



The Episcopal Church of St Thomas the Apostle

Monthly Vestry Meeting - Minutes
April 23, 2024

IN ATTENDANCE

Rector

Father Christopher Thomas

Ex-Officio Officers

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

Vestry Members

Alyssa Abadinsky
Rene Aguirre
Hampton Burwick
Janet Elsea - Senior Warden
Daniel Hall - Junior Warden
Jerry Knight
Jami Mifflin

SUMMARY OF ACTIONS TAKEN AND SIGNIFICANT EVENTS

- **Approval of March Vestry Meeting Minutes.**
- **Approval of Resolution for Knight-Flake Restricted Fund**

NARRATIVE

I. Call to Order and Opening Prayer

Fr. Christopher Thomas

The meeting was convened at 7:02 p.m. by Fr. Christopher Thomas, who led the Vestry in reciting the baptismal covenant. It was confirmed that a quorum was present, with the absence of John Van Buskirk and John Billingsley noted.

Deacon Jennifer Smith was absent due to an inner ear problem. Her reduced availability at St. Thomas was attributed to her recent employment at the Children's Hospital, where she has a demanding schedule.

II. Resource Person for Meeting

Janet Elsea

Resource Person for this meeting was Janet Elsea.

III. Prior Meeting Minutes Approval

Janet Elsea

The meeting began with a review of the prior meeting minutes. **Alyssa Abadinsky moved to approve the minutes from the March 19, 2024 meeting, which was seconded by Daniel Hall. The motion was unanimously approved by all members present, with no objections raised.**

IV. Finance Committee

Joe DeuPree

Joe Deupree reported that pledges were approximately \$2,000 under the budgeted amount for the period. However, total expenses for the period were approximately \$13,000 under budget. The majority of this reduction, nearly \$8,000, stemmed from lower expenses in Building and Grounds as well as Utilities.

Fr. Christopher noted that the numbers reflected the financial status as of the end of March. He observed that quarterly pledge statements were sent out in April. Pledge giving usually increases after the giving statements are sent to parishioners.

Joe Dupree, and Rusty Rippamonti, Chancellor, participated in a discussion about the Knight/Flake fund. They provided context for newer members of the church, explaining that Bud Knight and Chet Flake were long-standing members who generously bequeathed a significant portion of Chet's estate to the church. It was approximately, \$130K which amounted to 40% of his estate left to the St. Thomas. The will specified that the funds were primarily designated for the organ, sound equipment and the interior garden where they are interred.

Joe Dupree had subsequent discussions with the executor of Chet's will to better understand their intentions, and it was conveyed that they would be pleased for the funds to be used for any needs of the church. Joe directed the Vestry's attention to page 14 of the meeting materials for a proposed resolution to provide clarity and guidelines for use of these restricted funds. After reading through the proposed resolution, Joe invited discussion and approval of the resolution. It was also confirmed that the remaining balance in the Knight/Flake fund is \$59,877.82.

Dan Hall expressed his concern about the upkeep of the organ, noting its specialized nature and the need for continued funding for maintenance.

Vestry members discussed and acknowledged that circumstances have evolved since Bud and Chet's time, particularly with the introduction of additional audiovisual technology. They emphasized the importance of clear guidelines for fund utilization. Alyssa inquired about the specific rationale behind the resolution, to which it was explained that recent purchases, such as an electronic keyboard, had prompted the need for a formal authorization process.

Following further discussion, a motion was made by Jerry Knight and seconded by Hampton Burwick to unanimously approve the resolution for the Knight/Flake fund. The motion was unanimously approved by all members present, with no objections raised.

V. Mission – Outreach Committee

Janet Elsea

Janet reported a positive response to the blessing bag event, with upcoming events scheduled for July 13th and October 12th. It's encouraging to see such active involvement.

Discussion then turned to the Pride Festival at Fair Park on June 1st. The Outreach Committee is planning to collaborate with the Cathedral of Hope to utilize a larger space at the festival. This would allow for the distribution of blessing bags and provide an opportunity for longer interactions with visitors, conveying a message of care and support from our parish. Janet recommends QR codes be provided for people to donate money toward the blessing bags.

The Juneteenth festival in the Elm Thicket neighborhood west of the church was discussed as an important community event. Given the anticipated hot weather in June, it was suggested to bring bottles of water to distribute to thirsty attendees. Encouraging participants to bring their own water and chairs was proposed. It was noted that participation in the parade portion of the festival would be from 9 am to noon. The emphasis was placed on being present, interacting with attendees, and listening to their perspectives on neighborhood issues.

The planning for Flaming Dish and Dessert auction events, along with QR codes for cashless transactions, was well received. This approach would provide immediate transactions and could be managed by Laura and Lee. However, it was acknowledged that some individuals may still prefer cash transactions, so arrangements will be made to accommodate both preferences.

