1. Call to Order 12:20
   1. Attending: Vestry members Michael Thompson, Nancy Poston, Ray McMillan, Phil Johnson, Kathleen McCarthy, Bruce Fowkes, Troy Eichenberger (via telephone), Treasurer Jim Hatley, Fr. David Cobb
   2. Absent: Trevor Lanier, Kaylyn Groves
2. Opening Prayer- Fr. David Cobb
3. Consent Package:
   1. Included:
      1. Minutes from November 2017 Vestry Meeting
      2. Minutes from meeting with Pat Grace 11/08/17
      3. Minutes from meeting with Pat Grace 11/29/2107
      4. Minutes from meetings regarding calling David Cobb
      5. Liturgy Committee Report and Card design
      6. Senior Warden Report
      7. Financials (current)
   2. Approved as presented
4. Special Report / request- Bruce Fowkes
   1. Donated Chimes
      1. Requested to be hung in the memorial garden on a trial basis
         1. To determine if the sound of the chimes disrupts church services or the adjacent audio street-crossing signal for the blind
         2. Nancy Poston will oversee hanging and testing
   2. Installation of Additional Ranks to Christ Church Pipe Organ
      1. Work will begin this week
      2. May not be completed by Christmas, but expected soon thereafter
   3. Bruce then exited the meeting
5. Senior Warden’s Report – Kathleen McCarthy
   1. Miscellany
      1. Outreach Minutes of 11 17 2017 meeting
         1. Accepted
         2. It was noted that the date of the Interfaith Dinner needs to be determined as not conflicting with another parish event
            1. Kathleen will check with Ginger Sanzo or Bill Murcheson
      2. Question about the need to repair the icemaker was resolved as it was noted that the ice maker was working
      3. Dishwasher
         1. Upon prompting by parishioners, Hospitality Chair Ray Barney has been researching cost and feasibility of replacing the dishwasher
         2. Need to determine if building or health code requires an industrial version for our kitchen
         3. Desire to get the best available cost was expressed
         4. Nancy Poston will work with Ray Barney ad report findings back to vestry
   2. Request by Moms Demand Action for Gun Sense in America to hold a meeting at Christ Church
      1. Details were given in 12/15/2017 e-mail from Kathleen
      2. Request is to meet here January 27 at 6:00 p.m.
      3. Kathleen plans to attend and report results
      4. Question was raised about whether allowing this group to meet at Christ Church is a problem from a political (or separation from politics) point of view
         1. Consensus was that the group was neither directly partisan nor non-inclusive Motion to approve first request (2 minutes …..please review email)
      5. Permission for this meeting to occur at Christ Church was approved, with approval of future meetings to be informed by the report from this meeting
   3. Request for use of Christ Church facilities for SouthEast Diocese pre-convention meeting
      1. Details are given in 12/15/2017 e-mail from Kathleen
      2. Meeting to occur later in afternoon after Bishop Cole’s 1/21/2018 visit to Christ Church
         1. Fr. Cobb was told by the bishop that the bishop plans to meet with the vestry as a part of his visit.
      3. To be overseen by Susan Brooks who needs help resetting the room after the reception for the bishop
      4. Approval was given for the use of Christ Church for this meeting.
   4. Hosting Diocesan Convention –
      1. Hosting would entail:
         1. Sharing duties with Thankful Memorial, and Christ Church, South Pittsburg
         2. Providing centerpieces, goody bags, a presentation on Christ Church
      2. Would provide helpful publicity for the parish
      3. Would be difficult due to the many things happening here in the next two months
      4. Motion was approved to accept Canon Pat Grace’s offer for us to not be a host this year, but to also say that we would like to do so in the future.
   5. Accommodations for Fr. Cobb when needed-
      1. Motion was approved to spend $750 to clean the vacant Canterbury Building apartment, and to purchase and deliver bed, side table, & lamp as furnishings.
      2. Additional discussion occurred regarding more comprehensive repair and cleaning of the apartments.
         1. It was noted that there is about $42,000 remaining in accessible Christ Church Endowment funds for all needed building repairs.
   6. Father Cobb will be away from December 26 through January 12.
      1. Fr. John Tailbird will officiate at 12/24 8:00 a.m. service.
   7. Endowment Committee
      1. Current Members:
         1. Johanna Miller
         2. Jewell Cousin
         3. Jim Hatley (Treasurer)
         4. Kathleen McCarthy (Senior Warden)
         5. One vacancy
   8. Barbara Kelly Music Scholarship Fund
      1. Kathleen McCarthy will send thank you notes from Christ Church to donors
   9. Parking Lot usage
      1. Discussion included:
         1. Should we charge?
         2. What is the market rate?
         3. What do other churches do?
         4. How are days having services accommodated?
         5. Are there related liability issues?
         6. Current set-up-
            1. Sexton (Chuck Hamilton) maintains a list of Canterbury Project members and parish members who are authorized to park here.
            2. Notices are placed on cars of those parking without permission.
      2. Consensus- Put up a sign saying “Church Parking Only – To Register to Park Here Call Church Office”
   10. Directory
       1. First quarter goal
          1. Update birthdays and member listings
          2. Consider creating a loose-leaf notebook format
             1. Easier to insert or remove pages
             2. Include photos
          3. Create a form for members to review & update information
          4. Ask communications person to have this focus in first quarter of 2018
   11. Annual Meeting
       1. Five Vestry spots open
          1. Three from members whose terms expire
          2. One to cover resignation of Trevor Lanier- 1 year remaining in his term
          3. One to cover resignation of Kaylyn Groves- 2 years remaining in her term
             1. Kaylyn agreed to be Clerk of the Vestry in 2018
       2. Nominees (pledging, attend 10/12 meetings, parish events, committee liaison)
          1. Ray Barney
          2. Joel Ballard
          3. Rachel Broom
          4. Joel King
          5. Richard Wagner
          6. Oren Whightsel
          7. Jim Hatley
          8. John Barnes
       3. Nominating Committee will re-visit those whose pledge cards have not been received
       4. This slate was approved a nominated by the vestry.
       5. Biographical sketches will be solicited to be published prior to the meeting
       6. Election process
          1. Elect five new vestry members
          2. Ask for volunteers for the one and two year unexpired terms form those elected
          3. If both the one and two year terms are not filled by volunteers, draw from a hat to determine who will fill those terms
          4. This format was approved by the vestry.
       7. Annual Meeting Food
          1. Will be catered
          2. $350 budget will be communicated to the committee
       8. Annual meeting agenda
          1. Reports by:
             1. Clergy
             2. Senior Warden
             3. Junior Warden
             4. Treasurer
          2. Interim / Search Process
       9. Vestry Election
          1. Nominations from the floor are allowed by by-laws
             1. Can be problematic
             2. Nominees must meet criteria and have agreed to run prior to nomination
   12. Senior Warden’s suggested committee / role assignments
       1. Officers:
          1. Senior Warden- Phil Johnson
          2. Junior Warden- Nancy Poston
          3. Treasurer- Jim Hatley
          4. Clerk- Kaylyn Groves
       2. Committee / area of ministry contacts
          1. Adult Education- Joel King
          2. Outreach and Hospitality- Ray Barney
          3. Liturgy- Michael Thompson
          4. Project Canterbury- Rachael Broom
          5. Choir- Richard Wagner
6. 2018 Proposed Budget—Phil Johnson
   1. Attached Handout was distributed showing 2017 and 2018 budgets
   2. Preferred alterations to presented version:
      1. Increase Children’s Program budget to cover extra assisting staff to meet diocesan ratio requirements.
      2. Increase all staff salaries 2.5%
      3. Add to Search Committee line
      4. Contribute about 1% to University of the South seminary
      5. All these changes were approved by the vestry.
7. Funding of Building Repairs
   1. Potential repurposing the $25,000 donated for brick repair
      1. Repurposing was not approved by the donor
      2. Brickwork needs have been noted
         1. Details and Proposals are being sought by Nancy Poston
   2. Vestry formally requests that $50,000 from the Christ Church Endowment be made available for capital repairs to the building
      1. Priorities are as listed on the list of needs given to treasurer Jim Hatley
         1. Noted items
            1. Tower in extreme disrepair
            2. New product for Flat Roof is being tested

