



Our Vision

Believing that the true expression of our religion is the way we live our lives –

We, the members and friends of
Channing Memorial Church,
commit to use our diverse gifts in shared ministry
as a catalyst for:

Creating a wellspring of caring and compassion
within a vital and inspirational community
of all ages that values individuals
throughout their lives,

Spiritual growth and intellectual exchange,
The honest and responsible use of the democratic process,

Stewardship of our historic sacred spaces,
Peace, justice, and respect for all people and our planet,
Positive change within our community and the world.

CHANNING MEMORIAL CHURCH
135 Pelham Street, Newport, Rhode Island 02840
Unitarian Universalist – A Welcoming Congregation

ANNUAL REPORT
2022-2023

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Annual Meeting Agenda

May 24, 2022

1. Welcome and Call to Order Ginny Spaulding
2. Verify Quorum
3. Approval of Minutes for the Annual Meeting 2022
4. Wheel of Life JoAnn Rosemont, Sally Hanchett
5. Minister's Report Rev. William Zelazny
6. Presidents' Report Ginny Spaulding
7. Vision 2025 Update
 - Capital Campaign Report
8. Program Council and Committee Reports
9. Recognition of Board Members & Special Recognitions Ginny Spaulding
10. Presentation of the Unsung UU Award Ginny Spaulding
11. Pledge Drive 2023-2024 Christine Stevenson
12. Finance Report
13. Voting Items & Voting Instructions
 - Revised By-Laws Presentation Margaret Polski
 - Budget 2023-2024 Terry Gavan
 - Slate of Officers & Floor Nominations Cal Pierce
14. Adjournment

Minutes of the 2022 CMC Annual Meeting

Via Zoom, May 25, 2022

Prepared by JoAnn Rosemont, Board Secretary

The Channing Memorial Church 2022 Annual Meeting was called to order at 7:10 pm by President of the Board, Ginny Spaulding with the lighting of the Chalice. For opening words, Ginny chose a reading by Helen Zidowwecki of Augusta, ME entitled “New Beginnings, Aspirations and Obstacles”.

Rev. Bill Zelazny gave the invocation.

Quorum: A quorum (24 people) was verified. 33 people were in attendance.

Approval of the Minutes: Marian Royer moved to approve the minutes of the May 2021 Annual Meeting. Tom Howard seconded the motion. Minutes were approved as written.

Wheel of Life: A list of births and deaths in the Channing community this past year was read by Sally Hanchett. (Listed in the Annual Report) No marriages were reported this year. Sally also noted graduations and honors for our Channing youth.

Minister’s Report: (Written report in Annual Report) Reverend Bill said that the church has continued to function well despite Covid restrictions. He expanded on his written report about the work of the church committees and the Board, noting the work done by each committee this year (see Program Committee Report). He also thanked the chimers for playing every Sunday no matter what the weather, Michele Dubuc for all that she does for the church, Sunday vocalists, and flower arrangers. He praised all for “stepping up”. He concluded by saying that he is happy to be minister of this church.

The President’s Report: (Written report in Annual Report) Ginny began her report by saying that “Everyone in this church just pitches in when something needs to be done.” She thanked Board members for they all that they do and their involvement in the work of the committees. She made special mention of property and stewardship and the people working on Vision 2025, and she recognized each of the committee chairs by name. She also recognized

- Charles Roberts for the series of presentations he made about RI Slave History and the Slave Medallion project.
- Special mention to Mary Alice Smith, Julie Herrick and Chris Laudon for their work in finances and obtaining grant money
- A special acknowledgement for Michele Dubuc and all that she does for Channing.

In planning for the next year, Ginny proposed polling the full church membership and possibly holding a series of discussions about the direction, the congregation would like to see the church to go in the next 5-10 years. -

She concluded her remarks by thanking all the volunteers and said she has enjoyed being president.

Vision 2025 update: (See Vision 2025 Project Report submitted by Candy Martin in Annual Report) Chris Laudon presented. Chris and Candy Martin are working with the landscape architect and city engineers to determine the state of the present sewer system and topographical information needed before they can proceed with Phase II of the Vision 2025 plan. They plan to put out requests to contractors for bids by mid-June and expect responses by mid-July. Tenants and church members should be able to use the site while it is under construction.

Capital Campaign Report: (In Annual Review Report) Julie Herrick announced that the funds are available to complete Phase II. She read a letter from Mary Alice Smith stating that \$681,000 was raised. This includes money from 92 donors and a grant from the Van Beuren Foundation.

Program Council and Committee Report: (See written reports in the Annual Report)

Recognition of Board Members & Special Recognitions: Jim Freess who will be leaving the Board was thanked for his service.

Presentation of the Unsung UU Award: Milly Jessen and Candy Martin were presented with “Unsung Hero” awards for their many years and hours of work on behalf of the Channing community.

Pledge Drive 2022 – 2023: Chris Stevenson announced that the 2022-2023 pledge drive has generated \$140,000 of the \$160,000 goal at this point. 74 members have donated. More is expected.

Finance Report: The finance committee had anticipated \$140,000. Money left over should cover the deficit. Our financial situation is solid.

Barbara Russell-Willett asked for more information on the Family Ministry proposed budget. Rev. Bill explained that the \$6,000 decrease budgeted for next year is because very few children are enrolled in the program right now; the cut is in response to the anticipated decrease in enrollment for next year.

Voting Items and Voting Instructions: Michel Dubuc outlined the procedure to vote by email. Votes should be submitted by Friday, May 27. The membership will be asked to vote on two items:

- **Budget, 2022 -2023:** Terry Gavin gave a Treasurer’s Report. He summarized the fiscal year 2022 operations, and he reviewed the budget proposal for the 2022-2023 year. (See written report in the Annual Report.) Margaret Polski moved to accept the proposed budget; Barbara Russell-Willett seconded the motion. Motion carried unanimously.
- **Slate of Officers & Floor Nominations.** (See Annual Report) Milly Jessen, Chair of the Nominating Committee, presented a list of candidates for 2022-23 officers. No one has agreed to fill the Financial Secretary position, so Julie Herrick agreed to continue, temporarily, to oversee the work of the Financial Secretary, but is requesting the assistance of two or three volunteers.
- Ginny asked for nominations from the floor. No additional nominations were made. Betsy Leerssen moved to approve the nominations; Margaret Polski seconded the motion. Motion carried unanimously.

Church members will vote by email. _____.

Adjournment: Barbara Russell-Willett thanked the Board, and Candy Martin thanked Ginny. Ginny thanked the membership for their commitment and closed the meeting with a reading by Cary Johnson, Augusta, ME

Margaret Polski made a motion to adjourn, Chris Laudon seconded the motion. Motion carried unanimously.

Meeting adjourned: 8:15 pm

Wheel of Life 2021-22

Births

Graduations

(Children of Todd and Jessica Thomas),
Son, Colin Thomas, graduated from the MET school
Daughter, Morgan Thomas graduated from the University of New Hampshire.

Deaths

Coles Mallory died June 6, 2022
Don Hampton, long-time former member, November 5, 2022
George Devine, November 23, 2022
Charlie Becker, December 1, 2022
Lee Whittaker, March 4, 2023
Betsy Dees, April 30, 2023

Also learned of the deaths of:

Anne Kellerman, a former member,
Jeff Thomas's mother, Judy Ann Snyder
Tim Phelps brother, Richard, and his former wife, Nancy Breenan

Minister's Report

Rev. William Zelazny

I am pleased to report that the 2022-23 church year was, overall, a good year for Channing Memorial Church. Functions have returned to a normal state of operations after the two year Covid pandemic caused disruptions. The staff and members accomplished many good things this year, which I am highlighting in this annual report.

State of the Church

- ❖ Our members stands at about 150 official members and friends who are involved in the congregation and/or contribute financially. We estimate approximately 60% of members and friends are regularly involved in church activities.
- ❖ We continued to present Sunday worship services in dual platform format – in-person in the sanctuary and by YouTube Live. We have Between 35 and 60 individuals attending services in person regularly. This is down from pre-pandemic numbers, but similar to what churches of all denominations are experiencing. The number of individuals watching via YouTube varies from week to week, although there seems to be several views during the week. .
- ❖ Childcare was offered during the first half of the church year, but discontinued in January because we do not have a consistent number of children attending. Religious education programming was not started this year due to not having children attend regularly. We had no high school age youth participating during the year.
- ❖ Racially, we continue to be almost 100% white. Several of our social action projects are directed at organizations that serve people of color. However, we have no programs specifically to make connection with people of color.

- ❖ We have one regular and two alternate tech staff to manage the technical aspects of broadcasting our services. A heartfelt thank you to Michele Dubuc, Candy Martin and John Burnham for their service to our tech operations. We are always open to volunteers to assist with the technical support.
- ❖ TLC programming, small groups and other social groups have met through the year in-person and via Zoom. TLC programming has consistently drawn good attendance. This year we had a significant number of people engage in small group ministry.
- ❖ The Membership Committee worked to integrate new attendees into church life. This fall we set up a “First-Time Attendee” welcome table at which we distribute our contact cards and give first-time attendees a pen as a welcome gift. In May we formally welcomed 5 new members. Thank you to Marian Royer and Ruth Jernigan for your dedicated efforts to keep new members connected. We also initiated a program, operated by Betsy Leerssen, to send a “welcome/introductory” post cards to individuals who purchased a house on Aquidneck.
- ❖ The chimers continued their Sunday performances, occasionally adjusting their performance times to accommodate service activities. A big thank you to our dedicated Chimers, who climb into our bell tower to play regardless of the weather.
- ❖ Our various community service programs continued during the year: The Community Meal Program providing a hot meals once a month to whomever comes; the monthly non-perishable food collection for Newport food pantries; a special protein food collection for a local emergency family shelter; the monthly Share the Plate collection through which grants are provided to various small agencies and organizations; several tuition scholarships to low income Newport students; two scholarships to Rogers High School students as part of the Black History Month Program; The Born This Way Prom this year hosting over 100 Rhode Island LGBTQ youth.
- ❖ The Social Action Committee brought the UUA’s “UU the Vote” project (a get out the vote post card campaign) to Channing along with providing information to the congregation about proposed legislation at the RI Legislature.
- ❖ Promotion of Channing Church services and programs using Facebook, What’s Up Newport and Newport this Week continued. This winter we experimented with a limited advertising program promoting our children’s program which was not as successful as hoped, although it did directly attract a new adult member.
- ❖ The Worship Committee collaborated with the minister to plan services, identify guest presenters and coordinate the Worship Associate ministry. A sincere thank you to all members and friends who participated as Worship Associates. The Committee welcomes more people to participate in this important program.
- ❖ Our Music Director of 31 years retired in March. A Pianist, Conor Kennedy, was engaged, is anticipated to be on staff until the end of 2023. A Selection Committee is to be appointed by the Board to identify and engage a new music staff person with a target start date of January 1. Several members of the congregation have volunteered to assist the the Sunday music program through Fall. A thank you to Margaret Baker, Betsy Leerssen and Chris Stevenson for serving as song leaders.
- ❖ The capital improvement project for the utilities and the walkway between our building has been engineered. We are now waiting to a contractor for the project.

