

CHRIST CHURCH VESTRY MINUTES

June 12th, 2021

01. Call to Order & Quorum.

- a. Present were: Seth Sizer; Rachel Lamar; Rebecca Smith; Troy Eichenberger; Chip Caldwell; Barbara Arthur; Ray Barney, Junior Warden; Charlotte Boatwright, Senior Warden; and Fr. Will Levanway, Priest in Charge. Also present was Canon SuzeAnne Silla.
- b. Upon declaration that a quorum was in attendance, the Zoom meeting was called to order at 1:00PM

02. Opening Prayer & Devotion. Fr. Will Levanway.

03. Accept Previous Minutes.

- a. Any additions or modifications were solicited. A motion was made to accept the minutes from the April meeting. After a second, the motion passed.

04. Senior Warden Report (See appendix)

a. Protocols & Procedures.

Charlotte reported as senior warden, she has been trying to collect all our policies and protocols in one place, as currently, they are difficult to track down. She provided a table of contents for what she has found so far, and solicited any additions and suggestions.

b. Protocols Committee.

Seth made a **motion to charter a protocol committee** to do the work of documenting our protocols and procedures. After a second, **motion passed.**

c. Protocol Policy.

I. Charlotte made a **motion** that policies, job descriptions and committee functions:

- Be backed up regularly and maintained on a separate hard drive from that on the office computer, and in the manual, and in a cloud-based system.
- Be maintained along with all other church records in the office at Christ Church. This change is necessary for continuity, for effective church leadership and is sound business policy.
- Be reviewed and evaluated for revision annually at an established time by a designated person and reported back to the vestry.
- Be brought together in a consistent format by a Protocols Committee appointed by the priest and cataloged for easy access for review by legal counsel to assure consistency with Diocesan Policy and state law.

After a second, **motion passed.**

05. Cleaners

a. Reviewing Cleaning Contract.

Fr. Will opened the discussion, noting that some people are happy with our current cleaners, some are not happy, and some are concerned about the price. Gomez Cleaning has been our cleaners for a few years now, and we reduced their frequency of cleaning at the beginning of 2021 but will need to increase them again as we open back up. He suggested it may be easiest to establish a review process for our current cleaners, which

would mean over a 2-3 month period, we would have agreed-upon expectations, and a group of 3-5 people who are going to review that that level of cleaning is being done, and that group would make a recommendation to the vestry after that time.

Ray pointed out she has been reviewing their work for a month and a half, and listed several specific instances where she checked their work and found they had not been cleaning as they were supposed to, such as the kitchen sink, the women's bathroom vanity, the Sunday School bathroom, the floor of the Canterbury building, and the windowsills in the church. She cleaned these areas herself to ensure they were able to be cleaned. She suggested that while they do certain things very well, she thinks the church just may be too big for them to handle as there are consistent spots they miss or don't do a good job at. She also pointed out that they spend a maximum of 2 hours cleaning before leaving, which she feels isn't enough time to thoroughly clean.

Fr. Will asked if the vestry feels that Ray's work in reviewing them has been sufficient or if we would like to institute a more formal review process with a group.

Chip made a **motion** to give the current cleaning crew a 3-month probation with a review group to oversee their work and to report back to the vestry with a recommendation. After a second,

Seth proposed an **amendment**: that the cleaning process be well-documented, specifically naming those areas of the church and specifically indicating what actions they should take. After a second, **amendment passed**.

Ray proposed an **amendment** that it be a 2-month probation period, as they are asking a lot of money for cleaning only twice a month. Chip said that the cleaners have been cleaning weekly for the past month or so. Ray said they had not been. After a second, discussion opened with Ray elaborating that she feels 2 months is long enough to make a decision, and she does not see them being able to improve, noting they had a whole year to clean a church with very few people in it and it's dirtier than when we closed, and doesn't want to drag out this process. Chip said Ray is only one voice and he does not agree, and he feels she is just trying to get them out. Ray replied she is only trying to do what's best for the church, and she thinks Chip is too invested personally in them since they also do work for him. Rebecca said as long as our committee is diligent in giving weekly feedback, she feels 8 weeks is enough data to work with. Barbara suggested the committee be empowered to end the probation period earlier if they feel progress isn't being made. **Amendment failed**. Rachel asked if there is a language barrier and if they understand all the cleaning expectations we've given them. Fr. Will and Chip said there may be a language barrier but the expectations were given to them in English and Spanish.

Motion passed.

b. Return to Weekly Cleaning Schedule.

- I. Chip made a **motion** to increase the cleaning services budget line to its previous 2020 amount, which is \$15,000/year, in order to pay Gomez Cleaning for returning to clean weekly instead of every other week. After a second, **motion passed**.

06. Junior Warden Report (see appendix)

- a. Fr. Will asked where we were with the leak in the women's restroom. Ray said she's talked to a roofer, and she spoke to Nancy Poston who suggested it was the windows in the Sunday School that were causing the leak. Dewey from Atlas Roofing said the next time it rains he will check the roof. Next week Ray plans on getting

quotes about replacing the windows. She also will get quotes for replacing the window in the women's restroom that has a bullet hole.

