 12 and radio stations WJAR, WHJJ, WPRI, WWBB, and WSNE. The church phone message, 401-846-0643, and church website, www.channingchurch.org, will also contain information about the decision.

Soulful Sundown~ Evenings for the Arts & Spirituality

Friday, January 25, 7:00pm, "New Beginnings" featuring spirit-inspired musician **LEROY WHITE**. Suggested donation: \$5.00 **5:45 pm~ Soulful Soup Supper** in the Parish Hall before the main event. Bring a loaf of bread or dessert to share if you wish. All are welcome!

Worship

December 9, **Finding Inner Peace**, Lay Leader, Marsha Francis
December 16---SNOW CANCELLATION
December 23, **Stories of Favorite Carols**, Lay Leader, Pat Fairchild
December 24, **Christmas Eve Candlelight Service**, 5:00pm

Year of Action Update

On **Sunday, January 27, 11:15am**, Church Leaders will give updates and answer questions about our Strategic Planning, Governance Review, Shared Ministry and Property Restoration progress. Childcare will be provided.

ACTION ITEM: →*Anyone interested in planning lunch with me?*

The Musica Dolce Chamber Orchestra, Southern Rhode Island's finest professional chamber orchestra, will offer a concert in our Sanctuary at 2:00pm that same Sunday, January 27. Tickets are \$17 for church members. I recommend that we make lunch plans between the meeting and the concert. Those who are interested could sign-up in advance—we could go out to lunch together or offer lunch in the Parish Hall. Please let me know if you are willing to help plan.

Treasurer's Report

Treasurer's report

We received nearly \$24,000 in stock donations allocated toward "The Steeple Fund" near calendar year end

It's business as usual tracking incoming grants and stock donations of late.

Budget is relatively on track with the concern remaining over Fundraising efforts this spring for the "Income" column.

Cheers

Dave

Balance Sheet – 08 January 2008

	<u>1/8/2008</u>
<u>ASSETS</u>	
<u>CASH</u>	
Channing Checking- Bank Newport	68918
Channing Money Market- Bank Newport	2950
Channing Cash Equivalents- Smith Barney	<u>42544</u>
	114412
<u>Other Current Assets</u>	
Margit Baum Funds (Fidelity and Bank Newport)	180000
Arthur Barrows Steeple Funds (Smith Barney and Bank Newport)	119100
Grant Funds Cash Equivalents (Smith Barney and Bank Newport)	<u>200335</u>
	<u>499435</u>
<u>Total Current Assets and Cash</u>	613847
<u>Long Term Assets</u>	
Endowment Funds	165000
Channing House Improvements	<u>115142</u>
	<u>893989</u>
 <u>LIABILITIES</u>	
<u>Current Liabilities</u>	
Rent Deposits	2600
Caregiving Fund	1327
Choir Fund	1425
Soup Kitch	2505
Pre-Paid Pledges 08-09	842
Hymnal Fund	95
Grant Funds Interest Income	10589
Steeple Fund	29098
Friends of Sanctuary Fund	2205
Fellowship fund	501
Book Sales	312
CAPITAL CAMPAIGN	20000
<u>Total Current Liabilities</u>	<u>71499</u>
 <u>Long Term Liabilities</u>	
<u>Channing House Loan (Bank Newport)</u>	115142

Other Long Term Liabilities (Restricted Use Funds)

Margit Baum Funds	180000
Arthur Barrows Steeple Fund	119100
Mcbean Grant 2007 (Stained Glass)	67470
Prince Grant 2007 (Gutters)	9513
Prince Grant 2006	12941
Van Beuren Grant 2007 (Floors)	50000
Champlin Grant Funds	60411
Endowment	<u>165000</u>
Total Long Term Liabilities	<u>779577</u>
Current and Long Term Liabilities	851076
Retained Earnings (9950 reserves; 32963 FY Surplus)	<u>42913</u>
Total Liabilities and Equity	<u>893989</u>