Minister Activities

This is what I have done during the year:

- ❖ **Worship.** Research and preached sermons and assembled other service elements services material for 26 services between September and June and assisted with 6 other service as the Worship Leader; Planned and conducted four summer service program; Identified and secured guest presenters and prepared service material for many of the guest presenter's services; Worked with the Music Director and then the Pianist to plan Sunday music, Served as Convener of the Worship Committee; Planned, prepared, and lead the Christmas Eve Service in collaboration with the Music Director; started planning the Fall services.
- ❖ **Operations.** Engaged in a wide range of operational and administrative tasks to include: attending the monthly Board meeting and the meetings of various committees and task forces; prepared several "white papers" regarding church operations and ministry; Supervised the children's faith development program including recruiting staff (the program was suspended in January due to lack of children regularly attending); Met weekly via Zoon with the Board President and several times a week by phone with the Administrator; Met as needed with various committee chairs; Worked with staff and the Board to develop several projects.
- ❖ **Leadership support:** Provided church leadership requested information about operations and potential programs; Participated in the Bylaws task force discussions; Participated in the Board's annual planning meeting.
- ❖ **Congregation and Community Contact:** Participated in committee meeting in person or by Zoom; Conducted several church member and non-member memorial services; Conducted four weddings; Attended TLC events, Born This Way Prom, Seder meal, Round Robin dinners; Made pastoral phone visits to congregation members; Served on the Rogers High School Black History Awards Committee and participated in the annual Black History Month Awards Assembly; Attended post-service fellowship; Represented CMC at Aquidneck Island Clergy Association meetings and the Newport Partnership for Families monthly meetings; Served as contact person with other agencies regarding various programs and projects.

Closing

It has been a great pleasure to work with our president, Ginny Spaulding, and all the members of the Board of Trustees, the staff – Michele Dubuc, Janet Grant, and Pat Padillia, the Tech Team, the committee and task force chairs and members, and all the individuals who in ways big and small gave of their time and talent to make this church function.

There is much for us to do in the new church year and I look forward to working with you on the various projects and ministries.

I continue to feel so very fortunate to have been selected as the minister of Channing Memorial Church. Thank you for the privilege and honor of allowing me to be your minister.

Annual Report from the President

Ginny Spaulding

Greetings members and friends of Channing Memorial Church. We gather once again in person to celebrate our accomplishments, plan for our future, and vote on our leadership for the coming year. The year gone by has been marked by significant events, some gains and some very significant losses including those of very long-time members and friends of Channing whose love of this Church and support of our programs will be sorely missed. Change has been our ever-constant companion and we are forging

forward with new plans and new members so that the legacy of our Unitarian Universalist faith can thrive in a world so in need of kindness, love and the fundamentals of our seven principles.

As I think of the people for whom we owe special thanks for their dedicated and constant service to our community and the special events engendered by those people, the list is long and familiar. These people and events include the following:

Chris Laudon and Candy Martin and the property team for their constant stewardship of our Church buildings and grounds and overseeing the completion of the sanctuary roof, phase one of Vision 2025 project, and the initiation of all that needs coordinated for the completion of phase two, utilities and grounds renovations.

Mary Alice Smith and the endowment committee for heading up a successful fund-raising campaign to ensure future endowments for the financial well-being of the Church

Michele Dubuc, Candy Martin, John Burnham and the tech team for moving our audiovisuals forward in our in person and online forums.

Susan Kieronski and TLC team for the organization and presentation of several very relevant, interesting and informative TLC programs.

Brian Williams, Rex LeBeau, Newport Out and Newport Pride, with Sondra Gold, Russ Milham and the Channing Interweave group for once again bringing to fruition the most joyous Born This Way Prom event.

Joan Dermody, Joy Benson, and volunteers for continuing for the 20th something year community meals.

Sally Hanchett and the Margit Baum Committee for once again finding worthy causes and coordinating disbursement of Baum funds to support the needy of the Newport Community.

JoAnn Rosemont, Sally Hanchett, and the caregiving volunteers for their constancy in providing care and support to our Church community members in need.

Milly Jessen for steadfastly organizing another successful year of small group programming and through these "Chalice Circle" meetings our UU principles are enacted and explored.

Chris Stevenson, Bill Hawkins and pledge team for a successful pledge drive to support Church committees and operations.

Judy Porter and team for a most successful retirement event for Janet Grant.

Marian Royer and the Forum task force members for developing and carrying out Church wide forums on the future of Channing Church.

John Burnham for the very fun and uplifting coffee houses.

Sondra Gold for once again organizing the round robin dinners, a highlight of this past Spring!

Michele Dubuc for her constant stewardship of our Church, stepping in whenever and wherever needed to keep everything running smoothly. She produces the monthly Catalyst, schedules just about everything and keeps our calendar straight, heads up the tech team, schedules weddings, and keeps it all running smoothly.

Rev Bill Zelazny who is more than our minister. He loves Channing and does way more than what is required as he really cares so much about our Church community and wishes the best for our well-being far into the future.

Of course, there are always ongoing efforts of the worship committee headed up by Judy Porter with Rev. Zelazny, the Chimers, and the music program, formerly headed up by Janet Grant to help provide uplifting services every Sunday. These people, along with many other volunteers from membership committee who serve as ushers and greeters and fellowship volunteers make this huge task involving coordination of many moving parts flows smoothly. These people and activities make us what we are, a concerned, active, connected, and supportive community who cares deeply about the important issues of our world and our times. I again feel privileged to serve in a leadership position in this great and dedicated Church Community!!

As I think about our future, I remember that a future is built on what we do in the present and a line from the movie *A Field of Dreams*, comes to mind. “Build it and they will come.” We can plan and do our best to secure stable finances for the future, Church programs that take us into the future, buildings and grounds that are updated and even gather new members. But if we are not having a great time in the present with who we are and what we do, what will others see and really think? In our forums it became clear that this community still “has it!” Dedication, commitment, values, ideas, openness, support, love, and a great balance of work and fun, were all present. So, let’s just keep on being us, good citizens of the earth and dedicated volunteers and stewards, and continue to “Build it” and I truly believe we will move forward with grace and “they will come!”

So to each of you in our great Church Community, as I say every month in the Catalyst, ... May you be healthy, may you be happy, may you be free from pain, and may you live with as much ease as is possible for you!

With gratitude in service,
Ginny

Administrator’s Report

Michele Dubuc

This year marks my fifteenth year at Channing Church! I think I am starting to get the hang of it.

Outside of the usual hustle and bustle of an Office Administrators usual work, here are some of the last year’s significant events:

- Weddings resumed, with 4 in October 2022, one in April 2023, two coming up in July and 1 in October.
- Part of an independent film was filmed in the church on Oct. 27, 2022. I acted as facilities person for the duration of filming. The company is Dark Passage Films, and the name of the film is *The Thing with Feathers*, to be released in 2024.
- Managed a variety of internet problems in Nov. and Dec. due to Cox insisting we switch over to their new Gateway modem. With the help of our IT person Jerry Pacheco, we were able to figure out and solve the problems. The equipment (modem/router) we have now is owned (not rented) and Jerry can access it remotely. I have not needed assistance, but when I do it will be nice to not have to deal with Cox. Jerry is also taking over as our webhost (instead of Site Ground) and is currently in the process of switching the site over to his servers.
- Increased posting of worship services, TLC and other events to include Newport Patch and the Newport This Week online calendar, as well as FaceBook and (occasionally) Instagram. It appears to be effective, with more new faces in the church each Sunday. I receive even more info request cards than I did prior to the pandemic.
- “Aquidneck island Queers” is a new group slated to start meeting at Channing in June. I was contacted by two young adults and an older mentor forming the group, which is geared for 15–25 year-olds offering support, advice, activities, mentorship, etc., looking for a meeting space. The older mentor in the group is Kate Bornstein, who is well known author, playwright, performance artist, actor, and gender theorist (she has a Wikipedia page, and over 20,000 Instagram followers). Kate started identifying as gender non-conforming in 1986 and has been a cast member on Caitlyn Jenner’s show, *I am Cait*. Interweave (Russ Milham) has offered to sponsor them and they will attend Interweave potlucks/meetings when possible. I am excited about this opportunity to connect Channing with Kate, along with this age group and demographic.

I enjoy working with all of you so much, and love being a part of the Channing community! I look forward to another year as your Office Administrator, Tech Person, Wedding Coordinator, etc.

~Michele Dubuc,
Office Administrator

Channing Caregiving Congregation

The mission of the Channing Caregiving Program is to provide support to members and friends of the church, both those experiencing difficulties as well as those celebrating happy milestones in their lives. We do this by offering gifts of prepared meals, plants, cards and notes, phone calls, and occasional home visits. Our volunteers also run errands for those who are housebound and provide transportation to medical appointments.

Members of the Caregiving Committee are co-chairs Sally Hanchett and JoAnn Rosemont, Catalyst writer Linda Beall, and monthly coordinators and volunteers who are available to assist the coordinators with tasks as needed. Our monthly coordinators, working in groups of two, are a dedicated bunch – many have served in this capacity for years. This year the following people volunteered to serve as coordinators: Rachel Balaban, Tom Beall, Joy Benson, Mary Benson, Diane Bonds, John Burnham, Betsy Dees, Fatima Devine, Sally Hanchett, Beth Jepson, Ruth Jernigan, Betsy Leerssen, Beth Milham, Margaret Baker, Judie Porter, JoAnne Ritchie, JoAnn Rosemont, Marian Royer, Barbara Russell-Willett, Anna Smith, and Kathy Takata. A heartfelt thanks to all of them for their commitment to the Channing community.

Finding enough volunteers continues to be a challenge, though. So, if you are reading this and would like to help, we would welcome your energy and enthusiasm!

Linda Beall has been writing the monthly Catalyst article for more than thirteen years and does a wonderful job of keeping us focused on communicating with the church community.

The program continues to be well-funded by donations from the congregation. Thank you.

~Respectfully submitted by Linda Beall, Sally Hanchett and JoAnn Rosemont

Chalice Circles

We had good response to the Chalice Circles this year. All the meetings were held on Zoom. In the first semester we had four groups, three with seven members each and one with six members. The problem with such small groups is that the absence of one or two members really effects the dynamics of the group. With the withdrawal of only 3 participants in the second semester, we reduced the number of groups to three. Two of the groups met at night and one met in the afternoon. With an aging membership we have a number of absences due to illness.

We discontinued using the books that we had used the previous two years. There had been varied opinions on the books. In general, I think people are happier with sessions from the Small Group Ministry website or those developed within Channing.

-Respectfully submitted by Milly Jessen for Chalice Circles with thanks to facilitators Lisa Colburn, Maryellen Doherty and Ginny Spaulding

Children Faith Development and Child Care

This year has been complicated for offering a children's program. There is no childcare and children's faith development committee currently. The Minister oversaw the religious education and childcare activities this year.

We conducted a one-room school program with four children between September and January merging pre-elementary aged childcare and early elementary education. Both activities were discontinued in January when the younger children moved away and there was irregular attendance of the elementary age children. There was, for the third year, no high school age youth programming.

The Children's Program provides quiet craft supplies and children's books in the sanctuary for families to may attend Sunday services with children.

Research will be done in the summer about how to better provide faith development for the limited number of children who attend on an irregular basis which may involve an enlarged religious-focuses library of children's books and some take-home materials.

Church members and friends who may be interested in helping develop religious education materials for children are encouraged to contact Rev. Zelazny.

