

CHRIST CHURCH VESTRY MINUTES

February 13th, 2022

01. Call to Order & Quorum.

- a. Present were: Rachel Lamar; Rebecca Smith; Jennifer McKinney; Troy Eichenberger; Chip Caldwell; Charlotte Boatwright; Karla Fowkes; Susan Brooks; and Fr. Will Levanway, Priest in Charge.
- b. Apologies: Mark Reneau.
- c. Meeting was called to order at 12:33 PM.

02. Opening Prayer & Devotion.

03. Previous Minutes.

- a. **A motion** was made to accept the previous minutes. After a second, **motion passed**.

04. Vestry Retreat Follow-up

- a. There was some discussion about calling and personally inviting folks back. It was suggested we look to the Easter Vigil as an internal coming back together, and then May, as the month of Mary, with an inside/outside event inviting folks in.

05. Safeguarding

- a. Fr. Will asked who has signed up for the online Safeguarding Training. A few people said they were still waiting for the email. Fr. Will said he would resend the instructions, and said he would like everyone to be trained by the next meeting.

06. Parochial Report

- a. Fr. Will went over the parochial report briefly, and then solicited responses from the two narrative questions from the report.
- b. *'We invite you to tell stories of how you have spent the last year naming, addressing, and dismantling the injustices of racism in yourselves, congregations, and your communities.'*
 1. Sending money to the Absalom Jones fund; the Outreach committee helping Dalewood Middle School; helping out Rodrick.
- c. *'Looking toward the future, what changes do you hope to see in your faith community? What does your community need in order to bring about these changes?'*
 1. To move past the pandemic; to be more open; to increase awareness of what we have to offer. We need advertising; we need innovation in ministries.
- d. Fr. Will collected all the discussion and put it into paragraphs.
- e. There was a side discussion of better names for the growth committee, since it's more about presence, engagement, and connection.
- f. **A motion** was made to accept the report. After a second, **motion passed**.

07. Grants

- a. *National Historic Registry Grant*: Chip relayed the application was submitted, for a \$171,000 project. We'll be notified end of April/beginning of May as to what funds will be available to us in October. He noted the chance is small, but we can continue to apply every year.
- b. *National Fund for Sacred Places Grant*. **A motion was made** to approve submission for this 50-50 matching grant, with fund-raising effort to begin AFTER approval. After a second, discussion opened. Chip noted we only get matched on the amount we raise, and we could submit for a grant for refinishing the pews, doing asbestos abatement on the tile, and a few other projects. He also said there is a condition that we can only fundraise the match AFTER we are approved for the grant. **Motion passed.**

08. Finance

- a. Chip noted he just sent a copy of the 2022 budget to all the vestry members for their review.
- b. He noted so far in the year, we're over budget on the revenue side, and we are only narrowly over budget on expenses.
- c. Susan asked about pledging status. Chip replied that we hadn't made much progress since last meeting, we're still down about 30% from the year before both in the pledged money and the number of pledging units.

09. Lent Services

- a. Fr. Will said during lent he was going to switch up the mid-week services, likely an 8 am Tuesday morning mass, and a 6 pm Wednesday evening eucharistic adoration followed by a discussion series after that. Ash Wednesday will be the 12 pm said service and the 6 pm sung service. He noted he will be out of town for the first Sunday of Lent but will be around otherwise. Troy asked about Stations of the Cross. Fr. Will said he may do stations after the Adoration service on Tuesday sometime.

10. Bylaws

- a. Fr. Will said we've been notified that the bylaws changes we requested in 2020 are moving along at the diocese now and should be approved or amended shortly. Charlotte asked for a copy of the one with changes. Chip said he would send a copy. Thanks was given to Jon Humber, the new Episcopal Engagement Specialist at the diocesan office, for moving this process along.

11. Developmental Goals (Appendix IV)

- a. Fr. Will recommended our 2020-2023 developmental goals to the vestry, particularly the new vestry members who may not have seen them. He said we will routinely be going through them again in the future.

