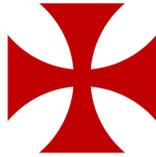


# **THE 2018 ANNUAL MEETING**



**THE SOCIETY OF KING'S CHAPEL**

**SUNDAY MAY 19, 2019**

**12:15 PM**

WARRANT FOR THE 2018 ANNUAL MEETING  
on Sunday, May 19, 2019, at approximately 12:15 PM  
King's Chapel, at the Corner of School and Tremont Streets  
Boston, Massachusetts

Directly following Morning Prayer, the Annual Meeting of the Society of King's Chapel will take place at the Chapel for the purpose of: (1) electing Members of the Vestry Committee Chairs, and the Nominating Committee; (2) hearing reports by the Senior Warden, Senior Minister, Trustees, Parish Council Chair, and Current Committee Chairs; (3) addressing any new business that may come before the members of the Society.

2018 ANNUAL MEETING  
The Society of King's Chapel  
Sunday, May 19, 2019

**AGENDA**

- I CALL TO ORDER – Senior Warden, Miguel Gómez-Ibáñez
  
- II. INVOCATION – Senior Minister, Rev. Joy Fallon
  
- III, MINUTES – 2017 Annual Meeting, April 29, 2018
  
- IV. REPORTS
  - a. Senior Warden - Miguel Gómez-Ibáñez
  - b. Senior Minister – Rev. Joy Fallon
  - c. Trustees – Samuel Perry
  - d. Treasurer's – Daniel Taylor
  
- V. ELECTION – Nominating Committee
  
- VI. REPORTS OF STANDING AND AD HOC COMMITTEES
  
- VII. OTHER BUSINESS
  
- VIII. ADJOURNMENT

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**MINUTES OF ANNUAL MEETING**  
**The Society of King's Chapel**  
**Sunday, April 29, 2018**

I. CALL TO ORDER – Miguel Gómez-Ibáñez, Senior Warden

The meeting was called to order at 12:30 PM following Morning Prayer.

II. INVOCATION -- Rev. Joy Fallon, Senior Minister

Rev. Joy Fallon opened the meeting with a prayer.

MINUTES --- Meeting, Sunday, January 29, 2017

**On a motion duly made and seconded the minutes of the January 29, 2018 Special Meeting were approved.**

IV. REPORTS

A. Senior Warden – Miguel Gómez-Ibáñez

Miguel Gómez-Ibáñez thanked the committee chair and committee members who carry out the real work of the church, and especially Stephen Courtney, John Bowman, Sam Perry and Gretchen Horton for their work in completing the improvements to the Chapel entrance and Vestry. Two initiatives were the focus of the past year: changes to the By-Laws including a change to the Covenant, and a visioning process with respect to the Society's efforts for community action and social justice.

B. Senior Minister – Joy Fallon

Rev Fallon referred those present to her printed report which was distributed at the meeting and is attached to these minutes.

C. Trustees -- Samuel D. Perry

Sam Perry reported on the December 31, 2017 market value of the King's Chapel General Pooled Fund, which was \$22,015,803, as compared to \$18,704,553 in December 2016. The fund's asset allocation is 92.4% equities. He also reported that the unrestricted portion of the fund is 44%, and asked that the Society increase its Annual Appeal contributions to support church operations.

V. ELECTIONS Nominating Committee Report

Allen Speight presented the slate of candidates for Vestry and Committee Chairs:

Parish Council Chair: Betsy Peterson

Adult Religious Education: Medb Sichko and Kent Wittenberg

Buildings and Grounds:	Stephen Courtney
Community Action:	Judy Luca and Amanda Pickett
Chancel:	Anne Sexton
Church School:	George Boitano
Hospitality:	Gregg Sorensen
Personnel:	Joei Perry
Stewardship:	John Appleton
Parish Council Member-at-Large:	Louise Perkins
Vestry (Class of 2019):	Dorothy Waldron
Vestry (Class of 2021):	Amy Meyer, Stephen Courtney, Amanda Pickett

Terms of Continuing Positions (Not up for Election in the Current Cycle):

Senior Warden:	Miguel Gomez-Ibanez (2020)
Junior Warden:	Levina Wong (2020)
Treasurer:	Dan Taylor (2019)
Assistant Treasurer:	Micah Niemy (2019)
Vestry:	Patricia Bass (2019), Joei Perry (2019), Lee Glenn (2020), Kathe German (2020), Dean Denniston (2020)

Committee Chairs:

Denom. and Ecumenical Affairs:	Denton Crews (2019)
Fiscal Affairs:	Jim Power (2019)
Membership:	Cathy Price (2019)
Music:	Sylvia Soderberg (2019)

VI. Members to the 2018 Nominating Committee.

Miguel Gómez-Ibáñez presented the proposed Nominating Committee for 2019 as recommended by the Vestry: Christopher Allen, Sally Brewster and Cliff Allen.

**On a motion duly made and seconded, the slate of nominees for Vestry and Committee Chairs proposed by the Nominating Committee and the members of the 2019 Nominating Committee proposed by the Vestry were approved.**

## VII. COMMITTEE REPORTS

Written committee reports were distributed at the meeting, and committee chairs were asked to briefly summarize their reports or highlight the important activities of the year:

**Parish Council:** Betsy Peterson explained the changes that were made this year in the scheduling of the Special Meeting to review the budget and the Annual Meeting for the elections, and asked for comments on the format.

**Archives:** Marie Wells thanked Minister Emeritus Carl Scovel for his assistance in organizing the documents related to his ministry.

**ARE:** Kent Wittenberg reviewed the past year's activities, including prayer groups, sessions on the mystics and spiritual practices, book reading groups and support for the Minister.

**Buildings and Grounds:** Stephen Courtney described projects that are being considered for the coming year, including exterior Chapel banners, repairs and improvements to the bell tower louvers, possibly making the bell visible from the outside, and repairs to the exterior lighting.

**Chancel:** Anne Sexton requested additional support from parishioners for the installation of Christmas decorations at the Chapel, noting that she has had to rely on visitors this year to climb the ladders and hang the greens.

**Church School:** George Boitano thanked church school staff members Ryan Harrison, Katie Aucella and Skip Lewan for their efforts in 2017, noted the success of the 9 AM Morning Light worship service, and said that more family activities are being planned for the coming year.

**Denominational and Ecumenical Affairs:** Denton Crews described the partner church relationship and past visits with First Unitarian Church of Kolozsvár, Transylvania, and a planned ministerial visit to celebrate the 100<sup>th</sup> anniversary of the partner church relationship to be held in 2021 or 2022.

**Hospitality:** Gregg Sorensen and Joan Hunt were thanked by all for the sandwiches and desserts that were provided before the Annual Meeting.

**Membership:** Cathy Price reported that five new members joined in January, 2017, two members in June, 2017 and seven new members in January, 2018. The requirements for membership in the By-Laws were amended at the Special Meeting of the Society in January 2018.

**Music:** Sylvia Soderberg thanked Heinrich Christensen and two generous donors- Paula Kremer and Suzette Schochet, along with the season's guarantors who supported five concerts this year for the celebration of the 60<sup>th</sup> anniversary of the concert series.

**Personnel:** Amanda Cegielski reported that the employee organization chart and employee benefits were reviewed and the Employee Policy Manual was revised in 2017.

**Stewardship:** John Appleton thanked donors for a record setting 2017 and requested that members submit their intentions for their annual contributions by June 1, 2018.

**Visitors Program:** (Not a Standing Committee) Faye Charpentier, History Program Director, described the research and documentation that has supported the focus on slavery in the new interpretive signs for visitors.

