

CHRIST CHURCH VESTRY MINUTES

October 17th, 2021

01. Call to Order & Quorum.

- a. Present were: Chip Caldwell; Rachel Lamar; Rebecca Smith; Seth Sizer; Barbara Arthur; Ray Barney, Junior Warden; Charlotte Boatwright, Senior Warden; and Fr. Will Levanway, Priest in Charge. Also in attendance was Tyler Proctor, Seminarian; Madeleine Workman-Johnson; Phil Johnson; Audrey Workman; Joel King; and Ginger Sanzo.
- b. Absent: Mark Reneau; Troy Eichenberger.
- c. 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. A short devotion on Father Hope Patten and Our Lady of Walsingham.

03. Previous Minutes.

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

04. Policy Committee (See Appendix I)

Charlotte gave a brief update on the work of the policy committee. She noted that all policies are working documents, they are not set in stone, they will continue to be reviewed and refined as needed. She went over the six policies that were looked at last meeting and solicited any amendments or discussion. Rachel, Ray, Seth, and Rebecca all expressed thanks for the difficult work the policy committee has done. **A motion was made to adopt all six policies.** After a second, **motion passed.**

05. Budget (See Appendix II)

- a. Fr. Will opened the budget documents, emphasizing these are just a range of options for discussions, and nothing has been decided yet before passing the discussion over to Chip.
- b. Chip noted that the finance committee was not comfortable making a recommendation to run a \$50,000+ deficit or to cut away so much that the budget broke even, so that is why there is a range of options presented to the vestry. He recounted a short history of the finances over the past couple years, then assured the vestry he did not think things were dire and we should not be panicking as we planned for this when we committed to the diocese that we would dip into reserves for three years to support the salary for a priest. He then proceeded to give a short overview of where the finances currently stand.
- c. Chip noted for 2021, despite budgeting a \$55k deficit, we appear to be on track to break even. For 2022, as it stands so far, our income is decreasing, due to three things:
 1. *One*, our pledging units are lower, in part due to some of our regular pledgers moving away.
 2. *Two*, the Yates Trust disbursement being forecasted to be lower next year. Yates accounts for about half of our income. Fr. Will asked how Yates performed in previous economic downturns. Chip said he would ask, especially for 2008. Phil recalled that, because of the way the bank invests it, it was fairly consistent around \$100k even during the 2008 downturn.

3. *Three*, capital expenses are higher than usual, with several HVAC units needing to be replaced (around \$50k), and repairs to brickwork that need to be done, among other smaller projects.
- d. Chip said the goal of this portion of the meeting is to decide which of the line items in question to fund, and how we're going to fund them, whether by reserves or restricted fund. The line items are lumped into 6 groupings. He noted that the vestry need not decide which specific restricted fund to use right now, and that a group will be convened to go over the specific restrictions of each fund and make recommendations later.
 1. Ginger asked how it would work if she, as a parishioner, wanted to donate to cover a line item, such as Outreach or MetMin. Chip said we would get to that later.
 2. Madeleine asked that, for line items that have a related committee, would the vestry or the finance committee reach out and seek their input and include them in the conversation on how to best fund and use their line items. Chip noted that the process in years past has been after the vestry approves an initial budget is when the committee chairs are brought in for discussion.
- e. **Group A: Capital Expenditures.**
 1. Phil noted that, in the years he was involved in the finance committee, they would keep the capital expenditures outside the considerations of the regular operating budget, and the money would come either from the capital reserves or the endowment, not from any operating income. Chip said despite it being non-operating money, he felt it still was best discussed along with the budget.
 2. Ray noted that she will be proposing that we cut the cleaning service line item in favor of having a group of volunteers clean the church for a full budget year. If we did that, we would be able to allocate that money instead to a new HVAC unit.
 3. Rebecca said she would like to know what the savings would be if we paid more for a more energy-efficient model vs if we just paid to replace it with a comparable model. Ray said she would look into it.
 4. **A motion was made to approve \$20,000 to capital expenditures.** After a second, the discussion opened. Chip asked where the money would come from. Seth said that given the uncertainty around the specific restrictions on the restricted funds we have and that it will take a separate committee some time to go over which restricted funds are appropriate to take these expenses out of, he would say from the reserves so we can move forward ASAP.
 - Chip noted there is about \$9k between the capital and building funds, and **moved to amend that the money be granted as much from restricted funds as possible.** After a second, discussion opened. Ray noted she would be adamantly opposed to using Greasby money or Music Fund to fund capital expenditures. Chip said we weren't decided that now, a committee will be tasked to find which restricted funds are appropriate to use. **Amendment passed.**

