

CHRIST CHURCH EPISCOPAL VESTRY AGENDA

May 21, 2020

I. <u>CALL TO ORDER</u> . Call to order, declare quorum, waive notice of mtg.	5:30 – 5:40
II. <u>OPENING PRAYER & DEVOTIONAL</u> . See Appendix A. Volunteer	5:40 – 5:42
III. <u>CONSENT AGENDA APPROVAL</u> . See Appendix C for list of items (5 min) Of Note: a. Pledges down \$1700 per week. (See New Business V(a) below) Treasurer’s Report Appendix C-4 b. P&L, Monthly Income & Disbursements Detail – no action unless moved to agenda. Appendix C-4 c. Yates Trust Regions Bank Earnings Call – 5/12/2020. Appendix C-4	5:42 – 5:47
IV. <u>OLD BUSINESS</u> . a. Return to Church Preparations – Diocese COVID-19 Task Force Recommendations. (43 min) (Appendix E) b. MOTION : New Rector Search Committee decommissioned until Bishop Cole reopens the search – Email from Canon Bolt in Appendix I. (10 min)	5:47 – 6:30 6:30 – 6:40
V. <u>NEW BUSINESS</u> . a. Finance (from Consent Agenda, Appendix C-4) - Pledges down avg \$1700 per week since Mar 22, \$12K over last 7 weeks. Nine pledgers have submitted no pledges since Mar 22. (Consent Agenda – Appendix C-4)	6:40 – 6:45
VI. <u>OTHER BUSINESS</u> .	
VII. <u>FUTURE NEW BUSINESS AGENDA</u> . a. 2020 Vestry Meeting calendar. FYI only (Appendix Y.) b. COVID-19 Federal Payroll Protection Grant Approval. (Appendix D) c. 1 st Reading. Bylaws Update to Solve for Zoom Legality (requested by Diocese) (10 min)	6:45 – 6:55
VIII. <u>COMMITMENTS FOR NEXT MEETING</u> . (1 min)	6:55 – 6:56
IX. <u>CONTINUOUS IMPROVEMENT SUGGESTIONS</u> . Appendix Z handout	6:56 – 6:58
X. <u>CLOSING PRAYER</u> . See Appendix A.	6:58 – 6:59
XI. <u>ADJOURNMENT</u> (and Date/Time/Place next mtg)	6:59 – 7:00

“Meeting After the Meeting” NOTES (Time-saver idea).

v 2.1

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 – C-4
5. Accounting & Bookkeeping Policy & Procedure 3-month Quality Review – C-5
6. Last Meeting’s Minutes – C-6

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.

APPENDIX C-4

Treasurer's Report

I. Income

II. Expenses (All Except Payroll)

III. Yates Trust – Regions Investor Call, 5.12.2020

APPENDIX C-5
Bookkeeping & Accounting Update

APPENDIX C-5(a)
Quality Survey

I. In early May, a SurveyMonkey link was sent to users of the new process. Of the 7 respondents as of May 6, the major themes were as follows:

- Lack of timeliness of reimbursement.
- Lack of timeliness of spending to budget reports.
- Many respondents stated they are unfamiliar with the process, particularly automated PO process and availability of credit card.
- Many respondents indicated they do not like the requirement to request pre-approval via the PO process & preferred the old process in which they did not need to request approval beforehand.
- Jim, James, Brian, and Chip also completed an analysis via Zoom on May 6 with the following observations:
 - Due to the COVID separation, the new process has not been in place long enough to conduct an effective quality review.
 - The current process is needlessly complex with the back-and-forth between Brian and the accountant, causing delays and occasional errors.
 - The current Quickbooks Chart of Accounts is still in progress and incomplete, thereby, preventing creation of accurate P&L statements for Vestry review.
 - The current process still requires some improvement as we continue migration to Quickbooks.

II. Based upon the above, the following improvements are being implemented unless objections are raised by the Vestry:

- Transition Quickbooks entry, reporting, and payroll to Brian beginning July 1.
- Creation of an online Bill Pay process via Regions Bank vs. current physical checks.
- Add a process for electronic submission of receipts (picture, scan, etc.)
- Improve education and orientation to the process (perhaps including an instructional video).

APPENDIX C-5(b)

December 2019 Vestry Approved MOTION: Charter Bookkeeping & Accounting Task Force

Excerpt December 16, 2019 Vestry Minutes

“APPROVED by the Vestry at its December 19, 2019 meeting.

MOTION: I move that the Vestry defer the implementation date of that certain November 22, 2019 approved motion (“November Accounting Motion”) regarding changes to the accounting and bookkeeping processes until March 1, 2020; and, further, to charter an ad hoc Special Review Committee consisting of the Treasurer, Senior Warden, Junior Ward, and members of the Finance Committee (minus any who are not members of Christ Church).

The Special Committee, in accordance with the Bylaws Article VII, Section 2 "Special Committees", is chartered to give a report to the Vestry at its February 2020 meeting recommending the following:

1. Internal process changes that optimize the implementation of and transition to an external, independent accountant who will maintain all accounting data using industry-standard accounting software;
2. Internal process changes that allow for the continued success of the arrangement with an external, independent accountant, including, but not limited to, processes to minimize data errors related to budget lines, funds’ designation, and other potential tracking inaccuracies. The Vestry encourages the Finance Committee to consider the feasibility and the use, improvement, or creation of check requests or other forms or processes that will aid in this effort;
3. Ensure all relevant processes, current and proposed, comply with the canon law of this Church and Diocese;
4. Review current Episcopal Church manuals to identify relevant best practices;
5. Advise the Vestry on any other material considerations not enumerated here to aid in the implementation and continued success of the provisions of the November Accounting Motion.

In all recommendations, the Vestry desires a system that 1) requires minimal assistance on the part of parish volunteers, 2) maintains adequate standards of transparency, 3) properly segregates roles and responsibilities to minimize risks inherent in financial duties, and 4) promotes an active rotation of parish members on committee(s) and volunteer roles contemplated in the recommendations on parochial financial management.”

