



# The Episcopal Church of St Thomas the Apostle

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## Vestry Meeting Minutes January 16, 2024

### IN ATTENDANCE

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**Rector**

Father Christopher Thomas

**Clergy, Staff/Guest**

Laura Giffin, Controller, via Zoom  
Deacon Jennifer Smith

**Ex-Officio Officers**

Joe DeuPree, Treasurer  
Alberto Galué, Clerk  
Rusty Rippamonti, Chancellor

**Vestry Members**

Alyssa Abadinsky  
Rene Aguirre  
John Billingsley  
Hampton Burwick  
Janet Elsea - Senior Warden  
Daniel Hall  
Jerry Knight  
Jami Mifflin  
John Van Buskirk

### SUMMARY OF ACTIONS TAKEN AND SIGNIFICANT EVENTS

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- **December Vestry Minutes and updates to the Room Usage Agreement were approved.**
- **2024's Vestry Jr. Warden and Ex-Officio Officers were elected.**
- **Guild Liaisons were assigned.**
- **A banking resolution, outlining new signatories, will be issued for Vestry approval via email, and subsequent execution.**
- **Approval for the revised financials for the year's end will be conducted via email prior to Annual Meeting scheduled on February 4.**

### NARRATIVE

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**I. Call to Order/Opening Prayer****Fr. Christopher Thomas**

The meeting was called to order at 7:03 p.m. by Fr. Christopher Thomas with a prayer. Subsequently, he proceeded to read the mission statement of the Vestry, encouraging all participants to perceive their responsibilities within the Vestry through this particular lens. He reminded everyone of their collective calling to mutually transform each other and contribute to the congregation's development throughout the upcoming year.

**II. Resource Person****Hampton Burwick**

Resource Person for the meeting was Hampton Burwick.

**III. Reflection/Formation****Deacon Jennifer**

Deacon Jennifer Smith opened the meeting with the poem entitled "From This River, When I Was a Child, I Used to Drink" by Mary Oliver and facilitated group contemplation and discussion.

#### **IV. Election of Vestry Jr. Warden and Ex-Officio Officers 2024**

**Fr. Christopher Thomas**

Fr. Christopher Thomas introduced Janet Elsea as the new Senior Warden of St. Thomas. He then called for nominations and the election of the Junior Warden and the Ex-Officio Officers. The following nominations were unanimously approved by all Vestry members, with no objections.

- Joe Dupree – Treasurer
- Alberto Galué - Clerk
- Daniel Hall - Junior Warden
- Russell Rippamonti - Chancellor

#### **V. Standing Committee Assignments for 2024**

**Fr. Christopher Thomas**

Fr. Christopher asked members of the Vestry and Ex-Officio Officers to serve on three standing committees. The following standing committees were confirmed:

##### Mission and Outreach

- Alyssa Abadinsky
- Rene Aguirre
- Janet Elsea (Chair)

##### Building and Grounds

- Daniel Hall (Chair)
- Jami Mifflin
- John Van Buskirk

##### Finance

- John Billingsley
- Hampton Burwick
- Joe DeuPree (Chair)
- Jerry Knight

#### **VI. Prior Meeting Minutes Approval**

**Fr. Christopher Thomas**

**Upon motion by Jerry Knight, and seconded by Alyssa Abadinsky, the Vestry unanimously approved the December 19, 2023, meeting minutes.**

#### **VII. Finance Committee**

**Joe DeuPree**

Rev. Christopher Thomas introduced Laura Giffin to the Vestry, who provides accounting services to St. Thomas. He explained that the report sent to the Vestry before the meeting is preliminary, not the final report, and stressed that it's impossible to close the year properly as only two weeks have passed.

Laura Giffin explained to the Vestry that due to using two accounting systems throughout the year, she needs to work with the staff regarding further information needed for finalizing the 2023 Financial Report. She assured the Vestry that she would inform them of any substantial changes. Overall, it initially appears that St. Thomas performed \$16K better than expected by year-end, with income exceeding the budget by about \$37K. Most over-budget expenses were related to building and groundwork. She committed to ensuring these expenses were paid from the appropriate funds.

Rusty Rippamonti highlighted that the Vestry had approved transferring money from the endowment fund to pay for the new doors, but there's uncertainty if this occurred. Jerry Knight clarified that the money should come from two separate accounts— \$15K from the endowment fund and the remainder from the memorial fund.

Joe DeuPree emphasized the need for approval of the revised financials for the year's end via email, as the Vestry wouldn't meet until after the February 4<sup>th</sup> annual parish meeting.

#### **VIII. Update Room Use Agreement**

**Rusty Rippamonti**

Rusty Rippamonti directed the Vestry to the Room Use Agreement sent in preparation for the meeting. He explained each change and the reason for updating the policy. The change from "member" to "member in good standing" was applied universally, clarifying the criteria for good standing, such as receiving communion at least three times a year and being a financial contributor of record. Changes were made to the fee schedule for rentals, increasing the cleaning fee to \$250 and adding a linen cleaning fee of \$200. It was clarified that compliance with Safe Church and Use of Key policies is already addressed in the current policy.

Fr. Christopher noted that events at St. Thomas' space are usually monitored. The Rector may ask Vestry members to oversee these events, and it's important to note that the Rector holds complete authority in approving the use of the space.

**Upon motion by John Van Buskirk and seconded by Hampton Burwick, the Vestry unanimously approved the changes to the Room Use Agreement and Fee Schedule.**

John Van Buskirk brought to the attention of the Vestry the importance of verifying signing authority, emphasizing the need for a banking resolution. Rusty Rippamonti volunteered to draft the resolution for Vestry approval. It was clarified that checks require two signatures, with the typical signatories being the Wardens. To serve as a backup in the event of a Warden's absence, Hampton Burwick has been designated as the third signature.

