



The Episcopal Church of St Thomas the Apostle

Monthly Vestry Meeting - Minutes September 17, 2024

IN ATTENDANCE

Rector

Father Christopher Thomas

Clergy, Staff/Guest

Deacon Jennifer Smith

Ex-Officio Officers

Joe DeuPree, Treasurer

Alberto Galué, Clerk

Rusty Rippamonti, Chancellor

Vestry Members

Alyssa Abadinsky

John Billingsley

Hampton Burwick

Janet Elsea - Senior Warden

Daniel Hall - Junior Warden

Jerry Knight

Jami Mifflin

John Van Buskirk

Parishioners

Linda Stack-Nelson

SUMMARY OF ACTIONS TAKEN AND SIGNIFICANT EVENTS

- **Approved amended minutes from the August 20, 2024 meeting.**
- **Elected Richard Elsea as the new Clerk for October to December 2024.**
- **Allocated HVAC system costs: \$15,000 from the Endowment Fund, \$5,000 from the Capital Improvement Fund, and \$27,500 from the Memorial Fund.**
- **Approved up to \$11,000 from the Knight Flake Fund for proposed upgrades to audio-visual system.**
- **Scheduled the annual parish meeting for elections on Sunday, October 27, 2024, at 11:45 AM.**

NARRATIVE

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

The meeting was called to order at 7:05 PM by Fr. Christopher Thomas, and the meeting began with an opening prayer led by Fr. Christopher.

The Vestry recognized the presence of Linda Stack-Nelson who wanted to learn more about the Vestry and how it functions. Fr. Christopher began with a brief introduction to the Vestry's structure, highlighting its division into three subcommittees: Finance, Building and Grounds, and Mission and Ministry. Each committee, comprised of three Vestry members, is responsible for handling specific tasks and bringing recommendations to the full Vestry, allowing the larger body to focus on broader strategic decisions. This process has fostered a harmonious and efficient working environment, minimizing conflicts and ensuring that decisions are well-aligned with the congregation's needs.

II. Resource Person for Meeting**John Billingsley**

III. Prior Meeting Minutes Approval

Janet Elsea

The meeting continued with a review of the previous month's minutes. **John Van Buskirk moved, and Jamie Mifflin seconded, a motion for approval of the August 20, 2024 meeting minutes. There was one correction noted: on page 3, paragraph 3, the last sentence should refer to "sales of items" instead of "times." After confirming this amendment, the minutes were approved by a unanimous vote.**

Alberto Galué was thanked for his service as Clerk from January to September 2024. **Janet Elsea made a motion to formally acknowledge his contributions and elect Richard Elsea as the new Clerk from October 1, 2024, to December 31, 2024. The motion was seconded by Jerry Knight and approved unanimously.**

The Vestry then discussed the status of the **stewardship program**, noting that three letters were sent out from the rector, senior warden, and stewardship chair. The next steps include talks to the congregation, with the in-gathering scheduled for October 20th. The Stewardship Committee, consisting of Kathy Carson, Joe DeuPree, Jamie Mifflin, Linda Van Buskirk, and John Van Buskirk, assembled the mailings. The committee will meet again after the in-gathering to ensure all pledges are collected for next year's budget.

Additionally, the Vestry plans to introduce a **legacy planning program** in early 2025, led by a committee including Father Christopher, Randy Herring, Shelley Turner, Rusty Rippamonti, Joe Deupree and John Van Buskirk. The program will cover end-of-life documents and service planning, with an emphasis on remembering the church in legacy plans. The Vestry is seeking input from members with expertise or resources in estate planning.

John Van Buskirk left the meeting early due to health reasons.

IV. Finance Committee

Joe DeuPree

Joe DeuPree provided an update on the financial status, noting that the Finance Committee did not meet this month. For the first eight months of the year, the budget is on track. Pledge income is slightly below expectations, which is not unusual for the summer months. Expenses are generally under budget, with the exception of grounds maintenance, which is \$3,850 over budget due to unexpected summer storm costs. Outreach expenses are also above budget by \$1,600, largely due to unanticipated social media and outreach grant expenditures.

As of the end of August, the balance in the Inwood National account is \$233,000, down from over \$300,000 last month, primarily due to the payment for three new air conditioning units costing \$47,500. The committee has yet to decide on the best use of excess funds to earn interest.