12. Questions to Clergy & Wardens

- a. Troy noted that Canon Michelle Bolt is on leave due to one of her sons having a recently discovered brain tumor. Fr. Will asked that her and her family are kept in our prayers. Her role in Fr. Will's call process and ministry reviews will be taken up by other staff at the diocese while she is gone, and it is not expected to delay anything.
- b. Rachel asked for suggestions on who else to ask for bids for the HVAC units. She said she already has one from Cornerstone, and noted it would likely need to be a commercial unit place as it will require street closures. She also said she asked Cornerstone what the fees are for closing the street, since it may be cheaper to replace both units requiring street closure at once if the fee is expensive, but she has not heard back yet.

13. Next Meeting

- a. March 13th, 2022 after the service.

14. Closing Prayer & Adjournment.

Fr. Will Levanway. Meeting adjourned at 1:48 pm.

Appendix I
Junior Warden Report
Feb 7, 2022

This past month we have had some furry, unfriendly visitors in the church. Our contract with Cook's pest control has been shored up to include rodent and termite coverage for both the church and the Canterbury building. Several possible "entrances" have been plugged and traps have been set in the basement. This continues to be an ongoing project.

George Walton looked at the women's bathroom in Fox Hall. He checked the roof above the restroom and it all seems fine. He seems to believe the leak may be from the drain in the bathroom above. Chip Caldwell informed me he had spoken to someone about repairing it. More follow up is necessary.

The door handle to Fox Hall from the outside is broken. Rick's Lock and Key came out and a part has been ordered to repair it. It won't open and is secure for now. While they were on campus, they looked at the Memorial Garden gate, which they stated needs to be raised. They recommended Chattanooga Fence, but possibly Dave can raise the gate. *Thank you to Chip for meeting with the locksmith.*

Our sign going into the Memorial Garden has gone missing. This is the carefully worded sign asking citizens to refrain from relieving their dogs in our garden. A new sign is being ordered. An extensive list of repairs and projects provided to me has been reviewed by myself, Chip and Father Will. Some of these items will be addressed by the Building Committee as well in the future.

Addendum:

Apparently, the leak IS fixed in the women's bathroom in Fox Hall. The ceiling still needs to be repaired. That was a misunderstanding on my part.

Appendix II Parochial Report

THE 2021 SPECIAL REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS ACCORDING TO CANONS I.6, I.7, AND I.17 (OTHERWISE KNOWN AS THE PAROCHIAL REPORT)



Name of Congregation Christ Church		Diocese East Tennessee	
Street Address 1 663 Douglas St		City Chattanooga	State TN
Street Address 2	Zip + 4 374	County Hamilton	Country USA
Mailing Address 1 661 Douglas St		Mailing City Chattanooga	State TN
Mailing Address 2	Zip + 4 37403	County Hamilton	Country USA
Email Address office@christchurchchattanooga.org	Congregation's Web Address christchurchchattanooga.org		Phone # (423) 266-4263
Federal Tax ID #	62-1068234		

Report Preparation

Membership, Attendance, & Services - Pages Prepared by: William Levanway	Email Address: frwill@christchurchchattanooga.org	Daytime Phone: (423) 266-4263
Stewardship & Financial - Pages Prepared by: Chip Caldwell	Email Address: chipc@caldwellbutler.com	Daytime Phone: (423) 805-0175

Certification by the Clerk of the Vestry

Certified by (Print or type name)	Email Address:	Daytime Phone:
Signature	Date	

Certification by the Treasurer/Financial Vestry Officer

Certified by (Print or type name)	Email Address:	Daytime Phone:
Signature	Date	

Certification by the Rector/Vicar/Priest-in-Charge

Certified by (Print or type name)	Email Address:	Daytime phone
Signature	Date	

Warden/Vestry Approval

Warden (Print or type name)	Email Address:	Daytime Phone:
Indicate the date that your 2021 Parochial Report was approved by the vestry or Bishop's Committee (Canon I.6.1)	Date	

