

August 20, 2020

MEETING OF THE VESTRY

I. <u>CALL TO ORDER</u> . Call to order, declare quorum, waive notice of mtg.	
II. <u>OPENING PRAYER & DEVOTIONAL</u> . See Appendix A. Volunteer	5:31
III. <u>CONSENT AGENDA APPROVAL</u> . See Appendix C for list of items (2 min)	5:33
IV. <u>OLD BUSINESS</u> . a. EXECUTIVE SESSION – Wynne Caffey (27 min) b. EXECUTIVE SESSION – Canon Bolt (30 min)	6:00 6:30
V. <u>NEW BUSINESS</u> . - None	
VI. <u>OTHER BUSINESS</u> . - None	
VII. <u>FUTURE NEW BUSINESS AGENDA</u> . a. 2020 Vestry Meeting calendar. FYI only (Appendix Y.) b. Plan for Annual Meeting in light of COVID-19 (Appendix D) c. Empanel 2021 Nominating Committee so that Vestry can approve by Nov 4 d. New eDirectory, eGiving System: Vestry first – Brian to demo e. Ideas for Stewardship Campaign & Pledge Card system in light of COVID-19 f. Prep for Bishop visit on Sunday Oct 11. g. “Return to In-Person Worship” Safety Guidelines, 1 st Draft. h. 2021 Budget Prep – accelerate timeline to approve no later than Nov meeting.	6:35
VIII. <u>COMMITMENTS FOR NEXT MEETING</u> . (1 min)	6:36
IX. <u>CONTINUOUS IMPROVEMENT SUGGESTIONS</u> . Appendix Z handout	6:37
X. <u>CLOSING PRAYER</u> . See Appendix A.	6:38
XI. <u>ADJOURNMENT</u> (and Date/Time/Place next mtg)	

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

July 23rd, 2020

1. **CALL TO ORDER.**

- a. Present were: Rachel Lamar; Barbara Arthur; Rebecca Smith; Joel King; Laura Eichenberger; and Chip Caldwell, Senior Warden. Also present were Brian Henry, Parish Admin; and Michael Thompson, Chair of the Rector Search Committee.
- b. Upon declaration that a quorum was in attendance, the Zoom meeting was called to order at 5:33PM.

2. **OPENING PRAYER & DEVOTIONAL.** Joel King

3. **CONSENT AGENDA APPROVAL.** The Senior Warden opened the Consent Agenda 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. A 2nd Reading Bylaws Update to Solve for Zoom Legality (requested by Diocese) & Reduce Size of Vestry
 1. A motion was made and was seconded to reduce the size of the vestry to 7. During discussion it was mentioned that we are a smaller parish and every year it's been hard to find enough people to commit to serving 3 years on the vestry. On the other hand, there was some concern that shrinking the size of the vestry could be viewed as consolidating power, and if this is the best time to vote this change in. Motion was defeated.
 2. A motion was made to approve the changes suggested by the Diocesan Legal Task Force in response to the pandemic, for having virtual vestry meetings, annual meetings, and absentee ballots. After a second, the motion passed unanimously.

- b. COVID-19 Federal Payroll Protection Grant Approved.
- c. New Rector Search Update - Michael Thompson

5. NEW BUSINESS.

- a. Charter Vestry as Finance Committee (per Bylaws Article VII, Section 2)

6. OTHER BUSINESS.

7. FUTURE NEW BUSINESS AGENDA.

- a. 2020 Vestry Meeting calendar. FYI only.
- b. New eDirectory, eGiving system
- c. Charter Stewardship Committee and appoint chair
- d. Develop Stewardship Campaign and Pledge Card system in light of COVID-19.
- e. "Return to In-Person Worship" Safety Guidelines, 1st Draft.
- f. Conduct of the Annual Meeting

8. COMMITMENTS FOR NEXT MEETING.

- a. No other commitments were made during this meeting.

9. CONTINUOUS IMPROVEMENT SUGGESTIONS. Email suggestions.

10. CLOSING PRAYER. Rachel Lamar.

11. ADJOURNMENT. Meeting adjourned at 6:46PM. Next meeting will be August 11th, 2020 at 5:20PM.

Respectfully Submitted,
Brian J. Henry

August 11, 2020 Minutes

August 11th, 2020

1. **CALL TO ORDER.**

- a. Present were: Ray Barney; Laura Eichenberger; Rachel Lamar; Barbara Arthur; Rebecca Smith; Seth Sizer; Joel King; and Chip Caldwell, Senior Warden. Also in attendance was Brian J. Henry, Parish Admin.
- b. Upon declaration that a quorum was in attendance, the Zoom meeting was called to order at 5:39PM

2. **OPENING PRAYER & DEVOTIONAL.** Seth Sizer

3. **CONSENT AGENDA APPROVAL.** No consent agenda.

4. **OLD BUSINESS.**

- a. Charter Finance Committee (Bylaws Art VII, Sec 2) - Request from Ray Barney
 1. After a motion and a second, the vestry opened discussion. Discussion included questions about who will appoint the committee and who will do the vetting, as well as who past members were.
 2. Motion was made to amend the charter to say "of no fewer than 3 members." Motion passed unanimously.
 3. Motion passed unanimously.

