

Central Baptist Church

Jamestown, Rhode Island



Annual Reports for 2012-2013

Budget for 2013-2014

*Presented at the Annual Meeting
May 5, 2013*

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Pastor's Report

What's your church like?

That is one of the questions I receive on a regular basis. There are a number of answers I could – and often do – give.

One answer is that CBC is a worshipping community. This year our Sunday worship services have taken us on a variety of journeys – from everyday practices of faith to habits that can bring healing; from messages in the films of Clint Eastwood to voices that speak to us from the margins; from seeds of hope we may plant to other ways of putting faith into action; and from symbols that reveal something about God to the importance of remembering. Our celebration of special times – Advent, Christmas, Lent, Holy Week, and Easter – also allowed us to worship together in significant ways.

Another answer is that our congregation encompasses a number of small groups. Members of our choir gathered on Sunday mornings to rehearse and offer their gifts of music. Our Wednesday-morning Bible study group explored series on women who encountered Jesus; prayers in Hebrew scripture; symbols of Epiphany; the wisdom offered by proverbs; and the stories of Holy Week. Over breakfast, our Guys Group discussed books about Roger Williams and who wrote the Bible. Our Ladies' Breakfasts provided opportunities for a group of women to share food and conversation. Members of our book discussion group focused on works that offered new takes on spiritual practices and a sampling of the writing of Wendell Berry.

Yet another answer is that CBC is a community that enjoys spending time together. This year included a number of ways for our church family to share food, fun, and fellowship – from Sunday coffee hours to our Harvest Dinner to a chili cook-off. We also rolled up our sleeves and spent time together working on our June Festival, lobster roll dinner, and Christmas Fair.

Still another answer is that our congregation is one that reaches out to the wider community. This year we helped staff the Salvation Army food pantry in Newport; collected items each communion Sunday to benefit groups in our neighborhood and around the world; and brightened the day and nails of residents at Middletown's John Clarke Nursing Center. We also welcomed members of the larger community to our Sunday forums, Boston String Quartet concert, Blue Christmas service, and Easter sunrise service. We also raised and collected funds that supported organizations locally and globally and assisted people in our community who faced times of special need.

But my favorite answer is that CBC is a group of very special people. People who come from almost thirty faith backgrounds and traditions and now choose to travel their faith journeys together. People who seek to help each person find a place of belonging and to create a community that nurtures an open and thoughtful faith, along with an ever-deepening spiritual awareness.

What's your church like? It is one in which I feel blessed to be part.

Blessings,
Kathryn Palen, Pastor

Clerk's Report

2011-2012 Annual Meeting – May 6, 2012

Moderator Randy Kozel called the meeting to order at 11:00 a.m.

A moment of silence was held in remembrance of deceased CBC member Betty Netten.

Pastor Kathryn Palen offered a prayer.

Randy proposed considering the reports printed in the Annual Report for 2011-2012. A motion was made, seconded, and passed to accept all the annual reports except for the Nominating Committee Report, which will be considered later.

Randy recognized Deb Nordstrom, chair of the Board of Trustees, who pointed out that last year's actual budget deficit was much less than anticipated because of increased revenue from collection plates.

The proposed 2012-2013 budget includes:

- An estimated budget deficit of \$9,012.
- A reduced monthly mortgage payment due to paying down the mortgage with funds from the capital campaign.
- The savings of insurance premium because of the installation of the new roof, doors, and storm windows. The insurance premium increased to \$60 compared to \$580, which would have been the increase without the improvements.
- 1.5% raises for the pastor, organist, and administrative assistant.
- Small increase in contributions to pastor's health plan thanks to Kathryn opting to increase her medical deductible and make other adjustments to hold down costs.

Jean Britton commended the trustees for their work on the budget.

Randy asked for a motion to approve the proposed 2012-2013 budget. It was so moved, seconded, and passed.

Randy asked for consideration of the Nominating Committee's slate of officers. A motion was made, seconded, and passed to accept the nominations.

The meeting adjourned at 11:15 a.m.