Parochial Report Completion

How many people participated in completing this parochial report?	
Please identify the roles of those who participated in completing this parochial report (Not including vestry members who only voted to approve it):	
<i>Examples: Rector/Vicar, Wardens, Vestry Member, Treasurer, Staff Member, Volunteer</i>	

Membership, Attendance and Services of the Reporting Congregation

Using Last Year's Report:

Active Baptized Members of the Reported Congregation Reported Last Year

Using the 2020 Parochial report, record the Number of Baptized Members Reported as of December 31, 2020. (See your 2020 Parochial Report, Box M20)

Members Reported Last Year = M20

Using the Register of Church Membership and Rites:

During the Report Year

Increases in Membership

1. Increases during year: All members added to the baptized members section of the congregation's Membership Register during 2021 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.

Total Increases = 1.

Decreases in Membership

2. Decreases during year: All active baptized members lost by death, transferred to another congregation, removed to inactive status in the Register of Church Membership and Rites, removed for other reasons, or not removed from last year's membership count.

Total Decreases = 2.

Active Baptized Members of the Reporting Congregation at Year-End

Add the increases entered in box 1 to Box M20. Then subtract the decreases entered in box 2 for the total active membership as of December 31, 2021

Total Active Baptized Members (end of report year) = M21

Communicants in Good Standing of the Reporting Congregation

Communicants in good standing: Baptized members of the reporting congregation who "have received Holy Communion at least three times during the preceding year" and are faithful "in corporate worship, unless for good cause prevented," and "in working, praying, and giving for the spread of the Kingdom of God."

Youth Communicants In Good Standing

3. Adult communicants in good standing (age 16 and over) = 3.
4. Youth communicants in good standing (under age 16) = 4.

5. Total Communicants in Good Standing (sum of 3 and 4) = 5.

Others Active

6. Others who are active who baptisms are **not** recorded in the Membership Register, or in another Episcopal congregation.

Others = 6.

Using the Service Register: [count in-person worship attendance ONLY. Do not include online participation numbers.]

Average Sunday Attendance for 2021

7. Sunday (& Saturday Evening) Attendance Divide total attendance by the total number of Sundays when services were held.

Total Attendance: Total # of Sundays:
Average Sunday Attendance = 7.

Easter and Christmas

Weekday Attendance in Congregations without Sunday Attendance

8. Average In-person Principal Worship Service Attendance on a Weekday (for congregations **without Sunday or Saturday evening services**) = 8.

9a. Total In person Easter Sunday Attendance (including Easter Vigil): 9a.

9b. Total In person Christmas Eve and Christmas Day Attendance: 9b.

Sacraments & Services:

Number of Holy Eucharists Celebrated During 2021

Provide information for in-person and online services *separately*. Click [here](#) for clarity.

	In-person Services	Online Services
10. Total Sunday & Saturday Evening Eucharists	(10) <input type="text" value="51"/>	<input type="text" value="51"/>
11. Total Weekday Eucharists	(11) <input type="text" value="47"/>	<input type="text" value="47"/>
12. Total Private Eucharists	(12) <input type="text"/>	<input type="text"/>
13. Daily Offices on Sunday or Saturday Evening	(13) <input type="text"/>	<input type="text"/>
14. Daily Offices Held on Weekdays	(14) <input type="text" value="49"/>	<input type="text" value="49"/>
15. Marriages Conducted in 2021	(15) <input type="text" value="2"/>	<input type="text"/>
16. Burials Conducted in 2021	(16) <input type="text" value="3"/>	<input type="text"/>

Using the Register of Church Membership and Rites:

Baptisms in 2021

17. Baptisms 16 years and older (17)

18. Baptisms under 16 years of age (18)

Confirmation in 2021

19. Confirmations 16 years and older (19)

20. Confirmations under 16 years of age (20)

Received in 2021

21. Received by a Bishop (21)

Education

23. Regular Sunday or weekday adult education programs held? Yes No

24a. Number of adults engaged in religious education or spiritual formation 9

24b. Number of children and youth engaged in religious education or spiritual formation _____

24c. What was the impact, if any, of the pandemic on participation of children, youth, and adults in religious education or spiritual formation?

significantly less Less about the same slightly more significantly more

24d. How were religious education or spiritual formation programs held?