Community Action: Amanda Pickett reviewed the committee's activities with six partner organizations, including Pride Day, the Mothers' Walk, back packs and sandwiches for Common Cathedral and Habitat for Humanity, as well as the visioning process to be taken up as New Business.

VIII. NEW BUSINESS

Miguel Gómez-Ibáñez reviewed the visioning process undertaken this year, which determined that our Community Action work should deepen our engagement with and focus for the next three years on three priority partners: The Louis D. Brown Peace Institute, common cathedral, and the Unitarian Universalist Urban Ministry, and also maintain ties to the other three organizations with which the Society has been engaged: Habitat for Humanity Boston, the UUSC and BAGLY. He noted that there was no need for a vote to affirm the visioning process results, but rather a report confirming the results to the Society at its Annual Meeting.

IX. OTHER BUSINESS

There being no other business brought before the meeting,

X. ADJOURNMENT

**On a motion duly made and seconded the meeting was adjourned at 1:30 PM.**

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'Miguel Gómez-Ibáñez', with a long horizontal flourish extending to the right.

Miguel Gómez-Ibáñez  
Senior Warden

**King's Chapel Trust Funds**  
**Annual Report for 2018**

On December 31, 2018, the market value of the King's Chapel General Pooled Fund stood at \$21,218,209 as compared with \$22,015,803 at the end of 2017. Equities -- which accounted for 93.2% of the portfolio at year end -- depreciated by 1.2% in value during 2018. However, this performance compared favorably to decreases of 4.4% for the Standard & Poor's 500 Index and 3.5% for the Dow Jones Industrial Average over this same period. Cash -- which represented the 6.8% balance of the portfolio -- also provided some modest income. As such, the combined investment return recorded for the total portfolio represented a decrease of only 1%.

The General Pooled Fund generated \$461,946 in dividends and interest net of expenses for custody, investment management and taxes over the twelve months. Distributions to the Society (and payments incurred on its behalf) totaled \$506,167. This sum included a premium payment of \$86,891 to the Hanover Insurance Group for property and liability insurance coverage. Because the disbursements to and for the Church's operations continue to exceed endowment income, the difference was funded through net transfers totaling \$44,221 from unrestricted Principal to Income within the General Pooled Fund.

Along with the General Pooled Fund, the Trustees oversee the Society's General Reserve Fund. This portfolio had a market value on December 31, 2018 of \$541,570 versus \$549,075 one year earlier.

The Trustees meet periodically with the Wardens and Treasurers to discuss the General Pooled Fund and its ongoing support of building maintenance and Society activities. They also continue in their longstanding relationship with Fiduciary Trust Company as investment advisor/custodian of the General Pooled and the Society's General Reserve Funds. The Trustees receive no compensation for their services.

Because the "annual draw" against the unrestricted portion of the General Pooled Fund amounted to over 4% in 2018, and thus exceeded the portfolio's income yield of 2.7%, the portion of the General Pooled Fund which remains "unrestricted" has declined slightly to stand at just over 43%. The remaining 57% of the endowment is comprised of named funds that are "restricted" as to income, usage, or both. As such, they may be used only for their stated purpose.

With "unrestricted" Principal falling, it would be prudent for Contributions to the Annual Appeal to rise and better cover the Society's operating programs. In this manner Trust income may once again be directed primarily towards the necessary maintenance of the Church building and the two Beacon Street properties.

Respectfully submitted,

Eugene H. Clapp  
Trustee

William W. Park  
Trustee

Samuel D. Perry  
Trustee



**Treasurer’s Report**  
**For Fiscal Year ending December 31, 2018**

To The Society of King’s Chapel and  
 To the Trustees of King’s Chapel Trust

This report is prepared from the bookkeeping records of the Society and reports of Fiduciary Trust. The Society keeps its records on the cash basis. The Society’s fiscal year is the calendar year.

Operating results for 2018 are shown in detail in the FY18 Income Report attached. Overall, expenses exceeded income by some \$42,800 after yearend adjustments (See Notes 1-2 to Income Statement).

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>
Income	\$997,914	\$1,011,011	\$1,036,521
Expenses	<u>\$935,362</u>	<u>\$991,658</u>	<u>\$1,079,321</u>
Surplus (Loss)	\$62,552	\$19,353	- \$42,800

The FY18 deficit primarily relates to maintenance and repair along with utilities being under budgeted as compared to actual expenditures. Also, the large copier in the Parish House was replaced resulting in unanticipated lease cancellation costs. Forensic bookkeeping services were also required to untangle 2018 billing by the UUA for pension costs related to 2015 and 2016. Stewardship appeal and visitor income were somewhat under budget.

As of December 31, 2018 the bank accounts of King’s Chapel had a collective balance of \$418,374 per the Balance Sheet attached. These checking accounts contain funds temporarily restricted as shown below; unrestricted funds in these accounts therefor total \$207,238:

Minister’s Discretionary Funds	\$88,515 (1)
Community Action Funds carried over from prior years	\$9,323 (2)
Ministerial Exchange Fund	\$4,490
Special Projects Remaining Proceeds	\$108,808

The King’s Chapel Society General Reserves owned by the Society and managed by Fiduciary Trust had a market value of \$541,570 at December 31, 2018. The Heinrich Christensen Music Director Endowment to provide financial support to the position of King’s Chapel Music Director had a value of \$196,279 at December 31, 2018.

(1) Per the understanding with Rev. Scovel, after all gifts and expenses related to his portrait and book have been accounted for in 2018, the \$5,172 remaining is being transferred to the Minister’s Discretionary Fund.

(2) As noted in Note (2) to the Income Statement, \$723 of unused community action income is carried over for 2019.

The Society is the sole beneficiary of the King's Chapel Trust held by Fiduciary Trust. The current Trustees of this Trust are Samuel D. Perry, Eugene H. Clapp and William W. Park. The market value of the General Pooled Fund was \$21,218,208 at December 31, 2018. The market value of the separate but related Lyman Fund and Organ Fund were respectively \$130,453 and \$79,671 at December 31, 2018. For many years, the Trustees have distributed \$270,000 in income from unrestricted funds in monthly payments to the Society. This was an important decision and allows the Society to more accurately budget for and manage its cash flow. The Trustees have customarily reported separately to the Annual Meeting.

In 2018 a separate Concert Series bank account continued to be maintained by the chair of the Music Committee. The Music Committee will be separately reporting to the Annual Meeting on these funds. The Music Committee reimbursed the Society in 2018 for certain expenses the Society paid for the Concert Series.

Respectfully submitted,  
Daniel A. Taylor, Treasurer  
January 17, 2019

Income Report and Balance Sheet as addendums

## King's Chapel Parish Council



### Responsibilities

The Council has three primary responsibilities:

- To identify both ideas and problems that affect parish life, and then to air views and, if possible, propose resolutions
- To coordinate major events through use of the parish calendar
- To support the work of individual committees through hearing and responding to both formal and informal reports

### Goals and Activities

The Council's primary goals are as follows:

- To build community and facilitate communication
- To support the work of all committees
- To explore ways to encourage engagement and support volunteers

The meetings themselves are a primary mechanism for all of these goals. The 2018-19 Council has met seven times since the annual meeting on April 29, 2018, with one more scheduled for May 7. Additionally, Vestry and Council met together in May 2018—not for business as usual, but for leaders to get to know each other better. We have had good attendance and always lively discussion.

