

# CHRIST CHURCH VESTRY MINUTES

November 21st, 2021

## 01. Call to Order & Quorum.

- a. Present were: Rachel Lamar; Rebecca Smith; Troy Eichenberger; Chip Caldwell; Mark Reneau; Seth Sizer; Barbara Arthur; Ray Barney, Junior Warden; Charlotte Boatwright, Senior Warden; and Fr. Will Levanway, Priest in Charge. Also in attendance was Madeleine Workman-Johnson; Phil Johnson; and George Walton.
- b. Absent:
- 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 Ephesians 3:20-21 and hope.

## 03. Previous Minutes.

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

## 04. Music Update

- a. With the timeframe for the job listings for the Organist and Choirmaster position coming to an end, Fr. Will said he had not received any reasonable or actionable applications aside from our interim organist, Dr. Adrienne Cox. He said in the absence of a sparkling application coming in soon, he intends to offer her the position unless there is any objection. Mark expressed that she was the only organist in town available that he knew of who had the experience to do the job well.
- b. Fr. Will asked if we could use the money budgeted for Church Concerts for Christmas cantors and musicians. It was agreed that was an acceptable use of those funds.
- c. Fr. Will also noted that while Karla Fowkes had used her personal laptop to do work tasks, that is not a possibility for Adrienne, and asked that we provide a computer for her to use for work. **A motion was made to use money from both the office supplies budget as well as from the music budget for the purchase of a computer for Adrienne.** After a second, **motion passed.**

## 05. Policy Committee (See Appendix I)

- a. Fr. Will thanked Charlotte and the Policy Committee for the work they have been doing.
- b. Charlotte gave a brief overview of the work they've been doing and the work that is to come. She emphasized that these policies are working documents, and that they are creating a calendar for the Vestry to ensure the policies are reviewed every year.
- c. Madeleine asked if the congregation will have a way to review the policies. Charlotte suggested they can put up a list of completed and in-progress policies at the annual meeting, and anyone can email or call anyone on the policy committee with suggestions or changes.
- d. **A motion was made to adopt all seven policies as working policies.** After a second, **motion passed.**

## 06. Junior Warden Report (Appendix II)

- a. Ray went over her report. Barbara asked if we can get an estimate for repairing the water damage in the women's bathroom in Fox Hall. Ray said she has been unable to get an estimate due to companies not getting back to her, but she is still trying. She also noted that since she submitted the report, Titan did fix the Canterbury furnace, but sent us a bill for \$600. She disputed the bill since it was a furnace they had just installed after the basement had that pipe burst earlier in the year, and we will not have to pay the bill.

## 07. 2022 Budget (See Appendix III)

- a. Chip went over the line items that were left from last meeting. It was emphasized that, if at any point in the year it came up that more money was needed for these things, the vestry could always amend it as needed.
- b. **A motion was made to amend the Christmas and Easter Flowers budget to \$0, and to only fund flowers by donor contributions.** After a second, **motion passed.**
- c. **A motion was made to amend the Adult Ed budget to \$200.** After a second, **motion passed.**
- d. **A motion was made to amend the Building & Kitchen Supplies budget to \$500.** After a second, **motion passed.**
- e. **A motion was made to amend the Vestry Retreat budget to \$200.** After a second, there was a motion to amend to \$250. After a second, **amendment passed. Motion passed.**
- f. Chip presented the options for property insurance deductibles, at \$10k, \$5k, and \$1k. Phil noted we've had at least two events in the last 15 years that our property insurance saved us a lot of money on, and suggested it would be prudent to go with the lower deductible. **A motion was made to amend the Property Insurance line item to \$13k and to change our policy to the \$1k deductible.** After a second, **motion passed.**
- g. **A motion was made to look into what leasing our parking lot out to other companies like Republic Parking would bring in as opposed to our current contract with UTC.** After a second, **motion passed.**
- h. **A motion was made to amend the Fellowship Events budget to \$500.** After a second, **motion passed.**
- i. **A motion was made for the Vestry to review the hospitality budget line items halfway through 2022.** After a second, **motion passed.**
- j. Fr. Will asked if Brian Henry's salary was being cut in this budget, as he thought he read in one of the reports it looked like it had. Chip said no, it actually went slightly up.

## 08. Vestry Nominating Committee

- a. Barbara relayed that the nominating committee had come up with four nominees: Susan Brooks; Alline Ingle; Karla Fowkes; and Jennifer McKinney.

