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APPENDIX A  
Opening & Closing Prayers

For a Vestry Meeting

Almighty and everliving God, source of wisdom and understanding, be present with those who take counsel in this Vestry meeting for the renewal and mission of your Church. Teach us in all things to seek first your honor and glory. Guide us to perceive what is right and grant us both the courage to pursue it and the grace to accomplish it; through Jesus Christ our Lord. *Amen.*

*(BCP, 818)*

For Guidance.

Direct us, O Lord, in all our doings with *thy* most gracious favor, and further us with *thy* continual help; that in all our works begun, continued, and ended in *thee*, we may glorify *thy* holy Name, and finally, by thy mercy, obtain everlasting life; through Jesus Christ our Lord. *Amen.*

*(BCP, 832)*

For Guidance.

O God, by whom the meek are guided in judgment, and light riseth up in darkness for the godly: Grant us, in all our doubts and uncertainties, the grace to ask what thou wouldest have us to do, that the Spirit of wisdom may save us from all false choices, and that in thy light we may see light, and in thy straight path may not stumble; through Jesus Christ our Lord. *Amen.*

*(BCP, 832)*

For Search for a New Rector

Almighty God, giver of every good gift: Look graciously on your Church, and so guide the minds of those who shall choose a rector for Christ Church, that we may receive a faithful pastor, who will care for your people and equip us for our ministries; through Jesus Christ our Lord. *Amen.*

*BCP, 818)*

For Recovery from Sickness

O God, the strength of the weak and the comfort of sufferers: Mercifully accept our prayers, and grant to your servant \_\_\_\_\_ the help of your power, that their sickness may be turned into health, and our sorrow into joy; through Jesus Christ our Lord. *Amen.* *(BCP, 458)*

## APPENDIX B

- a. Key points.
  1. Rule #1. Differences of opinion are to be valued. Diversity of thought & opinion is our strength Repression of differing ideas is our Achilles' Heel.
  2. Rule #2. Do your part to make everyone feel safe to express a differing opinion.
  3. Rule #3. Therefore, it's OK if we have a 5-4 vote. That's why we have an odd number of people on the Vestry.
  4. Rule #4. Stick to the 7-Step Process.
  5. Words are important. Use "I MOVE ....", I move to AMEND ...."
  
- b. Voting 7-Step Process. The section below will appear in each Agenda as a reminder.
  1. Get proposal on the agenda one week in advance.
  2. MOTION.
  3. SECOND.
  4. DISCUSSION.
  5. AMENDMENT(S), MOTION TO REFER, MOTION TO POSTPONE (time period or "indefinitely").
  6. CALL FOR THE QUESTION.
  7. VOTING.

MOTION Template. Consider what, who, where, when, by when deadline, budget maximum, must be approved by. E.g. "I move that Vestry compensation increase 20% beginning January 1" or "I move that Christ Church accept Hamilton County's request to rent the upstairs of the Canterbury building for the month of February 2021 for \$5000."

APPENDIX C  
Consent Agenda Items

(Unless otherwise noted, the Consent Agenda can be found on the “Vestry Work Board”, “Upcoming Meetings” Folder)

1. Interim Rector Report - None
2. Senior Warden Report - None
3. Junior Warden Report - None
4. Treasurer Report - None
5. Last Meeting’s Minutes

Process: The Consent Agenda

1. Members review the Consent Agenda in advance of the Vestry meeting on the website “Vestry Work Board”, “Upcoming Meeting Info” folder (unless otherwise advised). The Consent Agenda will not be printed or emailed unless requested.
2. At the Vestry meeting, the Senior Warden asks:
  - a. “Are there any items in the Consent Agenda that anyone would like to move to Old Business, New Business, or Other Business?” Then, subsequently decide the proper disposition of the request.
  - b. After all requests have been made, the Senior Warden states, “The Consent Agenda is hereby approved without objection. Are there any objections?” If none, the Consent Agenda stands approved.

## CHRIST CHURCH EPISCOPAL VESTRY MINUTES

April 2nd, 2020

### 01. **CALL TO ORDER.**

- a. Present were: The Rev. Park Bodie, Interim Rector; Laura Eichenberger; Rebecca Smith; Seth Sizer; Barbara Arthur; Rachel Lamar; and Senior Warden Chip Caldwell. Also, in attendance were Brian J. Henry, Parish Administrator. Ray at 5:35 PM.
- b. Upon declaration that a quorum was in attendance, the meeting was called to order at 5:34 PM.

