

CHRIST CHURCH VESTRY MINUTES

September 18th, 2021

01. Call to Order & Quorum.

- a. Present were: Chip Caldwell; Rebecca Smith; Seth Sizer; Troy Eichenberger; Barbara Arthur; Ray Barney, Junior Warden; Charlotte Boatwright, Senior Warden; and Fr. Will Levanway, Priest in Charge. Also in attendance was Canon SuzeAnne Silla.
- b. Absent: Rachel Lamar; Mark Reneau.
- c. Upon declaration that a quorum was in attendance, the hybrid Zoom/in-person meeting was called to order at 12:00 PM?

02. Opening Prayer & Devotion.

Fr. Will Levanway.

03. Accept Previous Minutes.

- a. Any additions or modifications were solicited. A motion was made to accept the minutes from the August meeting. After a second, the motion passed.

04. Update from Finance Committee

Chip went over the Finance Report and relayed that if things remain the same, we will end the year with much less of a deficit than was budgeted for, but noted that the number of pledgers this year has gone down and will go down further in 2022 if we do not do anything. The 2022 budget draft will be presented at the next vestry meeting for its first reading. In November, the Stewardship Committee will report to the Finance Committee and Vestry how much has been pledged, and the new vestry will vote to either accept or amend the budget. Chip also went over some potential routes in the report to cut the deficit further for the vestry to think about before the October meeting.

- a. **National Historic Registry Grant.** Chip relayed that in communication with the City & State historic grant staff, we are eligible to apply for a state grant. To receive monies in 2022, the grant must be submitted in November with the decision to be made in January 2022. Grants are 60/40 share, in which we put up 60% & the grant covers 40%. Building grants are reportedly difficult to achieve.
 - I. Chip made a **motion** to request that the Junior Warden, Chip Caldwell, and others to be appointed by Fr. Will complete an initial grant proposal for approval to submit or not submit at the Vestry's November meeting (or Special Vestry meeting). After a second, discussion opened.
 - Ray proposed an **amendment**, that it say " *no later than the Vestry's November meeting*", noting that if we could get it done by the October meeting it would be better. After a second for the amendment, discussion opened.
Motion with amendment passed.
 - b. Chip made a **motion** that all Outreach and Children's Ministry budgets be frozen through December 31, 2021, with a request to all other committee chairs to carefully scrutinize expenditures for potential elimination or postponement. After a second, discussion opened.
 - I. Fr. Will said that for the Children's Ministry, his focus right now is getting the music ministry and positions worked out, so he does not think postponing spending the Children's Ministry budget for the rest of the

year will have any negative impact. Troy agreed and noted his family was going to a different church on Saturday evenings for children's formation.

2. Chip noted his intention with this motion was mainly on the salary portion - if someone wanted to spend the smaller amount we budgeted for materials, it wouldn't hurt us.
3. Ray said the Outreach Committee had carefully allocated its budgeted money at the beginning of the year, they just have not sent all of it out yet, and said she was against suspending our giving back to the community.
4. Troy asked if our commitments to MetMin and the Community Kitchen were included in this motion. Chip said this would be suspending payment of the final quarterly commitment to those two organizations..
5. Rebecca proposed an **amendment** that we only suspend the Children's Ministry budget. After a second, **amendment passed.**
6. **Motion as amended passed.**

05. Covenant (See Appendix II)

- a. Fr. Will solicited any revisions to the Community Covenant as it stands. Once we approve it, we will begin disseminating it to the parish.
- b. Troy, in reference to the paragraph beginning with "*We believe that all people are worthy of respect...*", brought up that, in another non-profit he's working with, they agreed they can't single folks out like we are doing with LGBTQ folks. He said he loves the first part, but the later part, "*While individual members may hold different views, as a church community we believe that being LGBTQ+ is compatible with being a Christian and is not sinful.*", is where he finds it potentially problematic. He said if we keep that in, he feels like we'd need to add caveats for every group, e.g. if you are handicapped, we don't believe it's a failing on your part, etc.
 1. Canon SuzeAnne asked if this line was something that could potentially be a "rub" for any of the parish members. Chip said it might be, but pointed out that Christ Church has historically been known for acceptance of LGBTQ folks. Troy agreed he doesn't think it's a rub either, his concern is more of a legal/policy concern. Rebecca said she feels like if we remove the sentence in question, it's heavily enough implied that we support LGBTQ folks that it shouldn't be an issue.
 2. Fr. Will voiced that the reason he has kept this sentence in here is because of conversations especially with folks who actually are LGBTQ who are worried "all are welcome" isn't clear enough, and that he doesn't want to rely on implication, but he's open to the idea that there may be a better way to communicate that.
 3. Chip also said he feels like, if we genericize the statement, he feels like we're marking a shift of what Christ Church has historically stood up for explicitly.
 4. Seth said he feels what's important is the practice, not the wording. All members of Christ Church need to be open-armed and welcoming, no matter how we phrase it. Barbara said she thinks we can live it better if we say it. Charlotte said she is against removing it for the same reasons Chip said, as well as saying prospective members should know it's something we stand for.
 5. Rebecca asked if this wording was in previous approved policies, and Fr. Will noted some of the wording has been from previous statements the vestry has approved. Chip said he meant more that it's been our history in practice, that we've been open about, and it seems to him that removing it doesn't reflect that. Rebecca said she feels like it's tokenizing in a sense, like if we were to say "we welcome black people," and that when we say all, we mean all.
 6. Fr. Will suggested some alternate wording be submitted, we send the covenant with alternative wordings out in October to the parish for feedback, and reflect on the feedback at the October meeting.

