

Central Baptist Church

Jamestown, Rhode Island



Annual Reports for 2013-2014

Budget for 2014-2015

*Presented at the Annual Meeting
May 4, 2014*

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Clerk's Report

2012-2013 Annual Meeting – May 5, 2013

Moderator Jean Britton called the meeting to order at 11:00 a.m.

Before offering a prayer, Pastor Kathryn Palen asked everyone to remember those of the CBC family who passed away during the year: Bruce Brakenhoff, Jan Stetson Stone, Hazel Reynolds, Bob Strang, and Ted Schmidt.

Old Business: There was none.

New Business:

Jean proposed accepting all the reports as printed in the *2012-2013 Annual Reports*, except the Nominating Committee Report, which will be considered later. It was so moved, seconded, and passed.

Jean recognized David Dolce, chair of the Board of Trustees, who presented the proposed 2013-2014 budget. The church ended the year with a small surplus because of a large gift in memory of Bruce Brakenhoff. David thanked those who pledged and noted that pledges exceeded last year's pledges. The trustees are considering a number of annual events to reduce the church deficit and offset any reductions in June Festival income.

The proposed 2013-2014 budget includes:

- Line item 102 (Pledges & Envelope Income) of the budget should be increased to \$92,041 because of additional pledges received after the printing of the budget.
- Line item 130 (Budget Deficit) should be reduced to \$7,383 because of the increased pledges.
- Small increase to janitorial staff. Other staff members received additional time off.
- Mortgage payment reduction due to paying down the mortgage with funds from the capital campaign.

Jean commended the trustees for their work on the budget. A motion was made, seconded, and passed to approve the proposed 2013-2014 budget.

Jean 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, 2013-April 30, 2014

New Members

Donald Richter (May 19, 2013)

Elizabeth Richter (May 19, 2013)

Kathy Merrill (March 6, 2014)

Todd Merrill (March 6, 2014)

Aaron Ferrara (March 13, 2014)

Cheryl Grelle (March 13, 2014)

Susan Tiskus (March 13, 2014)

New Associate

Alma Davenport (December 8, 2013)

Transfer from Member to Associate

Dianne Reilly (November 2013)

Requests for Transfer of Membership

Deb Hentschell (September 2013)

Pat Hentschell (September 2013)

Requests for Withdrawal of Membership

Cliff Hamm (January 10, 2014)

Elaine Hamm (January 10, 2014)

Deaths

John W. Champlin (October 12, 2013)

Virginia Berglund (December 3, 2013)

Winifred Munger (January 28, 2014)

Marriages

Caitlin Brome & Adam Szymkowicz (October 19, 2013)

Cheryl Grelle & Susan Tiskus (October 20, 2013)

Pastor's Report

*Five hundred twenty-five thousand six hundred minutes
Five hundred twenty-five thousand moments so dear
Five hundred twenty-five thousand six hundred minutes
How do you measure, measure a year?*

How does one measure a year? According the beautiful song “Seasons of Love” from the powerful musical *Rent*, we can measure a year:

*In daylights, in sunsets,
In midnights, in cups of coffee
In inches, in miles, in laughter, in strife*

As we look back over the past year in the life of our congregation, I think we also can measure that time in the following ways.

In worship

During the past year our worship experiences included:

- A four-week series inspired by *To Kill a Mockingbird*.
- Weekly offerings of inspiring vocal and instrumental music.
- An exploration of the gifts we have that might help mend the world.
- A series about the people, promises, activities, and beliefs that contribute to our faith.
- Drawing on the work of various authors to help us talk about faith, gratitude, prayer, and humility.
- Looking to the lives of saints to help with our own faith journeys.
- An Advent series on the new insights we might gain from ancient texts.
- Celebrating the good news of Christmas during three very different services: Blue Christmas, Christmas Eve, and lessons and carols.
- Exploring questions that might illuminate our lives.
- Searching for words that might help us talk about our belief in meaningful and authentic ways.
- Reflecting on the events of Holy Week and celebrating the good news of Easter.

