

CHRIST CHURCH VESTRY MINUTES

April 16th, 2023

01. Call to Order & Quorum

- a. Present were: Mark Reneau; Karla Fowkes; Danese Sizer; Charlotte Boatwright; Susan Brooks, Jr. Warden; Troy Eichenberger, Sr. Warden; and Fr. Will Levanway, Priest in Charge. Also present was Phil Johnson, Finance Chair.
- b. Apologies: Jennifer McKinney.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 12:29 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 February meeting. After a second, **motion passed**.
A **motion** was made to approve the minutes from the March meeting. After a second, **motion passed**.

04. Mutual Ministry Review

- a. Fr. Will said he spoke with the Diocese, and said that there will first be a meeting with himself, Susan, Troy, and Canon Michelle Bolt, and they will talk through how things are going. After that meeting, there will be a meeting with the whole vestry, which will involve a questionnaire being sent out ahead of time, which Canon Bolt will use to guide the conversation. Dates will be solidified a little later.

05. Finance (See Appendix I)

- a. Phil said that the Q1 report was nearly dead on as far as budgeted vs the way it turned out. Income was ever so slightly higher, and expenses were almost exactly on budget, though it is hard to make predictions based on only 3 months of data, especially since we haven't heard yet what the Yates distribution will be.
- b. Troy, Fr. Will, and others thanked Phil for his well-formatted and easy-to-understand report.
- c. Fr. Will said we are in the process of fundraising for the pews, but we do need to be able to pay for the work already completed and decide where that money will come from to cover anything not covered by the fundraising. Charlotte noted we have possibly 8 pews committed to already, but she asked if people were able to pay half one month and half another month. Fr. Will said that shouldn't be a problem. There was discussion about the money to pay for the pews coming out of the Building Fund, generally in favor. No motion was made.
- d. Fr. Will noted that we don't have any continuing education budgeted for Adrienne Cox, our organist. As she is going on a trip to Europe and will be visiting several different organs and musicians there, and he suggested it would be good to budget a little money for her to use for that.
 1. Susan said she remembers having a discussion about Adrienne opting for more salary with no continuing education budget. She said it's not that she doesn't want Adrienne to have continuing ed, but that she thinks that was a specific part of her contract negotiations. She suggested this be a thank-you for Holy Week and not billed as continuing education money.

2. Fr. Will asked Karla if we were to take up a collection for a sort of Holy Week bonus, what amount would she suggest we aim for. Karla suggested around \$500. Mark was thinking \$1,000.
3. Troy and Danese asked if Karla ever had a continuing education budget when she was the director of music. Karla said for a long time she didn't, but she did eventually ask for it. She noted the thing with continuing education is that you get it back, that developing skills benefits everyone.
4. Fr. Will suggested next Sunday we take up a collection for it, and then top it up to a certain amount, putting something in Exsultet and making an announcement Sunday. Phil said he wouldn't want to give Adrienne more than Fr. Will has for continuing ed, which is \$600 for the year. Given that, he suggested \$500.
5. **A motion was made to give \$500 to Adrienne as a thank-you for Holy Week.** After a second, **motion passed.**

06. Safe Church (Appendix II)

- a. Fr. Will noted that Brian will be following up with folks if they are out of date with either training or background check requirements.
- b. Fr. Will also noted we need to pass the annual adoption of the Safe Church policy.
- c. **A motion was made to adopt the resolution found in Appendix II.** After a second, **motion passed.**
- d. Fr. Will noted that Jennifer McKinney did get in touch, and said that Sunday, May 7th is available for the security presentation done by the city, and asked how everyone felt about that. He suggested we move potluck to the 7th for this presentation. Everyone generally agreed.