Jerry Knight made a motion to allocate the cost of the HVAC systems to the following accounts: \$15,000 from the Endowment Fund (Account # 3090), \$5,000 from the Capital Improvement Fund (Account # 5144), and \$27,500 from the Memorial Fund (Account #3060). The Vestry authorizes and requests the Treasurer to make a written request to the members of the Endowment Fund Committee for a distribution of the aforementioned \$15,000 for purchase of a capital improvement for the HVAC system. The motion was seconded by Janet Elsea and approved unanimously.

V. Mission – Outreach Committee

Janet Elsea

The Outreach Committee did not hold a formal meeting this month. Instead, there was a brief text chain discussion. The primary topic was the need for a new champion for the Angel Tree program, as Steven Toon is unable to lead it this year. Committee members are encouraged to volunteer or suggest someone who might be interested.

Additionally, Lee Swift was asked to contact community partners to ensure the program is set up promptly. The group also discussed a recent grant allocation to the Gateway of Grace organization, confirming that the amount was one-fourth of \$5,000, which is \$1,250.

VI. Building and Grounds (B&G) Committee

Dan Hall

Sprinkler System Upgrade: Thanks to Rusty Rippamonti's efforts, a new water meter for the sprinkler system has been installed to prevent high water bills. This proactive measure was taken after noticing an increase in water usage.

Internet Connectivity: There is a need to improve the Wi-Fi signal in the nave and parish hall, especially since the new Wi-Fi thermostats rely on a strong connection. Upgrading the internet is a priority to ensure smooth operation of these systems.

Audio-Visual System Proposal:

- **Proposal Overview:** Two quotes from Church Audio Visual were discussed. The first, for \$2,800, involves adding speakers to the courtyard to broadcast events from the nave, eliminating the need for temporary sound systems. The second, totaling \$7,500, includes the courtyard setup and upgrades to the video system in the nave and parish hall. An additional computer, costing around \$3,000, is required, bringing the total to \$10,500.
- **Funding:** It was confirmed that the restricted Knight Flake Fund can be used for audio-visual purposes, can cover these expenses. The fund currently holds \$59,015.87.
- **A motion was made by Hampton Burwick to approve an allocation of up to \$11,000 from the Knight Flake Fund to cover the full cost of the audio-visual upgrades as proposed in the Vestry meeting package. The motion was seconded by Dan Hall and unanimously approved.**

VII. Guild Liaisons Reports

- **Acolytes/Eucharistic Ministers:** Jerry Knight – nothing to report
- **Eucharistic Visitors:** John Billingsley – nothing to report – Other than that, a team member is taking communion to those persons requesting it.
- **Altar Guild:** Rene Aguirre – not present – attending a Continuing Education course.
- **Greeters/Ushers:** Hampton Burwick – There were no fresh updates for the Greeters and Ushers committee. However, it was noted that Linda Stack-Nelson had been invited to attend the meeting to gain a better understanding of the Invite, Welcome, Connect initiative.

Linda Stack-Nelson sought clarification on the budgeting process for **the Invite, Welcome, Connect initiative**. The Vestry advised her to submit a comprehensive budget proposal to the Finance Committee, detailing specific projects and ideas related to the initiative. Although the proposal doesn't need to be overly detailed, it should include key concepts such as a potential website update. The purpose of this request is to provide the Finance

Committee with sufficient information to support informed decision-making during the upcoming budget planning cycle.

There was a discussion emphasizing the importance of increased participation in the **attendance registration** process. Lee Swift is currently working on fine-tuning the report that tracks attendance and will soon generate follow-up reports to the committee. The aim is to develop a systematic approach to tracking visitors and following up with them effectively. There was also a mention of the challenges some attendees face with using QR codes for registration, highlighting the need for continued support and encouragement.

