

# CHRIST CHURCH VESTRY MINUTES

August 22nd, 2021

## **01. Call to Order & Quorum.**

- a. Present were: Chip Caldwell; Rebecca Smith; Mark Reneau; Rachel Lamar; Seth Sizer; Troy Eichenberger; Barbara Arthur; Ray Barney, Junior Warden; Charlotte Boatwright, Senior Warden; and Fr. Will Levanway, Priest in Charge.
- b. Upon declaration that a quorum was in attendance, the hybrid Zoom/in-person meeting was called to order at 12:00 PM

## **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 July meeting. After a second, the motion passed.

## **04. Update from Finance Committee**

Chip relayed that the finance committee is working on recommendations for the 2022 budget, but will not finalize their recommendation until after the Stewardship Committee has had a chance to start their work. Forecasting for next year looked like we would run a 70k budget deficit, and the finance committee is prepared to recommend some changes that will bring it down to around a 50k deficit, which is also the deficit we have budgeted for in 2021. The finance committee did explore several additional avenues for reducing the deficit further, which they might bring up to the vestry later on, but are not comfortable calling them recommendations.

- a. Charlotte asked about the Paycheck Protection Program. Chip said that we got the first round but we did not apply in time for the second round.
- b. Troy asked about the Yates Trust estimate for 2022. Chip said Rob Kelley at Regions said we can expect 100k.
- c. Troy also asked if anything had changed in regards to the Diocese paying a part of Fr. Will's compensation for his chaplain duties. Chip said they have committed to at least two more years. He also said after the 2022 budget is passed, the vestry should begin work forecasting 3 years out with the assumption that the Diocese may reduce or eliminate paying that compensation.
- d. Mark asked if our acceptance to the State and National Register of Historic Places gave us any grant opportunities. Chip replied that it has, but only for building-related projects, and we had to present our intentions with the money.
- e. Seth asked what the burst pipe and damage in the Canterbury Building cost was. Fr. Will relayed it was \$10,000, which was our insurance deductible.
- f. Fr. Will remarked that while this report is not doom and gloom, we do need to keep ourselves in a mission mindset, working on some creative thinking about what we have to offer that is not us replicating something that's already being done. Chip said the Growth Committee is important here and had started work on this, looking at the needs of the communities around us. Fr. Will said we have the room and versatility right now to try new things, which is a good thing we need to take advantage of because our situation right now is not long-term sustainable.

## 05. Update from Policy Committee (See Appendix II)

Charlotte presented the job descriptions the Policy Committee has worked on for the Organist/Choirmaster position and Children's Education position and solicited feedback. She also reminded the vestry that all the policies the committee presents are working documents that need to be reviewed annually.

### a. Organist and Choirmaster

1. Fr. Will said we will begin advertising for these positions soon, with the Organist/Choirmaster one being first as that is the more urgent one.
2. Seth asked what the timeline is for hiring an organist. Fr. Will said after any feedback from this week is in, we'll advertise for a few weeks, and hopefully get someone in within the month so we can begin planning for Christmas. We cannot offer the amount of money someone would relocate for, so we will likely be drawing from the local pool of organists. Chip noted we have a lot of money in restricted funds for our music program which could be a draw for a new musician, to have money to build up a music program.
3. Mark suggested the second point, "Recruit, lead, educate and rehearse choir, musicians and Choral scholars", be amended to say "Recruit, lead, educate and rehearse choir, **instrumentalists** and Choral scholars." Mark also said that these last two items elevate this job to something that might require a national search in order to fulfill, as he only knows one person in the Chattanooga area who could effectively do that. He said, for example, David Shultz who we had last week is a very talented organist who said himself he would love to end up in a parish like this someday, but he would not meet these last two criteria. Mark also noted that the acoustics of Christ Church is a huge advantage we have, and suggested we have a concert series sometime down the line to showcase our organ and acoustics.
4. Fr. Will said if there is no luck in a local search, he suggests we appoint someone as an interim organist to get us into the new year, and then we can reevaluate.
5. Troy asked what the situation was right now, and Fr. Will said we are booking supply organists week to week out of a small group of folks who know us or Karla, and Fr. Will is selecting the hymns with input from the organists.
6. Barbara suggested that the point "Knowledge of the Episcopal Church, its worship style and musical format" be amended to say "**Willingness to acquire** knowledge of the Episcopal Church, its worship style and musical format." because the pool is so small, we may not want to limit it to folks with prior knowledge of TEC. Mark further asked we change "format" to "**tradition**".
7. Chip noted if we find a particularly good candidate, we may want to consider drawing from the restricted music funds to offer them a higher income.

