

CHRIST CHURCH EPISCOPAL VESTRY MINUTES

January 27, 2023

The vestry met following its annual planning retreat in Fox Hall on Saturday, January 27th at 1:24 p.m. Present were Fr. Will Levanway, Priest in Charge and vestry members Susan Brooks Jr. Warden, Ray Padron, Rebecca Smith, Oren Whightsel, Karla Fowkes, Jennifer McKinney Sr. Warden, and Danese Sizer. Attending the finance portion of the meeting was Finance Committee Chair Phil Johnson and Treasurer Ray McMillan. The meeting was opened with prayer by Fr. Levanway.

Minutes of the December 17th vestry meeting were read and unanimously approved with the following corrections: Name misspellings for Ray Pardon, Mark Reneau, and Jordan Trendelman in first paragraph. In paragraph five the minimum hours per week to qualify for pension contributions was changed from 18 to 19.3 to meet Federal guidelines.

Fr. Levanway discussed the upcoming Lenten Season and services. Ash Wednesday 2024 is February 14th, which is also Valentine's Day. The Liturgy Committee will take this into consideration when they meet to set dates and time of services. Shrove Tuesday pancake dinner on February 13th will be sponsored by our Canterbury students and they will announce details after their upcoming meeting. Other activities during Lent will include the continuation of Bible study and plans to open the church for prayer, meditation, and opportunities for Stations of the Cross. Fr. Levanway will publish a Lenten booklet that will include the collects and readings, individual meditations and aids to prayer that parishioners can use to guide them in their Spiritual journey through the Lenten Season. Rite I will be used for services throughout Lent and then we will switch to Rite II on Palm Sunday for the Easter Season. Susan Brooks asked about the Agape Meal and it was determined there will be a meal before the service as there was last year. There will also be a Watch as in years past.

Fr. Levanway discussed plans to begin the advertising process and hiring of a Parish Administrator. There is currently a job description which he will use as a guideline. He will update this to reflect the current working requirements and responsibilities of the position. The job will be part-time, 15-18 hours per week. Some duties performed by Brian will be repositioned to volunteers within the Parish. Ms. Brooks asked if funding was reflected in the current 2024 budget. Mr. Johnson confirmed that it was included. Fr. Levanway will send the job advertisement to other Episcopal Parishes and the Diocese of East Tennessee. The employee cannot be a member of Christ Church.

Phil Johnson reviewed the financial report and said regular support for 2024 was 90% of 2023 giving. Yates distribution was 107%, leaving our bottom line expectation a \$47,000 deficit. Ms. Brooks asked how these deficit funds would be made up and about other reserve monies. Mr. Johnson stated that we ended 2023 with a \$2900 shortfall which was better than projected. As of January 2024 18% of past pledges have not come in. This shortfall will be made up with funds from the money market account identified as the contingency reserve. Mr. Johnson stated that this is not a long-term solution for the church. The Endowment account invested with the Episcopal Endowment Corporation and the Contingency Reserve Fund equal approximately \$465,000.

Junior Warden Susan Brooks gave the building report. She stated there were currently no building problems other than ongoing water intrusion issues. She has investigated the historical grant and said some funding may be used in Fox Hall, but none could be utilized in the Canterbury Building. This grant

will provide funding for specialists who will evaluate, advise, and recommend repair companies specializing in the restoration of historical buildings. A question was raised regarding the light in the alcove of the memorial garden. It was determined that the switch had been inadvertently turned off from the inside. Ms. McKinney stated that it needed to remain on because of the new security cameras.

Fr. Levanway announced the funeral of past parishioner Courtney James on Tuesday. His ashes will be interred in the Christ Church memorial garden. Fr. Robert Hartmann will be preaching for the service. There is also a Baptism for Quinlan Quirk scheduled for Sunday February 4th. Fr. Levanway discussed the identity of Christ Church as a warm and welcoming congregation, an authentic parish representing the fullness of Christ's love and life.

There being no further business the meeting was closed in prayer for the parish by Fr. Levanway and adjourned at 2:25 p.m. The next regularly scheduled vestry meeting is February 18th at 12:30