

CHRIST CHURCH VESTRY MINUTES

March 13th, 2022

01. Call to Order & Quorum.

- a. Present were: Rachel Lamar; Rebecca Smith; Troy Eichenberger; Chip Caldwell; Charlotte Boatwright; Karla Fowkes; Mark Reneau; and Fr. Will Levanway, Priest in Charge.
- b. Apologies: Susan Brooks; Jennifer McKinney.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 12:38 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 February meeting. After a second, Troy moved to **amend** several things:
 1. The start time was 12:33 pm;
the end time was 1:48 pm;
and section 9.a discussion about stations of the cross mentions it being after Adoration on Wednesday when it should say Tuesday.
 2. **Amendment passed.****Motion passed.**

04. Safeguarding (Appendix I)

- a. Majority of the vestry have completed their required training. Fr. Will relayed that we need to review and adopt the safeguarding policies every year. Rebecca asked if this is the 56-page document, which Fr. Will said it was. He emphasized the importance of adopting and getting into compliance with these policies.
- b. A **motion was made to adopt** the Diocese of East TN's Policies and Procedures Manual for Dealing with Sexual Misconduct. After a second, **motion passed.**

05. Finance (Appendix II)

- a. Chip said projection-wise, if things don't change we're going to drain reserves by \$61-\$62k, which is \$20k more than budgeted. He said pledges are significantly down, and would like to dedicate more time in a future meeting to talking about it.
- b. Fr. Will and Chip noted we need to approve the full budget. While chunks of it were approved in a previous meeting, the budget in its entirety was not approved. **A motion was made to pass the 2022 operating fund budget.** After a second, **motion passed.**
- c. Chip noted it's the vestry's obligation to charter an audit and approve it when it's done, but we haven't done one in a number of years due because we couldn't afford it. Chip said he's going to reach out to the diocese and another senior warden and find out some options. Karla asked how often we're supposed to be doing an audit. Chip answered we're required to do one annually. Fr. Will noted it's not just to catch any impropriety that may be happening, but also that we may not qualify for the grants we're applying for without a proper audit.

- d. Chip said that the National Register of Historic Places grant is in progress, and the National Fund for Sacred Places grant is filed as of March 7th. Thanks was given to Melissa Mortimer for helping file the grants.
- e. Rachel noted she is awaiting estimates for replacing the HVAC units from vendors she met with last week.

06. Vestry Participation in Services

- a. Fr. Will said he would like to see us start to bring up the offertory, and pass the plate around again during services. He asked if any of the vestry folks would be willing to do that, and he will make a rota for that.

07. Hospitality

- a. Fr. Will noted he would like to get post-mass hospitality back up and running.

08. Re-engaging serving and reading on Sunday morning

- a. Fr. Will said his plan is that, on March 27th, there will be some time in the afternoon for anyone who desires to learn to read as a lector or serve in the altar party, so we can get those rotas back up and running.

09. Developmental Goal

Develop and implement a routine plan for clear parish communication with regards to priorities, ministry initiatives, and decision making.

- a. Fr. Will said we've got our suggestion box in the back of the narthex, thanks to Rebecca. He also said we are going to put up a corkboard for prayer requests as well as have news and events on.
- b. Charlotte asked for an update on the newsletter. Fr. Will said Madeleine has been busy interviewing folks and writing up content for it. He suggested it will be best as a quarterly publication, perhaps for Easter, Summer, Fall, and Christmas.
- c. Karla noted she was in Houston visiting a church, and they had a QR code you could scan with your phone to donate. Fr. Will said we could put one up on a little pinboard. He said eventually, he does want to have a little stand in the back of the church where you can tap your card to give money that way.
- d. Fr. Will said he wants to get back to publicizing the week of the month that goes to discretionary funds. He noted we are seeing a big uptick in unhoused folks, and we need to support ministries that are working with them, and work on our own ability to reach out to them. He is looking forward to the food pantry ministry we're getting up and running.
- e. Fr. Will passed out pages of the directory of the church and asked that each vestry member take one of the 9 pages, and reach out to the folks on there over the next few weeks, tell them how much we would love to see them, and if there's a reason they're no longer coming around, we would love to know why. Even if they are coming to church, he would still like for the vestry to check in with them and say hello.

