

# CHRIST CHURCH VESTRY MINUTES

August 20th, 2023

## 01. Call to Order & Quorum

- a. Present were: Mark Reneau; Jennifer McKinney; Danese Sizer; Charlotte Boatwright; Susan Brooks, Jr. Warden; and Fr. Will Levanway, Priest in Charge. Also present was Phil Johnson, chair of the finance committee; Ray Barney; and Jordan Trendelman, our seminarian.
- b. Apologies: Karla Fowkes.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 12:36 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 July meeting. After a second, **motion passed**.

## 04. Safe Church

- a. Fr. Will gave a reminder for anyone who has not yet completed their Safe Church training to please work on that soon, noting that we've made good progress to getting the vestry to full compliance.

## 05. Buildings & Grounds

- a. **Historic Places Grant.** Susan said she has gotten a lot of information about the Historic Places grant we were awarded Friday and has not yet been able to review it all, but she believes that the money we already spent on the HVAC repairs is eligible to go towards the matching portion we're responsible for. Thanks was expressed to Rita Heckrotte for her generous gifts towards the HVAC repairs. Susan said the state will send people in to evaluate our brick problems and help us come up with a plan for how to repair it properly. There was some question on what we are allowed to spend the money on. Susan said she will have answers on that soon.
- b. **Housekeeping.** Susan said she is going to notify Gomez Cleaning, our current janitorial staff, that after the end of this month we will no longer need their services, noting the consistent problems we've had with them over the years that have not improved. She has a call in to get an updated quote from CMS, who Ray Barney had previously gotten a quote from. Charlotte asked that we ensure the vestry approved cleaning checklist is covered in any quotes we get.
- c. **Canterbury Building.** Susan said contractors are finishing up the repairs today on the campus ministry side of the Canterbury Building. She noted we've paid for a lot of the supplies for all the repairs going on, but not yet for the labor, and that it was going to be an estimated \$4,800. She said a small portion of that will be covered by the campus ministry for the painting of the front room's walls, but Christ Church is paying for the repairs and the painting of the ceiling as part of our responsibility.
- d. **Archives.** Susan said she feels strongly we have to get our archives back in order, noting the current terrible condition the archive room is in right now. She said we need to get rid of all the stuff we don't need that has accumulated up there from a parishioner who no longer attends here. Danese suggested we get the Archive Committee back up and running again, and Fr. Will said he'd be happy to appoint anyone who is interested to that committee. Susan said she had some ideas of folks who might be interested.

## 06. Security & Safety

- a. Jennifer said they had a good first meeting as a committee, and she's gotten some estimates for security cameras that they are going to discuss before bringing it to the vestry. They are also planning on recruiting some people to be security monitors, and developing an evacuation plan.
- b. Susan asked about getting an Automated External Defibrillator. Jennifer said she is working on that, with her and Fr. Will noting there are grants for it but they tend to have a lot of restrictions and requirements.

## 07. Developmental Goals & Strategic Plan (Appendix I, II)

- a. Fr. Will said the work we're doing on the developmental goals is a great way to begin to build towards the larger project of having a mission action plan and strategic planning for the parish. He noted last meeting he asked for folks to come up with a few developmental goals, and asked for those, as well as listed some ideas the parish came up with.
  1. **Parish Ideas:** Yoga in the Memorial Garden; community projects with Project Canterbury; murals; games; keeping the church open at various times; and more events to get to know each other. Fr. Will asked what the vestry's immediate reaction to these. Danese offered that she likes the ideas but is concerned that we don't have enough volunteers right now to pull a lot of that off well, but said it was a good goal to work towards.
- b. Charlotte gave an overview of the Strategic Planning document in appendix I and the various mission and vision statements she compiled into one document in appendix II. She noted that initiatives like our developmental goals and our *Invite, Welcome, Connect* work need to be integrated into a plan together and not be isolated from each other. She also noted that we need input from the whole parish, not just the vestry.
- c. Fr. Will asked what the vestry thought the timeframe would be on getting a strategic plan in place, noting he hoped we could get it in place by the end of the year. Charlotte said we'd need some planning sessions with someone who knows how to do this process to determine how long it would take to get a plan together.