In-person Online Both

Clear Checkmarks

Languages in which Worship is conducted:

Circle all that apply

25. English | Spanish | French | Haitian Creole | Mandarin | Tagalog | Hmong | American Sign Language

26. Other (please list) _____

2021 worship during the Pandemic:

1. In what ways has your community worshipped this year? (Check all that apply)

In-Person Indoors In-Person Outdoors Online Hybrid

2. Do you track online participants/viewers Yes No

2a. If you answered yes, how do you count online participation/viewers?
(examples: Number of devices, unique views, a formula to calculate number of viewers per device)

2b. Optional: If you have online numbers for worship what is your average weekly online worship participation? _____

3. What COVID safety measures, if any, were used for attending in-person worship?
(masks, vaccination requirement, etc.)

Masks required _____

4. What were the source of COVID safety measures taken? Check all that apply

Diocese/Bishop Church Committee CDC

State County Other _____

Clear Checkmarks

Racial Justice and Reconciliation:

5. We invite you to tell stories of how you have spent the last year naming, addressing, and dismantling the injustices of racism in yourselves, congregations, and your communities.

This past year we continued the work we have began in years past. We contributed money to the Absalom Jones Fund. We reached out to provide school uniforms where they were needed. We have started to ask how we are engaging with the intersection of race, poverty, and housing with our own outreach. These issues are deeply interwoven in our part of the United States and have required some re-thinking. Part of this re-thinking has been spurred by the African American members of our Adult Education who have faithfully continued to keep these issues on our agenda.

Stewardship and Financial Information of the Reporting Congregation

Giving Information for 2021:			
Please indicate the reporting currency: <u>USD</u> <u>US DOLLAR</u> <u>OTHER CURRENCY</u>			
Number of Pledges	1.	Number of confirmed pledges for 2021 report year	(1) 32
Total \$ Pledged	2.	Total dollar amount pledged for 2021 report year	(2) \$ 70,370
Report of Revenues and Expenses for 2021:			
Operating Revenues	3.	Plate offerings, pledge payments & regular support	(3) 87247
	4.	Money from investments used for operations in 2021	(4)
	5.	Other operating income • Include your Paycheck Protection Program (PPP) loan in line 5 only if it has been converted to a grant. • Enter the amount of your PPP loan on the next page (line 23) whether or not it was converted.	(5) 16,583
	6.	Unrestricted bequests used for operations	(6) 119,473
Subtotal Normal Operating Income (3+4+5+6) = A			223,303
	7.	Assistance from diocese for operating budget	(7) 0
Total Operating Revenues (A + 7) = B			223,303
Non-Operating Revenues	8.	Capital funds, gifts & additions	(8) 14,481
	9.	Additions to endowment & other investment funds	(9) 56,783
	10.	Contributions & grants for congregation-based outreach & mission programs	(10) 125
	11.	Funds for transmittal to other organizations	(11) 295
Subtotal Non-Operating Revenues (8+9+10+11) = C			71,094
Total All Revenues (B+C) = D			294,987
Operating Expenses	12.	To diocese for assessment, appointment, or fair share	(12) 17,094
	13.	Outreach from operating budget	(13) 1,600
	14.	All other operating expenses	(14) 204,609
Subtotal Operating Expenses (12+13+14) = E			223,303
Non-Operating Expenses	15.	Major improvements & capital expenditures	(15) 0
	16.	Expenses for congregation's outreach & mission	(16) 1,600
	17.	Funds contributed to Episcopal seminaries	(17) 0
	18.	Funds sent to other organizations	(18) 4,496
Subtotal Non-Operating Expenses (15+16+17+18) = F			6,096
Total All Expenses (E+F) = G			229,399
At Year-End:	19.	Total cash in all checking & savings accounts	(19) 172,116
As of December 31, 2021	20.	Total investments at market value (not including cash reported in line 19)	(20) 589,260