### 02. **OPENING PRAYER & DEVOTIONAL.** Rachel Lamar

**03. CONSENT AGENDA APPROVAL.** The Senior Warden opened the Consent Agenda (Appendix C) and solicited requests to move any items to Old Business, New Business, or Other Business. Hearing none, the Consent Agenda was approved without objection.

### 04. **OLD BUSINESS.**

- a. None.

### 05. **NEW BUSINESS.**

- a. Virtual Vestry Meetings – 1st & 3rd Thursdays 5:30pm. Next meeting will be April 16th.
- b. 2019 Parochial Report (Appendix C-6). Upon motion to approve and a second, the motion passed unanimously.

### 06. **OTHER BUSINESS.**

- a. Committee reports & discussion: Vestry Liaisons Ray & Laura (Appendix C-7).
- b. Virtual Christ Church: To-date plans & ideas to enhance/grow.
- c. Holy Week Virtual Worship Schedule – Father Bodie
- d. New Adult Ed Calendar & “Virtual Adult Ed Room” (Thanks, Father Bodie) - (Appendix V)
- e. Things we can accomplish in the church building while it’s empty – Ray Barney

### 07. **FUTURE NEW BUSINESS AGENDA.**

- a. Finance Report: Status of pledges & thoughts on replacing Sunday plate offerings – James
- b. Approve Federal Payroll Protection Grant.
- c. Updating Required (“My, how fast things changed.”): 2020 Vestry Meeting calendar. FYI only (Appendix Y.)
- d. Search Committee update at a May Vestry meeting. FYI.

### 08. **COMMITMENTS FOR NEXT MEETING.**

a. No other commitments were made during this meeting.

**09. CONTINUOUS IMPROVEMENT SUGGESTIONS.** Appendix Z. Email suggestions.

**10. CLOSING PRAYER.** Rachel Lamar.

**11. ADJOURNMENT.** Motion made to adjourn, upon second, motion passed to adjourn at 6:40.

Respectfully Submitted,  
Brian J. Henry

APPENDIX D  
COVID-19 Federal Payroll Protection Grant

1. “Cares Act” - S.3548 “Coronavirus Aid, Relief, and Economic Security Act”.
2. Details.
  - a. Focus period of time from February 15, 2020 to June 30, 2020.
  - b. Non-profits, Churches, and any other 501c3 organization that does not receive Medicaid is eligible.
  - c. This is separate from the Small Business Administration Disaster Relief Fund.
  - d. Administered by the Small Business Administration.
  - e. \$349B funded to support this program.
  - f. For organizations under 500 employee (note to multi-site).
3. Loan funds can be used to cover the following expenses:
  - a. Payroll Costs
  - b. Group health insurance benefits, paid sick leave, medical and insurance premiums.
  - c. Mortgage or rent payments.
  - d. Utilities.
  - e. Interest on any other debt obligations that were incurred before the loan period.
4. Payroll costs to include:
  - a. Salary or wages, payments of a cash tip
  - b. Vacation, parental, family, medical and sick leave
  - c. Health benefits
  - d. Retirement benefits
  - e. Limited up to \$100k annual Salary/wage for each employee
  - f. Please note: There is no clarification at this time on pastoral housing allowances
5. Calculation of Loan Amount
  - a. Average Payroll from the above 12 months.
  - b. Maximum amount of allowable loan \$10M
6. Loan Forgiveness
  - a. 100% of the Loan Amount will be forgiven **if** 2020 total staff = 2019 total staff.
  - b. If 2020 total staff less than 2019, 94.70% of the total Loan Amount will be forgiven & 5.3% of the total Loan Amount will be paid back over a 10-year period of time.
7. Other Details
  - a. Lenders will most likely be your current banker.
  - b. No loan payments under this program are due for 1 year.
  - c. No fees are included in the loan.
  - d. Good Faith Certification: You will need to certify the loan will be used for the following:
    - 1) Support ongoing operations
    - 2) Funds used to retain workers and maintain payroll or make mortgage, lease, and utility payments.
    - 3) No collateral or personal guarantees will be required.



APPENDIX D-I  
Diocese Approval

Chip,

The Standing Committee today granted blanket approval for parishes to apply for loans under the PPP process, subject to guidance from the Diocese regarding those loans. In other words, as Mary says, if you have particular questions about how to make sure the loans you request are indeed forgivable, I'm sure Mary can provide information as she applies on behalf of the Diocese itself. There is also helpful information released by the Diocese today available here: <https://www.dioet.org/blog/financial-relief-for-congregations-during-the-covid-19-pandemic/>

In line with the action the Standing Committee took today, Christ Church is cleared to apply for a payroll protection loan. Please keep us in the loop regarding approval, terms, etc., so we can help as we all try to be good stewards of a resource available to us.