06. Updates from Policy Committee (See Appendix III)

- a. Charlotte presented the current Protocol Committee Charter, which they are proposing one amendment to, which is that instead of disbanding after the initial effort is finished, they continue to meet quarterly to review anything necessary and create a calendar for the vestry to follow.
 1. Chip suggested that “membership shall be appointed by the rector” be added to the charter.
 2. Charlotte made a **motion** that we accept those amendments to the charter. After second, **motion passed**.
- b. Charlotte relayed the list of job descriptions the policy has completed so far, and said they would be presented at the November vestry meeting for approval.
- c. Charlotte presented several policies for Vestry review. She asked that the vestry go through them, and email changes to her to submit for the Policy Committee to review.

07. Cleaners (See Appendix IV)

- a. Fr. Will opened the discussion reviewing the results of the three-month probationary period for our current cleaning service.
- b. Ray said that she has cleaned toilets and wiped down doors herself, because they had not been cleaned regularly for some time and they had gotten to the point where they needed deep cleaning. She also said she did dusting herself, and that there is a note in the dust of the windowsill in the nursery that says “please dust me” which has remained for several months. She doesn’t feel like a professional cleaning company, for what we’re paying them, should have to be reminded to clean toilets and dust windowsills. She noted they did a good job in the nave of the church. She does not feel they have improved enough to justify paying them \$125/hour, and that we could save money and get a company that does a better job.
- c. Troy observed that the priest's sacristy has seemed cleaner than usual and he does appreciate it, but did not know that Ray was cleaning things herself. Overall, he agrees the nave looks very nice, but that he doesn’t spend enough time in other spaces of the church to know what they look like.
- d. Barbara apologized and had to leave at this point.
- e. Charlotte noted the cleaners had a lot of supervision and comments over the past three months, and shared concern that they would continue to need constant supervision in order to do the job to the standards we expect, and if we keep them on, someone would need to be in charge of them.
- f. Fr. Will suggested that we get other bids, both for regular cleaning and quarterly deep cleaning, and see what sort of money difference it might make, noting the budget concerns we walked through earlier. It was agreed that bids would be solicited and reported on at the next vestry meeting.

08. Buildings & Junior Warden Report (See Appendix V)

- a. **Building Insurance.** Fr. Will relayed that, with the Canterbury basement pipe bursting fairly soon after raising our property insurance deductible to \$10,000, he’s had a few people ask about going back to our lower deductible of \$1,000, and what the cost difference would be. Chip said he would work with Jim Hatley to get a quote. Ray asked how much we saved by raising the deductible. Chip and Troy said around \$500-\$700/year.

09. Developmental Goal

Develop and implement a routine plan for clear parish communication with regards to priorities, ministry initiatives, and decision making.

- a. Fr. Will said he feels we're well on our way with this, with both weekly and monthly newsletters. He said we will work on emphasizing more decision making notices, like when minutes are posted and meetings are happening.

10. Next Meeting

- a. We will meet on October 17th, a hybrid zoom/in-person meeting, after the 10:30 am mass.

11. Closing Prayer & Adjournment.

Fr. Will Levanway.

Meeting adjourned at 2:45 pm?

Respectfully Submitted,
Brian J. Henry

Appendix I

Finance Report

Please contact the church office for finance reports.

Appendix II
Christ Church Covenant
What we expect of ourselves and of others.

Q:What is the Church?

A:The Church is the community of the New Covenant.

- *The Book of Common Prayer* p. 854

While many of us are at different places in our journey of faith, we take it for granted that as a church community we affirm the historic faith and creeds of the catholic church. We accept and acknowledge the Apostles' Creed and the Nicene Creed in our lives and in our worship as our confession of the Trinity, one God: Father, Son, and Holy Spirit.

We believe that the Scriptures contain everything necessary for our salvation. The Old and New Testaments are, as the catechism tells us, inspired because 'God inspired their human authors and because God still speaks to us through the Bible.' We understand the Bible by applying our hearts, minds, and wills to it under the guidance of the Holy Spirit at work in the church.

We believe in and make use of the sacraments Christ has given us. The sacraments are outward and visible signs of inward and spiritual grace given by Christ as sure means to receive that grace. Chief among the sacraments are baptism and eucharist given directly by Christ to his church. We recognize other sacramental rites as means of grace, especially confirmation, ordination, holy matrimony, confession, and holy unction. We aspire to make regular use of the sacraments as means of grace to aid us in growing in holiness and conforming our life to Christ's own life.

We believe that all people are worthy of respect, honor, and welcome in church. We extend our welcome to all people regardless of their gender, sexuality, race, class, or ability. We encourage all people to participate fully in the life, ministry, and governance of this church to enable us to show forth more fully the presence of God in this time and place. While individual members may hold different views, as a church community we believe that being LGBTQ+ is compatible with being a Christian and is not sinful. All people are welcome to participate fully in the life of the church taking on leadership positions, being married, and receiving all the sacraments.

We seek to live out the command given in the letter of St. Paul to the Ephesians, 'lead a life worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the body of peace.' (4:1b-2) In our life together we seek to create and nurture a safe and trusting environment in which all members feel comfortable and confident in expressing their thoughts and opinions. We acknowledge the unique and particular gifts of each member of the community speaking and acting in such to support those gifts. When it is necessary to confront one another we do so without demeaning each other, without speaking to or listening to gossip, and with a readiness to forgive. We aim to resolve conflict within our community according to the principles given to us by our Lord in the Gospel according to St. Matthew: speaking first to the individual directly, then with the help of clergy, and only then referring it to the vestry or larger church. Learning to disagree well with compassion is a skill we seek to embody.

We seek to embody a way of life together where we share in each other's joys and suffering. As St. Paul asks of us we 'rejoice with those who rejoice, weep with those who weep.' We seek to help each other with prayer, attention, and material giving. We pray for each other. We name those in need of prayer in our worship together in hopes that they will be held in prayer by individuals. Praying for each other means that we feel free to share with others our worries, hopes, joys, and thanksgivings in trust and confidence when necessary. We give attention to each other in hospitality and in our conversation. We give to and for others. We aim to contribute financially to the life of the church as we are able. We give financially and materially to those we know to be in need personally and by supporting ministries in and for our communities.