### b. Children's Education Coordinator

1. Chip noted that one of the items the finance committee is not recommending but exploring as an option is a difference of approach with the Children's Education position, with it not being a paid position. Fr. Will suggested this is an area we may be able to get creative with.

## 06. Buildings & Junior Warden Report (See Appendix III)

### a. Canterbury Building

1. Ray brought up something not in the report is that they recommended we install a permanent dehumidifier in the basement to ensure mold levels are kept low and improve air quality for the whole building. John Ruebusch with Paul Davis offered to donate the labor and sell us the unit at-cost, which is around \$1100 and is not covered by insurance. Fr. Will asked Ray what her thoughts were about it, and

she said she thinks we should get it. Our plumber had also recommended it as well. Rachel made a **motion** that we purchase the dehumidifier for the basement. After a second, **motion passed**.

2. John also suggested we look into a flood alarm sensor, but we do not have pricing on that yet.

#### **b. HVAC units**

1. Chip asked while Cornerstone Automation is looking at the replacement of the Nave HVAC unit if it would be possible for them to give us a table of all the HVAC units we have with what their remaining life expectancy is and what the costs would be to replace. Ray said she would call and ask for that.
2. Mark said that while he was playing on Karla's last day, the HVAC unit was so loud during the service he couldn't hear anything going on. He asked if it was possible in the future to set the A/C to start cooling the Nave early in the morning so it could be shut off during the service, which is what some other churches he plays at do. Fr.Will will review the A/C scheduling.

#### **c. Parking Lot**

Ray relayed that Oren was concerned about UTC students parking in our lot after-hours, and he asked if we could replace our bigger parking lot sign that was stolen earlier in the year. Ray asked how serious the vestry felt it was if folks were parking there after-hours as she felt it was not a huge deal given that we are not using the parking lot in the evening right now anyway. In the event we are, we usually have the lot closed for the whole day anyway.

1. Fr.Will noted that when the lot is full during the week, students have been parking in the church-only spots.
2. Fr.Will said we do need the parking lot to be available when we start using it more. Ray said her suggestion would be to start doing something about it when we open up more fully, and not cause problems for students right now when we don't need to.
3. Troy said that today the lot had a notable amount of what seemed to be cars that students left there over the weekend and it made it difficult to find a spot today for church and vestry.
4. Chip noted that historically, we had to be consistent that if you violate the rules, you get consequences, and that word got around quickly not to park here after-hours. He said it's possible if we give leeway for a period of time, word will probably get around fast that we're the place to park overnight and over the weekend.
5. Fr.Will said he feels that we should probably get a replacement sign. Ray said she will get with Oren about what he thinks the sign should say and look like, and then get it approved by Fr.Will.

#### **d. Miscellaneous**

1. Rebecca asked if the Historic Places grants are something we have to submit for before we repair, or if it's something we can apply for reimbursement with. Ray said she does not know. Chip said he knows the lady who helped us file our application for the registry, and he will ask her if she has more information about grant opportunities and how that work. Ray said it would be great to get that money to put towards repointing our brick exterior.

### **07. Mid-week Services**

Fr.Will said he intends to do more mid-week services in September, ideally having morning prayer or mass Monday-Thursday. The hope is that, once that gets well established, we can then add one mid-week evening service. He also asked that in the future, we have a few people who know how to lead morning prayer for times when he is away.

## **08. Seminarians**

Our seminarians will be starting with us next week, Tyler Proctor and Adam Nygren. Adam will be with us until December when he is deaconed, and Tyler will be with us for the whole year. They both will be here Sunday mornings as well as participating in Project Canterbury.