Peace to you and yours. -joe+

**The Reverend Joe Woodfin**

## APPENDIX D-2

### Regions Bank Application Instructions Page

Source: <https://apply.regions.com/cares/gettingstarted>, accessed 4.4.2020

#### Paycheck Protection Program Details

Paycheck Protection Program loans are to support Small Businesses with their expenses for 60 days with the primary goal to keep Americans employed in the pre-COVID 19 impact jobs as well as to help with their expenses during this time.

What are the details of the Paycheck Protection Program?

The Paycheck Protection Program, administered by the Small Business Administration (SBA) under its Section 7(a) lending program, provides assistance to businesses impacted by today's challenging economic environment.

Who is eligible?

Under the program, small businesses with generally less than 500 employees; self-employed; sole proprietors; independent contractors; and businesses in the accommodation and food services sector with fewer than 500 employees per location, are eligible for small business loans to cover payroll; health care costs; mortgage interest payments, rent and utility payments; and interest on pre-existing debt obligations incurred prior to February 15, 2020.

What you need to know to apply.

The amount of the loan cannot exceed the sum of 2.5 times the average monthly payroll cost during the year prior to the loan. Loans are available to eligible borrowers under the program through June 30, 2020, fees are waived, payments are deferred by at least six months (but not more than one year), and no collateral or personal guarantee will be required. To be eligible, a borrower must have been in operation prior to February 15, 2020, and have paid employee salaries and payroll taxes.

