

Central Baptist Church

Jamestown, Rhode Island



Annual Reports for 2014-2015

Budget for 2015-2016

*Presented at the Annual Meeting
May 17, 2015*

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Clerk's Report

2013-2014 Annual Meeting – May 4, 2014

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: John Champlin, Virginia Berglund, and Winifred Munger.

Old Business: There was none.

New Business:

Jean proposed accepting all the reports as printed in the *2013-2014 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 2014-2015 budget. David expressed thanks to everyone for CBC support.

He reviewed accomplishments made during the year. The Capital Campaign total income was \$107,712. It enabled most of the mortgage to be paid off, as well as the roof on the original part of the building to be replaced and three new external doors and storm windows over the stained-glass windows to be installed. Monies raised through the "wish list" project: were used to have portions of the building power washed and exterior railings painted. In addition, two window fans were purchased for the Sanctuary and a new computer and external backup, updated computer programs were provided for the administrative assistant's office. A highlight of the year came when we were finally mortgage free. This was made possible by a gift of \$2,600 made in memory of Dick & Nancy Zinser to pay off the mortgage.

Dave then reviewed the proposed budget but explained that even without mortgage debt we have difficulty providing a sustainable budget. We need to generate more income. A possibility being considered is renting the third floor as office space. The question was asked and answered that it would not increase our liability insurance and is not objectionable to the Jamestown Fire Department. A new gift (\$10,000.) has been received, and the Trustees have placed it into a savings reserve. If not needed for this year's budget deficit, it can be used where needed most next fiscal year. One area might be payroll increases, which Dave thinks have not been done for the last 4 or 5 years. Additional "time-off" has been given in lieu of money for several years. It was suggested this topic be reviewed before next year.

John Andrews suggested there be a report that would reconcile all the church's funds including those outside the general budget. Wayne Robinson suggested a "rainy day" fund be set up. Dave stated that the Board of Trustees is researching ways to increase interest over and above the low rate we are receiving on money presently in a savings account. The Board is also planning to set up an Endowment Fund. Jean commended the trustees for their work on the budget. A motion was made (J. Andrews) and seconded (P. Carr) and approved to accept the CBC Budget for 2014-2015.

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 11:45 a.m.

Respectfully,
Marilyn Dennis, Clerk (pro tem)

Church Statistics

May 1, 2014-April 30, 2015

New Associate

Julie Lassy (March 22, 2015)

Deaths

Donald Richter (September 27, 2014)

Moderator's Report

The duties of the Moderator include presiding over all official meetings of the church.

The Moderator also serves as chairperson of the Executive Committee.

Following the resignation of our pastor Kathryn Palen the Executive Committee met with Tom Wiles of American Baptist Churches of Rhode Island. The process of establishing a search committee for a new permanent pastor was reviewed. Cheryl Grelle, Barbara Haskell, Pat Pereira, Matt Bolles and Dave Dolce agreed to serve and the Pastoral Search Committee was approved at a congregational meeting on 10/26/14. The Executive Committee continues to obtain pulpit supply and continues to seek an interim minister to serve until our next permanent pastor is in place.

Respectfully submitted,
Deb Nordstrom
Moderator

Board of Trustees Annual Report

Members

Members

Todd Merrill (chair), Donald Richter(vice chair), Marilyn Dennis (secretary), Greg Gammon, Marilyn Rodriguez, Nancy Lush, John Andrews

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

- Transferred investment funds into 2 accounts at ABCORI for much better interest
- Painted Clarke Hall, the Kitchen, and upstairs bathroom
- Monitored the monthly financial reports for income and expenses
- Formulated the proposed budget for the 2015-2016 church year
- Held a clean-up day for the church landscaping
- Repaired the leak in the tower
- All emergency EXIT lights are now working properly
- Explored the definition and establishment of an endowment fund
- Solicited bids and proposals for repair of stained-glass windows to ensure both integrity and operability, and needed repairs to the sanctuary ceiling
- Began looking at grants to help pay for window and ceiling repairs

Respectfully submitted,
Todd Merrill, Chair

Current Assets (April 30, 2015)