**IX. Mission and Outreach Committee**

**Janet Elsea**

Janet Elsea elucidated the committee's overarching mission to serve those in need within our community. She shared that 9 individuals from St. Thomas participated in assembling blessing bags, and 3 volunteers supported Union House by serving and cooking meals. Fr. Christopher highlighted the significant economic impact St. Thomas has on the community, surpassing what can be quantified. He emphasized the importance of conveying the narrative of St. Thomas' contributions and the need to share its impactful story.

**X. Building and Grounds Committee**

**Junior Warden**

Daniel Hall refrained from making comments as he is new in his role.

**XI. Guild Liaisons Reports**

**Fr. Christopher Thomas**

Fr. Christopher emphasized the need to assign Vestry members to various Guild groups. While traditionally a listening mechanism, Fr. Christopher envisions a more active interaction with ministries, assisting in their development and aiming to transition from a task-oriented group to a ministry-oriented approach. The following assignments were agreed upon:

- Acolytes/Eucharistic Ministers: Jerry Knight
- Altar Guild: Rene Aguirre
- Eucharistic Visitors: John Billingsley
- Greeters/Ushers: Hampton Burwick
- Kitchen/Social: Jami Mifflin
- Lectors (Readers): Alyssa Abadinsky
- Music: Janet Elsea

John Van Buskirk volunteered to lead the Stewardship campaign this year.

Rusty Rippamonti provided updates on Bill Leazer's estate. Another will was discovered, and the probate is currently handling the matter. Regardless, the parish stands to benefit 10% from either will, totaling approximately \$120K, in addition to the approximate \$15K already received. An

estate sale is planned for Bill's personal possessions, with the possibility of a pre-sale for the parish. The Vestry expressed interest, and Rusty will proceed with informing his contact.

John Billingsley commented on the historical emphasis of the parish on talent and treasure in conjunction with financial treasure. Members recalled a more active past engagement with Guilds, resembling a job fair. Fr. Christopher concurred, noting ongoing efforts, and invited John Billingsley to lead in this aspect, which he accepted.

## **XII. Rector's Report**

**Fr. Christopher Thomas**

- **Update on "Invite-Welcome-Connect" Potential Vestry/Parish Weekend:** Fr. Christopher announced that St. Thomas has enlisted Molly Carnes to facilitate the "Invite-Welcome-Connect" event. He urged the Vestry to read the provided book. The event, spearheaded by new member couples Linda and Jack Nelson and Ethan and Ken, along with Fr. Christopher and Chaplain Fr. Stephen Waller, will take place over a weekend in March. All parishioners are invited, starting with a Friday night mixer, a Saturday learning event, and concluding with a Sunday sermon. This will take the place of the usual early-year Vestry retreat. Fr. Christopher proposed considering a separate retreat next year, possibly off-site.
- **Annual Meeting Date – February 4, 2024:** Fr. Christopher urged Vestry members to mark their calendars for the upcoming annual meeting scheduled on February 4, 2024. Bishop George Sumner is set to visit the Parish on that day and will open the meeting.
- **Black History Month Events:** Fr. Christopher encouraged Vestry engagement in Black History Month events after the 10:30 service. If successful, this model may expand. A recital is scheduled for February 11, immediately after the service, and a presentation by George Mason is planned on February 22. Fr. Christopher is urging members to attend and invite friends.
- **Rector's Winter Holiday – January 17 – January 21, 2024:** Fr. Christopher has secured assistance for opening the church on Sundays during his vacation. Vestry members offered their assistance for closing and securing the building on specific dates: January 21 (Daniel Hall) and January 28 (Rene Aguirre & Alyssa Abadinsky).
- **Lent Begins on Ash Wednesday, February 14:** Fr. Christopher reminded the Vestry that Lent starts on Ash Wednesday, February 14.
- **Ordination of Allen Junek to the Priesthood – 2/27/24:** A group will gather in the South room to watch Allen Junek's ordination on February 27. Steven Toon is coordinating, with information provided in the Doubter. A link for remote viewing will be included.
- **Easter Sunday:** Bishop Smith will preside over Easter Sunday at St. Thomas. Joe Henry has creative ideas for the Easter Eve Vigil. He, along with Fr. Christopher, is exploring the possibility of holding the Easter Eve service in the Parish Hall and incorporating distinctive musical elements.

## **XII. Dismissal/Closing Prayer**

**Fr. Christopher Thomas**

The meeting was closed with prayer at 8:30 p.m. by Fr. Christopher.

## **XIII. Next Meeting and Resource Person**

**Fr. Christopher Thomas**

Next Vestry Meeting is February 13, 2024, and the Resource Person will be John Van Buskirk



## **APPENDIX**

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- From this River, When I was a Child, I used to Drink - Poem
- The Episcopal Church of St Thomas The Apostle – Vestry Meeting Agenda
- Request and Agreement for Single use of Room(s)/Facilities at St. Thomas the Apostle
- Room Usage Fee Schedule
- St. Thomas Counting Schedule
- The Baptismal Covenant
- The Episcopal Church of St. Thomas The Apostle – Balance Sheet – As of Dec. 31<sup>st</sup>, 2023

**Meeting Minutes prepared by Alberto Galué, Clerk**

FROM THIS RIVER, WHEN I WAS A CHILD,  
I USED TO DRINK

But when I came back I found  
that the body of the river was dying.

“Did it speak?”

Yes, it sang out the old songs, but faintly.

“What will you do?”

I will grieve of course, but that’s nothing.

“What, precisely, will you grieve for?”

For the river. For myself, my lost  
joyfulness. For the children who will not  
know what a river can be—a friend, a  
companion, a hint of heaven.

“Isn’t this somewhat overplayed?”