Continuing Stewardship and Financial Information of the Reporting Congregation

Clear Checkmarks

Information for 2021:

21. If your congregation received a Paycheck Protection Program loan in 2020, was the loan forgiven in 2021? Yes No
If yes, how much was forgiven? \$ 10,900

22. Did your congregation qualify and apply for a second round Paycheck Protection Program (CARES Act) loan for 2021? Yes No

23. Did your congregation receive a Paycheck Protection Program loan for 2021? Yes No
If yes, how much did your congregation receive? \$ _____

24. Has the 2021 loan been forgiven?
 Yes No In Process Have not applied yet
If yes, how much was forgiven? \$ 10,900

25. Please provide an estimate of additional expenses your congregation incurred in 2021 due to the pandemic (equipment for broadcasting services, Zoom and other subscriptions, personal protective equipment, sanitizing supplies, additional liturgical expenses, etc.).
\$ 150

26. If you have an endowment or reserve funds, how did usage of those funds in 2021 change compared to 2020?
 increased decreased same

27. If you take an endowment draw what was the percentage draw for 2021? 100%

28. How significant was the actual negative impact of the pandemic on your congregation's finances for 2021, compared to the answer you provided last year (item 27, page 5)?
 Very significant somewhat significant neutral somewhat insignificant very insignificant

Comments:

Pledgers & pledging is down 30% since the pandemic began

29. How significant is the negative impact of the pandemic on your congregation's finances for 2022?
 Very significant somewhat significant neutral somewhat insignificant very insignificant

Comments:

Our 2021 Austerity Budget is 25% less than pre-pandemic

30. Does the congregation have any outstanding debt? Yes No
If yes, how much? \$ _____

What is the debt for? _____

Narrative Questions

Clergy, Vestry and Staff are encouraged to participate in answering these questions.

1. Looking toward the future, what changes do you hope to see in your faith community? What does your community need in order to bring about these changes?

Our hope for our future is that as we open up more and more following the pandemic, we are able to be a more engaged parish. Our engagement will be within and without our parish. The downturn in numbers on Sunday morning has disconnected many of our members so that we are hoping to begin the process of re-engaging with many of those people so that our parish can begin to feel like a family again. We are also looking to reach out. We want to engage with the community around us both to bring people to the knowledge of God in Jesus Christ and to meet their material needs.

Priest(s) Serving this Congregation

Last name of Rector, Vicar, Dean, Priest-in-Charge or interim Levanway	First Name William	Middle Name Douglas
Title of position Priest in Charge	Year ordained (priest) 2017	Diocese of canonical residence London
Employment status at this congregation: <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation: 2020	Church pension status: <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active
Name of other congregation(s) currently served by this priest Project Canterbury		

Last name of associate priest, assistant priest or curate	First Name	Middle Name
Title of position	Year ordained (priest)	Diocese of canonical residence
Employment status at this congregation: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation:	Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate priest, assistant priest or curate	First Name	Middle Name
Title of position	Year ordained (priest)	Diocese of canonical residence
Employment status at this congregation: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation:	Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

Last name of associate priest, assistant priest or curate	First Name	Middle Name
Title of position	Year ordained (priest)	Diocese of canonical residence
Employment status at this congregation: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation:	Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

If you have more than 4 priests who serve this congregation on a regular basis, complete this form online (where additional blanks will be generated) or attach a page to this paper form.