VI. Building and Grounds (B&G) Committee

Dan Hall

Dan Hall provided updates on various maintenance issues:

- **Roof:** Repairs are currently underway, addressing a few identified issues. Additional items have been identified for repair, and Ruth has a contractor in mind for the job.
- **Men's Bathroom:** The bathroom, which experienced plumbing issues last year, is being addressed. The repair will require jack hammering the bathroom floor to replace pipes. The project will be reviewed, with plans to obtain multiple bids for the work.
- **HVAC Units:** A couple older units require assessment to determine their status. Plans are underway to have an HVAC professional evaluate them.
- **Garden Fountain:** Following last month's overflow incident, adjustments to the sprinkler system have been made, resulting in a return to normal water usage per this month's water bill.
- **WiFi Coverage:** Concerns were raised about uneven WiFi coverage across the campus. Efforts will be made to address gaps in coverage, particularly in areas where reception is poor.
- **Water Fountain in Parish Hall:** Repairs are needed for the water fountain, and arrangements are being made with a company to address the issue. Initial attempts by a plumber proved insufficient due to the complexity of the problem.
- **Repair of Gas Line:** Fr. Christopher provided an update on the gas line situation along Inwood and Mockingbird. Atmos will be conducting extensive work, including the installation of new piping. While some disruption is expected, precautions will be taken to minimize any adverse impact on trees and landscaping. Assurances have been given by Atmos regarding the safety of nearby trees and structures.

VII. Guild Liaisons Reports

- **Acolytes/Eucharistic Ministers:** Jerry Knight reported that he spoke to Michael Legacy, who has successfully acquired four additional members of the LEM team. Michael is currently working on finding two more crucifers. It was emphasized that it's important to start identifying and training an individual for the master of ceremony role that Michael currently fills.
- **Eucharistic Visitors:** John Billingsley (not present)
- **Altar Guild:** Rene Aguirre noted that the current team serving in this ministry remains largely unchanged. The question arose regarding whether the Altar Guild convenes as a group, highlighting the importance of regular meetings. It was suggested that leaders of the Guild should not bear the sole responsibility for recruiting new members, but the Vestry and members of the Guild should actively participate in recruiting. Discussion ensued about the sensitive nature of transitioning roles.

- **Greeters/Ushers:** Hampton provided an update on the coordination of ushers for Sunday meetings, with him acting as the liaison. It was emphasized that efforts should be directed towards uniting these groups into a cohesive ministry approach, perhaps not on a monthly basis but at least quarterly.

Hampton Burwick mentioned that the Greeters/Ushers teams have not convened a joint meeting before, except for occasional events like weddings and funerals. As a result, there may be unanswered questions among members. Tim Chaney serves as the coordinator, and Hampton intends to act as a liaison. He emphasized the importance of greeters/ushers' role, citing them as the frontline representatives of the church. Hampton expressed a desire to instill a sense of purpose in team members and proposed holding quarterly meetings to address questions, training needs, and procedural matters, such as collection procedures.

- **Kitchen/Social:** Jami Mifflin mentioned encountering challenges with email communication as some committee members are not responding. Exploring alternative methods such as phone calls was suggested, alongside ongoing efforts to recruit more volunteers.
- **Lectors (Readers):** Alyssa Abadinsky reported that Randy Lacy had nothing specific to share. They are focusing on providing practice opportunities for individuals to familiarize themselves with using the microphone. It was emphasized the importance of gathering together for practice sessions.
- **Music:** Janet Elsea noted that everything is going well with the music program. The music for Easter and the wedding received positive feedback and was described as fantastic.
- **Legal Matters:** Rusty Rippamonti provided an update on legal matters. Bill Leazer's estate is expected to settle soon, with the church slated to receive approximately \$140,000 for the memorial fund. Additionally, Ginger bequeathed a \$5,000 insurance policy to the church. A check for \$5,109 has been received that includes interest accruing from her passing until receipt.

An estimated \$3,000 is expected from Christy Ann McKee's estate. Cindy Burns is currently overseeing the estate settlement process. Although the funeral occurred in Washington State, plans are in motion to conduct a Eucharist service and interment of ashes in the garden at St. Thomas.

VIII. Rector's Report

Fr. Christopher Thomas

- **"Invite-Welcome-Connect" Vestry/Parish Weekend – May 17-19, 2024** – This weekend holds significant importance in the life of the church, demonstrating leadership and support from all involved. On Friday night at 6:30, the Parish leadership is invited to Ken and Ethan's home, accompanied by spouses and Molly. Saturday's agenda, from 9 am to 3 pm in the parish hall, includes a visioning session with lunch provided. On Sunday, Molly will be present at both services, and there will be a Flaming Dish and dessert auction, with Molly speaking during the luncheon.
- **Rector's Spiritual Retreat – April 29 to May 6** – During this period, Fr. Christopher will be at a silence retreat in Cambridge, Massachusetts.
- **Ministry Development around Children/Children's Chapel** – Plans are underway to enhance children's Christian education formation within our community. Efforts will

include establishing a Children's Chapel and engaging key leaders to guide and support families. Volunteers are needed, and training sessions will be organized, possibly starting in September. The formation committee will convene next month to discuss further details.