10. Questions to Clergy & Wardens

- a. Troy asked about mask policies. Fr. Will noted St. Paul's has moved to being mask optional, as well as St. Timothy's, St. John's Cathedral, and Sewanee, and he would like to make an announcement this week that we will also go mask optional the next Sunday, as well as reintroduce the common cup. Everyone was in agreement that it was time.
 - 1. Rebecca asked about keeping 8 am service mask required, and 10:30 optional. Fr. Will said he didn't think it would make much of a difference, considering our current attendance at that service is 3-4 people, some of which also don't want to wear their masks, but that if there was some panic, he will review that option as well.
- b. Troy asked about Stations of the Cross, if he and Oren and Ray could run it lay-led on Fridays. Fr. Will said that would be great.

11. Next Meeting

- a. April 24th, 2022 after the service at 12:30 pm.

12. Closing Prayer & Adjournment.

Fr. Will Levanway.

Meeting adjourned at 1:48 pm.

Respectfully Submitted,

Brian J. Henry



THE EPISCOPAL CHURCH
IN EAST TENNESSEE

SAFEGUARDING GOD'S CHILDREN

ANNUAL COMPLIANCE RECORDS

Dear Clergy, Wardens, and Board of Chairs of all parishes and worshipping communities,

At the beginning of each year, we require each parish and worshipping community to submit the Notice of Annual Adoption of the Policies and Procedures Manual for Dealing with Sexual Misconduct by the vestry, council, chaplains, or board chairs.

You will find three documents attached to this letter.

1. Notice of Annual Adoption
2. Resolution
3. Certificate of Annual Adoption

Please complete and mail the original copies to the Diocesan House by March 1. Please also keep a copy of each for your records and display the certificate in a common area of your community.

If you have any questions, please do not hesitate to contact me or Canon Michelle Bolt.

Thank you!

Caroline Wood
Missioner for Youth and Young Adults

Safeguarding God's Children

The Diocese of East Tennessee

Notice of the Annual Adoption of the *Policies and Procedures Manual for Dealing with Sexual Misconduct* by vestry/council/board.

To: The Bishop, Standing Committee, and Bishop and Council of the Diocese of East Tennessee

From:

_____ (Name of parish, worshipping community, or other institution)

_____ (Mailing address)

_____ (City, state, zip code)

The Policies and Procedures Manual for Dealing with Sexual Misconduct established by the Diocese of East Tennessee was adopted at a duly convened meeting of the vestry/board of this parish/worshipping community/institution on _____ (date). This resolution also contains an agreement to cooperate in any Response Team or Standing Committee investigation and to carry out any disciplinary action recommended by the Diocese with respect to its lay employees and volunteers as requested in Section VI, A, of the *Manual*. A copy of the adopting resolution and the minutes of that meeting are attached.

Sexual misconduct insurance coverage for this parish/mission/institution is carried by:

_____,
(Insurance Company)

Amount of coverage \$ _____.

Effective dates of policy _____.

(Signed by Vestry Secretary or Clerk)

(Date)

Please make a copy of this for your files and mail original to

**Diocese of East Tennessee
Attn: Safeguarding God's Children
814 Episcopal School Way
Knoxville, TN 37932.**

2/20/07 - SHA

Resolution

BE IT RESOLVED that the _____ of
(vestry, board, council)

_____ at its duly scheduled or
(name of parish, worshipping community or institution)

Called meeting on _____ hereby adopts the Diocese of
(date of meeting)

East Tennessee’s Policies and Procedures Manual for Dealing with Sexual Misconduct
for _____.
(name of parish, worshipping community or institution.)

BE IT FURTHER RESOLVED that the above mentioned vestry (board, council)
agrees to cooperate in any Response Team or Standing Committee investigation and to
carry out any disciplinary action recommended by the Diocese with respect to its lay
employees and volunteers as requested in Section VI, A, of the Manual.