APPENDIX C-5(c)

February 2020 Approved MOTION: Bookkeeping & Accounting Policy Change

Excerpt - February 16, 2020 Vestry Minutes

“IV. a. Special Accounting/Bookkeeping Recommendations – James Hawkins (chartered at Dec mtg) (Appendix D). Upon motion and seconded, the motion was passed without objection. Discussion included strong support for checking in on how the process is working in the May agenda.

Excerpt – February 16, 2020 Vestry Agenda: Appendix D-I of that Agenda

**“Special Finance Committee on Accounting & Bookkeeping
Report to the Vestry
February 2020**

“To the Rector and Vestry:

Please find attached the proposed policy and procedures for the receipt and disbursement of parish funds. The procedures recommended are based on the charter adopted for this committee by the Vestry in its December 2019 meeting.

The Proposal has three main objectives:

1. To create a set of internal controls adequate to safeguard the parish’s financial assets;
2. To establish a spending approval process that protects the Board of Directors’ responsibility and control over the disbursement of parish funds; and,
3. To provide participants and other stakeholders with a transparent system of procedures and reporting.

“To advance these objectives, the procedures reassert the Board of Directors’ exclusive power to authorize disbursements and prescribes steps to ensure disbursements are made consistent with authorizations. The procedures are intended to be fair, transparent, and flexible.

“Next Steps:

Following adoption, the Wardens will meet with staff and committee chairs to educate them on the new procedure.

**Christ Church Episcopal
February 2020**

Procedures for the Receipt and Disbursement of Parish Funds

I. Receipt of Funds

1. The 8am offering is combined with the plates used at 10:30.
2. Following the 10:30am service, the counting team (two people) receives the plates in the working sacristy from the altar server.
3. The counting team, using the **Weekly Counting Form**, records the amount of cash and number of checks received, then stores the offering with the executed form in the church office.
4. At the beginning of the business week, a finance volunteer updates the executed counting sheet to record checks received at the church office.
5. Prior to deposit, a finance volunteer:
 - a. Updates the pledge tracker to record contributions against pledges;
 - b. Completes the **Funds Classification Report** to identify designated funds received and emails the report to the Accountant, Wardens, Treasurer, and Parish Administrator.
6. At the earliest convenience, a finance volunteer, deposits the cash and checks into the operating account. A deposit slip is agreed to the executed counting sheet.

II. Disbursements - Authorization

1. Authorization Required: **Unauthorized disbursements are not permitted.** The Bylaws vest the Board of Directors (the Vestry together with the Rector) with the exclusive power to authorize disbursements from Parish income or assets (Bylaws, VIII.1). **The Vestry gives formal authorization through the approval of a budget (para. II.2 below), the acceptance of designated funds (para. II.3 below), and as needed (para. II.4 below). No one director or group of directors (Vestry members or Rector) has the power to authorize disbursements independent of a formal motion of the Board.**
2. General Fund as Budgeted - The General Fund Budget as approved by the Vestry is a formal authorization for appointed staff, committee chairmen, project managers, and parishioners to disburse parish funds in amounts and by purpose consistent with the Budget. Only appointed staff, committee chairmen, project managers, or parishioners may request disbursements from their assigned budgeted funds ("Authorized Request"), subject to approval (para. III.1 below). The Vestry may alter the Budget at any time.
3. Designated Funds - Staff, committee chairmen, project managers, and parishioners may also be authorized to spend funds set aside for a specific purpose, subject to further limitations on amount or purpose that the Vestry may impose. Only appointed staff, committee chairmen, project managers, or parishioners may request disbursements from designated funds consistent with limitations as to amount or purpose ("Authorized Request"), subject to approval (para. III.1 below).
4. Other Authorization to Spend (Ad Hoc Requests) - **Requests for authorization to spend an amount or purpose not budgeted or designated may be made to the Vestry** consistent with the Vestry's process for slating agenda items. The Vestry in its discretion may commit the request to the Finance Committee for review and recommendation. Ad Hoc Requests should be submitted to

the Vestry Liaison to the Finance Committee using the **Ad Hoc Request Form**. In the interest of time, the Vestry Liaison may request the Finance Committee review and make recommendations on the request prior to the Vestry's formal motion to commit the request to the Committee. Only the individuals designated on the Ad Hoc Request may request disbursements ("Authorized Request"), subject to approval (para. III.1 below).

III. Disbursements - Approval

- I. Approval Required: **Authorized Requests must be approved prior to disbursement**, excluding items designated as exempt under paragraph III.5 below. Where an Authorized Request is consistent with the authorization's amount and purpose, the request will be approved; all others will be denied. Only Authorized Requests may be submitted for approval.
 - a. Designated funds may only be disbursed when the request conforms clearly to the donor's intent, as narrowly construed and, if applicable, as further purposed or limited by the Vestry. Where a request's intended use is not clearly within the scope of a fund's designated purpose, the request will be denied.
2. Request - Credit/Debit Card Purchases and Online Transactions: The **Purchase Order Form** is completed and submitted to the church office for approval.
3. Request - Payment by Check: The **Check Request Form** is completed and submitted to the church office for approval.
4. Approval: A finance volunteer reviews the Authorized Request for compliance, both as to amount and purpose, with the approved budget, designated fund, or other authorization to spend, and approves the expenditure or refers to the Treasurer and Wardens, who communicate any denial of unauthorized expenditures.
 - a. The Wardens or Treasurer may also approve or deny a request compliant with the approved budget, designated fund, or other authorization to spend, provided the appropriate documentation has been completed.
 - b. **No party may approve his own Authorized Request or an Authorized Request that creates a conflict of interest for the approver** (see, IV.4.a).
5. Exemption: The Treasurer with the consent of the Finance Committee may exempt certain disbursements from the approval process. The exemption is limited to items that are budgeted from the General Fund, recurring in nature, and non-discretionary. Examples include utilities, payroll of salaried employees, or fixed installment payments. Disbursements exempt from approval are assigned by budget line. Designated fund disbursements are not eligible for exemption under this para. III.5.