Checking Account Balance	\$9,102.30
Deacons/Designated Funds Checking Account Balance	\$472.12
Money Market Savings Balance	\$22,619.33
ABCORI Investment Fund	\$41,647.91
Bucklin Fund - ABCORI	\$33,018.98

Board of Deacons Annual Report

Members

Jill Dolce (chair), Michelle Gibbs (co-chair), Wayne Robertson, Patti Pereira, Alma Davenport, Pam Carr

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 nametags 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 lobster roll, clam cake, and chowder dinner and Bridgefest.
- 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 the collection of food on the first Sunday of the month for Salvation Army and Lucy's Hearth. Also, coordinated the collection of dry food and monetary donations for turkeys for the South Providence Neighborhood Ministries Thanksgiving baskets and organized and collected presents for the local family we adopted for Christmas.
- 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,
Jill Dolce, Chair

2014-2015 Diaconate Funds

		Starting Balance	2014-2015 Income	2014-2015 Expenses	End-of-Year Balance
D101	Flowers	\$1,093.03	\$754.00	\$760.02	\$1,057.01
D102	Coffee	-\$115.37	\$392.19	\$386.20	-\$109.38
D103	Quarterly Offerings	\$0.00	\$1,237.70	\$1,237.70	\$0.00
D104	Mission Fund	1,762.37	\$1,984.40	\$0.00	\$3,746.77
D105	Pastor's Discretionary Fund	\$0.00	\$951.34	\$951.34	\$0.00
D106	Benevolence Fund	\$888.59	\$1,222.33	\$0.00	\$2,110.92
D107	Christmas Fair	\$0.00	\$5,794.50	\$5,794.50	\$0.00
D108	Congregational Life	\$863.69	\$0.00	\$499.21	\$364.48
D113	Lobster Roll Dinner	\$0.00	\$2,676.50	\$2,676.50	\$0.00
	Totals	\$4,492.31	\$15,012.96	\$12,631.48	\$6,873.79

Notes:

- Out of the \$5,794.50 raised from the Christmas fair, 60% of the profit was transferred in to the general budget and 40% into the mission fund.
- 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.

Pastoral & Staff Relations Committee Annual Report

Members

Michelle Gibbs(chair), Greg Gamon, Maggie Kozel, Cheryl Page

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.

Respectfully submitted,
Michelle Gibbs

Board of Christian Education Annual Report

Members

Elizabeth Richter (chair), Kathy Merrill (secretary), Deb Howard

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 had several events during the year starting in September with the Sunday Sundaes. They were served with the help of the Sunday School children enhancing the lively spirit at Welcoming Sunday to kick off the new fall year. Building on last year's Christian Ed ideas of small home groups we set up the Food or Thought series. They ran from September to May. Attendance was between 11 to 16 (same members each time). The common theme was: Where do you see God, in your life?, at Work?, in childhood? Etc. The result was deeper friendships, wonderful food and a shared faith journey in an informal setting. In December there was a special time set aside for Christmas Music and Reflections. We sang carols, read some poetry, many original and special readings and music- a true respite from our busy lives. Norman and Kathy Merrill did a great job. The December meeting was cancelled due to a busy holiday season and February due to the snow. Todd Merrill did a great job on reviewing the book "*Fallen*" by David Main. On a lighter note we did try to show the movie, Joshua and have popcorn with a discussion two times, but the snow came and both were cancelled each time. There were four forums, Two on Kingian Nonviolence led by Rev. Sharon Key. Two were led by Linda Bauserman, one on the Spiritual Practice of Prayer and the other on Listening Skills. Attendance to all the events was good and the response was always most favorable. We have some ideas for the spring and summer. You must keep tuned for the coming events, they promise to be uplifting! I would like to draw attention to other Christian Ed sessions that happen here at CBC, not under our committee, but are doing a great job. Sunday School led by Kathleen Williams, The Saturday morning Guys Group, Bible Study and dare I say, the wonderful choir led by Norman that add so much to our worship services. Thank you one and all.

Respectfully submitted,
Elizabeth Richter, Chair

Stewardship Committee Annual Report

Members

Deb Nordstrom, Lynda King

The stewardship campaign for 2015-2016 focused on our journey of shared faith.