We seek to live a life of prayer and devotion. We commit ourselves to developing a healthy and sustainable rhythm of daily personal prayer, regular study of the Scriptures, and participation in the sacraments. The Book of Common Prayer tells us that the 'duty of all Christians is to follow Christ; to come together week by week for corporate worship; and to work, pray, and give for the spread of the kingdom of God.' We aim to fulfil those duties by:

- Following the example of Christ in home and daily life, and to bear personal witness to Him.

- Being regular in private prayer day by day.

- Reading the Bible carefully.

- Coming to Church every Sunday.

- Receiving Holy Communion faithfully and regularly.

- Giving personal service to Church, neighbors, and community.

- Giving money for the work of the parish, the diocese, and the Church throughout the world.

- Maintaining the standards of justice and love entrusted by Christ to His Church.

- Caring that children are brought up to love and serve the Lord.

Appendix III.a
Review of Policy Committee Charter

Christ Church Episcopal

Protocols Committee

Charter: 8.26.21

Initiated:

Revised:

I. PURPOSE: The Protocols Committee, in accordance with Christ Church Episcopal Bylaws Article VII, Section 2 "Special Committees", is chartered to reformat old or write new policies to a standardized form for Christ Church Episcopal and present to the vestry and committees for any needed revisions or amendments.

II. The committee will:

A. Create a manual for Christ Church Episcopal, putting all Policies and Protocols in one place with the intent of making them more readily available when needed by the priest and parish.

B. Make information more readily accessible by creating a Table of Contents and giving order to policies under appropriate headings with consistent format.

C. Provide a permanent manual for reference and for committees to locate their current policies, job descriptions and committee functions for annual review and evaluation.

III. Upon completion of its work and final report to the Vestry, the Protocols Committee will be discontinued.

Appendix III.b

Review of Building Improvements and Risks 10-Year Calendar Task Force Charter

Christ Church Episcopal

Building Improvements and Risks 10-Year Calendar Task Force

Policy: VII. B.
Initiated: 1.18.20
Reviewed: 9.1.21

I. PURPOSE: The Task Force, in accordance with the Christ Church Episcopal Bylaws Article VII, Section 2, "Special Committees", is chartered to give a report to the Vestry consisting of, but not limited to, the following:

A. Risk abatement that must be remedied as a result of our aging church building and its younger Canterbury sister (e.g. Canterbury upgrades, replacing ceiling tiles, replacement of the church asbestos floor tiling, and renovation of church pews.)

B. Alternative solutions including multiple options, the associated costs of each, and pros/cons of each.

C. Other factors considered relevant by the Task Force, but not included in the scope is capital formation or capital campaign.

D. Upon completion of its work and final report to the Vestry no later than its July 2020 meeting, this task force will cease.

II. 10-YEAR CALENDAR: The Vestry desires to create a 10-year calendar of building risks and alternative solutions so that we may adequately plan and budget for keeping our treasure in good working order.

***Post-Meeting Note. The MOTION to charter was approved with two AMENDMENTS adding review of priest's office, purposing of the Canterbury building, particularly the second floor, fire/safety and review of the children's education space and considerations/recommendations/implications of Christ Church committing to a "Green" strategy.

Appendix III.c
Project Management Policy

Christ Church Episcopal Project Management

Policy: VII. C.
Initiated: 8.1.2006
Revised: 8.30.21

I. PURPOSE

A project is a well-defined scope of work specifying objectives, completion schedule and cost. All projects and service contracts must be assessed for impact on other projects or systems.

II. AUTHORITY: The project manager is authorized to act on behalf of the church for scheduling bids from service providers, scheduling and inspecting work until completed. This person is the single point of contact for the service provider. The project manager will present a project report at vestry meetings for discussion and action. If the service provider is not performing satisfactorily, the project manager must notify a church officer immediately.

III. CONDITIONS: Any project with total cost greater than \$500 must be approved by the vestry and recorded in the vestry minutes. In an emergency, a project with total cost less than \$500 may be verbally approved by a minimum of two church officers and must be reported to the vestry. Church officers include the priest, senior warden, junior warden and treasurer.

*A project with total cost greater than \$1000 must include a written quote or proposal from the service provider with payment amount and terms and date for completion specified. The service provider will present a written invoice upon completion of the work. If work is satisfactory, payment will be mailed within 15 days. If progress payments are necessary, the invoice must specify the percentage of work completed and specify a date for completion.

IV. VENDORS: *The Manual of Business Methods and Church Affairs*. December 2019, Ch II-6 states:

1. An acceptable vendor list should be developed and maintained.
2. At least three vendors for each type of good or service purchased should be included

***See *The Manual of Business Methods and Church Affairs*. December 2019, Chapter II.

IV. The Building Improvements and Risks 10-Year Calendar Task Force will have a list of building risks and alternative solutions, the associated costs and pros and cons of each that is reviewed and evaluated annually. Potential projects having a cost greater than \$1000 should be identified during the January budget development cycle.

***See *Building Improvements and Risks 10-Year Calendar Task Force*.

Appendix III.d
Memorial Garden Brochure

Christ Church Episcopal
663 Douglas Street
Chattanooga, TN 37403

Christ Church Episcopal
Memorial Garden



Christ Church Episcopal
663 Douglas Street
Chattanooga, TN
37403

Appendix III.e
Funeral Policy

Burial / Memorial Services at



Christ Church Episcopal

663 Douglas Street

Chattanooga, Tennessee 37403

423.266.2463

Christ Church Episcopal

Burial / Memorial Service Planning

Policy: VI. D
Initiated: 3.25.21
Revised: 8.30.21

Name of Deceased: _____

Date and Place of birth: _____

Survived by: _____

Person(s) making arrangements for service:

Name: _____

Address: _____

Phone: _____ CellPhone: _____

Email address: _____

If arrangements have been made with funeral home, enter name, address and copy of arrangements, if possible:

Funeral Home: _____

Address: _____

Will coffin ___ or urn ___ be at church for the service? Yes ___ No ___

Will family want to process behind coffin or urn? Yes ___ No ___

Pall Bearers/Readers :Please list at end of this document.