Goal is to find the best product

* + - 1. Allocate to Roof, brick, gutters
         1. Then to carpentry and doors
    1. Finance committee representative expressed concerns over this use of almost all readily available funds from the endowment.
       1. Readily available funds are those funds in the endowment that are greater than the original corpus
  1. A $1000 donation to the building fund was made by a relative of Hunter and Pat Byington.
  2. Requirement that anyone doing work on the building for pay must be licensed and bonded
     1. Bill Murcheson’s friend Wesley does not meet these criteria
        1. It will be communicated that he therefore will not be authorized to do work on the building
        2. Treasurer Jim Hatley will ask insurance company if it is possible to change the coverage to allow such workers. If so he will also request to be told the cost of the change.
        3. Michael Thompson will communicate this to Bill Murcheson.

1. Other Building Items
   1. Sacristy door and Fox Hall doors need to be painted
   2. Altar lights / candles and linens
      1. In answer to a question, it was stated that Devotional Lights are appropriate
      2. It was noted that some of the linens and vestments need cleaning
         1. Fee would be covered in Altar Guild budget- Miscellaneous
         2. Altar Guild will be asked about preference / cleaning responsibilities
         3. Nancy Poston has recommended cleaner
2. Christmas Eve Security
   1. Requested by a parishioner
   2. Suggested that we ask the First Presbyterian Church’s security guard
   3. Nancy Poston and Kathleen McCarthy will investigate possibilities
   4. Further discussion about overall security needs will be held in a subsequent vestry meeting.
3. Miscellaneous
   1. Suggestion by Ray Barney to use accumulated unused Hospitality allowance of $35 per Sunday to fund a special meal / event
      1. Vestry preferred to not take this action
      2. Hospitality allowance budget line anticipated use of these funds only partially, not all Sundays
   2. Christmas greenery
      1. Being supplied by Gil and Curt
      2. Provided as a result of conversation between Brooke Montague and Michael Thompson
      3. Not funded in 2017 budget
         1. Provided as a result of conversation between Brooke Montague and Michael Thompson
      4. Michael will check on anticipated costs
   3. Vestry was encouraged to promote use of Expense Reimbursement form and attention to budgeted amounts.