## 09. Questions to Clergy/Wardens

- a. **A motion was made to charter a Restricted Funds Examination Committee for the purpose of reviewing our restricted funds and their intended use.** After a second, **motion passed.** Fr. Will said it will be Seth, Phil, and Troy on that committee.
- b. Mark asked if there was a set time for us to hire an organist. Fr. Will said he will get to work on it at the start of next week. He hopes to be able to announce the hiring at the Lessons and Carols service on December 5th.
- c. Chip thanked Charlotte for all the hard work she has done as senior warden.

- d. Troy asked about progress on getting everyone trained with Safeguarding God's Children. Fr. Will said he is hoping the new online version will be ready by the time we're onboarding the new vestry members.
- e. Troy asked when the mutual ministry review was going to be done. Fr. Will said the Diocese said it would be best to wait until after Christmas.

**10. Next Meeting**

- a. Next meeting is TBD.

**11. Closing Prayer & Adjournment.**

Fr. Will Levanway.

Meeting adjourned at 1:46 pm

Respectfully Submitted,

Brian J. Henry

Appendix I.a  
Environmental Services Policy  
**Christ Church Episcopal  
Environmental Services**

Policy: VII. A.  
Initiated: 11.3.21  
Reviewed: 11.3.21

**PURPOSE:** To ensure a clean, healthy environment for worship and other activities.

**Cleaning Services:**

- At least three proposals are requested for custodial services.
- Each company should present a written proposal with specific details on areas to be cleaned, frequency, materials included, insurance and cost for services.
- Decisions about service to select are made by the priest with recommendations from Junior Warden and Building and Grounds Committee.
- Cost for services must be budgeted by the Finance Committee and approved by the vestry.
- Background checks are desirable.
- All proposals are kept on record in the church office.
- A list of approved vendors is maintained in the church office.
- Records of all work done on Christ Church and Canterbury House are maintained in the church office
- **Areas to be cleaned:** Entire Church, consisting of Nave, Priest's Sacristy, Working Sacristy, Choir Loft (except organ), Music Room, (except Instruments), common areas, hallways, offices, conference rooms, lobbies, children's areas, Fox Hall, kitchen, Canterbury Building offices and meeting spaces, first floor.
- **Areas not cleaned:** Mechanical, storage, exterior, tower room and stairs to it, High Altar and areas above 12- foot dusters reach.
- **Supplies:** for cleaning and disinfecting and equipment are provided by Christ Church and stored in designated church space.

**Other services:**

- Including plumbing, heating/air conditioning, exterminating, etc. require three written proposals with detailed information about the project to be done, expected date of completion or service date and cost of service.
- Vendors should sign out and return access keys in the church office
- Upon arrival for servicing, the vendor should check in with the Parish Administrator to obtain key and receive any special instructions.
- After service completion, vendor should return key to office and advise administrator of any problems or other pertinent matters
- Vestry sponsors biannual cleaning event to include parishioners and cleaning services as needed.

Environmental Services policy is reviewed and revised annually or as needed.

Appendix I.b  
Cleaning Checklist

**Cleaning Checklist**

Policy: VII. A.  
Initiated: 10.15.21  
Revised: 10.15.21

**DESCRIPTION OF SERVICE – AREAS TO BE CLEANED:**

SANCTUARY, LADY CHAPEL, PRIEST SACRISTY, WORKING SACRISTY, CHOIR LOFT (except organ), MUSIC ROOM (except musical instruments), COMMON AREAS, HALLWAYS, OFFICES, CONFERENCE ROOMS, LOBBIES, CHILDREN'S AREA, FOX HALL, KITCHEN, CANTERBURY BUILDING. (OFFICES AND MEETING SPACE, First Floor only).

***EACH VISIT:***

**TRASH:** Empty wastebaskets throughout including Offices, Classrooms, Fox Hall, kitchen, and bathrooms. Replace liners as needed, remove trash to proper disposal area.

**TABLES & COUNTERS:** Clean and disinfect in Fox Hall, kitchen, bathrooms, and common areas.

**FRONT DOOR GLASS:** Spot clean interior and exterior front door glass.

**HIGH-TRAFFIC CARPETED AREAS:** Vacuum high-traffic areas, spot vacuum other areas.

**HIGH-TRAFFIC HARD FLOORS:** Dust mop and damp mop traffic areas with neutral disinfectant cleaner. Spot sweep and mop other.

**KITCHEN AND APPLIANCES:** Wipe down kitchen appliance surfaces, include inside of microwaves, empty trash, mop and clean floors, disinfect counters, (not inside cabinets, closets, or other enclosed areas).