Location of Service: ___ Christ Church ___ Graveside

Funeral Service:

___ Rite One (Traditional language - *Book of Common Prayer*, p. 469)

___ Rite Two (Contemporary language – *Book of Common Prayer*, p. 491)

Communion: ___ Yes ___ No

Preferred Old Testament reading:

_ Isaiah 25:6-9 (He will swallow up death for ever)

_ Isaiah 61:1-3 (To comfort those who mourn)

_ Lamentations 3:22—26, 31-33 (The Lord is good to those who wait for him)

_ Wisdom 3:1-5, 9 (The souls of the righteous are in the hands of God)

_ Job 19:21-27a (I know that my Redeemer lives)

_ Other: _____

Psalm, hymn or canticle to follow Old Testament reading:

Psalm 23; 27, 41:1-7; 42, 46; 90:1-12; 106, 116, 121; 130; 139:1-11

Other: _____

New Testament reading:

___ Romans 6:3-9, 10-11 (So we too might walk in newness of life)

___ Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)

___ I Corinthians 15: 20- 2—6, 35- 38, 42- 44, 53- 58 (The imperishable body)

___ II Corinthians 4. 16— 5: 9 (Things that are unseen are eternal)

___ I John 3. 1- 2 (We shall be like him)

___ Revelation 7: 9- 17 (God will wipe away every tear)

___ Revelation 21:2-7 (Behold, I make all things new)

Other: _____

Psalm, hymn or canticle to follow New Testament reading: Psalm 23; 27; 106:1-5; 116 _____

Preferred Gospel lesson:

___ Matthew 11:25-30 (Come to me all you that are weary)

___ Luke 24:13-16. 17-35 (The road to Emmaus)

___ John 5:24-27 (He who believes has everlasting life)

___ John 6:37—4 (All that the Father gives me will come to me)

___ John 10:11-16 (I am the good shepherd)

___ John 11:21-27 (I am the resurrection and the life)

___ John 14:1-6 (In my Father's house are many rooms)

___ Other: _____

Music: Priest and organist will offer suggestions. All music must be approved by clergy.

___ Prelude

___ Hymn before Gospel reading

___ Communion hymn(s):

Recessional hymn

Postludes

Use of Church/Fox Hall:

Will you wish to receive visitors in the parish hall? Yes No When? Before Service after

Burial:

Where is the deceased to be entered? _____

Burial Plot location: _____

Pall Bearers: _____

Readers: _____

Cremation: Ashes to be placed: in Memorial Garden Other: _____

Giving:

Christ Church in will? yes no

Other gift? yes No

Summary of Fees

	Pledging Members	Others
Church	No Fee (donation)	\$200
Priest	No Fee (honorarium)	\$200 (suggested)
Organist	\$200	\$200
Custodial (Church only)	\$100	\$100

Custodial (Church + hall)	\$200	\$200
Memorial Garden	\$500	\$500

Signed: _____ Date: _____

Policy VI.D. Date Initiated: 3.21.21

Revised: 8.15.21

ATTACHMENT A

Suggested Hymns for Funeral / Memorial Rite:

Appropriate hymns from the 1982 Hymnal. (If other hymns are desired, choices may be discussed with priest.)

- | | |
|--|--|
| 6, 7 Christ, Whose Glory Fills the Skies | 494 Crown Him with Many Crowns |
| 184 Christ the Lord is Ris'n Today | 512 Come, Gracious Spirit, Heavenly Dove |
| 205 (St. 1, 3, 4) Good Christians All, Rejoice and Sing! | 525 The Church's One Foundation |
| 208 The Strife is O'er, the Battle Done | 544 Jesus Shall Reign Where-e'er the Sun |
| 213 Come Away to the Skies | 618 Ye Watchers and 'Ye' Holy Ones |
| 286 Who are These Like Stars Appearing | 636, 637 How Firm a Foundation |
| 287 For all the Saints | 645, 646 The King of Love My Shepherd Is |
| 366 Holy God We Praise Thy Name | 655 O Jesus, I Have Promised |
| 370 I Bind Unto Myself Today (selected stanzas) | 657 Love Divine, All Loves Excelling |
| 390 Praise the Lord, the Almighty | 662 Abide With Me |
| 410 Praise, My Soul, the King of Heaven | 664 My Shepherd Will Supply My Need |
| 433 We Gather Together to Ask the Lord's Blessing | 671 Amazing Grace |
| 435 At the Name of Jesus | 680 O God, Our Help in Ages Past |
| 448, 449 O Love, How Deep, How Broad, How High | 687, 688 A Mighty Fortress is Our God |
| 460., 461 'Alleluia! Sing to Jesus | 690 Guide Me, O Thou Great Jehovah |
| 473 Lift High the Cross | 691 My Faith Looks up to Thee |

Appendix III.f
Wedding Policy

Weddings at



Christ Church Episcopal

663 Douglas Street

Chattanooga, Tennessee 37403

423.266.2463

Table of Contents

Policy: VI. C
Initiated: 2.25.21
Revised: 8: 30.21

Where to Begin?	4
Celebrating A Marriage	4
Who May Preside At a Wedding?	5
When Weddings May Be Scheduled	5
The Ceremony	5
The Rehearsal	6
What About Music?	6
Flowers and Decorations	7
Acolytes, Chalice Bearers and Lectors	7
Ring Bearers and Flower Girls	7
Bulletins	7
Photography and Videography	8
The Use of Alcohol by the Wedding Party	8
Offerings and Fees	8
General Information	9
Scripture Readings	10
Contacts	11
Checklist	11

Weddings at Christ Church Episcopal

We are pleased that you are interested in celebrating your wedding at Christ Church Episcopal and we're eager to give you the information and help you need.