The campaign, which ran from March 4 to March 22, included:

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

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

<u>2015-2016</u>	<u>2014-2015</u>
53 pledges	62 pledges
\$74,914	\$90,813

2015-2016 Pledges (in comparison to 2014-2015 pledges)

New pledges	3	+\$1,900
Pledges at an increased level of giving	11	+\$3,912
Pledges at the same level of giving	32	
Pledges at a decreased level of giving	7	-\$2,066
Pledges not to be renewed <i>(death, relocation, or decision not to pledge)</i>	11	-\$15,145

<u>Pledge Amount</u>	<u>Number of Pledges</u>
more than \$5,000	2
\$4,000-\$4,999	0
\$3,000-\$3,999	2
\$2,000-\$2,999	9
\$1,000-\$1,999	19
\$500-\$999	17
less than \$500	4

Financial Secretary's Report

<u>Month</u>	<u>Pledge</u>	<u>Plate</u>	<u>Other*</u>	<u>Total</u>
May	6,874.00	885.01	11,446.95	19,205.96
June	8,025.00	532.00	2,749.75	11,306.75
July	7,613.50	394.00	1,162.10	9,169.60
August	8,440.50	450.77	3,386.60	12,277.87
September	7,403.00	462.00	511.75	8,376.75
October	6,155.00	300.00	1,161.25	7,616.25
November	8,150.50	1,252.00	1,166.15	10,568.65
December	7,612.00	546.85	4,020.96	12,179.81
January	5,925.00	358.00	3,629.88	9,912.88
February	4,080.00	377.00	1,078.54	5,535.54
March	7,217.50	765.00	942.00	8,924.50
April	<u>7,141.00</u>	<u>686.00</u>	<u>744.70</u>	<u>8,571.70</u>
Totals	84,637.00	7,008.63	32,000.63	123,646.26

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.

2014-2015 Designated Funds

		Starting Balance	2014-2015 Income	2014-2015 Expenses	End-of-Year Balance
C103	Music Fund	\$25.00	\$250.00	\$0.00	\$275.00
C105	Church School	\$126.00	\$0.00	\$0.00	\$126.00
C107	Bucklin Fund Interest	\$0.00	\$0.00	\$0.00	\$0.00
C118	Wish List Campaign	\$1,255.00	\$200.00	\$1,455.00	\$0.00
C120	BridgeFest Fundraiser	\$0.00	\$78.75	\$7.63	\$71.12
	Totals	\$1,406.00	\$528.75	\$1,426.63	\$472.12

2014-2015 Fiscal Year Budget

Line Item	CBC Budget Item	2014-15 Budget	2014-15 Actuals	2015-16 Budget
100	Income			
101	Plate	\$8,000	\$7,161.63	\$8,000
102	Pledges & Envelope Income	\$91,000	\$84,637.00	\$73,874
104	Advent	\$600	\$369.70	\$600
105	Lent	\$500	\$353.75	\$500
106	Gifts	\$3,000	\$3,915.00	\$3,000
107	June Festival	\$12,000	\$11,046.30	\$12,000
109	Church Rent	\$4,000	\$2,880.00	\$4,000
113	Interest	\$1,400	\$1,628.67	\$1,400
119	Other Income	\$600	\$595.00	\$600
128	Fundraising Activities	\$5,000	\$4,555.60	\$5,000
130	Budget Deficit	\$5,188	\$0.00	\$5,926
100	Total Income	\$131,288	\$117,142.65	\$114,900
1000	Facility Expenses			
1001	Custodial Supplies	\$0	\$0.00	\$0
1002	Electricity	\$2,800	\$2,336.03	\$3,000
1003	Contract Services (trash, snow, lawn)	\$750	\$500.00	\$650
1004	Fuel Oil	\$7,000	\$6,475.34	\$7,000
1005	Insurance	\$6,500	\$6,125.14	\$6,500
1006	Propane	\$18	\$0.00	\$18
1007	Repairs and Maintenance	\$300	\$321.37	\$300
1008	Tel-Comm	\$1,000	\$1,102.91	\$1,000
1009	Water and Sewer	\$550	\$605.34	\$550
1010	Budgeted Capital Improvement	\$650	\$650.00	\$0
1012	Mortgage Expense	\$0	\$0.00	\$0
1000	Total Facility Expenses	\$19,568	\$18,116.13	\$19,018
200	Pastor's Compensation			
201	Salary	\$38,536	\$17,662.26	\$28,902
202	Housing Allowance	\$23,000	\$10,541.63	\$17,250
200	Total Pastor's Compensation	\$61,536	\$28,203.89	\$46,152
300	Pastors Benefits			
301	M&M retirement	\$9,845	\$4,922.88	\$7,383
302	Health Plan Contributions	\$8,610	\$3,646.40	\$6,457
300	Total Pastors Benefits	\$18,455	\$8,569.28	\$13,840
500	Pastor's Related Expenses			
501	Car Allowance	\$1,100	\$317.10	\$825
502	Continuing Education	\$0	\$0.00	\$0
503	Convention Allowance	\$0	\$0.00	\$0
504	Ministry Related	\$200	\$98.59	\$200
500	Total Pastor's Related Expenses	\$1,300	\$415.69	\$1,025