- b. Chip alerted Ray that there were water stains on the ceiling of the tower room, and that Nancy said the brick needed to be repointed.

07. Developmental Goal.

Clarify our parish operational structure for ministry and leadership, including developing a job descriptions for all parish leaders, including what is expected from each role, the responsibilities, accountabilities, and boundaries of each.

- a. Fr. Will said the protocol committee we approved earlier is a part of fulfilling this goal.

08. Questions to Clergy and Wardens

- a. Rebecca asked if we had an update on First Presbyterian and our little bit of shared land. Fr. Will said he had not yet contacted them.

09. Next Meeting

- a. We will meet on July 18th, a hybrid zoom/in-person meeting, after the 10:30 am mass.

10. Closing Prayer & Adjournment. Fr. Will Levanway.

Meeting adjourned at ?

Respectfully Submitted,
Brian J. Henry

Appendix I
Senior Warden's Report
6.19.21

The first few months of 2021 have been spent attempting to gather information from many sources about policy and procedures employed at Christ Church. There are sketchy pieces of job descriptions and committee functions. There is no single source for priest or vestry to go to for this information and what has been collected is in various single paper or online documents not referenced in any source.

Consequently, I have attempted to put together the bare bones for a Policy and Procedure Manual which must be maintained in both printed and electronic forms for easy access by those who need to reference this information.

I am asking that Policies, Job descriptions and Committee Functions:

Be backed up regularly and maintained on a separate hard drive from that on the office computer and in the manual.

All church records be maintained in the office at Christ Church. This change is necessary for continuity, for effective church leadership and is sound business policy.

Be reviewed and evaluated for revision annually at an established time by a designated person and reported back to the vestry.

Be brought together in a consistent format by a Protocols Committee appointed by the priest and cataloged for easy access the review by legal counsel to assure consistency with Diocesan Policy and state law.





A list of documents I have accumulated is attached. I have attached a rough draft for a Table of Contents which will be a working document for some time as information and needs change.

Committee Functions:

-  Building Improvements and Risks Co...
-  Christ Church - Endowment Fund Doc...
-  Committee Functions list 6.6.21
-  Finance Committee 2.21.21 Consent ...
-  Finance Committee Charter 08.20
-  Growth Committee Charter
-  hospitality committee April 19 (1)
-  Outreach Committee Functions 4.12.21

Job Descriptions:

Name

-  Job Descriptions Samples Vestry Re:
-  Job Desc Treasurer 3.21.21
-  Job Desc Sr. Warden 3.21.21
-  Job Desc Jr Warden 3.16.21
-  Job Desc Cover Page 3.4.21
-  Job Desc All Vestry 3.21.21

Policies and Procedures List:

<input checked="" type="checkbox"/>	IVARRIE	L
<input type="checkbox"/>	Building and Grounds Issues February ...	5
<input checked="" type="checkbox"/>	15-minute Drive Stats 022920	4
<input checked="" type="checkbox"/>	2020-02-Bookkeeping-Accounting-Po...	5
<input checked="" type="checkbox"/>	Accessing Buildings	5
<input checked="" type="checkbox"/>	Approved Vendor and Contractor List ...	5
<input checked="" type="checkbox"/>	BP Cole Appointment Fr. Leavenway ...	5
<input checked="" type="checkbox"/>	Building and Grounds Issues February ...	5
<input checked="" type="checkbox"/>	Bylaws - update DIOCESE REVIEW CO...	5
<input checked="" type="checkbox"/>	CC Funeral Memorial Service Planning...	3
<input checked="" type="checkbox"/>	CC Short Term Goals 2014 3.17.21	3
<input checked="" type="checkbox"/>	CCMemorial Funeral Planning Form 3....	3
<input checked="" type="checkbox"/>	CCMemorial Funeral Planning MSWor...	3
<input checked="" type="checkbox"/>	CCMemorial Funeral Planning MSWor...	3
<input checked="" type="checkbox"/>	CCMemorial Funeral Planning03252021	3
<input checked="" type="checkbox"/>	CCMemorial Funeral Planning03252021	3
<input checked="" type="checkbox"/>	Christ Church Episcopal About Us 2003	5
<input checked="" type="checkbox"/>	Christ Church Episcopal Charter 8.17.1...	5
<input checked="" type="checkbox"/>	Christ Church Episcopal Charter 8.17.1...	5
<input checked="" type="checkbox"/>	Christ Church Episcopal History	5
<input checked="" type="checkbox"/>	Christ Church Gift Acceptance Policy	5
<input checked="" type="checkbox"/>	Christ Church Insurance Package 6.3.21	6
<input checked="" type="checkbox"/>	Christ Church Mission - Vision - Strate...	5
<input checked="" type="checkbox"/>	Endowment Fund Documentation	4
<input checked="" type="checkbox"/>	Growth Strategy 2020-2021	4
<input checked="" type="checkbox"/>	Job Descriptions Samples Vestry Resou...	3
<input checked="" type="checkbox"/>	LOA-PriestInCharge-LEVANWAY-FINA...	5
<input checked="" type="checkbox"/>	MOU between Christ church and first ...	5
<input checked="" type="checkbox"/>	Policy Employee Insurance Coverage ...	5
<input checked="" type="checkbox"/>	Project Management Policy 8.1.2006	5
<input checked="" type="checkbox"/>	Shared Leadership Template	3
<input checked="" type="checkbox"/>	Stewardship Committee Charter - APP...	5
<input checked="" type="checkbox"/>	Table of Contents 5.21	5
<input checked="" type="checkbox"/>	Tax Exempt Letter from the Diocese of...	5
<input checked="" type="checkbox"/>	The Essential Guide to Handling A Lay...	5
<input checked="" type="checkbox"/>	The-Diocese-of-East-Tennessee-Safe-...	2