12:59 PM
 01/07/08
 Accrual Basis

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

	Jul '07 - Jun 08	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Oper. Income			
4001 - Pledges - Cash	88,191.97	160,500.00	-72,308.03
4002 - Pledges - Stock	12,874.87		
4003 - Donations-Sunday Collections	6,679.29	12,000.00	-5,320.71
4004 - Donations-All Other	5,608.48	5,000.00	608.48
4005 - Donations-Christmas	2,108.70		
4006 - Fund Raising	973.94	12,250.00	-11,276.06
4009 - Interest Income	1,164.11	2,000.00	-835.89
Total 4000 · Oper. Income	117,599.36	191,750.00	-74,150.64
4010 · Endowment Income			
4011 - CCHC Mtge Interest	0.00	0.00	0.00
4012 - Interest & Dividends	2,732.62	6,500.00	-3,767.38
Total 4010 · Endowment Income	2,732.62	6,500.00	-3,767.38
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	9,500.00	15,000.00	-5,500.00
4028 - Sanctuary-Other	400.00	0.00	400.00
4029 - Rental Vacancy Allowance	0.00	-3,000.00	3,000.00
Total 4020 · Rental Income	26,650.00	52,450.00	-25,800.00
Total Income	146,981.98	250,700.00	-103,718.02
Expense			
6000 · Admin. Exp.			
6001 - Secretary	6,066.66	15,000.00	-8,933.14
6002 - Telephone	987.18	1,400.00	-412.82
6003 - Postage	648.59	2,000.00	-1,351.41
6004 - Office Supplies	1,452.69	2,500.00	-1,047.31
6005 - Copier	1,401.52	2,645.00	-1,243.48
6006 - Fidelity Bond	0.00	110.00	-110.00
6007 - Payroll Taxes	3,322.90		
6008 - Payroll Expenses-Paychex	640.02	1,500.00	-859.98
6100 - workers comp insurance	0.00	1,200.00	-1,200.00
Total 6000 · Admin. Exp.	14,519.76	26,355.00	-11,835.24
6010 · Minister's Exp.			
6011 - Salary	19,451.94	39,335.00	-19,883.06
6012 - Housing Allowance	11,046.00	22,092.00	-11,046.00
6013 - Health Insurance	1,993.56	3,987.00	-1,993.44
6014 - Dental/Disability	589.68	1,010.00	-420.32

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 Accrual Basis

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

	Jul '07 - Jun 08	Budget	\$ Over Budget
6015 - Profess'l Exp	0.00	3,500.00	-3,500.00
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	1,095.00	2,000.00	-905.00
Total 6010 - Minister's Exp.	34,258.04	78,224.00	-43,965.96
6020 - RE			
6021 - RE Director Salary	3,841.78	10,400.00	-6,558.24
6022 - RE Supplies	919.25	1,400.00	-480.75
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	259.65	500.00	-240.35
6029 - Childcare	817.50	1,325.00	-507.50
Total 6020 - RE	6,808.18	16,465.00	-9,656.84
6030 - Music			
6031 - Organist/Choir Dir Salary	6,455.18	12,125.00	-5,669.84
6032 - Special Music	620.00	2,300.00	-1,680.00
6033 - Piano Tuning	662.22	750.00	-87.78
6034 - Music Supplies	36.85	500.00	-463.15
Total 6030 - Music	7,774.23	15,675.00	-7,900.77
6040 - Committees			
6041 - Social Action	0.00	1,250.00	-1,250.00
6042 - James Luther Adams	0.00	0.00	0.00
6043 - Publicity	947.20	1,800.00	-852.80
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
Total 6040 - Committees	804.70	5,100.00	-4,295.30
6050 - Denominational			
6051 - UUA APF	0.00	6,000.00	-6,000.00
6052 - Ballou District	2,600.00	2,600.00	0.00
Total 6050 - Denominational	2,600.00	8,600.00	-6,000.00
6060 - Property Exp			
6061 - Sexton Salary	5,187.20	11,160.00	-5,972.80
6062 - Supplies	4,673.30	6,500.00	-1,826.70
6063 - Contracted Repairs	17,794.84	20,500.00	-2,705.16
6064 - Fire Alarm	303.00	450.00	-147.00
6065 - Insurance	3,738.00	7,000.00	-3,262.00