IV. Disbursements - Payment

- I. Request by Purchase Order Forms (para. III.2 above): Following approval of the Purchase Order Form, arrangements are made with the Parish Administrator to obtain the credit/debit card or to make the online purchase.
 - a. The credit/debit card is returned to the Parish Administrator along with an itemized receipt confirming only the amount and items approved were purchased.

- b. Receipts for all credit card transactions including those from online purchases are submitted to the Parish Administrator along with the approved Purchase Order Form for submission to the Accountant in para. IV.2 below following receipt of the corresponding monthly credit card statement.
 2. Request by Check Request (para. III.3 above): On Tuesday (Process Day 1), the Parish Administrator scans all invoices and receipts, attaching related Purchase Order forms or Check Requests, to the Accountant, Wardens, Treasurer, and Finance Volunteer together with a cover sheet listing the items scanned.
 - a. Method 1 - Physical payment:
 - 1) By Wednesday of the next week (Process Day 8), the Accountant delivers unsigned checks to the Parish Administrator.
 - 2) By Thursday (Process Day 9), an Authorized Signatory signs the checks at the church office.
 - 3) By Friday (Process Day 10) the Parish Administrator mails the checks or makes arrangements with the payee to receive the check at the church office from the Parish Administrator.
 - b. Method 2 - Electronic payment (ACH or check e-delivery):
 - 1) By Wednesday (Process Day 8), the Accountant submits to the Authorized Signatory an electronic request for signature or other approval to release funds.
 - 2) Signature or approval must be submitted back to the Accountant by Thursday (Process Day 9).
 - 3) For both Methods 1 and 2 (paras. IV.2.a and b), appropriate delays are made when a scheduled Process Day falls on a holiday.
 - c. Method 3 - Immediate Payment (No Payment Approval or Signature Required):
 - 1) The Treasurer with the consent of the Finance Committee may direct the Accountant to pay certain disbursements i) immediately upon receipt of the invoice or disbursement approval without need of signature or other payment approval, or ii) by autopay. Appropriate items include utilities, credit card bills, and fixed installment payments. An approval for immediate payment under this para. IV.2.c.i is not an approval or authorization for disbursement under paras. III.1 or II.1 above, respectively.
3. Payroll
 - a. Semi-monthly: Salaried employees are paid by direct deposit on the 15th and last day of the month.
 - b. Bi-weekly: Before Tuesday (Process Day 1), hourly employees submit for approval their **Timesheet** for the prior two weeks to the Treasurer, a Warden, or Rector. Approved timesheets are sent to the Accountant with the Tuesday batch (Process Day 1) (para. IV.2 above), who schedules direct deposit for the immediate Friday (Process Day 4).
4. The Authorized Signatories of the parish are limited to the Wardens, Treasurer, and others assigned at the discretion of the Finance Committee with the consent of the Rector, Wardens, and Treasurer.
 - a. No one may sign for payment of an expense which he also approved (see III.4.b).

V. Transfers of Funds

1. Following weekly deposits, a finance volunteer transfers to the appropriate nested fund any money received into the operating account. Notification is sent to the Wardens, Treasurer, and Accountant.
2. When necessary, a finance volunteer transfers funds among accounts. Notification is sent to the Wardens, Treasurer, and Accountant.

VI. Amendments

1. The Parish Administrator, Treasurer, Wardens, and Accountant may agree among themselves to adapt the timing or sequence of events or to alter the divisions of labor as they deem necessary provided the signatory controls of III.4.b and IV.4.a are maintained.
2. The Treasurer together with the Finance Committee and with the consent of the Rector and Wardens may provide church debit, credit, or charge cards to individual parish members or staff to use in a manner consistent with their authorized disbursements provided all spending is approved and the cards have a daily purchase maximum of no greater than \$500.
3. The Vestry desires that procedures prescribed will be performed electronically to the extent possible.

APPENDIX C-6
**CHRIST CHURCH EPISCOPAL
VESTRY MINUTES**

April 16th, 2020

1. CALL TO ORDER.

- a. Present were: Laura Eichenberger; Seth Sizer; Barbara Arthur; Rachel Lamar; Rebecca Smith; James Hawkins, Junior Warden; and Chip Caldwell, Senior Warden. Also, in attendance were Jim Hatley, Treasurer; and Brian J. Henry, Parish Administrator. Father Bodie at 5:35 PM.
- b. Upon declaration that a quorum was in attendance, the meeting was called to order at 5:30 PM.

2. OPENING PRAYER & DEVOTIONAL. Seth Sizer.

- 3. 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.

4. OLD BUSINESS.

- a. None.

5. NEW BUSINESS.

- a. Finance Report:
 - i. Income – Pledges at greater than budget, but 8 pledgers did not contribute in March. Non-pledge giving is down.
 - ii. Expenses – Expenses remain at pre-COVID19 levels. Brainstorm – Ideas on reducing, eliminating, delaying certain expenses? –James
- iii. Note: COVID-19 Federal Payroll Protection Grant Requested. (Appendix D)
 - i. Seth asked that the vestry be given continuous updates on the status of the grant.
- b. COVID-19 Projections & Christ Church Response (Appendix E)
Better to be over-prepared vs. Caught by Surprise
BIG questions for the Vestry, Outreach, & Parish Life:
 - i. What response should we be prepared for?
 - ii. Who should lead developing (any) preparations?
- iii. 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?

-Responses from Parish Life and Outreach were shared. Discussed was how to be prepared if a parishioner passes away during this time of social distancing.

6. OTHER BUSINESS.

- a. “Virtual Christ Church” thoughts & ideas Thanks was extended to Fr. Bodie and Chip for taping services and posting them online, as well as some appreciation for the Virtual Hospitality Hour.