*Many-Meetings.* Four of the Council meetings were also “Many Meeting” nights. We first tried this format in February 2018, at the urging of the ministers and Gretchen, who were asked to attend committee meetings on too many days and nights. The concept is to hold several committee meetings at the same time, and to schedule the committee's agenda in advance so that staff (and members who serve on more than one committee) can know which part of each committee meeting to attend.

This year, on Many Meeting nights we have had the Council meeting over supper, also inviting all members of each committee that would meet that night. This helps build community and has been a good opportunity for parishioners to learn more about KC and to sample committee meetings before deciding whether to join a committee.

*Calendar.* We give a lot of attention to the calendar, seeking to schedule our many activities as helpfully as possible.

*Parish Handbook.* Last year we began the process of reviving the Parish Handbook, which had fallen out of use since 2011. That required a fresh look to define each committee's role and current responsibilities. The Handbook has been distributed digitally to Council members. It consists of four separate documents, each available to members on request, preferably as a pdf (digital document).

- General
- Committee Descriptions
- How-To
- Bylaws of the Society of King's Chapel

*Online Directory.* A year or so ago, the staff implemented new database software, ChurchSuite. It enables a password-protected online directory for members. Members will choose which contact information to share, and may include a photo, giving us a member directory that is always up to date, easy to search, and easy to access from any device.

The Council originally chose an “opt-in” approach—i.e., members would ask to be listed. We started with a small group of volunteers, mostly Council and Vestry members, and found the enrollment process much clumsier than hoped. It was confusing for members and too demanding of staff time.

The Council will now work on an “opt-out” process instead. Gretchen tells us that the software would easily enable her to enroll all members. We would of course first notify members of the plan, giving them choices. Members could choose not to share specific items (e.g., to list a landline but not a mobile phone or not to be listed at all). We will also urge members to send a photo, as photos of members would greatly enhance the directory.

## **2020 Leadership Openings**

In 2020, the nominating committee will have a big job. It will as always choose three new members of the Vestry. Both Wardens will complete a three-year term (and are eligible for one more). The Council will have 11 openings, and 8 of the people now serving are not eligible for re-election. Specifically, the eight incumbents subject to the term limit are the Chairs of the Council, Archives, B&G, Chancel, Church School, Hospitality, Stewardship, and one member-at-large. The other openings are for the chairs of ARE, CAC, and Personnel.

This circumstance arises from the elections of 2016, the first year that the nominating committee was required to impose term-limits. Most members of the 2016 Parish Council were in a new role: the chair, 11 committee chairs, and 2 members-at-large.

## **Council Members**

As prescribed by the Bylaws: the Ministers, the Wardens, Treasurers, chairs of the 14 standing committees, and two members-at-large. The 2018-2019 Council members were Joy Fallon and Amelia Nugent; Miguel Gomez-Ibanez and Levina Wong; Daniel Taylor and Micah Niemy; Council chair Betsy Peterson; committee chairs Chris Allen, John Appleton, George Boitano, Stephen Courtney, Denton Crews, Judy Luca, Joei Perry, Amanda Pickett, Jim Power, Cathy Price, Anne Sexton, Sylvia Soderberg, Gregg Sorensen, Marie Wells, Kent Wittenburg; members-at-large Louise Perkins and Carol Genovese (succeeding Amanda Pickett in September).

## King's Chapel Adult Religious Education Committee



The mission of the Adult Religious Education (ARE) Committee is to deepen our religious understanding and spiritual development, to cultivate discourse on meaningful topics to our members, and to support and pass on the traditions of the Society of King's Chapel.

For the past year, the committee members have been Emanuel and Carol Genovese, Tim Nelson-Hoy, Betsy Peterson, and Kent Wittenburg. John Natoli is also still a member of the committee, but extensive travel has limited his participation. Friends of the committee include Amanda Pickett, Stephen Courtney, and Gary Riccio. Joy Falon has been an active leader and participant in all meetings and deeply involved in decision-making.

Adult religious education took a variety of forms this year. In some cases they were events led by the ministers; in other cases by committee members. The ARE committee endeavored to support all these events to the extent possible. A number of events were coordinated with the Community Action Committee (CAC). Highlights follow.

*First Wednesdays:* Initiated originally by Heinrich Christensen, the committee scheduled events on the first Wednesday of most months that took place at the chapel after evening services. In the fall we had a tour of the chapel C.B. Fisk organ by our music director, a book discussion on gangs and ministry (*Tattoos on the Heart*), and an advent Bible series led by the Assistant Minister. In the winter/spring, there was a book and film discussion on the topic of homelessness in collaboration with CAC and a Lenten book discussion on lynching and its theological implications, led by the Senior Minister. Participation at these events has generally been good, and we see the advantages of scheduling on the same night as the Wednesday services.

*Thursday Night Gatherings:* In the fall of 2018, ARE introduced a monthly Thursday Night Gatherings series at the Parish House. It featured speakers from the congregation and the ministry sharing meaningful aspects of their life's work and experiences. Open to our Beacon Hill neighbors and the public, the gatherings consisted of a presentation followed by opportunities for discussion with light refreshments. This past year's topics included the architecture of sacred spaces, our senior minister's trip to the Holy Land, a poetry reading from his book by the ARE committee chair, a talk on craftsmanship and wisdom from our senior warden, and a music performance and talk from a choir member and personnel committee chair. Still to come is a presentation on the science and promise of meditation from former chair of buildings and grounds and church school teacher. Although some staff voiced the view that Thursday nights are not ideal, the committee plans to continue this activity next year with the goal of affording deep and meaningful discourse on topics of personal significance among our members, ministers, and neighbors. We will explore whether some events could be scheduled on Sunday afternoons.

*Retreats:* As it happened, no ARE committee members were involved with the Glastonbury Abby retreat in 2019. The assistant minister, who was also the leader of the retreat, took responsibility. For next year, the committee is in active discussions about the possibility of a fall retreat, and also about some possible changes to the organization of the winter retreat.

*Lectio Divina:* The Senior Minister, with the assistance of Carol Genovese, initiated a weekly meeting on Wednesdays during the day for Lectio Divina, a practice of reflection on Bible passages. Attendance has been steady.

*Tuesday Morning Meditation:* An early Tuesday Morning Meditation group led by Gary Riccio and Stephen Courtney was formed.

*Theology on Tap:* Our assistant minister led a lively, informal discussion on the third Wednesday of each month on timely religious topics.

*Labyrinth Walk:* Cynthia and Dick Perkins have generously offered to host a luncheon and labyrinth walk at their home in Stowe on a Saturday in June.

*Athenaeum Exhibit on King's Chapel Library:* The Boston Athenaeum is planning an exhibit featuring the historic King's Chapel Library that will open in the fall. ARE is coordinating with the Athenaeum team and expects to schedule some programming that will include King's Chapel participation.

The ARE committee has a modest budget that, aside from support for the annual retreat, is largely for refreshments connected with its events. We do not expect major structural changes for next year. The committee is continuously exploring the possibility of other relevant subjects and events, and it welcomes input.

Respectfully submitted,

Kent Wittenburg, Chair

Joy Fallon, staff liaison

Carol Genovese

Emanuel Genovese

John Natoli

Tim Nelson-Hoy

Betsy Peterson



## King's Chapel Archives Committee

Again, I wish to open the Archives Committee report by thanking the Nominating Committee for affording me the opportunity to serve as Chair for the past three years. Additionally, the support of the Parish Council, even though (especially as!) I am rarely able to attend the monthly meetings, has been invaluable. With my last year underway, the Archives Committee is looking forward to an interesting and exciting year.