- **Music Ministry Variety Show – June 12** – A variety show is scheduled for Wednesday, June 12, aimed at fostering community engagement. This initiative draws inspiration from past successful events and aims to leverage our space for artistic expression. Future plans may include purchasing a portable stage and hosting a series of performances to attract a diverse audience.
- **Additional Items** – Fr. Christopher notes that the Vestry has approved the use of funds from Bill Leazers' estate to replace the green set of vestments. He estimated approximately \$5,000 to \$6,000 will be needed for this purpose.
- **Concerns** – An aging congregation prompts reflections on intentional efforts to engage younger generations. There's a need to bridge generational gaps and ensure continuity in community involvement.

IX. Resource Person for May 21, 2024 Meeting

Fr. Christopher Thomas

Hampton Burwick will be the resource person for next meeting.

X. Compline

Fr. Christopher Thomas

During the meeting, Compline was observed to offer a contemplative space for participants to conclude their day and find solace in prayer and meditation.

XI. Dismissal

Fr. Christopher Thomas

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

APPENDIX

- Vestry Meeting Agenda
- Vestry Meeting Minutes – March 19, 2024
- Budget and Finance Committee Report for April, 2024 Vestry Meeting
- Balance Sheet – March 31st 2024
- Income Statement – Mar 1st – Mar 31st 2024
- Special Funds - Mar 1st – Mar 31st 2024
- Resolution for night-Flake Restricted Fund
- Mission and Outreach Committee – April 16, 2024
- Water Usage Report
- Vestry, Ex-Officio Officers, Clergy & Staff, Endowment Fund Committee

Meeting Minutes prepared by Alberto Galué, Clerk



The Episcopal Church of St Thomas the Apostle

Vestry Meeting Agenda

April 23, 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 Janet Elsea, Senior Warden
- III) Prior Meeting Minutes Approval Senior Warden
- IV) Finance Committee – (15 min, February financials attached) Joe DeuPree, Treasurer
a.) Resolution from Chancellor (Resolution for Knight/Flake Fund)
- V) Mission - Outreach Committee – (15 min, Report Attached) Senior Warden
- VI) B&G Committee – (15 min) Dan Hall, Junior Warden
- VII) Guild Liaisons Reports (10 min)
- a) Acolytes/Eucharistic Ministers: Jerry Knight
 - b) Eucharistic Visitors: John Billingsley
 - c) Altar Guild: Rene Aguirre
 - d) Greeters/Ushers: Hampton Burwick
 - e) Kitchen/Social: Jami Mifflin
 - f) Lectors (Readers): Alyssa Abadinsky
 - g) Music: Janet Elsea
- VIII) Rector's Report (20 min) The Rector
- a) “Invite-Welcome-Connect”: Vestry/Parish Weekend – May 17-19, 2024
 - b) Rector's spiritual retreat – April 29 – May 6
 - c) Ministry development around Children/Children's Chapel
 - d) Music Ministry Variety Show – June 12!
 - e) Additional items
- IX) Resource Person for May 21, 2024 Meeting TBD
- X) Compline The Rector
- XI) Dismissal The Rector



The Episcopal Church of St Thomas the Apostle

Monthly Vestry Meeting - Minutes
March 19, 2024

IN ATTENDANCE

Rector

Father Christopher Thomas

Clergy, Staff/Guest

Father Andy McCarthy

Ex-Officio Officers

Joe DeuPree, Treasurer

Alberto Galué, Clerk

Rusty Rippamonti, Chancellor

Vestry Members

Alyssa Abadinsky

Rene Aguirre

John Billingsley

Janet Elsea - Senior Warden

Daniel Hall - Junior Warden

Jerry Knight

John Van Buskirk

SUMMARY OF ACTIONS TAKEN AND SIGNIFICANT EVENTS

- Approval of the February Vestry Meeting Minutes.
- Approval of the date change of Vestry Meeting from April 16 to April 23rd.

NARRATIVE

I. Call to Order and Opening Prayer

Fr. Christopher Thomas

The meeting commenced at 7:02 p.m. with an opening prayer led by Fr. Christopher Thomas. Fr. Christopher, though currently unwell (confirmed non-COVID after a test earlier in the day), emphasized the need for an expedited meeting for efficiency. He informed the Vestry that Deacon Jennifer Smith was unable to attend due to work commitments, and Jami Miffin's absence was attributed to illness. The group extended their thoughts and prayers to Jami for a swift recovery.

II. Resource Person for Meeting

Alyssa Abadinsky

Resource Person for the meeting was Alyssa Abadinsky.

III. Reflection/Formation

Deacon Jennifer Smith

This part of the agenda did not take place due to Deacon Jennifer Smith's absence.

IV. Prior Meeting Minutes Approval

Janet Elsea

During the meeting, it was noted that some minor changes were required. Under the Outreach Committee Section on page 4, it was clarified that the mentoring program is named "Mentor 2.0". Additionally, a typo on page 2 was corrected from "Baking" to "Banking" in the resolution, and the word "to" was removed to correct "Welcome to two."