7. FUTURE NEW BUSINESS AGENDA.

- a. 2020 Vestry Meeting calendar. FYI only (Appendix Y.)

b. Search Committee update at a May Vestry meeting. FYI.

8. COMMITMENTS FOR NEXT MEETING.

a. No other commitments were made during this meeting. An informal status meeting will be held on May 7th.

10. CONTINUOUS IMPROVEMENT SUGGESTIONS. Appendix Z. Email suggestions.

10. CLOSING PRAYER. Seth Sizer.

11. ADJOURNMENT. Motion made to adjourn, upon second, motion passed to adjourn at 6:38PM.

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 D-3
COVID-19 Payroll Relief Application Documentation
Accepted 4.6.2020

4.27.2020 Update. From Diocese Legal Issues Zoom

1. Increased forgivable loan amount to 2.5 times our monthly expense for **total forgivable loan.** Letter uploaded to Regions portal 4.27.2020.
2. The Diocese Legal Task Force Zoom meeting advised that as long as 75% of the total loan is payroll the loan should be forgiven. Our payroll percentage of the total is 81%. Should the loan, or any portion thereof, not be forgiven, the payback period is 2 yrs at a 1% APR.

APPENDIX E-I
Post COVID-19 Reopening Guidelines
Bishop's Guidelines, 5.8.2020

On May 8, 2020, the Diocese COVID-19 Task Force released its recommendations for returning to public worship, gatherings, and in-person mission work. These guidelines can be viewed on the Christ Church website, www.christchurchchattanooga.org, click on "Vestry Work Board", then "Important Documents". The Task Force suggests a four "season" framework for determining timing and protocols for a graduated return, as follows:

- Season I. *Sheltering In Place*. This is our current "season".
- Season II. *Proceeding with Caution*. During this phase, limited in-person worship is resumed with specific limitations on number of attendees, social distancing protocols, and other amended practices from traditional. Pre-requisites to any in-person gatherings include development by the Rector and Vestry, with input from parishioners and approval by the Bishop, of customized protocols weighing each parish's unique characteristics (parishioner age groups, physical layout, etc.) Examples of suggested protocols include, but not limited to, the following:
 - Ushers stand at least six feet from the entrances.
 - Bulletins obtained from a table vs. handing out.
 - Offering collected on a convenient table.
 - The peace is passed without physical contact among members.
 - Music provided by solo or duets vs. entire choir assembly.
 - Note: Christ Church committees jump started with their recommendations for hospitality and other considerations on April 15 and are included below.
- Season III. *Finding a New Normal*. Parish offices are open, while still maintaining best practices about hand-washing, regular cleaning of public spa
- Season IV. *Incorporate Learnings from the Post-COVID Pandemic*.

The following questions to conclude Season II, *Proceeding with Caution*, are suggested by the Task Force: (yellow highlights added)

I. Worship Considerations.

- a. "What are the dynamics and demographics of your community? Are there youth groups, seniors, study groups? How do you communicate with each of these groups?
- b. Should a limit to the number of attendees be created? And, if so, how will the reservation list be accomplished and communicated? How do we deal with newcomers and seekers (e.g. hold a "Visitor Section" open)?
- c. "What is the best space to gather? Nave, Parish hall, outside? Have you considered alternatives to the nave? Would the parish hall, parlor, or outdoor garden work?
- d. How do we enter and exit using one-way traffic and social distancing?
- e. How many services can you sustain on one Sunday?

- f. Are there different types of liturgies that can be provided at different times to spread out those attending? Eucharist, Daily Office, Taizé, Choral? Are there people other than clergy to serve as worship leaders?
 - g. How do we offer Sacraments and sacramental rites? (Morning Prayer or Ante-communion remain valid and appropriate for Sunday worship in this season.)
 - h. Will Children's Ed be offered?
 - i. How do we explain and maintain social distancing with children?
 - j. How will Christ Church Social Distancing Guidelines be communicated? How do we pastorally deal with people acting out or ignoring protocol? How will visitors and newcomers be informed (e.g. included in the bulletin)? What is the role of the Rector and Vestry with regard to safety without seeming heavy-handed?
 - k. How will ushers and other volunteers be trained to ensure that worshipers are welcomed and assured of safety at the same time?
2. Hospitality Considerations.
- a. Can social events (such as hospitality hour) happen with social distancing?
 - b. Would a Zoom format for a time be a better alternative to physical gathering?
3. Adult Ed. Can in-person Adult Ed be effectively offered with a social distancing structure? Or, should the current Zoom format be retained for a time?

APPENDIX E-2
Post COVID-19 Reopening Guidelines
Draft Christ Church Guidelines

TBD after obtaining feedback and input.

APPENDIX E-2
Parish Life & Outreach Input

----- Parish Life Response 4/15/2020

Chip:

In response to your questions, our Committee members have touched base and here are our recommendations.

We feel there will be a gradual reopening of the church / rejoining of the congregation. The fact that the majority of our parishioners fall into the "elderly and compromised" category is our biggest consideration. People are truly frightened, and even when the physical buildings are open again, we feel people will only gradually begin to return to services. Our job and the vestry's job will be to make that transition as easy and non-threatening as possible. For that reason our Parish Life Committee recommends the following:

* **Return to services without any after-church hospitality.** It will be fairly easy to maintain social distance in the pews during service, but folks will not want to congregate in close communion in the parish hall for a period of time afterwards. This could last for several months and we leave that up to the discretion and decision of the vestry.

* **When the vestry feels that it is once again safe to be in closer surroundings with one another, the Hospitality Committee recommends that we offer only a brief period of visitation after church. Coffee and lemonade will be available and we will serve only pre-wrapped pastry items** and possibly packaged crackers for those that do not want sweets. We will have gloves in the kitchen and these will be used for any service. Our suggestion is that this policy continue through to the end of the year. We recommend there be no cooking/food service at all for hospitality for several months to come.

