

Channing Memorial Church

Governing Board Minutes

May 6, 2010

REMINDER: There will be a special board meeting on Wednesday, June 9th at 7:00 p.m. with Bill Zelazney.

PRESENT: Ruth Jernigan, Sarah Mermin, Coles Mallory, Russ Milham, Jake Smith, David Pedrick, Chris Laudon

GUEST: Bill Peresta

STAFF: Halcyon Westall, Rev. Amy Freedman

PROCESS OBSERVER: Ruth Jernigan

MINUTES: The minutes of the April meeting were approved.

Bill Peresta started the meeting with the surprise announcement that they were able to call their first choice for Interim Minister and he accepted. Our interim minister will be John Nichols. Motion by Coles that the President be authorized to sign the contract for the Interim Minister within the parameters of the budget. The motion passed unanimously. He will be here for sure the first day of August.

MOTION: Chris made a motion to authorize the Interim Search Committee to make an offer to the second choice if necessary. Sarah seconded. Motion passed

FINANCE – Coles

The board needed to approve a motion to amend the budget that included not renting the Channing House space. Net increase in pledges is \$4,632.00. Net income from the first floor rental is \$7,700. The current deficit we estimated is \$7,900. Does include taking \$10,000 from the endowment.

MOTION: Jake made a motion to not rent the apartment, seconded by Russ. Coles amended the motion to say the budget be increased by \$4,500 to \$147,000 and the publicity amount be reduced by \$1,600. Russ seconded the amendment. The amendments were approved unanimously. The motion passed unanimously.

Before voting there was discussion regarding the numbers. The numbers we based the vote on are: \$154,000 current pledges x .95 - \$147,000 subtract \$4,500 (increased pledges). We end up with \$3400 if we rent. If we don't rent the deficit will be

\$10,000 - \$11,000. Jake pointed out that there is a \$5,000 vacancy allowance. Coles suggested we should have a higher allowance. Coles said we should not be going back to people to ask for increased pledges. Coles also asked Amy if the space is more important than the ad in the paper. The cost is \$140/month or \$1680/year. Amy said the space was more important than the ads so a decision was made to decrease the advertising budget.

BELLS FOR WEDDINGS – Chris Laudon

Chris Laudon presented a policy for bell playing to the Board (see below). There was discussion regarding what we should charge for the use of the bells for weddings. David said the church should set the rate for what the church would charge and then the fee for the bell ringer would be separate. The designated bell ringers would indicate whether they would be available to ring the bells for weddings for an additional fee. It was pointed out that we can not expect Michele to organize the bell ringers and that someone needs to step up to be the coordinator. Janet could set a fee independent of the staff contract if she were the coordinator. Chris L. will email the proposal to the board.

Halcyon asked what constitutes a child (age?) and can friends be bell players? Those answers are still to be determined.

MINISTER’S REPORT – Rev. Freedman

Amy pointed out that two members of the Committee on Ministry are steeping down since it is a 3-year term so there will need to be replacements appointed.

PROCESSOR OBSERVER: Ruth summarized that the meeting ended early, started with a surprise, there was good discussion, and everyone was respectful.

Bell Policy Proposal

The intention of this policy is to provide guidelines for use and security of the bells, bell stand and belfry because of our commitment to be responsible stewards of this musical instrument.

Security: The door to the spiral stair will be locked, with keys held in the office and by property and bell committee members. Users are cautioned to be aware of the fire alarms and the fact that they will be set off by dust as well as smoke. Responsible maintenance of bell stand will require instruction to prevent damage and ensure proper use and cleaning. Music storage will be in the belfry and supervised by the music and bell committee.

Safety of people in the steeple: NO ONE can go above bell stand level except for maintenance and repair personnel. All children must be accompanied by an adult who will be responsible for them and no children are allowed above the bell stand level. Non-members must be accompanied by a Channing member. While the bells are being played we request no talking in the belfry, no more than 4 people at a time, and no one going above that floor. There is absolutely no smoking in the belfry.

Bell scheduling:

Sunday morning – Channing Bell Players

Weddings – coordinator needed - we will need to have individuals who are available to play at a wedding, fee to be charged with part to musician and part to church. Bells payment would be similar to music payment, which is paid separately by the wedding party. They now contact Janet personally and they make their arrangement with her and perhaps she could be the contact person for arranging a player for the bells. We will need a list of people who are capable and committed to playing, and we will need to find a willing player before committing to a wedding couple.

Special events – with Channing member sponsor

Concerts – with Channing member sponsor

Neighbors or guests – with Channing member, preferably Bell Player

Practice or lessons – Bell Players only, time periods set to be considerate of neighbors

SUGGESTED GUIDELINES FOR PLAYING THE CHANNING CHIMES: by the Channing Bell Players and subject to their changes and amendments:

1. Practice. People who want to play the Chimes should practice first with someone else who has done it. This practice will be arranged for a time *other than* before church on Sunday mornings. Access to the building has to be arranged with people who have keys – office assistant, music director, president, property committee chair, etc. Suggested practice times are any day of the week, including Saturdays or Sundays, at 12 o'clock noon or at 5 o'clock in the afternoon.

2. Sunday Morning Service. Play between approximately 9:30 a.m. 10:00 a.m. when the prelude is usually beginning inside. Plan and execute your program with a consideration for the neighbors. Practice the pieces you will be playing beforehand so that you can concentrate on hitting the right lever and because the natural light may be poor that day in the belfry. Begin with something *piano*. Play each hymn at least twice or even thrice through, possibly changing dynamics, syncopation, or chording. Leave a brief, but not too long, quiet space between each hymn. End with a *toll*, an *arpeggio*, or a descending or ascending *peal*, calling people into the sanctuary and letting the neighbors know you are done.

3. Sheet Music. The minister and the music director have photocopies of the sheet music that was used in playing the old bells. Most of this music is in other keys such as A, D or E. If you do transpose any sheet music, please make an 8 ½ x 11” copy and put it into one of the plastic sheets inside the three-ring binder left on the console in the belfry for others to see and use. Please leave the binder in the belfry. Better yet, make several copies for all of us to take home and practice.

4. Other Than Hymns. For the time being, we agree to limit ourselves to hymns. If you do want to play something else, please get feedback beforehand. In general, be conservative in your choice of music until we get neighbor and parishioner feedback. (For example, *Jingle Bells??* appears in the old music binder.)

5. Bell Ringers. For the time being, we agree that it may not be necessary to have a committee as such. But we will create a list of players, helping each other to practice, and informally rotating Sunday service bell ringing responsibilities amongst those who will. If you want to play for other occasions, please let the music director know that.

CWA 2-2010