

August 6, 2020

SPECIAL MEETING OF THE VESTRY

I. <u>CALL TO ORDER</u> . Call to order, declare quorum, waive notice of mtg.	5:30
II. <u>OPENING PRAYER & DEVOTIONAL</u> . See Appendix A . Volunteer	5:30 – 5:31
III. <u>CONSENT AGENDA APPROVAL</u> . See Appendix C for list of items (2 min) a. <u>Review Financial Dashboard & Financial Statements</u> (17 min) Jim Hatley Appendix C-4	5:31 – 5:33 5:33 – 5:50
IV. <u>OLD BUSINESS</u> . a. Charter Finance Committee (Bylaws Art VII, Sec 2) Ray Barney request (10 min) (Appendix D)	5:50 – 6:00
V. <u>NEW BUSINESS</u> . a. (Possibly) EXECUTIVE SESSION (30 min)	6:00 – 6:30
VI. <u>OTHER BUSINESS</u> . a. Review of July 23 Vestry Meeting – (Jump to Powerpoint) (30 min)	6:30 – 7:00
VII. <u>FUTURE NEW BUSINESS AGENDA</u> . a. 2020 Vestry Meeting calendar. FYI only (Appendix Y.) b. New eDirectory, eGiving System: Vestry first – Brian to demo c. Charter Stewardship Committee duties & Appoint Chair d. Ideas for Stewardship Campaign & Pledge Card system in light of COVID-19 e. “Return to In-Person Worship” Safety Guidelines, 1 st Draft. f. 2021 Budget Prep g. Empanel 2021 Nominating Committee h. Plan for Annual Meeting in light of COVID-19	7:00 – 7:05
VIII. <u>COMMITMENTS FOR NEXT MEETING</u> . (1 min)	7:05 – 7:06
IX. <u>CONTINUOUS IMPROVEMENT SUGGESTIONS</u> . Appendix Z handout	7:06 – 7:07
X. <u>CLOSING PRAYER</u> . See Appendix A .	7:07 – 7:08
XI. <u>ADJOURNMENT</u> (and Date/Time/Place next mtg).	7:10

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)*

In Times of Conflict

O God, you have bound us together in a common life. Help us, in the midst of our struggles for justice and truth, to confront one another without hatred or bitterness, and to work together with mutual forbearance and respect; through Jesus Christ our Lord. *Amen* *(BCP, 824)*

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. Last Meeting’s Minutes – C-5

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 – July 31, 2020

1. Financial Dashboard
2. P&L
3. Statement of Financial Condition (Balance Sheet)
4. Fund Balance Detail
5. Pledge Giving Analysis

APPENDIX C-5

July 23, 2020 Minutes
To be provided

APPENDIX D
Finance Committee Charter
(in accordance with Bylaws, Article VII, Section 2)

In accordance with the Bylaws, Article VII, Section 2, the Vestry charters the Finance Committee with the following charter with the Rector selecting its members (also in accordance with the Bylaws):

The Finance Committee of Christ Church is chartered as of July 23, 2020 to remain active until some future Vestry action. The duties of the Finance Committee shall be as follows:

1. To review and report to the Vestry the financial condition of the church from time to time, but no less than quarterly. The report to the Vestry should include, but is not limited to, “Actual vs. Budget”, “Statement of Financial Position Comparison” (Balance Sheet), “Statement of Cash Flows”, and status of giving (Pledge & Non-Pledge).
2. To recommend and oversee financial policies and practices of the church, including, but not limited to, the “Accounting & Bookkeeping Policy”.
3. To recommend to the Vestry an annual budget and monitor compliance.
4. To conduct an annual audit conforming to Diocese and regulatory authority specifications.
5. To prepare and submit to the Vestry various required reports, including, but not limited to, the Parochial Report to the Diocese.
6. To oversee the preparation and submission various tax reports and payments to taxing authorities (e.g. IRS Form 940 & 941 and property taxes on non-exempt assets).

August 6, 2020

Chip Caldwell, Senior Warden

APPENDIX W

“All We Can Be” Committee Mission Review Calendar - Suspended

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
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APPENDIX X
 Vestry of the Day (VOD) – DEFERRED DUE TO COVID-19

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. 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>b. APPROVED 2020 Parochial Report</p>
<p><u>5. April 2020</u></p> <p>a. “All You Can Be” Committee Mission Review – Outreach Committee – DEFERRED – COVID-19</p> <p>b. New Rector Search Update (Michael Thompson, Chair)</p>
<p><u>6. May 2020</u></p> <p>a. Review effectiveness of new Accounting & Bookkeeping Processes (per Feb meeting)</p>
<p><u>7. June 2020</u></p> <p>a. 6.18.20 Meeting – Executive Session</p> <p>b. 6.26.20 Meeting with Canon Bolt – Executive Session</p>
<p><u>8. July 2020</u></p> <p>a. Approved Bylaws update per Diocese request for Zoom meetings, non in-person</p>
<p><u>9. August 2020</u></p>

<ul style="list-style-type: none"> a. “All You Can Be” Committee Mission Review – Liturgy, Worship, & Music Committees – DEFERRED: COVID-19 b. Charter Finance Committee c. Charter Stewardship Committee duties & Appoint Chair d. Develop Stewardship Campaign & Pledge Card system in light of COVID-19
<p>10. <u>September 2020</u></p> <ul style="list-style-type: none"> a. TBD
<p>11. <u>October 2020</u></p> <ul style="list-style-type: none"> a. 2021 Budget Prep – 1st Review (Liaisons meet with Chairs) b. Appoint Nominating Committee (IAW Bylaws, Article VII, Section 2 b)
<p>12. <u>November 2020</u></p> <ul style="list-style-type: none"> a. “All You Can Be” Committee Mission Review – Adult Ed & Children’s Ed. – DEFERRED: COVID-19 b. Finance Committee conduct Approved Vendor List in prep for their Nov review c. 2021 Budget Prep – APPROVE d. Annual Meeting Agenda Review & Prep
<p>13. <u>December 2020</u></p> <ul style="list-style-type: none"> a. Annual Meeting b. New Vestry Member Orientation c. Appoint 2021 Diocese Convention delegates d. January 2021 Vestry Retreat Planning
<p>14. <u>January 2021</u> – Vestry Retreat (subject to new SW approval)</p> <ul style="list-style-type: none"> a. Committee Chair Mission & 2021 Plans Overview – 2nd Thurs – prior to Vestry Retreat
<p>15. <u>To Be Scheduled</u></p> <ul style="list-style-type: none"> a. “Green Church, Green Community” – To be or Not to Be? b. Bishop Cole annual visit planning c. Joint Canterbury Board-CC Vestry information meeting (Troy Eichenberger & Rev. Lou Parsons)? (Last held July 2019) d. Reduce Vestry size to 7 or 5? (Good idea/ Bad idea) (See Aug 2019 Vestry Minutes.) e. “All You Can Be” Committee Mission Review – Parish Life – Feb 2021 f. “All You Can Be” Committee Mission Review – Growth – May 2021

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?