## APPENDIX E COVID-19 Projections & Christ Church Response

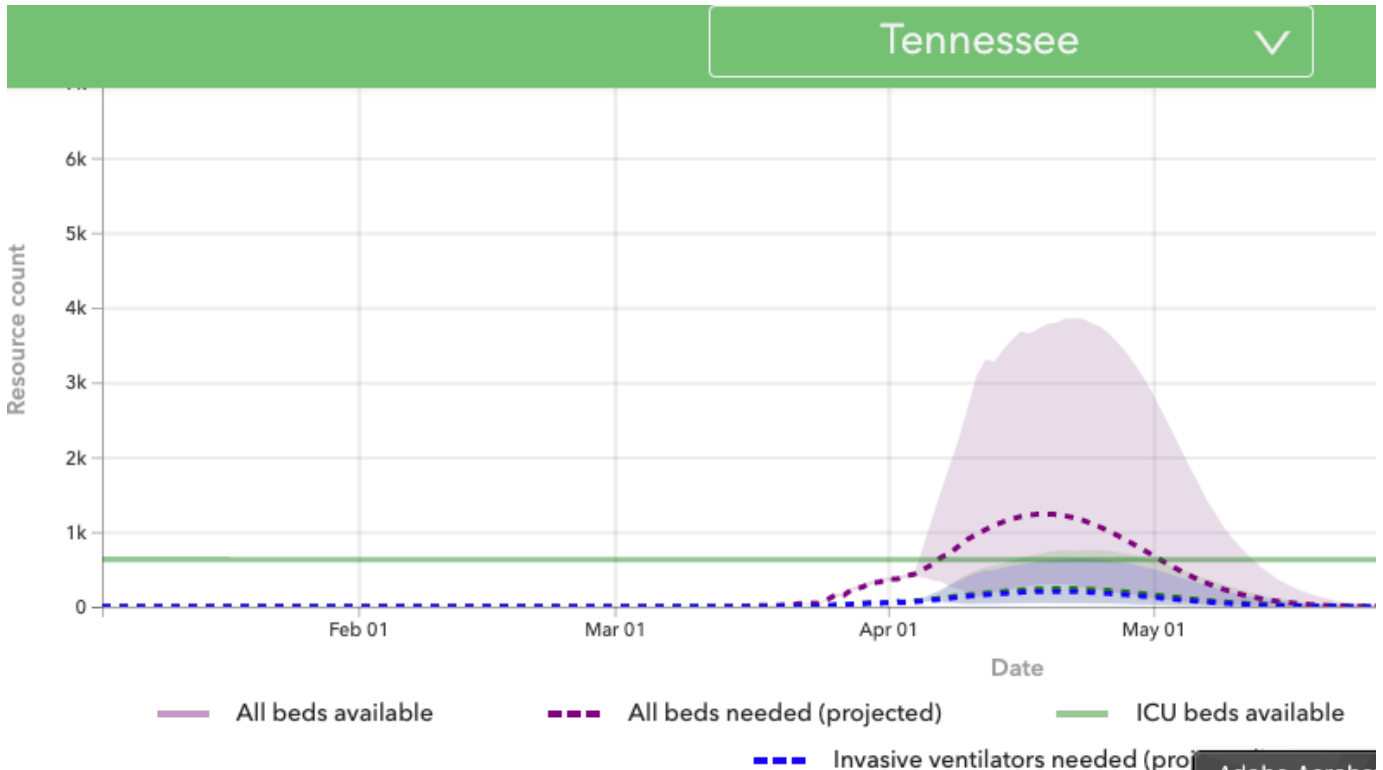


Figure I: TN Projections as of 4.10.2020

Source: IHME COVID-19 Projections (Bill Gates) - <http://covid19.healthdata.org/united-states-of-america/tennessee>. Accessed April 10, 2020.

April 19, 2020		* Projected
All beds available	7,812	
All beds needed*	1,239	(303-3,782)
ICU beds available	629	
ICU beds needed*	241	(55-734)
Invasive ventilators needed*	205	(48-619)

Table I: TN Projections as of 4.10.2020

Source: IHME COVID-19 Projections (Bill Gates) - <http://covid19.healthdata.org/united-states-of-america/tennessee>. Accessed April 10, 2020.

### Conclusions:

1. Tennessee projected to peak on April 19. (Caveat: Statisticians have grave concerns that inadequate data exists to establish reasonable statistical confidence intervals.)
2. Nationally, projections show that the U.S. has more than enough acute care hospital beds, but, since most COVID-19 patients eventually reside in the ICU, we are seriously short of ICU beds.

3. However, Tennessee is not expected to experience such acute or ICU bed shortages.
4. Despite these optimistic projections, there will be illness and there will be deaths. Christ Church should, therefore, aim to be over-prepared vs caught by surprise.

The Vestry and the Outreach & Parish Life BIG questions, therefore, are:

1. What response should we be prepared for?
2. Who should lead developing (any) preparations?
3. At this time, Christ Church communications are dangerously siloed into our various “communities”. That is, Outreach supports their own community; Parish Life has their own “community”; Adult Ed has their own “community”; “11:30 Sunday Hospitality” is separated. Unlike during normal times, inadequate vehicles exist to tie these various constituencies together. Therefore, what ideas does the Vestry have to create unifying and cross-community communications so we can support our parishioners who experience COVID-19 complexities?

APPENDIX V  
Adult Christian Ed Calendar

**Goal:** To offer a worldclass Adult Education experience that attracts Christ Church enthusiasts, as well as, attract the community in a collaborative effort with the Growth Committee to increase the number of “1<sup>st</sup> Time Visitors”. (Consider web broadcast & social media library.)

Sunday	Topic
4/19 - 5/3 (2 <sup>nd</sup> -4 <sup>th</sup> Sundays of Easter)	<p>“Martin Luther and the Continental Reformation”</p> <ul style="list-style-type: none"> <li>• Carl Springer, PhD, UTC Suntrust Chair of Excellence in the Humanities, Modern &amp; Classical Languages &amp; Literature</li> </ul> <p>About Dr. Springer - <a href="https://www.utc.edu/modern-classical-languages-literatures/profiles/faculty/Int321.php">https://www.utc.edu/modern-classical-languages-literatures/profiles/faculty/Int321.php</a></p>
5/10 - 5/31 (5 <sup>th</sup> Sunday of Easter – Day of Pentecost)	<p>“What it means to be an Episcopalian”</p> <ul style="list-style-type: none"> <li>• Joel King</li> </ul>
6/7 – 8/30	Summer Break
9/6 – 9/27	<p>“Christian Belief, Practice, &amp; Thought in an Age of Redefined Identity”</p> <ul style="list-style-type: none"> <li>• Oren Whightsel, PhD, Assoc Lecturer, UTC</li> </ul> <p>About Dr. Whightsel <a href="https://www.utc.edu/english/profiles/lecturers/abc124.php">https://www.utc.edu/english/profiles/lecturers/abc124.php</a></p>
10/4 – 10/25	<p>Social Issue TBD</p> <ul style="list-style-type: none"> <li>• Phil Johnson</li> </ul>
11/1 – 12/29 (All Saint’s Day – 4 <sup>th</sup> Sunday of Advent)	<p>“Church Music: History and Other Cool Things”</p> <ul style="list-style-type: none"> <li>• Kenneth Miller, DMA, Asst Professor, Sewanee School of Theology</li> </ul> <p>About Ken Miller - <a href="https://theology.sewanee.edu/faculty-staff/faculty/">https://theology.sewanee.edu/faculty-staff/faculty/</a></p>
TBD	<p>Topic TBD</p> <ul style="list-style-type: none"> <li>• Right Reverend Neil Alexander, PhD, Dean, Sewanee School of Theology, Professor of Theology &amp; Liturgy, &amp; the Charles Todd Quintard Professor of Theology (invited)</li> </ul> <p>About Rev Alexander - <a href="https://theology.sewanee.edu/faculty-staff/faculty/">https://theology.sewanee.edu/faculty-staff/faculty/</a></p>