Respectfully,
Dianne Rugh, Clerk

Church Statistics

May 1, 2012-April 30, 2013

New Member

Sunny Hocutt (October 21, 2012)

Requests for Transfer of Membership

Jill Connett (September 2012)

Jonah Connett (September 2012)

Ty Connett (September 2012)

Deaths

Bruce Brakenhoff (June 15, 2012)

Jan Stetson Stone (December 25, 2012)

Hazel Reynolds (March 30, 2013)

Marriages

Robert Daniel Nordstrom and Brooke Bennett Darcy (August 24, 2012)

Alexandra Newberry and Steven Saccoccio (September 22, 2012)

Dana A. Brome and Meredith K. Eisenberg (September 29, 2012)

Betsy Ruzicka and Bobby Parsons (February 14, 2013)

Moderator's Report

This year there were no business meetings for the moderator to report. My other job is chair of the Executive Committee. This committee is made up of the chairs of the three boards, the church clerk, the pastor, and the moderator. We held two meetings this year.

At the first meeting, we voted to accept the resignation of Nancy Cyr-Larson from the Board of Christian Education and approved the nomination of Patti Pereira to fill that unexpired term. We also discussed programs and plans for the upcoming year.

At our second meeting, we voted to accept the resignation of Dianne Reilly from the Board of Deacons and to approve the nomination of Emma Brown to fill that unexpired term. (Emma resigned from the Board of Christian Education in order to serve on the Board of Deacons.) Kathryn presented a proposal of annual leave policies for CBC staff members. After discussion of the proposal, the committee voted to accept the annual leave policies. Kathryn also presented guidelines for weddings and funerals/memorial services. After much discussion, the committee voted to adopt the guidelines. The policies and guidelines had been discussed and agreed on by the Pastoral and Staff Relations Committee before they were presented to the Executive Committee.

Respectfully submitted,
Jean Britton, Moderator

Board of Christian Education Annual Report

Members

Kathleen Williams (chair), Maribeth Traer (secretary), Deb Howard, Karin Murray, Patricia Pereira

Sunday School

Kathleen Williams teaches Sunday school, which uses the *Whole People of God* curriculum that correlates with the lectionary so that children's time in worship may introduce the students to the week's lesson. Sunday school meets from 9:45-10:30 a.m.

The summer children's program featured the DVD series *3-2-1 Penguins*. Each week, an adult volunteer supervised the session and facilitated a discussion of the day's theme.

Sunday Forums

We presented the following forums during the 2012-2013 year:

September 30	Groovy Girls – speaker: Kerrie Wentworth
October 14	Ghana Sustainable Aid Project – speaker: Stephen Mecca
October 28	Battle Buddies – speaker: Steve Frye
November 11	Jamestown Police Department – speaker: Edward Mello
November 25	Wreath Decorating
December 9	Recycling – speaker: Patricia Perry
January 27	Festival of Faith & Writing – speaker: Kathryn Palen
February 24	Renewable Energy – speakers: Stuart Flanagan & Michael Cabral
March 10	Church Community Housing – speaker: Steve Ostiguy
March 24	Home Food Preservation – speaker: Patti Pereira
April 7	Hydroponics – speakers: Salve Regina University Team
April 21	Jamestown Teen Center – speaker: Molly Conlon
May 19	Jamestown Historical Society – speaker: Dianne Rugh

Respectfully submitted,
Kathleen Williams, Chair

Board of Deacons Annual Report

Members

Michelle Gibbs (chair), Jill Dolce (co-chair), Emma Brown, John Bush, Ellen Greene, Arlene LaBua

Routine Responsibilities of Deacons

- Assist the pastor in all worship services and special events.
- Provide support and supplies for worship services as greeters and ushers.
- Prepare and serve communion, receive weekly and special offerings.
- Assist with special services, such as weddings, funerals, baptisms, graduate recognition, new members, choir appreciation, and Welcoming Sunday.
- Appoint members to the Congregational Life, Congregational Care, Congregational Outreach, Flower, and Music committees.
- Process applications for new members and associates.
- Maintain kitchen supplies and supplies for communion Sunday.
- Supervise expenditures of deacons' share of benevolence offerings.
- Supply suggestions for new members of the Pastoral and Staff Relations Committee.
- Assist with name tags worn the first Sunday of the month and Welcoming Sunday.