5. **NEW BUSINESS.**

- a. Charter Stewardship Committee duties & Appoint Chair. After a motion and a second, the motion to charter the committee passed unanimously.
- b. Replacing the Vacancy on the Vestry.
 - i. Discussion was opened on potential candidates for this role. Upon motion made and seconded, Charlotte Boatwright was nominated. During discussion, the candidacy of Ginger Sanzo was both brought up.
 - ii. After a motion and a second, the motion to appoint Charlotte Boatwright passed.

2) **OTHER BUSINESS.**

7. **FUTURE NEW BUSINESS AGENDA.**

- a. Review of July 23 Vestry Meeting
- b. 2020 Vestry Meeting calendar. FYI only.
- c. New eDirectory, eGiving System: Vestry first – Brian to demo
- d. Charter Stewardship Committee duties & Appoint Chair
- e. Ideas for Stewardship Campaign & Pledge Card system in light of COVID-19
- f. "Return to In-Person Worship" Safety Guidelines, 1st Draft.
- g. 2021 Budget Prep
- h. Empanel 2021 Nominating Committee
- i. Plan for Annual Meeting in light of COVID-19

8. **COMMITMENTS FOR NEXT MEETING.**

- a. No other commitments were made during this meeting.

9. 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 6:37PM. Next meeting will be August 20th, 2020 at 5:20PM.

Respectfully Submitted,
Brian J. Henry

APPENDIX – Finance Committee Charter & Stewardship Committee Charter

The Finance Committee of Christ Church is chartered as of August 11, 2020, in accordance with the Bylaws, Article VII, Section 2 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).
7. The Rector shall appoint its membership in accordance with the Bylaws and there shall be no fewer than three (3) members.



Chip Caldwell, Senior Warden

August 11, 2020

Stewardship Committee Charter

The Stewardship Committee of Christ Church is chartered as of August 11, 2020, in accordance with the Bylaws, Article VII, Section 2 to remain active until some future Vestry action. Its duties shall be as follows:

1. To create, carry out, and record the results of pledges from the annual stewardship campaign, in collaboration with the Rector and wardens.
2. To report to the Finance Committee and the Vestry the results of the stewardship campaign in a manner and timeliness for the Finance Committee and Vestry to complete the annual budget within the timeframe specified by the Bylaws.
3. To carry out such other tasks and duties determined by the Committee deemed necessary to assure an effective annual stewardship campaign.
4. The Rector shall appoint its membership in accordance with the Bylaws and there shall be no fewer than three (3) members.



Chip Caldwell, Senior Warden

August 11, 2020

APPENDIX D
Annual Meeting Prep in light of COVID-19

- I. Adjust historical timeline to match Bylaws requirements for Vestry terms to begin Dec 1 and for budget approval no later than Jan 1. “The term of office for each class of Directors shall commence on December 1 following their election to the Board of Directors and shall end on November 30 of the third (3rd) year following said election.” (Art V, Sec 2) Therefore, suggest annual meeting to be held **Thursday, November 19 at 6pm.**
 - If so, notice must go out no later than Nov 5 per Bylaws (2 weeks notice).
 - If so, new Vestry member slate must be recommended by the Nominating Committee & approved by the Vestry no later than Nov 4.

2. Planning for Zoom Meeting
 - a. Bylaws excerpts –
 - 1) “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.” (Art IV, Sec 2) (Note: No committee reports are required. **Suggest adjourning meeting after vote followed by optional committee reports.**)
 - 2) If Zoom necessary,
 - a) “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.” (Art IV, Sec 2)
 - b) “**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.” (Art V, Sec 5)
 3. Eligible nominees for Vestry
 - a. “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 communicant 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.” (Art V, Sec 1)
 - b. “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.” (Art V, Sec 6.)

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>Reach</u> Mary 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>Ed</u> Father Bodie Liaison: Chip Caldwell <u>Widows' Ed</u> Father Bedwell Liaison: Laura Eichenberger
February 2021	<u>Parish Life</u> Danase Sizer

	n: Ray Barney
May 2021	<u>Growth</u> Nancy Poston Liaison: Chip Caldwell

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>8. <u>July 2020</u></p> <p>a. Approved Bylaws update per Diocese request for Zoom meetings, non in-person</p>
<p>9. <u>August 2020</u></p> <p>a. “All You Can Be” Committee Mission Review – Liturgy, Worship, & Music Committees – DEFERRED: COVID-19</p> <p>b. Charter Finance Committee</p> <p>c. Charter Stewardship Committee duties & Appoint Chair</p> <p>d. Develop Stewardship Campaign & Pledge Card system in light of COVID-19</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. – DEFERRED: COVID-19</p> <p>b. Finance Committee conduct Approved Vendor List in prep for their Nov review</p> <p>c. 2021 Budget Prep – APPROVE</p> <p>d. Annual Meeting Agenda Review & Prep</p>
<p>13. <u>December 2020</u></p> <p>a. Annual Meeting</p> <p>b. New Vestry Member Orientation</p> <p>c. Appoint 2021 Diocese Convention delegates</p> <p>d. 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?