**BATHROOMS:** Clean and sanitize toilet bowls, urinals, sinks and countertops, polish fixtures. Clean mirrors and glass, refill paper and soap dispensers..

**FOX HALL:** Clean and sanitize table tops, Spot clean chairs and seats as needed.

**DUST:** All horizontal surfaces below 6 feet, sills, moldings, ledges, shelves, frames, vents, ducts.

***MONTHLY:***

**EXTERNAL CABINET SURFACES IN KITCHEN:** Clean.

**DUST:** Window sills, moldings, ledges, shelves, frames, vents, ducts, baseboards, chair rails, ceiling, corners, blinds, etc.

**LOW-TRAFFIC CARPETED AREAS:** Vacuum all low-traffic carpeted areas throughout.

**LOW-TRAFFIC HARD FLOORS:** Dust mop and damp mop both low and high-traffic hard floors.

Appendix I.c  
Growth Committee Charter

**Growth Committee**

Policy: IX. G.  
Initiated: 2.18.20  
Revised: 10.15.21

**PURPOSE:** To develop and recommend a plan to increase the number of people attending Christ Church and to implement approved programs and initiatives to promote and maintain interest in our church. Priest is to appoint committee members.

**Committee Functions:**

- **Market research.** Research demographics within the Christ Church market area and stratify affinity groups by potential interest areas. As examples, the Episcopal Church, Anglo-Catholic worship, campus ministry, social justice and charitable causes.
- **Focus group** recent attendees to uncover how they heard of Christ Church.
- **Programs and initiatives.** Brainstorm and prioritize ways to increase the number of people who enter Christ Church in categories like worship, musical and educational events or other appropriate vehicles to introduce people to Christ Church.
- **Program Calendar.** Present a suggested 12-month calendar of events to attract people in suggested categories including musical events, educational topics and potential speakers.
- **Welcoming Plan.** Create a plan and processes to increase the number of visitors and encourage active membership.

Growth Committee Functions are to be reviewed and evaluated annually or as needed.

Appendix I.d  
Outreach Committee Charter

**Outreach Committee**

Policy: IX. I.  
Initiated: 2018  
Revised: 10.15.21

**PURPOSE:** to care for people outside Christ Church, in our neighborhoods and the world around us. We serve, beginning projects on our own or joining with existing groups or organizations to provide resources. Membership is appointed by the priest.

**Committee Functions:**

- Chair: Sets agenda and presides at meetings, reminds members of meetings and events, writes meeting summaries for record and requests parish volunteers for activities.
- Provides opportunities to make a difference in the community, prioritizing those most likely to allow Christ Church to form lasting and meaningful relationships.
- Propose a committee budget for finance committee and vestry to review
- Create and approve a spending plan for our financial resources from the operating budget
- Encourage and involve the parish in Outreach activities and opportunities by contributing time, talents, and treasure.
- Report and communicate with the parish via Exsultet, newsletter, bulletin, and in-person through announcements.
- Supports diocesan and Episcopal Church activities and missions.
- Meet monthly throughout the year to plan and implement activities
- Attend outreach scheduled events

Outreach Committee Functions are reviewed and evaluated annually or as needed.

Appendix I.e  
Parish Life Committee Charter

**Parish Life Committee**

Policy: IX. J.  
Initiated: 10.20.21  
Revised:

**PURPOSE:** To plan and organize parish events and assist priest with pastoral care of parishioners through five areas of ministry. Priest appoints members.

- **SPECIAL EVENTS:** Organizes events for special parish celebrations on the liturgical calendar or events sponsored by the parish i.e. musical receptions, weddings, funerals or visitations. Events must be approved by the priest and/or vestry. Planning includes parish hall preparation including moving and relocating tables and chairs, menu planning, food preparation, tablecloths and decorations, advertising and cleanup. Volunteers are recruited from the parish to assist.
- **HOSPITALITY:** Prepares hospitality gatherings after 8:00 a.m. and 10:30 a.m. mass each Sunday to provide congregation and visitors opportunities to develop and maintain a sense of community. Includes enlisting volunteers to serve a light snack with coffee, ordering and maintaining inventory of supplies and purchasing through Christ Church office. Chairperson assists volunteer with set up and volunteer serves and cleans up afterwards
- **CARD MINISTRY:** Sends cards and notes to parishioners on occasions of illness, birthdays, caring or condolences to maintain contact with parishioners who are unable to attend services or are in long term care. Chairperson maintains inventory of greeting cards and stamps. Cost of cards included in Pastoral Care budget and stamps are supplied by Christ Church office from office supply budget. Chairperson works closely with the pastoral care team and priest.
- **PASTORAL CARE:** Works with priest to insure care of parishioners in any form of need. Duties include notifying priest of any illness or grief, planning and assisting with any individual care as required, involving the card ministry to send greeting from the Christ Church family and/or the priest requesting Eucharistic visitor.
- **EUCCHARISTIC VISITORS:** Chairperson works with priest to coordinate activities of Eucharistic Visitors including training, licensing with the Diocese, scheduling, tracking and reporting to priest. Maintains Home Communion kits and supplies and works with altar guild to insure Blessed Sacrament available at all times. Assists the priest to maintain contact and communion with parishioners unable to attend services. Home Communion visits must be approved and requested by the priest.