According to the Book of Common Prayer,

Holy Matrimony is a physical and spiritual union, entered into within the community of faith, by mutual consent of heart, mind, and will, and with intent that it be life-long.

Holy Matrimony is a sacramental rite of the Episcopal Church. As the rite for the Celebration and Blessing of a Marriage says,

It signifies to us the mystery of the union between Christ and his Church. . . . therefore marriage is not to be entered into unadvisedly or lightly, but reverently, deliberately, and in accordance with the purposes for which it was instituted by God. . . . Marriage is intended by God for the mutual joy of the couple. . . , for the help and comfort they give one another in prosperity and adversity and, when it is God's will, for the gift of children and their nurture in the knowledge and love of the Lord.

Our staff is eager to assist you in having a joyful experience leading up to and culminating in your wedding. However, we truly believe that the *marriage* is more important than the *wedding*. For that reason, we will ask you to carefully consider your marriage through counseling and to live your married life in the community of faith. We think it is important to be welcoming, and we believe it is equally important to share with you our expectations

Let us start by letting you know who may marry here. Parishioners, their children, grandchildren and –under certain conditions—non-members may be married at Christ Church. We expect everyone to engage in our marriage preparation program, use the rites of the Episcopal Church, and have our priest officiate at the service. Under certain conditions, clergy from outside the parish may be invited by the Priest at Christ Church to participate.

Where to Begin?

After reading this information packet, if you wish to celebrate your wedding here, contact the church office at 423-266-4263, or christchurchchattanooga@gmail.com to schedule an initial meeting for a more detailed exploration of the process. At this meeting, you will discuss dates, times and other details. The office staff will share your contact information with our wedding coordinator who will follow up with you. In this packet is an information form to be completed by the couple. Complete it and forward to the church email above to begin the process for confirming your wedding at Christ Church.

Celebrating a Marriage

The Episcopal Church requirements include the following:

- At least one member of the couple must be a baptized Christian.
- The couple must sign a Declaration of Intent, which is a solemn vow regarding your beliefs about marriage, the text of which is found at the end of this booklet.
- There must be at least two witnesses to the marriage in addition to the officiant.

If one or both persons to be married has/have been divorced, the couple must follow diocesan policy for remarriage. All forms must be completed and submitted to the bishop at least 30 days before the marriage. The priest must obtain the diocesan bishop's approval for the marriage. Until this process is complete, you should consider all other plans for the wedding as tentative.

When a person has been divorced two or more times, the diocese requires that additional professional consultation be done to assist the couple in beginning their new marriage on a firm foundation and to assist clergy in pre-marital counseling.

Christ Church customary practices require the following:

- The couple will contact clergy performing the service at least 3 months prior to the service and have all forms filed with the diocese and Christ Church.
- The couple will need to have several meetings with the clergy who will perform the ceremony. The primary focus is to discuss the dynamics of your relationship, your spiritual lives, and why Holy Matrimony is important for you.

- The ceremony will be the one in The Book of Common Prayer, pages 423 to 432) or other marriage liturgies approved by the General Convention of the Episcopal Church (See [The Witnessing and Blessing of a Marriage](#) and [The Celebration and Blessing of a Marriage 2](#)). These beautiful liturgies have been crafted over time with great care. You will have the option to have Holy Communion as part of the service.
- We ask that you worship here or in a faith community where you live, on a regular basis, before and after the wedding. By choosing to have your ceremony in the church, we assume that you intend to live out your marriage in the church. If either of you is not an Episcopalian, we invite you to attend inquirers classes to learn more about us.
- Each couple is required to complete pre-marital preparation as determined by clergy at Christ Church.
- The state of Tennessee requires a marriage license. Your marriage license needs to be given to the church office at least one week before the wedding

Who May Preside At a Wedding?

Christ Church clergy officiate at all weddings.. We are delighted, however, to have other clergy participate in the service. If you believe you should be allowed an exception, please consult with the clergy as soon as possible. .

When Weddings May Be Scheduled

Diocesan policy does not allow weddings to be scheduled during Lent or Advent. Lent is a penitential season, so celebrations are inappropriate. Advent is a time when preparation for Christmas dominates the time and energy of parish, staff and clergy.

The Ceremony

Liturgies for weddings are approved and provided by the General Convention of the Episcopal Church. In your conversation with officiating clergy, you will be asked to choose the scriptures and readings you would like to use. These items are listed at the end of this booklet.

Many couples choose to have Holy Communion as part of the marriage ceremony. We believe that this is an appropriate and wonderful way to ground the sacrament of Holy Matrimony in the loving presence of God. If you choose to have Holy Communion as part of your service, our custom is to offer the sacrament to all who are present. It is not our custom to offer Communion only to the wedding party or a select few. Our clergy makes every effort to ensure that all guests feel welcome and at home during the service regardless of their religious affiliation. Those who would prefer not receive are welcome to join by coming forward for a blessing..

The Rehearsal

The rehearsal is an opportunity for the entire wedding party along with clergy, organist and wedding coordinator to rehearse the details of the service. The rehearsal is usually scheduled for 5:00 p.m. on the evening before the wedding and lasts about an hour. Please confirm your scheduled rehearsal time with the wedding coordinator prior to making rehearsal dinner arrangements.

The rehearsal is an essential part of the preparation. All participants are asked to be on time.

What About Music?