Policies and Procedures Table of Contents

- I. By-Laws
- II. Charter (Non-Profit Corporation)
- III. History
 - A. Art work
 - B. Brochures
- IV. Covenants
- V. Diocese of East Tennessee Documents
 - A. Diocesan Canons (See Website for Details)
 - B. Safeguarding Policy
 - C. Annual Parish Report
- VI. Building Access and Use
 - A. Accessing the Building
 - B. Use by Individuals or Groups
 - C. Weddings
 - D. Memorial/Funeral Services
 - E. Memorial Garden
 - F. Selection to National Registry of Historical Sites
- VII. Building Maintenance
 - A. Cleaning
 - B. 10-Year Plan
 - C. Project Management
 - D. Records
- VIII. Financial
 - A. Diocesan Policies – Business Management in Church Affairs
Title I, Canon 7 (see Diocese of E.Tennessee Web Site for detail).
 - B. Receipt and Disbursement of Funds
 - C. Gift Acceptance (Diocesan Policy)
 - D. Designated Gifts
 - E. Disposition of Bequests
 - F. Episcopal Endowment Corporation
- IX. Vestry and Committee Functions
 - A. Vestry and Officers Job descriptions
 - B. Altar Guild
 - C. Archives
 - D. Building and Grounds
 - E. Education
 - 1. Adult
 - 2. Children
 - F. Finance/Endowment
 - G. Growth
 - H. Liturgy/Music
 - I. Outreach
 - J. Parish Life
 - K. Stewardship

Appendix 2
Junior Warden Report
June 2021

There are several things that need to be done at Christ Church Episcopal that I believe I should investigate and bring some type of recommendations to the vestry to resolve the situations.

The most pressing problem I believe is the water leaking into the women's bathroom in Fox Hall. Nancy said it is a lintel failure on the Sunday School windows, similar to the problem we had with the tower windows, and that they need to be replaced. Dewy, the roofer, is making sure it is not the roof and he will check the roof and contact me with results after the next rain. In addition, a window in the ladies' bathroom needs to be replaced due to a bullet hole. I will have proposals and estimates by next vestry if not before.

Christ Church has had two incidents where excess water accumulated in two of our new air conditioner units. The one in Fox Hall overflowed which caused molding of the floor and destruction of one of our rugs. The other caused it to be hot in the priest's sacristy and nave. Each incident was a drain blockage according to Cornerstone Automation. They charged us \$113 for the Fox Hall repair, and a bill has not been sent for the priest's sacristy. I contacted Cornerstone and asked why we were billed when we paid for preventative maintenance in May and this problem should have been prevented. Tricia at Cornerstone said that Christ Church will not be charged for the two visits, because our preventative maintenance should have taken care of the blockages. I have asked a friend of mine to clean up the entrance to Fox Hall where it was leaking. He told me to get some lemon juice and scouring pads and he would clean that entrance for me for a little or nothing. It looks awful, so I am going to get that done within the next two weeks.

Joel King called me and asked me about the pipe that a hose is connected to outside of the Canterbury building. He said when you turn it on, it overflows and sprays water. I checked it, it does. I don't know if it needs a new spout or needs a plumber. I will get someone to look at it. If we need a plumber I will see whether it's in our budget. If so, I will get it fixed. If it just needs a spout, I will get it and have someone replace the old one.

Nancy talked about doing some repairs on our pew kneelers and I will look into that. I find this is something that does not need to be done right away, but I will check into that eventually.

Old business is our janitorial service. We have received three proposals for janitorial: CMS, Jan-Pro, and the Gomezs. After reading all three of the proposals I am inclined to recommend CMS for the following reasons. As a new junior warden, and having no experience, I thought it was necessary for us to get a good cleaning company. Before becoming junior warden I have heard complaints about several areas of the church that were not cleaned effectively. So I checked for myself and they were not. I did some investigation and my thoughts are that Christ Church should have a janitorial service that was more professional. Janitorial services should be cost-effective, supply their own products, and have insurance and workers' compensation. After a thorough review of all three proposals, CMS is the best in my opinion. I suggest that we talk about all three and come to a professional and great decision for Christ Church.

Submit by Ray Barney