

CHRIST CHURCH EPISCOPAL VESTRY MINUTES

February 18, 2024

The vestry met in Fox Hall on Sunday, February 18, 2024. Present were Fr. Will Levanway, Priest in Charge and vestry members Jennifer McKinney Sr. Warden, Susan Brooks Jr. Warden, Rebecca Smith, Dr. Oren Whightsel, and Danese Sizer. Apologies from Karla Fowkes and Ray Padron. There being a quorum the meeting began at 12:34 p.m. Attending the finance portion of the meeting was Finance Committee Chair Phil Johnson and Treasurer Ray McMillan. The meeting was opened with prayer by Fr. Levanway.

Minutes of the January 27th vestry meeting were read and unanimously approved with the following corrections: Name misspelling Fr. Will Levanway in paragraph six. Fr. Levanway announced the creation and distribution to the parish of Lenten Meditation and Prayer booklets.

Phil Johnson, Finance Committee Chair, began the financial report with a 2024 pledge update. The total for pledges received has increased since last month's report. Treasurer Ray McMillan said there are additional pledges that have just been received and he would send the final total to Mr. Johnson. It was suggested that additional pledge cards be printed and placed in the church. Fr. Levanway stated that he was in receipt of the honorarium check for the funeral of Courtney James and it contained a contribution to the church. He would forward same to Mr. McMillan for accounting.

An update report was given by the Safety and Security Committee discussing the purchase and installation of smoke detectors. There was a question raised by Jennifer McKinney asking about knowledge of the specific requirements of the church insurance policy. Discussion ensued regarding the difference and application of hard-wired detectors vs battery operated. Ms. McKinney estimated the installation for electric work for hard-wired smoke detectors to be in the range of \$2,000. She will contact Lawson Electric and request a bid price. Said detectors should also provide carbon monoxide protection. It was mentioned that the students may have been lighting candles in the Canterbury Building and will be asked to refrain from that practice.

Signage, and locations for such were discussed. Parking and entrance signs will be added in the parking lot and on the outside of the buildings. Ms. McKinney will order these signs for installation. Fr. Levanway talked about the addition of banners in the front of the church facing McCallie Avenue. There are already banner hangers installed on the front of the building and Fr. Levanway will get a bid for the cost of a banner.

Dr. Oren Whightsel reported on his meeting with UTC's Archivist, Carolyn Runyan. The two met the previous week to discuss and review the Christ Church archives. Ms. Runyan determined the collection of materials from Christ Church were all suitable to be archived and preserved at UTC Library's Archive Collection. The current storage of the archives at the church is unsuitable for long-term survival. The UTC Archival program would take our documents, files, clippings, pictures etc. and digitize and catalog them. They would be available to anyone online or at the library at any time. Dr. Whightsel mentioned that many of our documents pertaining to the building and architecture of the church would be important to the history and architecture students at UTC. The program offers safe storage and easy retrieval for our most precious papers and artifacts. Dr. Whightsel will include an article in the Exsultet regarding the return and donation from parishioners of any historical items to be included in this effort.

A motion was made, seconded and the vestry unanimously voted to have the Archive Committee begin the paperwork to accomplish this.

Junior Warden Susan Brooks began the building and grounds report announcing the installation of the new air conditioning unit for the church before Easter. This new unit is a gift to the church from parishioner Rita Heckrotte. She also thanked Ray Padron and Charlotte Boatwright for their offer to help with the writing of the grant for historical restoration funding.

Fr. Levanway encouraged each vestry member to complete training and certification of 'Safe Church and Safeguarding God's Children'. Compliance is a requirement of the Diocese of East Tennessee and has ramifications for our insurance. The Parochial Report is due the end of this month and work to complete that is underway. It is important to comply and adopt policies of the Diocese, and a motion to do so was made and unanimously approved by this vestry.

A report on the recent Diocesan Convention and topics of concern was made by Fr. Levanway. St. Luke's Parish in Cleveland offered a request for all churches to work with their local banks to deter red lining. A discussion of what this entails began and it was determined that our bank was not involved. There is an effort for the parishes in the Diocese of East Tennessee to become carbon neutral by the year 2030.

A report from the Strategic Planning Committee was offered by Jennifer McKinney. The Committee continues to look at the physical plant and is developing an emergency plan. There is a plan to visit with our neighbor First Presbyterian regarding mission partnerships and opportunities. Four security cameras are in place and a security team will be in place before summer. There was a request from the vestry for Fr. Levanway and seminarian Jordan to visit and introduce themselves to the administration at UTC. Oren Whightsel will assist in facilitating this.

There was additional discussion regarding the formation of a church newsletter. Fr. Levanway has looked in the archives at older newsletters and proposes to use the 'Reminder' as a logo for future parish communications. This newsletter would publish news, updates, church calendars, rotas and local features. Fr. Levanway stated that he now has a valid job description for a parish administrator/secretary and would publish this with the Diocese, local churches and other affiliated organizations.

There was a discussion regarding the formation of a children's ministry. The first step is to identify stakeholders and those that would be willing to participate. Fr. Levanway hopes that the program would be intergenerational and focus on Christian relationships. The program would require two people each week and it would hopefully include childcare during mass.

Fr. Levanway reviewed Lenten activities and programs including tea in the garden each Tuesday prior to the 5:30 Stations of the Cross. There being no further business to come before the vestry, the meeting was adjourned at 2:00 p.m.