

VESTRY MINUTES

October 15th, 2020

1. CALL TO ORDER.

- a. Present in person were: Charlotte Boatwright; Joel King; Barbara Arthur; Chip Caldwell, Senior Warden; and Fr. Will Levanway, Priest in Charge.
- b. Present on Zoom were: Ray Barney; Rachel Lamar; Laura Eichenberger; and Rebecca Smith; Also in attendance was Michael Thompson, member of the nominating committee; and Brian J. Henry, Parish Admin.
- c. Michael left at 6:34 PM after the discussion regarding vestry nominations concluded.
- d. Upon declaration that a quorum was in attendance, the meeting was called to order at 5:31 PM

2. OPENING PRAYER & DEVOTIONAL. Fr. Will Levanway.

3. CONSENT AGENDA APPROVAL. The Priest in Charge 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.

1. Nominating Committee Report - Proposed Names for Ballot – Laura
 - Four people were nominated and agreed to run, Rebecca Smith; Charlotte Boatwright; Troy Eichenberger; and Mark Reneau. Laura specified she abstained from voting for Troy. Chip noted nominations are not allowed from the floor of the annual meeting - the time period for nominations is now closed. A motion was made to accept the nominations, after a second, the motion passed unanimously.
 2. “Return to In-Person Worship” Safety Guidelines – review of May approved guidelines
- 1) Fr. Will intends to open the church building during the week by appointment for private prayer, confession, and receiving reserved sacrament. Worship will move from Tuesday to Sunday starting this week and will be live-streamed instead of pre-recorded, in preparation for opening for in-person worship. While having two services remains impractical due to disinfecting requirements, Fr. Will noted his intention is to switch between Rite I and Rite II more often to fill that need.
- 2) There was discussion about offering Morning Prayer services.

5. NEW BUSINESS.

1. Beginning Discussion on Who Will Fill the 2021 Officer Roles
 - 1) There are four officer positions that need to be filled, two are required from the vestry (Sr. and Jr. Warden) and two that don't have to be from vestry (Treasurer and Clerk).
 - 2) It was mentioned that the person that handles all of the buildings and grounds concerns doesn't necessarily need to be the Jr. Warden, or at least not entirely.

6. OTHER BUSINESS.

- a. New Vestry Voting Process & Ballot
 - 1) *Put eyes on the draft ballot to be mailed Friday, Oct 16.* Michael asked if there are 4 positions, and 4 names, is there a point to voting for them individually? He suggested it should be “vote yes or no to the entire slate”, as this avoids any confusion, as well as the issue of people feeling

singled out and rejected for not getting enough votes. Chip said he does not think this is allowed by the bylaws.

2) *Timeline Leading up to Empaneling of the New Vestry*

- b. Annual Meeting – Status & Upcoming Events
- c. Stewardship Campaign – Upcoming Events to October 25 Pledge Sunday & eDirectory & ePledge process demo
- d. Finance: Pledge Projection & Behind
- e. Developmental Goals: Brainstorm how to engage the parish
 - 1) Barbara suggested we put a paragraph each week in Exsultet with a different goal.
 - 2) Joel suggested having Canon Bolt record a message for the annual meeting about how the developmental goals came about.
 - 3) Charlotte emphasized that personal contact is important and suggested touching base with parishioners by phone and encouraging them to suggest ways we can engage with the goals, and that we should touch base with parishioners more often in general.
 - 4) Fr. Will brought up divvying up the directory to different leaders and giving them the responsibility to call about it. Ray said in past years that's something they did for stewardship campaigns and she really enjoyed talking to people she wouldn't normally talk to, and they seemed to enjoy it too.

7. FUTURE NEW BUSINESS AGENDA

- 1. 2020 Vestry Meeting calendar. FYI only.
- 2. Schedule a joint Campus Ministry Board and Christ Church Vestry meeting.