A significant challenge will be to find a replacement as Archives Committee chair. Ideally, the candidate would come from the ranks of the volunteers already on the committee and thus be familiar with the projects and goals we have undertaken and hope to undertake in the future.

I am pleased to present updates in the following areas:

### Changes:

- Initially, as noted in the 2018 report, the King's Chapel Oral History Project was envisioned as part of Archives. As the year and the project progressed, however, it became apparent that the project deserved recognition on its own merits. Thus, Karen Cord Taylor, who oversees the Oral History Project, will submit her own annual report this year.
- The Archives Committee was honored to welcome its latest member, Gary Riccio. Gary and his wife Melinda became members of the Society of King's Chapel in June 2018, and immediately began looking for ways to serve the church with their expertise and talents. Gary is particularly interested in history and is thus a terrific fit for this committee.

### Continuing matters:

- As noted in the 2018 report, Senior Minister Emeritus Carl Scovel has been going through the copious cartons of material that accumulated during his ministry at King's Chapel. He had been particularly helpful to this committee concerning the ultimate disposition of his ministerial archives. The Committee collected relevant data from both Massachusetts Historical Society and Harvard Divinity School repositories and presented this and other information to the Vestry in March 2019. The Vestry is in the process of deciding which secure, climate-controlled, accessible facility will be the resting place for Rev. Scovel's King's Chapel legacy.
- While awaiting the Vestry's decision, however, the Committee is, at Rev. Scovel's request, copying a number of his sermons and other documents to keep on hand in the Parish House Archives. The Committee's goal is to create a "Carl's Corner" as a feature of the planned research room.
- Christopher LaRoche and Jennifer Roesch continue to work together as their schedules permit to give time and attention to the historic books on hand in the archives. Many are very old and possibly valuable, and sadly, many are in very bad shape. The Archives Room offers little in the way of climate control or security for these antique volumes. Finding an appropriate repository for the potentially priceless volumes is essential. Our goal is to try to keep as many unique volumes that are in decent shape in the Parish House archives for use by future researchers, and to eventually locate a secure resting space for volumes that need more attention. This discussion will continue through the upcoming months.

- Joan Hunt is continuing in her task of creating a finding aid for the contents of the journals of the Unitarian Universalist Christian Fellowship on hand in the Parish House. Rev. Scovel has been a prominent contributor to the publication, as can be seen in this page of the UUCF website: <http://uuchristian.org/publications/> Thus, the journals should be of great interest for any researcher concerning Rev. Scovel's ministry that might not directly pertain to King's Chapel.
- Once the resolution concerning disposition of Carl Scovel's King's Chapel is complete, we will then take up the possibility of consigning more of the church's archives to Massachusetts Historical Society as is practical.

New matters:

- Gary Riccio has taken up the task of examining, identifying, and – where logical – re-sorting the many boxes of written material generated during the process of revising the Prayer Book that resulted in the current version in use at King's Chapel. That version dates from 1986, and very informal discussions have begun to take place over the past several years concerning getting another revision underway. As part of his research, Gary is creating a digital finding aid to the thousands of documents that were created in the previous revision process. When/if the decision is made to undertake another revision, the new committee will be more easily be able to access the historic material for guidance and inspiration.
- With Jennifer Roesch's assistance, we plan to apply UV-blocking film to the windows in the archives room to stop further deterioration of the material housed there.
- Decent Wi-Fi is finally available in the archives room. This will be invaluable for committee members and potential researchers alike.

Since mid-2017, the Archives Committee has been meeting in the Parish House at 9:30 am, previously on the second Sunday of the month. As of 2019, the meeting date has changed to fourth Sundays each month. It was a logical change, as three committee members serve in various capacities at Morning Prayer on those days. Additionally, beginning in 2018, the morning of the third Wednesday of each month has been set aside for committee members to gather as time and travel permits for hands-on work and deeper discussion of certain archival issues.

As I finish this report, mere days have passed since Notre-Dame de Paris was devastated by the dreadfully destructive fire of April 15. That disaster – apparently accidental in origin – serves to underscore the necessity of the Archives Committee's role in preserving as much of King's Chapel's unique past in as secure a location as possible.

There is no doubt that 2019 will be another interesting and challenging year concerning the King's Chapel archives. As chair, I am grateful for all the time and effort afforded by every committee member. We look forward to meeting all the challenges before us.

Respectfully submitted,

Marie Wells, Archives Committee Chair

Committee Members:

Honorary Member: Carl Scovel, Senior Minister Emeritus

Standing members:

Joan Hunt, Christopher LaRoche, Gary Riccio, Jennifer Roesch and Dorothy Waldron

## King's Chapel Buildings and Grounds Committee



The Building and Grounds committee, in cooperation with the Trustees are charged with the facility stewardship of King's Chapel, the Parish House and Parsonage.

The committee members have contributed substantial time energy and expertise to the tasks before us: **John Bowman, Sally Brewster, Miguel Gomez-Ibanez (with his dual role as Senior Warden), Sam Perry (with his dual role as Trustee), Joe Raffone, and our latest addition Sam Fey.** Ex-officio committee members **Joy and Gretchen** have also contributed much. The Church continued our contract with property management firm, Beacon Services, Inc., to provide a baseline of facility services and project management for some of the larger projects. In 2017 we added the services of a sexton, **Clark Aitkins**, who continues to contribute effectively to our facilities maintenance needs in many ways. We were able to cancel the cleaning company contract number one and two, he has handled our snow removal needs quite economically. Clark is quite versatile and has been able to address many maintenance issues for us whether it be polishing our chapel stone tile floors, touch up painting, fixing a table leg, and more.

As in previous years, much has been completed and much is still in process. In addition to the “normal” facility activity, we note the following projects:

### **63 and 64 Beacon:**

- Parish House and Parsonage Beacon Street Window Repair: The windows have been lovingly restored and re-installed, with great results (by an anonymous donor.)
- Window shutters: New shutters have been installed on the Beacon Street façade (also by an anonymous donor.)
- Parish House Gardens: Improvements continued this year with the help of the Beacon Hill Garden Club.
- Steel window replacements: The leaky windows in the Parsonage and the adjacent apartment are being replaced with historically approved (BHAC) wood windows. These custom windows have been fabricated and will be installed this spring.
- Chimney repair: Our chimney adjacent to 62 Beacon received needed repairs.
- Buckling paving at garage door: Beacon Services made repairs.
- The Beacon Street basement windows: Windows were replaced and provided with security bars, (also by an anonymous donor.)
- Beacon Street graffiti: Arranged for careful removal of the chartreuse “artwork” protecting the historic building materials.

### **Upcoming projects at the Parish House and Parsonage:**

For the 2019 budget year we have already completed a Lead Paint Abatement project at 63. This project also corrected the unsafe rear stair treads which are now carpeted. As mentioned above the steel windows will be replaced. Just this week we discovered the need to install an expansion tank to the hot water tank. We are in process of various fire escape evaluation/certification reports and repairs (at the Chapel too.) Stair balustrades need repair at both 63 and 64.

### **The Chapel:**

- Slate floor repairs: All loose tiles reset, and missing mortar replaced. New matching tiles installed at revised booth by the Vestry entrance.
- Vestibule cabinetry: New cabinetry was installed including LED up-lights (allowing for a brighter entry space and dramatic lighting effects like that used for the Vigil service recently).
- Vestibule finishes: The walls and trim were painted in recognition of the electrical upgrades, new casework etc.
- Heating system repairs: Heat exchanger valves were replaced.
- Hot water tank: A rusting/leaking tank was replaced.
- Pew repairs: Various carpentry and fabric repairs were made.
- Asbestos encapsulation: We recently repaired some asbestos encapsulation in the crypt.