I said: it can be a friend. A companion. A  
hint of heaven.

wrote:



# The Episcopal Church of St Thomas the Apostle

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## Vestry Meeting Agenda

January 16, 2024

South Room

7:00 pm

“Through the intentional modeling of the baptismal covenant, the Vestry provides a foundation of leadership that promotes the active, vibrant, and transformational ministry of all.”

- Purpose Statement of the 2024 Vestry

- |  |                                     |
|--|-------------------------------------|
| I) Call to Order/Opening Prayer  | The Rev. Christopher Thomas, Rector |
| II) Resource Person for Meeting  | Hampton Burwick                     |
| III) Reflection/Formation (15 min)                                     | The Rev. Jennifer Smith, Deacon     |
| IV) Election of Vestry Jr. Warden and Ex-Officio Officers 2023         | The Rector                          |
| V) Standing Committee Assignments for 2023                             | The Rector                          |
| VI) Prior Meeting Minutes Approval                                     | Janet Elsea, Senior Warden          |
| VII) Finance Committee - (15 min)                                      | Joe DeuPree, Treasurer              |
| a) Chancellor Report (Update Room Use Agreement)                       |                                     |
| VIII) Mission - Outreach Committee - (15 min)                          | Janet Elsea, Chair                  |
| IX) B&G Committee - (15 min)   | Junior Warden                       |
| X) Guild Liaisons Reports (10 min)                                     |                                     |
| a) Acolytes/Eucharistic Ministers                                      |                                     |
| b) Eucharistic Visitors  |                                     |
| c) Altar Guild   |                                     |
| d) Greeters/Ushers   |                                     |
| e) Kitchen/Social  |                                     |
| f) Lectors (Readers)   |                                     |
| XI) Rector's Report (20 min)   | The Rector                          |
| a) Update on "Invite-Welcome-Connect": Potential Vestry/Parish weekend |                                     |
| b) Annual Meeting Date - February 4, 2024                              |                                     |
| c) Black History Month events  |                                     |
| d) Rector's winter holiday - Jan 17 - Jan 31, 2024                     |                                     |
| e) Lent Begins Ash Wednesday, Feb. 14                                  |                                     |
| f) Ordination of Allen Junek to the priesthood: 2/17/24                |                                     |
| XII) Resource Person for February 20, 2024 Meeting                     | TBD                                 |
| XIII) Compline   | The Rector                          |
| XIV) Dismissal   | The Deacon                          |

St. Thomas the Apostle Episcopal Church  
Vestry Meeting Minutes  
December 19, 2023

**PARTICIPANTS:**

**Rector**

Father Christopher Thomas

**Clergy, Staff/Guest**

Deacon Jennifer Smith

**Vestry Members**

John Van Buskirk, Senior Warden

Janet Elsea

Dan Hall

Randy Hering

Jerry Knight

Stephen Toon

John Billingsley (commencing 2024)

Hampton Burwick (commencing 2024)

Jami Mifflin (commencing 2024)

**Officers**

Joe DeuPree, Treasurer

Richard Elsea, Clerk

Rusty Rippamonti, Chancellor

**SUMMARY OF ACTIONS TAKEN AND SIGNIFICANT EVENTS:**

1. November Vestry Minutes were approved.
2. Vestry approved two additional resolutions: the first one adopting the 2024 Parish Budget, and the second one naming Rene Aguirre to the Vestry to serve the remaining year (2024) of departing member Stephen Toon's term.
3. Upcoming Parish event dates include Sundays, February 4 (Annual Meeting), February 11 (Organ Recital), and Feb. 22 (George Mason preaching).

**NARRATIVE:**

**1. Call to Order**

Rector

The meeting was called to order at 7:05 p.m. by Fr. Christopher Thomas with a prayer.



## 2. Resource Person

Elsa

Resource Person for the meeting is Janet Elsa.

## 3. Reflection/Formation

Deacon Jennifer

Deacon Jennifer Smith opened the meeting with the poem entitled *The Other Kingdoms* by Mary Oliver and then facilitated the group contemplation and discussion.

## 4. Prior Meeting Minutes Approval

Toon

Upon motion by Stephen Toon, and seconded by Jerry Knight, the Vestry **unanimously approved the November 21, 2023, meeting minutes.**

## 5. Budget & Finance Committee

Treasurer

Joe DeuPree presented the Budget and Finance Committee Report, and the attached Balance Sheet as of Nov. 30, 2023, Income Statement for Nov. 1st to Nov. 30th, 2023, and Special Funds Statement for the same period. Joe also presented and explained the proposed 2024 St. Thomas Budget, commenting on variations from last year's budget, including a decrease in pledge income. He did not propose, but suggested the Vestry consider in the future, merging no-longer-used funds into an active fund (absent any legal impediment to such a merger). For example, could 3080 and 3075 be merged into a single garden fund? Joe then praised Michael Legacy's significant efforts in the budgeting process. Upon **motion by Randy Hering, and seconded by Janet Elsa, the Vestry unanimously approved the 2024 Budget for The Episcopal Church of St. Thomas the Apostle stating total income of \$340,448.00, total expenses of \$403,068.00, and a Net Loss of \$62,620.00.**

## 6. Stewardship Committee Update

Treasurer

Joe DeuPree also presented the 2024 Stewardship Pledge Report. The total amount pledged is \$3,464 less than 2023, and while there are nine (9) new pledgers, the total number of pledgers decreased by nine (9), from 78 to 69.

## 7. Buildings & Grounds Committee

Rector

Fr. Christopher praised B&G Committee Chair Ruth Woodward for her extraordinary commitment to the Church's building and grounds, noting that she's "here all the time" addressing maintenance, improvements, security, curb appeal, and similar concerns, as well as keeping small B&G issues from getting worse. Rusty Rippamonti reminded everyone that completion of online training modules is required of all Vestry members and all persons possessing building keys. He also reiterated that a new Vestry Clerk is needed, and that a Vestry member cannot fill in as temporary Clerk.

