

2023: Seth Graham, Secretary  
2023: Rachel Morgan  
2023: Linda Rector  
2023: VACANT

2024: Jane Bachman  
2024: VACANT  
2024: Shauna Nefos-Webb  
2024: VACANT

2025: Fred Knickerbocker, *Treasurer*  
2025: Shawna Knickerbocker  
2025: Jeremy McLaughlin, *Senior Warden*  
2025: Loretta Trayer

The July 18, 2023 vestry meeting of Emmanuel Episcopal Church was called to order by Fr. Tom Day at 4:58 p.m. with an opening prayer with intentions for the search committee and for the next rector of Emmanuel. Fr. Day read devotion, "Resting in Him," as well as Emmanuel's Core Values and Vision Statement.

**Members present:** Jane Bachman, Seth Graham, Fred Knickerbocker, Shawna Knickerbocker, Jeremy McLaughlin, Rachel Morgan, Linda Rector, Loretta Trayer, Shauna Nefos-Webb. Staff members: Fr. Tom Day, Kristie McElheny.

**Members absent:**

Motion made by Shauna Nefos Webb to approve the June 20, 2023 meeting minutes. Second provided by Shawna Knickerbocker. Motion approved unanimously.

**Treasurer's Report** – Fred Knickerbocker

- Reviewed the June 2023 financial reports. Mr. Knickerbocker noted that expenses for the rector search were not budgeted for 2023.
- Motion made by Rachel Morgan to accept the financial reports as presented. Second provided by Seth Graham. Motion approved unanimously.

**Senior Warden's Report** – Jeremy McLaughlin

- Requested that Shauna Nefos-Webb provide an update on the Appalachian Book Project. A request from Michael Webb was submitted for \$1,000 from the mission endowment to aid the project. His hope is that parishioners will match that amount. Motion made by Shauna Nefos-Webb for \$1,000 from mission endowment. Second provided by Jeremy McLaughlin. Motion approved unanimously.

**Junior Warden's Report**–No report.

**Interim Rector's Report**–Fr. Tom Day

- The acolyte program is restarting in August. Hoping for 2-3 acolytes every Sunday.
- Bristol Rhythm and Roots Reunion – Emmanuel has been given the opportunity to host a VIP area for Bristol Rhythm and Roots Reunion. This requires teams of two people for each shift (two shifts per day). Fr. Day would like to have special music Sunday, September 17 and a cookout after the 10:30 service.
- Would like to order nice golf shirts that would be embroidered with the bell tower logo. Shauna Nefos-Webb requested that t-shirts also be an option. The shirts would be available to parishioners for a reduced price.
- The 2024 budget process should begin soon so the vestry has time to review and approve a budget at the December 19 meeting. A finance committee needs to be organized to make this process flow smoothly.
- Stewardship will return to November and coincide with the annual meeting the second Sunday of November (November 12).
- King Institute will have a lecture here on Wednesday, August 23 at 7:00 p.m.

**New Business**

- Shawna Knickerbocker suggested offering first and CPR certification classes for parishioners and staff. Shauna Nefos-Webb requested that we have NARCAN on site.
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**Old Business**

- Rector Search update was provided by Shauna Nefos-Webb.
  - A candidate will be here Thursday July 20 and Friday, July 21 and will share time with the search committee and the vestry. The candidate is working with Chris Yoder preparing a liturgy for Friday, July 20 at noon.
  - A second candidate will be here August 3 and 4.
  - Fr. Tom reminded the vestry that this process is confidential and information about the candidates should not be discussed outside of vestry.
- July 12, Senior Warden Jeremy McLaughlin circulated an email request for approval of \$5,000 for travel expenses for the rector search. Eight of the nine vestry members voted to approve the funds. One member did not vote.
- There are numerous capital projects either in process or requiring immediate attention. These projects need to be prioritized and are listed below in order of conversation not importance.
  - Shauna Nefos-Webb has a meeting with Snyder Signs to finalize the interior signage design.
  - Kristie McElheny obtained a quote for \$1,100 from Jerry's Signs in Abingdon to replace the awning that covers the door leading to the enclosed parking area. The frame does not need to be replaced, only the material. After discussion, this item was tabled.

