

# CHRIST CHURCH EPISCOPAL

## VESTRY MINUTES FEBRUARY 21, 2019

Present were:

Michael Thompson, Sr. Warden  
Nancy Poston, Jr. Warden  
Jim Hatley, Treasurer  
Barbara Arthur  
John Barnes  
Ray Barney  
Laura Eichenberger  
Seth Sizer  
Danese Sizer, Clerk  
Neal Adams, Special Guest

Absent was:

Joel King

The meeting was called to order at 6:00 p.m. by Sr. Warden Michael Thompson. Laura Eichenberger opened the meeting with Prayer, including the Search Prayer. Minutes from the regular vestry meeting held on January 17, 2019 and also a special meeting of the vestry on February 2, 2019, were previously reviewed by the vestry, and attached and hereby made a part of this document. There being no corrections or additions, a motion was made, seconded and these Minutes were approved as read. Mr. Thompson added that action items from both meetings had been completed.

Senior Warden's Report: Mr. Thompson turned the meeting over to Jr. Warden Nancy Poston, who introduced special guest Neal Adams, representing Adams Masonry. The company had been hired previously by Christ Church for two repairs. Mr. Adams and his Company were asked to investigate water intrusion, brick pointing and possible sealing, and flashing in the Douglas Street Tower. He began his report by detailing the makeup and construction of the existing structure, pointing to pictures in his report as additional explanation. A copy of this report is attached herewith and made a part of these minutes. He reported the mortar on the older portion of the building, which includes the tower, narthex and nave, is in fairly good condition. He stated the brick, although aged, is in good condition. He recommended that we not seal the brick because **this would not allow the brick to "breathe"** and this would cause additional internal moisture intrusion. The current water intrusion problems are being caused by failure of the lentils and the lack of flashing. This is due to the age of the building and building technology at the time of construction, and the lack of flashing materials. The present construction of the lentils is cast iron, which has rusted over time, cracked and collapsed. His inspection also included the newer portion of the building which includes Fox Hall. The brick mortar there is not in as good shape as the older portion of the building, but the brick remains in good condition. The major failure in this area is also the lentil systems. He stated the tower area is at a critical point because the brick veneer is pulling away, causing the structure to bulge. That soon the stress would cause crumbling and falling brick. That portion of the building will become a hazard, especially to those walking on the sidewalks outside of the tower. The City of Chattanooga could condemn the building if that happened. Mr. Adams then described the work that would need to be performed to restore the buildings. He outlined the steps necessary and the caution that his company would use in the removal of the brick and repair of the lentils. The work would require permits from the City, sidewalk

closure and scaffolding around the entire tower area. He stated the tower portion of the project would take 2-3 weeks, the repointing and repair to the remainder of the older building approximately 2 weeks. He stated the repair on the newer addition of Fox Hall would take approximately 2-5 weeks because there were more windows and additional repointing work to be done there. The vestry asked Mr. Adams to prioritize the work to be done. He stated the tower work was critical and would need to be accomplished in the immediate future. The repointing of the older structure should be accomplished within the next 2 years, and the work on the newer addition of the Parish Hall within 5-6 years. [I thought he said 10 years] The vestry asked Mr. Adams to divide his price quotation into these same work areas with costs associated with each. Also requested were prices for outside contingencies, such as purchasing additional brick if necessary. The vestry asked for reference and contact information for follow-up. Mr. Thompson and Ms. Poston thanked Mr. Adams for his thorough inspection and report. After Mr. Adams' departure, there was discussion regarding concerns, liability and funding. It was agreed that Ms. Poston will follow-up with Adams Masonry to get their final proposal with pricing and that she will investigate the possibility of funding assistance through the Diocesan Opportunity Fund. It was also agreed that Mr. Thompson, Mr. Sizer and Mr. King will work with the anonymous donor to obtain agreement to use funds previously donated for brick work for this project. Mr. Sizer and Mr. Barnes will follow-up on references provided. A question was asked if this restoration would interfere in any way with the church's application for National Historic Places. Ms. Poston assured everyone that it would not. The final proposal and contract are expected within a week, and Ms. Arthur and Mr. Sizer agreed to review the contract. The vestry acknowledged the liability and seriousness of this situation and agreed unanimously to proceed as funds are available.