APPENDIX W  
 “All We Can Be” Committee Mission Review Calendar

Purpose: To conduct a periodic review of each Christ Church Committee (and other vital groups) in order to aid chairs to be “All We Can Be”.

Goals:

1. Aid chairs in achieving their committee goals.
2. Stimulate cross-mission collaborative initiative.
3. Document continuous improvement (metrics).
4. Increase number of Christ Church participants.
5. Assist Vestry in its vital role to provide support and remove barriers.

Process:

1. 3<sup>rd</sup> Thursday of the week prior to Vestry meeting the chair & Vestry liaison “on deck” presents an overview of their goals, improvements, “dreams”, barriers/obstacles, & other matters to the Vestry.
2. At following Vestry meeting, liaison leads a discussion regarding supports to improve.

Month/ Date	Committee
March, 3/11	<u>Growth</u> Nancy Poston Liaison: Chip Caldwell
April, _____	<u>Outreach</u> Audrey Workman Liaison: Ray Barney
August	<u>Liturgy &amp; Worship</u> Father Bodie Liaison: Joel King (In parallel, Finance Comm updates approved vendor list.)  <u>Music Committee</u> Karla Fowkes Liaison: James Hawkins
November	<u>Adult Ed</u> Father Bodie Liaison: Chip Caldwell  <u>Childrens’ Ed</u> Betsy Bedwell Liaison: Laura Eichenberger
February 2021	<u>Parish Life</u> Danase Sizer Liaison: Ray Barney
May 2021	<u>Growth</u> Nancy Poston Liaison: Chip Caldwell

APPENDIX X  
 Vestry of the Day (VOD)

Each Sunday Following Vestry Meeting

Note: If you must cancel, please arrange a replacement.

Sunday	8:00 Hospitality	10:30 Hospitality
12/22/19	Ray Barney	Everyone
1/19	Rebecca Smith	Rebecca Smith
2/23	Ray Barney	Seth Sizer
3/22	Chip Caldwell	Laura Eichenberger
4/26	James Hawkins	Rachel Lamar
6/7	Ray Barney	Joel King
7/5	Chip Caldwell	Barbara Arthur
7/26	Ray Barney	Barbara Arthur
8/23	James Hawkins	James Hawkins
9/27	Chip Caldwell	Rebecca Smith
10/25	Ray Barney	Chip Caldwell
11/22	Ray Barney	Chip Caldwell
12/27	Ray Barney	Chip Caldwell