Our organist and choirmaster arranges for the music and plays the organ for all weddings at Christ Church. Only sacred music is used at the wedding service. The organist will meet with you to play selections from which you may choose. When time is limited or couples live some distance from the church, necessary arrangements may be made over the phone. We suggest that you contact the organist three months before your wedding.

We have many outstanding musicians who perform at services and weddings. If you desire other singers or instrumentalists in addition to the organ, discuss this with the organist as soon as you are certain of your interest. We will arrange for additional musician(s) and advise you of the cost. We prefer that you select from those who perform here regularly.

Payment for all musicians should be sent to the parish office at the same time as other fees.

Flowers and decorations

Flowers on the Altar and Narthex decorations must be fresh, not potted or artificial. They are to be approved by the wedding coordinator prior to contact with a florist. It is preferable to use only altar flowers, but other decorations may be used upon approval. *Altar flowers used for Saturday weddings will be left in the church to be used at Sunday services.* All other flowers and decorations must be removed immediately after the service or when the photographer finishes. It is acceptable to ask your florist to come back to remove the flowers. You are responsible for ordering and paying for all flowers.

There will be:

- No Pew attachments.
- No exterior church decorations.
- No cloth runners down the aisle.
- No “Unity” candles.
- No flower petals strewn in Nave or Narthex.
- No bird seed, rice, confetti or other thrown decorations.

Acolytes, Chalice Bearers and Lectors

When the service includes the Holy Eucharist, it will be necessary to have acolytes and chalice bearers to assist. We will arrange these persons unless you have friends or family who are experienced in these roles. If so, we will be pleased to work with them.

One or two family members or friends should be chosen to read two Scripture readings during the service. Readers are required to be at the rehearsal to practice reading aloud in the actual space where the wedding will take place.

Ring Bearers and Flower Girls

Ring bearers, when used, do not actually carry the rings. The rings should be given to the Best Man and/or Maid or Matron of Honor prior to the ceremony, and they will give the rings to the clergy at the proper time during the service. Flower girls may carry flower petals but may not throw petals on the floor of the sanctuary.

Bulletins

If a bulletin is desired, it is the responsibility of the couple to arrange for it. A draft of the bulletin must be approved by the priest prior to printing at least three weeks before the wedding. Please include in the bulletin that:

- All cell phones must be silenced and may not be used for photos during the ceremony.
- Photographs/video during the service by guests are not permitted.

Photography and Videography

Please inform your photographer that *with certain restrictions*, video and photographs may be made from the choir gallery during the service. The Christ Church wedding coordinator will discuss these restrictions with you.

If you want a priest in photographs taken after the wedding, please do this immediately after the service, prior to additional family and wedding party pictures. Photographers/videographers must be dressed appropriately, preferably in a dark suit.

Photographs may be taken before and after the service in the church and/or Memorial Garden. They should be completed in **45 minutes**.

Use of Alcohol by the Wedding Party

Absolutely no alcohol should be consumed on church property prior to the wedding. The consumption of alcoholic beverages by members of the wedding party prior to the rehearsal and prior to the ceremony is prohibited. The wedding is a sacred service in the presence of God and calls for our reverent attention.

Use of Facilities

The bride, bridesmaids and ladies of the wedding party should come to the church dressed. They may wait in the Lady Chapel directly off the Nave for the ceremony to begin. There is a bathroom nearby they may use. They should arrive through the front door one hour before the service.

Groomsmen, ushers and other gentlemen of the wedding party should come dressed and may wait in Fox Hall until the ceremony. They may use the men's restroom near Fox Hall. They should arrive through the back parish hall entrance one hour prior to the service

A reception of reasonable size may be held in the parish hall. No liquor will be permitted although wine, champagne or beer may be served. Diocesan policy requires that a non-alcoholic beverage must be made available when alcohol is served. The church is off limits for the reception

The family will be held responsible for the conduct of their guests and for leaving church property as they found it. Christ Church is not responsible for any accident. The church is not responsible for breakage or damage to church property by wedding party, guests or bride's employees. Christ Church is not responsible for loss of any property or valuables during the wedding or reception.

General Information

Those who assist with your wedding, including priest and spouse, do not expect to be invited to any of your festivities including rehearsal dinner and reception. It is acceptable to include them or not, but invitations should be extended to them if they are to be included.

Questions and Concerns

Now that you have read this booklet, you may have lingering questions or concerns. Jot these down and contact the church office or your wedding coordinator to discuss them.

Offerings and Fees

Having the church open and air conditioned with extra staff available is expensive. If you have questions about our fees, you are encouraged to speak with the office staff or clergy.

A \$200 non-refundable deposit is due at the time you complete your wedding information sheet which reserves your wedding on the church calendar. For a complete list of fees, see separate fee schedule. Scheduling of your wedding is at the discretion of the priest after premarital counseling is completed. All other fees are due sixty days prior to your wedding. The non-refundable deposit is applied to your final balance due. Your wedding date is only tentatively reserved until final approval by the priest and fees are paid in full. An honorarium for clergy is customary and the amount is at your discretion.

Summary of Fees

	Pledging Members	Others
Church	No Fee (donation)	\$200
Priest	No Fee (honorarium)	\$200 (suggested)
Organist	\$200	\$200
Custodial (Church only)	\$100	\$100
Custodial (Church + hall)	\$200	\$200

ATTACHMENT A

Scripture Readings

Typically an Old Testament lesson and a New Testament lesson, selected from the list below, are read at appropriate places in the celebration.