Motion passed.
- f. **Group B: Organist Salary & Benefits.**
 1. **Chip made a motion to fund the organist salary and benefits out of the contingency fund.** After a second, discussion opened. Madeleine noted that salary was not a living wage, and wondered if there was any possibility of raising it before finding an organist to fill the position. Fr. Will said the salary is in line with recommendations from organist groups given the amount of work and the candidates we're expecting. **Motion passed.**
- g. **Group C: Music Program**
 1. **Charlotte made a motion to fund the music program items, totaling \$3,011, from restricted funds.** After a second, discussion opened. Rachel asked where this money came from in the past. Chip relayed that it typically came from the operating fund in the past, but we have not had to pull from the reserves to fund the music program before now. **Motion passed.**

h. Group D: Children's Program

1. Fr. Will made a motion to approve \$500 for supplies . After a second, motion passed.

i. Group E: Outreach

1. Audrey asked that if the outreach line items were going to be budgeted from the fund, could the process be made easier to spend the fund money, noting how she's been trying to get some money reimbursed from the Outreach Fund for several months now and does not want to go through that hassle every time the outreach committee wants to spend money. Fr. Will said this might be a good thing for that group to look at, the operation around disbursing restricted funds. Audrey noted it makes sense to her to utilize the outreach fund to fund the outreach committee line item if it's between that or no outreach at all. Phil, Rachel, and Ray spoke in favor of keeping the MetMin and Community Kitchen line items. **Charlotte made a motion to only fund \$3,000. There was no second. Ray made a motion to fund the full \$8,850. After a second, motion passed.**

j. Group F: Miscellaneous

1. Chip relayed that changing the property insurance deductible from \$10k to \$5k would be an additional \$417 per year, or an additional \$834 for a \$1k deductible.
- 2. Ray made a motion to fund Christmas & Easter flowers for \$1,000. After a second, motion passed.**
3. Decisions regarding the rest of this group of line items will be postponed to the November meeting.

06. Cleaners

- a. Ray proposed that for one year, instead of paying for professional cleaners, she had a group of parishioners who were willing to clean on a volunteer basis to help save money. Fr. Will said he will discuss details about this with Ray and they will give an update at a later date.

07. Junior Warden Report (See Appendix III)

- a. Ray gave a brief overview of the projects in progress.

08. Developmental Goal

Create and maintain a mechanism for vestry to communicate to the parish, including regular participation in a cycle of Mutual Ministry Review and reporting progress to the parish.

- a. Fr. Will said he is in the process of putting together a way for folks to raise concerns to the vestry, as well as scheduling a Mutual Ministry Review.

09. Next Meeting

- a. Next meeting is TBD.

10. Closing Prayer & Adjournment.

Fr. Will Levanway.

Meeting adjourned at 2:45 pm

Respectfully Submitted,

Brian J. Henry

Appendix I.a
Review of Policy Committee Charter

Christ Church Episcopal

Protocols Committee

Charter: 8.26.21

Initiated:

Revised:

I. PURPOSE: The Protocols Committee, in accordance with Christ Church Episcopal Bylaws Article VII, Section 2 "Special Committees", is chartered to reformat old or write new policies to a standardized form for Christ Church Episcopal and present to the vestry and committees for any needed revisions or amendments.

II. The committee will:

A. Create a manual for Christ Church Episcopal, putting all Policies and Protocols in one place with the intent of making them more readily available when needed by the priest and parish.

B. Make information more readily accessible by creating a Table of Contents and giving order to policies under appropriate headings with consistent format.

C. Provide a permanent manual for reference and for committees to locate their current policies, job descriptions and committee functions for annual review and evaluation.

III. Upon completion of its work and final report to the Vestry, the Protocols Committee will be discontinued.

Appendix I.b

Review of Building Improvements and Risks 10-Year Calendar Task Force Charter

Christ Church Episcopal

Building Improvements and Risks 10-Year Calendar Task Force

Policy: VII. B.
Initiated: 1.18.20
Reviewed: 9.1.21

I. PURPOSE: The Task Force, in accordance with the Christ Church Episcopal Bylaws Article VII, Section 2, "Special Committees", is chartered to give a report to the Vestry consisting of, but not limited to, the following:

A. Risk abatement that must be remedied as a result of our aging church building and its younger Canterbury sister (e.g. Canterbury upgrades, replacing ceiling tiles, replacement of the church asbestos floor tiling, and renovation of church pews.)