* **We also recommend that we use only disposable items (paper cups, coffee cups, individual stir sticks, plates, plastic flatware).** No dishes being washed and no cleanup. For obvious health reasons this is not the time to consider going green in the kitchen.

* Our Committee looks to the vestry for their timeline on when it is appropriate to begin hospitality again.

* To our knowledge at this time our members are safe and well. **If our parish experienced a death,** there is a procedure in place to handle the funeral as far as the parish hall use is concerned. Our policy is that the church provide coffee, lemonade and a cookie tray for any funeral visitation. If the family members wish to have something additional, or have a luncheon for family afterwards, then the family may use the parish hall for this. **But it is the family's responsibility to plan, pay for and clean up afterwards. We feel that policy should continue. Since gatherings of 10 or more remain prohibited at this time, I do not foresee any visitations or funerals at the church.** Of course these arrangements would be at Park's discretion.

* **For grieving families, our policy is to provide a sandwich deli tray to the home of the parishioner's family. We would continue to do this even without personal contact.**

The Parish Life Committee remains committed to keeping in touch with our congregation. We continue to make phone calls to those who live alone or have compromised health issues. We continue to send cards to those that are shut-in or ill. At this moment in time, we feel this is the ministry we are called to. We look to the vestry, to you, and to Park to determine the timeline for any of the above knowing that you have the best interests of all in mind. We look forward to your comments.

Danese

----- Outreach Response 4/16/2020

Good morning, Chip. This is a bit soon for you to give up on hearing from me. I contacted my committee after finding your Monday 4/12 email, we met last night via Zoom, and before I have a chance to write a report, here you are. We already met once this month and Ray reported our activities to the vestry, so this was a second called meeting. Patience on your part would be helpful.

Outreach has seven members, six of whom are considered at high risk for COVID-19 because of age or medical conditions. None of us will be contacting members of the community in person. We do not plan to buy, box, and distribute groceries of any kind. However, we have already sent money to Northside Neighborhood House. If a person in need calls 211 to ask for assistance, NNH is one of the agencies to which they are referred. NNH can help with food, clothes, or paying bills. We will likely give money to them again, but not twice in the same month. Ray Barney is thinking about buying gift cards from the Dollar General (no alcohol there) for the Southside Abbey homeless and needy, and if she proceeds with that, Outreach will likely help with funding.

Your email on Monday mentioned nothing about Sunday's tornadoes. I've already contacted Lou Parsons of St. Francis in Ooltewah, offering to send her discretionary money to help parishioners in need. She has not yet been able to contact everyone because of damage and power outages, but was grateful for the offer and will be getting

in touch with me after she has done so. Outreach has already approved an amount for sending to her. I may contact April Berends of Grace Church with a similar inquiry. I know that the Brainerd area near Grace Church has experienced damage and power outages; not surprisingly, the county's attention is going first to the wealthier East Brainerd area.

You also asked about communications. My committee thinks you mean people who are not connected to the internet, or don't have access to the Exsultet, but we aren't sure about that. Most of the Outreach members are 8:00 congregants, and they call each other, and Joel, on a regular basis to share news and be sure everybody is okay. Maybe you could find some 10:30 volunteers to do the same for the later service crowd. As of last night, I was told that none of the 8:00 people plan to return to Christ Church for face-to-face interaction anytime soon, regardless of any decision made by the vestry.

I hope this information helps.

Audrey

----- 4/16/2020 Response #2 -----

Nice save, Chip! Outreach does stay in close, near-daily contact via text because we truly love each other. We have to call a meeting for business, though, because that's a different conversation altogether. Just found your follow-up email and I think the parish will be glad to know our church has a plan.

Audrey

APPENDIX F
Updated Bylaws

Note: Yellow Highlight represents Diocese Legal Task Force recommendations & blue highlights illustrate differences between our bylaws and the Diocese template.

**BYLAWS
OF
CHRIST CHURCH EPISCOPAL**

ARTICLE I

Name

The official legal name of this corporation is Christ Church Parish, Inc., a 501(c)(3) corporation existing under the laws of the State of Tennessee, a/k/a Christ Church Chattanooga and Christ Church Episcopal. The corporation shall hereinafter be referred to in these Bylaws as the "Parish."

ARTICLE II

Offices

The principal place of business of the Parish shall be 663 Douglas St., Chattanooga, TN 37403, or such other place as shall be lawfully designated by the Board of Directors. The Parish may have offices at such other places as the Board of Directors may from time to time determine or the affairs of the Parish may from time to time require.

ARTICLE III

Purpose

The Parish is organized to be and serve as a Parish of the Diocese of East Tennessee (the "Diocese") as provided in the Constitution and Canons of the Diocese, and, therefore, the Parish is a constituent part of the Church and the Diocese in accordance with the Constitution and Canons of The Episcopal Church (the "Church") and the Diocese. The Parish acknowledges, accedes to, and adopts, and shall at all times adhere to the Constitution, Canons, doctrines, discipline, worship and usages of the Church and the Diocese. The affairs of the Parish shall be conducted by the Vestry and Rector according to the Constitution and Canons of the Church and the Diocese.

ARTICLE IV

Members and Meeting of the Members

Section 1. Members. The Parish will have members. Members of the Parish are adult communicants, as defined in the Canons of the Church, whose names are duly enrolled as such in the register of the Parish.

Section 2. Annual Meeting. The Parish shall hold an annual meeting within the times stated in Title IV of the Canons of the Diocese. At such meeting, the Rector and the treasurer or principal financial officer shall report to the congregation. The agenda of the meeting shall also include such other matters as may be appropriate to bring before the members. Notice of the time and place for the annual meeting and election of members of the Vestry shall be given at a public service of the congregation at least two weeks prior to the date of such meeting or meetings.