Accomplishments of Deacons & Related Committees During This Year

- Created a committee to plan and coordinate the Christmas Fair.
- Assisted the pastor with the events of Palm Sunday and Holy Week, including Maundy Thursday, Good Friday, and Easter.
- Assisted with the candlelight service for Christmas Eve.
- Coordinated the ordering of Christmas and Easter flowers.
- Worked with the Congregational Life Committee to promote hospitality and community exposure with the following events: Memorial Day bake sale; lobster roll, clam cake, and chowder dinner; concert by the Boston String Quartet; Harvest Dinner; and chili cook-off.
- Congregational Care Committee members visited and delivered communion to members in assisted living facilities or unable to come to church. They also provided gifts of bread for newcomers to CBC; delivered flowers to members in the hospital, nursing homes, or confined to home; coordinated receptions after memorial services; and sent cards to members with special needs.
- The Congregational Outreach Committee coordinated CBC volunteers to staff the food pantry at the Newport Salvation Army on fifth Saturdays of the month. The committee also coordinated communion Sunday collections that benefitted area food banks, Bridges group homes, Groovy Girls project, Ghana Sustainable Aid Project, and USA Battle Buddies.
- Supported the general budget with funds raised throughout the year.

- Designated money from the mission fund to support the Ghana Sustainable Aid Project, USA Battle Buddies, American Baptist Churches of Rhode Island, Jamestown Community Farm, South Providence Neighborhood Ministries, Aquidneck Island Kids Care Meal Packages, Rhode Island Community Food Bank, Jamestown Teen Center, and Dr. Martin Luther King, Jr., Community Center. Designated money from the benevolence fund to provide rent assistance, utility payments, and groceries for individuals in need.

As always the Board of Deacons welcomes suggestions regarding worship services and the activities of the board and its committees.

Respectfully submitted,
Michelle Gibbs, Chair

2012-2013 Diaconate Funds

		Starting Balance	2012-2013 Income	2012-2013 Expenses	End-of-Year Balance
D101	Flowers	\$870.87	\$1,118.00	\$1,155.83	\$833.04
D102	Coffee	\$76.11	\$623.17	\$969.04	-\$269.76
D103	Quarterly Offerings	\$0.00	\$1,339.32	\$1,339.32	\$0.00
D104	Mission Fund	\$2,870.18	\$3,577.77	\$4,000.00	\$2,447.95
D105	Pastor's Discretionary Fund	\$0.00	\$658.90	\$658.90	\$0.00
D106	Benevolence Fund	\$3,139.49	\$658.90	\$1,943.38	\$1,855.01
D107	Christmas Fair	\$0.00	\$6,513.94	\$6,513.94	\$0.00
D108	Congregational Life	\$1,015.43	\$1,171.52	\$1,038.27	\$1,148.68
D113	Lobster Roll Dinner	\$0.00	\$3,315.75	\$3,315.75	\$0.00
D114	Boston String Quartet	\$0.00	\$1,110.00	\$1,110.00	\$0.00
	Totals	\$7,972.08	\$20,087.27	\$22,044.48	\$6,014.87

Notes:

- A net revenue of \$5,188.77 was raised through the Christmas Fair. \$3,000 was transferred to the congregation's general budget and the remaining balance to the mission fund.
- A net revenue of \$1,877.52 was raised through the lobster roll dinner. \$1,000 was transferred to the congregation's general budget and the remaining balance to the Congregational Life line item for future programs.
- Expenditures from the mission fund supported the Ghana Sustainable Aid Project, USA Battle Buddies, American Baptist Churches of Rhode Island, Jamestown Community Farm, South Providence Neighborhood Ministries, Aquidneck Island Kids Care Meal Packages, Rhode Island Community Food Bank, Jamestown Teen Center, and Dr. Martin Luther King, Jr., Community Center.
- The monthly benevolence offerings were divided between the benevolence fund and the pastor's discretionary fund.
- Funds in the coffee line item provided coffee for most church events.