B. Alternative solutions including multiple options, the associated costs of each, and pros/cons of each.

C. Other factors considered relevant by the Task Force, but not included in the scope is capital formation or capital campaign.

D. Upon completion of its work and final report to the Vestry no later than its July 2020 meeting, this task force will cease.

II. 10-YEAR CALENDAR: The Vestry desires to create a 10-year calendar of building risks and alternative solutions so that we may adequately plan and budget for keeping our treasure in good working order.

***Post-Meeting Note. The MOTION to charter was approved with two AMENDMENTS adding review of priest's office, purposing of the Canterbury building, particularly the second floor, fire/safety and review of the children's education space and considerations/recommendations/implications of Christ Church committing to a "Green" strategy.

Christ Church Episcopal Project Management

Policy: VII. C.
Initiated: 8.1.2006
Revised: 8.30.21

I. PURPOSE

A project is a well-defined scope of work specifying objectives, completion schedule and cost. All projects and service contracts must be assessed for impact on other projects or systems.

II. AUTHORITY: The project manager is authorized to act on behalf of the church for scheduling bids from service providers, scheduling and inspecting work until completed. This person is the single point of contact for the service provider. The project manager will present a project report at vestry meetings for discussion and action. If the service provider is not performing satisfactorily, the project manager must notify a church officer immediately.

III. CONDITIONS: Any project with total cost greater than \$500 must be approved by the vestry and recorded in the vestry minutes. In an emergency, a project with total cost less than \$500 may be verbally approved by a minimum of two church officers and must be reported to the vestry. Church officers include the priest, senior warden, junior warden and treasurer.

*A project with total cost greater than \$1000 must include a written quote or proposal from the service provider with payment amount and terms and date for completion specified. The service provider will present a written invoice upon completion of the work. If work is satisfactory, payment will be mailed within 15 days. If progress payments are necessary, the invoice must specify the percentage of work completed and specify a date for completion.

IV. VENDORS: *The Manual of Business Methods and Church Affairs*. December 2019, Ch II-6 states:

1. An acceptable vendor list should be developed and maintained.
2. At least three vendors for each type of good or service purchased should be included

***See *The Manual of Business Methods and Church Affairs*. December 2019, Chapter II.

IV. The Building Improvements and Risks 10-Year Calendar Task Force will have a list of building risks and alternative solutions, the associated costs and pros and cons of each that is reviewed and evaluated annually. Potential projects having a cost greater than \$1000 should be identified during the January budget development cycle.

***See *Building Improvements and Risks 10-Year Calendar Task Force*.

Appendix I.d
Memorial Garden Brochure

Christ Church Episcopal
663 Douglas Street
Chattanooga, TN 37403

Christ Church Episcopal
Memorial Garden



Christ Church Episcopal
663 Douglas Street
Chattanooga, TN
37403

Appendix I.e
Funeral Policy

Burial / Memorial Services at



Christ Church Episcopal

663 Douglas Street

Chattanooga, Tennessee 37403

423.266.2463

Christ Church Episcopal

Burial / Memorial Service Planning

Policy: VI. D
Initiated: 3.25.21
Revised: 8.30.21

Name of Deceased: _____

Date and Place of birth: _____

Survived by: _____

Person(s) making arrangements for service:

Name: _____

Address: _____

Phone: _____ CellPhone: _____

Email address: _____

If arrangements have been made with funeral home, enter name, address and copy of arrangements, if possible:

Funeral Home: _____

Address: _____

Will coffin ___ or urn ___ be at church for the service? Yes ___ No ___

Will family want to process behind coffin or urn? Yes ___ No ___

Pall Bearers/Readers :Please list at end of this document.

