

CHRIST CHURCH VESTRY MINUTES

June 12th, 2022

01. Call to Order & Quorum.

- a. Present were: Mark Reneau; Susan Brooks; Rachel Lamar; Rebecca Smith; Jennifer McKinney; Charlotte Boatwright; Karla Fowkes; Troy Eichenberger; and Fr. Will Levanway, Priest in Charge. Also present was Phil Johnson.
- b. Apologies: Chip Caldwell.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 12:27 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 April meeting. After a second, discussion opened. Troy asked about the Outreach (section 4.b), whether when Audrey reported only two people donated to their most recent fundraiser if that was counting a family unit as one person. Fr. Will noted he wasn't sure, but the overall point was that they had noticed engagement was down. Troy and Will both observed that the outreach collection days have so far been successful at increasing engagement. **Motion passed.**

04. Finance Committee (Appendix I)

- a. Troy reported that the Yates Trust disbursement came in \$18k more than expected. He said they are grateful for that, but given the state of the market they do not expect that next year. He also noted we are moving into the slow season in regards to receipt of pledged money, but as of now, we are about where we expect to be in regards to finances.
- b. Susan Brooks asked if a significant amount of folks have withdrawn their pledges this year, and if that is affecting the budget. Troy said he didn't know if it was happening, but it could affect our budget. Fr. Will said he had not checked in a while but he had not seen anything big as of the last time he checked.
- c. Rebecca asked about the National Fund for Sacred Places grant. Fr. Will said we did not get the grant, but we can reapply next year.

05. Protocol Committee (Appendix II)

- a. Fr. Will thanked the committee for their important work, and Jewell Cousin for joining the committee.
- b. Charlotte expressed her thanks for the committee's work and noted they are waiting to hear back from several other committees for input on policies in development. She also reminded the vestry that all these policies are working documents and should be reviewed annually and amended as needed. She asked that if anyone had changes they would like to see to please let the committee know.
- c. Karla asked where the policies are kept. Fr. Will said the hard copy is in the office, or digital copies are available on the website. (<https://christchurchchattanooga.org/about/documents-and-archives/>)
- d. Susan noted she is the only one left that is on the Parish Life Committee, which has a lot of functions, and asked what is being done about remedying that. Fr. Will said he is trying to get the committees back up and going on a sort of one-at-a-time basis instead of all at once. He also said he has reached out to people on

various committees, who have not come back regularly on Sundays, and that has not been successful, with them being very hesitant to continue doing that work. He also noted Parish Life may need some restructuring, as it's responsible for so much. Susan suggested that we be collecting the contact information for newer parishioners so we can reach out to them and ask if they would be interested in that work.

06. Junior Warden & Buildings

a. Updates

1. Fr. Will noted Oren Whightsel said the Building & Grounds Committee should be reconvening soon. Rachel said she really needed that committee, noting there was a long list of repairs and projects that need done. She noted the HVAC project is a little bit stalled at the moment.
2. Fr. Will summarized, listing the HVAC units, the gate to the memorial garden, and the door to Fox Hall as the big three repair projects happening right now.
3. Rachel said as hard as she's tried to get the HVAC units done before summer, it's just not happening, and suggested maybe a portable air conditioner for Adrienne in the meantime. Troy asked if it was a supply chain issue, which Rachel said is part of it. Troy asked if there was potential for damage to the organ if this was not resolved soon, and Karla said yes. Rachel also noted the HVAC unit that is not working also cools one-half of the Nave. Troy asked if that's why it was so hot in the Nave lately, and Karla chimed in saying when the Bach Choir Concert performed and the Nave was full, it was miserably hot.

07. Vestry Size

- a. Fr. Will opened discussion, noting before he was here the vestry had been considering whether we would be better served by having a smaller vestry but opted to wait until a priest was in place, and he asked that the vestry contemplate this again.
- b. Troy asked if any other parishes had shrunk their vestries, and if it would be easily reversible if in the future we had growth and wanted more representation again. Fr. Will said it would be easy to change again if necessary, but that he didn't know of any parishes that had done so.
- c. Mark said he felt that if the congregation was shrinking, we might even need more people on the vestry, because you need more brains involved for how to turn things around. He also noted it looks bad to have a small parish run by just a small handful of people.

08. Fall Planning

- a. Fr. Will said the Growth Committee is the next committee he's going to try to get running, and had some people in mind he was going to ask to serve on it soon. He said he would like to see them tackle even basic things like working on our poor signage, think about having a banner out front again, etc.
- b. Fr. Will also noted we are getting close to having a four-voice choral scholar program in place, noting as long as all the pieces came together, we would recruit and pay those students to sing from Labor Day to Easter.
- c. He also praised how well the Outreach Collection Saturdays have been going and suggested we might build out more events on that second Saturday as well, like gathering a few volunteers to offer historical tours of the church, as well as reviving the Society of Mary cell for meetings on that day.
- d. He also suggested some Sunday afternoons, we could have tea and pastries for Q&A sessions about the liturgy and what we do and believe, which also could serve as our confirmation classes.
- e. In October, our seminarian Tyler will be planning a procession in the middle of the month, and towards the end of the month we will be hosting an All Souls service with Project Canterbury.
- f. Project Canterbury will be starting up in the Fall, using Evelyn Underhill's Practical Mysticism for the semester to talk about prayer and contact with the divine.
- g. Mark praised how well the Bach Choir event went and suggested we have a series of organ recitals with guest organists, including a welcoming introduction to the church in the programs for the service.