In the event holding an in-person Annual Meeting is unsafe or impracticable, the Vestry may, by unanimous consent, adopt a resolution authorizing the participation of members in the Annual Meeting by means of a conference telephone, video conference, or similar equipment that allows all persons participating to, at a minimum, hear each other at the same time. Participation by such means shall constitute presence in person at the Annual Meeting. The resolution and the written consents thereto by the members of the Vestry shall be filed with the minutes of the proceedings of the Vestry or committee making or adopting such resolution.

Section 3. Other Meetings. Other Parish meetings may be called by the Rector or Wardens any time and shall be called by them upon the written request of a number of Confirmed Communicants in Good Standing of the Parish not less than twice the number of Vestry members of the Parish. Said meetings, including, but not limited to, Vestry meetings, may be held by means of a conference telephone, video conference, or similar equipment that allows all persons participating to, at a minimum, hear each other at the same time. Participation by such means shall constitute presence in person the meeting. Any minutes or recorded business of said meeting shall be recorded, as required, in accordance with these Bylaws and the Constitution and Canons of the Diocese of East Tennessee.

Recording of Meetings. The minutes of any meeting held in accordance with this section shall be recorded by the Clerk of the Vestry or other person designated by the Vestry or by the Rector and shall be maintained and filed in accordance with these Bylaws and with Constitution and The Canons of the Diocese of East Tennessee.

ARTICLE V

Board of Directors

Section 1. Qualification and Number of Directors. This Parish shall be governed by a Board of Directors, which shall consist of the Rector and Vestry of the Parish, as defined in the Constitution and Canons of the Diocese. All members of the Vestry shall have equal and full voting rights and responsibilities as members of the Board of Directors. The Vestry shall consist of nine (9) members. Members of the Vestry shall have the qualifications prescribed in Article X of the Constitution of the Diocese, i.e. be at least sixteen (16) years of age and a confirmed communicate of the Parish. Only one member of a household shall serve on the vestry at a time. Employees of the Parish may not serve on the vestry.

Section 2. Terms of Members of the Vestry. The members of the Vestry shall be divided into three (3) classes with one-third of the members of the Vestry to be elected each year to serve three-year terms. Members of the Vestry shall be elected in the manner provided in Section 3 of this Article V. The term of office for each class of Directors shall commence on **December 31** following their election to the Board of Directors and shall end on **November 30** of the third (3rd) year following said election.

Section 3. Manner of Election of Members of the Vestry. Election of the members of the Vestry shall be as provided in Title IV of the Canons of the Diocese. Qualified voters in such election shall be those members of the Parish who are Adult Confirmed Communicants in Good Standing in the Church registered in the Parish.

Section 4. Voting. Voting by proxy in Parish meetings shall not be allowed. Voting by absentee ballot shall be allowed only if the Parish adopts a written absentee voting procedure delineating the criteria for the use of an absentee ballot and provides reasonable notice of such procedure prior to each election.

Section 5. Absentee Voting. Absentee voting for Vestry elections will be permitted only under the following conditions:

- A. A request in writing, such as an email, for an absentee ballot for the member voting must be received in the church office on or before the first (1st) Sunday in November;
- B. The written request must specify the reason for casting an absentee ballot;
- C. The requesting person must be a qualified elector; and,
- D. Completed absentee ballots must be received by the Election Committee by the time polls are closed.
- E. **Absentee Voting in the Event of Isolation or Emergent Event:** All votes of the qualified Electors may be taken via absentee ballot if the Vestry and Election Committee consent in writing, which may include email, to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the Vestry and Election Committee shall be filed with the minutes of the proceedings of the Vestry

or committee adopting such resolution. In such case, qualified Electors may participate in voting via written method as determined by the Vestry and Election Committee. Completed written ballots must be received by the Election Committee on or before the time polls are closed. The results of the Vestry election shall be shared with the Parish via written means as determined by the Election Committee.

Section 6. Limitation Upon Terms of Office. No member of the Vestry who has served a three-year term shall be eligible for reelection unless at least one year shall have expired between his or her terms, nor shall a member of the Vestry who has been elected to serve a full term on the Vestry and has subsequently resigned from that position be eligible for reelection until at least one year shall have expired from the date of resignation.

Section 7. Vacancy. Vacancies occurring in a Vestry during the term of office of its members shall be filled by vote of the remaining members of the Vestry; provided, however, that no one may fill a vacancy during the period of time in which such person would be ineligible for reelection as set forth in Section 5 above. Members elected to fill a vacancy shall hold office until the next annual election or until their successors are elected.

Section 8. Indemnification. With respect to claims or liabilities arising out of service as a Director of the Parish, the Parish shall indemnify and advance expenses to each present and future Director (and the Director's estate, heirs and personal representatives) to the fullest extent allowed by the laws of the State of Tennessee, both as now in effect and as hereafter adopted or amended.

Section 9. Immunity. To the fullest extent allowed by the laws of the State of Tennessee, both as now in effect and as hereafter adopted or amended, each present and future Director (and the Director's estate, heirs, and personal representatives) shall be immune from suit arising from the conduct of the affairs of the Parish.

Section 10. Meetings of the Board of Directors.

A. Regular meetings. Regular meetings of the Board of Directors shall be held at least monthly. The Rector, and/or any one or more members of the Vestry and/or Board of Directors may participate in a meeting of the Board of Directors by means of a conference telephone, video conference, or similar equipment that allows all persons participating in the meeting to at minimum hear each other at the same time. Participation by such means shall constitute presence in person at such a meeting.

B. Special meetings. The Rector or Senior Warden or, in the absence of both, the Junior Warden, may call a meeting of the Board of Directors; a meeting shall be called on the request of three members of the Vestry. The Rector, and/or any one or more members of the Vestry and/or Board of Directors may participate in a meeting of the Board of Directors by means of a conference telephone, video conference, or similar equipment that allows all persons participating in the meeting to at minimum hear each other at the same time. Participation by such means shall constitute presence in person at such a meeting.

