

CHRIST CHURCH VESTRY MINUTES

July 23rd, 2023

01. Call to Order & Quorum

- a. Present were: Karla Fowkes; Jennifer McKinney; Danese Sizer; Charlotte Boatwright; Susan Brooks, Jr. Warden; Troy Eichenberger, Sr. Warden; and Fr. Will Levanway, Priest in Charge. Also present was Phil Johnson, chair of the finance committee.
- b. Apologies: Mark Reneau.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 12:33 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 June meeting. After a second, **motion passed**.

04. Finance (See Appendix I)

- a. **Compensation.** Fr. Will noted he and Troy had a meeting with Adrienne to discuss her compensation and hours/work expectations to get a better understanding of what was previously agreed upon vs what's changed and what needs to change.
Phil said he was working on a report for the finance committee with information and resources for suggested employee compensation for both organists and admins, insurance costs, etc.
- b. Phil noted that generally speaking, both revenue and expense wise, we are where we expected to be.
- c. Troy asked about the priest's discretion fund. Fr. Will replied that the loose offering from one Sunday is regularly being put into that account, and he is regularly utilizing that account to help out folks in need. Troy asked that the Sunday we take up a collection for it be advertised more in the bulletin and Exsultet.
- d. Susan asked if we could designate the loose offerings of a different Sunday to the music fund. Fr. Will said we could but he would be surprised if it brought in a substantial amount of money. Danese agreed it usually is not a lot of money.

05. Buildings & Grounds

- a. **Building Issues.** Susan said she is actually a little unsure of the amount of money they have to spend on buildings and grounds issues and would like to get clarification on that, noting that she is spending money on things that are safety issues and structural issues, like the water damage in the Canterbury Building. She noted she's been focusing on the interior of the Canterbury building during the summer so that it can be ready by the time students start school in the fall.
- b. **Mortar Repair.** She noted that while there is not a roof leak in the Canterbury building, the exterior brick is compromised and is letting water in and that it what has ruined the plaster on the interior of the walls. She has a bid for the mortar repair, with a repair product not complete remortaring, for \$1,700. Danese asked if she only has one bid. Susan said she has tried but everyone she has contacted has not been interested in doing smaller jobs like this. **A motion was made to approve \$1,700** to remove moss and repair the mortar on the side of the Canterbury building. After a second, Troy moved to amend the motion to say **up to \$1,700**,

noting that the campus ministry board is meeting this week and may opt to help fund some of the repairs. After a second, the **amendment passed. Motion passed.**

- c. **Historic Places Grant.** Susan said she is going to contact our grant writer for an update on the status of the grant and ask more specifics about what we can and can't use it for. Karla asked what the amount of the grant was. Susan said her understanding is that we were awarded \$25,000, but we have to match about \$15,000 to get the money, but there are restrictions on what we can use it for.
- d. **Rita Heckrotte.** Susan said Rita was overjoyed to get the card from the vestry thanking her for her work and generosity. Karla noted the plaque dedicating the choir suite in her and Jim Roxlo's name will be completed by the organ anniversary concert.

06. Safe Church Training

- a. Fr. Will reminded folks that it was important to finish their Safe Church training if they have not done so already. Karla asked if the Diocese can see who has or hasn't done it, and if they share that information with Fr. Will, because she's not sure if she has done everything she needs to do. Fr. Will said yes, they do, and yes, she has.

07. Developmental Goals (Appendix II)

- a. Fr. Will said that as we work on a new letter of agreement for his employment, part of that process is developing new developmental goals. He said he would like folks to go over the current goals and say whether they feel like we accomplished this goal, whether it needs some work, or that it's not relevant anymore.
- b. There were some questions as to how the goals were developed originally and what their intentions were. Fr. Will said they were developed by the Diocese in dialogue with the Vestry and the Search Committee at the time, and the Vestry approved them. Fr. Will noted we can keep these, change them, or write completely new ones, we can have three or we can have thirty-two.
- c. Fr. Will suggested folks each write four goals they would like to see before the next meeting.