Appendix I.f  
Stewardship Committee Charter

**Stewardship Committee**

Policy: IX. K.  
Initiated: 8.11.20  
Revised: 10.17.21

**PURPOSE:** To plan and implement the annual stewardship campaign for Christ Church Episcopal. Membership is appointed by the priest with no fewer than three members.

**Committee Functions:**

- Creates, implements, and records results of the annual stewardship campaign in collaboration with priest and wardens
- Reports results of stewardship campaign to finance committee and vestry in a to finance committee and vestry timely manner so that the annual budget can be completed before year end.
- Carries out tasks determined by the Committee deemed necessary to assure an effective stewardship campaign.
- Reviews and evaluates stewardship committee functions and policies annually or as needed.

Appendix I.g  
Hospital/Events Committee Charter

**Hospitality/Events Committee**

**Policy: X: I**  
**Initiated: 10.20.21**  
**Revised: 10.20.21**

**PURPOSE:** The Hospitality/Events Committee plans events for Christ Church parishioners to promote fellowship opportunities and celebrate special occasions. The priest appoints members of this committee. Events must be requested and approved by priest and vestry and funded through an approved source.

**Committee Functions:**

- Plan for refreshments between or after services for fellowship time.
- For special occasions, prepare tables and seating in Fox Hall as appropriate for events.
- Order necessary items for purchase through church office.
- Solicit volunteers to help with preparing, serving and cleanup after events.
- Monitor Kitchen in Fox Hall for cleanliness.
- Ensure that Fox Hall and its kitchen are left in order after events.
- Chairperson of events committee is to contact appropriate person about whether and event is to be scheduled after wedding, burial/memorial, baptism, etc.

Hospitality/Events Committee Functions are reviewed and revised annually or as needed.

**\*\*\* See Parish Life Committee Functions for further details.**

Appendix II  
Junior Warden's Report  
November 2021

Here are some of the projects that we are still working to complete.

1. **Fix the ceiling and window in the women's bathroom in Fox Hall** - Waiting for Paul Davis to give us a quote.
2. **Heat in the choir loft** - Cornerstone Automation is checking the boiler (yearly safety precautions) will cost less than \$300.
3. **Clean, strip, and wax VCT flooring in Fox Hall, kitchen, and hallways; clean both sacristies floors; shampoo carpets in upstairs Sunday School areas and Lady Chapel** - Our budget is \$1600. CMS will provide this service on December 10th and 11th at \$1600.
4. **Set up automatic lights in supply room** - Jr Warden completed November 2021.
5. **Seal the space between the pavement and Fox Hall building** - Completed by Park McNair at no cost. A Thank You note was sent.
6. **No Heat on the Project Canterbury side** - Titan Heating and Air stated there is a carbon monoxide problem and a part is needed.
7. **Eliminate the mice problem in the children's Sunday school area, in the supply closet, and in any area that needs attention** - Talked with Cook's Pest Control mice pads were placed.
8. **Paint the wall/ceiling in the tower staircase and tower room.**
9. **Replace the HVAC units for the choir loft, nave, priest's sacristy, and Sunday School area**
10. **Brick pointing**
11. **Fix the ceiling, brick, and light in the area when leaving Fox Hall to enter the Memorial Garden** - Chip has incorporated numbers 8, 9, 10, and 11 in the state and federal grant estimate.

This is my last Junior Warden report, and I want to thank everyone who has helped me this year, especially Brian J. Henry, Jewell Cousin, Ginger and Ben Sanzo, Phil Johnson, Johanna Miller, Mary Duncan, Audrey Workman, Madeleine Johnson, Fr. Will, and all vestry members.

Respectfully submitted,

Ray Barney

### Appendix III

#### Finance Report - Budget

Please contact the church office for finance reports.