## 08. Finance (See Appendix IV)

- a. Fr. Will said that for the last couple years, Finance Committee has functioned as our Stewardship Committee, but the committee has agreed they would prefer that stewardship be a separate committee.
- b. Phil gave an overview of the finance report, noting that through July operating earnings are +\$13k compared to our budgeted -\$3.5k, which is almost entirely attributed to the Yates disbursement being more than expected. He said everything else is on target, aside from the Repairs & Maintenance accounts for both buildings, which are collectively about \$7,500 higher than was budgeted for the year, but that the Finance Committee is reviewing those expenses and whether or not they qualify as capital improvements and could come out of the capital or building fund. He noted there is currently \$8,456 in the Building Fund, the Music Fund is at about \$56,000 (*Correction: Through July, we have \$25,550.56 in the Music Fund and \$12,184.08 in the Greasby Music Fund, for a total of \$37,734.64*), and the Organ Fund has about \$18,000 in it. (*Correction: through July, the Organ Fund has a total of \$9,755.54*)
  1. Susan asked if we can use the Music Fund to pay for some or all of the organ anniversary reception. Fr. Will said he's not sure if that's within the bounds of the restrictions. Phil said the organ fund may be more appropriate for that. Mark asked what the yearly maintenance costs are for the organ. Phil said he will find out and email those numbers out.
- c. **Family portion of Fr. Will's health insurance.** Phil noted we currently cover Fr. Will's individual health insurance premium entirely, but the additional portion amounts to about \$33,000 annually, and we cover about 55% of that. He said if we were to cover all of it, it would be \$10,275. He said the finance committee proposes as of January 1st, 2024, we cover 70% of the family portion, which would cost an additional \$3,700. On top of that, they also propose asking the diocese if they would cover more of the family portion as well. (*Correction: Christ Church covers 75% of the family portion. An additional \$3,700 would cover about 96% of the family portion.*)

1. Danese noted that were we to put forward money to this, it would be non-taxable, but if we put this amount instead into his stipend, it would be taxed. She asked what Fr. Will's opinion of this was. Fr. Will said it would be nice but it would not be a make-or-break item. He also noted that in the future, it may be good to give folks an opportunity to discuss this without him present first.
- d. **Director of Music Salary.** Phil said, given that Adrienne is working 8-10 more hours per week than originally agreed upon, her salary is out of line with what she's working, mostly due to the Choral Scholar program. They reviewed compensation guidelines from the Anglican Association of Musicians and noted to bring us into compliance with those guidelines, we would have to roughly double her salary. Their proposal is to give her a 5% increase effective now, and another 5% COLA increase at the beginning of the year, and offering a match of up to 5% of her salary for contributions she makes to her 401k. He said the three items together would be 15% of her current salary, which is \$3,756.
1. Susan asked when we hired Adrienne. Fr. Will said it's hard as she was interim for a while before we officially hired her on officially, but about two years.
  2. Danese and Susan asked why the choral scholar program adds so many hours a week. Jennifer said as she understands it, Adrienne is in conversation with the choral scholars every day, and Fr. Will said it's also not just her directly working with them but also the preparation work she puts into the program.
  3. Danese asked if the pay increase could come from the Music Fund. Phil said it could be done if that's how the vestry wants to do it.
  4. After some discussion, Fr. Will suggested he bring this offer to Adrienne to hear her thoughts, and then send a motion out via email later.
- e. **Parish Administrator Salary.** Jennifer asked if Brian was currently functioning as our treasurer. Fr. Will said yes, but that we are working on getting someone else to take on that responsibility. Phil said Brian is currently paid about \$22,000. He said the national survey for parish admins that work similar hours lists the average income as \$26,000. Phil noted that would be an 18% increase, but the finance committee proposes a 10% increase now, with a 5% COLA at the first of the year, for a total of \$3,300.
1. Danese **moved that Brian's salary be increased by the full 18% to bring the position up to the national average salary.** After a second, discussion opened. Phil asked if she intended that to start Sept. 1st. Danese said yes. **Motion passed.**

**09. Prayer and Adjournment.** Fr. Will Levanway.

Meeting adjourned at 2:49 pm.

Respectfully submitted,  
Brian J. Henry

## Appendix I

### Why does Christ Church Need a Strategic Plan?



A strategic plan helps to define the direction in which an organization must travel, and aids in establishing realistic objectives and goals that are in line with the vision and mission charted out for it. But it also creates a sense of collaboration and collective responsibility. It should be revised and restructured as needed.

**You will take inspiration from your mission and vision statements to build your plan.**

- A **mission** statement summarizes your church's purpose for being
- A **vision** statement broadly explains how you'll reach your church's purpose
- Your plan should include your mission and vision statements, but should be even more specific and can give your church **clarity and focus**.

Your strategic plan document should include:

- Your church's **vision**
- Your church's **mission** statement
- Your church's **goals**
- A **plan of action** to achieve those goals
- Your **approach to achieving and measuring** goals
- **Who is responsible and proposed timeline** to meet your goals

Resources:

- <https://asana.com/resources/strategic-planning>
- <https://management.org/>

# Christ Church Episcopal

## Mission, Vision, Parish Goals

Policy: IV. A.

