

## CHRIST CHURCH EPISCOPAL VESTRY MINUTES

March 17, 2024

The vestry met in Fox Hall on Sunday, March 17, 2024. Present were Fr. Will Levanway, Priest in Charge and vestry members Jennifer McKinney Sr. Warden, Susan Brooks Jr. Warden, Rebecca Smith, Karla Fowkes, Dr. Oren Whightsel, Ray Padron and Danese Sizer. There being a quorum the meeting began at 12:45 p.m. Attending the finance portion of the meeting were Finance Committee Chair Phil Johnson and Treasurer Ray McMillan. The meeting was opened with prayer by Fr. Levanway.

Minutes of the February 18<sup>th</sup> vestry meeting were read and unanimously approved with the following corrections: Name and title correction from Mr. to Dr. Oren Whightsel and misspelling of Exsultet in paragraph six, and vestry in the last sentence.

Phil Johnson, Finance Committee Chair, began his financial report by stating that for the first two months of the year we were where we were expected to be financially. There were a few pluses and a few minuses, but we balanced out to be on target with the projected budget. Ms. Brooks asked for an update on pledged contributions. Mr. Johnson stated there were 21 pledging units and the total of \$55,000 was the same as the previous year. Fr. Levanway added that the church does very well with plate cash each week and that helps balance the pledged income. Ms. Lawrence asked if the church is compliant with Federal Tax regulations providing a report at year's end of individual contributions. Fr. Levanway stated this had been accomplished for year ending 2023. Ms. McKinney asked about thank you notes for contributions made to the church at other times during the year. Fr. Levanway stated that he personally wrote a note to each donor. A question was raised regarding the type of stationery/card being used and utilizing the new painting of the church to have additional note cards printed. It was agreed this would be done.

Ms. Brooks began the Jr. Warden's report with a thank you to Rita Heckorette for the new A/C unit. It is being installed at the present time and installation should be complete before Palm Sunday. Ms. Brooks reported on the status of the State Historical Restoration grant. The original grant made application for masonry work, and after further investigation and consultation it has been determined that the initial grant funding must be used for that purpose. The grant is for \$25,000 of work and Christ Church must fund \$16,000 of the project from its budget. There are other Federal guidelines that must be met and Ms. Brooks is working to finalize the project plan. She will work with Mr. Johnson to organize funding.

Fr. Levanway updated the vestry on progress to hire a parish secretary. Ms. Anna Olson has applied for the position. She is a part-time student at Chattanooga State Technical College majoring in cyber security and is 21 years of age. Both Fr. Levanway and Ms. McKinney met with and interviewed Ms. Olson and were impressed with her preparedness and abilities. Fr. Levanway will make a formal offer to Ms. Olson. The job will be less than 18 hours a week at \$17.00 per hour with no additional benefits. Regular office hours will be determined after consideration of Ms. Olson's schedule.

Fr. Levanway requested that the vestry postpone discussions of Agenda items VI and VII until the next meeting. Item VI is the planning and hiring of childcare. He encouraged each person to complete their certification of Safeguarding God's Children and the Safe Church. The goal is to have a children's education program and child care workers by the fall. Item VIII is the Letter of Agreement which will act

as an employment contract between the church and Fr. Levanway. The goal is to have this in place after Easter.

Ms. McKinney reported on work by the Security and Emergency Management Committee. She showed the vestry examples of the directional signage to be installed on the outside of the building at a cost of \$342.95. A motion was made, seconded and unanimously approved to move forward. She also reported a walk-through of the church with Lawson Electric regarding investigation and installation of smoke and carbon monoxide detectors. It was determined there was a need for 20 units. The initial prices for the units is \$657.60 plus tax for First Alert units and \$2,380 for Google Nest units. Prices stated were for the cost of the hard-wired units and did not include installation. The difference in the two types is that in addition to the alarm, the Google units are Wi-Fi enabled and alerts can be monitored from individual computers or phones. A discussion continued regarding the advantages and costs of both. It was decided that Ms. McKinney would further research to determine if it was feasible to mix and match the two types. She will also investigate the installation costs.

There was discussion regarding a request for a microphone and sound system for the church. Pros and cons were discussed, and alternative solutions were considered. Ms. Smith will investigate a type of hearing amplifier that can be used on an individual basis and report her findings at the next vestry meeting.

Fr. Levanway began a discussion regarding banners. After consideration it was determined Dr. Whightsel would work on the design of liturgical banners and Fr. Will would investigate design of an outdoor banner for the front of the building. They will present their findings to the vestry at its next meeting.

Ms. Smith discussed the church's efforts to become more environmentally friendly and compliant with the Diocesan goal to be carbon neutral by 2030. She volunteered to purchase recyclable items for use at Sunday hospitality. She will work with Ms. Brooks to determine items needed to accomplish this.

Fr. Levanway provided an update to our Strategic Planning initiatives. He has made appointments with our two closest church neighbors, First Presbyterian and First Centenary United Methodist to introduce himself to their pastors and staff and to discuss forming relationships and joint mission opportunities. He also said he would contact the Neighborhood Fridge Project and donate the existing refrigerator located in the Canterbury building to them.

Dr. Whightsel reported on the Archive Project. An article was included in the previous month's Exsultet regarding the project. There have been no outside donations currently. Dr. Whightsel will prepare paperwork for signature and move forward with plans with UTC Library Archives. He explained that after this process, all our historical documents would be available to anyone online. It was determined the original blueprints by Ralph Adams Cram would be displayed in Fox Hall, and all other documents would be archived.

Ms. Brooks asked for opinions regarding reinstating a Pentecost Picnic for the church. She suggested we consider the home of George and Rachel Walton and the park across the street from them for this activity. It was determined that this could be part of our Patronal Festival the first Sunday in June.

There being no further business to come before the vestry, the meeting was adjourned at 2:00 P.M.