## **09. Project Canterbury**

Project Canterbury has moved to Sunday nights at 6 pm, with evening prayer and a meal following, as well as a bible study on Wednesdays at 1 pm. Fr. Will said that the kickoff cookout went well last week. He also said PC is looking for new board members, if anyone is interested, as well as if anyone is wanting to cook dinner one Sunday to please be in touch.

## **10. Questions to Clergy and Wardens**

- a. Troy asked when the next Bishop's visit is, and how long would a teenager need to prepare for confirmation. Fr. Will said the visit is in January, and he's thinking we will start confirmation classes a little bit before Advent.
- b. Charlotte said in the past, the McKinney's had made a video of the entire interior of the church for inventory and insurance purposes, but it's a bit outdated now, so she asked if we could perhaps make a new one. Rachel noted there was a photo inventory in the archive that also needs updating. Fr. Will said he will get with Ray about this project.

## **11. Next Meeting**

- a. We will meet in September, date TBD, a hybrid zoom/in-person meeting, after the 10:30 am mass.

## **12. Closing Prayer & Adjournment.** Fr. Will Levanway.

Meeting adjourned at 1:45 pm

Respectfully Submitted,  
Brian J. Henry

Appendix I  
Finance Report

Please contact the church office for finance reports.

Appendix II.a  
Policy Committee's Children's Ministry Coordinator Job Description



**Policy:** IX. E .2.  
**Classification:** Part time  
**Average Hours per week:** 9  
**Supervises others:** Yes  
**Reports to:** Priest  
**Initiated:** August, 2021

**Position Purpose:** To serve as lay minister to children from birth to middle school to educate, nurture, inspire and encourage children and families in Christian Faith, working closely with others in the parish.

**Essential Responsibilities:**

- Engage in pastoral care with children and their families.
- Develop age-appropriate curricula for children of the church.
- Recruit, educate, coordinate and supervise volunteers for children's formation and nursery.
- Facilitate Children's Sunday school, Children's Chapel, Day Camps and other programs.
- Prepare children for attendance in church.
- Advocate for Children's Ministry with staff, leaders and congregation.

**Administrative Duties:**

- Work with Priest to establish a master calendar for children's events.
- Manage communication with children and families using multiple techniques.
- With Priest, lead recruitment, interviewing and screening of volunteers.
- With Priest, establish curricula and training for children's events, confirmation and acolyte Classes.
- Participate in budget development, implementation and management for children's programs.
- Provide proper supplies for teachers and volunteers.
- Maintain education and nursery facilities, keeping equipment clean and orderly.
- Attend church staff meetings.
- Support all ministries of the church and other needed duties as assigned by the Priest.
- Review and update job description annually or as needed with Priest approval.

**Essential Qualifications:**

- Experience with educational formation of children.
- Member of and Knowledge of the Episcopal Church.
- Able to utilize Microsoft Word, Excel, Google Docs and social media to accomplish tasks.
- Bachelor's Degree is desirable.
- Know and follow Tennessee statutes for childcare
- Maintain Diocesan Safeguarding certification for all workers and volunteers.
- Able to work with clergy, staff, parishioners and others.
- Able to work independently with a minimum of 2 days in the office plus Sundays.
- Consistently meets deadlines and can multitask.

Appendix II.b  
Policy Committee's Organist & Choirmaster Job Description



**Policy: IX. H .**  
**Classification: Part time**  
**Average Hours per week:**  
**Supervises others: Yes**  
**Reports to: Priest**  
**Initiated: August, 2021**

Position Purpose: To serve Christ Church as lay minister, educator and principal Parish musician, providing music and music leadership for Sunday services, Holy Week, Christmas and additional services customary to the Parish's liturgical cycle.