- **Kitchen/Social:** Jami Mifflin – The next major event planned is the Thanksgiving feast, scheduled for the Sunday before Thanksgiving. There was some discussion about possibly hosting a chili cooking event or a game night prior to Thanksgiving, but no final decisions were made. It was agreed that more information would be gathered to assess interest in these activities. For the Thanksgiving feast, the committee reiterated the importance of having it marked on everyone's calendar, as it is a significant event that will involve extensive marketing and planning. The group also agreed to continue the tradition of Vestry members and key volunteers personally funding the purchase of turkey for the event without the need for a formal motion since it involves personal contributions rather than parish funds.
- **Lectors (Readers):** Alyssa Abadinsky – nothing to report
- **Music:** Janet Elsea – The music program continues to thrive, with choir practice held every Wednesday at noon. Joe Henry has several special events planned, including a variety show on November 20, which follows the success of the previous show. There are also plans to potentially hold this event two to three times a year. For Christmas, Joe Henry is in conversation with a harpist, which would add a special touch to the service. The Christmas Eve service will again be held at 7:30 PM, following last year's successful format. Joe Henry will also be leading a Wednesday night formation class during Advent, focusing on church hymnody. This series will cover the first three Wednesdays of Advent and is expected to be both informative and engaging.

VIII. Rector's Report

Fr. Christopher Thomas

- **Annual Meeting for Elections:** Janet Elsea introduced a motion to schedule the annual parish meeting for Sunday, October 27, 2024, at 11:45 AM, immediately following the Sunday service. The election will be for several key positions: three (3) Vestry members, each serving a three-year term, one (1) Convention Delegate for a three-year term, one (1) Alternate Convention Delegate for a one-year term, and one (1) Endowment Committee member for a three-year term. The Vestry formally authorized the rector and chancellor to provide the necessary notice of the meeting to the parish, adhering to the parish bylaws. The motion was seconded by Alyssa Abadinsky and passed unanimously, reflecting strong support from the Vestry members present.
- **Fall Formation Update (Wednesday class & Children's Chapel):** Following this, an update was provided on the fall formation programs, with special recognition given to Steve Sprinkle's class, "Let the Eucharist Teach," which has drawn significant interest, with over 20 participants engaged. The success of this program was noted as a testament to the parish's dedication to providing meaningful educational opportunities for its members. Additionally, the children's chapel program, under the leadership of Shelly Turner, received praise for its impact on the children and their families. The program has fostered a sense of community and spiritual growth among the younger members of the parish, and there was a sense of optimism about its continued development and positive influence.

- **Vestry Nomination Committee (Alyssa Abadinsky):** The Vestry nominating committee then provided an update on their progress in finalizing a list of potential candidates for the open positions. The committee is nearing completion of this list, which will be reviewed in detail before approaching potential nominees. This process is crucial to ensuring a strong and dedicated leadership team for the coming years.
- **75th Anniversary Celebration Planning (Joe DeuPree):** Discussion then shifted to the planning of the parish's 75th anniversary celebration. Joe DeuPree was appointed as the champion for this significant milestone, and a call for volunteers to join the planning committee was made, with an emphasis on encouraging diverse participation from the community. The celebration is seen as an opportunity to reflect on the parish's history and impact, as well as to engage with the broader diocese and community. Ideas for events throughout the year were shared, with the aim of making the 75th anniversary a memorable and inclusive celebration. There was a collective agreement on the importance of communicating this milestone effectively to the parish and the diocese, ensuring widespread awareness and participation.
- Fr. Christopher then shared an update on a new ministry opportunity that has arisen, centered around supporting a young man from Guatemala seeking asylum. This initiative, developed in collaboration with Alberto Galué and local organizations, exemplifies the parish's ongoing commitment to social justice and community outreach.
- Parishioners were encouraged to participate in an upcoming open house event hosted by Gateway of Grace, a ministry dedicated to supporting refugees. Fr. Christopher underscored the importance of the parish's involvement in this ministry, viewing it as an extension of their mission to be a welcoming and supportive presence for all in the community.

IX. Resource Person for October 15, 2024 Meeting

Fr. Christopher Thomas

Jami Mifflin

X. Compline & Dismissal

Fr. Christopher Thomas

The meeting was closed with Compline by Fr. Christopher at 8:29 PM.