**Upcoming projects at the Chapel:** In the coming year we will be tackling a number of deferred maintenance items, such as exterior wood repair and painting and the interior plaster repair and painting on the ceiling. We will be installing more insulation in the attic area for energy conservation. One of the bell tower louvers requires repair. We also hope to replace the exterior lighting with modern LED fixtures. As noted above the fire escapes will receive repairs too. A window needs painting, a gutter pipe needs repair/reconfiguration etc. With thanks to the Trustees, a review is in process of wall pointing at the church, and the integrity of the wood columns and balustrade.

### **General Miscellaneous Maintenance:**

Many smaller items get done annually such as cleaning and tuning of boilers, fire alarm testing, cleaning of gutters/downspouts, sprinkler system testing, elevator certification, air filter replacements, water filter replacements, window cleaning, replacement of light ballast and light fixtures, lubricating the Chapel sliding entry gate, cleaning of the main chandler etc.

A mention must be made that *all* these activities are guided in some way by the diligence of our Parish Administrator, Gretchen Horton.

Respectfully submitted,

Stephen E Courtney – Chair

May 1, 2019

## King's Chapel Chancel Committee



The Chancel Committee's main responsibilities are to provide and maintain items used in all of the King's Chapel services. This includes on the first Sunday of each month preparing the communion table for the ministers, ensuring the Elements needed for communion are appropriately placed, that clean napkins and linens are available for use during communion.

In addition to the above the committee has responsibility for flowers placed on the chancel table each Sunday, that flower donors' sheet is current and updated in a timely manner.

We currently have standing order for Sunday delivery of flowers with Olympia Flowers in Boston. Olympia Flowers has been extremely helpful delivering flowers on Sunday morning prior to morning prayer.

During this past year we had flowers on the chancel table each Sunday with the exception of the six week Lenten period which ended on Easter Sunday. The expense of having flowers delivered each week has been offset this year by a growing number of King's Chapel members and friends making donations in the name of loved ones. A total of 25 weeks was covered by donations.

The Advent Season is always a joyful time at King's Chapel. Once again this past year we were blessed with many wonderful volunteers to help "hang" the greens and wreath. These particular tasks are time consuming and frequently involve members precariously leaning over balconies or straddling ladders to reach stunning heights. One more year success was achieved as no lives were lost!

This past Easter, due to medical issues, I was unable to assist with the decorating of the sanctuary for Easter. However, King's Chapel is fortunate to have a supportive congregation. Volunteers stepped up to the task and decorated the beautiful chapel. It is with many thanks to these loyal members that once again the church looked stunning.

Key volunteers for one or both decorating events are:

Louise Perkins, Kathe German, Cathy Price, Elliott Smith, Melinda Riccio, Gary Riccio, Gregg Sorensen, Karen Hawthorn, Betsy Peterson, Tim Nelson Hoy, Pam Bergeron, Ciel Hills, Stephen Courtney and Joan Hunt,.

Respectfully submitted

Anne Sexton

Chair Chancel Committee

## King's Chapel Church School Committee



In 2018 the Church School continued its mission to educate our small but inquisitive group of youngsters in our shared faith and heritage.

George Boitano served as head of the church school. Hallie White Speight, Joei Perry, Carol Genovese, Eleanor Score and Sarah Graber round out the members on the committee, while our assistant minister and church school director attend and facilitate all our meetings. We convene bi-monthly on Sundays at 10:00 AM in the Parish House.

This year, we hired and welcomed our new church school director, Julie Reyes, after bidding a fond farewell to Ryan Harrison. Julie, as an educator at St. John's Prep, brought great expertise, experience and enthusiasm to her new role. We were very happy that Skip Lewan, our music director, stayed on for another year to work with the youngsters. We run two Church School instructional groups, based on our children's ages. The younger (ages 4-9) attend Godly Play, an interactive storytelling curriculum focused on Bible narrative and our Kings Chapel traditions. Julie led this group. Usually attending were Levina and Joe's son Augie, the Perry twins and Eleanor Graber. We also had occasional guests. The older group consisted of George Boitano and Will Speight. They prepared all year for confirmation, scheduled on May 5 in the big church. The committee, Julie and Amelia selected the Confirm not Conform curriculum, which provided a great framework for asking important questions and faith formation. Mentors from our church, including Miguel Gómez-Ibáñez, Chris Barnett, Emanuel Genovese and Cliff Allen, supplemented by the Boitanos and Speights. Each taught multiple Sundays fielding difficult questions and bringing of their unique perspectives to our confirmation candidates. Field trip destinations included a Quaker service, a service at the Arlington Street Church, and the Unitarian Urban Ministries in Roxbury.

The Church school itself meets every Sunday after the Morning Light Service from the week after homecoming through mid-June. On the first Sunday of every month, the children combine to attend Joyful Noise, a session led by Skip in which music is learned and sometimes performed during the Morning Light service. We continue to schedule social justice activities in which the children have the opportunity to do hands on work toward helping our neighbors who often don't have enough food or winter coats.

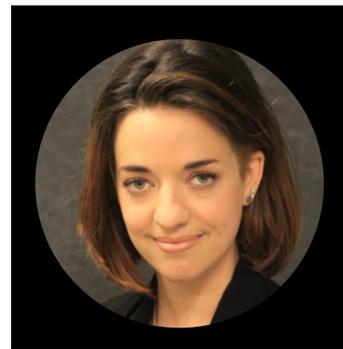
Highlights of the year include joining our adult members for the Mother's Day Walk for Peace, making sandwiches for the common cathedral, and of course Advent and Easter Crafts. The latter two events are our main forms of community outreach, and were well-attended as usual. We also held a family game night, which we all agree was very successful and hope to schedule more next year.

Strategically, aside from promoting continuity, the Church School Committee's top priority is to expand our school. We have a beautiful and relevant tradition that we would very much like to share with other families! This is a topic of discussion every meeting, and we are always attempting new outreach activities, including notices in local city newspapers and online sites, tables at the various Beacon Hill outdoor festivals, participation in the Beacon Hill Stroll, our craft and game events, etc. We have also rented our Parish House to local scouting troops. We believe we have built awareness in Beacon Hill and beyond what a welcoming, generous and valuable place our Church School is. Our hope continues to be that this awareness will lead to more parents and children joining our Church School community.

Respectfully Submitted,

George Boitano  
April 25, 2019

## King's Chapel Community Action Committee



### **Role Statement:**

The mission of the Community Action Committee (CAC) is to support carefully selected community organizations with volunteer time, expertise, and money. The CAC will also assist our partner organizations through projects and programs led by King's Chapel members.

For the past year, the committee members have been Carol Genovese, Emanuel Genovese, Ciel Hills, Denton Crews, and Dan Sullivan. Friends of the committee were Joei Marshall Perry, Amanda Cegielski, Louise Perkins, Chelsea Lawson, and Tim Nelson-Hoy. Rev. Amelia Edson has been an active leader and participant in all meetings and deeply involved in decision-making.