**Essential Responsibilities:**

- Plan musical services in conjunction with Priest, Music and Liturgy Committees and others as needed.
- Recruit, lead, educate and rehearse choir, musicians and Choral scholars.
- Facilitate development of special music programs and coordinate musical events with outside musicians.
- When absent, provide for appropriate substitute musician to fulfill these requirements.
- Provide or arrange provision for music at weddings and funerals conducted in the parish and consult and advise parties as necessary to achieve liturgical aims of the services.
- Seek vestry approval before allowing outside persons into the church or planning special projects.
- **Maintains organ, equipment and music library in good operating condition, neat and orderly.**

**Administrative Duties:**

- With Priest, establish an annual music calendar for liturgical events.
- With Priest, recruit and employ other musicians as required to meet liturgical needs of the parish.
- With Priest, lead recruitment, interviewing and screening of musicians..
- With Priest, establish curriculum training for children's events and Confirmation Classes.
- Participate in budget development, implementation and management of musical programs.
- Administer expenditure of the music budget and provide accounting for funds to Priest, Vestry and other financial officers designated by Priest to receive such information
- Attend committee meetings as designated and work cooperatively with other staff to further the mission of the church.
- Support other ministries of the church and other needed duties as assigned by the Priest.
- Review and update job description annually or as needed with Priest approval.

**Essential Qualifications:**

- Bachelor's degree in music, four years of organ instruction and four years' experience working in a liturgical church or comparable setting. (Desirable but not required).
- Knowledge of the Episcopal Church, its worship style and musical format.
- Ability to utilize Microsoft Word, Excel, Google Docs and social media to accomplish tasks
- Knowledge, certification and application of safeguarding principles.
- Ability to work with clergy, staff, parishioners and others.
- Ability to work independently.
- Consistently meets deadlines and can multitask.

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Appendix III  
Junior Warden's Report  
August 2021

In July Christ Church had several building and maintenance problems.

1. Canterbury Building
2. Air conditioners
  - a. Nave
  - b. Children's Sunday School unit
  - c. Priest Sacristy
3. Women's bathroom leak
4. Tower Room leak
5. Janitorial Services Probation period ends September 12, 2021
6. Misc

Regarding the pipe that burst in the Canterbury Building basement in early July, Keefe Plumbing pumped out the water and fixed the leak. Paul Davis Restoration cleaned out the mud in the basement and did mold remediation. They then replaced the HVAC units (2) and the water heaters (6). Our cost was our deductible, \$10,000. The insurance company sent Christ Church \$34,432.03 to pay for the rest of the cost of the cleanup and repairs. I had a walk outside with John (Paul Davis' representative) on Monday, August 16, 2021. I informed him about the old freon pipes that should have been replaced when the new A/Cs were installed. Brian will see John on Wednesday, they will have a walk-through inside.

Christ Church has had several problems recently concerning the air conditioners that cool the Nave, the priest's sacristy, and the children's Sunday School area. The A/C in the Nave cost \$1,594.37 to be fixed. Buck of Cornerstone Automation suggested that this A/C should be replaced. He estimated the replacement cost to be around \$22,000. The priest's sacristy A/C cost \$488.63 to repair a drainage and pump issue. The Sunday School A/C repair cost \$281 to locate and repair a refrigerant leak, and we also were recommended to replace this unit as well.

Paul Davis is looking into the cause of the leak in the women's bathroom and the tower room. For the women's bathroom, it appears to be caused by a poorly installed roof, and we are waiting for more information about the tower room. We also called Adams Masonry. They came and looked at the women's bathroom, the area above the bathroom, and inside the tower room, but never gave us a reason for what caused the leak or an estimate of what needed to be done for the tower. Christ Church needs to know whether this is a problem covered by insurance or whether it's a routine maintenance failure.

The probation for the janitorial service ends on September 12, 2021. At our next vestry meeting, we should have information from the committee that is overseeing the work of a janitorial service.

Finally, there were some little jobs that were done:

1. Fixing the toilet paper holder and the closet shelf in the main bathroom in the church.
2. Ordering plungers and new toilet seats for the choir's bathroom and the children's Sunday school's bathroom.
3. Ordering motion lights for the utility room.

I want to thank Brian J. Henry, our parish admin. Without their expertise and help, I could not do the work of the junior warden. They are amazing.

Respectfully,  
Ray Barney