400	Staff Costs			
401	Custodian	\$3,120	\$3,120.00	\$3,120
404	Guest Organist/Musician	\$400	\$200.00	\$400
405	Guest Pastor	\$750	\$5,125.00	\$750
408	Organist	\$7,960	\$7,959.96	\$7,960
409	Workers Comp Insurance	\$670	\$568.00	\$670
410	Administrative Assistant	\$8,329	\$10,483.12	\$12,760
411	Payroll Taxes	\$650	\$790.65	\$750
415	Church School Teacher	\$1,140	\$1,080.00	\$1,140
400	Total Staff Costs	\$23,019	\$29,326.73	\$27,550
600	Worship & Service			
601	Worship Expenses	\$400	\$404.47	\$400
602	Music Expenses	\$200	\$165.95	\$200
603	Organ and Piano Maintenance	\$500	\$20.00	\$500
604	Adult Program Development	\$250	\$40.19	\$250
605	Worship-Related Resources	\$150	\$85.70	\$150
606	Youth Ministry Resources	\$150	\$0.00	\$150
607	Children's Ministry Resources	\$150	\$52.87	\$150
608	Congregational Growth Resources	\$150	\$0.00	\$150
600	Total Worship & Service	\$1,950	\$769.18	\$1,950
700	Christian Education			
701	Church School	\$300	\$295.00	\$300
700	Total Church School	\$300	\$295.00	\$300
800	Total June Festival Expenses	\$2,000	\$815.47	\$2,000
900	Business			
901	Business Expense (web site)	\$250	\$266.41	\$250
902	Business Machine Lease/Maintenance	\$1,400	\$1,134.03	\$1,400
904	Office Supplies	\$1,000	\$723.56	\$1,000
905	Postage	\$300	\$196.00	\$200
906	RI Corporation Tax	\$45	\$20.00	\$45
908	Post Office Box Rental	\$65	68.00	\$70
911	Office Equipment Purchase	\$100	\$0.00	\$100
900	Total Business	\$3,160	\$2,408.00	\$3,065
	Total Expenses	\$131,288	\$88,919.37	\$114,900

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	
*Deb Nordstrom	2016 (2 nd term)	Greg Gamon	2015 (2 nd term)
		Maggie Kozel	2016 (2 nd term)
Church Clerk		Cheryl Page	2016 (2 nd term)
Dorothy Strang	2015 (2 nd term)	*Arlene LaBua	2017 (1 st term)
Boards		<i>Eligible for one two-year term:</i>	
<i>Eligible for one three-year term:</i>		Nominating Committee	
Board of Christian Education		Matt Bolles	2016
Kathy Merrill	2017	Emma Brown	2016
Elizabeth Richter	2017	*Greg Gamon	2017
*Arlene LaBua	2018		
*			
*			
Board of Deacons			
Patti Pereira	2016		
Wayne Robinson	2016		
Pam Carr	2017		
Alma Davenport	2017		
*Peggy Burse	2018		
*	2018		
Board of Trustees			
Nancy Lush	2016		
Marilyn Rodriguez	2016		
Todd Merrill	2017		
John Andrews	2017		
*Jill Dolce	2018		
*Michelle Gibbs	2018		

Central Baptist Church

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