Old Testament

Ruth 1:16-17

1 Samuel 18:1b, 3, 20:16-17,47a or 1 Samuel 18:1-4

Ecclesiastes 4:9-12

Song of Solomon 2:10-13, 8:6-7

Micah: 4:1-4

Romans 12:9-18

Genesis 1:26-28 (Male and female he created them)

Genesis 2:4-9, 15-24 (A man cleaves to his wife and they become one flesh)

Song of Solomon 2:10-13; 8:6-7 (Many waters cannot quench love)

Tobit 8:5b-8 (*New English Bible*) (That she and I may grow old together)

New Testament

1 Corinthians 13:1-13 (Love is patient and kind)

2 Corinthians 5:17-20

Galatians 5:14, 22-26

Ephesians 3:14-19 (The Father from whom every family is named)

Ephesians 5:1-2, 21-33 (Walk in love, as Christ loved us)

Colossians 3:12-17 (Love which binds everything together in harmony)

1 Joh 3:18-24

1 John 4:7-16 (Let us love one another for love is of God)

*A **Psalm**, hymn, or anthem may be sung or said between the readings,*

Appropriate Psalms are

Psalm 65 Psalm 67 Psalm 85:7-13 Psalm 98 Psalm 100

Psalm 126 Psalm 127 Psalm 133 Psalm 148 Psalm 49:1-5

***The Gospel** reading may be one of the following and is read by the clergy.*

Matthew 5:1-10 (The Beatitudes)

Mark 10:6-9, 13-16 (They are no longer two but one)

Mark 12: 28-34

Luke 6:32-38

Matthew 5:13-16 (You are the light . . . Let your light so shine)

Matthew 7:21, 24-29 (Like a wise man who built his house upon the rock)

John 15:9-12 (Love one another as I have loved you)

John 17:1-2, 18-26

CHRIST CHURCH EPISCOPAL WEDDING CHECKLIST

- o Call Church Office. Make appointment with Priest and wedding coordinator.
- o Complete and mail or email the information sheet along with the non- refundable deposit to the Church.
- o Provide contact information (email or postal mailing address) for your photographer/videographer to the church office not later than 3 weeks prior to the wedding date.
- o No later than 6 months before your wedding, schedule your first appointment with the assigned presiding priest. At this time you will also be introduced to your wedding coordinator.
- o Follow up with your wedding coordinator.
- o 3 months prior to the service, contact the wedding coordinator regarding your flowers and decorations.
- o 3 months prior to the service, contact the Music Director regarding music for your ceremony.
- o Complete the pre-marital program outlined by the presiding priest.
- o 60 days prior to the service, please provide final payment.
- o 3 weeks prior to the ceremony, provide DRAFT of service bulletin to the presiding priest for approval.
- o Notify your wedding party and others involved with the service of the date/time of the rehearsal. Review with them in advance the expectations of those at the rehearsal and the wedding.
- o Bring your marriage license to the church office one week prior to the wedding.

CHRIST CHURCH
EPISCOPAL 663 DOUGLAS
STREET CHATTANOOGA, TN
37403

christchurchchattanooga@gmail.com
423-266-4263

ATTACHMENT B

CHRIST CHURCH EPISCOPAL

DATE OF WEDDING _____

The Bride Full Name: _____

Address: _____

Name after marriage: _____

Address after marriage: _____

Phone numbers: Home: _____ Work: _____

Mobile: _____ e-mail: _____

Birth date: _____ Marital Status: _____ Single _____ Widowed _____ Divorced

Are you a member of Christ Church Episcopal? _____

If no, please provide name and relationship of your parent or grandparent who is a member:

If no, of what church are you a member? _____

Date baptized? _____ Date confirmed? _____

Mother's full name: _____

Father's full name: _____

The Groom Full Name: _____

Address: _____

Name after marriage: _____

Address after marriage: _____

Phone Numbers: Home: _____ Work: _____

Mobile: _____ e-mail: _____

Birth date: _____ Marital Status: _____ Single _____ Widowed _____ Divorced

Are you a member of Christ Church Episcopal? _____

If no, please provide name and relationship of your parent or grandparent who is a member:

If no, of what church are you a member? _____

Date baptized? _____ Date confirmed? _____

Mother's full name: _____

Father's full name: _____

WEDDING INFORMATION FOR: _____

Date of Rehearsal: _____ Time: _____

Date of Wedding: _____ Time: _____

Organist: Karla Fowkes or sub _____ Florist: (Gil and Curt) _____

Clergy, invited by the Rector: _____ Holy Communion? _____

Photographer and contact info: _____ Videographer: _____

Do you want to have your reception in Fox Hall? _____ Yes _____ No

If yes, name and phone number of caterer: _____

Name and cellphone number of outside event planner/coordinator, if any: _____

Deposit to hold Date \$ _____ due at first meeting with clergy
Wedding Fee (remainder) \$ _____ due 60 days prior to wedding date
Additional special requests \$ _____
Total: \$ _____

Please see separate fee schedule for weddings and receptions in the parish hall.

We understand and agree that:

- All appointments with staff are made by prior arrangement.
- **No alcohol is allowed on church grounds or buildings except by special arrangement for receptions.**
- The wedding party will be on time for the rehearsal.
- Unless otherwise arranged, arrival time for the wedding party on the day of the wedding is not more than 2 hours before the time of the wedding.
- Photography after the wedding will be limited to 45 minutes.
- Any unplanned late arrivals to the rehearsal, early arrival on the wedding day, or a late departure from the Church will be charged at the rate of \$200 per hour or *any* part thereof.

Signatures:

Bride: _____ Date: _____

Groom: _____ Date: _____

Appendix IV Feedback about Cleaners

At our June Vestry meeting we decided to enter into a period of focused supervision and feedback about current cleaning service. We did this after we had begun to consider moving to a different janitorial service following questions about the amount we were spending on those services and the quality of our current providers. We wanted to make sure that our current cleaners were given a fair chance to demonstrate their ability. The evaluation period was necessary for two reasons. First, ad hoc observations did not seem like a fair tool to make a decision that will financially impact us as well as Leslie and Ceomara. Second, once concern that we have had in the past is making decisions of lasting importance quickly and without sufficient communication to the parish. By engaging in this process we have an opportunity to develop trust and practice shared leadership together as the body of Christ. We have a chance in this moment to use our various gifts 'to equip the saints for the work of ministry, for the building up of the body of Christ.' (*Ephesians 3:12*) A difficulty presents us with an opportunity to move into greater unity.