Location of Service: ___ Christ Church ___ Graveside

Funeral Service:

___ Rite One (Traditional language - *Book of Common Prayer*, p. 469)

___ Rite Two (Contemporary language – *Book of Common Prayer*, p. 491)

Communion: ___ Yes ___ No

Preferred Old Testament reading:

_ Isaiah 25:6-9 (He will swallow up death for ever)

_ Isaiah 61:1-3 (To comfort those who mourn)

_ Lamentations 3:22—26, 31-33 (The Lord is good to those who wait for him)

_ Wisdom 3:1-5, 9 (The souls of the righteous are in the hands of God)

_ Job 19:21-27a (I know that my Redeemer lives)

_ Other: _____

Psalm, hymn or canticle to follow Old Testament reading:

Psalm 23; 27, 41:1-7; 42, 46; 90:1-12; 106, 116, 121; 130; 139:1-11

Other: _____

New Testament reading:

___ Romans 6:3-9, 10-11 (So we too might walk in newness of life)

___ Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)

___ I Corinthians 15: 20- 2—6, 35- 38, 42- 44, 53- 58 (The imperishable body)

___ II Corinthians 4. 16— 5: 9 (Things that are unseen are eternal)

___ I John 3. 1- 2 (We shall be like him)

___ Revelation 7: 9- 17 (God will wipe away every tear)

___ Revelation 21:2-7 (Behold, I make all things new)

Other: _____

Psalm, hymn or canticle to follow New Testament reading: Psalm 23; 27; 106:1-5; 116 _____

Preferred Gospel lesson:

___ Matthew 11:25-30 (Come to me all you that are weary)

___ Luke 24:13-16. 17-35 (The road to Emmaus)

___ John 5:24-27 (He who believes has everlasting life)

___ John 6:37—4 (All that the Father gives me will come to me)

___ John 10:11-16 (I am the good shepherd)

___ John 11:21-27 (I am the resurrection and the life)

___ John 14:1-6 (In my Father's house are many rooms)

___ Other: _____

Music: Priest and organist will offer suggestions. All music must be approved by clergy.

___ Prelude

___ Hymn before Gospel reading

___ Communion hymn(s):

Recessional hymn

Postludes

Use of Church/Fox Hall:

Will you wish to receive visitors in the parish hall? Yes No When? Before Service after

Burial:

Where is the deceased to be entered? _____

Burial Plot location: _____

Pall Bearers: _____

Readers: _____

Cremation: Ashes to be placed: in Memorial Garden Other: _____

Giving:

Christ Church in will? yes no

Other gift? yes No

Summary of Fees

	Pledging Members	Others
Church	No Fee (donation)	\$200
Priest	No Fee (honorarium)	\$200 (suggested)
Organist	\$200	\$200
Custodial (Church only)	\$100	\$100

Custodial (Church + hall)	\$200	\$200
Memorial Garden	\$500	\$500

Signed: _____ Date: _____

Policy VI.D. Date Initiated: 3.21.21

Revised: 8.15.21

ATTACHMENT A

Suggested Hymns for Funeral / Memorial Rite:

Appropriate hymns from the 1982 Hymnal. (If other hymns are desired, choices may be discussed with priest.)

- | | |
|--|--|
| 6, 7 Christ, Whose Glory Fills the Skies | 494 Crown Him with Many Crowns |
| 184 Christ the Lord is Ris'n Today | 512 Come, Gracious Spirit, Heavenly Dove |
| 205 (St. 1, 3, 4) Good Christians All, Rejoice and Sing! | 525 The Church's One Foundation |
| 208 The Strife is O'er, the Battle Done | 544 Jesus Shall Reign Where-e'er the Sun |
| 213 Come Away to the Skies | 618 Ye Watchers and 'Ye' Holy Ones |
| 286 Who are These Like Stars Appearing | 636, 637 How Firm a Foundation |
| 287 For all the Saints | 645, 646 The King of Love My Shepherd Is |
| 366 Holy God We Praise Thy Name | 655 O Jesus, I Have Promised |
| 370 I Bind Unto Myself Today (selected stanzas) | 657 Love Divine, All Loves Excelling |
| 390 Praise the Lord, the Almighty | 662 Abide With Me |
| 410 Praise, My Soul, the King of Heaven | 664 My Shepherd Will Supply My Need |
| 433 We Gather Together to Ask the Lord's Blessing | 671 Amazing Grace |
| 435 At the Name of Jesus | 680 O God, Our Help in Ages Past |
| 448, 449 O Love, How Deep, How Broad, How High | 687, 688 A Mighty Fortress is Our God |
| 460., 461 'Alleluia! Sing to Jesus | 690 Guide Me, O Thou Great Jehovah |
| 473 Lift High the Cross | 691 My Faith Looks up to Thee |

Appendix I.f
Wedding Policy

Weddings at



Christ Church Episcopal

663 Douglas Street

Chattanooga, Tennessee 37403

423.266.2463

Table of Contents

Policy: VI. C
Initiated: 2.25.21
Revised: 8: 30.21

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Weddings at Christ Church Episcopal

We are pleased that you are interested in celebrating your wedding at Christ Church Episcopal and we're eager to give you the information and help you need.

