

# CHRIST CHURCH VESTRY MINUTES

October 16th, 2022

## 01. Call to Order & Quorum.

- a. Present were: Chip Caldwell; Susan Brooks; Rebecca Smith; Karla Fowkes; Mark Reneau; Troy Eichenberger; and Fr. Will Levanway, Priest in Charge.
- b. Apologies: Charlotte Boatwright; Jennifer McKinney; Rachel Lamar.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 12:34 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 September meeting. After a second, **motion passed**.

## 04. Building & Grounds

- a. Fr. Will thanked Susan for coordinating getting the garden and the surrounding landscape cleaned up, noting it looks very good.
- b. Fr. Will also noted the office had been filled with a sewage smell recently. He noted Brian Henry had called in a plumber, but he did not know what the results were of that visit yet. Susan said it still seemed like it was airing out but if it still smells by Tuesday we should call them back out again.
- c. Susan brought up she was concerned that some of the siding had come off of the Canterbury building, and she is going to be in touch with the folks who originally did the siding to see if they could repair it.
- d. Troy noted Oren Whightsel is coordinating getting a quote for repairing the pews.
- e. Chip asked what the status of the HVAC repairs was. Fr. Will said he had not yet been able to follow up with Rachel about it. Susan believes the parts have been ordered, just not installed yet.

## 05. Safeguarding

- a. Fr. Will passed out the chart of safeguarding requirements and said we have gotten very behind on background checking all of our vestry members. He said he would like to set a goal that over the next few months, we get this in place, especially with the changeover of vestry members coming up. He also said he would really like someone in addition to himself and Brian to be involved with it, an extra set of eyes to ensure we are following procedures.
- b. Fr. Will said he is going to ask the diocese if there is any help available to cover the cost of the background checks.
- c. Rebecca asked if a background check from another job would be sufficient. Fr. Will said he wasn't sure but he would look into it.

## 06. Growth

- a. **Potluck.** Everyone expressed they were pleased with the attendance of the potlucks, and agreed we should continue to do it. Susan suggested the annual meeting be the same day as the potluck, the second Sunday of November. Fr. Will agreed.

- b. The following Sunday is the Bishop's visit, and Fr. Will said he would find Susan some help to cover the reception for that Sunday as well. Troy asked if there will be any confirmations, receptions, or baptisms for the Bishop's visit. Fr. Will said he's spoken to a few people who are considering it but aren't quite ready, so he doesn't think there will be any.

## **07. Budget**

- a. Chip presented the 2023 budget proposal, and noted that this budget is different in that it's split into two parts. The first half suspends a lot of budget categories, which are to be reviewed with the second half after we know what the Yates distribution will be around June. He also emphasized that even though these items would be suspended in the budget for the first part of the year, people can still come to the vestry and ask for funding for specific things, and the vestry can decide to approve funding from reserves or run a fundraising campaign for that cause.

## **08. Vestry Size**

- a. Fr. Will suggested the vestry continue to consider whether they'd like to shrink the size of the vestry so we can address it in the annual meeting. He knows there are pros and cons, and he would like to really talk through them.
- b. Troy said he'd like to get a sense of where everyone is at with this, noting when the idea was floated three or so years ago, he was absolutely against it, but today, he feels it is almost necessary and he is in favor of it. Susan agreed that when she first thought about it she was against it, but having gone to the Invite, Welcome Connect workshop and seeing that other small parishes are going through changes as well, she feels a lot better about it. She suggested moving to 7 members. Karla also said she was open to it, but doesn't have a strong opinion. Mark echoed others saying our numbers dictate it. Chip said he is in favor and has been for a while.

## **09. Next Meeting**

- a. TBD.

## **10. Closing Prayer & Adjournment.**

Fr. Will Levanway.

Meeting adjourned at 1:30 pm.

Respectfully Submitted,

Brian J. Henry

Appendix I  
**Finance Report**  
October 2022

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

**1. 2023 Budget – First Pass Approval.**

a. 2022 Overview. September results continue to please. Yearend projected income suggests a \$(10K) loss on a budgeted loss of \$(50K) (with the \$50K loss approved by the 2020 Vestry for the 3-year period ending December 2023 in order to “Call” Father Will as Rector-in-Charge). Giving and the Yates distribution topped our \$188K budget by \$20K (\$18K from Yates). Expenses are projected to be \$20K less than budget.

i. See Appendix A.

b. 2023 Budget.

i. Christ Church Financial Month-by-Month Framework. It is important for the Vestry to be knowledgeable of the Christ Church financial framework. The monthly loss tops \$11K per month due to monthly expense of \$18K and monthly giving of \$7400. However, the Yates trust funds \$100K per year, dropping our annual projected loss to about \$32K. Watching these month-by-month numbers is an important task for both the Finance & Stewardship Committee and the Vestry.

1. See Appendix A, Columns D & E

ii. 2023 Budget Assumptions

1. The Diocese will commit to at least another 3-year contribution of \$45K annually.
2. Expense Inflation – 7%. Giving increase – 0%.
3. Use restricted funds where appropriate for music, capital, & other expenses.
4. Staff salaries increase effective January 1, 2023, based upon the December 2022 12-month trailing Core CPI as reported by the Bureau of Labor Statistics.
5. The June 2023 Yates distribution will approach \$87K, \$30K less than 2022.
6. Defer \$15K for selected line items until Yates distribution is known, at which time the Vestry can release deferred funds.
7. Due to the unknown June 2023 Yates distribution amount, it is recommended that the 2023 Vestry, at or before its January retreat, move to defer up to \$20K expenses until the Yates distribution amount is known.

iii. 2023 Budget Approval – First Pass

**MOTION**

1. Approve the 2023 Budget with a \$55K loss as shown in Appendix A Columns B & C, with \$15K approved but deferred until Yates distribution (See Appendix A, Column C. Defer audit, Community Kitchen, MetMin, some Outreach, some of advertising).
2. Staff salaries to increase effective January 1, 2023, based upon the December 2022 12-month trailing Core CPI as reported by the Bureau of Labor Statistics.

**2. 2023 Budget Calendar.** The following process outlines the path to 2023 Budget approval by the Vestry.

<u>Date</u>	<u>Process Step (Reverse Planning)</u>
11/21	Assuming Annual Parish Meeting; Election of 2022 Vestry; Vestry meeting to approve 2022 Budget
11/7	Assuming Stewardship Committee final report to Fin Comm & Vestry re Giving Forecast
10/17	1st Reading to Vestry
10/17	Assuming Stewardship Comm launch Pledge Campaign
9/14	Fin Comm finalize expense budget & capital budget
9/12	Committee Chairs submit budget amendment requests
9/12	Assuming Stewardship Comm 1st planning meeting
8/8	Assuming Fr. Will appoints Committees & Committee Chairs with request to submit 2022 budget requests no later than 9/12
8/17	Fin Comm mtg
7/27	1st review expense projections based on historical

Chip Caldwell