

CHRIST CHURCH VESTRY MINUTES

July 10th, 2022

01. Call to Order & Quorum.

- a. Present were: Chip Caldwell; Susan Brooks; Rachel Lamar; Jennifer McKinney; Charlotte Boatwright; Karla Fowkes; Troy Eichenberger; and Fr. Will Levanway, Priest in Charge.
- b. Apologies: Mark Reneau; Rebecca Smith.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 12:30 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 June meeting. After a second, **motion passed**.

04. Finance Committee (Appendix I)

- a. Chip said we are doing better than expected expense-wise, and while pledges are down, non-pledged giving is doing better than expected. He noted that work will need to start on the 2023 Budget soon, as well as the work of the Stewardship Committee.
- b. Susan asked if the Diocese will continue to pay half of Fr. Will's salary. Chip relayed we do not know yet, but that is all a part of the call process that is ongoing. Fr. Will noted he has a meeting with Canon Bolt in a week or so and he will clarify with her and hopefully continue to move the process forward.

05. Junior Warden & Buildings

- a. Rachel relayed that we're at a bit of an impasse in regards to the Choir Room HVAC on whether to repair or replace it. Bids were secured to replace it, but there was some pushback by a parishioner about whether a full replacement was needed, so we are now waiting on a bid for repairing it. Troy asked how old the current system is; Rachel responded she's unsure. Chip made **a motion that in the event a repair is not feasible, we move ahead with replacing it through Cornerstone**. After a second, discussion opened. Rachel said she leans towards replacing it, especially since we already have a plan, and repairing such an old system will just lead to more problems further down the road. Chip noted that Adrienne told him it was unbearable in the choir room. **Motion passed**.
- b. Rachel suggested we get a portable A/C unit for the choir room in the meantime. Troy asked that we get a few portable fans for the nave as well.

06. Developmental Goal

Strengthen relationships within the Episcopal Church across East Tennessee, participating in collegial peer learning opportunities, active participation in diocesan continuing education offerings and gatherings such as convention, and maintaining a healthy relationship with the office of the Bishop.

- a. Fr. Will noted the Diocese is putting on an *Invite, Welcome, Connect* workshop in September, which focuses on equipping folks with tools for church growth. He asked if anyone is interested to let him know. He would like a few people from the vestry, and a few people from the Growth committee.

07. Security

- a. Fr. Will said a couple people have reached out and asked about security around Sunday services, especially around potential shootings, noting we do not have a plan in place for that. Troy said he has a copy of a plan for a church from Fr. RJ Powell that he will send to Fr. Will.

08. COVID Communications

- a. Fr. Will said there have been a handful of potential COVID exposures during services that he has been able to communicate to everyone involved, but with the recent event hosting Chorus Angelorum Chattanooga, they did not notify either us or the attendees of the exposure. He said we need to make clear when we host outside groups that we expect very clear communication from them if it turns out there was potential exposure at the event. Susan reiterated she feels strongly we had a moral obligation to communicate it to people who attended the event since it was in our building.
- b. Charlotte said the Policy Committee will put that into the Access to the Building Policy.

09. Questions to Clergy & Wardens

- a. Charlotte asked where we are at with the Liturgy & Music Committee. Fr. Will responded that due to some generous gifts, we should be able to hire four choral scholars for the coming academic year, so he and Adrienne will get that committee in place very soon to help plan the year.
- b. Troy asked what the plans were for Project Canterbury, the campus ministry. Fr. Will said they are planning a welcome event, as well as having some presence at the student orientations. He said we will continue having a schedule of rotating services, an evening prayer week, a eucharist week, an adoration and benediction week, and a week where it's just social time. He asked if anyone would like to provide dinner for one of those Sundays to please be in touch with him. The theme this semester will be practical mysticism.
 1. Susan asked what sort of involvement other parishes have had in Project Canterbury. Fr. Will relayed that getting other churches to be involved has been somewhat difficult, likely due at least in part to the pandemic. Susan expressed concern about the lack of participation.
 2. Karla expressed interest in serving on the Project Canterbury board.
- c. Troy asked if there was a different place we could start placing the camera for recording Sunday services, as no one is willing to sit in front of the camera's view. Fr. Will said he will experiment with different placements in the coming week.