Motioned by John Van Buskirk and seconded by Janet Elsea, the Vestry unanimously approved the minutes, as amended.

Attention was drawn to the inclusion of a Vestry roster with phone numbers and emails in the meeting materials. It was emphasized that in the event of a member being unable to serve for Vestry's scheduled activities such as Sunday counting, it is the responsibility of that member to find a replacement.

Concerns were raised regarding attendance within the Outreach Committee, highlighting a recurring issue. It was acknowledged that there may be valid reasons for absences, such as Alyssa's situation. However, members were reminded of the importance of informing the chair ahead of time if unable to attend. During the recent meeting, there was a noticeable lack of attendance, with only three out of eight members present. It was emphasized that greater commitment and participation are needed from members to ensure the effectiveness of the committee.

V. Finance Committee

Joe DeuPree

Joe DeuPree provided a summary indicating that St. Thomas' performance for the second month of the year has been satisfactory. Although year-to-date income is slightly below budgeted projections, it remains favorable. Notably, expenses have remained below budgeted amounts, resulting in a projected deficit significantly lower than anticipated, which is an encouraging sign.

A question arose regarding a discrepancy on page 11 concerning an expense of \$15,000 from Account 3050 - Capital Improvement for door repairs. It was clarified that the work to replace certain exterior doors was performed in late 2023 and paid for by a withdrawal from the Endowment Fund, which was not received until the current year. The annual transfer to the Capital Improvement Fund from the General Fund is included in the 2024 Budget.

John Van Buskirk requested to review the work outlined on page 17. As the former Senior Warden, he informed the Vestry that the 2023 wardens confirmed the completion of the audit of the Rector's discretionary fund in February, ensuring continued compliance with church requirements for the year. Additionally, John mentioned the preparation of a guide aimed at streamlining future discretionary audits, simplifying a process that typically takes around 1.5 hours once information from multiple sources is collected.

During the meeting, Rusty Rippamonti brought the Vestry's attention to pages 13, 14, and 15, which were included in an email from Laura Giffin. However, there was uncertainty regarding the purpose of including this information, as it was not clearly explained. Since no one could ascertain the reason behind its inclusion, it was determined that no immediate action was necessary.

VI. Mission – Outreach Committee

Janet Elsea

Janet directed the attention of the Vestry to the briefing provided on page 18, informing them about the upcoming Blessing Bag event scheduled for the 26th at 9:00 am at Cathedral of Hope. She emphasized the importance of a strong turnout and encouraged a large number of volunteers to participate.

It was highlighted that June 15th is the Juneteenth Freedom Day celebration in the Elm Thicket neighborhood, running from 9:00 am to 7:00 pm, with a parade starting at 10:00 am. Discussion ensued about contributing bottled water for the event, with plans already in progress. Participation from all members was stressed, underlining the significance of this event for the neighborhood.

Additionally, attention was brought to the events in Elm Thicket scheduled for the upcoming Sunday, including an Extravagance Easter event at noon, followed by an Easter egg hunt.

Further discussion took place regarding a recent event in Houston attended by Fr. Christopher and Janet, where concerns were raised about the crisis at the border by the Diocese of West Texas. It was explained that immigrants in detention centers often have their shoelaces and belts confiscated, prompting a need for assistance in providing such items to immigrants after their release from the detection centers. The Diocese of West Texas has established a Wishlist for essential items such as baby formula, diapers, medications, and clothing, which can be accessed on Amazon. Financial support was discussed, including the utilization of grants and funds from the discretionary budget. It was noted that St. Thomas has been proactive in this regard, such as purchasing backpacks for immigrants in an immigration assistance program at Oaklawn Methodist Church. It was emphasized that investing in such initiatives can be done throughout the year, as long as it aligns with the budget.

Regarding immigration and refugee support, the need for assistance in transporting individuals to different cities was mentioned, with a call for more volunteers to share the responsibility.

Lastly, it was acknowledged that more volunteers are needed for Ewing House, and it was suggested to advertise for volunteers in the newsletter, with Lee Swift offering assistance in this regard.

VII. Building and Grounds (B&G) Committee

Dan Hall

St. Thomas is currently dealing with an unusually large water bill, with the hope of being able to report a resolution in the near future. Dan Hall is still in the process of familiarizing himself with the situation and finding ways to address it effectively.

VIII. Guild Liaisons Reports

Acolytes/Eucharistic Ministers: Jerry Knight - no updates

Eucharistic Visitors: John Billingsley – noted that there is a shortage of volunteers, with three people currently shouldering a heavy workload. He emphasized the importance of encouraging more individuals to join the team. It was also highlighting that with only three volunteers, each is responsible for 4-5 weeks per month, resulting in multiple consecutive weeks for some. Eucharistic Visitors must call ahead to confirm visits, as not all individuals wish to be visited. Coordination for Sunday visits typically occurs on the day itself, ensuring readiness. The need for additional volunteers was stressed, as limited access to visits may impact those who do not receive the sacrament regularly. Despite the challenges, the current team is managing to maintain coverage.