- The rainstorms last week caused standing water in the undercroft. This is the result of downspouts on the Cumberland Street side of the building not being installed far enough away from the structure which allows water to run back into the building. Rutledge Seamless Gutters inspected the entire building and two quotes. The first quote is to install new 6" gutter, downspouts and Shur Flo gutter guards on the Cumberland Street side is \$1,600. To replace the gutters, downspouts, install gutter guards was \$16,000. A second quote will be procured. An email vote will then be requested.
- The media console will be placed in the Nave once it is completely dry. Abingdon Glass will then install a glass top. The stools for the console were delivered to Loretta Trayer today.
- The last pews on both sides of the church need to be removed to allow adequate space with the A/V console. There is concern about the appearance of the flooring after the pews are removed.
- Fr. Tom informed the vestry that a parishioner has offered to fund the lighting project in the Nave. Loretta Trayer reminded the vestry that the \$1,200 fee from the lighting consultant from Knoxville only covers the consultant being at Emmanuel to evaluate our needs and does not include a proposal.
- A commercial dehumidifier is needed for the bell tower. HVAC has quoted \$3,700.
- The bell tower project is currently over budget by \$9,680. Fr. Tom will request funds from property endowment.
- Fr. Tom is going to set up a Capital Improvement Fund that will finance building repairs that are not budgeted. Fr. Tom has spoken with those who pledge to the property endowment fund and requested that their contribution be redirected to the Capital Improvement Fund.
- Financial processes and procedures have been reviewed extensively over the past year and a half. In the vestry packet, Fr. Tom provided an overview of proposals from accountants, The Summit (Eric Fields) and Twin Cities Accounting (Ted Onks). The Summit will better fulfil the needs of Emmanuel's financial needs. Motion made by Rachel Morgan to enter into a partnership with The Summit. Second provided by Fred Knickerbocker. Motion unanimously approved.
- Shauna Nefos-Webb encouraged the vestry to only replace two of the three vacant vestry positions as the end of the 2023 term is only five months away. Fr. Tom asked Frank Goodpasture III and Jon Harden if they would be interested in serving on the vestry and both agreed to serve. Motion made by Shauna Nefos-Webb to appoint Frank Goodpasture III and Jon Harden to fill the vacant vestry positions expiring December 31, 2024. Second provided by Jane Bachman. Motion unanimously approved.
- Fr. Tom received a letter from choir members detailing their concerns about the search process for the new Organist/Choir Director. Fr. Tom has two viable candidates. The salary will remain at the current budgeted amount. The choir will be invited to meet the candidates prior to a decision being made.

Motion made by Shauna Nefos-Webb to adjourn. Second provided by Jeremy McLaughlin. The meeting adjourned at 7:04 p.m.

#### CALENDAR OF EVENTS

Tuesday, August 22, 5:00 p.m. ....	Vestry
Tuesday, September 19, 5:00 p.m. ....	Vestry
Monday, September 4 .....	Parish Office CLOSED for Labor Day
Sunday, September 10.....	Bristol Rhythm and Roots Reunion Sunday
Sunday September 17 OR 24 .....	Rally Day
Tuesday, October 17, 5:00 p.m. ....	Vestry
Sunday, November 12, 9:30 a.m. ....	Annual Parish Meeting
Tuesday, November 21, 5:00 p.m. ....	Vestry
Wednesday November 22 through Friday, November 24 .....	Parish Office CLOSED for Thanksgiving
Tuesday, December 19, 5:00 p.m. ....	Vestry
Sunday, December 24, 5:00 p.m. and 10:30 p.m. ....	Christmas Eve Services
Friday, December 22 through Friday, December 29 .....	Parish Office CLOSED for Christmas
Monday, January 1, 2024 .....	Parish Office CLOSED for New Years