In study

Over the course of the year we gathered for study opportunities that included:

- A series of workshops on *Talking About Tough Issues*. The workshops focused on what to say when someone is hospitalized or has a terminal or chronic condition; talking about end-of-life issues; dealing with difficult people; how to have healthy conversations about race; and what to say in times of loss.
- Guys Group discussions of books on the environment and nonviolence.
- Bible study series that explored the life of Peter, women in Genesis, and the Sermon on the Mount.

In service

During the past year we volunteered our time in hands-on service; donated items to area organizations that serve people in need; helped ensure that a family had a special Christmas; supported local, regional, and global organizations that touch the lives of the most vulnerable; and provided financial assistance to individuals during times of crisis.

In relationships

Probably nothing else was more powerful during the past year — or any year — in the life of our congregation than the relationships that were shared. Whether it was showing care during times of loss or illness or developing new friendships during small-group experiences or laughing while sharing a meal or a cup of coffee, these relationships provide the heart of our congregation. So when the song from *Rent* suggests that we measure our lives in love, let us say, “Amen.”

Many blessings,
Kathryn Palen, Pastor

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 one meeting this year.

At that meeting, we reviewed reports from the Board of Trustees, Board of Deacons, and Board of Christian Education. We discussed forming a committee to look into our strengths, how to capitalize on those strengths, and what our priorities are. It would be called a strategic planning committee. We agreed to look into this. At this time, nothing further has been done. We also discussed ideas about renting the church for additional revenue.

Respectfully submitted,
Jean Britton, Moderator

Board of Trustees Annual Report

Members

David E. Dolce (chair), Nancy Lush (vice chair), Marilyn Dennis (secretary), Greg Gammon, Marilyn Rodriguez, Jim Traer

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

- Paid off the church mortgage. (See capital campaign report.)
- Conducted a Christmas “wish-list” campaign to fund needed church repairs.
- Arranged for power washing of front of church building and painting of all exterior metal hand railings.
- Supplemented sanctuary ceiling fans with window fans.
- Replaced computer in administrative assistant’s office.
- Explored investment options to improve returns on church savings.
- Advertised rental space on third floor area of church.
- Monitored the monthly financial reports for income and expenses.
- Formulated a proposed budget for the 2014-2015 church year.
- 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.
- Discussed possible fundraising events to be coordinated by trustees.

Respectfully submitted,
David E. Dolce, Chair

Current Assets (April 30, 2014)

Checking Account Balance	\$4,264.90
Deacons/Designated Funds Checking Account Balance	\$24,735.72
Money Market Savings Balance	\$9,002.31
Certificate of Deposit	\$41,989.23
Bucklin Fund CD	\$31,283.59

Capital Campaign Report

"Strengthening Our Foundation"

April 2011-December 2013

The following is a three-year summary of the very successful capital campaign, which was concluded on December 31, 2013. Included are dates and amounts of money received and expended for church improvement. We would like to thank all who participated in the campaign for their generous support.

Income

Pledges/donations	\$86,611.72
Champlain Foundations grant	<u>\$21,100.00</u>
Total	\$107,711.72

Expenditures

05/11	Replacement of roof on original church building	\$31,125.00
01/12	Plaque for Clarke Hall	\$268.93
02/12	Structural repairs & rekeying related to new doors	\$480.05
03/12	Replacement of three exterior doors & storm windows over stained-glass windows	\$21,100.00
04/12	Payment to mortgage principal	\$31,749.37
01/13	Payment to mortgage principal	\$8,500.00
11/13	Payment to mortgage principal	\$6,680.00
01/14	Final payment to mortgage principal	\$6,656.60
04/14	Transfer to "wish-list" campaign	\$200.00
	Administrative expenses (i.e., mailings, publicity)	<u>\$951.77</u>
Total		\$107,711.72

Board of Deacons Annual Report

Members

Michelle Gibbs (chair), Jill Dolce (co-chair), Arlene LaBua (secretary), Emma Brown, Patti Pereira, Wayne Robinson

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

- Developed new welcome packages for first-time visitors.
- Created a committee to plan and coordinate the Christmas Fair.
- Organized an adopt-a-family project at Christmas.
- Assisted with the candlelight service for Christmas Eve.
- Coordinated the ordering of Christmas and Easter flowers.
- Assisted the pastor with the events of Palm Sunday and Holy Week, including Maundy Thursday, Good Friday, and Easter.
- Worked with the Congregational Life Committee to promote hospitality and community exposure with events, including lobster roll dinner, Harvest Dinner, pizza and movie night, and pie potluck dinner.
- Congregational Care Committee members visited and delivered communion to members in assisted living facilities or unable to come to church. They also 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 and other nonprofit organizations.
- Supported the general budget with funds raised throughout the year.