Board of Trustees Annual Report

Members

David E. Dolce (chair), Tammy Fasano (vice chair), Marilyn Dennis (secretary), Greg Gammon, Deb Murphy, Jim Traer

The following lists the activities of the Board of Trustees over the past church year:

- Monitored the monthly financial reports for income and expenses.
- Paid down the church mortgage by \$8,500.
- Developed plans to paint Clarke Hall.
- Began process of organizing the church's historical records.
- Solicited bids and proposals for repair of stained-glass windows to ensure both integrity and operability.
- Reviewed and updated building-use fees.
- Discussed possible fundraising events to be coordinated by trustees.
- Began looking at supplementing or replacing sanctuary ceiling fans.
- Formulated a proposed budget for the 2013-2014 church year.

Respectfully submitted,

David E. Dolce, Chair

Current Assets (April 30, 2013)

Checking Account Balance	\$4,311.13
Deacons/Designated Funds Checking Account Balance	\$21,717.88
Money Market Savings Balance	\$16,655.55
Certificate of Deposit	\$41,903.06
Bucklin Fund CD	\$31,209.38
Mortgage Balance at 7.28% Interest	\$16,439.04

Capital Campaign Report
Strengthening Our Foundation
April 2011-December 2013

The capital campaign has generated \$88,742.36 in pledges. A total of \$81,310.36 had been received as of April 25, 2013. An additional \$7,432 in pledged funds are expected by the end of the campaign.

The roof replacement on the original church building was the first project completed with capital campaign funds.

The Champlain Foundations grant totaled \$21,100. It was expended on replacement of three exterior doors and replacement of storm windows over the stained-glass windows.

A payment of \$18,000 was applied to the church mortgage principal in April 2012. A payment of \$8,500 was applied in March 2013.

Projects to be completed with remaining capital campaign funds are payment of the remaining balance of the mortgage and improvements to the walkway and sanctuary handicap access on the east side of the church building.

Stewardship Committee Annual Report

Members

Deb Nordstrom, Lynda King

The stewardship campaign for 2013-2014 focused on the theme *A Journey We Share*. The campaign, which ran from February 3 to March 3, included:

- An announcement about the campaign in the February newsletter.
- Stewardship moments each Sunday during the campaign.
- A campaign letter and pledge form that were mailed on February 4.
- A campaign display poster in the church parlor.
- Follow-up calls/e-mails during the week of February 25.

An analysis of the pledges received during this year's stewardship campaign revealed the following information as of the end of April:

<u>2013-2014</u>	<u>2012-2013</u>
66 pledges	62 pledges
\$90,241	\$91,429

2013-2014 Pledges (in comparison to 2012-2013 pledges)

New pledges	8	+\$6,865
Pledges at an increased level of giving	14	+\$2,467
Pledges at the same level of giving	37	
Pledges at a decreased level of giving	7	-\$3,660
Pledges not to be renewed <i>(death, relocation, or decision not to pledge)</i>	4	-\$6,860

	<u>Pledge Amount</u>	<u>Number of Pledges</u>
more than \$5,000	1	
\$4,000-\$4,999	1	
\$3,000-\$3,999	1	
\$2,000-\$2,999	11	
\$1,000-\$1,999	27	
\$500-\$999	17	
less than \$500	8	

(Thanks for Bob and Michelle Gibbs for their assistance in the preparation of this report.)

Pastoral & Staff Relations Committee Annual Report

Members

Pat Hentschell (chair), David Dolce, Michelle Gibbs, Maggie Kozel

The purpose of the Pastoral and Staff Relations Committee is to provide a communication link between the pastor, other staff, and the congregation. It is also charged with helping to understand the roles of ministry; helping the congregation and pastor deal with conflict; and reviewing contracts, evaluations, and compensation packages for the pastor and other staff. The committee then makes recommendations to the Executive Committee and Board of Trustees.

The committee met this past year independently and with the pastor to discuss various congregational and pastor-related topics relating to the responsibilities of the committee. This year the committee reviewed and made recommendations for the following:

- Wedding and funeral/memorial service guidelines.
- Pastor review process and evaluation forms.
- Pastor and staff annual leave policies.
- Pastor and staff compensation

In addition to the above, the committee initiated the evaluation process, using a new evaluation form. It is anticipated that the evaluation will be completed in the coming weeks.