## 8. Mission & Ministry Committee

Toon

Stephen Toon presented the report, focusing on the December 11, 2023, Diocesan Tour of organizations they support in the south Dallas area. The Tour stopped at Inspired Vision Compassion Center, Our Savior Episcopal Church, Dallas International Street Church, and Cornerstone Community Baptist Church and Community Development Corp. After lunch at Bonton Farms, Stephen met with Margaret James, Executive Director of The Metropolitan Dream Center, Inc.

## 9. Guild Liaison Reports

- a. Acolytes/Eucharistic Ministers – Stephen Toon (Brief Report)
- b. Eucharistic Visitors – No Report
- c. Altar Guild – Jerry Knight (No Report)
- d. Greeters/Ushers – No Report
- e. Kitchen/Social – Randy Hering (Brief Report)
- f. Lectors (Readers) – No Report

## 10. Rector's Report

Rector

Fr. Christopher presented his report, first thanking outgoing Vestry members Randy Hering, Lisa Pearson and Ruth Woodward for their service on the Vestry and associated commitment to St. Thomas during their terms. He reminded everyone of the Annual Meeting on February 4th, and our Black History Month events and items: 1) Janet Elsea is leading a book study starting Feb. 7th – the book is *The Accommodation* by Jim Schutze; 2) Organ Recital with vocalist in the parish hall on Feb. 11th; and 3) Wilshire Baptist Church Senior Pastor and noted civil rights activist, George Mason, will preach at the 10:30 service and speak to the parish on social justice after the service in the parish hall on Feb. 22nd. Fr. Christopher advised that his Rector's winter holiday is Wednesday, January 17, to Wednesday, January 31st. Also, plan to attend Allen Junek's ordination to the priesthood at St. Matthews in Austin on Saturday, February 17th.

Upon **motion by John Van Buskirk** nominating Rene Aguirre, and **seconded by Janet Elsea**, the Vestry **unanimously approved Rene Aguirre as Vestry member to serve the remaining year, 2024, of departing member Stephen Toon's term.**

## 11. Dismissal/Closing Prayer

Rector

The meeting was closed with prayer at 8:30 p.m. by Fr. Christopher.

Next Vestry Meeting is January 16, 2023, and the Resource Person will be Hampton Burwick.

Richard Elsea, Clerk





**REQUEST AND AGREEMENT FOR SINGLE USE OF ROOM(S)/FACILITIES AT  
ST. THOMAS THE APOSTLE**

This Request is to be completed by an Individual or Organization that is requesting use of one or more Rooms in the Facilities of the Campus of the Episcopal Church of St. Thomas the Apostle ("St. Thomas or Parish") located at 6525 Inwood Road, Dallas Texas. **This Request form is for non-Parish sponsored activities by Individuals or Organizations desiring a Single Use of the Parish Facilities, including Members in Good Standing of the Parish or third-party Individuals or third-party Organizations.** Examples of such activities are birthday, anniversary and graduation parties; social Group/Organization gatherings such as parties, breakfasts, lunches and dinners; educational classes; recitals; concerts; meetings of non-profit boards, and the like.

Applicant Requestor (Individual or Organization name):

\_\_\_\_\_

If Organization, the name of the Responsible Person for the Organization:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date requested: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ - \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Designated Room(s)/Space Requested:

\_\_\_\_\_

**NOTES:**

1. THE RECTOR HAS THE DISCRETION TO APPROVE OR DISAPPROVE ANY SUCH REQUESTED USE OF ANY OF THE FACILITIES OF THE ST. THOMAS CAMPUS.
2. RENTAL FEES, CLEANING FEES AND DEPOSITS CHARGED FOR VARIOUS ROOMS/FACILITIES ARE LISTED ON THE ATTACHED FEE SCHEDULE. In the Event of financial hardship or other extenuating circumstances the Rector may reduce the amount of Fees and Deposit.
3. THE FEES AND SECURITY DEPOSIT MUST BE RECEIVED IN THE PARISH OFFICE AT LEAST 15 DAYS BEFORE THE DATE OF THE SCHEDULED EVENT OR THE RESERVATIONS FOR THE REQUESTED EVENT MAY BE CANCELED.



4. **ANY APPROVED INDIVIDUAL OR ORGANIZATION FOR A SPECIFIC EVENT AGREES TO COMPLY WITH ALL OF THE FOLLOWING RULES/PROVISIONS:**
- A. Use only the Room(s) and related part of the Facilities for the Event you have been approved for and stay only the times you are approved for. If you require set-up time and take-down time include that in the time you request. The Nave/Sanctuary is sacred space. Please treat it accordingly. Absolutely no food or drink in the Nave.
  - B. If the Event is to take place at a time outside normal office hours of the Parish, St. Thomas will provide one key to the designated Room(s) and one key to the exterior building door and the Alarm Code. These keys must be returned to the Parish office by dropping thru the Parish Office door mail slot or in person no later than the next business day after the Event.
  - C. If a key is provided because the Event is outside normal business hours of the Parish Office, **the Responsible Party having the key commits to supervise the activities of the Event to ensure that there is no sexual abuse of minors in Church facilities associated with the Event.**
  - D. **Serving Alcohol** - Serving and consumption of alcohol at the Event is permitted so long as such serving, and use is done responsibly and in moderation. If alcohol is served the following guidelines must be observed:
    - 1. Sale of alcoholic beverages is prohibited and "suggested donations" for alcoholic beverages is prohibited.
    - 2. All applicable local, state and federal law must be complied with (including not serving persons under the age of 21);
    - 3. **For Events for which an Applicant Individual is not a Parish Member in Good Standing and/or a non-Parish Organization, a TABC approved server must be used to serve alcohol. (By way of clarification, even if a Parish Member is a Responsible Party on behalf of a third party Organization that is using the Room(s), a TABC server is required if alcohol is to be served at a non-Parish sponsored Event for a non-Parish Organization);**
    - 4. Non-alcoholic beverages should also be offered with equal prominence and accessibility as alcoholic beverages;
    - 5. Events may not be publicized with alcoholic beverages as a focus;
    - 6. Food must be served when alcoholic beverages are offered;
    - 7. **If alcohol is served, it must be carefully monitored so the persons showing intoxication are not served and arrangements shall be made to prevent any intoxicated persons from driving; and**
    - 8. **Applicant and Responsible Party acknowledge that the indemnity and waiver of liability language later in this agreement includes, but is not limited to, any and all liability arising from serving alcohol at the Event.**
  - E. The Responsible Party will notify St. Thomas at least 24 hours prior to the time of the Event if the Event is canceled. This notification of when the designated Room is **NOT** being used is primarily in order to coordinate cleaning of the Room and possibly allowing the Room to be used by others.
  - F. Please make it clear in Event invitations and any advertising and any Event materials that the Event is not sponsored by or affiliated with St. Thomas.
  - G. You may **NOT** store materials on site at St. Thomas. Leave nothing but goodwill. There are trash cans for light disposal in the designated Room(s), but any food or large trash