08. Going Forward

- a. **Stewardship.** Fr. Will noted we will need a robust stewardship campaign this year. He also brought up that last year, the Stewardship Committee was folded into the Finance Committee's responsibilities, and at a later meeting, he would like to hear from the Finance Committee whether that was a good decision or whether we should consider splitting that up again.
- b. **Organ Anniversary Concert.** Danese asked how we are going to invite people to this event. Fr. Will said he would like to send out a mailer to as many people as possible. Troy suggested we ensure we invite Sewanee as well. Fr. Will said that Rebecca Smith suggested that we also run an ad on our local NPR station for the event as well. Karla suggested also to take out an ad on Facebook as well. Susan and Karla also suggested we solicit donations to the Music Fund, along the lines of *"If you would like to see more events like this, consider donating."*
- c. **Invite, Welcome, Connect.** Fr. Will noted that at our August potluck, we are going to have our Time & Talents Speed Dating type event. He also said he thinks the end of this year/beginning of next year would be a good time to have the Archdeacon to come in and talk to the vestry more.

09. Adjournment

Meeting adjourned at 2:25 pm.

Respectfully submitted,
Brian J. Henry

Appendix I
Finance Report

January through June 2023

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

The overall results continue as shown in most previous months this year, with Regular Support and Operating Expenses each being almost exactly as budgeted.

Within the detail there are a few noticeable offsetting variances:

1. Timing variance on the Clergy Pension contribution -\$1,600 vs. budgeted
2. Musician expense +\$4,500 vs. budgeted, will be covered by the Music Fund
3. Church Maintenance and Repairs +\$3,400 vs. budgeted
4. Utilities (Gas and Electricity) -\$3,100 vs budgeted

Appendix II
2020-2023 Developmental Goals

IDENTITY & STRUCTURE

- Explore and examine our Anglo-Catholic Identity to understand the breadth of what it means in historic and present contexts, including the importance of the dual values of worship and mission and how they are connected in the present moment.
- Refine and articulate the congregation's particular identity, what it dreams of becoming and accomplishing as the body of Christ in this context.
- Creatively renew and revive ministry particular to your unique geographic context through healthy collaboration and mutual support with Project Canterbury.
- Study Episcopal polity and governance and ensure that the parish is operating within those bounds, including a robust understanding of how authority is properly shared within our tradition.
- Clarify our parish operational structure for ministry and leadership, including developing job descriptions for all parish leaders, including what is expected from each role, the responsibilities, accountabilities, and boundaries of each.
- Redefine and manage shifts in leadership roles that have evolved through transition or necessity.

COMMUNICATION & CONFLICT

- Develop and implement a routine plan for clear parish communication with regards to priorities, ministry initiatives, and decision-making.
- Create and maintain a mechanism for vestry to communicate to the parish, including regular participation in a cycle of Mutual Ministry Review and reporting progress to the parish.
- Define healthy patterns for communicating, especially with regards to disagreements, and hold one another accountable to these patterns, with special attention to addressing a cyclical pattern of resignation and return.
- Discern and identify three key goals for the parish community to be implemented during the three-year priest-in-charge period. How will both the discernment of these goals and the goals themselves be communicated to the parish? How will the goals be used to focus vestry decision-making?
- With the continued guidance of the diocesan mediation team, address unresolved conflicts and issues.

CONNECTIONS

- Develop deep ties of mutual collaboration and possibility between Christ Church and Project Canterbury as both identify their mission and ministry in the local context.
- Evaluate the established parish connections of accumulated relationships with outside ministries and exercising healthy patterns of communication and shared authority, determining which best serve the shared vision of the parish and which have run their course.
- 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.
- Develop a community covenant which addresses behaviors and practices that will establish expected norms for a community life that can positively support the relationship work with a new priest.