Community Action took a variety of forms this year, whether organizing with the Adult Religious Education Committee or with one of our three Community Action partners:

- Louise D. Brown Peace Institute (LDBPI)
- *common cathedral* (Ecclesia Ministries, Inc.)
- Unitarian Universalist Urban Ministry

### **Highlights from the past year include:**

In the fall, a collaborative effort across committee resulted in the creation and displaying of an LGBTQ Inclusive banner out in front of the chapel. In November, we purchased and delivered backpacks to common cathedral. With participation from enthusiastic volunteers, the CAC made lunch for and worshipped with common cathedral on November 25, December 23, March 10. On the latter two occasions, we partnered to provide lunch with Church of the Advent. In early February, we organized a tour of the Museum of African American History. Also in February, the committee collaborated with the ARE Committee to host a discussion on homelessness grounded by the book *Another Bullshit Night In Suck City* and the film adaption *Being Flynn*; the discussion featured Amanda Grant-Rose, executive director of common cathedral.

Coming up, we look forward to showing up in solidarity with survivors of homicide by walking in the LDBPI Mother's Day Walk for Peace in May; joining us will be a fellow UUUM delegate church, First Parish of Chestnut Hill. In June, we look forward to hosting the second common cathedral Art Show. Following both of these Sunday Community Action events will be special piano concerts to benefit each partner respectively. The concerts will be organized and hosted by choir director Heinrich Christensen. Later in June, King's Chapel will walk in the Boston Pride Parade and the CAC will be donating to BAGLY, the LGBTQ youth program, as part of our commitment to LGBTQ advocacy. We will be signing up to make lunches and worship with common cathedral this summer and into the fall. The CAC will also be coordinating King's Chapel attendance at the Makanda Project Jazz concerts in July, August, and September. Additionally, the CAC and the ARE Committee will co-host the August barbecue at the Parish House. The CAC budgeted to support a Habitat for Humanity Build this summer, organized by CAC committee member Emanuel Genovese.

The CAC is proud to report that we met with the leaders of each of our Community Action partners this past year to gain valuable insight into how King's Chapel can better be in relationship with them. After listening and reflecting, the CAC voted to donate funds to support one year's worth of art supplies to common cathedral's art program and to donate the funds to support two youth guides to be trained this summer for the UUUM's history program in Roxbury.

The committee looks forward to continuing to build relationship with our partners and to increase the community engagement of King's Chapel members and friends.

**Budget:** CAC is subsidized by income from the Benevolent Fund as set by the Trust. Additionally, in 2018 the congregation voted to approve the request that, in lieu of our past practice of Second Sunday offerings, 10% of all plate offerings from all services will be designated to CAC to distribute among our three community partners.

Respectfully submitted,

Amanda Pickett, Chair

Amelia Edson, staff liaison

Carol Genovese

Ciael Hills

Dan Sullivan

Denton Crews

Emanuel Genovese



## King's Chapel Denominational and Ecumenical Affairs Committee (aka Partner Church Committee)

In 2018, the primary focus of the annual report of the Denomination and Ecumenical Affairs Committee (DEAC) was the partner church relationship between King's Chapel and First Unitarian Church of Kolozsvár in Transylvania, specifically the celebration of the *Year of Religious Tolerance* and the possibility of a ministerial visit. *Torda450* commemorated the 450<sup>th</sup> anniversary of the achievement of Francis David in securing the Edict of Torda for Religious Toleration in Transylvania on January 13<sup>th</sup>, 2018. The principal events were the International Conference on Religious Tolerance in Cluj (Kolozsvár), Romania, and the dedication of the Center for Religious Freedom, a research facility and museum housed in the former residence of the Unitarian bishops, one of the remaining medieval buildings in Kolozsvár. This year, the focus of the annual meeting report is a sequel to *Torda450*. The Reverend Norbert Rácz has proposed a celebration of the 100<sup>th</sup> anniversary of the partnership between the First Unitarian Church of Kolozsvár and King's Chapel. The purpose would be "to recognize our history as the oldest partnership between an American and a Transylvanian Unitarian congregation in the world, predating the now well-known UU Partner Church Council, and also to discover new ways of making our partnership an active part in the life of our communities." Norbi has suggested that our two congregations plan a joint celebration in 2021 and 2022 marked by events and programs, both in Boston and Kolozsvár, possibly books and scholarly papers, and various other activities. Initial planning for the celebration has been taking place via teleconference calls organized by the ministers, Reverends Fallon and Rácz, three so far, and committee meetings at each congregation, soon to be followed by teleconference meetings with expanded participation. Several possible initiatives have emerged from these conversations: a proposal to reprint and distribute the booklet about First Unitarian of Kolozsvár; the preparation of a similar booklet about King's Chapel, translated into Hungarian; a more extensive publication with details of the partner church relationship collaboratively developed and displayed in a bi-lingual format; musical connections including choir visits; live discussions of theological interests, liturgical connections, and Unitarian Christianity concerns; and cultural exchanges in person and long distance. On January 29, 2019, the KC Partner Church Committee met to discuss the proposed celebration. In addition to regular committee members, a number of other interested parishioners attended and contributed to the lively deliberations in which more than three dozen suggestions were generated and recorded for further exploration. Generally, the ideas pertained to visitation activities, religious and theological activities, joint cultural and social activities, informational build-up activities, publicity tasks, research tasks, funding, outreach, education, and communication. Volunteers offered to assist and have begun further investigation and planning. Of foremost significance to the anniversary celebration are the deep religious ties of North American Unitarianism to Transylvanian Unitarianism, its birthplace. The centennial will be a rare opportunity to extend conversation more broadly and deeply among congregants and ministers at each location and together. Above and beyond all else will be the sharing of our historical and theological roots and the advancing of understanding and concordance about what it means to be contemporary Unitarian Christians.

Additional Activities of the Committee:

Other activities of the committee, current and planned, include publishing a booklet about the partner church in Kolozsvár, creating an exhibit on the partner church relationship, and celebrating communion annually in the Transylvanian tradition. The committee continues also to foster engagement in denominational affairs by maintaining membership in the UUA (UUA dues \$2,800) and the UU Partner Church Council (dues \$200).

Members of the Committee Denton Crews (chair), Stephen Courtney, Rev. Joy Fallon, Kathe German, Carol Kemp, Bill Kuttner, and Louise Perkins; *Friends* are Tim Nelson-Hoy and Betsy Peterson.

Denton Crews

May 19, 2019

## King's Chapel - Fiscal Affairs Committee



In a scheduled meeting on January 27, 2019, the membership of King's Chapel approved an annual budget submitted to them for the 2019 Fiscal Year (January 1, 2019 through December 31, 2019) by the Fiscal Affairs Committee.

The proposed FY 2019 Budget had been reviewed by the King's Chapel Vestry in its monthly meeting on December 18, 2018, at which time it was approved and recommended by the Vestry for approval by a vote of membership. Funding provided within the budget approved on January 27, 2019 was made retroactive to operations beginning January 1, 2019, the first day of the church's 2019 fiscal year.

Throughout the year, the Fiscal Affairs Committee was provided in a timely manner with monthly reports of all fiscal activity for the FY 2018 year. Added to the Committee's membership was King's Chapel member Amanda Cegielski.

Under the supervision of the church administrator, Gretchen Horton, and with the able assistance of King's Chapel's Treasurer Dan Taylor, and the consistent and close review by Senior and Junior Wardens and our Senior Minister, the financial affairs of the King's Chapel community for the current fiscal year are in good hands.

Submitted by: Jim Power, Jr.  
April 24, 2019

### **Fiscal Affairs Committee - Role Statement**

The Fiscal Affairs Committee prepares the budget for the Society of King's Chapel for each fiscal year and submits its proposals to the members of the Society, who vote on the budget at a meeting designated for that purpose. The Committee reviews the Society's finances throughout the year.