items should be taken out and placed in the church dumpster located at the northwest corner of the Campus or taken with you.

- H. **St. Thomas is a "Gun Free Zone."** Please do not bring any guns or other lethal weapons inside the St. Thomas buildings or bring them outside within 25 feet of the building entrances. Please do not "open carry" any guns or lethal weapons anywhere on the St. Thomas Campus.
- I. Smoking in the buildings or within 50 feet of an entrance is prohibited.
- J. Stay only the time arranged. The Room(s) and associated Facilities may be needed for other St. Thomas activities.
- K. Please help to keep the Room(s) clean and be careful to lockup and adjust the thermostat and turn off the lights in the Room(s) when you leave.
- L. **Liability Insurance - For Events for which an Applicant Individual is not a Parish Member in Good standing and/or a non-Parish Organization, a liability insurance policy in the amount no less than \$1,000,000 is required** and a copy of the certificate of insurance must be provided to the Parish when paying the Fees and Deposit.
- M. **Failure to comply with these provisions may result in immediate termination of the usage of St. Thomas facilities even if the Event is still in progress and forfeiture of the Deposit.**

**HOLD HARMLESS - EACH APPLICANT, RESPONSIBLE PARTY, AND ORGANIZATION HEREBY AGREES TO FOLLOW THE ABOVE REQUIREMENTS AND RULES OF USE AND AGREES TO HOLD HARMLESS THE EPISCOPAL CHURCH OF ST. THOMAS THE APOSTLE AND THE EPISCOPAL DIOCESE OF DALLAS AND ITS AFFILIATED ENTITIES FOR ANY AND ALL LIABILITIES, INJURIES, DAMAGES, LOSSES, OR CLAIMS WHATSOEVER ARISING IN CONNECTION WITH APPLICANT'S, RESPONSIBLE PARTY'S, AND ORGANIZATION'S ACTIONS AND USE OF THE ST. THOMAS THE APOSTLE CAMPUS.**

Applicant by signing below indicates that they have read and agree to abide by all the terms of this Application/Agreement.

Individual or Responsible Party's Signature: \_\_\_\_\_

Individual or Responsible Party's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVALS BY ST. THOMAS:**

Use Fee (from Room Use Schedule or as Amended by Rector): \_\_\_\_\_

Cleaning Fee (from Room Use Schedule or as Amended by Rector): \_\_\_\_\_

Deposit: \_\_\_\_\_

St. Thomas Representative's Signature: \_\_\_\_\_

St. Thomas Representative's Printed Name: \_\_\_\_\_

**\*\*Adopted by the Vestry 08/16/2022\*\***

**\*\*Disclaimer: Specifically excluded from using this Request form is a request for recurring usage such as weekly or monthly meetings by third party organizations which will be handled on a case-by-case basis using a separate written agreement specific to such use. Also excepted from using this Request form are uses sponsored by the Parish such as meetings of the Vestry, guilds, education, and social functions, weddings and funerals for members in good standing, and miscellaneous activities as part of the ministry of the Parish and under the supervision of the Rector.**

**\*\*Members in good standing as defined in the Parish Bylaws in Section 2.01 are baptized persons who contribute to the support of the parish according to the records of the treasurer and receives communion at least three times a year.**



## Room Usage Fee Schedule

(St. Thomas reserves the right to offer reduced rates for select charities, conferences, conventions, and multi-room reservations.)

\*\*\*Smoking is NOT allowed inside any buildings at St. Thomas and is NOT allowed in the Fountain Garden. Smoking is only allowed outdoors, in specially designated areas.

Room	Approximate Square Footage	Approximate Capacity	Half Day up to 4 hours	All Day 4-8 hours	Additional Hours	Deposit
North Room & Restroom	500	25	\$40	\$80	\$10/hour	\$50
South Room & Restroom	800	45	\$100	\$200	\$25/hour	\$100
Parish Hall & restroom(s) in Narthex (a)	2400	150 seated 200 Standing	\$300	\$500	\$50/hour	\$100
Parish Hall & Kitchen (a)	2800		\$350	\$550	\$50/hour	\$200
Fountain Garden (b)(c)		75	\$100	\$200	\$25/hour	\$75
Sanctuary, Narthex, Sacristy, Restrooms	3400	150	<----- negotiated ----->			

(a) Tables, chairs, and piano that are present in the Parish Hall are included in the Parish Hall rental fee. However, there may be a set-up fee.