~Submitted by Rev. Bill Zelazny

The Learning Center at Channing Church

Submitted by Susan Kieronski

SUMMARY OF 2022-23 ACTIVITIES

Chair: Susan Kieronski. Members: Joy Benson, Eleanor Doumato, Jim Freess, Tom Howard, Bob Kieronski, Tim Phelps, Christine Stevenson

The TLC group has produced a roster of in-person events this church year, finding that folks are glad to set the pandemic mindset aside and spend time together. We arranged for several program to begin on Sundays after Fellowship; partly for the purpose of taking advantage of the fact that people were already congregated, but also because we wanted to avoid inviting our mostly older audience to come out at night in potentially wintry weather. That has worked out pretty well and we can generally expect an audience of 25 or so. We got on a roll this year with programs of particular interest to older adults, but are also considering different types of programming.

TLC has been in existence at Channing now for 12 years! We have never requested funds from the church's budget, but rather, when we've had a surplus, have donated to the church's annual budget or special church projects. We are glad to say that we are self-supporting. We do offer stipends to outside speakers, so we invite our TLC audience to donate \$5 apiece for programs attended. We are grateful for the generous Channing folks who offer their programs as a gift to the community. At some programs, we provide a luncheon or other refreshment. Our posters have gone upscale this year with Sam Jernigan's handsome designs. This year, we have added some powerful audio speakers to the Parish Hall setup, thanks to Bob Kieronski. We welcome members and friends to continue to tell us what they're interested in and recommend speakers. We thank you all for joining us at TLC programs!

Programs Offered By TLC During 2022-2023 Church Year

"A WALK THROUGH HISTORY IN TOURO PARK"

With Chris Laudon and Jim Egan

Offered Twice by Popular Demand (11:30 AM, Sun., Sept. 21: 27 attended. Sun., Oct. 2: 12 attended despite rain)

Jim and Chris conducted an engaging talk and short walk featuring the history, architecture, and landscape design of Channing Church and our "front yard", Touro Park, featuring Jim's research on Calvert Vaux.

“AGING AND MEMORY LOSS: WHAT’S NORMAL, WHAT’S NOT, AND HOW TO MAKE A DIFFERENCE”

With Athena Lavoie from Butler Hospital’s Memory and Aging Program

Wed., Oct. 19, 2 PM, with light refreshments

35 attendees; 8 from the community (EKC, etc.)

Athena shared new research opportunities and information about Alzheimer’s disease. We learned more about what can be normal in memory loss as we age, and what we can do to maintain brain health.

DR. ATUL GAWANDE ON “THE TRUE ISSUES AT THE END OF LIFE”

Discussion guided by Joy Benson, Hospice Volunteer Coordinator at Visiting Nurse Home & Hospice.

Sun. Feb. 5, 12:00. A light lunch was served.

32 attended; 2 were visitors.

NOIR MATINEE Featuring the classic “Kiss Me Deadly”

With Film aficionado Sam Jernigan, who led discussion

Sat., Mar. 4, 2 PM. Popcorn, BYOB

23 attended; 5 were visitors attending with friends.

ESTATE PLANNING FOR ALL SEASONS

with Melissa L. Green Esq.

Sunday, April 16, 11:30 AM

26 attended. We served a light lunch.

Melissa outlined the process of estate planning, took questions, and provided handouts.

THE VILLAGE MOVEMENT

With Caroline Gangji, Executive director, Village Common of RI

Sunday, Apr. 30; 11:30 AM. We served a light lunch

29 attended; 7 from the community.

Caroline described efforts in other RI communities to create network of support for older adults, and gave us some ideas about how to get something similar going here.

“I’M NOT DEAD YET, BUT.....”

With Kurt Edenbach and Kim Shute

Wed. May 10; 11:30 AM. Coffee, tea and pastries

We’re hoping to pull off a **NEW BEDFORD TRIP** in June with writer and Channing member Tim Phelps.

Margit Baum Committee

The Margit Baum fund was created in 2003 from a bequest from the Margit Baum estate. The funds are designated to support the poor and needy in Newport. To date we have provided grants totaling 12655.41.

This year the committee provided grants to the following organizations:

We supplemented the Share the Plate collection to provide additional bus transportation to residents of McKinney shelter (\$609.75) as well as funding the monthly breakfast there (approx. \$850.00) and establishing a haircut fund (\$300.00) The shelter is undergoing renovations and we have a possible pending request for a new washer(\$1,000)

We funded family support to Connexion Latina that provided help to three new mothers (\$750.00) and also provided them with funds for holiday gift cards (\$500.00)

We provided holiday support to the Housing hotline.(\$500.00)

We plan to fund an annual scholarship to a local high school student. (\$3,000)

We provided funds for the purchase of toiletries thru Jeanne's closet at Rogers high school (\$300.00) as well as funding the purchase of socks, hats and gloves at the holiday time (\$325.41)

We contributed to the student needs fund at Rogers High School established by the guidance dept to supplement Channing's Share the Plate collection. (\$358.00)

We funded the purchase of gift cards to Walmart and Stop & Shop for families at the Pell school. (\$1,000)

We provided funds to the Baby Steps program to be utilized for field trips and supplies.(\$1,000)

We provided a program to offer support to the Channing community meal guests from holiday gifts (\$304.06) and underwear, socks and undershirts shop (\$500.00) and valentine gift bags. (\$150.00)

We funded the annual scholarships at the black history assembly at Rogers high school. The cost of the scholarships is shared with Community Baptist Church (\$750.00)

We purchased gloves and socks for distribution at the Thanksgiving meal at Seamans Church Institute. (\$420.00)

We thank the congregation for supporting our annual protein collection which was gratefully accepted by Connexion Latina, which we supplemented with some additional canned chili. (\$38.16)

A big thank you to committee members Lissa Fernandez, Maryellen Doherty, Josephine Freedman, Joy Benson, and Susan Booth.

~Submitted by Committee Chair, Sally Hanchett

Membership Committee

Today is a great day to write our annual report, because 5 new members signed our Channing Membership Book today: John Brereton, Cynthia Maynerd, Gayle Hanrahan, Susan Beckers, and Tim Phelps. Our goal in Membership is to welcome people to Channing and encourage them to become members. Our team of Ruth Jernigan, Betsy Leerssen, and I have been welcoming people to services and working with Rev. Zelazny to sort out ways to attract new members to Channing. We also have been busy making sure we have ushers and greeters at the Sunday service so we can connect with new and regular attendees and make them feel welcome. Ruth Jernigan has been the chair of membership for many years and her expertise in connecting with people is valuable. Betsy Leerssen created cards that realtors include in welcome packages so new homeowners know we welcome them and hope they will become part of our congregation. Ruth has continued to report the attendance records to UU headquarters as needed.

~Submitted by Membership Chair-Marian Royer

Music Program

From September to March the music program was under the direction of the Music Director, Janet Grant. Prior to her retirement in March Janet arranged for several guest musicians through the end of the church year and engaged a pianist, Conor Kennedy. Currently the music program is being coordinated by the minister and several volunteers.

With the generous sponsorship by several individuals we were able to provide special music that included a pre-service mini-concert at several services. Other guest musicians were funded from the Worship Committee budget.

Betsy Leerssen, Margaret Baker and Chris Stevenson serve as song leaders. Linda Beall, Jim Freese and Janna Pederson have been the stalwart chimers

Going into the new church year, Mr. Kennedy will continue as the pianist until at least January under the direction of the minister. Other church members will handle various aspects of the music program. The Board will appoint a Music Staff Search Committee with the goal of having permanent music staff hired by January.

~Submitted by Rev, Bill Zelazny

Property Committee

I'm here to report that it was another busy year of stewardship of our Channing properties. One of the committee's concerns has been the potential of certain kinds of tasks falling off the table. To that end we met for a retreat early last fall.

The goals of the meeting were laid out as follows:

- Capture a list all the annual tasks that the property team does during the year focusing on Russ and Pats work. We don't want to forget any tasks if the team changes and the list will allow us to assign volunteers and contractors as needed.
- Make a list of additional projects not included in annual tasks that are regularly done. Identify which of these tasks are included in the sextons job description and which ones fall outside of what Pat still does, either as a paid contractor or devoting his own volunteer time. Use this list to assign or hire some of these tasks to others as Pat becomes less able to devote time to them.

In addition to the cleaning and basic ongoing maintenance, as well as the tremendous task of finding an effective solution for getting squirrels out of the Parish Hall, the following is a breakdown of where much of the time and funds went this past year.

Sanctuary

- Bell system in steeple repaired.
- Bulkhead repaired.
- Maintenance (resetting loose nails and replacing several boards where needed) and painting of handicap ramp.

Channing House

- Prepped and painted the remaining sections of clapboard, shingles, and trim on the east side of the house.
- Repaired and patched cracks in the brick and concrete steps leading to tenant entrance.
- Posts and stair railings to tenant entrance painted.
- Boiler that serves the church office underwent significant repair
- Large sections of the 2nd floor back flat roof are undergoing patching or being re-laid as well as rubber seams being refreshed.
- New flashing installed around the chimneys.
- We also have an agreement with the roofer to work with us on installing a new rubber roof over the front porch in the coming few months. This project will also involve a fair amount of carpentry work so there needs to be well timed implementation.

Rental Units

There was a period of time where the CH office rental sat vacant before a new tenant was found. We've been back to full occupancy for some time now though for which our coffers are happy. We anticipate renewing all leases, with a modest increase to the rents.

Maintenance on the apartments that house our happy tenants is an ongoing venture. What follows is a breakdown of the more significant projects by unit this past year:

2A After water was found coming through to the room below, it was determined that the shower pan in the bathroom was cracked. The entire shower enclosure and pan were removed, several floor joists had to be repaired or rebuilt and blueboard hung on the 3 walls before a new pan and 3 panel shower surround were installed.

2B Mini Split units had their annual cleaning and service. A bit of water also seemed to be dripping from one of them down the wall. It turned out to be an issue with the roof above that back half of CH which is now being repaired and replaced in areas. Water stains on the ceiling will need to be painted.

3 Repair of rotted door and installation of a weathertight threshold on the 4th floor (the tower) due to water infiltration and rot/leaks.

Office Rental

Multiple rounds of plaster and sheetrock repair to a portion of the ceiling and a narrow wall that were damaged from the water coming from the cracked shower in 2B

After first attempting to have the toilet in the 1/2 bath fixed, a new one was bought and installed. (I have to say that I had no idea toilets could be so expensive!)

Parish Hall Apt

Repairs to the laundry washer and the dishwasher

New clothes dryer purchased

Extensive treatment for moths in the attic

We also had what became a rather frustrating time for us and our tenant with the apartment's heating system. After 5 service calls covering one thing after another (including the discovery of some ancient wiring and trying 3 different sets of thermostats) throughout the season we feel both confident and hopeful that it's now all sorted.

Parish Hall

• To be brief, as there is so much going on—or soon to be, or needs to be, and then even more in our dreams—that I will just report right now that we finally have a roofer inspecting both the flat and pitched roofs. And I'll share a little Christmas story that may surprise some of you:

It transpired that somehow the thermostats were turned way down after the hall was used on Friday, December 23rd. Unfortunately, that was the coldest night we had all winter, and all the pipes froze hard. Pat discovered it early and made an emergency call to our plumbers. He worked with them all day on Christmas Eve to thaw pipes, and fix ones that had burst so the bathrooms would be functional. With more work, one of the heat zones was finally up and running, making the space habitable for use in time for our Christmas Eve service. A little miracle (and a lot of work), worthy of gratitude!