According to the Book of Common Prayer,

Holy Matrimony is a physical and spiritual union, entered into within the community of faith, by mutual consent of heart, mind, and will, and with intent that it be life-long.

Holy Matrimony is a sacramental rite of the Episcopal Church. As the rite for the Celebration and Blessing of a Marriage says,

It signifies to us the mystery of the union between Christ and his Church. . . . therefore marriage is not to be entered into unadvisedly or lightly, but reverently, deliberately, and in accordance with the purposes for which it was instituted by God. . . . Marriage is intended by God for the mutual joy of the couple. . . , for the help and comfort they give one another in prosperity and adversity and, when it is God's will, for the gift of children and their nurture in the knowledge and love of the Lord.

Our staff is eager to assist you in having a joyful experience leading up to and culminating in your wedding. However, we truly believe that the *marriage* is more important than the *wedding*. For that reason, we will ask you to carefully consider your marriage through counseling and to live your married life in the community of faith. We think it is important to be welcoming, and we believe it is equally important to share with you our expectations

Let us start by letting you know who may marry here. Parishioners, their children, grandchildren and –under certain conditions–non-members may be married at Christ Church. We expect everyone to engage in our marriage preparation program, use the rites of the Episcopal Church, and have our priest officiate at the service. Under certain conditions, clergy from outside the parish may be invited by the Priest at Christ Church to participate.

Where to Begin?

After reading this information packet, if you wish to celebrate your wedding here, contact the church office at 423-266-4263, or christchurchchattanooga@gmail.com to schedule an initial meeting for a more detailed exploration of the process. At this meeting, you will discuss dates, times and other details. The office staff will share your contact information with our wedding coordinator who will follow up with you. In this packet is an information form to be completed by the couple. Complete it and forward to the church email above to begin the process for confirming your wedding at Christ Church.

Celebrating a Marriage

The Episcopal Church requirements include the following:

- At least one member of the couple must be a baptized Christian.
- The couple must sign a Declaration of Intent, which is a solemn vow regarding your beliefs about marriage, the text of which is found at the end of this booklet.
- There must be at least two witnesses to the marriage in addition to the officiant.

If one or both persons to be married has/have been divorced, the couple must follow diocesan policy for remarriage. All forms must be completed and submitted to the bishop at least 30 days before the marriage. The priest must obtain the diocesan bishop's approval for the marriage. Until this process is complete, you should consider all other plans for the wedding as tentative.

When a person has been divorced two or more times, the diocese requires that additional professional consultation be done to assist the couple in beginning their new marriage on a firm foundation and to assist clergy in pre-marital counseling.

Christ Church customary practices require the following:

- The couple will contact clergy performing the service at least 3 months prior to the service and have all forms filed with the diocese and Christ Church.
- The couple will need to have several meetings with the clergy who will perform the ceremony. The primary focus is to discuss the dynamics of your relationship, your spiritual lives, and why Holy Matrimony is important for you.

- The ceremony will be the one in The Book of Common Prayer, pages 423 to 432) or other marriage liturgies approved by the General Convention of the Episcopal Church (See [The Witnessing and Blessing of a Marriage](#) and [The Celebration and Blessing of a Marriage 2](#)). These beautiful liturgies have been crafted over time with great care. You will have the option to have Holy Communion as part of the service.
- We ask that you worship here or in a faith community where you live, on a regular basis, before and after the wedding. By choosing to have your ceremony in the church, we assume that you intend to live out your marriage in the church. If either of you is not an Episcopalian, we invite you to attend inquirers classes to learn more about us.
- Each couple is required to complete pre-marital preparation as determined by clergy at Christ Church.
- The state of Tennessee requires a marriage license. Your marriage license needs to be given to the church office at least one week before the wedding

Who May Preside At a Wedding?

Christ Church clergy officiate at all weddings.. We are delighted, however, to have other clergy participate in the service. If you believe you should be allowed an exception, please consult with the clergy as soon as possible. .

When Weddings May Be Scheduled

Diocesan policy does not allow weddings to be scheduled during Lent or Advent. Lent is a penitential season, so celebrations are inappropriate. Advent is a time when preparation for Christmas dominates the time and energy of parish, staff and clergy.