Mr. Thompson continued with the Sr. Warden's Report by first acknowledging vestry member John Barnes for the recognition of his CRU Ministry at the University of Tennessee at Chattanooga. The vestry applauded. Mr. Thompson passed out to each person a copy of the newest edition of The Vestry Resource Guide and encouraged each to read this manual. Mr. Thompson mentioned he had written a letter of thanks to the Rev. Brad Whitaker who spoke at the January Vestry Retreat, and asked others to also write notes of thanks. Mr. Thompson reminded the vestry of another book recommended by Rev. Whitaker, "Beginning Ministry Together." Mr. Thompson gave a brief report on the recent Diocesan Convention where delegates, Oren Whightsel, Joel King, Michael Thompson and Troy Eichenberger represented Christ Church. He encouraged each to read and/or watch the video of Bishop Cole's address to the Convention. He also told about the Bishop's visit with Communion to the Parish's oldest member, Garvin Colburn on February 18<sup>th</sup>. He stated he felt Bishop Cole was a "special man of God" and how lucky we were to have him with us. The vestry was informed of three upcoming events: March 2<sup>nd</sup> funeral of Mary Ellen Burton Yates, May 18<sup>th</sup> wedding of Hadley James, and June 1<sup>st</sup> wedding of Nina Deschryver. A copy of the Wedding Information form and Wedding Customary were included in the information for the vestry and hereby made a part of these minutes.

The next item of discussion was about "things happening" at the church. Mr. Thompson told of the discovery of a painting located in a closet in the choir room. It was discovered because the piece of art was leaning against the tremulant of the organ causing it to malfunction. No one recognized the artwork or knew of its origin. Mr. Thompson told the vestry about a recent occurrence where he found the hatch to the roof tower taken off and evidence that someone had been out on the tower roof. He asked about people being in the building at that time of day, but obtained no information. There was a third incident in recent weeks where passersby noticed one of the front doors propped open at night. Oren Whightsel was called and asked to come to the church and investigate. He found no one in the building and secured the door. There was concern regarding the use of the buildings by groups outside the parish and not having a parishioner present to supervise and secure the

premises. It was agreed that the number of individuals having keys to the facilities was a precarious situation and that the best solution was to recall all existing keys, and if all could not be recalled, rekey all the doors, and reissue keys on a need-only basis. It was also agreed that approval only be given to any group of non-parishioners using the building if a parishioner allowed access, supervised the activity, and secured the building afterwards. A motion was made, seconded and passed unanimously. Ms. Poston will go forward with the rekeying and reissuing of new keys. Mr. Thompson brought the completed Ministry Portfolio to the vestry's attention. A copy of which was provided to each member and is attached to and a part of these minutes. Also included for the vestry's approval and a part of these minutes was the 2019 Form for Voluntary Commitment to the Diocese of East Tennessee. The 2019 Commitment is \$20,525.00. A motion was made, seconded and approved unanimously to honor the commitment and forward same to the Diocese. Mr. Thompson finalized his report by listing the supply priests that have been contracted for Sundays through Easter and encouraging each vestry member to be present each Sunday. He outlined an adult education class to be presented by Chip Caldwell entitled "A Different Way to Read the Bible," and encouraged vestry participation in this March series. He reminded everyone of the Compline service this Sunday February 24<sup>th</sup>. He asked members to check their calendars to reschedule the regular vestry meeting in April. He asked the regular meeting be moved to the previous, or second Thursday, April 11<sup>th</sup> at 6:00 p.m. to avoid conflict with the Maundy Thursday service. All agreed and the motion was passed.