Altar Guild: Rene Aguirre – It was mentioned that a conversation with Dan Calhoun occurred, confirming that the current situation is under control and there's potential to involve more individuals.

Encouragement was extended to coordinate with Lee Swift regarding advertising strategies to facilitate recruitment for various guilds and ministries, with the Newsletter suggested as an effective platform for this purpose.

It was highlighted that some individuals expressed interest in participating in different guilds and ministries through interest cards distributed and collected last year, with this information stored in the church's database. However, there's uncertainty about the extent to which people are utilizing this resource. Fr. Christopher encouraged the chairpersons of different guilds to leverage this database as a potential source for volunteers. It was also noted that some individuals are unclear about the responsibilities associated with various guilds, emphasizing the importance of educating our members on this matter.

Greeters/Ushers: Hampton Burwick – not present

Kitchen/Social: Jami Mifflin was sick and not present during the meeting. However, it was noted that she is currently involved in planning for the upcoming Easter vigil in the parish hall, with a focus on creating the appropriate ambiance by dimming the lights. Additionally, there was mention of a Pentecost Flaming dish event that she is working on.

Lectors (Readers): Alyssa Abadinsky provided an update on the readers group, reporting that everything is going well. Members feel comfortable and have been briefed on how to effectively utilize the microphone.

Music: Janet Elsea provided an update on the Music Department, noting a successful recital that attracted attendees who don't regularly attend church. The team is working diligently on Easter music arrangements, anticipating a glorious celebration. Specifically, for Easter Sunday morning, they are preparing a rendition of "Welcome, Happy Morning."

IX. Rector's Report

Fr. Christopher Thomas

Recap of EPN Conference – Rector/Senior Warden - The Rector and Senior Warden provided a recap of the recent EPN Conference in Houston. They emphasized the significance of the conference as a powerful resource for the community. It was noted that the church had budgeted funds to send representatives to the conference, emphasizing the importance of elevating the church's presence at such events. They shared impactful experiences from the conference, including the moving testimony of a woman from Gaza, highlighting the resilience amidst challenging circumstances. Additionally, they discussed the potential for partnership and dialogue with other congregations, particularly in terms of reconciliation efforts. The possibility of joining the Community of the Cross of Nails was also mentioned as a means of fostering collaboration in reconciliation work. The conversation prompted reflection on the diverse interpretations of reconciliation and the potential for meaningful dialogue and partnership between congregations with differing perspectives. Thoughts and prayers were invited on exploring further engagement in these areas.

Update on "Invite-Welcome-Connect": Vestry/Parish Weekend – May 17-19, 2024 - An update was provided regarding the upcoming Vestry/Parish Weekend scheduled for May 17-19, 2024. The agenda includes a Friday social event for Vestry members and their spouses, with details to be finalized in consultation with Molly (Facilitator). The main event on Saturday will feature a six-hour workshop, reframed as a "Day of Discovery," focusing on enhancing hospitality within the community. It was emphasized that all Vestry members are expected to have read the relevant book by May 17.

Holy Week/Easter Schedule: Bishop's Visit, Easter Sunday! - The schedule for Holy Week and Easter, including the Bishop's visit and Easter Sunday, was discussed. Attendees were encouraged to engage in personal spiritual journeys during the holiday week, with a special evening event planned for reflection and support.

Rector's Spiritual Retreat - Additionally, the Rector's spiritual retreat, scheduled for April 29 to May 6, was announced, with details of the silent retreat near Boston shared.

April Meeting Date Change - Potential changes to the April meeting dates were proposed due to logistical considerations. It was suggested to shift the Vestry meeting from April 16 to April 23, with committee meetings moved from April 9 to April 16. **After discussion, the motion to approve the date changes was moved by John Van Buskirk and seconded by Alyssa Abadinsky, with unanimous approval from the Vestry.**

Rusty Rippamonti noted that progress in settling Bill Lease's state has been slow; however, it is expected to proceed steadily through late spring and early summer. The Vestry will be kept informed of any developments in this matter. As for the upcoming state sale, the exact timing remains unclear at this time. Nevertheless, details will be provided as soon as they become available.

X. Resource Person for April 23, 2024 Meeting **Fr. Christopher Thomas**

Janet Elsea will be resource for next meeting.

XI. Compline **Fr. Christopher Thomas**

During the meeting, Compline was observed to offer a contemplative space for participants to conclude their day and find solace in prayer and meditation.

XII. Dismissal **Fr. Christopher Thomas**

The meeting was closed with prayer at 8:03 p.m. by Fr. Christopher.