The Ceremony

Liturgies for weddings are approved and provided by the General Convention of the Episcopal Church. In your conversation with officiating clergy, you will be asked to choose the scriptures and readings you would like to use. These items are listed at the end of this booklet.

Many couples choose to have Holy Communion as part of the marriage ceremony. We believe that this is an appropriate and wonderful way to ground the sacrament of Holy Matrimony in the loving presence of God. If you choose to have Holy Communion as part of your service, our custom is to offer the sacrament to all who are present. It is not our custom to offer Communion only to the wedding party or a select few. Our clergy makes every effort to ensure that all guests feel welcome and at home during the service regardless of their religious affiliation. Those who would prefer not receive are welcome to join by coming forward for a blessing..

The Rehearsal

The rehearsal is an opportunity for the entire wedding party along with clergy, organist and wedding coordinator to rehearse the details of the service. The rehearsal is usually scheduled for 5:00 p.m. on the evening before the wedding and lasts about an hour. Please confirm your scheduled rehearsal time with the wedding coordinator prior to making rehearsal dinner arrangements.

The rehearsal is an essential part of the preparation. All participants are asked to be on time.

What About Music?

Our organist and choir master arranges for the music and plays the organ for all weddings at Christ Church. Only sacred music is used at the wedding service. The organist will meet with you to play selections from which you may choose. When time is limited or couples live some distance from the church, necessary arrangements may be made over the phone. We suggest that you contact the organist three months before your wedding.

We have many outstanding musicians who perform at services and weddings. If you desire other singers or instrumentalists in addition to the organ, discuss this with the organist as soon as you are certain of your interest. We will arrange for additional musician(s) and advise you of the cost. We prefer that you select from those who perform here regularly.

Payment for all musicians should be sent to the parish office at the same time as other fees.

Flowers and decorations

Flowers on the Altar and Narthex decorations must be fresh, not potted or artificial. They are to be approved by the wedding coordinator prior to contact with a florist. It is preferable to use only altar flowers, but other decorations may be used upon approval. *Altar flowers used for Saturday weddings will be left in the church to be used at Sunday services.* All other flowers and decorations must be removed immediately after the service or when the photographer finishes. It is acceptable to ask your florist to come back to remove the flowers. You are responsible for ordering and paying for all flowers.

There will be:

- No Pew attachments.
- No exterior church decorations.
- No cloth runners down the aisle.
- No "Unity" candles.
- No flower petals strewn in Nave or Narthex.
- No bird seed, rice, confetti or other thrown decorations.

Acolytes, Chalice Bearers and Lectors

When the service includes the Holy Eucharist, it will be necessary to have acolytes and chalice bearers to assist. We will arrange these persons unless you have friends or family who are experienced in these roles. If so, we will be pleased to work with them.

One or two family members or friends should be chosen to read two Scripture readings during the service. Readers are required to be at the rehearsal to practice reading aloud in the actual space where the wedding will take place.

Ring Bearers and Flower Girls

Ring bearers, when used, do not actually carry the rings. The rings should be given to the Best Man and/or Maid or Matron of Honor prior to the ceremony, and they will give the rings to the clergy at the proper time during the service. Flower girls may carry flower petals but may not throw petals on the floor of the sanctuary.

Bulletins

If a bulletin is desired, it is the responsibility of the couple to arrange for it. A draft of the bulletin must be approved by the priest prior to printing at least three weeks before the wedding. Please include in the bulletin that:

- All cell phones must be silenced and may not be used for photos during the ceremony.
- Photographs/video during the service by guests are not permitted.

Photography and Videography

Please inform your photographer that *with certain restrictions*, video and photographs may be made from the choir gallery during the service. The Christ Church wedding coordinator will discuss these restrictions with you.

If you want a priest in photographs taken after the wedding, please do this immediately after the service, prior to additional family and wedding party pictures. Photographers/videographers must be dressed appropriately, preferably in a dark suit.

Photographs may be taken before and after the service in the church and/or Memorial Garden. They should be completed in **45 minutes**.

Use of Alcohol by the Wedding Party

Absolutely no alcohol should be consumed on church property prior to the wedding. The consumption of alcoholic beverages by members of the wedding party prior to the rehearsal and prior to the ceremony is prohibited. The wedding is a sacred service in the presence of God and calls for our reverent attention.

Use of Facilities

The bride, bridesmaids and ladies of the wedding party should come to the church dressed. They may wait in the Lady Chapel directly off the Nave for the ceremony to begin. There is a bathroom nearby they may use. They should arrive through the front door one hour before the service.