09. Questions to Clergy & Wardens

- a. Troy asked about Children's Education. Fr.Will said they are trying to work out how they can at least once a month have a time for that, there are some people who are interested in helping out with that, and hopefully building it up from there.
- b. Susan asked about progress on getting the Eucharistic Visitors program getting back up and running, and if we should ask for volunteers in Exsultet. Fr.Will said he is waiting on the diocese to get back to him with more information about the training requirements, and then we can move ahead with it.
- c. Troy asked what the status was on doing a Mutual Ministry Review with the diocese and discerning next steps towards calling Fr.Will. Fr.Will said there were some miscommunications that caused some delay, but that he is due for a check in with the diocese soon about the MMR, and that the processes for him being received into TEC are continuing to move forward.

10. Next Meeting

- a. July 10th, 2022 at 12:30 pm.

11. Closing Prayer & Adjournment.

Fr.Will Levanway.

Meeting adjourned at 1:42 pm.

Respectfully Submitted,

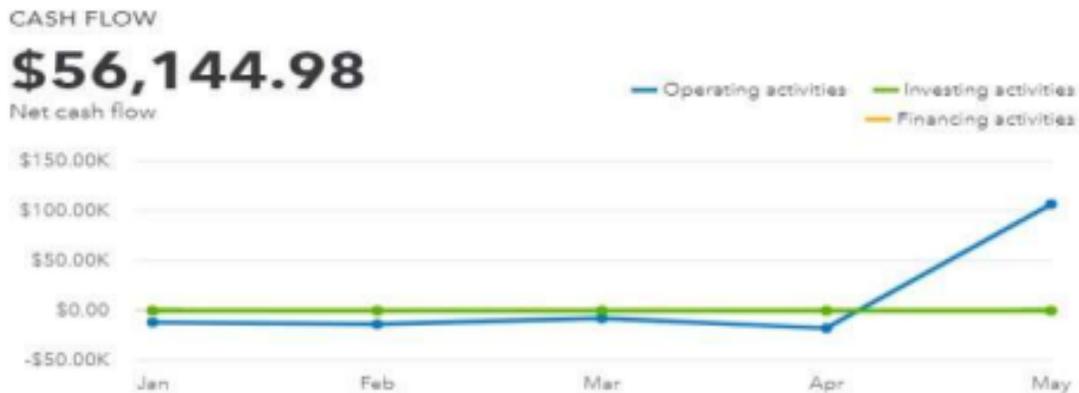
Brian J. Henry

Appendix I
Finance Report
June, 2022

The in-depth report is available upon request to the church office.

I. 2022 Financial Review.

- a. P&L – Through May: As a result of the expected May \$118K Yates distribution, Christ Church added \$65K cash to the Balance Sheet after expenses; the Yates distribution topped budget by \$18K, a nice surprise. However, we were advised that as a result of investment volatility to budget less for 2023. On a month-by-month basis expenses exceed giving, but with the Yates surplus, Christ Church is expected to exceed budgeted performance by yearend by a projected \$22K. On the capital side, we continue to have unbudgeted needs, primarily to replace our aging heating & air systems; Rachel has arranged for the choir and organ loft system to be replaced now.
- 2. “Inviting the Community to Join our Worship” Brainstorming. (i.e. growth). Share on screen the map. – Postponed until July
- 3. FYIs.
 - a. Calling Father Will Update (per March motion).
 - b. 2021 Audit Status Update.
 - c. Calling Father Will Update (per March motion).
 - d. National Historic Registry Grant. Submitted January 2022. In progress. Decision due June.
 - e. National Fund for Sacred Places Grant. \$100K 50-50 matching. In progress. Submitted March 7, 2022. **LOST.** We will apply next year.



REVENUE BY TIME

\$163,061.99

Total revenue



Note: May includes one-time \$118K Yates distribution

EXPENSES BY TIME

\$97,909.62

Total expenses



Appendix II
Protocols Committee Vestry - Report 6.12.22
Committee: Charlotte Boatwright, Joel King, Jewell Cousin

I. Completed and approved by vestry:

- a. Wedding
- b. Wedding Planning Attachment
- c. Burial/Memorial Planning
- d. Memorial Garden Brochure
- e. Building Improvement and Risks Task Force Functions
- f. Project management Policy
- g. Protocols Committee Charter
- h. Growth Committee Functions
- i. Outreach Committee Functions
- j. Environmental Services Policy
- k. Cleaning Checklist
- l. Stewardship Committee Functions
- m. Parish life Committee Functions
- n. Hospitality / Events Committee Functions
- o. Selection to National Registry of Historic Places – (Fr.Will has)

2. In Development:

- a. Building Access
- b. Records (to be added to bottom of Table of Contents)
- c. Finance Committee Functions – (Waiting for finance committee approval)
 - Receipt and Disbursement of Funds
 - Gift Acceptance / Designated Bequests
- d. Altar Guild Functions /Protocols (Waiting for info - Rebecca Smith)
- e. Archives Functions / Protocols (Waiting for info – Joel King)
- f. Building and Grounds Committee Functions (Waiting for info)
- g. Liturgy/Music Committee Functions (Waiting for committee approval)
- h. Parish Administrator Job Description (Waiting for Finance Committee Policies approval)