The other thing we could all be grateful for this year is the enormous amount of time that our committee members have devoted in keeping it all moving along, with the present situation and developing plans for the future. In particular a shout out to Candy Martin, Chris Laudon, Pat Padilla, and Russ Milham. Thank you!

~Respectfully submitted by Abby Adams

Social Action Team

With the rest of the congregation, we deeply mourn the loss of Betsy Dees, a Social Action stalwart for decades. She did especially great work to further the cause of fair and affordable housing and utility billing in Rhode Island. We provide a monthly breakfast for the residents of the McKinney Shelter.

Once renovations are complete, we plan to resume on-site food preparation. This effort was spearheaded for many years by Betsy and has now been renamed the Betsy Breakfast in her memory.

The Social Action Team continues to support several ongoing projects, including the monthly community meal headed by Joy Benson with food prep by Joan Dermody, the Boomerang Book Cart

which funds the Sharing Locker, the Sharing Locker which collects and donates toiletries and cleaning supplies to the MLK Center, the monthly food collection coordinated by Michele Dubuc, the holiday regifting sale, and the sale of fair trade products including Equal Exchange coffee used by fellowship every Sunday. We also collected pet food for Meals on Wheels and clothing for Connexion Latina Newport.

Throughout the year, we've been represented on the RI UU Legislative Ministry, which continues in memory of our founder, John Glasheen of the South County Congregation, who died in January. Under the leadership of Kate McGovern of 1st UU, we've held Zoom briefing sessions with legislators and offered opportunities to write postcards and attend hearings on key issues during the G.A. session. Kate also maintains a spreadsheet of applicable bills for our reference, and Nan Heroux has made it more accessible for Channing members. A recent version is at UULM-RI Bill tracking 3-4-23.xlsx.

We began our outreach year at the annual Community Fair in September, by surveying the congregation's social concerns, first on paper at the fair, and later online, with John Burnham's help. 43 people responded, and the top concerns expressed were environment/climate change, affordable housing, gun violence, women's rights, income inequality and racial justice. The results helped shape our priorities for the rest of the year.

In the fall, more than twenty Channing volunteers wrote get-out-the-vote postcards to Georgia voters.

We held our annual Brunch for the Bus in November to supplement our Share the Plate collection for bus transportation.

We also held a Fika with Swedish baked goods to support our Share the Plate collection for the UUA disaster relief fund.

In April the Green Congregation Subcommittee hosted our annual Earth Day service, drawing on the environmental wisdom of our First Nations peoples. The theme was protecting the watershed. The guest speaker was Alex Chuman, Conservation Director of Aquidneck Land Trust (ALT), which was also recipient of our March/April Share the Plate collections. During fellowship, we hosted postcarding and a seed giveaway for earth day. A planned tour of Oakland Forest and Meadows, an ALT watershed protection property, will be rescheduled because of rain.

In addition to ALT, our Share the Plate collection on the fourth Sunday of each month has allowed our congregation to support a number of important causes and organizations, including the following:

- May: Be great for Nate 181.71
- June: Bike Newport 153.00
- July/Aug: Rogers high school student needs fund 642.09
- Sept/Oct: Meals on Wheels 386.00
- Nov/ Dec: Bus transportation for serving the Homeless Lucys Hearth, McKinney Shelter, Housing Hotline and Turn Around Ministries. 1028.25 Share the Plate, 362 Brunch, 608.75 Margit Baum to total 2,000.
- Jan : UUSC 224.48
- Feb: UUA Disaster relief 114.48 plus 186.00 Fika,
- (March / April: Aquidneck Land Trust)
- May/June: Education Fund of the RI Coalition Against Gun Violence

In 2022, our environmental Share the Plate project was funding installation of water bottle refilling stations/drinking fountains in the renovated Martin Luther King Community Center and the new Save the Bay Aquarium in the former Gateway Center. The Aquarium's station was installed this spring, and the MLKCC station will be installed later this year. The Greenlove Foundation funded equipment for both stations.

Our committee is aging, and many health issues have compromised our ability to function in top form this spring. As a result of our survey, we happily welcomed a few new members, who are in our same age range. In the absence of anyone prepared to be committee chair, we opted for monthly rotating convenors. (Betsy was one of those convenors.) It isn't ideal, but still, we press on.

Respectfully submitted,
Sally Hanchett, Nan Heroux and Beth Milham
Rotating Convenors

Worship Committee

The committee meets monthly August – June. Its main responsibility is to assist the minister plan Sunday services, Christmas Eve service and identify guest presenters for the Sundays the minister is not in the pulpit. One of the Committee members serves as a liaison with the guest presenter to coordinate the various aspects of presenting a Sunday service. At the monthly meetings the Committee reviews and assesses the worship services of the past month to learn what worked and what may need improvement. The second major responsibility of the committee is to manage the Worship Associate ministry, finding and scheduling individuals to serve each week September through June. The Committee welcomes inquiries from individuals who may wish to serve as a Worship Associate.

A sincere thank you to all who presented services and participated as Worship Associates.

~Rev. William Zelazny

Stewardship Annual Report

Submitted by Christine Stevenson on behalf of the Stewardship Team

This year Channing's 2023-2024 "theme" for the stewardship campaign was drawn from one of the most famous "Treasures" of Channing Memorial Church, "The Sower" window created by Donald MacDonald and given by descendants of William Ellery Channing in his honor in 1882. This stained glass artwork master work symbolizes Jesus' Parable of the seminal act of Abundance spreading the seeds of Truth and Love throughout the earth.

Each and every one of us as members of Channing Church is, in our individual way, a "Sower of Truth and Love." We carry in our hearts every day the light of compassion for each other and for others in our community. We live our lives spreading joy and love as we go forth, the best we can. The sacred nourishment we gain here at Channing sustains us, lifts our hearts and minds, and gives us that vital recharge to carry on.

Channing Church is grateful for your ongoing Stewardship. Your pledge gifts provide the main source of revenue for our staff, programs, and essential expenses. We sincerely thank all who have contributed to our church during the past years. Much has been accomplished because of your continued dedication, hard work, and financial support. Together, we will continue to flourish, and do more! The stewardship pledge drive as of May 15, 2023 has received 60 pledges totaling \$139,470.00 that included 7 new pledges. As of that date 3 additional people have said will pledge and a response from 21 others is awaited. This is short of our goal of \$160,000 but significant additional pledges are expected.

As Stewardship Chair, I send gratitude and thanks to this year's Stewardship Team, in particular Bill Hawkins who diligently kept track of our pledge progress. Ginny Spaulding, Cal Pierce, and Ruth Jernigan gave us membership insight and were very helpful in contacting people. Thanks to Chris Laudon, David Pedrick, Margaret Polski, Cal Pierce, and Bill Hawkins for contributing their thoughts on Stewardship and Channing's importance during the campaign. Finally, many thanks to Michele Dubuc for coordinating membership information we used in producing the pledge drive letter and form, emailing these to our members and friends, and boosting awareness through the Catalyst and weekly e-newsletters.

While we haven't quite reached our goal, we are optimistic more members and friends will contact us with pledges for the drive shortly. **Thanks again, Everyone, for bringing your talent, energy, and financial support to this task.** By raising these funds, Channing Memorial will continue to operate in strength as our cherished spiritual home and be a valuable resource to the greater community.

Our sincere thanks to those members and friends of record as of May 15, 2023, who made financial contributions in support of Channing's minister, staff, programs, and operations through their pledges for the 2023/2024 Church year.

Vision 2025 Project Report

Submitted by Christine Laudon and Candace Martin

Last year at this time we reported that we had finished Phase 1 of the Vision 2025 project which consisted of new slate for the sanctuary roof and had moved on to Phase 2. We reported that we had scaled down the amount of work to a list that was more manageable. To quote last year's report "We now plan to move the electric underground (get rid of the ugly power pole obstruction) upgrade the sewer lines from Channing House and the Parish Hall and finally bring the water service to the Parish Hall in from Pelham Street as opposed to where it currently comes in from Prospect Hill Street cutting across our rear neighbor's yard. All the digging required for the utilities gave us the opportunity to landscape the corridor between the Sanctuary and Channing house running back to the Parish Hall. To accomplish all of this we are currently working with the engineers from the original project and a newly hired landscape architect to do a comprehensive design that covers the underground and above ground engineering plans that can then be put out to contractors for bid."

We did indeed work with the engineering firm to secure a more modest set of plans (Stage 2 Utilities) and put the project out to bid. It then seemed like the current state of the world caught up with us (labor shortages due to Covid etc.) and we had an extremely difficult/nearly impossible time finding any contractors who were willing to bid on the project during the late summer and into fall.

In December Ben Willett suggested a local company he had contacts with, and Barbara and Tom Willett followed through with this connection, East Coast Construction, that has finally proven fruitful. We met with the president of the company, had a site visit with them and they are now in the process of assembling bids from their sub-contractors to finally give us a bid on the whole project. We expect to receive a complete bid very soon. East Coast Construction has an excellent reputation and has been very willing and patient with us, so we believe we will complete this next step in executing the Vision 2025 plan. Once we review the bid and make any changes and clarifications with the contractor, we can then match up the bid with the money already donated for the project and take any additional fundraising steps that may be required. Watch for updates as progress happens.

~Respectfully submitted, Chris Laudon and Candy Martin

Endowment Committee

CMC ENDOWMENT FUND, UUCEF # 610997

MARGIT BAUM FUND, UUCEF # 610998

Submitted by Christopher Yalanis, Chair

The Channing Endowment Fund is a fund designated by the board to function like a true endowment. It supports the Board and Church activities by distributing funds via regular withdrawals.

The Margit Baum Fund was created from a sizeable bequest left to Channing Church in 2001 by Margit Baum with the restriction that the funds be used to assist the poor and needy of the City of Newport. Withdrawals from this fund used only for this purpose.

Both funds have been impacted by volatile stock and bond (fixed income) markets in the past year. After 13+ years of strong market performance, worldwide markets continue to be affected by interest rate hikes, the Fed's Quantitative Tightening program, and War in Eastern Europe. Inflation and Unemployment are primary concerns.

Annual withdrawals from both funds are based on a long time horizon (the rolling average value of the 13 preceding quarters) to smooth out impacts of market volatility on distributions. The UUA's Common Endowment Fund (UUCEF) manages Channing's investments, with no input from our Endowment Committee. The UUCEF provides a professionally managed, well-diversified investment portfolio, which integrates UU values and reflects UU principles.

Your Endowment Committee is addressing the Fiduciary issues associated with the use of the funds. We are involved with a possible re-writing of sections of the By-Laws designed to ensure the long term integrity of the fund balances.

Balances as of 5/14/2023:

Endowment: \$179,697.79

Baum Fund: \$242,598.75

Balances as of 5/11/2022:

Endowment: \$203,195.52

Baum Fund: \$274,335.70

2023 Heritage Society Membership List

A legacy society is a way to recognize and thank those of us who have made provisions for Channing in our wills and estate plans. Our Heritage Society reflects Channing's long and proud history in Newport as a beacon of religious freedom.

Below is a listing of all those who have informed Channing of their intentions to make a legacy gift. We also recognize Emeritus Members who remembered Channing in their wills or estates at their passing.