07. Audit Committee

- a. Fr. Will noted that Seth Sizer has offered to head up an audit committee to do the 2022 financial audit, but the vestry does need to charter that committee.
- b. **A motion was made to charter an audit committee.** After a second, discussion opened.
 1. Danese clarified no one on the vestry can be on the committee. Fr. Will said Brian Henry will have to generate reports for the committee, so the members will have to be people who can meet during Brian's working hours. Troy asked if the committee members had to be members of the parish, Fr. Will replied he believes they do.
 2. Danese said that we have in the past had people from the Church of the Nativity do our audit and in return we did theirs, but she does not think that is a good idea right now as we haven't had an audit done in years at this point, noting that we are supposed to have one done every year.
 3. Karla asked if there's a particular time of the year that's best to do an audit. Fr. Will and Phil said not really, other than to make sure the year is closed out.
 4. Troy noted we are not the only parish that has not done an audit in a few years.
 5. Karla asked how much it costs to have an independent CPA do an audit, Troy replied thousands of dollars.**Motion passed.**

08. Building & Grounds

- a. **Choir Loft HVAC Unit.** Susan relayed that Rita Heckrotte has had this unit repaired and paid for it herself. Our original bid from Cornerstone was \$18,600 to replace it. Rita got it repaired for \$8,700 with Conditionaire.
- b. **Organ Loft HVAC Unit.** Rita is getting a bid from Conditionaire to repair this unit, and has offered to pay for it as well.

- c. **Priest Sacristy HVAC.** Susan noted Cornerstone quoted \$7,700 to replace this unit, but that the only problem with this unit is the drainage system for the condensation. Rita said if she is allowed to drill a small hole through the west side of the building, she will do that and that should fix the problem. Karla noted she trusts Rita and her work wholeheartedly.
- d. **Choir Room Dedication.** Danese suggested the vestry consider a plaque to honor Rita for all the impressive work she's done. Karla agreed, and said we should designate the choir room as *the Rita Heckrotte & Jim Roxlo Choir Suite* for all the work she has done in it. Susan suggested we coordinate that with the 25-year anniversary of the organ celebration.
Troy asked if it would be appropriate for the vestry to send a letter to Rita and Jim thanking them now, in addition to the dedication later in the year. Susan agreed this is something she feels the vestry has historically not been good about, and that sending thank you letters needs to be done more often.
- e. **Historic Places Plaque.** Karla asked if we had this installed yet. Fr. Will said not yet, but that he is meeting with Nancy Poston soon who is in charge of that.
- f. **Boiler Thermostat Repair.** Troy asked what the status is on this. Fr. Will said he believes it is working.
- g. **Canterbury Building.** Fr. Will brought up that one of the walls on the campus ministry side of the building has a lot of water damage and is in need of repair. He asked that the Building Committee review that and get that fixed over the summer so it is ready by the fall semester. Susan agreed she wants that space to be somewhere students want to hang out.
- h. **Accessibility.** Troy asked if it would be appropriate to consider installing a ramp at one of the entrances to make the space more accessible. Fr. Will noted there is a metal ramp inside the closet by the bathroom, and said at least initially, we need to make the effort to put that out every Sunday. Troy said that while that is a good short-term solution, he would like to consider tasteful longer-term solutions as well. Fr. Will agreed.
 - 1. Susan also noted that we really need to get the pathway repointed in the Memorial Garden, as that is one of our other accessible entrances but the path is deteriorating.
 - 2. Fr. Will also noted that we need better signage pointing people to the different entrances so they know where to go. He said he would really like to have someone come out and help the vestry think through the layout of the grounds and paths and where signage should be.

09. Children's Nutrition Program of Haiti Fundraiser

- a. Susan relayed that there is a fundraiser in the fall honoring Fr. John and Mary Talbird for their work at CNP Haiti, and she would like to consider using the funds donated in memory of her mother to buy a table at the fundraiser. Troy said he believes it's \$150 per person, or a table of eight is \$1,000. **A motion was made to buy a table of eight**, from the money donated in memory of Sue Lawrence. After a second, **motion passed**.

10. Questions to Clergy & Wardens

- a. Danese asked if we should give a gift to Tyler Proctor, our seminarian who is heading out. Fr. Will said he has been looking at ordination gifts for him, considering a stole or a visitation kit, and we could certainly take up a collection to help pay for that. Everyone agreed that would be nice.
- b. Troy asked if we could have a little reception for the final Sunday our choral scholars will be with us. Fr. Will said that is a great idea.
- c. Troy also suggested a reception for Tyler's final Sunday as well, possibly combining receptions on the same Sunday as the choral scholars.

