

CHRIST CHURCH VESTRY MINUTES

January 21st, 2021

01. Call to Order & Quorum.

- a. Present were: Rachel Lamar; Troy Eichenberger; Chip Caldwell; Mark Reneau; Charlotte Boatwright; Karla Fowkes; Susan Brooks; and Fr. Will Levanway, Priest in Charge.
- b. Apologies: Rebecca Smith; Jennifer McKinney.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 6:31 pm

02. Opening Prayer & Devotion.

Fr. Will Levanway.

03. Previous Minutes.

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

04. Reminder of Rules of Order (Appendix I)

- a. Fr. Will asked that motions and reports be sent at least a week in advance of the meetings so that we all had some time to think them over.
- b. He also asked that we remember that everyone here wants the best for Christ Church.
- c. He went over the structure for how Vestry meetings should work, noting these rules are to help us make decisions and move forward with clarity and with grace, even in disagreements.

05. Forecasting Year Ahead (Appendix II)

- a. Fr. Will went over a calendar of tasks for Vestry meetings to prepare for throughout the year.
- b. He noted we will need to get everyone on Vestry Safeguarding trained within the next month.

06. Committee Renewal

- a. There was some discussion on reviewing all the committees we have, getting them up and running again, and ensuring they are reporting back to the vestry.

07. Communications Update

- a. Fr. Will relayed that we are getting things in place for a monthly newsletter, to let people know what's going on, and also having brief interviews with our members.
- b. He also said we are going to have a suggestion box in the back of the church, as well as a bulletin board for prayer requests.
- c. He also asked that we be thinking about our exterior signage.

08. Next Meeting

- a. There was some discussion about when to hold meetings, whether we should schedule it month-to-month or if it should always be a particular Sunday. It was agreed it will be on the second Sunday of every month, subject to adjustments as necessary.

09. Closing Prayer & Adjournment.

Fr. Will Levanway.

Meeting adjourned at 8:01 pm.

Respectfully Submitted,

Brian J. Henry

Appendix I
Christ Church Vestry Meeting Guidelines

Meeting Agenda

1. Any Vestry member may propose an agenda by emailing or calling Father Will or the Senior Warden at least one week prior to the meeting. Any request for inclusion of an item in less than one week will be included on the next month's meeting unless urgent.
2. One week prior to the meeting, the agenda, including Consent Agenda, will be emailed to the Vestry.
3. Reports for the meeting should be submitted a week in advance.

Robert's Rules

1. Differences of opinion are to be valued. Diversity of thought & opinion is our strength. Repression of differing ideas does not produce consensus.
2. Do your part to make everyone feel safe to express a differing opinion.
3. A 5-4 vote is still a successful vote.
4. Discussions should be about motions and relevant issues, not people.
5. Make use of 7-step motion process.
6. Words are important. Use "*I MOVE...*", "*I move to AMEND...*"

7- Step Process for Proposals

1. Get proposal on the agenda one week in advance.
2. MOTION.
3. SECOND.
4. DISCUSSION.
5. AMENDMENT(S), MOTION TO REFER, MOTION TO POSTPONE (time period or "indefinitely").
6. CALL FOR THE QUESTION.
7. VOTING.

MOTION Template. Consider what, who, where, when, by when deadline, budget maximum, must be approved by.

E.g. "I move that Vestry compensation increase 20% beginning January 1" or "I move that Christ Church accept Hamilton County's request to rent the upstairs of the Canterbury building for the month of February 2021 for \$5000."

Appendix II
Vestry Agenda Calendar

1. <u>December</u> - APPROVED – 2022 Budget.
2. <u>January</u> - Vestry Retreat
3. <u>February</u> - Follow up on Vestry Retreat - Notice by Fr. Will of his appointment of Committee Chairs (Fr. Will per Bylaws) - Review of Bylaws
4. <u>March</u> - Parochial Report
5. <u>April</u>
6. <u>May</u> - Fall Planning
7. <u>June</u>
8. <u>July</u> - Progress report on Calling Fr Will
9. <u>August</u> - Charter Stewardship Committee
10. <u>September</u> - Appoint Nominating Committee (IAW Bylaws, Article VII, Section 2 b)
11. <u>October</u> - 2023 Budget Prep – 1 st Review (Liaisons meet with Chairs) - Appoint Nominating Committee (IAW Bylaws, Article VII, Section 2 b) - Annual Meeting Agenda Review & Prep
12. <u>November</u> - Annual Meeting & Election of Vestry Members - 2023 Expense Budget APPROVE - Stewardship Committee final report
13. <u>December</u> - New Vestry Member Orientation - Appoint Diocese Convention delegates - January Vestry Retreat Planning

14. To Be Scheduled

- Bishop Cole annual visit planning
- Joint Canterbury Board-CC Vestry information meeting (Troy Eichenberger & Rev. Lou Parsons)? (Last held July 2019)
- Reduce Vestry size to 7 or 5? (Good idea/ Bad idea) (See Aug 2019 Vestry Minutes.)