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

2013-2014 Diaconate Funds

		Starting Balance	2013-2014 Income	2013-2014 Expenses	End-of-Year Balance
D101	Flowers	\$833.04	\$884.00	\$624.01	\$1,093.03
D102	Coffee	-\$269.76	\$543.69	\$389.30	-\$115.37
D103	Quarterly Offerings	\$0.00	\$1,177.00	\$1,177.00	\$0.00
D104	Mission Fund	\$2,447.95	\$2,529.42	\$3,215.00	\$1,762.37
D105	Benevolence Fund	\$1,855.01	\$900.75	\$1,867.17	\$888.59
D106	Pastor's Discretionary Fund	\$0.00	\$893.76	\$893.76	\$0.00
D107	Christmas Fair	\$0.00	\$6,625.95	\$6,625.95	\$0.00
D108	Congregational Life	\$1,148.68	\$703.50	\$988.49	\$863.69
D113	Lobster Roll Dinner	\$0.00	\$2,947.50	\$2,947.50	\$0.00
	Totals	\$6,014.92	\$17,205.57	\$15,728.18	\$7,492.31

Notes:

- A net revenue of \$5,779 was raised through the Christmas Fair. \$3,465 was transferred to the congregation's general budget and the remaining balance to the mission fund.
- A net revenue of \$1,829 was raised through the lobster roll dinner. The entire amount was transferred to the congregation's general budget.
- Expenditures from the mission fund supported a Christmas adopt-a-family project through South Providence Neighborhood Ministries, as well as donations to American Baptist Churches of Rhode Island, Jamestown Community Farm, Rhode Island Community Food Bank, Dr. Martin Luther King, Jr., Community Center (Newport), Lucy's Hearth (Middletown), and Global Sustainable Aid Project.
- 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 Christian Education Annual Report

Members

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

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 *Buck Rogers Bible Adventures*. Each week an adult volunteer supervised the session and facilitated a discussion of the day's theme.

Programming

The board took a hiatus during the fall. After the holidays, board members began working on the outline of a new program. This vision would include small groups that meet in members' homes. Participants would be encouraged to pursue different topics, utilizing a variety of methods. The goals would include developing participants' faith and building relationships within the church community.

Respectfully submitted,
Kathleen Williams, Chair

Pastoral & Staff Relations Committee Annual Report

Members

David Dolce (chair), Greg Gamon, 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 and staff to discuss various congregational and pastor-related topics relating to the responsibilities of the committee.

Respectfully submitted,
David Dolce, Chair

Stewardship Committee Annual Report

Members

Deb Nordstrom, Lynda King

The stewardship campaign for 2014-2015 focused on the theme *A Shared Commitment*.

The campaign, which ran from February 2 to February 23, 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 3.
- A campaign display poster in the church parlor.
- Follow-up calls/e-mails during the week of February 26.

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

<u>2014-2015</u>	<u>2013-2014</u>
62 pledges	66 pledges
\$90,813	\$90,921

2014-2015 Pledges (in comparison to 2013-2014 pledges)

New pledges	5	+\$8,260
Pledges at an increased level of giving	13	+\$3,505
Pledges at the same level of giving	35	
Pledges at a decreased level of giving	9	-\$2,608
Pledges not to be renewed	9	-\$9,265
(death, relocation, or decision not to pledge)		

<u>Pledge Amount</u>	<u>Number of Pledges</u>
more than \$5,000	2
\$4,000-\$4,999	1
\$3,000-\$3,999	2
\$2,000-\$2,999	9
\$1,000-\$1,999	24
\$500-\$999	18
less than \$500	6