11. Closing Prayer & Adjournment

Fr. Will Levanway.

Meeting adjourned at 1:58 pm.

Respectfully submitted,
Brian J. Henry

Appendix I.a
Finance Report
April 2023

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

Calendar Year Operating Results through March 2023

January through March includes 13 Sundays, or One Fourth of the Year

Operating Results

- Non-pledged Income

- o \$8,800
- o \$2100 higher than budgeted (7%)

- Pledged Income

- o \$15,400
- o \$450 lower than budgeted (-3%)

- Total Operating Income

- o \$26,100
- o \$3600 higher than budgeted (16%)
- o Includes \$2000 Restricted Gifts for Operating

- Operating Expenses

- o \$61,300
- o \$250 lower than budgeted (-0.4%)

- Net Operating Income

- o -\$35,200
- o \$4,000 better than budgeted (10%)

Phil Johnson

Finance Committee Chair

Appendix I.b
Finance Committee Audit Report

Dear Fr. Will and Finance Committee,

Please update your records with my new email address: swsizer@epbf.com

As discussed in our recent Finance Committee meeting, an audit of Christ Church's financial statements must be performed. In accordance with requirements defined in the Manual of Business Methods in Church Affairs (Chapter VI), audit preparations should begin as soon as practical.

I encourage you to review the Manual of Business Methods in Church Affairs (MOBM). It can be found at <https://www.episcopalchurch.org/wp-content/uploads/sites/2/2023/03/Manual-of-Business-Methods-2023.1.pdf>. The MOBM is approximately 163 pages in length. You may want to download it.

Following is a summary of audit requirements which are detailed in MOBM chapter VI:

The following actions must be taken prior to the final Audit Committee meeting:

- The Vestry must charter an Audit Committee and appoint a total of 3 members who are not directly responsible for church financial activities. MOBM page VI-3
- A pre-audit meeting of the Audit Committee will identify the financial records to be examined. MOBM page VI-12
- Brian's expertise is required to prepare reports for selected financial records and attend meetings as needed.
- Audit committee meetings must be scheduled to review financial records and to request additional information or clarification.

The Audit Committee is responsible for the following:

- Complete the Audit Checklist. MOBM pages VI-6 - 10
- Prepare the Audit Committee Certificate. MOBM page VI-11
- Prepare the Audit Findings of Policies and Procedures. MOBM page VI-11
- Present the Audit reports to the Priest, Finance Committee, and Vestry for acceptance. MOBM page VI-4.10
- File a copy of the Audit reports with the Diocese.

Your comments and suggestions are welcome,

Seth

Appendix II
Safe Church Compliance



THE EPISCOPAL CHURCH
IN EAST TENNESSEE

SAFEGUARDING GOD'S CHILDREN

ANNUAL COMPLIANCE RECORDS

Dear Clergy, Wardens, and Board of Chairs of all parishes and worshipping communities,

At the beginning of each year, we require each parish and worshipping community to submit the Notice of Annual Adoption of the Policies and Procedures Manual for Dealing with Sexual Misconduct by the vestry, council, chaplains, or board chairs.

You will find three documents attached to this letter.

1. Notice of Annual Adoption
2. Resolution
3. Certificate of Annual Adoption

Please complete and mail the original copies to the Diocesan House by March 1. Please also keep a copy of each for your records and display the certificate in a common area of your community.

If you have any questions, please do not hesitate to contact me or Canon Michelle Bolt.

Thank you!

Caroline Wood
Missioner for Youth and Young Adults

Safeguarding God's Children

The Diocese of East Tennessee

Notice of the Annual Adoption of the *Policies and Procedures Manual for Dealing with Sexual Misconduct* by vestry/council/board.