Groomsmen, ushers and other gentlemen of the wedding party should come dressed and may wait in Fox Hall until the ceremony. They may use the men's restroom near Fox Hall. They should arrive through the back parish hall entrance one hour prior to the service

A reception of reasonable size may be held in the parish hall. No liquor will be permitted although wine, champagne or beer may be served. Diocesan policy requires that a non-alcoholic beverage must be made available when alcohol is served. The church is off limits for the reception

The family will be held responsible for the conduct of their guests and for leaving church property as they found it. Christ Church is not responsible for any accident. The church is not responsible for breakage or damage to church property by wedding party, guests or bride's employees. Christ Church is not responsible for loss of any property or valuables during the wedding or reception.

General Information

Those who assist with your wedding, including priest and spouse, do not expect to be invited to any of your festivities including rehearsal dinner and reception. It is acceptable to include them or not, but invitations should be extended to them if they are to be included.

Questions and Concerns

Now that you have read this booklet, you may have lingering questions or concerns. Jot these down and contact the church office or your wedding coordinator to discuss them.

Offerings and Fees

Having the church open and air conditioned with extra staff available is expensive. If you have questions about our fees, you are encouraged to speak with the office staff or clergy.

A \$200 non-refundable deposit is due at the time you complete your wedding information sheet which reserves your wedding on the church calendar. For a complete list of fees, see separate fee schedule. Scheduling of your wedding is at the discretion of the priest after premarital counseling is completed. All other fees are due sixty days prior to your wedding. The non-refundable deposit is applied to your final balance due. Your wedding date is only tentatively reserved until final approval by the priest and fees are paid in full. An honorarium for clergy is customary and the amount is at your discretion.

Summary of Fees

	Pledging Members	Others
Church	No Fee (donation)	\$200
Priest	No Fee (honorarium)	\$200 (suggested)
Organist	\$200	\$200
Custodial (Church only)	\$100	\$100
Custodial (Church + hall)	\$200	\$200

ATTACHMENT A

Scripture Readings

Typically an Old Testament lesson and a New Testament lesson, selected from the list below, are read at appropriate places in the celebration.

Old Testament

Ruth 1:16-17

1 Samuel 18:1b, 3, 20:16-17,47a or 1 Samuel 18:1-4

Ecclesiastes 4:9-12

Song of Solomon 2:10-13, 8:6-7

Micah: 4:1-4

Romans 12:9-18

Genesis 1:26-28 (Male and female he created them)

Genesis 2:4-9, 15-24 (A man cleaves to his wife and they become one flesh)

Song of Solomon 2:10-13; 8:6-7 (Many waters cannot quench love)

Tobit 8:5b-8 (*New English Bible*) (That she and I may grow old together)

New Testament

1 Corinthians 13:1-13 (Love is patient and kind)

2 Corinthians 5:17-20

Galatians 5:14, 22-26

Ephesians 3:14-19 (The Father from whom every family is named)

Ephesians 5:1-2, 21-33 (Walk in love, as Christ loved us)

Colossians 3:12-17 (Love which binds everything together in harmony)

1 Joh 3:18-24

1 John 4:7-16 (Let us love one another for love is of God)

*A **Psalm**, hymn, or anthem may be sung or said between the readings,*

Appropriate Psalms are

Psalm 65 Psalm 67 Psalm 85:7-13 Psalm 98 Psalm 100

Psalm 126 Psalm 127 Psalm 133 Psalm 148 Psalm 49:1-5

***The Gospel** reading may be one of the following and is read by the clergy.*

Matthew 5:1-10 (The Beatitudes)

Mark 10:6-9, 13-16 (They are no longer two but one)

Mark 12: 28-34

Luke 6:32-38

Matthew 5:13-16 (You are the light . . . Let your light so shine)

Matthew 7:21, 24-29 (Like a wise man who built his house upon the rock)

John 15:9-12 (Love one another as I have loved you)