Respectfully submitted,
Patrick Hentschell, Chair

Financial Secretary's Report

<u>Month</u>	<u>Pledge</u>	<u>Plate</u>	<u>Other*</u>	<u>Total</u>
May	6,915.00	1,423.00	2,453.70	10,791.70
June	5,886.00	284.00	12,725.43	18,895.43
July	8,925.50	195.55	1,423.00	10,544.05
August	7,744.00	408.50	4,020.14	12,172.64
September	7,182.50	580.00	1,378.55	9,141.05
October	8,037.00	897.00	681.00	9,615.00
November	6,817.00	892.68	704.68	8,414.36
December	9,343.00	3,105.00	14,853.46	27,301.46
January	7,613.50	1,554.00	11,179.03	20,346.53
February	6,032.00	459.00	602.30	7,093.30
March	7,666.50	1,047.00	2,469.16	11,182.66
April	<u>9,152.00</u>	<u>793.00</u>	<u>1,696.10</u>	<u>11,641.10</u>
Totals	91,314.00	11,638.73	54,186.55	157,139.28

Respectfully submitted,
Ellen Greene, Financial Secretary

*Includes rent, benevolence, missions, Advent, Lent, memorials, June Festival, Christmas Fair, special donations, etc.

2012-2013 Designated Funds

		Starting Balance	2012-2013 Income	2012-2013 Expenses	End-of-Year Balance
C103	Music Fund	\$0.00	\$25.00	\$0.00	\$25.00
C105	Church School	\$126.00	\$0.00	\$0.00	\$126.00
C106	Mortgage Paydown Gifts	\$0.00	\$25.00	\$25.00	\$0.00
C112	Capital Campaign	\$1,305.00	\$12,528.00	\$8,518.00	\$5,315.00
C117	Capital Improvements	\$0.00	\$650.00	\$0.00	\$650.00
	Totals	\$1,431.00	\$13,228.00	\$8,543.00	\$6,116.00

2013-2014 Fiscal Year Budget

Line Item	CBC Budget Item	2012-13 Budget	2012-13 Actuals	2013-14 Budget
100	Income			
101	Plate	\$5,000	\$11,638.73	\$7,000
102	Pledges & Envelope Income	\$91,169	\$91,314.00	\$90,241
104	Advent	\$600	\$683.00	\$600
105	Lent	\$500	\$442.00	\$500
106	Gifts	\$3,000	\$13,472.05	\$3,000
107	June Festival	\$14,000	\$13,325.07	\$12,000
109	Church Rent	\$4,000	\$3,100.00	\$4,000
113	Interest	\$300	\$197.47	\$200
119	Other Income	\$600	\$769.00	\$600
126	Fundraising Activities	\$4,500	\$5,237.41	\$5,500
130	Budget Deficit	\$9,012	\$0.00	\$9,183
100	Total Income	\$132,681	\$140,178.73	\$132,824
1000	Facility Expenses			
1001	Custodial Supplies	\$0	\$0.00	\$0
1002	Electricity	\$2,400	\$2,398.84	\$2,500
1003	Contract Services (trash, snow, lawn)	\$750	\$660.00	\$750
1004	Fuel Oil	\$6,000	\$7,217.70	\$7,000
1005	Insurance	\$6,181	\$6,245.10	\$6,500
1006	Propane	\$18	\$18.00	\$18
1007	Repairs and Maintenance	\$300	\$249.03	\$300
1008	Tel-Comm	\$840	\$867.36	\$900
1009	Water and Sewer	\$450	\$540.76	\$550
1010	Budgeted Capital Improvement	\$650	\$650.00	\$650
1012	Mortgage Expense	\$3,250	\$3,098.35	\$1,920
1000	Total Facility Expenses	\$20,839	\$21,945.14	\$21,088
200	Pastor's Compensation			
201	Salary	\$41,536	\$41,535.84	\$38,536
202	Housing Allowance	\$20,000	\$20,000.00	\$23,000
200	Total Pastor's Compensation	\$61,536	\$61,535.84	\$61,536
300	Pastor's Benefits			
301	M&M retirement	\$9,845	\$9,845.76	\$9,845
302	Health Plan Contributions	\$7,711	\$7,682.70	\$7,851
300	Total Pastor's Benefits	\$17,556	\$17,528.46	\$17,696
500	Pastor's Related Expenses			
501	Car Allowance	\$1,000	\$982.44	\$1,100
502	Continuing Education	\$0	\$0.00	\$0
503	Convention Allowance	\$0	\$0.00	\$0
504	Ministry Related	\$200	\$199.86	\$200
500	Total Pastor's Related Expenses	\$1,200	\$1,182.30	\$1,300