Junior Warden's Report: Ms. Poston began her report by bringing the vestry up to date on window restoration. Work on the nave windows on the East side continues and should be completed within a week. She has had several parishioners ask to sponsor the cost of restoration of windows on the opposite side of the church and in the narthex. She asked for vestry approval to accept donations to complete this work. A motion was made, seconded and approved for this donation program to continue. Ms. Poston will work with the restorer to obtain a restoration price for each window. The restorer is currently re-caulking the window behind the organ in the choir loft due to moisture intrusion. Ms. Poston stated that the water and moisture problem in the parish hall ladies restroom had been fixed by Adams Masonry. Refrigerator repair in the kitchen has been completed. Photographs of previous priests at Christ Church have been removed from the narthex, as well as the two large plaster angels. The angels have been placed in dry storage. The photos are being matted with acid free paper, reframed and an appropriate identification plaque placed on each. Total cost for this restoration is \$300. The future location of these photographs and that of the angels will be determined at a later date. Ms. Poston showed a paint color sample to be used for painting the narthex and asked for approval. A motion was made, seconded and all agreed to the color chosen. There has been a parishioner that has offered as a gift to the church two flags to be hung on the outside front of the building. Approval was given to Ms. Poston to investigate the price of outdoor flags and the cost of installation, and to check with City of Chattanooga regarding ordinances this may involve. Another parishioner has offered to pay for the cost of restoring both Saints Peter and Paul and possibly the beautification of the pillars that Mary, Joseph and the two Saints sit upon. Ms. Poston asked for vestry approval to accept this gift. A motion was made, seconded and approval given. Ms. Poston will work with the parishioner to determine the price and scope of this work. There is a donor who wishes to purchase fair linen and dust covers for both side altars in the nave. Neither of these altars, although consecrated, have ever had fair linens before. A motion was made, seconded and approved to proceed with this gift and the purchase and installation of the linens. Ms. Poston brought to the attention a request by the Children's Minister, Betsy Bedwell, to have shelving installed in several of the children's Sunday school and nursery rooms. Ms. Poston and carpenter Dave Perry toured the area with Ms. Bedwell to better understand the needs. The shelving Ms. Bedwell would like would cost approximately \$3500 without installation. There was

discussion regarding this expenditure and the budget restrictions for the year. It was agreed that this expenditure would need to be postponed for the immediate future. Ms. Poston agreed she would ask Mr. Perry for a price quotation on building shelves. The final item on the Jr. Warden's report was the discussion of the UTC Parking Lot Contract. The contract states that UTC would monitor the parking in the Christ Church lot, leaving 8 spaces closest to the church for business use by parishioners during the week, and would close the lot to students for funerals or special events. They would pay Christ Church \$2300 per year for the use of the remaining space. Their contract states they offer \$1100 liability. There were concerns voiced by Mr. Barnes about the amount of liability, how this public use would affect our church insurance cost, and if this might affect the church's tax exempt status. Ms. Arthur agreed to look into statutes regarding non-profit tax exemption and Jim Hatley agreed to contact the Church Insurance Corporation to ask about our liability and coverage. The vestry agreed to delay signing of said contract until these questions could be answered and satisfaction of safety determined. Other items of normal maintenance were outlined in the Jr. Warden's written report that is attached to and hereby made a part of these minutes. Ms. Barney excused herself from the meeting at this time.

Jim Hatley, Treasurer, began his report by reviewing the end of 'January Treasury Report'. This report is attached to and hereby made a part of these minutes. Mr. Hatley then reviewed the 2019 Proposed Operating Budget. He stated the amount shown for pledged income will increase to \$86K - \$87K because of late pledges being turned in since this report. There was a motion to accept the 2019 Proposed Budget. The motion was seconded and unanimously approved. There were requests of Mr. Hatley to reformat the reports to show Budget vs. Actual, Balance Sheet, and Income and Expense Statements so that the vestry would have a comprehensive view of where we stand each month. Mr. Hatley agreed to provide these at the next vestry meeting.

There was one piece of old business, that being a question from the Outreach Committee meeting minutes, a copy of which are attached and made a part of these minutes. The question was regarding a sign to be made advertising the upcoming Shrove Tuesday Pancake Supper on March 5<sup>th</sup>. Ms. Sizer stated that Susan Brooks was making the sign at no cost to the church. There being no further business to come before the vestry, the meeting was adjourned. Mr. Sizer closed the meeting with prayer. The next meeting of the vestry is scheduled for Thursday, March 21st at 6:00 p.m.

Respectfully submitted,  
Danese E. Sizer, Clerk