8. CLOSING PRAYER. Fr. Will Levanway.

9. ADJOURNMENT. Meeting adjourned at 7:15 PM. The next meeting will be October 29th, 2020 at 5:30 PM.

Respectfully Submitted,
Brian J. Henry

Appendix – Vestry Agenda & Consent Agenda

APPENDIX C
Consent Agenda Items

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

1. Priest-In-Charge Report - None
2. Senior Warden Report – C-2
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-I

Priest-In-Charge Report

Father Will will give his report at the meeting under “Consent Agenda” item.

APPENDIX C-2

Senior Warden Report

The month of September has, by far, been the most rewarding month during my tenure as Senior Warden with the launch of Father Will's ministry with and among us. Many hours of Search Committee work; many hours of Vestry meetings; many hours of prayer. After a brief period for prayers of thanksgiving, it will be (soon) time to get to work realizing the tremendous gifts of opportunity we have been blessed to have been put before us.]

A lot of balls in the air right now. New Vestry candidate identification, voting for the first time in our history by absentee ballot, and first time in our history of conducting a virtual annual meeting. Transitioning from 100% at-home worship to live and limited in-person worship, as can be permitted to assure the health & safety of all. And the complexities of developing new ways to conducting the affairs of the church to accommodate Fr. Will's unique style. And putting together a 2021 budget.

APPENDIX C-4

Treasurer's Report

See ADDENDUM for detail

1. **P&L:** Income & Expense Year-To-Date(YTD) with Year-end (YE) Budget as of Sep 30 2020.

Overall, our financial situation is healthy and we are projected to actually achieve at least break even at year end vs. the budgeted (\$22K) deficit.

2. **Fund Balances YTD - EEC** – unchanged since 6/30. The 3rd Qtr Report will be provided by the bank in October.
3. **Pledge analysis** – as of Oct 7 pledging est to come in \$7400 under budget, from 14 pledgers who are behind. Several of these pledgers will be unable to meet their pledge due to COVID-19 financial hardships.
4. **Disbursements this month** (except routine like utilities)
5. **Statement of Financial Position/ Balance Sheet**

APPENDIX D
New Vestry Voting Process

- I. New Vestry Member Election Process in light of COVID-19 Isolation
 - Oct 15: Nominating Committee to present candidates at Oct 15 meeting
 - Oct 16: Mail ballots to eligible Electorate. (See paragraph 2 below.)
 - Oct 26: Deadline for ballots to be mailed back to church
 - Oct 29: Laura & Brian to tally votes
 - Post Oct 29: Senior Warden notify candidates
 - Nov 15: Notify Electorate at Annual Meeting
 - Nov 19: Vestry meeting; new Vestry invited as guests; 2021 Budget approval
 - Dec 17: Vestry meeting with new members empaneled. Elect officers. Approve 2021 Budget
2. Who can vote?
 - a. Bylaws Article V, 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.**
 - b. Definition of “Adult Confirmed Communicants in Good Standing” – Per Title I, Canon 17, Section 2, of the *Constitution & Canons of The Episcopal Church (of the USA)*, 2018, page 85, “All members of this Church who have **received Holy Communion in this Church at least three times during the preceding year** are to be considered communicants of this Church. (b) For the purposes of statistical consistency throughout the Church, communicants sixteen years of age and over are to be considered adult communicants.
 - c. Therefore, requirements to be in the Electorate are as follows:
 - Member of Christ Church
 - Confirmed or Received into the Episcopal Church by a bishop
 - At least 16 years of age
 - Received Holy Eucharist at least 3 times in the twelve months preceding onsite of COVID-19 suspension of in-person worship and date of voting
3. How can the Electorate vote?

In accordance with the Bylaws Article V, Section 5, absentee voting is permitted upon unanimous vote of the Vestry & Nominating Committee, which was accomplished at the September 17, 2020 meeting.