To: The Bishop, Standing Committee, and Bishop and Council of the Diocese of East Tennessee

From:

_____ (Name of parish, worshipping community, or other institution)

_____ (Mailing address)

_____ (City, state, zip code)

The Policies and Procedures Manual for Dealing with Sexual Misconduct established by the Diocese of East Tennessee was adopted at a duly convened meeting of the vestry/board of this parish/worshipping community/institution on _____ (date). This resolution also contains an agreement to cooperate in any Response Team or Standing Committee investigation and to carry out any disciplinary action recommended by the Diocese with respect to its lay employees and volunteers as requested in Section VI, A, of the *Manual*. A copy of the adopting resolution and the minutes of that meeting are attached.

Sexual misconduct insurance coverage for this parish/mission/institution is carried by:

_____ (Insurance Company)

Amount of coverage \$ _____

Effective dates of policy _____

(Signed by Vestry Secretary or Clerk)

(Date)

Please make a copy of this for your files and mail original to

Diocese of East Tennessee
Attn: Safeguarding God's Children
814 Episcopal School Way
Knoxville, TN 37932.

2/20/07 - SHA

Resolution

BE IT RESOLVED that the _____ of
(vestry, board, council)

_____ at its duly scheduled or
(name of parish, worshipping community or institution)

Called meeting on _____ hereby adopts the Diocese of
(date of meeting)

East Tennessee's Policies and Procedures Manual for Dealing with Sexual Misconduct
for _____
(name of parish, worshipping community or institution)

BE IT FURTHER RESOLVED that the above mentioned vestry (board, council)
agrees to cooperate in any Response Team or Standing Committee investigation and to
carry out any disciplinary action recommended by the Diocese with respect to its lay
employees and volunteers as requested in Section VI, A, of the Manual.

(Clergy in charge, Senior Warden or Chairman)

(Clerk or Secretary)

SAFEGUARDING GOD'S CHILDREN, YOUTH, and ADULTS

The Diocese of East Tennessee

The Right Reverend Brian Lee Cole, Bishop

It is the policy of the Diocese of East Tennessee that Sexual Misconduct, as defined herein, will not be tolerated. The Diocese will deal with Sexual Misconduct swiftly, confidentially, and decisively. This policy applies to all clergy, lay employees and volunteers serving the Diocese, any parish mission within the Diocese, or any other institution or organization of the Diocese or of any missions or parishes herein. It also applies, subject to canonical limitations, to aspirants, postulants or seminarians sponsored by or working in the Diocese. In the event charges of Sexual Misconduct against any person are substantiated, such a person will be subject to discipline. In the case of clergy, discipline will be administered according to the Canons of the Diocese of East Tennessee and the Episcopal Church. In the case of lay employees, such discipline may include termination of employment. Both lay employees and volunteers may be restricted or prohibited in further activities on church property or in any activity sponsored by any church organization. The intent of this policy is to assure that the Diocese's response to an allegation or instance of Sexual Misconduct will be just and compassionate for all involved. Sexual Misconduct means:

- Sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent; or
- Sexual harassment in a situation where there is an employment, mentor or colleague relationship between the persons involved, including but not limited to, sexually oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualification; undesired physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements; or
- Sexual exploitation, including but not limited to, the development of or an attempt to develop a sexual relationship between a cleric, employee or volunteer and a person with whom he/she has a pastoral relationship, whether there is apparent consent from the individual.

For purposes of this policy, pastoral relationship means: A relationship between a cleric, employee or volunteer and any person to whom such cleric, employee or volunteer provides counseling, pastoral care, spiritual direction or spiritual guidance, or from whom such cleric, employee or volunteer has received a confession or confidential or privileged information.

The Vestry (or Board) of

(Parish, Worshipping Community or Institution)

adopted *The Diocese of East Tennessee Policies and Procedures Manual for Dealing with Sexual Misconduct* on _____, 20____ as the standard for this church.

Anyone wishing to report an incident of Sexual Misconduct, as defined on this page, should immediately contact:

(Clergy person/Executive in charge of parish or institution) (Telephone)

(Vestry/board designated contact person) (Telephone)

(Vestry/board designated contact person) (Telephone)

The Rev. Canon Michelle Warriner-Bolt (865-966-2110)