APPENDIX

- Vestry Meeting Agenda
- Vestry Meeting Minutes – February 20, 2024
- Balance Sheet – Feb 29th 2024
- Income Statement – Feb 1st – Feb 29th 2024
- Email from Laura Giffin – Subject: February 2024 Financials – March 16, 2024
- Episcopal Church of St. Thomas the Apostle – General Ledger – 01/01/2010 – 12/31/2023
- Episcopal Church of St. Thomas the Apostle – General Ledger Detail – Jan 1st, 2023 – Mar 16th 2024
- Audit of the 2023 Discretionary Fund of Episcopal Church of St. Thomas the Apostle
- Mission and Outreach Committee
- Water Usage Report
- Dallas Utilities and Services – Invoices 3/14/24
- The Baptismal Covenant
- Vestry, Ex-Officio Officers, Clergy & Staff, Endowment Fund Committee
- Roster For Vestry 2024 Group
- Roster for Vestry Officers 2024 Group

Meeting Minutes prepared by Alberto Galué, Clerk

BUDGET AND FINANCE COMMITTEE REPORT FOR APRIL, 2024 VESTRY MEETING

Pledge revenue for the period was about \$2,000 under that which had been budgeted for the period. This difference carried through for total revenue.

Total expenses for the period were approximately \$13,000 less than what was budgeted for the same period. Lower expenses for Buildings & Grounds and Utilities accounted for nearly \$8,000 of that amount.

Discussion of a proposed resolution of the Vestry to put in place an internal control feature that has not been discussed before.

The Episcopal Church of St. Thomas the Apostle
Balance Sheet

As of: Mar 31st 2024 | Includes Open Transactions

Assets

Current Assets

Cash

1013 Inwood National Bank	134,876.92
1014 Inwood Bank-Operating	29,258.52
1015 Inwood Nat'l Bank-RMF	5,353.99

Total Cash 169,489.43

Total Current Assets 169,489.43

Investments

1045 Episcopal Foundation of Dallas	350,807.55
1050 Fidelity	117,167.50

Total Investments 467,975.05

Prepaid Expenses

1095 Prepaid Expenses	2,846.83
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Total Prepaid Expenses 2,846.83

Total Assets

\$ 640,311.31

Liabilities & Net Assets

Liabilities

Current Liabilities

Accounts Payable

2220 Employee Pension Deduction	172.80
2399 Income/Expense Clearing	3,492.13

Total Accounts Payable 3,664.93

Total Current Liabilities 3,664.93

Deferred Revenue

2405 Prepaid Pledges	20,250.00
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Total Deferred Revenue 20,250.00

Total Liabilities 23,914.93

Net Assets

Fund Balance

3000 General Fund	6,433.16
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Total Fund Balance 6,433.16

Temp Restricted-Church Designated

3005 Flower Fund	3,560.17
3010 Reserve Fund	18,735.11
3020 Special Outreach	4,654.14
3030 Miscellaneous Gifts Fund	14,163.78
3040 Rector's Ministry Fund	5,555.59
3060 Memorial Fund	117,694.68

Total Temp Restricted-Church Designated 164,363.47

Perm Restricted

3050 Capital Improvement	535.74
3070 Columbarium Fund	3,172.33
3075 Interior Garden	339.00
3085 KB Polk Fund	1,550.25
3090 Endowment Fund	317,198.61
3091 Knight-Flake Organ/Garden Fund	59,877.82
3093 Ewing House	(1,112.62)
3094 Ron Wilkenson Garden Color	1,000.00

Total Perm Restricted	382,561.13
Temp Restricted-Accum Surplus	
8998 Investments Mark To Mkt	63,038.62
Total Temp Restricted-Accum Surplus	63,038.62
Total Net Assets	616,396.38
Total Liabilities & Net Assets	\$ 640,311.31