If you have no resident priest at present, who leads Sunday worship services? (Check all that apply)

- Supply Priest(s) Deacon Lay worship leader Other: _____ (e.g. lay vicar)
 A long-term supply priest _____ (Give full name of long-term supply)

Deacon(s) Serving this Congregation

Last name of Deacon #1	First Name	Middle Name
<input type="checkbox"/> Deacon (vocational) <input type="checkbox"/> Transitional Deacon	Year ordained (priest)	

Last name of Deacon #2	First Name	Middle Name
<input type="checkbox"/> Deacon (vocational) <input type="checkbox"/> Transitional Deacon	Year ordained (priest)	

Name(s) of other congregation(s) currently served by these priests (if any)

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Explanation of Unique or Unusual Clergy Situation

--

Outreach Ministries and Volunteer Activity of this Congregation

Using the check boxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during 2021. **If yes**, indicate how many volunteers involved.

For 2021, please estimate in the space provided approximately how many people were **new** volunteers this year.

Please also estimate in the space provided approximately how many people were helped or served **each month** by the ministry.

And, for 2021, using the checkboxes below, please indicate whether this is a new ministry for your congregation this year.

	Ministry of the Congregation	Is this a new ministry in 2021?	Estimated number of volunteers involved	Estimated number of new volunteers	Estimated number of people served
			(Provide a total figure only. No symbols or text.)		
1. Food pantry, soup kitchen or meal projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5		267
2. Sustainable food garden/cooperative (such as "Farm to Tray")	<input type="checkbox"/>	<input type="checkbox"/>			
3. Cash, vouchers or help with rent/utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3		45
4. Day care, pre-school, before or after-school programs	<input type="checkbox"/>	<input type="checkbox"/>			
5. Tutoring or literacy programs	<input type="checkbox"/>	<input type="checkbox"/>			
6. Health programs (parish nurse, clinics, health education, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
7. Community organizing, organized social issue advocacy	<input type="checkbox"/>	<input type="checkbox"/>			
8. Job placement, job training, employment counseling	<input type="checkbox"/>	<input type="checkbox"/>			
9. Building projects (such as Habitat for Humanity)	<input type="checkbox"/>	<input type="checkbox"/>			
10. Support groups (bereavement, divorce, job loss, 12-step, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
11. Programs for the elderly and homebound persons	<input type="checkbox"/>	<input type="checkbox"/>			
12. Clothes closet, thrift store	<input type="checkbox"/>	<input type="checkbox"/>			
13. Homeless or no-freeze shelter	<input type="checkbox"/>	<input type="checkbox"/>			
14. Relief organizations, Overseas sponsorships or partnerships, Companion parish/Diocese relationship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6		12
15. Refugee resettlement	<input type="checkbox"/>	<input type="checkbox"/>			
16. Ecumenical or Interfaith Partnerships	<input type="checkbox"/>	<input type="checkbox"/>			
17. Other, not listed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16		177

Appendix III
Finance Report
February, 2022

1. National Historic Registry Grant. Submitted.
2. National Assn of Sacred Places Grant. **MOTION** – Approved submission for this 50-50 matching grant, with fund-raising effort to begin AFTER approval.
3. 2022 Final Budget.

Budget vs. Actuals: 2022 by Fund - FY22 P&L Members												
January 2022												
	Funds		Operations			Total				2022 Projection		
	Actual	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget			
Pledge,Plate	\$ 0	\$ 6,590	\$ 7,121	\$ -531	92.54%	\$ 6,590	\$ 7,121	\$ -531	92.54%	\$ 79,080	\$ 85,450	(6,370)
Yates Distribution	0	0	0	0		0	0	0		\$ 100,000	\$ 100,000	
Total Revenue	\$ 380	\$ 6,861	\$ 7,317	\$ -456	93.77%	\$ 7,241	\$ 7,317	\$ -76	98.96%	179,080	185,450	(6,370)
Total Expenditures	752	19,609	19,559	51	1	20,361	19,960	402	102%	244,338	239,519	
Net Operating Revenue	(372)	(12,749)	(12,242)	(506)	1	(13,121)	(12,643)	(478)	104%	(157,451)	(151,720)	
Net Revenue	(372)	(12,749)	(12,242)	(506)	1	(13,121)	(12,643)	(478)	104%			

Appendix IV
2020-2023 Developmental Goals
Christ Church, Chattanooga

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.