C. Action outside meetings. Any action required or permitted to be taken by the Board of Directors or any committee thereof may be taken without a meeting if all members of the Board of Directors or of the committee consent, in writing, to the adoption of a resolution authorizing the action. Writing shall include, but is not limited to, email communication. The resolution and the written consents thereto by the members of the Vestry or committee shall be filed with the minutes of the proceedings of the Vestry or committee making or adopting such resolution.

D. Quorum. A majority of the current membership of the Board shall constitute a quorum. The approving vote of a majority of Directors present shall be necessary to take action by the Board and action so taken shall be the action of the Board, except as otherwise specifically provided by the Charter or these Bylaws. If a quorum shall not be present at any meeting of the Board, the Directors present may adjourn the meeting from time to time without notice other than as announced at the meeting until a quorum is present.

Section 10. Powers and Duties.

A. General Powers. The Vestry shall exercise all powers vested in a Vestry by the usages of the Church.

B. Duties. The Vestry shall administer the temporal affairs of the Parish, shall elect and call the Rector, provide for the regular and well-ordered worship of Almighty God, and cooperate with the Rector in all efforts to develop the spiritual life of the Parish. The Vestry shall, at all times, keep the church in proper condition for its uses and likewise give proper care to all buildings and grounds belonging to the Parish.

Delegates to Convention. The Vestry shall elect delegates and alternates to the Convention of the Diocese, each of whom shall be Confirmed Communicants in Good Standing and at least sixteen years of age. The number of delegates and alternates shall be determined by the Constitution and Canons of the Diocese.

ARTICLE VI

Officers

Section 1. Officers. The Parish shall have the following officers: Senior Warden, Junior Warden, Secretary and Treasurer. The Rector shall serve as Chairman of the Board of Directors. The Vestry shall elect a Senior Warden and a Junior Warden out of its own body. The Vestry shall also elect a Secretary and Treasurer. The officers shall exercise the powers and duties assigned by the Constitution and Canons of the Church and the Diocese and vested in their respective offices by the customs and usages of the Church. Such officers, other than the Chairman, shall hold office for one (1) year or until their successors are elected.

Section 2. Indemnification. With respect to claims of liabilities arising out of service as an officer of the Parish, the Parish shall indemnify and advance expenses to each present and future officer (and the officer's estate, heirs and personal representatives) to the fullest extent allowed by the laws of the State of Tennessee, both as now in effect and as hereafter adopted or amended.

ARTICLE VII

Committees

Section 1. Standing Committees. All members of standing committees shall be members of the Parish. The standing committees of the Parish shall be as follows:

A. Endowment Committee. The Endowment Committee shall consist of three (3) members who are not members of the vestry. **Members shall be elected by the vestry for three (3) year terms. It shall be the duty of the Endowment Committee to manage the Endowment Fund of the Parish in accordance with resolutions adopted by the vestry.**

B. Nominating Committee. The Nominating Committee shall consist of the members of the Vestry whose terms are expiring, **plus two at-large members appointed annually by the vestry.** This committee shall annually make nominations as required by these Bylaws with the names of such nominees to be included, if practicable, in the notice of the Annual meeting of the Members.

Section 2. Special Committees. Special committees may be authorized by the Board of Directors and appointed by the Chairman from time to time as occasion demands. Their activities shall be limited to the purposes for which they are authorized and shall have only such powers as are specifically conferred by action of the Board of Directors.

ARTICLE VIII

Funds of the Parish

Section 1. Disbursements. Disbursements from the income or the assets of the Parish for uses and purposes consistent with the objects and purposes of the Parish, as outlined in the Charter and these bylaws, shall be made upon the order of the Board of Directors.

Section 2. Contributions. Any contribution to the Parish through any means whatsoever shall not be complete until accepted by the Parish through action of the Board of Directors, and the Board shall have full authority to reject or refuse to accept any contribution for any reason deemed adequate or sufficient to the Board, including but not limited to the specifications of a use of or restriction on the use of any contribution which conflicts with the purposes of the Parish, its tax exempt status, or its status as a religious, not for profit, or public benefit corporation.

Section 3. Depositories. All funds of the Parish shall be deposited to its credit in such depository or depositories as the Board of Directors may designate. All checks or demands for money of the Parish shall be signed by such officer or officers or other person or persons as the Board of Directors may from time to time designate.

ARTICLE IX

Notices

Section 1. What Constitutes Notice. Whenever, under the provisions of state law, the Charter of the Parish or these Bylaws, notice is required to be given to any Director, it shall not be construed to mean personal notice, but such notice may be given in writing by mail by depositing the same in the U.S. mail properly sealed and stamped, addressed to such Director at the address as appears on the books of the Parish or according to the Secretary's latest reliable information, and such notice shall be deemed to be given at the time when the same shall be thus mailed.

Section 2. Waiver of Notice. Whenever, under the provisions of state law, the Charter of the Parish or these Bylaws, notice is required to be given, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed the equivalent thereto.

ARTICLE X

Miscellaneous

Section 1. Execution of Legal Documents. All legal documents such as notes, mortgages, contracts, bonds, etcetera, shall be signed by such of the officers of the Parish or by such other person as may be authorized by the Board of Directors. All transactions involving real property must comply with the Constitution and Canons of the Diocese, and in particular Title III thereof.

Section 2. Seal. The Parish shall have no seal.

Section 3. Fiscal Year. The Parish's fiscal year shall commence January 1 and end on December 31 of each year.

ARTICLE XI

Amendment of Bylaws

By a majority vote of the Directors then in office, the Board of Directors may amend these Bylaws at any regular or special meeting of the Board of Directors where a quorum is present, provided that such meeting is preceded by at least two (2) days' notice to each Director of the date, time and place of the meeting. Such notice shall also state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the Bylaws and shall contain or be accompanied by a copy or summary of the proposed amendment or state the general nature thereof. The foregoing notwithstanding, these Bylaws may not be amended without the prior written approval of the Bishop of the Diocese.