The Episcopal Church of St. Thomas the Apostle
Income Statement

Date Range: Mar 1st 2024 - Mar 31st 2024 | Includes Open Transactions

Accounts	Actual	Actual	Budget	Annual
	Mar 01, 2024 - Mar 31, 2024	This Year Year to Date	This Year Year to Date	Budget This Year Year
Revenues				
General Receipts				
4000 Pledge Income	28,705.50	78,431.07	80,448.51	321,794.00
4010 Plate Income	95.00	619.00	1,250.01	5,000.00
4012 Non pledged donations	638.66	1,444.21	1,250.01	5,000.00
4092 Easter	100.00	100.00	0.00	0.00
Total General Receipts	29,539.16	80,594.28	82,948.53	331,794.00
Other Income				
4030 Interest Income	34.27	100.57	500.01	2,000.00
4040 Other Income	0.00	0.00	125.01	500.00
4120 Budgeted trans-Special Outreach	0.00	0.00	0.00	4,654.14
Total Other Income	34.27	100.57	625.02	7,154.14
Misc Income				
4020 Building Use	12.47	1,034.30	375.00	1,500.00
Total Misc Income	12.47	1,034.30	375.00	1,500.00
Total Revenues	\$ 29,585.90	\$ 81,729.15	\$ 83,948.55	\$ 340,448.14
Expenses				
Personnel Expenses				
5000 Rector-Stipend & taxes	8,333.34	25,000.02	24,999.99	100,000.00
5002 Rector-Pension	1,500.00	4,500.00	4,500.00	18,000.00
5003 Rector- Benefits	1,228.48	3,685.44	3,750.00	15,000.00
5004 Rector- Travel & Telephone	0.00	104.10	999.99	4,000.00
5006 Rector-Continuing Ed	0.00	0.00	249.99	1,000.00
5009 Rector-Miscellaneous	0.00	49.93	249.99	1,000.00
5020 Supply Clergy	0.00	250.00	200.01	800.00
5030 Parish Admin	1,977.60	6,427.20	6,427.50	25,710.00
5035 Organist	2,083.33	6,249.99	6,249.99	25,000.00
5037 Supply Musician	825.00	825.00	500.01	2,000.00
5039 Payroll Taxes	325.97	1,023.37	969.99	3,880.00
5040 Lay Staff-Pension	177.98	578.45	578.49	2,314.00
5041 Lay Staff- Continuing Ed	0.00	0.00	375.00	1,500.00
5042 Audio Visual Svcs	200.00	700.00	750.00	3,000.00
5105 Managing Financial Reports	675.00	2,025.00	2,062.50	8,250.00
Total Personnel Expenses	17,326.70	51,418.50	52,863.45	211,454.00
Office Expense				
5100 Office Supplies & Paper	199.09	491.91	750.00	3,000.00
5102 Office Equipment Maint	523.86	1,292.72	875.01	3,500.00
5104 Technology	619.26	1,275.70	999.99	4,000.00
5106 Postage	30.45	192.85	375.00	1,500.00
5107 Bank & Paychex Charges	24.70	213.09	500.01	2,000.00
5108 Credit Card Donation fees	170.06	728.00	500.01	2,000.00
5109 Miscellaneous	82.57	155.07	75.00	300.00
Total Office Expense	1,649.99	4,349.34	4,075.02	16,300.00
Insurance				
5110 Property & Liability Ins	1,480.08	2,960.16	5,100.00	20,400.00

Accounts	Actual Mar 01, 2024 - Mar 31, 2024	Actual This Year Year to Date	Budget This Year Year to Date	Annual Budget This Year Year
Total Insurance	1,480.08	2,960.16	5,100.00	20,400.00
Worship Expense				
5120 Altar Supplies	185.63	402.22	500.01	2,000.00
5125 Organ/Piano	(160.00)	0.00	249.99	1,000.00
5127 Choir Music Supplies	(398.19)	166.39	125.01	500.00
Total Worship Expense	(372.56)	568.61	875.01	3,500.00
Parish Life Exp				
5130 Convention	0.00	80.00	112.50	450.00
5131 Christian Education	4.99	9.98	125.01	500.00
5132 EPN Membership Dues	0.00	0.00	187.50	750.00
5133 Vestry Retreat/Other	0.00	39.56	300.00	1,200.00
5134 EPN Conference	1,481.21	2,356.21	750.00	3,000.00
5135 Social	3.50	63.50	500.01	2,000.00
5136 Coffee	0.00	191.18	200.01	800.00
5137 Parish Life Other Exp	194.89	194.89	249.99	1,000.00
5138 Choir Dinner	0.00	0.00	50.01	200.00
5139 Vestry	0.00	20.00	249.99	1,000.00
Total Parish Life Exp	1,684.59	2,955.32	2,725.02	10,900.00
Buildings & Grounds				
5140 Custodial Supplies	0.00	171.94	125.01	500.00
5144 Capital Improvement Exp	0.00	0.00	1,250.01	5,000.00
5145 Maint-Bldgs & Equipment	439.82	825.22	2,874.99	11,500.00
5147 Janitorial Service	824.00	2,472.00	3,200.01	12,800.00
5148 Maint-Grounds	1,210.00	3,670.00	3,750.00	15,000.00
5149 Pest Control	96.00	288.00	500.01	2,000.00
Total Buildings & Grounds	2,569.82	7,427.16	11,700.03	46,800.00
Utilities				
5150 Telephone & Internet	383.01	1,222.93	1,250.01	5,000.00
5152 Electricity	600.41	1,914.17	3,000.00	12,000.00
5154 Water & Sewer 6525	269.61	418.33	1,250.01	5,000.00
5155 Water- 6529	271.23	543.77	3,750.00	15,000.00
5156 Natural Gas	137.00	384.17	712.50	2,850.00
5158 Safety, Security, & Fire Alarms	2,422.60	3,663.43	1,749.99	7,000.00
5159 Waste services	300.81	910.12	999.99	4,000.00
Total Utilities	4,384.67	9,056.92	12,712.50	50,850.00
Outreach				
5160 Stewardship	0.00	0.00	125.01	500.00
5162 Advertising/Welcoming	351.81	351.81	500.01	2,000.00
5164 Social Media/Web	0.00	150.00	500.01	2,000.00
5165 Diocesan Assessment	2,555.34	7,666.02	7,665.99	30,664.00
5179 Outreach Expenses	0.00	0.00	675.00	2,700.00
5180 Outreach Grants	0.00	0.00	1,250.01	5,000.00
Total Outreach	2,907.15	8,167.83	10,716.03	42,864.00
Total Expenses	\$ 31,630.44	\$ 86,903.84	\$ 100,767.06	\$ 403,068.00
Net Total	(\$ 2,044.54)	(\$ 5,174.69)	(\$ 16,818.51)	(\$ 62,619.86)