Initiated: 2023-08

Reviewed: 2023-08-20

### **MISSION:**

Christ Church Episcopal is a century-old diverse and inclusive urban parish that is active in the Diocese of East Tennessee and the worldwide Anglican Communion. Historically identified as an Anglo-Catholic parish, we seek to be an open community, walking in the way of Jesus while serving others, engaging with an ever-changing world, and living a faith that is timeless but contemporary, thoughtful, and compassionate.

### **VISION:**

We seek to be an open community, reflecting diversity and Christ's love for all people. Working in collaboration with Project Canterbury, Chattanooga Food Kitchen and other agencies, we hope to enrich and promote their mission and ministry as they serve our shared vision for Christ Church.

We envision the loving community of Christ Church continuing its traditions of helping each other to carry life's burdens, celebrate life's joys and encouraging spiritual growth, faith and sustained service to God and the world.

We believe that a life of prayer complements a call to daily action, serving our community by acts of love and justice and extending welcome to all who come here.

Our worship service is rooted in the Book of Common Prayer and provides a multi-sensory experience with music, thoughtful sermons, incense, candles, bells, chant and colorful vestments that enrich our worship.

### **GOALS:**

Seek to enhance growth of the Christ Church community, creating a warm, welcoming and supportive place for worship, work and celebration of God's love.

Implement a planning process to include all parishioners in sharing needs and vision for the parish in order to include them in designing and implementing goals for the future.

Improve communication throughout the Parish, Diocese and collaborating agencies through use of multiple sources, i.e., media (conventional and social), written and spoken sources, considering the specific needs of parishioners and communities.

Appendix III  
2020-2023 Developmental Goals

**IDENTITY & STRUCTURE**

- Explore and examine our Anglo-Catholic Identity to understand the breadth of what it means in historic and present contexts, including the importance of the dual values of worship and mission and how they are connected in the present moment.
- Refine and articulate the congregation's particular identity, what it dreams of becoming and accomplishing as the body of Christ in this context.
- Creatively renew and revive ministry particular to your unique geographic context through healthy collaboration and mutual support with Project Canterbury.
- Study Episcopal polity and governance and ensure that the parish is operating within those bounds, including a robust understanding of how authority is properly shared within our tradition.
- Clarify our parish operational structure for ministry and leadership, including developing job descriptions for all parish leaders, including what is expected from each role, the responsibilities, accountabilities, and boundaries of each.
- Redefine and manage shifts in leadership roles that have evolved through transition or necessity.

**COMMUNICATION & CONFLICT**

- Develop and implement a routine plan for clear parish communication with regards to priorities, ministry initiatives, and decision-making.
- Create and maintain a mechanism for vestry to communicate to the parish, including regular participation in a cycle of Mutual Ministry Review and reporting progress to the parish.
- Define healthy patterns for communicating, especially with regards to disagreements, and hold one another accountable to these patterns, with special attention to addressing a cyclical pattern of resignation and return.
- Discern and identify three key goals for the parish community to be implemented during the three-year priest-in-charge period. How will both the discernment of these goals and the goals themselves be communicated to the parish? How will the goals be used to focus vestry decision-making?
- With the continued guidance of the diocesan mediation team, address unresolved conflicts and issues.

**CONNECTIONS**

- Develop deep ties of mutual collaboration and possibility between Christ Church and Project Canterbury as both identify their mission and ministry in the local context.
- Evaluate the established parish connections of accumulated relationships with outside ministries and exercising healthy patterns of communication and shared authority, determining which best serve the shared vision of the parish and which have run their course.
- Strengthen relationships within the Episcopal Church across East Tennessee, participating in collegial peer learning opportunities, active participation in diocesan continuing education offerings and gatherings such as convention, and maintaining a healthy relationship with the office of the Bishop.
- Develop a community covenant which addresses behaviors and practices that will establish expected norms for a community life that can positively support the relationship work with a new priest.

Appendix IV  
**Finance Report**  
January through July 2023

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

A few highlights are:

1. Diocesan Support, Contributions to CHATT Foundation and to MetMin, and Property Insurance expenses are greater than proportionate through July Budgeted because the amounts for these items have been paid through September.

2. Budgeted Music items and associated expenses that are being paid out of the Music Fund are not shown on this Operating Budget summary.

3. Maintenance and Repair expenses for both the Church and the Canterbury Building are considerably higher than allocated in the full annual budget.

a. We are checking further into whether some of these expenses should be reflected as Capital Expenses and therefore be covered by the Building Fund instead of the Operating Budget.

-Phil Johnson

