

# CHRIST CHURCH VESTRY MINUTES

May 21st, 2023

## 01. Call to Order & Quorum

- a. Present were: Karla Fowkes; Jennifer McKinney; Danese Sizer; Charlotte Boatwright; Susan Brooks, Jr. Warden; and Fr. Will Levanway, Priest in Charge. Also present was Phil Johnson, Finance Chair.
- b. Apologies: Mark Reneau; Troy Eichenberger, Sr. Warden.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 12:40 pm.

## 02. Opening Prayer

Fr. Will Levanway.

## 03. Previous Minutes

- a. Any additions or modifications were solicited.  
A **motion** was made to approve the minutes from the April meeting. After a second, discussion opened. Susan noted reading over the minutes that she feels we need a system for getting thank you notes sent out. Fr. Will said the current system is Charlotte will tell Fr. Will when and who, and he will write them and send them off. Susan asked if non-members who donate get a statement at the end of the year. Phil replied that anyone who gives money gets a year-end statement.  
**Motion passed.**

## 04. Mutual Ministry Review

- a. Fr. Will noted Susan, Troy, and himself had a conversation with Canon Michelle Bolt earlier in the week, and that he has sent out an email outlining the process to the vestry, including a questionnaire for everyone to fill out which will help lead the review. The review is planned to run for about two and a half hours and will be on Trinity Sunday after mass.
- b. There was some discussion of reimplementing Eucharistic Visitors, with Danese in particular being very interested in doing that again.

## 05. Finance (See Appendix I)

- a. Phil gave an overview of the report, noting we're right on track with the budget as far as income and expenses, and that the Yates Trust disbursement came in much better than expected.
- b. Susan asked for an update on getting a treasurer. Fr. Will said he hopes once the audit committee has finished the audit, one of them may be interested in taking on that role, possibly Ray McMillan. Danese noted if Ray does take that on, someone else needs to be the one to take the weekly deposits, and suggested she and some of the other vestry folks could easily rotate that responsibility.
- c. Susan asked how much money is in the Music Fund, wanting to know how much longer it will last at the rate we're spending from it. Phil responded that as of the end of April, the Music Fund had a balance of a little over \$27,000. Fr. Will noted paying the four choral scholars to sing during the school year ends up being about \$12,000 for the year.

## 06. Safe Church

- a. Fr. Will noted that Brian Henry should have emailed all the folks who have not completed their required Safe Church training, and asked that they please prioritize it.

## 07. Greeters

- a. Fr. Will noted there are greeters and a rota in place, and thanked Danese for her help with it.

## 08. Patronal Feast

- a. Fr. Will said that on June 11th, we'll be celebrating Corpus Christi with food in Fox Hall after mass, and dedicating the Memorial Garden. Susan said we are on track to have a permanent plaque in place by that date.
- b. Fr. Will asked if word of mouth is enough to get the word out that we are dedicating the garden to Fr. Harry without letting him know to keep it a surprise. Susan said she would prefer we send out an Exsultet that excludes Fr. Harry announcing the details.

## 09. Building & Grounds

- a. **Organ Loft HVAC Unit.** Susan said Rita Heckrotte is checking on the start date, and she will be paying for the entire \$30k+ bill for it. Extensive thanks was expressed for her generosity.
- b. **Canterbury Building.** Fr. Will asked what the status of the broken wall is. Susan said she has contacted two different people to take a look at it, and is waiting to hear back.
- c. **Choir Room Dedication.** Karla asked who will order the plaque and when we want to approve wording for it. She suggested it say

*The Rita Heckrotte & Jim Roxlo Choir Suite  
in thanksgiving for their time & talents from a grateful parish  
Soli Deo gloria  
2023*

Fr. Will said he would like the plaque to be in place by the organ anniversary celebration. Susan suggested we not install it yet so that it could be presented and displayed at the celebration, and installed after. Susan and Karla agreed to work on ordering the plaque together.

## 10. Security

- a. Fr. Will said he found the security workshop to be very helpful and clarifying. Susan added it was also a little terrifying. Fr. Will said he feels we need to have group of people who know what is going to go on if anything happens. He said the greeters need to be aware, but not the go-to people for that. He said something the vestry needs to think about is the ways in which we do and don't want people to be armed in church. He said if they feel comfortable with it, we should consider having a rota of someone we know who is inconspicuously armed, and someone who checks that our doors are locked. He also suggested everyone ask some of their friends what their churches do for security as well.
- b. Jennifer noted that two weeks ago during the security workshop, three exterior doors had been left unlocked, and money and checks were laying in the open. She expressed she felt very strongly we needed to get better about locking the doors. She noted altar guild checks doors when they are around, but there are only three altar guild members, and if they aren't there on a Sunday, the responsibility needs to fall to someone else. Fr. Will said he thinks that is something that should be done either by the security person of the week, or the Head Server of the week. For the interim, he suggested that if Altar Guild isn't going to be there on a Sunday to let him and Ray McMillan know via text.

- c. Danese suggested we form a security committee to really think through these things, and suggested Jennifer chair it. Fr. Will agreed, and suggested we charter it now even if we don't appoint any members yet. **Danese moved that we charter a security committee.** After a second, discussion opened. Susan said she really felt the workshop was not what she expected but she found it very helpful even for situations outside of the church. Danese noted we also need plans for if someone has a heart attack during service, and Jennifer added we need a plan for weather emergencies. Susan suggested it be called the Emergency Response Committee instead. Danese suggested instead it be called the Safe Church Committee. **Motion passed to charter it as the Safe Church Committee.** Fr. Will said Jennifer did not need to decide right now if she wants to chair that committee, but to let him know how she would like to be involved, and suggested we have about 5 people on that.

## **II. Closing Prayer & Adjournment**

Fr. Will Levanway.

Meeting adjourned at 1:52 pm.

Respectfully submitted,

Brian J. Henry

Appendix I  
**Finance Report**

January through April 2023

*The in-depth finance appendices are available upon request to the church office.*

Summary Highlights:

1. **Total Operating Income-** 4.5% higher than budget expectation (\$1,400)
  - a. Non-Pledged Income and Plate Offering- 27% higher than budget (\$2,400)
  - b. Pledge Income- 13% lower than budget (-\$2,800)
2. **Total Operating Expenses-** 8% higher than budgeted (\$6,400)
  - a. Diocesan Commitment- 50% higher than budgeted (\$4,000)- due to timing of quarterly payments to the diocese vs. report timing
  - b. Property & Liability Insurance- 40% higher than budgeted (\$1,800)- due to timing of payment vs. report timing
  - c. Compensation- 8% lower than budgeted (-\$2,900)- due to timing of payments vs. report timing
  - d. Musicians- 327% higher than budgeted (\$4,400)- budget shortfall to be provided by Music Fund
3. **Net Operating Income-** 10% worse than budgeted (-\$5,000)
4. **Yates Trust Distribution-** \$104,391 received in early May; 20% more than budget expectation
  - a. Reduces total 2023 budgeted deficit from \$75,500 to \$58,100, if all else emerges as budgeted

Phil Johnson

Finance Committee Chair