10. Next Meeting

- a. August 14th, 2022 at 12:30 pm.

11. Closing Prayer & Adjournment.

Fr. Will Levanway.

Meeting adjourned at 1:20 pm.

Respectfully Submitted,
Brian J. Henry

Appendix I
Finance Report
July, 2022

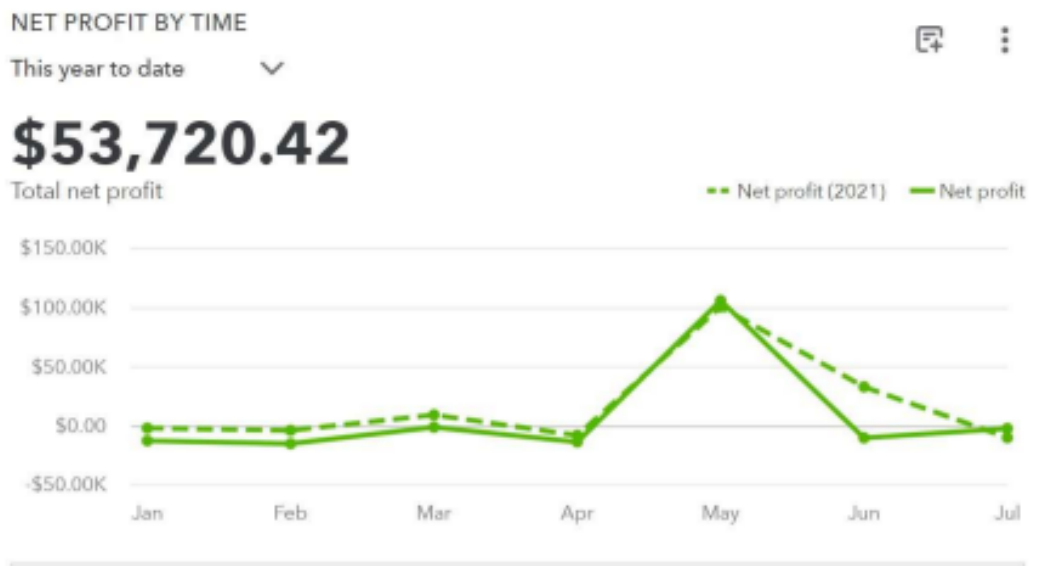
The in-depth report is available upon request to the church office.

I. 2022 Financial Review

- P&L – Through June. Broad brush?
 - Projected yearend net income is (\$29K), but we budgeted negative (\$73K) so we are projected to be \$50K better than expected.
 - Giving & investments are \$24K better than budget. Pledges continue to be down, coming in \$10K less than budget, but with non-pledge \$6.6K higher than budget, the difference is budget dust. Yates provided \$188K in May, \$18K higher than budget, providing a much needed boost.
 - Expenses are trending higher than last year, but 3% better than budget.
 - On the capital side, we continue to have unbudgeted needs, primarily to replace our aging heating & air systems.
2. “Inviting the Community to Join our Worship” Brainstorming. (i.e. growth). Share on screen the map. – Postponed from June.

3. FYIs.

- a. Calling Father Will Update (per March motion).
- b. 2021 Audit Status Update.
- c. National Historic Registry Grant. Submitted January 2022. In progress. Decision due June.
- d. National Fund for Sacred Places Grant. \$100K 50-50 matching. In progress. Submitted March 7, 2022. **LOST**. We will apply next year.



e.

REVENUE BY TIME

This year to date ▼



\$170,785.46

Total revenue



Note: May includes one-time \$118K Yates distribution, \$18K higher than budget, providing a much needed cushion.

Campaign Progress for General Fund (Jan 1, 2022 - Dec 31, 2022)

\$100,000.00 goal

\$68,588.00 pledged

\$42,338.75 received

Total Pledges: 32

Amount Forgiven: \$2,400.00

Amount Needed: \$57,661.25

EXPENSES BY TIME

This year ▼



\$120,241.95

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)