APPENDIX Y  
Vestry Agenda Calendar

<b>Agenda Item</b>
<p>1. <u>December 2019</u></p> <p>a. APPROVED – Charter Accounting &amp; Bookkeeping Procedures Improvement Fin (IAW Bylaws Article VII, Section 2). Final report due – Feb meeting.</p>
<p>2. <u>January 2020</u> Vestry Retreat, Debose Conference Center, Monteagle.</p> <p>a. Vestry Retreat – “Feed My Sheep” Strategic Planning Workshop</p> <p>b. Complete - 2020 Voluntary Commitment to the Diocese Form (\$20,525 in 2019)</p> <p>c. APPROVED - Charter 10-yr Building Risks &amp; Improvements Task Force (VII,2). Final report due - July meeting.</p> <p>d. Discussed advisability of a “Green Church, Green Community” strategy</p>
<p>3. <u>February 2020</u> – Vestry Retreat, Debose Conference Center, Monteagle.</p> <p>a. Vestry Retreat – “Feed My Sheep” Strategic Planning Workshop</p> <p>b. APPROVED – Accounting/Bookkeeping</p> <p>c. APPROVED - Charter Growth Committee (VII,2)</p> <p>d. APPROVED - Charter Music Committee (VII,2)</p> <p>e. APPROVED Accounting &amp; Bookkeeping Procedures (VII,2) (IAW 12/19/19 Charter). Effectiveness review – May meeting</p>
<p>4. <u>March 2020</u></p> <p>a. “All You Can Be” Committee Mission Review – Growth Committee (3/11/20)</p> <p>b. Adult Ed. New offerings: “Martin Luther &amp; the Continental Reformation (Carl Springer, PhD, UTC SunTrust Chair of Excellence in the Humanities, Modern &amp; Classical Languages &amp; Literature); “What it means to be an Episcopalian” (Joel King); “Christian Belief, Practice, &amp; Thought in an Age of Redefined Gender” (Oren Whightsel, PhD)</p> <p>c. APPROVED 2020 Parochial Report</p>
<p>5. <u>April 2020</u></p> <p>a. “All You Can Be” Committee Mission Review – Outreach Committee</p> <p>b. New Rector Search Update (Michael Thompson, Chair)</p> <p>c. Systems Theory: Importance for Christ Church culture (Fr. John Talbird) – date TBD</p> <p>d. Charter Stewardship Committee duties &amp; Appoint Chair</p>
<p>6. <u>May 2020</u></p> <p>a. New Rector Search Update (Michael Thompson, Chair)</p> <p>b. Review effectiveness of new Accounting &amp; Bookkeeping Processes (per Feb meeting)</p>
<p>7. <u>June 2020</u></p> <p>a. TBD</p>
<p>8. <u>July 2020</u></p> <p>a. TBD</p>
<p>9. <u>August 2020</u></p> <p>a. “All You Can Be” Committee Mission Review – Liturgy, Worship, &amp; Music Committees</p> <p>b.</p>



<p>10. <u>September 2020</u></p> <p>a. TBD</p>
<p>11. <u>October 2020</u></p> <p>a. 2021 Budget Prep – 1<sup>st</sup> Review (Liaisons meet with Chairs)</p> <p>b. Appoint Nominating Committee (IAW Bylaws, Article VII, Section 2 b)</p>
<p>12. <u>November 2020</u></p> <p>a. “All You Can Be” Committee Mission Review – Adult Ed &amp; Children’s Ed. (In parallel Finance Committee conducts Approved Vendor List in prep for their Nov review.)</p> <p>b. 2021 Budget Prep – 2<sup>nd</sup> Review</p> <p>c. Annual Meeting Agenda Review &amp; Prep</p>
<p>13. <u>December 2020</u></p> <p>a. 2021 Budget Prep – APPROVE</p> <p>b. Annual Meeting</p> <p>c. New Vestry Member Orientation</p> <p>d. Appoint 2021 Diocese Convention delegates</p> <p>e. January 2021 Vestry Retreat Planning</p>
<p>14. <u>January 2021</u> – Vestry Retreat (subject to new SW approval)</p> <p>a. Committee Chair Mission &amp; 2021 Plans Overview – 2<sup>nd</sup> Thurs – prior to Vestry Retreat</p>
<p>15. <u>To Be Scheduled</u></p> <p>a. “Green Church, Green Community” – To be or Not to Be?</p> <p>b. Bishop Cole annual visit planning</p> <p>c. Joint Canterbury Board-CC Vestry information meeting (Troy Eichenberger &amp; Rev. Lou Parsons)? (Last held July 2019)</p> <p>d. Reduce Vestry size to 7 or 5? (Good idea/ Bad idea) (See Aug 2019 Vestry Minutes.)</p> <p>e. “All You Can Be” Committee Mission Review – Parish Life – Feb 2021</p> <p>f. “All You Can Be” Committee Mission Review – Growth – May 2021</p>

APPENDIX Z  
Meeting Evaluation

<b>Vestry Meeting Guidelines 90-Minute Time-Saving Format</b>	<b>Rating (1-5)</b>	<b>Suggestions</b>
1. Never assume underlying motives; ask.		
2. Follow 7-Step Voting process, including all agenda items submitted one week in advance		
3. Prepare for the meeting in advance; read all Consent Agenda items in advance		
4. Avoid non-agenda item discussion. Stick to the agenda topics. Replace "I would like to bring up a topic" with one-week in advance preparation with the Senior Warden.		
5. Time limits of agenda items maintained. If allotted time expires, a MOTION to defer to next meeting is approved.		
6. Other		

What did you like about this month's meeting?

What improvements do you recommend?