6525 Inwood Rd., Dallas, TX 75209  
214-352-0410  
[www.thedoubter.org](http://www.thedoubter.org)

Rev. 11/16/2021





- (b) The Fountain Garden is a sacred space within St. Thomas. At no time should equipment be used that would cause damage to the grounds.
- (c) If Parish Hall is rented, the Fountain Garden is included at no additional charge.

Additional Charges:

After Hours Key	\$50 (if not returned)
Cleaning Fee	\$250 minimum up to actual cost
Linen Cleaning Fee	\$200 (includes table cloths)
Carpet Cleaning Fee	\$100 minimum up to actual cost
Alarm Call	\$100 minimum up to actual cost
Security	At the organization's expense (DPD coordinated with St. Thomas)

ALL FEES ARE DUE IN ADVANCE.

If groups engage with outside vendors to provide services while on St. Thomas property, those vendors must be able to provide proof of liability insurance and worker's compensation coverage. All vendors will be required to execute the standard waiver of liability provided by staff members of St. Thomas.

\*\* Adopted by the Vestry on 11/16/2021.

**St. Thomas Counting Schedule**

<b>Holiday &amp; Notes</b>	<b>Date of Service</b>	<b>Counter 1</b>	<b>Counter 2</b>	<b>Not Available</b>
	7-Jan-24	Janet	John V	
	14-Jan-24	Janet	John V	
	21-Jan-24	Alyssa	Rene	
	28-Jan-24	Alyssa	Rene	
	4-Feb-24	Dan	Jami	
	11-Feb-24	Dan	Jami	
	18-Feb-24	Jerry	Hampton	
	25-Feb-24	Jerry	Hampton	
	3-Mar-24	Janet	John B	
	10-Mar-24	Janet	John B	
	17-Mar-24	Janet	John V	
	24-Mar-24	Janet	John V	
Easter	31-Mar-24	Alyssa	Rene	
	7-Apr-24	Alyssa	Rene	
	14-Apr-24	Dan	Jami	
	21-Apr-24	Dan	Jami	
	28-Apr-24	Jerry	Hampton	
	5-May-24	Jerry	Hampton	
Mother's Day	12-May-24	Janet	John B	
	19-May-24	Janet	John B	
	26-May-24	Janet	John V	
	2-Jun-24	Janet	John V	
	9-Jun-24	Alyssa	Rene	
Father's Day	16-Jun-24	Alyssa	Rene	
	23-Jun-24	Dan	Jami	
	30-Jun-24	Dan	Jami	
	7-Jul-24	Jerry	Hampton	
	14-Jul-24	Jerry	Hampton	
	21-Jul-24	Janet	John B	
	28-Jul-24	Janet	John B	
	4-Aug-24	Janet	John V	
	11-Aug-24	Janet	John V	
	18-Aug-24	Alyssa	Rene	
	25-Aug-24	Alyssa	Rene	
	1-Sep-24	Dan	Jami	
	8-Sep-24	Dan	Jami	
	15-Sep-24	Jerry	Hampton	
	22-Sep-24	Jerry	Hampton	
	29-Sep-24	Janet	John B	
	6-Oct-24	Janet	John B	
	13-Oct-24	Janet	John V	
	20-Oct-24	Janet	John V	
	27-Oct-24	Alyssa	Rene	
	3-Nov-24	Alyssa	Rene	

	10-Nov-24	Dan	Jami	
	17-Nov-24	Dan	Jami	
	24-Nov-24	Jerry	Hampton	
	1-Dec-24	Jerry	Hampton	
	8-Dec-24	Janet	John B	
	15-Dec-24	Janet	John B	
	22-Dec-24	Alyssa	John V	
	29-Dec-24	Dan	Rene	





EPISCOPAL CHURCH OF  
ST. THOMAS THE APOSTLE  
6525 Inwood Road  
Dallas, Texas 75209

VESTRY

Alyssa Abadinsky  
Rene Aguirre  
John Billingsley  
Hampton Burwick  
Janet Elsea  
Dan Hall  
Jerry Knight  
Jami Mifflin  
John Van Buskirk

EX-OFFICIO OFFICERS

Joe DeuPree  
Richard Elsea  
Rusty Rippamonti  
Wynne Voorhees

CLERGY & STAFF

Laura Giffin  
Joe Henry  
Virginia Holleman  
Andy McCarthy  
Jennifer Smith  
Steve Sprinkle  
Lee Swift  
Christopher Thomas  
Stephen Waller

ENDOWMENT FUND COMMITTEE

Keith Carney  
Paul McCright  
Wynne Voorhees

# The Baptismal Covenant

## A Prayer for Daily Use

Holy and gracious, life-giving God,  
Creator, sustainer, and redeemer of all:

- Help me today to continue in the apostles' teaching and fellowship, in the breaking of the bread, and in the prayers;
- Help me today to persevere in resisting evil, and, whenever I fall into sin, repent and return to you;
- Help me today to proclaim by word and example the Good News of God in Christ;
- Help me today to seek and serve Christ in all persons, loving my neighbor as myself;
- Help me today to strive for justice and peace among all people, respecting the dignity of every single human being;

For it is in doing these things that I become more and more like your Son Jesus Christ, transforming myself, and the very world around me.

Amen.