ARTICLE XII

Adoption of Bylaws

These Bylaws were adopted by the Board of Directors on the ____ day of _____, 2020.

By: _____, Chip Caldwell, Senior Warden

APPROVAL OF THE BISHOP

I, the Rt. Rev. Brian Lee Cole, Bishop of the Diocese of East Tennessee, hereby approve the foregoing Bylaws of Christ Church Episcopal, this the _____ day of _____, 2020 .

The Rt. Rev. Brian Lee Cole, Bishop and President

The Diocese of East Tennessee

Reviewed:

Sarah Y. Sheppard, Chancellor

APPENDIX I
Rector Search Update

Per Canon Bolt, 5.I.2020, 1) Search on hold & 2) Diocese may decrease campus ministry contribution towards our rector salary. See below.

From: Michelle Bolt <mwbolt@dioet.org>
Subject: Re: from Michael Thompson, Christ Church
Date: May 1, 2020 at 5:08:26 PM EDT
To: Michael Thompson <metintn@icloud.com>

Dear Michael,

Thank you for your email, and for your service to our shared community in this uncertain time. As you have imagined, my answer to this query must be contextualized within the midst of this crisis. Across the nation, and especially across Province IV, around March 15 nearly every search process went on hold. There are some exceptions for those who were in particular stages, especially near the very end stages, but for the most part, priests are focusing their energies on serving their communities and not considering new calls, as may be expected with the notable exception of seminarians as you suggested. In addition, we are entering an era of uncertainty with regards to so many aspects of our common life, and Bishop Cole has urged us to be patient and take care of the most vulnerable among us, many of whom are members of our congregations, as I'm sure you know. I really cannot imagine the challenge of hospice work at this particular moment, and I hope that you are finding that your faith carries you through the valleys. Thank you so much for being faithful and caring for people in their final days, especially when their loved ones cannot. That is a very special, and holy, calling. Due to financial uncertainties related to the economic impacts of the crisis, the diocese is currently in a spending freeze. We are not hiring for any vacant diocesan positions, including the position formerly occupied by Gracie, at this time. The diocesan finance committee has requested that all parishes please submit a summary of their 1st quarter finances for 2019 and 2020 (and plan to do the same for 2nd quarter) so that the Bishop and Council may get a handle on the breadth of the impact that our communities are facing. Our diocesan budget, including the funds that would be earmarked for Project Canterbury Chaplain, depends directly on parish giving to the diocese, which, in turn, depends on parish stewardship. So many of our members have more pressing needs on their minds than their annual commitment to their churches, and we must be appropriately gracious and responsive to each context. When we consider candidates for the joint Project Canterbury and Christ Church position, it is our intention to be able to make a stable commitment to supporting and retaining that priest, for a number of years, we hope. Every conversation I have had with Project Canterbury and with Christ Church has echoed that hope. At this very moment, the fiscal uncertainty is too high to keep that promise, and so Bishop Cole has advised me to tell you that the search is currently on hold for a season. Going forward, Bishop Cole will keep us apprised of the decisions of Bishop and Council with how best to respond to the mission and ministry needs of our diocese while maintain a balanced, and possibly reduced, budget. I do hold you and the members of Christ Church in my prayers daily. Being apart from the sacrament carries its own grief that perhaps echoes our yearning to return to the comforting presence of our communities, and the ways they make tangibly present God's love for us. May that loving kindness find its way into your life today and in the days to come as you minister to the sick, the friendless, and the needy in your midst.

When there are updates, I will be in touch.

Peace,

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 “1st Time Visitors”. (Consider web broadcast & social media library.)

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

- Right Reverend Neil Alexander, PhD, Dean, Sewanee School of Theology, Professor of Theology & Liturgy, & the Charles Todd Quintard Professor of Theology (invited)

About Rev Alexander - <https://theology.sewanee.edu/faculty-staff/faculty/>

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. 3rd 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 & 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

Agenda Item
<p><u>1. December 2019</u></p> <p>a. APPROVED – Charter Accounting & Bookkeeping Procedures Improvement Fin (IAW Bylaws Article VII, Section 2). Final report due – Feb meeting.</p>
<p><u>2. 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 & Improvements Task Force (VII,2). Final report due - July meeting.</p> <p>d. Discussed advisability of a “Green Church, Green Community” strategy</p>
<p><u>3. 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 & Bookkeeping Procedures (VII,2) (IAW 12/19/19 Charter). Effectiveness review – May meeting</p>
<p><u>4. 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 & the Continental Reformation (Carl Springer, PhD, UTC SunTrust Chair of Excellence in the Humanities, Modern & Classical Languages & Literature); “What it means to be an Episcopalian” (Joel King); “Christian Belief, Practice, & Thought in an Age of Redefined Gender” (Oren Whightsel, PhD)</p> <p>c. APPROVED 2020 Parochial Report</p>
<p><u>5. 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 & Appoint Chair</p>
<p><u>6. May 2020</u></p> <p>a. New Rector Search Update (Michael Thompson, Chair)</p> <p>b. Review effectiveness of new Accounting & Bookkeeping Processes (per Feb meeting)</p>
<p><u>7. June 2020</u></p> <p>a. TBD</p>
<p><u>8. July 2020</u></p> <p>a. TBD</p>
<p><u>9. August 2020</u></p>

<p>a. “All You Can Be” Committee Mission Review – Liturgy, Worship, & 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 – 1st 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 & Children’s Ed. (In parallel Finance Committee conducts Approved Vendor List in prep for their Nov review.)</p> <p>b. 2021 Budget Prep – 2nd Review</p> <p>c. Annual Meeting Agenda Review & 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 & 2021 Plans Overview – 2nd 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 & 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

Vestry Meeting Guidelines 90-Minute Time-Saving Format	Rating (1-5)	Suggestions
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?