Financial Secretary's Report

<u>Month</u>	<u>Pledge</u>	<u>Plate</u>	<u>Other*</u>	<u>Total</u>
May	9,266.00	1,349.00	2,912.00	13,527.00
June	7,800.50	1,100.00	11,764.51	20,665.01
July	5,829.00	361.00	1,703.50	7,893.50
August	7,206.00	504.00	3,598.50	11,308.50
September	7,584.50	392.00	457.00	8,433.50
October	6,964.00	305.00	692.00	7,961.00
November	7,267.50	1,419.00	2,146.00	10,832.50
December	12,698.50	864.00	16,544.45	30,106.95
January	5,754.50	435.00	1,694.00	7,883.50
February	5,608.00	457.00	567.00	6,632.00
March	6,648.00	905.00	697.00	8,250.00
April	<u>6,656.50</u>	<u>1,029.00</u>	<u>1,099.50</u>	<u>8,785.00</u>
Totals	89,283.00	9,120.00	43,875.46	142,278.46

Respectfully submitted,
Lynda King, Financial Secretary

*Includes rent, benevolence, missions, Advent, Lent, memorials, June Festival, Christmas Fair, adopt-a-family, wish list, special donations, etc.

2013-2014 Designated Funds

		Starting Balance	2013-2014 Income	2013-2014 Expenses	End-of-Year Balance
C103	Music Fund	\$25.00	\$0.00	\$0.00	\$25.00
C105	Church School	\$126.00	\$0.00	\$0.00	\$126.00
C112	Capital Campaign	\$5,315.00	\$8,240.00	\$13,555.00	\$0.00
C117	Capital Improvements	\$650.00	\$0.00	\$650.00	\$0.00
C118	Wish List Campaign	\$0.00	\$2,455.00	\$1,200.00	\$1,255.00
	Totals	\$6,116.00	\$10,695.00	\$15,405.00	\$1,406.00

2014-2015 Fiscal Year Budget

Line Item	CBC Budget Item	2013-14 Budget	2013-14 Actuals	2014-15 Budget
100	Income			
101	Plate	\$7,000	\$9,120.50	\$8,000
102	Pledges & Envelope Income	\$92,041	\$89,283.00	\$91,000
104	Advent	\$600	\$307.00	\$600
105	Lent	\$500	\$80.75	\$500
106	Gifts	\$3,000	\$2,192.00	\$3,000
107	June Festival	\$12,000	\$11,796.25	\$12,000
109	Church Rent	\$4,000	\$1,965.00	\$4,000
113	Interest	\$200	\$107.13	\$1,400
119	Other Income	\$600	\$704.00	\$600
126	Fundraising Activities	\$5,500	\$5,344.32	\$5,000
130	Budget Deficit	\$7,383	\$0.00	\$5,188
100	Total Income	\$132,824	\$120,899.95	\$131,288
1000	Facility Expenses			
1001	Custodial Supplies	\$0	\$0.00	\$0
1002	Electricity	\$2,500	\$2,966.95	\$2,800
1003	Contract Services (trash, snow, lawn)	\$750	\$595.00	\$750
1004	Fuel Oil	\$7,000	\$7,506.60	\$7,000
1005	Insurance	\$6,500	\$5,673.88	\$6,500
1006	Propane	\$18	\$0.00	\$18
1007	Repairs and Maintenance	\$300	\$487.57	\$300
1008	Tel-Comm	\$900	\$1,004.61	\$1,000
1009	Water and Sewer	\$550	\$560.51	\$550
1010	Budgeted Capital Improvement	\$650	\$0.00	\$650
1012	Mortgage Expense	\$1,920	\$1,596.90	\$0
1000	Total Facility Expenses	\$21,088	\$20,392.02	\$19,568
200	Pastor's Compensation			
201	Salary	\$38,536	\$38,535.84	\$38,536
202	Housing Allowance	\$23,000	\$23,000.00	\$23,000
200	Total Pastor's Compensation	\$61,536	\$61,535.84	\$61,536
300	Pastors Benefits			
301	M&M retirement	\$9,845	\$9,845.76	\$9,845
302	Health Plan Contributions	\$7,851	\$8,028.03	\$8,610
300	Total Pastors Benefits	\$17,696	\$17,873.79	\$18,455
500	Pastor's Related Expenses			
501	Car Allowance	\$1,100	\$908.50	\$1,100
502	Continuing Education	\$0	\$0.00	\$0
503	Convention Allowance	\$0	\$0.00	\$0
504	Ministry Related	\$200	\$200.00	\$200
500	Total Pastor's Related Expenses	\$1,300	\$1,108.50	\$1,300