APPENDIX E

November 15 Annual Meeting Status & Agenda (tentative)

DRAFT

1. The Bylaws Article IV, Section 2 mandates “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.
2. Agenda (tentative) – Noon, November 15, 2020 via Zoom.
 - a. Call to Order; declare quorum - Father Will (5 min)
 - b. Priest-In-Charge Report - Father Will (20 min)
 - c. Empaneling 2021 Vestry - Chip Caldwell (5 min)
 - d. Treasurer Report - Jim Hatley (10 min)
 - e. 2021 – 2024 Development Goals- Ms Wynne Caffey-Knight (30 min)
 - f. Questions re Committee Reports- Chip Caldwell (10 min)
 - g. Adjourn
3. Sunday, November 15, Noon – via Zoom
Join Zoom Meeting
 1. Click here - <https://zoom.us/j/91755084002>
 - Or
 2. Go to Zoom.us, click "Join Meeting", & enter Meeting ID 917 5508 4002
 - Or
 3. On your cell, click here 3126266799,,91755084002#
 - Or
 4. On your cell, dial (312) 626-6799and enter Meeting ID 917 5508 4002

APPENDIX F
Stewardship Committee

1. Membership: Jennifer Holdaway & Chip Caldwell
2. Approach:
 - a. Data:
 - 84 parishioners give organized into 58 single/household units
 - 38 pledgers pledged \$93K.
 - Only 4 do not access EXSULTET, website, Facebook, or email (Joel, Mary Carter Duncan, Garvin, Joe Algood)
 - b. 2 phases, with Phase 1 being electronic with mailings to the non-electronic media users and Phase 2 as “Clean-up”.
 - c. Phase 1 to begin October 9 with BURST EXSULTET, website, Facebook, & personalized emails.
 - d. In addition, all members will receive a mailed pledge card on October 16.
 - e. Phase 2 clean-up will begin October 28.
3. ePledge & eGiving Process
 - a. If you haven't yet registered ---
 1. Go to Christ Church website, or click here <http://christchurchchattanooga.org/>
 2. At bottom right, click "Online Directory".
 3. Towards the bottom, click "Register Now".
 4. Insert your email and create a password, then click "Register".
 5. Go to your email and click the verification link and fill out your profile.
 - b. Once you have registered, follow the steps below to complete your ePledge ---
 1. Go to Christ Church website, or click here <https://christchurchchattanooga.org/>
 2. At bottom right, click "Online Directory", and log in.
 3. On the left sidebar, click "Giving" (*note for vestry members: yours may be under the Community tab > Giving*).
 - Or, you may also access it after logging in, by clicking this link: <https://onrealm.org/christchurchchattanooga/Giving/GivingHistory/>
 4. Click the button that says "+ Pledge" and enter the amount, the frequency, and make sure you select the 2021 General Fund campaign.

APPENDIX H
Annual Meeting Prep in light of COVID-19
APPROVED at May Vestry Meeting

Return to In-Person Worship Safety Precautions – Round I: DRAFT
(From May 21, 2020 Vestry Minutes - APPENDIX A)

The Vestry, at its May 21, 2020 meeting, approved the following guidelines for our next in-person worship service, in accordance with the Diocese COVID-19 Task Force and the Bishop and CDC guidelines, to be updated from time to time, as appropriate:

Worship Services

- One worship service will be conducted each week in order to assure pews, the altar, and other places likely to be touched remain safe; while many churches offering multiple services will attempt disinfecting between services, any missed surface could pose a transmission risk. The CDC states “Coronaviruses on surfaces and objects naturally die within hours to days.”
- That weekly worship service will be 10 am Sunday with the first worship service convening **on** _____ (date TBD in the next few weeks).
- For those choosing to remain at home, services will continue to be provided via online broadcast.
- Fox Hall will remain closed.
- The protocol below outlines safe practices to be carefully observed at all times.
 - Entering the church.
 - Please arrive **at least 30 minutes** prior in order to allow time to conduct the safe entry protocol. **(What do with late arrivers?)**
 - **What to do about inclement weather?**
 - Those parking in the parking lot will proceed, as directed by ushers, along either the east or west side of the church building to the entry queuing area at the front of the church (McCallie Ave).
 - Facemasks required, for the safety of others, during entry, exit, and the Eucharist, but not while seated. Gloves not required (as they are not recommended by the CDC except for healthcare workers). For those who do not bring their own, facemasks will be available on a table outside the main entrance to the church.
 - The main entrance will be the only entry into the church, with the sidewalk leading into the church taped every 6’ to assure appropriate social distancing as parishioners queue to enter the church. Those with physical challenges may be dropped off in the front on McCallie Ave.
 - Each person entering the church will have their temperature taken via instant read thermometer by an usher; those with temperatures exceeding 101.4° F will be encouraged

to seek medical attention immediately and, for the safety of others, will be asked not to enter the church.