I initiated the three month period of evaluation by asking a range of people to check in regularly on the work and to feedback to me. This feedback came to me in conversation, emails, and in pictures. We provided Leslie and Ceomara with a detailed list of what is to be cleaned. We did not interfere with them or follow them around in order to evaluate them. Feedback came to me that I in turn communicated to them on Mondays when they came to clean. I made sure to check in with them every week when possible even if there was no specific feedback to be given to them. I communicated both positive and negative feedback to them.

One relevant factor as we look ahead to our upcoming budget and consider our janitorial services is the cost of our current cleaners. Our budget for them is \$15,000 meaning we pay them \$288 a week to clean the church and the office. In the past we have budgeted additional money for deep cleaning and for supplies as well.

I am sending through to you the pictures submitted to me as part of the evaluation process.

One thing that was not submitted to me were pictures of places where Leslie and Ceomara had improved. They responded well to requests to clean surfaces more thoroughly, such as the counters in the office, my desk, and the sacristy counters. They became more diligent in emptying out trash cans in the office and throughout the church. They even learned it was alright to say it was time to clean my office, and I obliged by heading out for a coffee. Everyone who has given me feedback and dealt with Leslie and Ceomara has made clear that they were kind and pleasant people who are honored to clean our church. I was pleased with how specific the feedback was about the various cleaning needs.

Negative feedback focused on a few areas. The floors in the church, the sacristies, and Fox Hall were a recurring problem as can be seen in the pictures. The cleaners received my requests to clean the floors without worry but it would need to be repeated again soon after. The windows in Fox Hall were also a concern, and were included in the monthly cleaning schedule we agreed. Finally, the toilets in the church were another area of concern. After a few requests, the toilets are now being cleaned regularly and I have not received any negative feedback about them in the past few weeks.

Factors we need to take into consideration in our discussion are: the amount of our budget we give to janitorial services, whether these complaints can best be addressed by deep cleaning rather than weekly cleaning, the time needed to continue to supervise Leslie and Ceomara, and our responsibility to them.

On June 23 we began with positive feedback about the work done by the cleaners. There were some small things not cleaned in the Project Canterbury building. I followed up feedback to make sure the floors and surfaces were being cleaned. Cleaning day was moved to Monday from Thursday.



The baseboards after cleaning.



I received feedback about sacristy counters on the 15th of July. I gave feedback about the counters to Leslie and Ceomara on July 20. On August 30 I received positive feedback about the sacristy countertops. This was no longer an issue going forward.

I received feedback about floors and baseboards of sacristy on the 15th of July. I asked for the floors and baseboards to be cleaned on July 20.

Floors before the July 20 cleaning:



Floors and baseboards following cleaning on the 20th of July.





On July 27 I received feedback about sacristy floors and Fox Hall. A section of the floor and baseboard was cleaned by a parishioner. On August 2 I asked that the floor be cleaned to that standard.

Floor and baseboards after cleaning:

August 10 I received feedback about the need to clean the floors in Fox Hall, the need to clean windows throughout the building, and the need to clean toilets in throughout the church building.

August 16, I asked for the floors to be cleaned regularly, the windows to be cleared regularly, and the toilets to be cleaned.

On August 19 I received more feedback about the floors in Fox Hall as well as in the church.

I followed up on August 23 with another reminder to make sure the floors were cleaned with direction that they had not been cleaned sufficiently before.

The following pictures show the state of the floors after cleaning.

Appendix V
Junior Warden's Report
September 2021

In August I promised to look into several things concerning Christ Church. Several other maintenance problems have surfaced in addition.

1. Canterbury Building
2. Air Conditioners
 - a. Canterbury air conditioner
 - b. Cost of all air conditioners
3. Women's Bathroom & Tower Room Leak
4. Parking Lot Sign

The Canterbury Building had its final walk-through in August. There were two things that had to be completed and one that needed to be explained. Paul Davis repaired a vent in the Canterbury basement in August and fogged the basement and first floor for mold in September. After I told John, our contact person at Paul Davis, that the vestry had voted to buy a dehumidifier, he stated that after further consultation with his associates, a dehumidifier in our basement would not be the most effective solution. He said he would suggest an alternative.

Cornerstone Automation repaired an HVAC unit for one of the upstairs rooms of the Canterbury Building. The cost was \$291. They are also in the process of fixing the Choir Room HVAC unit. At the last vestry meeting Chip requested that I ask Cornerstone the cost of replacing each of our old HVAC units. Buck, the owner, said he would try to provide it before our vestry meeting.

Several months ago, Neal Adams of Adams Masonry looked at the bricks and roof outside of the children's Sunday School area and the outside area where there is a leakage from the tower. Although the bricks need to be pointed, Neal believes that the leakage comes from the roof. I got a second opinion from John, and he agreed that the roof is the cause. John cleaned out a clogged drain to help prevent it from happening again in the meantime. I called Atlas Roofing and they're to come out Thursday (9/16) to look at the problem of the roofing. I will inform you of the update. If the roofs are the culprit, they should be under warranty and Atlas would be able to fix them. After the leak is fixed, we need to get someone to repair the water damage in the women's bathroom and tower room.

I talked to FastSigns about a parking lot sign. We have a 5'2" pole for a large sign that will cost about \$200 for the wording. I talked to Olga at FastSigns and she informed me that they do not have any anti-theft equipment to secure the sign. Therefore, I think since there are two signs already in the parking lot, we do not need to waste \$200. However, it is up to the vestry to decide.

As usual, I want to thank Brian, our parish administrator. He has helped me so much. I could not do this work without his young mind. As I said before he is amazing.

Ray Barney