Anonymous
Arthur M. Barrows*
Robert Barry*
Tom & Linda Beall
Jean I. Braman*
Richard H. Donnell
Maryellen Doherty
Julia R. Herrick
William Hawkins
Ashley Hendrix

Robert Janiesch & Susan Lee VanDerhoof
Robert & Susan Kieronski
Lois Kennedy Kessler*
Jacqueline McCue*
Barbara Nowicki
Annette S. Peterson*
Mary Alice Smith
Christopher P. & Laura Yalanis Family
Rev. William P. Zelazny

*Emeritus Members

For more information about legacy giving or to inform us of your gift, please contact Mary Alice Smith at maryalicesmith4@gmail.com (401) 265-4404, Chris Yalanis at Christopher.p.yalanis@gmail.com (401) 935-0449 or chat with Rev. Bill.

Finance Committee

The Finance Committee has had some changes this year, both current roles and as necessary, planning for the future. Our Financial condition is stable.

Our new Financial Secretary is Ben Willett, who has generously offered to take on the responsibility following the resignation of our long-serving Financial Secretary (and previous Treasurer) Julie Herrick. Many thanks to Julie! Terry Gavan has held the role of Treasurer for the last two years valiantly, and we appreciate and give thanks for his diligent attention to the time consuming task. Bill Hawkins has continued his vital role as assistant Treasurer, covering many essential areas of our financial life like payroll, taxes, insurance, and property invoices, all essential for keeping our church functioning. He has agreed to continue in that important role - thank you Bill!

The coming year will be a challenge. We do not have a volunteer member willing to take on the Treasurer job, which leaves us without a person to do the regular check writing job and to serve as Board member. Therefore the Finance committee has been working to reorganize the tasks involved by passing many record keeping to paid bookkeepers. However, the by-laws require any disbursements be signed by a church member. Because we will need to designate some church member volunteers to be willing and authorized to do check writing it will be done less often and not on a short time schedule. It would be very helpful for members to rethink any request from church committees for checks from our non-existent Treasurer and to make those requests as straightforward and simple as possible. We will be working with committee members on this issue during the next few months to try to keep the church functioning.

Respectfully submitted,
Christine Laudon, Chair Finance Committee

Treasurer's Report **Fiscal Year 2023 (as of 05/15/2023)** **FISCAL YEAR 23 OPERATIONS - Financial Highlights**

GROSS INCOME

Actual (10mths) – **FY 23 = \$240,018** - (\$24,001/mth)

Budget (12 mths) – FY 23 = \$254,300 – (21,191/mth)

Proposed budget – FY 24 - \$256,800 – (21,400/mth)

Pledge Income received in:

FY 23 Actual = \$111,280 – 10 months (ave = \$11,128/mth)

FY 23 Budget = \$133,500 – 12 months ave = (\$11,125/mth)

FY 24 Proposed budget = \$135,000 – 12 mth ave = (11,250/mth)

Rental Income

Continues to provide consistent income. Gross income for the first 10 months was \$79,650 for the five units. Expenses primarily consist of \$2,788/mth for the mortgage, plus repairs and maintenance. The units are fully occupied, there has been some turnover, and some prepaid rent.

EXPENSES

FY 23 operating expenses are projected under budget for the year. – After 10 months, total expenses were \$210,520 (\$21,052/mth). This compares to a 12-mth budget of \$276,922 (23,077/mth). All principal categories are favorable to budget.

NET INCOME

Bottom line –in my opinion, FY 23 net income from operations should be fairly close to break-even –
Net income after 10 months was \$18,148 (excluding pledge income applicable to a prior year.

LIQUIDITY HIGHLIGHTS

1. The Assets and liabilities in the accompanying balance sheet show that the Channing is financially secure.

In this connection, Channing cash and investments total about \$640,000. However, much of this (about \$409,000) is restricted for specific uses. Channing's Restricted Funds total about \$376,000. The restrictions vary in nature, ranging from donor-restricted to a more flexible self-restricted status.

2. Channing received about \$47,000 from a charitable remainder trust.
3. Channing manages the Baum Charitable Trust. The Trust assets of about \$270,000 are disclosed separately on the Balance Sheet.
4. approximately \$188,000 of restricted funds relate to the Vision 2025 capital campaign. This amount includes a \$150,000 grant from the van Bueren Foundation,
5. Restricted amounts also include various contingency funds and self-restricted funds which are currently available for use by the Channing Board of Trustees.
6. Finally, Channing has a \$100,000 line of credit available, if needed.

Respectively Submitted,
Terrence Gavan, Treasurer

CHANNING MEMORIAL CHURCH - Income Statements

**FY 23 Actual (10 MONTHS) -- FY23 Budget (12 months) &
PROPOSED BUDGET FY 24**

| | Actual <u>10 MTHS - FY23</u> | Budget <u>12 MTHS - FY23</u> | PROPOSED <u>Budget FY 24</u> |
|--|---|---|---|
| INCOME | | | |
| Pledge Income | | | |
| CY pledge income rcvd in PY (prepaid) | 11,350 | | 7,500 |
| Pledge income recd in CY | | | |
| CY Pledge income recd CY | 101,410 | 126,000 | 135,000 |
| LY pledge income recd CY | 7,620 | 7,500 | |
| 4008CYrecd CY (CY recd CY) | - | | |
| PY Pledge income recd CY | <u>2,250</u> | = | |
| Tot Pledge Inc Received in CY(CURRENT YEAR) | 111,280 | 133,500 | 135,000 |

| | | | |
|-------------------------------|--------|--------|--------|
| Funds from Endowment | 9,921 | 10,000 | 10,000 |
| Sunday Collection | 8,690 | 7,000 | 8,000 |
| Other Donations | 10,883 | 4,000 | 5,000 |
| Fundraising (Net of Expenses) | - | 10,000 | |
| Interest & dividends | | | 2,000 |
| Weddings, net of expenses | 6,700 | 6,850 | 5,500 |
| Facility Fees | 700 | 250 | 500 |

Rental Property Income

| | | | |
|---------------------|--------|---------|---------|
| Channing House 2A | 16,250 | 19,800 | 20,100 |
| Channing House 2B | 11,250 | 13,500 | 13,500 |
| Channing House 3 | 18,000 | 21,600 | 21,900 |
| CH 1st Floor Office | 8,050 | 10,200 | 10,200 |
| Parish House Apt | 26,100 | 21,600 | 21,600 |
| Vacancy Allowance | - | (4,000) | (4,000) |

Total Rental Property Income

| | | |
|--------|--------|---------------|
| 79,650 | 82,700 | 83,300 |
|--------|--------|---------------|

Total Income

| | | |
|---------|---------|----------------|
| 239,174 | 254,296 | 256,800 |
|---------|---------|----------------|

Suspense Account

| | | |
|-----|---|--|
| 845 | - | |
|-----|---|--|

Total Income

| | | |
|---------|---------|----------------|
| 240,018 | 254,300 | 256,800 |
|---------|---------|----------------|

Expenses

Program Expenses

Administrative Expenses

| | | | |
|----------------------|-------|-------|-------|
| Telephone & Internet | 1,588 | 1,550 | 1,550 |
|----------------------|-------|-------|-------|

| | | | |
|--|---------------|---------------|--------------------|
| Music Supplies | <u>107</u> | <u>200</u> | <hr/> |
| Total Music | 20,227 | 22,665 | 18,575 |
| Social Action | (442) | 252 | 250 |
| Communications/Publicity | - | - | |
| Publicity & Advertising | 236 | 300 | |
| Web Site Domain | 532 | 96 | |
| Web Site & Computer Maint Contract | 3,261 | 600 | |
| A-V System Service & Repairs | - | <u>504</u> | <hr/> |
| Total Communications/Publicity | 4,030 | 1,500 | 2,000 |
| Fellowship | 223 | 400 | 400 |
| Membership | 57 | 100 | 100 |
| Stewardship and Planned Giving | - | 400 | 400 |
| Worship (incl labor) | 1,903 | 7,090 | 6,140 |
| Denominational | - | <u>5,000</u> | <hr/> <u>5,000</u> |
| Total Program Expenses | 111,086 | 149,840 | 138,355 |
| Property Expenses | - | - | |
| Sexton Salary | 13,750 | 16,500 | 17,540 |
| Property Supplies | - | - | |
| Property Supplies - Church | 1,692 | 1,500 | |
| Property Supplies - Rental | <u>694</u> | <u>1,500</u> | <hr/> |
| Total Property Supplies | 2,386 | 3,000 | 3,000 |
| Contracted Maintenance & Repair | - | - | |
| Contracted Repair & Maint - Church | 2,374 | 15,000 | |
| Contracted Repair & Maintenance - Rental | <u>16,243</u> | <u>15,000</u> | <hr/> |

| | | | |
|--|--------------|--------------|--------|
| Total Contracted Maintenance & Repair | 18,617 | 30,000 | 30,000 |
| Fire Alarm / Sprinkler Expenses | - | - | |
| Fire Alarm/Sprinkler - Church | 2,907 | 1,875 | |
| Fire Alarm/Sprinkler - Rental | <u>852</u> | <u>1,875</u> | <hr/> |
| Total Fire Alarm / Sprinkler Expenses | 3,760 | 3,750 | 4,500 |
| Liability & Property Insurance | 6,418 | - | |
| Liability & Prop Insurance - Church (75%) | 5,165 | 6,500 | |
| Liability & Prop Insurance - Rental (25%) | <u>1,722</u> | <u>6,500</u> | <hr/> |
| Total Liability & Property Insurance | 13,304 | 13,000 | 14,000 |
| Boiler/Furnace Service | - | - | |
| Boiler/Furnace Service - Church | 341 | 450 | |
| Boiler/Furnace Service - Rental | <u>341</u> | <u>450</u> | <hr/> |
| Total Boiler/Furnace Service | 682 | 900 | 1,200 |
| Newport Property Taxes | 2,780 | 2,750 | 3,000 |
| Rental Property Commission Expenses | - | 1,800 | 1,800 |
| Property Management Service | 1,500 | 1,800 | 1,800 |
| Utilities | - | - | |
| Electric | 2,420 | - | |
| Gas General | - | - | |
| Sanctuary & Parish Hall | 4,084 | - | |
| CH 1st Floor Gas | <u>1,542</u> | - | |
| Total Gas General | 5,626 | - | |
| Water | <u>1,215</u> | - | <hr/> |
| Total Utilities | 9,261 | <hr/> | 13,500 |

| | | | |
|---|---------------|---------------|-----------------|
| Utilities T | - | 12,000 | |
| | | | |
| | | | |
| Total Property Expenses | 66,012 | 85,500 | 90,340 |
| | | | |
| Personnel Expenses | - | - | |
| Payroll Taxes,Med & Soc | 2,998 | 4,500 | 4,500 |
| Payroll Provider | 1,093 | 1,200 | 1,200 |
| Worker's Comp Insurance | <u>1,046</u> | <u>1,850</u> | <u>1,850</u> |
| Total Personnel Expenses | 5,137 | 7,550 | 7,550 |
| | | | |
| Bank Fees | - | - | |
| BankNewport Fees | 10 | 25 | 25 |
| Vanco | 101 | 240 | 240 |
| Wells Fargo Fees | - | <u>315</u> | <u>315</u> |
| Total Bank Fees | 111 | 580 | 580 |
| | | | |
| Bank Loan Interest & Principal | - | - | |
| Bank Loan Int & Principal - Church (25%) | 6,969 | 8,363 | 8,363 |
| Bank Loan Int & Principal - Rental (75%) | <u>20,907</u> | <u>25,089</u> | <u>25,089</u> |
| Total Bank Loan Interest & Principal | 27,876 | 33,452 | 33,452 |
| | | | |
| Uncategorized Expense | 303 | - | |
| | | | |
| | | | |
| Total Expenses | 210,520 | 276,922 | 270,277 |
| | | | |
| Net Operating Income | 29,498 | (22,622) | (13,477) |



Channing Memorial Church

Bylaws



FINAL DRAFT 21 APRIL 2023

ARTICLE I. NAME AND PRINCIPAL OFFICE

The legal name of this Church is “Channing Memorial Church of Newport, Rhode Island.” The address of its principal office is: 135 Pelham Street, Newport, RI 02840. The Church was incorporated in 1836 as “The Unitarian Congregational Church in Newport,” and was re-named to its present name in 1889.