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 Accrual Basis

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

	Jul '07 - Jun 08	Budget	\$ Over Budget
6066 - Boiler's Service Contract	395.00	500.00	-105.00
6067 - Property Taxes	2,450.68	5,000.00	-2,549.32
6069 - Advertising	0.00	100.00	-100.00
6070 - Utilities			
6071 - Electricity	994.83	4,500.00	-3,505.17
6072 - Water	1,139.38	2,000.00	-860.62
6073 - Gas	412.80	5,000.00	-4,587.20
6074 - Heating Oil	481.00	10,000.00	-9,519.00
Total 6070 - Utilities	3,028.01	21,500.00	-18,471.99
6075 - Property Management	1,373.00	3,200.00	-1,827.00
Total 6060 - Property Exp	38,943.03	75,910.00	-36,966.97
Total Expense	105,707.92	228,329.00	-120,621.08
Net Ordinary Income	41,274.06	24,371.00	16,903.06
Other Income/Expense			
Other Expense			
6080 - Other Expenses			
6081 - Ch loan Interest	0.00	3,500.00	-3,500.00
6082 - Bank Newport Loan Payments	8,146.14	16,300.00	-8,153.86
6080 - Other Expenses - Other	164.46	5,400.00	-5,235.54
Total 6080 - Other Expenses	8,310.60	25,200.00	-16,889.40
Total Other Expense	8,310.60	25,200.00	-16,889.40
Net Other Income	-8,310.60	-25,200.00	16,889.40
Net Income	32,963.46	-829.00	33,792.46

**Channing Memorial Church
Property Committee Report
January 8, 2008**

At the last Property Committee meeting we were presented with an explanation and discussion of the regulations about leadsafe building requirements for tenants. The issue was raised because of continuing efforts to establish our historic buildings as leadsafe. We now have a better understanding of the process we should follow in tenant and contractor relationships and our legal responsibilities and will be adapting our procedures to make sure we meet the requirements.

Tenants have left the apartment in the Parish House as of the beginning of January. The management group is looking for new tenants for the space. Rent will be at market rates.

The grant from the van Beuren Foundation for \$50,000 to remove the asbestos and restore the floor has been received. We are now planning the schedule and process for the work so that it can interfere as little as possible with church activities. The construction dates will be approximately second week of July through August.

Jake Smith and Dennis Greene are continuing work on an application for a grant from Save America's Treasures, a US government preservation allocation.

The steeple proposal from John Wathne of Structures North is being developed. Mr. Wathne examined the steeple in December, took additional photos, and reported more loss of brick from the interior lining of the steeple. His recommendation is to give the project priority.

The restorers of the stained glass for the vestibule are waiting for good weather for the re-installation of the windows. The Baker window is currently in Yonkers, NY undergoing restoration.

We are setting up a meeting with the Elks about the drainage issue, and also will be communicating with the Clemenses about the walls at the intersection of our properties that are affected by their construction, the Parish Hall corner support and our drainage needs.

The apse leak investigation and repair will range from \$22,000 to \$29,000 depending on the scope of the work involved once the source of the problem has been determined. We are postponing the start of this work until it can be determined which funds will be available (internal or grant).

Undercroft lighting needs to be improved in order to facilitate the asbestos removal. We will proceed to get inexpensive fixtures installed soon.

RJ Cawkey will lay a steel plate over the driveway hole "this week."

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"> ❖ 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. ❖ At 15 hours there would be no time for teacher development and training ❖ The RE Committee are core teachers which inhibits Committee function and strategic planning. ❖ Burnout of DRE and Volunteers ❖ # of kids per paid hours is inequitable and unrealistic- will lead to decline of program. ❖ Growth impossible 	<ul style="list-style-type: none"> ❖ Save Money
30	<ul style="list-style-type: none"> ❖ 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) ❖ Growth unlikely 	<ul style="list-style-type: none"> ❖ A step in the right direction ❖ Not as expensive as full time
40	<ul style="list-style-type: none"> ❖ Expense ❖ UUA Health Plan rates for 2008 Single: \$387.20/ month) ❖ Salary for full time DRE in this geo index: \$31,100-\$42,000, un-credentialed 	<ul style="list-style-type: none"> ❖ Year round planning ❖ Better volunteer development ❖ Family Ministry focus vs. “on the fly” program ❖ Outreach and visitor greeting on Sunday ❖ Youth Ministry ❖ Sustain the RE program over time ❖ Long term benefit for church ❖ Growth potential ❖ Create a community of families – future leaders

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.