The Episcopal Church of St. Thomas the Apostle
Special Funds

Date Range: Mar 1st 2024 - Mar 31st 2024 | Includes Open Transactions

Accounts	Beginning Balance	Income	Expense	Ending Balance
Restricted Net Assets				
Temp Restricted-Church Designated				
01-3005 Flower Fund	1,925.17	2,285.00	650.00	3,560.17
01-3010 Reserve Fund	18,735.11	0.00	0.00	18,735.11
01-3020 Special Outreach	4,654.14	0.00	0.00	4,654.14
01-3030 Miscellaneous Gifts Fund	14,163.78	0.00	0.00	14,163.78
01-3040 Rector's Ministry Fund	4,430.59	1,150.00	25.00	5,555.59
01-3060 Memorial Fund	117,694.68	0.00	0.00	117,694.68
Total Temp Restricted-Church Designated	161,603.47	3,435.00	675.00	164,363.47
Perm Restricted				
01-3050 Capital Improvement	535.74	0.00	0.00	535.74
01-3070 Columbarium Fund	2,865.94	350.00	43.61	3,172.33
01-3075 Interior Garden	339.00	0.00	0.00	339.00
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	60,441.00	0.00	563.18	59,877.82
01-3093 Ewing House	(1,112.62)	0.00	0.00	(1,112.62)
01-3094 Ron Wilkenson Garden Color	1,000.00	0.00	0.00	1,000.00
Total Perm Restricted	382,817.92	350.00	606.79	382,561.13
Temp Restricted-Accum Surplus				
01-8998 Investments Mark To Mkt	52,989.78	10,048.84	0.00	63,038.62
Total Temp Restricted-Accum Surplus	52,989.78	10,048.84	0.00	63,038.62
Total Restricted Net Assets	\$ 597,411.17	\$ 13,833.84	\$ 1,281.79	\$ 609,963.22

RESOLUTION FOR KNIGHT- FLAKE RESTRICTED FUND

The Vestry of the **Episcopal Church of St. Thomas the Apostle (“St. Thomas”)** at its monthly meeting on April 23, 2024 desires to adopt a policy pertaining to guidance and authorization for expenditures made from the Knight – Flake Restricted Fund which was established with a legacy gift in the will of Chester (“Chet”) Flake.

Be it resolved by the Vestry that **this fund may be used to purchase, upgrade and repair musical instruments for use by the parish; purchase, upgrade and repair audiovisual equipment for the parish facility; and purchase items for improvement and maintenance of the interior courtyard garden of the parish.**

Be it further resolved that **the Rector, Senior Warden or Junior Warden, each acting individually, may authorize expenditures from the Knight - Flake Fund up to \$1,000 for one of the above enumerated types of purchases or expenditures.** If such enumerated expenditures are anticipated to be over \$1,000 the Vestry approval is required for such expenditures.

Attestation:

A motion for the above recited RESOLUTION FOR KNIGHT- FLAKE RESTRICTED FUND was made by a duly elected member of the Vestry. The motion was seconded by a duly elected member of the Vestry and passed by the duly elected members of the Vestry.

Attested to by Alberto Galue, the Clerk of the Vestry this ____ day of April 2024.

Alberto Galue, Clerk of the Vestry

Mission and Outreach Committee

April 16, 2024

Attendees: Randy Hering, Virginia Holleman, Alyssa Abadinski, Rene Aguirre, Steven Toon, Janet Elsea

1. Blessing Bag event at Cathedral of Hope
 - a. 4/13/2024 – 6 St. Thomas attendees; Steven Toon, Bunny LaMere, Richie Stewart, Virginia Holleman, Richard Elsea, Janet Elsea – 1000 bags completed in 45 minutes
 - b. Next events – July 13 and October 12
2. Pride Festival, June 1st
 - a. Combining with Cathedral of Hope for large booth with space for project for festival attendees (making blessing bags to take with them and give away)
 - b. Opportunity for St. Thomas and COH parishioners to fund Blessing Bag supplies via QR code - \$30 will fund 10 bags
 - c. Suggestion to help fund Blessing Bags for Pride with Outreach funds
3. Elm Thicket/Northpark Juneteenth Festival; June 15, 9 am-7 pm; parade at 10 am
 - a. KB Polk Recreation Center, 6801 Roper St
 - b. St. Thomas to provide cold bottled water.
 - c. 200 to 300 people expected
 - d. Should we ask parishioners to sign up for shifts?
 - e. Should we ask parishioners to sign up to bring water?
4. Invite Welcome Connect/Flaming Dish
Outreach to host another dessert auction at Flaming Dish-
payment via QR code to Outreach



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
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.