ARTICLE II. PURPOSES

The purpose of the Church is to be a religious community that:

1. Is committed to living our lives according to the principles of Unitarian Universalism;
2. Accepts and honors free expression of religious beliefs;
3. Encourages spiritual growth, worship, and faith development; and
4. Works together to make the world a better place.

ARTICLE III. DEFINITIONS

The following terms used herein have these definitions:

1. “Board of Trustees” and “Board” mean the deliberative body of persons made up of the Officers, Members/Trustees at Large and the Finance Committee Chair, who are elected by the Members of the Church to exercise those powers and duties set forth in these Bylaws. “Trustee” means an individual person on the Board.
2. “Chair” means the Chairperson of any committee of the Church.
3. “Church” means the nonprofit body corporate, its assets, its properties and its Members.
4. The terms “Congregants” and “Congregation,” respectively, refer to all persons of all ages, and the collective group of such persons, who participate in the services, programs, and other activities of the Church. These terms include Active Members of the Church as well as non-Members, as further defined in Article IV below.
5. “Staff” means paid employees, individually or collectively, and does not include unpaid volunteers or administrators.

ARTICLE IV. MEMBERSHIP

1. **Qualifications.** Any person fourteen (14) years of age or older and involved in the activities and purposes of the Church is qualified to be an Active Member.
2. **Joining/Resigning.** A congregant joins the Church as a Member by attending an orientation or meeting with the Minister, and signing their name in the Church membership book, witnessed by the Membership Committee Chair, Minister or President. Each new Member will receive written information about the Church and the Unitarian Universalist Association (UUA), as well as an electronic link to the Bylaws. Any Member may resign from membership upon written request to the Membership Chair, Minister or President.
3. **Duties.** Members shall contribute financially to the Church and/or contribute their time and energy to support its programs.

4. Active Membership. A Member who participates in the affairs of the Church and fulfills their membership duties is considered to be an Active Member.

5. Inactive Members. Any Member who has not participated in the life of the church and/or made a contribution of record during the preceding 12 months may become an Inactive Member, either at the Member's request or in accordance with procedures developed by the Membership Committee. An Inactive Member may be reinstated as an Active Member in accordance with procedures established by the Membership Committee and approved by the Board of Trustees.

6. Membership Rights. Active Members may vote in any regular or special meeting of the Church. Such Active Members are eligible for election to any position in the Church. Inactive Members shall be ineligible to vote or be a candidate for elected office.

7. Friends and Visitors. Friends are individuals who participate with some regularity in the activities and programs of the Church but who have not chosen to become Members. Visitors are people who occasionally attend services and participate in Church community activities.

ARTICLE V. MEETINGS OF THE CHURCH

I. Annual Meeting. The Annual Meeting of the Church shall be held during the month of May or June at a time and place published in the Church newsletter and sent to each Active Member at least two (2) weeks before the date of the meeting; and announced at the two (2) Sunday worship services immediately preceding the meeting. Annual meetings may be held in person or virtually at the discretion of the Board of Trustees. The notice of the Annual Meeting shall state the Order of Business, including specifically:

- a. Reading and approval of the Minutes of the previous year's annual meeting;
- b. Reports of Officers and Minister(s);
- c. Reports of Committees;
- d. Elections, in accordance with these Bylaws, of:
 - i. Officers of the Board of Trustees,
 - ii. Members at Large of the Board of Trustees,
 - iii. Chairs of Standing Committees,
 - iv. Financial Secretary,
 - v. Members of the Nominating Committee,
 - vi. Members of the Endowment Committee, and
 - vii. Such other positions as the Board of Trustees shall direct;
- e. Approval of the Church's Annual Budget; and
- f. Other business as appropriate.

2. Special meetings. Special Meetings of the Church may be called by the Board, or shall be called by the Board upon written request to the Board by seven (7) Active Members. The Board shall cause a copy of the notice of any Special Meeting to be sent to all Active Members at least eight (8) days before the date of said meeting. Special meetings may be held in person or virtually at the discretion of the Board of Trustees.

3. Quorum. At any Annual or Special meeting of the Church, twenty-four (24) Active Members in person, and not by proxy, shall constitute a quorum. Each Active Member will be entitled to one vote on any proposed resolution or action proposed. If a quorum is present, the affirmative vote of a simple majority of the Active Members present is the act of the Members.

4. Absentee Voting. Notwithstanding Section 3 above, absentee voting shall be permitted in the election of Trustees, selection or termination of a Minister, or amendment of the Bylaws but only if the Active Member is in good conscience unable to attend. An absentee ballot must be in writing, signed by

the Active Member, and received by the Secretary of the Board of Trustees in advance of the meeting. An absentee ballot will not be counted for quorum purposes, but will be counted as an Active Member present for deciding any measure that does not differ from the measure noticed. The Board will establish and publish the procedure for absentee voting in the notice for the meeting.

ARTICLE VI. BOARD OF TRUSTEES

1. Powers. The Board is authorized to oversee and direct all aspects of the Church's congregational and nonprofit business activities within the fiscal limits established by the annual budget approved by the Active Members and imposed by restricted funds. The Board has the power and responsibility to handle and manage the Church's assets, properties, interests, and affairs. However, the Board may not incur debt, transfer real property, or take any other action reserved to the Active Members without their prior approval.

2. Duties. The Board shall:

- a. Establish policies and procedures for the Church's activities in keeping with the purposes of the Church and the care and use of its facilities;
- b. Ensure that strategic planning for the Church is established and executed;
- c. Ensure sound stewardship of the Church's finances and physical property;
- d. Employ the Church's staff;
- e. Employ the minister(s) when hired on a contract basis;
- f. Carry out an evaluation of the Minister(s) annually;
- g. Approve contracts made in the name of the Church as defined by policies and procedures;
- h. Perform any other duties as directed by the Active Members or as indicated elsewhere in these Bylaws;
- i. Act as final authority for activities carried out and expenditures made in the name of the Church.

3. Records of Church Policies. The Board shall maintain records of the enacted policies of the Church, which shall be made available to the Congregation in the Church office and elsewhere as directed by the Board.

4. Elections. The Board shall consist of ten (10) persons, comprised of five (5) officers, four (4) Members at Large, and the Chair of the Finance Committee. In the event of a co-presidency, the Board will be comprised of six (6) officers, three (3) members at large, and the Chair of the Finance Committee. All Trustees shall be Active Members of the Church and shall be elected at the Annual Meeting in accordance with these Bylaws. Each Trustee, also referred to as a member of the Board, shall be elected to a two-year (2-yr) term and no member of the Board may be elected to more than two (2) consecutive terms in the same office. Each Trustee shall take office on July 1 of the year in which elected except as provided in Section 7, Vacancies.

5. Meetings. Regular meetings of the Board shall be held monthly at least ten times each calendar year and may be held in person or virtually at the discretion of the Board of Trustees. The need for additional meetings of the Board may be determined and scheduled by the Board. Any meeting of the Board shall be open to any Active Member with the exception of executive sessions, which are sessions attended by Board members only.

6. Quorum. At any meeting of the Board, six (6) Trustees in person, but not by proxy, shall constitute a quorum. If a quorum is present, the affirmative vote of a majority of Trustees present, but in no case fewer than four (4) affirmative votes, is the act of the Board. Absentee voting and voting by proxy shall not be permitted unless the Board member is present through electronic communication.

7. Vacancies. The Board may appoint an Active Member to fill any vacancy in the positions of Vice-President, Program Coordinator, Secretary, Treasurer, Member-at-Large, Standing Committee Chair,

Financial Secretary, or other elected committee chairs as established. Appointees shall serve only until the next Annual Meeting. When a Member is appointed to fill a vacancy, they shall serve for the remainder of the term of the vacancy they are filling.

ARTICLE VII. TRUSTEES AND THEIR DUTIES

The positions and duties of office of the Church's Trustees shall include but not be limited to the following.

I. Officers. The Officers of the Church shall be: President, Vice President, Program Coordinator, Secretary, and Treasurer. Officers shall be elected to serve for a term of two (2) years or until succeeded. No Officer shall be elected to more than two (2) consecutive terms in any one office, and every attempt will be made to stagger the terms so that no more than two officers leave the Board at the same time. The Nominating Committee shall attempt to ensure that there is a balance of experienced and new members on the slate of candidates proposed for election to the Board.

The duties of the Officers shall be:

- a. President.** The President shall: preside over meetings of the Church and the Board; have the authority to act in the business affairs of the Church as delegated by the Board; have financial authority as permitted in separate financial policies and procedures adopted by the Board; convene and orient the Nominating Committee; oversee the general activity of the Church; and act as its lay spokesperson. The President shall serve as a non-voting member of the Board for one year after the expiration of their term. In years when Co-Presidents are elected, both Co-Presidents will be voting members of the Board.
- b. Vice President.** The Vice President shall: preside in the absence of the President; undertake specific Presidential duties as delegated by the President; assume the Presidency until the next Annual Meeting in the event of a vacancy in the office; ensure that an Annual Fund Drive is conducted appropriately; and undertake other duties as delegated by the Board.
- c. Program Coordinator.** The Program Coordinator shall: chair the Program Council; monitor its various committees; coordinate the activities of the committees as needed or requested; communicate Board decisions to the committees and information and requests from committees to the Board through the Program Council; and ensure that a coordinated calendar of Church events is maintained.
- d. Secretary.** The Secretary shall: take accurate minutes of all meetings of the Board and the Active Members of the Church including creating a record of all policies, motions, and resolutions passed at these meetings; transmit minutes and records to the Church Office for safekeeping; and keep a current official copy of the Bylaws.
- e. Treasurer.** The Treasurer shall be the chief financial officer of the Church and shall have financial authority to the extent permitted in separate financial policies and procedures adopted by the Board. The Treasurer shall: approve all expenditures in accordance with the Annual Budget, and as requested by those with authority over restricted funds or, in the case of non-budgeted expenditures, by authorization of the Board; serve on the Finance Committee; make periodic financial reports to the Board; keep records of all financial and in-kind donations by the Church; report the financial condition of the Church at the Annual Meeting.

2. Members at Large. Four (4) Trustees shall be elected as Members at Large, serving in staggered terms with two (2) elected in even-numbered years and two (2) in odd-numbered years. No Member at Large shall be elected to more than two (2) consecutive terms. The primary duties of the Members at Large are to be attentive to the general interests of the Church and its Congregants, and to represent them on the Board; to contribute to the work of Board-appointed committees; and to assume responsibility for supporting the work of at least one of the standing committees.