# Balance Sheet

As of: Dec 31st 2023 | Includes Open Transactions

## Assets

### Current Assets

#### Cash

1013 Inwood National Bank	134,776.35
1014 Inwood Bank-Operating	23,800.13
1015 Inwood Nat'l Bank-RMF	5,498.99

Total Cash 164,075.47

Total Current Assets 164,075.47

### Investments

1045 Episcopal Foundation of Dallas	347,545.68
1050 Fidelity	116,990.68

Total Investments 464,536.36

### Prepaid Expenses

1095 Prepaid Expenses	99.99
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Total Prepaid Expenses 99.99

**Total Assets \$ 628,711.82**

## Liabilities & Net Assets

### Liabilities

#### Current Liabilities

##### Accounts Payable

2220 Employee Pension Deduction	192.00
2399 Income/Expense Clearing	4,204.39

Total Accounts Payable 4,396.39

Total Current Liabilities 4,396.39

#### Deferred Revenue

2405 Prepaid Pledges	27,000.00
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Total Deferred Revenue 27,000.00

Total Liabilities 31,396.39

### Net Assets

#### Fund Balance

3000 General Fund	(6,822.73)
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Total Fund Balance (6,822.73)

#### Temp Restricted-Church Designated

3005 Flower Fund	1,826.12
3010 Reserve Fund	19,282.16
3020 Special Outreach	4,654.14
3030 Miscellaneous Gifts Fund	12,850.29
3040 Rector's Ministry Fund	6,700.59
3060 Memorial Fund	116,694.68

Total Temp Restricted-Church Designated 162,007.98

#### Perm Restricted

3050 Capital Improvement	9,750.74
3070 Columbarium Fund	2,690.94
3075 Interior Garden	339.00
3080 Community Garden Fund	3,363.47
3085 KB Polk Fund	1,550.25
3090 Endowment Fund	317,198.61
3091 Knight-Flake Organ/Garden Fund	61,351.00
3093 Ewing House	(463.76)

3094 Ron Wilkenson Garden Color	1,750.00
Total Perm Restricted	397,530.25
Temp Restricted-Accum Surplus	
8998 Investments Mark To Mkt	44,599.93
Total Temp Restricted-Accum Surplus	44,599.93
Total Net Assets	597,315.43
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 628,711.82</b>

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# Income Statement

Date Range: Dec 1st 2023 - Dec 31st 2023 | Includes Open Transactions

Accounts	Actual Dec 01, 2023 - Dec 31, 2023	Actual This Year Year to Date	Budget This Year Year to Date	Annual Budget This Year Year
<b>Revenues</b>				
General Receipts				
4000 Pledge Income	38,460.26	333,372.66	320,258.00	320,258.00
4010 Plate Income	242.00	7,155.23	3,000.00	3,000.00
4012 Non pledged donations	1,470.68	19,532.70	3,000.00	3,000.00
4013 Prior year pledge	0.00	2,610.00	0.00	0.00
4092 Easter	0.00	649.00	0.00	0.00
4094 Maundy Thursday	0.00	25.00	0.00	0.00
Total General Receipts	40,172.94	363,344.59	326,258.00	326,258.00
Other Income				
4030 Interest Income	34.33	3,114.76	900.00	900.00
4040 Other Income	0.00	496.11	450.00	450.00
Total Other Income	34.33	3,610.87	1,350.00	1,350.00
Misc Income				
4020 Building Use	200.00	2,113.68	1,000.00	1,000.00
Total Misc Income	200.00	2,113.68	1,000.00	1,000.00
<b>Total Revenues</b>	<b>\$ 40,407.27</b>	<b>\$ 369,069.14</b>	<b>\$ 328,608.00</b>	<b>\$ 328,608.00</b>
<b>Expenses</b>				
Personnel Expenses				
5000 Rector-Stipend & taxes	8,333.34	100,000.08	100,000.00	100,000.00
5002 Rector-Pension	1,500.00	17,998.00	18,000.00	18,000.00
5003 Rector- Benefits	1,224.84	13,936.31	13,476.00	13,476.00
5004 Rector- Travel & Telephone	1,475.52	3,469.55	4,000.00	4,000.00
5006 Rector-Continuing Ed	0.00	875.00	1,000.00	1,000.00
5009 Rector-Miscellaneous	70.06	412.45	1,000.00	1,000.00
5020 Supply Clergy	0.00	550.00	800.00	800.00
5030 Parish Admin	1,920.00	24,910.00	24,960.00	24,960.00
5035 Organist	2,083.33	22,641.65	22,050.00	22,050.00
5037 Supply Musician	0.00	825.00	2,000.00	2,000.00
5039 Payroll Taxes	321.56	3,864.04	3,810.00	3,810.00
5040 Lay Staff-Pension	( 55.20)	1,795.20	2,250.00	2,250.00
5041 Lay Staff- Continuing Ed	0.00	0.00	1,500.00	1,500.00
5042 Audio Visual Svcs	200.00	3,280.00	2,800.00	2,800.00
5105 Managing Financial Reports	1,000.00	7,600.00	8,000.00	8,000.00
Total Personnel Expenses	18,073.45	202,157.28	205,646.00	205,646.00
Office Expense				
5100 Office Supplies & Paper	261.41	2,118.18	3,000.00	3,000.00
5102 Office Equipment Maint	319.22	3,507.01	3,000.00	3,000.00
5104 Technology	294.64	3,957.19	4,000.00	4,000.00
5106 Postage	105.60	794.20	1,200.00	1,200.00
5107 Bank & Paychex Charges	24.70	1,524.29	1,500.00	1,500.00
5108 Credit Card Donation fees	182.11	2,128.00	1,500.00	1,500.00
5109 Miscellaneous	0.00	90.35	400.00	400.00
Total Office Expense	1,187.68	14,119.22	14,600.00	14,600.00
Insurance				