- Ushers at the front door and at the entry into the sanctuary will provide guidance to those in the entrance queue as they enter through the main door to assure 6' distancing as worshipers make their way through the sanctuary to their seats. See Appendix A for Usher Stations & Duties.
- Three entry paths will be observed. Parishioners will be asked to move to the front next available pew in order that they are not passed by those proceeding behind them.
 1. Those desiring to sit near the center aisle on either side will enter down the center aisle to the front next available pew.
 2. Those desiring to sit on the far side of the St. Mary altar (west) side will enter through the westside door into the sanctuary down the westside aisle to the front next available pew.
 3. Those desiring to sit on the far side of the St. Joseph (east) side will enter through the center into the sanctuary, turn right and proceed down the eastside aisle to the front next available pew.
- Pew Seating Compartments. The worship space will be marked with distinguishable markings 6' apart and seating will be every other pew ("seating compartment"). Parishioners will be guided by this safe distancing. Families and those living in the same household may sit together.
 - Seating in the pews will begin far enough inside the pew to assure a 6' barrier to the edge of the aisle to assure social distancing during the Eucharist.
 - Per CDC guidelines, 70%+ alcohol-based hand sanitizers will be available in each seating compartment.
 - Children will sit with parents. Children's education and nursery will be closed.
- Conduct of the Worship service.
 - It is safe to use the *Book of Common Prayer*, *Bible*, and hymnal, if desired, as they have not been touched in the last seven days, surpassing CDC guidelines on coronavirus survival.
 - Eucharist. 1) The Body of Christ will be proffered as the requisite practice for the Sacrament; to assure safety, the Blood of Christ will not be offered. 2) For the well-being of all, it is important that 6' social distancing be respected at all times.
 - During the peace, parishioners will show the peace sign or other appropriate greeting and will at all times respect social distancing.
 - Music will be organ only with occasional violinist (like broadcast services). The congregation will not sing hymns due to risk of coughing & above normal respiration. The Choir will not be available during the service.

- Plate offering will be made by dropping into a stationary plate at the exits of the church upon departure; no intra-service plate collection will be taken.
- Exiting the church. It is vital that 6' social distancing discipline be maintained at all times for the safety of all.
 - Three exit paths will be observed.
 1. Those seated at the far end of pews on the St. Joseph altar (east) side will exit the garden door by exiting via the east aisle.
 2. Those seated at the far end of pews on the St. Mary altar (west) side will exit the front door by exiting via the west aisle.
 3. Those seated nearest the center aisle on both sides will exit the front door by exiting via the center aisle.
 - Departure will be from back to front (i.e. those seated in the rear pews will exit first).
 - Once outside, parishioners will quickly make their way to their vehicles in order to permit timely departure by those still inside.
 - Those with physical challenges may be picked up on McCallie Ave.
- St. Mary's Chapel will remain unavailable as its physical layout prevents social distancing.
- Fox Hall will be open for socially-distanced meetings. To schedule, contact Brian Henry. Assurance of 6-foot social-distancing must be guaranteed.
- Hospitality events will not be offered during this time. The Parish Life Committee has developed a protocol for the slow and disciplined return, but that time is (sadly) not now upon us.
- Adult Ed will retain its virtual format.
- Church Office will remain physically closed, but, as in the past few weeks, business may be conducted via email or phone. Should anyone require assistance, please contact Brian Henry or Chip Caldwell.
- Vestry and Committee Meetings may begin in-person meetings, but should provide Zoom access for those uncomfortable with in-person attendance.