3. Finance Committee Chair. The Finance Committee Chair shall be elected to serve a two-year (2-yr) term and may serve a maximum of two (2) consecutive terms. The Chair shall advise the Board in the areas of financial planning and management.

4. Property Committee. A representative of the Property Committee shall regularly attend Board meetings.

ARTICLE VIII. STANDING COMMITTEES

1. Specified Committees. There shall be six (6) Standing Committees: Worship, Faith Development Ministry, Membership, Finance, Property and Social Action.

2. Committee Chairs. The Chair(s) of each Standing Committee shall be selected by the Committee members, affirmed by the Board of Trustees, and serve for no more than four (4) years or until a replacement is found. Committee Chairs shall appoint members to that committee, except that the Treasurer shall automatically be a member of the Finance Committee. The Chair of each Standing Committee shall be responsible for overseeing the duties and responsibilities of that committee in accordance with the missions, priorities, policies, procedures, and annual fiscal limits of the Church.

3. Relationship to Board. The Standing Committees shall develop annual plans for the Church's work and make recommendations to the Board for review and approval. The Board shall provide direction to the Standing Committees, beyond which each committee shall be responsible for conducting work in its respective area. Each Standing Committee shall submit a written report of its business to the Annual Meeting and shall communicate other information directly to the Board as needed. The Standing Committees shall recommend policies to the Board of Trustees as needed, and establish procedures necessary to carry out their duties. The Standing Committees may organize and delegate specific duties to sub-committees as necessary to fulfill their responsibilities.

4. Duties by Committee. The duties of the Standing Committees shall include, but not be limited to, the following:

a. Worship Committee. The committee shall assist the Minister in the worship services of the Church. The committee's responsibilities shall include but not be limited to: playing an active role in planning the annual worship calendar; providing worship associates during services; taking responsibility for services when the Minister is absent; and coordinating with other committees that provide music, ushers, greeters, flowers, etc. for services.

b. Faith Development Ministry. The committee shall assist the Church to foster the spiritual growth of children, youth, and adults. The committee's responsibilities shall include but not be limited to: nurturing families as a source of spirituality and religious meaning; providing a caring church community in which people of different backgrounds and perspectives learn to support and benefit one another; assisting in the regular children's and youth programs; and fostering connections across generations.

- c. Membership Committee.** The committee shall oversee the membership program and endeavor to grow the congregation. The committee's responsibilities shall include but not be limited to: cultivating new members; providing information about the Church and the Unitarian Universalist religion to potential Members, Friends, and Visitors; collecting and maintaining data about the Church's Membership; providing ushers and greeters for worship services; and keeping attendance records of Church services.
- d. Finance Committee.** The committee shall provide for oversight of the financial affairs of the Church; prepare and present the annual budget and periodic long-term financial plans to both the Board of Trustees and the Annual Meeting; recommend financial policies and procedures to the Board; monitor the Church's credit rating; and conduct periodic reviews of all Church accounts and monies. The Financial Secretary and Treasurer are members of the Finance Committee.
- e. Property Committee.** The committee shall approve, supervise, and coordinate all planning, maintenance, operation, and preservation activities to ensure that the Church properties and furnishings are maintained. The committee's responsibilities shall include but not be limited to: developing specifications for work by the Church's staff, volunteers and outside contractors; obtaining quotes for contracted work as required; providing for routine inspection and maintenance of properties, monitoring utilities and regulatory matters; appointing a property manager who manages rental properties; and conducting long-range planning for the use of Church properties.
- f. Social Action Committee.** The committee shall lead and coordinate social action for the Church. The committee's areas of responsibility shall include but not be limited to: developing programs on social issues and public affairs and/or those that benefit local and larger communities; cultivating the congregation's awareness of social issues; and nurturing the expression of individual social conscience.

ARTICLE IX. PROGRAM COUNCIL

- 1. Purpose.** The Program Council, which is chaired by the Program Coordinator, is responsible for fostering communication and coordination among the Council committees, but shall not direct or manage them.
- 2. Relationship to Board.** The Program Coordinator shall be a link to the Board for committees to report routinely about their activities and requests. Committees may also approach the Board directly regarding specific matters. The Program Coordinator shall report to the Board on Program Council business following each Program Council meeting.
- 3. Representation on the Program Council.** Each Standing and Program Committee shall appoint a representative to the Program Council, who need not be the committee Chair.
- 4. Meetings.** The Program Council shall meet at least quarterly

ARTICLE X. ADDITIONAL COMMITTEES AND ADMINISTRATORS

- 1. General.** The Board may create or dissolve additional committees, task forces, and administrative roles as necessary to deliver programs and conduct business, subject to policies established by the Board. Members may propose additional committees, task forces, and administrators to the Board. Additional activities and roles shall be authorized by a resolution of the Board that includes a concise statement of its purpose or function and shall work within its purpose and budget under the

supervision of the Board. The Board shall review periodically the status of additional committees, task forces, chairpersons, and other administrators.

2. Program Committees. Program Committees shall provide various services in fulfillment of the Church's interests, purposes and policies. The nature of these committees may change over time, reflecting changes in members' interests and the state of the world. Program Committees shall participate in the Program Council.

3. Autonomous Committees and Functions. The conduct of specific committees and functions may require autonomy for reasons of procedural independence or confidentiality. Such Autonomous Committees and Functions shall be established, and their duties and guidelines determined by a vote of Members either at the Annual Meeting or a Special Meeting of the Church. Autonomous Committees will not be represented on the Program Council. The Autonomous Committees are:

- a. Financial Secretary.** The Financial Secretary shall ensure that Church monies are received, deposited, recorded, and reported to the Finance Committee and the Treasurer. They shall also report pledges periodically to Active Members. The Financial Secretary shall be elected at the Annual Meeting.
- b. Endowment and Investments Committee.** A committee shall be elected by Active Members to manage the Church's Endowments and other investments, as further described in Article XV, "Endowment Funds and Investments."
- c. Margit Baum Fund Committee.** The Margit Baum Fund is a donor restricted fund owned by the Church. A committee shall be elected by Active Members to recommend distributions from the Margit Baum Charitable Fund to the Board President and Minister for approval as further described in Article XVI, "Margit Baum Charitable Fund."
- d. Committee on Ministry.** A Committee on Ministry may be created by the Board and Minister(s) to strengthen the quality of ministries within the Church. This committee shall support, inform, advocate for and evaluate the ministries of the congregation, including the Minister(s). The composition of the committee shall be agreed upon by the Board and the Minister(s).
- e. Nominating Committee.** A Nominating Committee shall be elected by Church Members to nominate candidates for elected office, as further described in Article XI, "Nominations and Elections."

ARTICLE XI. NOMINATIONS AND ELECTIONS

I. Nominating Committee. The Nominating Committee shall identify and nominate an Active Member of the Church to each of the following elected positions whose term is expiring: Officers and Trustees at Large; Financial Secretary; and elected Chair(s) of such other committees as may be determined according to these Bylaws or separate Board resolutions and policies. The Nominating Committee shall consist of four (4) persons, with two (2) nominated by the Board of Trustees and two (2) by the existing Nominating Committee. The Nominating Committee for the subsequent Church year shall be elected by Members of the Church at the Annual Meeting. Members of the Nominating Committee shall serve staggered two (2)-year terms, with one (1) nominee of the Board and one (1) nominee of the Nominating Committee elected each year. Members of the Nominating Committee shall serve not more than two (2) consecutive elected terms. The Nominating Committee shall meet and choose a Chair not later than November 10 each year. Any vacancy on the Nominating Committee shall be filled by the remaining Committee Members, subject to Board approval.

2. Extension of Terms. In the event the Nominating Committee is unable to recruit a candidate for an elected position and the incumbent whose term is expiring is willing to continue to serve, the Nominating Committee may petition the Board to extend the term of candidate until a replacement is found. The Board may extend an incumbent's term at their discretion based on the Trustees' estimate of organizational requirements.

3. Reporting. The Committee shall submit its report of nominees for elected positions in writing to the Board at a regular meeting of the Board at least one (1) month prior to the Annual Meeting. The slate of all nominees shall be included in the notice of the Annual Meeting.

4. Conduct of Elections. The Nominating Committee shall supervise the elections. Nominations for any position may be made from the floor during the Annual Meeting. Any person nominated shall be an Active Member of the Church. The option for floor nominations and the procedure for conducting the election shall be announced before the election takes place. Election shall be by secret ballot whenever two (2) or more persons are nominated to the same position.

ARTICLE XII. MINISTER

I. Duties and Responsibilities

- a. The Minister is the religious and spiritual leader of the Church. The minister shall conduct worship services and provide pastoral care and programmatic and administrative leadership to advance the purposes of the Congregation. The Minister provides guidance over all worship services including rites of passage whether or not the Minister is involved in planning or leading a given service. The Minister may veto with reason services, including weddings and memorial services, conducted by outside organizations and officiates. Specific duties and privileges of the Minister shall be set forth in a Letter of Agreement, which shall be negotiated by a committee designated by the Board and approved by the Board. Subsequent revisions of the terms of the Minister's contract shall be negotiated by the Board and Minister.
- b. The Minister shall have freedom of the pulpit and the freedom to express their opinions outside the pulpit, but not to represent the church without authorization from the Board or the membership.
- c. The Minister shall be and remain in fellowship with the Unitarian Universalist Association and in good standing with the Unitarian Universalist Ministers Association.
- d. The Minister shall be a non-voting member, ex officio, of all Church committees, boards and task forces. The Minister is expected to attend Board meetings and other meetings as reasonably requested.

The Minister will be excluded from a ministerial search committee and the Nominating Committee, and may be requested by the presiding officer to leave any meeting at which personnel matters related to their terms and conditions of employment will be discussed. Results of any such portion of the meeting will be shared with the Minister immediately afterward by the presiding officer.

I. Vacancy.

- a. When a vacancy occurs in the ministry of the Church, the congregation may decide by majority vote at an Annual or Special Meeting to (1) call an individual for settled ministry, (2) engage a minister by contract, or (3) engage an interim minister as provided in paragraph c. A "called" (settled) minister means a minister in a covenanted long-term relationship with the Church, continuing automatically in that relationship unless action is taken either by the Minister or by the congregation to end that relationship. A "contract minister" means a minister engaged for a limited term of service, generally not to exceed three years, but renewable by the Board. A contract minister may subsequently be called by the congregation.

- b. The Board shall nominate a Ministerial Search Committee of not fewer than seven (7) Active Members who represent the diversity of the Congregation. Active Members of the Church shall elect the Ministerial Search Committee at an Annual or Special Meeting. The Search Committee shall work with the appropriate office/department of the Unitarian Universalist Association and other appropriate groups to secure recommendations. The Committee shall be responsible for screening and interviewing applicants, making arrangements for candidates to provide worship services, obtaining feedback from the Congregation, and making a recommendation to the Congregation for a settled minister or to the Board for a contract minister. The Search Committee, in consultation with the Finance Committee and the Board, shall negotiate a proposed Letter of Agreement with the candidate and make a recommendation to the Board for final review and approval.
- c. The Congregation may decide to engage an “interim minister” to assist them in preparing for a new settled or contract minister. An interim minister may serve for a period of no longer than two years and is not permitted to then become the settled Minister at this Church. A search committee of not fewer than three (3) Active Members shall be appointed by the Board to work with the appropriate office/department of the Unitarian Universalist Association to secure names, interview, and make a hiring recommendation to the Board.