### **Membership**

Jim Power, Chair.

Amanda Cegielski, Member

Ex officio: the treasurer, the parish administrator, the chair of the Stewardship Committee, and the wardens.

**Staff Liaison:** Gretchen Horton

## King's Chapel Hospitality Committee



Members: Gregg Sorensen (chair), Amanda Cegielski, Anne Sexton, Becky Wittenberg and Dean Lynch (advisor)

This past year was chock full of good food, community and a wide-array of new initiatives. The Committee expanded its activities to support other initiatives at the church. Collaborations with other committees resulted in the combining of events, thereby consolidating the number of dates in a very-full church calendar.

Refreshments and delightful light foods were served after most Sunday morning services. Gathering after a service gives church members, friends, and new visitors a golden opportunity to catch up, introduce themselves, and share details about their daily lives. Hosts generously provided baked goods, appetizer-type foods, and other delectable items. New, beautiful wood cabinets were placed in the vestibule last summer, giving hosts a larger space on which to service coffee and food.

The Committee hosted a number of special events, including the annual Milk Punch and Homecoming luncheons. The committee also provided a cake in honor of KC's 332<sup>st</sup> birthday after Sunday Morning Prayer (June). A light lunch was served by Joan Hunt prior to the Annual Meeting (April). For all occasions, many returning and new individuals signed up to assist, attesting to the famous phrase "many hands make light work."

There were four new opportunities for the Hospitality Committee to share its culinary gifts with the church. Food was served to the busy and hungry KC Choir in between Morning Prayer and a late-afternoon Choral Evensong (May). The Hospitality Committee hosted a luncheon in the Parish House garden for those who marched in the Gay Pride Parade (June). Gregg whipped up a summer dinner for the annual Changing of the Guard (June). Light refreshments were also provided to those individuals caroling on behalf of King's Chapel at the Beacon Hill Holiday Stroll (Dec).

The Hospitality Committee dinner series, Bistro 64, returned for a second season at the Parish House. These themed gatherings brought King's Chapel members and friends together for the purpose of creating community and connection. Guests favorite dishes were crafted in the Parish House kitchen or brought from home. Events included a "Pizza Party" (May 2018) hosted by Amanda Cegielski and Chris Allen; "Oktoberfest" (Oct), "Piano Party" in a first-time collaboration with the Music Committee (Nov); "Mardi Gras" (March); and a "Greek Easter Luncheon" after the Palm Sunday Service (April), at which four KC member spoke about the four holy week services. The later event was re-scheduled so it could take place after Morning Prayer, when members were already in town. An average of 25 individuals attended each dinner. Bistro 64 was co-chaired by Gregg Sorensen and Anne Sexton.

## Hospitality Committee, continued

Gregg was assisted by Amy Meyer and Becky Wittenberg in cleaning and organizing the Parish House kitchen, hospitality storage shelves in the crypt, and the kiosk located in the church. Dean Lynch, who serves as a Hospitality Committee Advisor, donated two large chafing dishes, which have been used at various events. Chris Allen and Amanda Cegielski also gave the church a new coffee pot.

Overall, the year was a resounding success. A number of new individuals have signed up to host coffee hour. We will continue to reach out to members and friends who have never hosted or rarely participate. Barriers to signing up are personal finances, a lack of knowledge regarding “how to host,” and a general sense of volunteer fatigue.

## King's Chapel Membership Committee



Members of the committee:

Cathy Price, Chair, Sylvia Soderberg, Anne Sexton, Cynthia Korb-Wellington, Chris Allen, John Appleton

Communication to all potential members was maintained by e-mails and kept open for any questions and concerns.

On Tuesday May 15, 2018 the membership committee hosted a dinner and class about King's Chapel's history, heritage, and governance. Twenty seven people were in attendance.

On June 10, 2018 the Membership Committee welcomed nine new members. Wendy Almquist, Mike Gambuzza, Sarah Graber, Mark Graber, Jennifer Kronstain, David Morse, Eleanor Score, Melinda Riccio, and Gary Riccio.

Membership continues to work with the data base identifying new members and keeping an accurate directory for King's Chapel.

On Tuesday December 4, 2018 the Membership Committee hosted a dinner and class about King's Chapel's history, heritage, and governance. Seventeen people were in attendance.

There was a combined Milk Punch and Membership Brunch held at the Parish House on December 16, 2018. The Membership and Hospitality committee worked together on this to make it a huge success.

On January 27, 2019 we welcomed Chelsea Lawson as a new member.

The Membership Committee continues to work hard to gain and welcome new members. They are hosting a dinner on May 2nd at the Parish House. All invitations have been sent out and we look forward to a nice evening.

Submitted to Vestry a referendum written by Amelia Edson with full support of Joy Fallon and Cathy Price to have New Member Services at all three services, Morning Light, Morning Prayer and Wednesday night Contemplative Communion Service. This was unanimously agreed upon by the Vestry.

Respectfully Submitted,

Cathleen Price  
Membership Chair  
April 26, 2019

## King's Chapel Music Committee



The Music Committee and its friends have been busy this Season in their role of supporting the Concert Series, directed by Heinrich Christensen. They have volunteered many hours helping with post-concert receptions and ushering.

Choral Evensong was offered on Sunday, September 23, as the opening service of the Boston Chapter of the American Guild of Organists. It was followed by an over-flowingly attended gala reception at the Parish House.

The Concert Series gave five outstanding and well-received concerts during this, its 61<sup>st</sup> season: **Dona Nobis Pacem** on October 25, commemorating the 100<sup>th</sup> anniversary of the Armistice and end of World War I; **Tocatta** on November 25, featuring five centuries of organ Toccatas, brilliantly played by Heinrich; **Spirituals** on January 27, a profoundly moving exploration of the background of this rich heritage through arrangements of the beloved songs, **Concerto Encore!** continuing the fun of last Season's **Concerto!** on February 24, and on March 24, the grand finale, Handel's oratorio, **Esther**, presented in memory of Jay Schochet by his family.

Receptions after each concert were given by the Concert Committee, either at the Parish House or in the Church vestibule. These receptions are opportunities for the audience and musicians to visit and to celebrate the music, while noshing and sipping.

We have continued to publicize and sell tickets online via Brown Paper Tickets. Audience members can purchase tickets online by credit card at a reduced price.

Fund-and- consciousness-raising consisted of two letters, one in summer 2018 to the bulk mailing list with individual notes to our Guarantors, and a reminder to Guarantors in January, 2019. We are most grateful to all of our Guarantors, twenty of whom either reached or gave over the "season pass" level (gifts of \$250.00 or more) At this writing, we have six Patrons (gifts of \$1,000 or more) and always welcome, donations to both the Pinkham Fund and the Heinrich Christensen Endowment Fund. As mentioned, Suzette Schochet and her family have been the generous supporters of three concerts during the last three years. It has been very exciting to have the funds to hire orchestras and added choral forces for these performances.

Heartfelt thanks to our loyal Committee members and friends: Bob Gulick and his wife, Sara Arnold, Joan Hunt, Denise Konicek, Betty Lykins, Melinda Riccio, Nadia Stevens, and our Treasurer, Walter Chapin. Special thanks to Mary Sears for her help with Brown Paper Tickets and other helps, and to Gregg Sorensen for his talent and energy with publicity, marketing, and all-round support. Thanks to the Reverend Joy Fallon and Gretchen Horton for their warm encouragement and help.

Last, and most, thanks to Heinrich for his genius work, and to his henchpeople, our choir!

