

CHRIST CHURCH VESTRY MINUTES

June 25th, 2023

01. Call to Order & Quorum

- a. Present were: Karla Fowkes; Mark Reneau; Jennifer McKinney; Danese Sizer; Charlotte Boatwright; Susan Brooks, Jr. Warden; Troy Eichenberger, Sr. Warden; and Fr. Will Levanway, Priest in Charge.
- b. Apologies: None.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 12:31 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 May meeting. After a second, **motion passed**.
- b. Fr. Will noted that the term “Safe Church” is already in use for our denomination-wide policies and procedures for handling abuse and neglect. A **motion** was made to change the name of the Safe Church Committee to the Church Safety Committee. After a second, **motion passed**.

04. Finance (See Appendix I)

- a. **Compensation.** Fr. Will brought up the need to review our compensation for Adrienne Cox, our organist, and Brian Henry, our parish administrator. Fr. Will said he would like the finance committee to pull together the numbers for the total cost of increasing Adrienne’s salary in line with her current duties and having the choral scholar program again, and talk through options at the next meeting.

Danese asked about Brian. Fr. Will said he would like to get the parish admin job description in order and have a review of what we pay, what benefits we offer, what hours we expect, and what we think is reasonable and fair.
- b. Troy expressed thanks to Seth Sizer, Ray McMillan, and Alline Ingle for serving as our audit committee this year. Danese noted that Seth said they had a very good first meeting this past week.
- c. Charlotte suggested we have a board in Fox Hall about all the projects we have going on and what their associated costs are, to help raise involvement and funds.

05. Buildings & Grounds

- a. **Choir Room Dedication.** Karla said she has someone in mind to make the plaque for the choir room dedication. She is sending around wording to make sure everyone is happy with it, and suggested it be 11x14.
- b. **Building Issues.** Susan said she is working on a list of building issues to prioritize, noting that some things are non-negotiable safety issues, like repointing the walkway in the garden and dealing with water intrusion. She said she needs to meet with the finance committee to discuss funds for the upcoming projects. She said the next big thing is to have the Canterbury Building roof evaluated to see where water is leaking in from, as well as repairing all the water damage in the front room of the Project Canterbury space. Susan noted this is the third time in ten years we’ve had roof problems with this building.

Karla asked if there was Junior Warden notebook of sorts, where each Jr. Warden could look back through and see what projects had been done in the past and who did the work. Susan said there had been some in the past, but she thinks it was destroyed in the tornado damage. There is not currently one.

- c. **Sunday School Room Use.** Fr. Will noted Allie has been using one of the upstairs Sunday school rooms for music recording, and one of her friends Meg Settle has been using it for recording a podcast called [State of Conflict](#), and said we will get a shoutout in the podcast for letting her use the space. Susan said she would love to see us expand on that, utilizing that space better during the week.
- d. **Canterbury Upstairs.** Danese asked if the upstairs rooms in Canterbury were rentable as well. Fr. Will responded no, that they were in pretty bad shape. Susan expanded on that and also expressed dismay at how badly it's damaged the archives that are kept up there between the water damage, moisture, and sunlight. She noted she'd prefer to move them to one of those rooms over Fox Hall as well where they might be safer. She also said there's also the issue of Joel King's stuff being everywhere upstairs in the Canterbury. Fr. Will said he thinks we need to have a project to clean up all that stuff soon.
- e. **Cleaning Service.** Susan also noted she will get bids for a new cleaning service soon. Danese asked how often they clean. Susan said they're supposed to clean once a week, but when they do show up, they are doing far below what they are contracted to do, and that's if they show up at all.

06. Nominating Committee

- a. A **motion** was made to charter the Nominating Committee. After a second, **motion passed**. It will be made up of the departing vestry members Charlotte, Troy, and Mark, plus an at-large member who is to be determined.

07. Safe Church

- a. Fr. Will reminded folks that if they have not yet completed their Safe Church training to please do so soon.

08. Security

- a. Jennifer said she has a group of folks who have agreed to be on the Church Safety committee, and she plans to meet mid-July after she is back in town.

09. Eucharistic Visitors

- a. Fr. Will said he met with Danese, and they are going to put on a refresher course for folks who have done it in the past, and try to get that program back up and running by the first week of August. Fr. Will said he would like to have the course after our monthly potluck, and in general would like to utilize that time after potluck for various things.

10. Mutual Ministry Review (Appendix II)

- a. Fr. Will asked what has stuck with folks from that meeting. He noted he himself felt quite happy about it, noting there was no big surprises, and mostly in agreement on the areas we needed to be working on. There was discussion about the progress made on the developmental goals and the handling of conflict.
- b. Fr. Will said he was going to send out the current Developmental Goals for the vestry to review, as they begin to think about what our new goals will be.

11. Invite, Welcome, Connect

- a. Fr. Will said he feels we've made good strides on the invite portion, but that we have some work still to do on the welcome and connect fronts, and noted he was going to ask Jerry Askew, the archdeacon, to come and help us work through some of that. He also said we need to work on better communicating our committees and how to join them.
- b. Susan said she feels we should use our lanyards and nametags again.
- c. Fr. Will also suggested we need to be putting the Exsultet to better use, including more updates in it about things that have been going on or tidbits from Fr. Will or vestry members.
- d. Fr. Will spoke about starting up one or two weekly discussion groups in the fall, potentially using Let's Do Theology by Laurie Green to start off with.

12. Questions to Clergy & Wardens

- a. Mark asked how often people fill out the visitor cards in the pews, and if we send them a note. Fr. Will said they're filled out occasionally, and he contacts them after we get the cards, but it could be nice if someone from the vestry wanted to reach out as well.

13. Adjournment

Meeting adjourned at 2:20 pm.

Respectfully submitted,
Brian J. Henry

Appendix I

Finance Report

January through May 2023

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

Summary Highlights:

- I. Total Operating Income- 17% higher than budget expectation (\$20,700)
 - a. Non-Pledged Income and Plate Offering- 20% higher than budget (\$2,300)
 - b. Pledge Income- 8% lower than budget (-\$2,200)
 - c. Yates Trust Distribution- 23% higher than budgeted (\$19,400)
2. Total Operating Expenses- 1% higher than budgeted (\$850)
 - a. Diocesan Commitment- 20% higher than budgeted (\$2,000)- due to timing of quarterly payments to the diocese vs. report timing
 - b. Property & Liability Insurance- 13% higher than budgeted (\$700)- due to timing of payment vs. report timing
 - c. Compensation- 7% lower than budgeted (-\$3,800)- due to timing of payments vs. report timing
 - d. Musicians- 353% higher than budgeted (\$4,200)- budget shortfall to be provided by Music Fund
3. Net Operating Revenue- 93% better than budgeted (\$20,000)- entirely due to the favorable Yates Trust Distribution
 - a. Projects to \$47,000 loss at Year-end vs. Budgeted \$68,000 loss, with the difference attributable to the favorable Yates Trust Distribution

Phil Johnson

Finance Committee Chair

Appendix II
MMR Slides