2. Engagement. Upon engagement either by call, contract, or interim, the Minister shall be in Fellowship with the Unitarian Universalist Association, and a member in good standing of the Unitarian Universalist Ministers Association. A Minister may be settled in the Church by affirmative vote of eighty percent (80%) of the Active Members present at an Annual or Special Meeting of the Church. Such vote shall authorize the Board to negotiate and execute a written Letter of Agreement with the Minister. A contract or interim minister shall be engaged by an affirmative vote of eighty percent (80%) of the Board.

3. End of Service. When a Minister plans to resign, they shall inform the Board not less than three (3) months prior to the effective date. If concerns arise regarding the continuation of the employment of the Minister, the Board shall initiate discussions with the Minister and the Congregation to address the concerns. This effort may include bringing in a neutral third party to assist with resolving the concerns. If the Board determines that the issues cannot be resolved they may recommend discontinuing the services of the Minister. Their recommendation shall be made at a Special or Annual Meeting of the Church with proper notice of this intent. The decision to discontinue the services of a Minister shall require not less than a fifty-one percent (51%) affirmative vote of the Active Members at the meeting either in person or by absentee ballot as per Article V Section 4. If the Congregation’s decision results in the need to terminate a Minister, the Board shall negotiate a severance agreement. This agreement shall provide not less than three (3) months compensation.

ARTICLE XIII. FISCAL AND CHURCH YEAR

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

ARTICLE XIV. FINANCIAL AFFAIRS

1. Financial Policies and Procedures. The Board, in consultation with the Finance, Endowment Funds and Investments, and other Committees concerned with financial affairs, shall adopt policies and procedures, which shall govern all financial transactions of the Church.

2. Expenditures. The Treasurer, the President, and others designated by the Board shall have the authority to sign checks on the Church’s accounts for expenditures. Two (2) signatures shall be required for any checks in excess of an amount established in the Financial Policies and Procedures.

ARTICLE XV. ENDOWMENT FUNDS AND INVESTMENTS

1. Purpose. Channing endowment funds and investments are established to provide operating income to enhance Church programs and assist in maintaining Church property.

2. Definitions.

- a. True endowment funds are funds given by donors with the intention that such funds shall be invested long-term to support the Church.
- b. Channing's endowment is an unrestricted quasi-endowment comprised of funds functioning as an endowment. These are investments accumulated over the years from various sources other than donations that are managed by the same practices and guidelines required by law for true endowments, the Rhode Island Uniform Prudent Management of Institutional Fund Act (RI UPMIFA).
- c. As gifts for endowment are received, a true endowment fund shall be established and managed separately.

3. Committee

- a. The Endowment Funds and Investment Committee shall consist of three (3) Active Members elected at an Annual or Special Meeting to serve overlapping three-year terms. Vacancies shall be filled by the Board of Trustees for the remainder of that term. Committee members shall not serve consecutive terms. Members of the Board of Trustees shall not serve on the Endowment Fund Committee.
- b. The Endowment Funds and Investment Committee shall invest and appropriate expenditures of endowment assets in accordance with the prudent person standards of the Rhode Island Uniform Prudent Management of Institutional Fund Act (RI UPMIFA).

4. Investments. The overall objective of the fund shall be to achieve consistent returns within a moderate risk tolerance over the long term. Returns should be sufficient to allow the congregation to take regular distributions while at the same time maintaining the purchasing power after adjustment for inflation and all expenses. The Fund shall be invested to reflect our Unitarian Universalist principles and values and managed in accordance with the Rhode Island Uniform Prudent Management of Institutional Fund Act (RI UPMIFA).

5. Expenditures. The Committee may appropriate for expenditure as much of the endowment fund as the Committee determines is prudent for the uses, benefits, purposes, and duration for which the endowment fund is established. In making a determination to appropriate funds, the Committee shall respect the purposes of the endowment fund, and act in good faith, with the care that an ordinarily prudent person in a like position would exercise under similar circumstances. In this connection, the Act describes seven criteria that shall guide the Committee in its yearly expenditure decisions.

A rebuttable presumption of imprudence is created in any year in which the appropriation for expenditure is greater than seven percent of the fair market value of the endowment fund, calculated on the basis of market values determined at least quarterly and averaged over a period of not less than three years immediately preceding the year in which the appropriation for expenditure is made.

In accordance with UPMIFA guidelines, spending should be based on total assets of the endowment fund and also consider the long-term nature of the fund and the need to preserve purchasing power.

Expenditure of Channing quasi-endowment funds greater than seven percent of the fair market value, may only be authorized at an Annual or Special Meeting by a two-thirds (2/3) vote of the Active Members present, provided that the proposal for the expenditure is published in the notice of the meeting as required.

6. Gifts. The Endowment Fund Committee shall be responsible for encouraging gifts to Channing through a legacy gifts program.

ARTICLE XVI. MARGIT BAUM CHARITABLE FUND.

- 1. Purpose.** The Margit Baum Charitable Fund was established by the bequest of Margit Baum for the assistance, care, and relief of poor and needy persons in the city of Newport.
- 2. Committee.** The Margit Baum Fund Committee shall consist of three (3) to six (6) members responsible for allocating distributions from the fund with the approval of the Board President or Minister. Committee members shall be Active Members elected at an Annual or Special Meeting for overlapping three-year (3-yr) terms. Members may stand for two terms but may not serve for longer than six (6) consecutive years. Should a vacancy occur on the Committee, the Board, in consultation with the Committee, will appoint an Active Member to serve through the remaining period of the term.
- 3. Investments.** The Endowment Funds and Investments Committee shall invest the funds separately as the Margit Baum Charitable Fund.
- 4. Expenditures.** The Treasurer shall disburse funds upon receipt of applications approved by the Margit Baum Fund Committee, the President of the Board of Trustees, and the Minister.

ARTICLE XVII. AMENDMENT OF BYLAWS

These Bylaws may be amended or any new Bylaws adopted at any Annual or Special Meeting of the Church by two-thirds (2/3) of the Active Members present in person or by absentee ballot, provided that notice of any proposed amendment or adoption was included in the notice of said meeting.

ARTICLE XVIII. PARLIAMENTARY AUTHORITY

Conduct of meetings of the Church shall be governed consistent with the spirit of Robert's Rules of Order in cases in which the Rules are applicable and not inconsistent with these Bylaws or other rules of order that the Church may adopt. A parliamentarian may be appointed by the presiding officer of each meeting, whose function shall be to interpret the rules and Bylaws

ARTICLE XIX. NON-DISCRIMINATION POLICY

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

ARTICLE XX. DISSOLUTION

In the event that the Board of Trustees resolves that the Church shall be dissolved, merged, consolidated, or liquidated, or that substantially all of its assets shall be transferred or distributed, then, at a Special Meeting called for such purpose, a majority of all Active Members in person, and not by proxy, shall constitute a quorum. If a quorum is present, the affirmative vote of two-thirds (2/3) of the Active Members present shall decide on the resolution in accordance with the General Laws of the State of Rhode Island. If the Church is liquidated, its assets shall be distributed to the Unitarian Universalist Association or its successor organization.

Nominating Committee

Pursuant to Channing's by-laws the Nominating Committee presents the following slate of Officers, Committee Chairs and Committee Members for fiscal year 2023-24.

Board of Trustees

| | |
|-------------------------|--|
| President | Ginny Spaulding (2 nd year of 2 nd term) |
| Vice-President | Margaret Polski (2 nd year of 2 nd term) |
| Program Coordinator | Susan Kieronski (1 year filling in) |
| Treasurer | Open/TBD |
| Secretary | Norm Moore (2 nd year of 1 st term) |
| Member at Large even-yr | Sondra Gold (2 nd year of 1 st term) |
| Member at Large odd-yr | Tim Phelps (1 st year of 1 st term) |
| Member at Large even-yr | Cal Pierce (1 year filling in) |
| Member at Large odd-yr | Betsy Leerssen (1 st year of 2 nd term) |

Standing Committee Chairs

| | |
|----------------------------|----------------------------|
| Finance (Board position) | Chris Laudon (returning) |
| Membership | Marian Royer (returning) |
| Property | Abby Adams (returning) |
| Faith Development Ministry | TBD |
| Social Action | Sally Hanchett (returning) |

Autonomous Committee/Positions

| | |
|---------------------|---|
| Financial Secretary | Ben Willett (new) |
| Endowment | Chris Yalanis (chair returning) |
| Endowment | Bob Janisch (returning) |
| | Milly Jessen (returning) |
| Margit Baum Fund | Sally Hanchett (chair) |
| | Jo Freedman |
| | Judy Porter |
| | Susan Booth |
| | Lisa Fernandez |
| | Maryellen Doherty |
| Nominating | Mary Alice Smith (new, chosen by the committee) |
| | Lisa Colburn (returning, chosen by the board) |
| | Tom Howard (returning, chosen by the committee) |
| | Cal Pierce (returning, chosen by the board) |

Also pursuant to Channing's by-laws, the Nominating Committee presents for information the following list of Committee Chairs and Committee Members for 2023-2024. The Nominating Committee has no responsibility to make nominations, only to keep records of the leaders.

Autonomous Committees

| | |
|-----------------------|--------------------------|
| Committee on Ministry | TBD |
| Personnel | Rev. Zelazny, Ex Officio |
| Pledge Drive | TBD |

Program Committees

| | |
|------------------------|-----------------------------------|
| Caregiving | Sally Hanchett and JoAnn Rosemont |
| Childcare | Inactive |
| Denominational Affairs | Mary Alice Smith |
| Fellowship | TBD |
| Learning Center | Susan Kieronski |

Creative Connection Gallery
Chalice Circles
Community Meals
Coffee House
Communications

TBD
Milly Jessen
Joy Benson
John Burnham
John Burnham

Respectfully submitted: Cal Pierce, Julie Herrick, Lisa Colburn, Tom Howard

Unsung UU Award Recipients

**Robert Hawthorne, 1982
& 1989**

Earl Schwass

Ruth Jernigan

Barbara Richter, 1985

Beth Milham, 1986

Charlotte Dutra, 1990

Edna Sherman, 1990

Frances Holt, 1990

Joy Benson, 1992

Russ Milham 1993 & 1994

Christine Rosa, 1995

Patrick Padillia, 1997

Maryellen Doherty, 1998

Luis Mendez, 1999

June Wing, 2000

William Peresta, 2002

Lee Tolman, 2003

**Marilyn Murphy, 2004
Mark & Dorothy
Vissman, 2005**

Christine Bandoni, 2006

Jim Freess, 2006

Nickie Kates, 2007

**Coles and Marcia
Mallory, 2008**

Sally Hanchett, 2009

Elijah Swift, 2009

Dennis Greene, 2010

Pat Fairchild, 2011

Christine Laudon, 2012

Todd Thomas 2013

John Burnham 2013

Barbara Nowicki 2014

Barbara Richter 2015

David Pedrick 2016

Sondra Gold 2017

Bob Janiesch 2017

Abigail Adams 2018

Kathy Takata 2018

Susan Kieronski 2019

Joan Dermody 2020

Julie Herrick 2020

Bob Janiesch 2020

Betsy Dees 2021

Pam Goff 2021

Candy Martin 2022

Milly Jessen 2022