400	Staff Costs			
401	Custodian	\$3,120	\$3,120.00	\$3,120
404	Guest Organist/Musician	\$400	\$300.00	\$400
405	Guest Pastor	\$750	\$625.00	\$750
408	Organist	\$7,960	\$7,959.96	\$7,960
409	Workers Comp Insurance	\$670	\$1,049.75	\$670
410	Administrative Assistant	\$8,329	\$8,375.99	\$8,329
411	Payroll Taxes	\$650	\$590.87	\$650
415	Church School Teacher	\$1,140	\$1,140.00	\$1,140
400	Total Staff Costs	\$23,019	\$23,161.57	\$23,019
600	Worship & Service			
601	Worship Expenses	\$400	\$391.42	\$400
602	Music Expenses	\$200	\$76.13	\$200
603	Organ and Piano Maintenance	\$500	\$0.00	\$500
604	Adult Program Development	\$250	\$246.16	\$250
605	Worship-Related Resources	\$150	\$150.13	\$150
606	Youth Ministry Resources	\$150	\$8.99	\$150
607	Children's Ministry Resources	\$150	\$106.78	\$150
608	Congregational Growth Resources	\$150	\$96.91	\$150
600	Total Worship & Service	\$1,950	\$1,076.52	\$1,950
700	Christian Education			
701	Church School	\$300	\$287.30	\$300
700	Total Church School	\$300	\$287.30	\$300
800	Total June Festival Expenses	\$2,000	\$1,053.17	\$2,000
900	Business			
901	Business Expense (web site)	\$250	\$239.88	\$250
902	Business Machine Lease/Maintenance	\$1,400	\$1,260.44	\$1,400
904	Office Supplies	\$1,250	\$1,249.94	\$1,000
905	Postage	\$825	\$562.21	\$300
906	RI Corporation Tax	\$45	\$20.00	\$45
908	Post Office Box Rental	\$65	\$64.00	\$65
911	Office Equipment Purchase	\$100	\$100.00	\$100
900	Total Business	\$3,935	\$3,496.47	\$3,160
	Total Expenses	\$132,824	\$129,985.18	\$131,288

Church Officers, Board Members, & Standing Committee Members

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

*Term extends
through April:*

*Term extends
through April:*

Officers

Eligible for two consecutive two-year terms:

Moderator

*Deb Nordstrom 2016 (1st term)

Church Clerk

Dorothy Strang 2015 (1st term)

Standing Committees

Eligible for two consecutive two-year terms:

Pastoral & Staff Relations Committee

Michelle Gibbs 2015 (2nd term)

Greg Gamon 2015 (1st term)

*Maggie Kozel 2016 (2nd term)

*Cheryl Page 2016 (1st term)

Boards

Eligible for one three-year term:

Board of Christian Education

Deb Howard 2015

*Kathy Merrill 2017

*Elizabeth Richter 2017

*

*

*

Eligible for one two-year term:

Nominating Committee

Andy Brown 2015

*Matt Bolles 2016

*Emma Brown 2016

Board of Deacons

Jill Dolce 2015

Michelle Gibbs 2015

Patti Pereira 2016

Wayne Robinson 2016

*Pam Carr 2017

*Alma Davenport 2017

Board of Trustees

Marilyn Dennis 2015

Greg Gamon 2015

Nancy Lush 2016

Marilyn Rodriguez 2016

*Todd Merrill 2017

*Donald Richter 2017

Central Baptist Church

99 Narragansett Avenue, Jamestown, RI 02835
(Mail: P.O. Box 295, Jamestown, RI 02835-0295)
(401) 423-1651 • cbc@cbcjamestown.com
www.cbcjamestown.com