(Clergy in charge, Senior Warden or Chairman)

(Clerk or Secretary)

SAFEGUARDING GOD’S CHILDREN, YOUTH, and ADULTS

The Diocese of East Tennessee

The Right Reverend Brian Lee Cole, Bishop

It is the policy of the Diocese of East Tennessee that Sexual Misconduct, as defined herein, will not be tolerated. The Diocese will deal with Sexual Misconduct swiftly, confidentially, and decisively. This policy applies to all clergy, lay employees and volunteers serving the Diocese, any parish mission within the Diocese, or any other institution or organization of the Diocese or of any missions or parishes herein. It also applies, subject to canonical limitations, to aspirants, postulants or seminarians sponsored by or working in the Diocese. In the event charges of Sexual Misconduct against any person are substantiated, such a person will be subject to discipline. In the case of clergy, discipline will be administered according to the Canons of the Diocese of East Tennessee and the Episcopal Church. In the case of lay employees, such discipline may include termination of employment. Both lay employees and volunteers may be restricted or prohibited in further activities on church property or in any activity sponsored by any church organization. The intent of this policy is to assure that the Diocese's response to an allegation or instance of Sexual Misconduct will be just and compassionate for all involved. Sexual Misconduct means:

- Sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent; or
- Sexual harassment in a situation where there is an employment, mentor or colleague relationship between the persons involved, including but not limited to, sexually oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualification; undesired physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements; or
- Sexual exploitation, including but not limited to, the development of or an attempt to develop a sexual relationship between a cleric, employee or volunteer and a person with whom he/she has a pastoral relationship, whether there is apparent consent from the individual.

For purposes of this policy, pastoral relationship means: A relationship between a cleric, employee or volunteer and any person to whom such cleric, employee or volunteer provides counseling, pastoral care, spiritual direction or spiritual guidance, or from whom such cleric, employee or volunteer has received a confession or confidential or privileged information.

The Vestry (or Board) of

(Parish, Worshipping Community or Institution)

adopted *The Diocese of East Tennessee Policies and Procedures Manual for Dealing with Sexual Misconduct* on _____, 20 ____ as the standard for this church.

Anyone wishing to report an incident of Sexual Misconduct, as defined on this page, should immediately contact:

(Clergy person/Executive in charge of parish or institution) (Telephone)

(Vestry/board designated contact person) (Telephone)

(Vestry/board designated contact person) (Telephone)

The Rev. Canon Michelle Warriner-Bolt (865-966-2110)

The full policy and procedure manual may be found here:

<https://dioet.org/wp-content/uploads/2022/01/2022-DioET-Safeguarding-Policies-and-Procedures.pdf>

Appendix II
Finance Report
March, 2022

The in-depth report and full budget is available upon request.

I. 2022 Financial Review.

a. P&L

- Short story? Financially, we are about where we expected. We drained \$26K from cash reserves, budget dust more than we expected. On the expense side, overages came for higher property insurance due to costs of lower the deductible to \$1K vs. \$10K. Gas expenses were much higher, but should moderate as we move into Spring.
- BIG DEAL continues to be pledging gifts. Not only did pledges come in more than \$25K less than we expected, but even with the lower than expected pledges we were behind February-to-date. See graph below.
- BROKEN RECORD. Vestry members and other parishioners can help by actively discussing the need for everyone to pledge so that the Vestry is acting upon accurate commitments vs. just guessing non-pledge giving.

b. 5-Year Building Risks

II. Capital Budget (5-Yr Building Risks)	Opns	Restricted	Bid
Funded for Emergencies	0	(9,295)	
HVAC "Sunday School Area" 4-ton A/C w gas heat		0	8,060
HVAC Priest's Sacristy Replace 2-ton unit		0	7,732
HVAC Choir Room new unit		0	18,600
HVAC Choir Loft/Organ Unit new air handler		0	22,740
Brick Repair: Entrance to Fox Hall			25,719
Brick Repair: Tower & Sunday School		0	50,818
Windows Repair (9 Windows)			9,189
Waterproof West side (Dave & Andy)		0	26,000
Roof - Missing Slate Tiles		0	25,000
Nave - Refinish pews		0	85,000
Nave - Repair kneeling bench upholstery		0	9,800
Nave - Repair Asbestos Tile (Dave?)		0	5,000
Fox Hall Ladies Restroom	0	0	26,000
Total Capital Requests	0	(9,295)	319,658

2. 2022 Final Budget. MOTION – Approve.