John 17:1-2, 18-26

CHRIST CHURCH EPISCOPAL WEDDING CHECKLIST

- o Call Church Office. Make appointment with Priest and wedding coordinator.
- o Complete and mail or email the information sheet along with the non- refundable deposit to the Church.
- o Provide contact information (email or postal mailing address) for your photographer/videographer to the church office not later than 3 weeks prior to the wedding date.
- o No later than 6 months before your wedding, schedule your first appointment with the assigned presiding priest. At this time you will also be introduced to your wedding coordinator.
- o Follow up with your wedding coordinator.
- o 3 months prior to the service, contact the wedding coordinator regarding your flowers and decorations.
- o 3 months prior to the service, contact the Music Director regarding music for your ceremony.
- o Complete the pre-marital program outlined by the presiding priest.
- o 60 days prior to the service, please provide final payment.
- o 3 weeks prior to the ceremony, provide DRAFT of service bulletin to the presiding priest for approval.
- o Notify your wedding party and others involved with the service of the date/time of the rehearsal. Review with them in advance the expectations of those at the rehearsal and the wedding.
- o Bring your marriage license to the church office one week prior to the wedding.

CHRIST CHURCH
EPISCOPAL 663 DOUGLAS
STREET CHATTANOOGA, TN
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423-266-4263

ATTACHMENT B

CHRIST CHURCH EPISCOPAL

DATE OF WEDDING _____

The Bride Full Name: _____

Address: _____

Name after marriage: _____

Address after marriage: _____

Phone numbers: Home: _____ Work: _____

Mobile: _____ e-mail: _____

Birth date: _____ Marital Status: _____ Single _____ Widowed _____ Divorced

Are you a member of Christ Church Episcopal? _____

If no, please provide name and relationship of your parent or grandparent who is a member:

If no, of what church are you a member? _____

Date baptized? _____ Date confirmed? _____

Mother's full name: _____

Father's full name: _____

The Groom Full Name: _____

Address: _____

Name after marriage: _____

Address after marriage: _____

Phone Numbers: Home: _____ Work: _____

Mobile: _____ e-mail: _____

Birth date: _____ Marital Status: _____ Single _____ Widowed _____ Divorced

Are you a member of Christ Church Episcopal? _____

If no, please provide name and relationship of your parent or grandparent who is a member:

If no, of what church are you a member? _____

Date baptized? _____ Date confirmed? _____

Mother's full name: _____

Father's full name: _____

WEDDING INFORMATION FOR: _____

Date of Rehearsal: _____ Time: _____

Date of Wedding: _____ Time: _____

Organist: Karla Fowkes or sub _____ Florist: (Gil and Curt) _____

Clergy, invited by the Rector: _____ Holy Communion? _____

Photographer and contact info: _____ Videographer: _____

Do you want to have your reception in Fox Hall? _____ Yes _____ No

If yes, name and phone number of caterer: _____

Name and cellphone number of outside event planner/coordinator, if any: _____

Deposit to hold Date \$ _____ due at first meeting with clergy
Wedding Fee (remainder) \$ _____ due 60 days prior to wedding date
Additional special requests \$ _____
Total: \$ _____

Please see separate fee schedule for weddings and receptions in the parish hall.

We understand and agree that:

- All appointments with staff are made by prior arrangement.
- **No alcohol is allowed on church grounds or buildings except by special arrangement for receptions.**
- The wedding party will be on time for the rehearsal.
- Unless otherwise arranged, arrival time for the wedding party on the day of the wedding is not more than 2 hours before the time of the wedding.
- Photography after the wedding will be limited to 45 minutes.
- Any unplanned late arrivals to the rehearsal, early arrival on the wedding day, or a late departure from the Church will be charged at the rate of \$200 per hour or *any* part thereof.

Signatures:

Bride: _____ Date: _____

Groom: _____ Date: _____

Appendix II

Finance Report - Budget

Please contact the church office for finance reports.

Appendix III
Junior Warden's Report
October 2021

Here are some of the things that I am working on at Christ Church and hopefully many of them will be completed before my term as junior warden has expired.

1. Fix the ceiling and window in the women's bathroom in Fox hall.
2. Eliminate the mice problem in the children's Sunday School area, in the supply closet, and in any area that needs attention.
3. Paint wall in tower stairwell.
4. Seal the space between the pavement and Fox Hall building.
5. Replace the air conditioner in the choir loft.
6. Fix the ceiling, brick, and light in the garden vestibule (the area when leaving Fox Hall to enter the garden).
7. Help Chip get a building grant.

1, 6, & 7 Paul Davis Restoration

2 Cook's Pest Control

3 Park McNair who will do the job for \$125 material only

5 Cornerstone Automation; and Titan Heating & Air

6 & 7 Adam's Masonry

7 Chip

Again thanks to Brian Henry, who has helped me so much. I could not do this job without their help. They are amazing.

Ray Barney