Line Item	CBC Budget Item	2012-13 Budget	2012-2013 Actuals	2013-14 Budget
400	Staff Costs			
401	Custodian	\$2,999	\$2,998.80	\$3,120
404	Guest Organist/Musician	\$300	\$300.00	\$400
405	Guest Pastor	\$625	\$625.00	\$750
406	Child Care	\$780	\$0.00	\$0
408	Organist	\$7,960	\$7,959.96	\$7,960
409	Workers Comp Insurance	\$624	\$650.50	\$670
410	Administrative Assistant	\$8,329	\$8,390.97	\$8,329
411	Payroll Taxes	\$636	\$635.58	\$650
415	Church School Teacher	\$1,140	\$1,050.00	\$1,140
400	Total Staff Costs	\$23,393	\$22,610.81	\$23,019
600	Worship & Service			
601	Worship Expenses	\$400	\$400.00	\$400
602	Music Expenses	\$200	\$104.95	\$200
603	Organ and Piano Maintenance	\$500	\$0.00	\$500
604	Adult Program Development	\$250	\$246.56	\$250
605	Worship-Related Resources	\$150	\$150.00	\$150
606	Youth Ministry Resources	\$150	\$119.63	\$150
607	Children's Ministry Resources	\$150	\$150.00	\$150
608	Congregational Growth Resources	\$150	\$137.49	\$150
600	Total Worship & Service	\$1,950	\$1,308.63	\$1,950
700	Christian Education			
701	Church School	\$300	\$267.20	\$300
700	Total Church School	\$300	\$267.20	\$300
800	Total June Festival Expenses	\$2,000	\$1,862.89	\$2,000
900	Business			
901	Business Expense (web site)	\$250	\$239.88	\$250
902	Business Machine Lease/Maintenance	\$1,400	\$1,327.87	\$1,400
904	Office Supplies	\$1,250	\$1,247.86	\$1,250
905	Postage	\$825	\$810.59	\$825
906	RI Corporation Tax	\$20	\$20.00	\$45
908	Post Office Box Rental	\$62	\$64.00	\$65
911	Office Equipment Purchase	\$100	\$64.19	\$100
900	Total Business	\$3,907	\$3,774.39	\$3,935
	Total Expenses	\$132,681	\$132,015.66	\$132,824

Church Officers, Board Members, & Standing Committee Members

An asterisk appears next to names the Nominating Committee recommends for election at the annual meeting.

	<i>Term extends through April:</i>	<i>Term extends through April:</i>
Officers		Standing Committees
<i>Eligible for two consecutive two-year terms:</i>		<i>Eligible for two consecutive two-year terms:</i>
Moderator		Pastoral & Staff Relations Committee
Jean Britton	2014 (1st term)	David Dolce 2014 (2nd term)
		Maggie Kozel 2014 (1st term)
Church Clerk		*Michelle Gibbs 2015 (2nd term)
*Pam Bush	2015 (1st term)	*Greg Gamon 2015 (1st term)
Boards		
<i>Eligible for one three-year term:</i>		<i>Eligible for one two-year term:</i>
Board of Christian Education		Nominating Committee
Maribeth Traer	2014	Pam Carr 2014
Kathleen Williams	2014	Lynda King 2014
Deb Howard	2015	*Andy Brown 2015
*	2015	
*Karin Murray	2016	
*	2016	
Board of Deacons		
Emma Brown	2014	
Arlene LaBua	2014	
Jill Dolce	2015	
Michelle Gibbs	2015	
*Patti Pereira	2016	
*Wayne Robinson	2016	
Board of Trustees		
David Dolce	2014	
Jim Traer	2014	
Marilyn Dennis	2015	
Greg Gamon	2015	
*Nancy Lush	2016	
*Marilyn Rodriguez	2016	

Central Baptist Church

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