3. 2021 Audit. More to come. I plan to contact the Diocese for suggestions. We haven't had a CPA audit in years and no one is reviewing our accounting & bookkeeping processes. The Finance Committee reviews budget, but not accounting & bookkeeping. Costly, but not sure what the Diocese will suggest.

4. National Historic Registry Grant. In progress.

5. National Fund for Sacred Places Grant. \$100K 50-50 matching. Submitted March 7, 2022.

Pledge Status



Source: <https://onrealm.org/christchurchchattanooga/Home/PledgeDashboard>

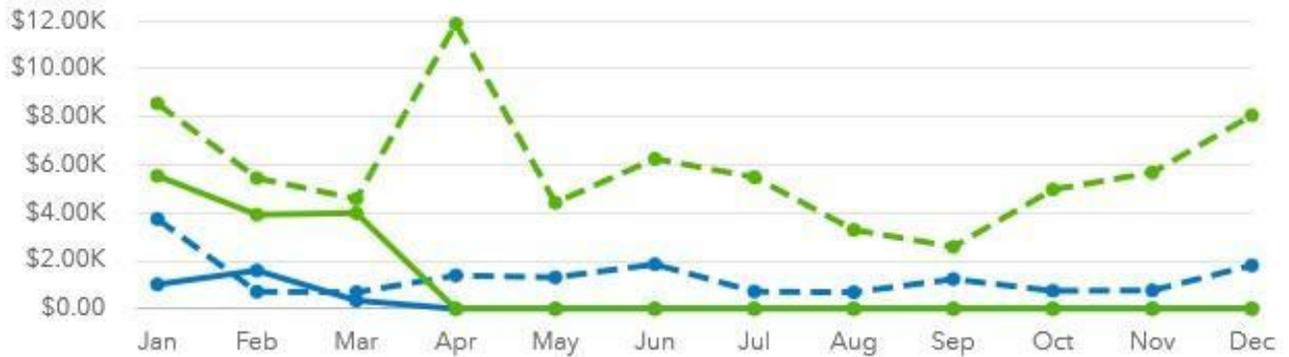
REGULAR SUPPORT

This year

\$16,434.75

Total revenue

- Operating Income:Regular Support:Pledged ...
- Operating Income:Regular Support:Pledged ...
- Operating Income:Regular Support:Non-Pled...



EXPENSES BY TIME

This year

\$50,444.28

Total expenses



2022 Actual vs Budget Overview

	Funds	Operations				Total			
	Actual	Actual	Budget	+/-	%	Actual	Budget	+/-	%
Revenue									
Non-Pledged Income	0	2,620	2,500	120	105%	2,620	2,500	120	105%
Plate Cash	0	119	475	(356)	25%	119	475	(356)	25%
Pledged Income	20	9,452	11,267	(1,815)	84%	9,472	11,267	(1,795)	84%
Total 4-03-00 Regular Support	20	12,191	14,242	(2,051)	86%	12,211	14,242	(2,031)	86%
Total Revenue	1,499	12,464	14,633	(2,169)	85%	13,963	14,633	(670)	95%
Expenditures									
Total Outreach From Operating	0	1,450	1,475	(25)	98%	1,450	1,475	(25)	98%
Total 50000 Administration	0	6,854	4,244	2,609	161%	6,854	4,244	2,609	161%
Total 51000 Compensation	0	19,652	21,702	(2,051)	91%	19,652	21,702	(2,051)	91%
Total 55000 Inreach	560	426	1,203	(777)	35%	986	2,004	(1,018)	49%
Total Building & Grounds	(684)	7,901	6,799	1,103	116%	7,218	6,799	419	106%
Total Operating Expense	(124)	40,954	38,537	2,417	106%	40,830	39,339	1,491	104%
Total Expenditures	1,148	41,666	38,537	3,129	108%	42,814	62,079	(19,264)	69%
Total Other Expenditures	0	(392)	0	(392)		(392)	0	(392)	
Net Revenue	351	(28,810)	(23,904)	(4,906)	121%	(28,459)	(47,446)	18,987	60%