Accounts	Actual Dec 01, 2023 - Dec 31, 2023	Actual This Year Year to Date	Budget This Year Year to Date	Annual Budget This Year Year
5110 Property & Liability Ins	1,480.08	17,296.76	17,000.00	17,000.00
Total Insurance	1,480.08	17,296.76	17,000.00	17,000.00
Worship Expense				
5120 Altar Supplies	161.84	1,980.93	2,000.00	2,000.00
5125 Organ/Piano	0.00	412.00	1,000.00	1,000.00
5127 Choir Music Supplies	80.52	128.52	500.00	500.00
Total Worship Expense	242.36	2,521.45	3,500.00	3,500.00
Parish Life Exp				
5130 Convention	0.00	350.00	450.00	450.00
5131 Christian Education	0.00	444.49	500.00	500.00
5132 EPN Membership Dues	500.00	500.00	750.00	750.00
5133 Vestry Retreat/Other	0.00	0.00	1,200.00	1,200.00
5134 EPN Conference	0.00	3,000.00	3,000.00	3,000.00
5135 Social	513.70	1,404.37	2,000.00	2,000.00
5136 Coffee	95.33	793.25	800.00	800.00
5137 Parish Life Other Exp	808.64	1,507.08	1,000.00	1,000.00
5138 Choir Dinner	0.00	370.38	200.00	200.00
5139 Vestry	65.30	256.38	1,000.00	1,000.00
Total Parish Life Exp	1,982.97	8,625.95	10,900.00	10,900.00
Buildings & Grounds				
5140 Custodial Supplies	0.00	521.48	500.00	500.00
5144 Capital Improvement Exp	5,000.00	5,000.00	5,000.00	5,000.00
5145 Maint-Bldgs & Equipment	968.00	23,083.25	8,000.00	8,000.00
5147 Janitorial Service	800.00	10,300.44	10,500.00	10,500.00
5148 Maint-Grounds	8,222.99	33,555.70	11,000.00	11,000.00
5149 Pest Control	175.95	2,006.80	2,000.00	2,000.00
Total Buildings & Grounds	15,166.94	74,467.67	37,000.00	37,000.00
Utilities				
5150 Telephone & Internet	420.69	5,241.72	6,100.00	6,100.00
5152 Electricity	0.00	11,717.14	10,000.00	10,000.00
5154 Water & Sewer 6525	295.06	4,499.17	3,500.00	3,500.00
5155 Water- 6529	155.98	4,451.27	10,000.00	10,000.00
5156 Natural Gas	115.84	1,913.20	2,850.00	2,850.00
5158 Safety, Security, & Fire Alarms	445.00	5,440.73	4,500.00	4,500.00
5159 Waste services	297.38	3,529.01	3,600.00	3,600.00
Total Utilities	1,729.95	36,792.24	40,550.00	40,550.00
Outreach				
5160 Stewardship	0.00	283.44	800.00	800.00
5162 Advertising/Welcoming	0.00	1,566.04	2,000.00	2,000.00
5164 Social Media/Web	100.00	769.00	2,000.00	2,000.00
5165 Diocesan Assessment	2,351.37	28,216.81	28,216.00	28,216.00
5179 Outreach Expenses	4,786.14	2,735.00	2,700.00	2,700.00
5180 Outreach Grants	5,000.00	5,000.00	5,000.00	5,000.00
Total Outreach	12,237.51	38,570.29	40,716.00	40,716.00
<b>Total Expenses</b>	<b>\$ 52,100.94</b>	<b>\$ 394,550.86</b>	<b>\$ 369,912.00</b>	<b>\$ 369,912.00</b>
<b>Net Total</b>	<b>(\$ 11,693.67)</b>	<b>(\$ 25,481.72)</b>	<b>(\$ 41,304.00)</b>	<b>(\$ 41,304.00)</b>



# Special Funds

Date Range: Dec 1st 2023 - Dec 31st 2023 | Includes Open Transactions

Accounts	Beginning Balance	Income	Expense	Ending Balance
<b>Restricted Net Assets</b>				
Temp Restricted-Church Designated				
01-3005 Flower Fund	( 797.93)	3,415.00	790.95	1,826.12
01-3010 Reserve Fund	19,282.16	0.00	0.00	19,282.16
01-3020 Special Outreach	4,654.14	0.00	0.00	4,654.14
01-3030 Miscellaneous Gifts Fund	12,850.29	0.00	0.00	12,850.29
01-3040 Rector's Ministry Fund	8,398.59	302.00	2,000.00	6,700.59
01-3060 Memorial Fund	116,694.68	0.00	0.00	116,694.68
<b>Total Temp Restricted-Church Designated</b>	<b>161,081.93</b>	<b>3,717.00</b>	<b>2,790.95</b>	<b>162,007.98</b>
Perm Restricted				
01-3050 Capital Improvement	4,750.74	5,000.00	0.00	9,750.74
01-3070 Columbarium Fund	2,690.94	0.00	0.00	2,690.94
01-3075 Interior Garden	339.00	0.00	0.00	339.00
01-3080 Community Garden Fund	3,363.47	0.00	0.00	3,363.47
01-3085 KB Polk Fund	1,550.25	0.00	0.00	1,550.25
01-3090 Endowment Fund	317,198.61	0.00	0.00	317,198.61
01-3091 Knight-Flake Organ/Garden Fund	62,014.80	0.00	663.80	61,351.00
01-3093 Ewing House	57.83	0.00	521.59	( 463.76)
01-3094 Ron Wilkenson Garden Color	1,500.00	250.00	0.00	1,750.00
<b>Total Perm Restricted</b>	<b>393,465.64</b>	<b>5,250.00</b>	<b>1,185.39</b>	<b>397,530.25</b>
Temp Restricted-Accum Surplus				
01-8998 Investments Mark To Mkt	27,537.48	17,062.45	0.00	44,599.93
<b>Total Temp Restricted-Accum Surplus</b>	<b>27,537.48</b>	<b>17,062.45</b>	<b>0.00</b>	<b>44,599.93</b>
<b>Total Restricted Net Assets</b>	<b>\$ 582,085.05</b>	<b>\$ 26,029.45</b>	<b>\$ 3,976.34</b>	<b>\$ 604,138.16</b>