Respectfully submitted, Sylvia Soderberg, Chair of the Committee

## King's Chapel Personnel Committee



The Personnel Committee is a standing committee authorized to collaborate/consult with the Parish Administrator, Junior Warden, and Senior and Assistant Ministers in the area of personnel matters - employment, compensation, position descriptions, problem solving/conflict resolution. Our mission continues to be providing support and expertise in matters relating to employment and employee relations, so as to reflect and bolster the excellence and compassion exhibited by our extremely talented and highly dedicated administrative and ministerial leadership. While we are no longer burdened with the difficulties and tensions which necessitated the formation of the Committee, we remain ready and available to assist with managing any difficulties.

We see ourselves as consultants to the Senior and Assistant Ministers, the Parish Administrator, and/or any staff member who wishes our input. We have defined our role more as policy makers than as hands-on personnel staff. We are, of course, prepared to step in should a personnel problem, of any level, at any level, arise. We, along with the Parish Administrator and the Ministers, extend ourselves should an employee have a personnel issue s/he wishes to have addressed.

During this past year, we have consulted on few, if any, matters of employee relations. We are still considering an open question about compensation for employees in the event of a layoff, as nonprofit organizations may opt out of the state unemployment system. We are also working with the Parish Administrator, Ministers, and Junior Warden to review and rewrite contracts for the Parish Administrator and the Director of Music.

In August 2018, we finalized revisions the King's Chapel Employee Handbook, the policy manual for all employees at King's Chapel. As was mentioned in last year's report, King's Chapel is committed to fairness and generosity towards all employees wherever possible, and we support the most generous salaries and benefits our budget constraints allow. The latest Handbook includes updated employment classifications and conditions as well as an expanded clarification in the policy for and administration of paid time off (PTO). Regular part-time employees are now entitled to paid vacation on a *pro-rata* basis, as full-time employees are. The Employee Handbook is now stored and available electronically, which facilitates the process of updating the Handbook on a regular (yearly) and ongoing basis.

In the immediate future, the Committee will embark on an overhaul of the Performance Management Process in collaboration with the Parish Administrator. The plan is to have a standardized, regular schedule for introductory period (90-day) and yearly performance evaluations; a clear and concise evaluative process (including a standard questionnaire) that is productive and developmental, rather than punitive in nature; as well as structured performance improvement guidelines. It is our hope to implement the process by this Fall/Winter.

Personnel Committee, continued

It has been an honor and a privilege to serve on the Personnel Committee and to work closely with the Parish Administrator, the Junior Warden, and the Senior and Assistant Ministers on matters of employment. We are humbled and inspired by their examples of grace and kindness in all aspects of personnel management.

We submit this report with greatest pleasure.

Amanda Cegielski

Joei Marshall Perry, Personnel Committee Chair

Anne Sexton

April 2019

## King's Chapel Stewardship Committee



Thanks to old and new supporters, the Stewardship Committee can report that the Congregation helped mightily to almost bridge the gap between King's Chapel's budgeted expenditures and expected revenues:

	<u>Results:</u>			
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<b><u>2018</u></b>
Total No. of Contributors:	105	122	140	<b>142</b>
Total funds received (\$0,000.)	\$195	209	221	<b>215</b>
*Goal (\$0,000.)	\$195	200	200	<b>225</b>

\*Our goal is each year's projected net budget deficit after all other sources of revenue are taken into account.

In reviewing all the activity of the Stewardship Committee for the year 2018, we were engaged in a never ending battle all year, to encourage participation:

January	Joint Vestry and Stewardship Committee thank you letter to all givers
February	Sent Initial letter announcing the 2018 Appeal. Sent to 165; 33 responded by the March "Deadline"
April	Sent Personal emails to selected "Non Responders" Sent Reminder letter to other "Non-Responders"
June	Sent "Gentle Reminder" letter to 100 "Not yet Contributed" Sent a Thank you gift to pledgers and contributors
September	Running a \$61,000 deficit toward our goal Sent a New member letter of introduction with tote bag welcome. Homecoming Sunday – table with contribution "thermometer"
October	Sent email personal reminders to selected "Not yet Contributors" Sent Letters to "Other Not yet Contributors" Sent Update letters to pledgers on their fulfillment status Sent Thank you gift to contributors since June
November	Expanded "Ask" mailing list from 165 to 230
December	Concerned that goal is not met Sent 230 letters to all Friends and Members asking for "Christmas Contribution" Sent personal emails to pledgers "not yet fulfilled"

S

Stewardship Committee, continued

All Year - Barbara Fay's handwritten thank you notes to each and every contributor!

In thinking about all this, we are not sure that the Stewardship Committee SHOULD be hounding Friends and Members ALL YEAR to raise needed funds. Perhaps we bothered more people than encouraged them?

In closing, in my 3 years of membership at King's Chapel:

- I have seen us grow in membership and flourish.
- I have seen such increases in warmth and friendliness.
- I have seen such sacrifices of time and talent by so many good people for so many good causes.

I know we will survive and definitely, in time, the Congregation will receive a well deserved:

“Well done, Oh noble King's Chapel “

Sincerely,

John Appleton, Chair, For the Stewardship Committee,  
Barbara Fay, Cliff Allan, Jim Power, Jennifer Kronstain

## Ad Hoc Committee: Oral History Project



King's Chapel's history was well recorded in the *Annals of King's Chapel from the Puritan Age of New England to the Present Day, Volume I* by the Rev. Henry Wilder Foote in 1882. The Rev. Foote partially completed Volume II before he died in 1889. Henry H. Edes finished it and published it in 1896.

John Carroll Perkins published Volume III in 1939. Such smaller publications as the Rev. Howard N. Brown's *The Story of King's Chapel* in 1928 and André Mayer's *King's Chapel The First Century 1686-1787* in 1976 recounted the Chapel's early history in a more modern style. Barbara Owens wrote *The Organs and Music of King's Chapel, 1713-1991* with a second edition of that pamphlet published in 1993.

In late 2017, the Rev. Joy Fallon asked me to take on a new Annals project that would cover the modern period. I'm no Henry Foote, and I am not a professional historian, so I suggested we try an oral history. Joy convened a committee that included herself, Archivist Marie Wells, Freedom Trail Program Director Faye Charpentier, technology expert Christopher LaRoche, Parish Administrator Gretchen Horton and me. Faye knew the procedures of collecting oral histories and the technology of converting the spoken word to print. Christopher and Faye recommended the equipment we should use. We created a list of topics to address and a list of active parishioners to interview. By April, 2018, we were ready to begin.

Faye and I interviewed Carl Scovel in April and Elsie Herrmann and her daughter Jeannette in June. Lauren Bergness-Sell, a member of Faye's staff, helped with some interviews. We intended to conduct one interview a month, and have largely stuck to that schedule. Lauren and I interviewed Todd Lee in November and Vicky and Peter Coccoluto in December. We were treated to lunch by Cornelia Zinsser when we interviewed her at Carlton-Willard in Bedford in February. I interviewed Peter Thomson alone in February also. Sylvia Soderberg was our interviewee in March. Faye and I will interview Gordon Holmes in May.

Faye sends the recordings of the interviews to a service that transcribes them. She goes through the transcriptions to clean up mistakes and remove irrelevancies, and sends them to our interviewees for approval.

We have yet to determine what a final product will be. It could be a book of reminiscences or it could be an online document containing the interviews with live links to a fuller explanation of subject matter. For the time being, we will continue to interview parishioners.

Submitted By Karen Cord Taylor

April 2019