APPENDIX

- Vestry Meeting Agenda
- Vestry Meeting Minutes – August 20, 2024
- Balance Sheet – August 31st 2024
- Income Statement – August 1st – August 31st 2024
- Special Funds – August 1st – August 31st 2024
- Church Audio Video – System Quote
- The Baptismal Covenant
- 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

September 17, 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*

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| I) Call to Order/Opening Prayer | The Rev. Christopher Thomas, Rector |
| II) Resource Person for Meeting | John Billingsley |
| III) Prior Meeting Minutes Approval | Janet Elsea, Senior Warden |
| IV) Finance Committee – (15 min, August financials attached) | Joe DeuPree, Treasurer |
| V) Mission - Outreach Committee – (15 min) | 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 (30 min) | The Rector |
| a) Annual Meeting, part 1 (October 27) | |
| b) Stewardship update, legacy planning (John VanBuskirk) | |
| c) Fall Formation update (Wednesday class & Children’s Chapel) | |
| d) Vestry Nomination Committee (Alyssa Abadinsky) | |
| e) 75 th Anniversary Celebration Planning (Joe DeuPree) | |
| f) 2 nd Variety Show (November 20, 7 pm) | |
| IX) Resource Person for October 15, 2024 Meeting | TBD |
| X) Compline | The Rector |
| XI) Dismissal | The Rector |



The Episcopal Church of St Thomas the Apostle

Monthly Vestry Meeting - Minutes
August 20, 2024

IN ATTENDANCE

Rector

Father Christopher Thomas

Clergy, Staff/Guest

Lee Swift, Administrative Assistant

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 – Junior Warden

Jerry Knight

Jami Mifflin

John Van Buskirk

SUMMARY OF ACTIONS TAKEN AND SIGNIFICANT EVENTS

- **Approval of Minutes from the Vestry Meeting on July 16, 2024**
- **Approval of the 2023 Financial and Management Records Audit Report**
- **Approval to Host a Craft Sales Event for Mission and Outreach.**
- **Approval of Conover's Bid for Replacing Three Air Conditioning Units**

NARRATIVE

I. Call to Order and Opening Prayer

Fr. Christopher Thomas

The meeting was called to order at 7:02 PM. by Fr. Christopher Thomas, and the meeting began with an opening prayer led by Fr. Christopher.

II. Resource Person for Meeting

Jami Mifflin

III. Prior Meeting Minutes Approval

Janet Elsea

John Van Buskirk moved, and Hampton Burwick seconded, a motion for approval of the July 16, 2024 meeting minutes. The Vestry unanimously approved the motion, with no changes. All members voted in favor, with none opposed.

IV. Realm Connect Introduction/Train Session

Lee Swift

The meeting was relocated for this segment of the agenda to the Narthex to accommodate Lee's demonstration of the Realm Connect application. Lee highlighted the application's user-friendly interface and straightforward login process, which is designed to be simple and efficient. He also offered to arrange one-on-one training sessions if needed. The application provides a comprehensive view of all user-associated groups and operates similarly to Facebook, featuring secure group management capabilities that allow users to select their

posting group. Lee reviewed the tool's functionality and encouraged the vestry to begin using it.

V. Finance Committee

Joe DeuFree

Financial Report – The financial report for the past seven months was reviewed. Revenue totaled \$800 below the budgeted amount for this period. Budgeted expenses were calculated by dividing the annual budget by 12. However, higher expenditures are expected during the summer months. Notable expenses included maintenance and tree cleanup, as well as the need for replacement of three air conditioning units. Dan Hall provided further details on the budget and financial recommendations later in the meeting.

Bob Walker had intended to donate a portion of his estate to the church but did not complete the necessary documentation before his passing. The church incurred expenses for his cremation and burial, which will be charged to his estate. The heirs have been contacted to resolve the estate matters. One of the heirs supports the allocation of Bob Walker's share of the funds to the church, although his share is relatively small.

Lee Swift checked the city website for water usage, but the relevant information had not been posted. He could not provide updated numbers but expects a similar outcome for the current period. A leak issue was resolved, and Rusty Rippamonti volunteered to send another letter to the city requesting a refund for leaked water.

Fr. Christopher asked the Vestry if there were any concerns regarding the financial report. No concerns were raised.

Audit Committee Report – The audit has been completed and shows overall improvement compared to last year. Key points include the implementation of annual performance reviews for staff (excluding clergy) and updates to the wedding and funeral policies. The Safe Church program has been documented, although a few individuals still need to complete the required training.

Room rental and calendar management have been clarified, with details available on the church website. If a meeting is needed, scheduling information should be checked there.

The control policy has been updated, with improved key management procedures and documentation. The vestry handbook will include a list of individuals with keys, and all key holders will undergo background checks and Safe Church training.

The Financial and Budget Committees have reviewed and approved the audit. It will be reported to the Diocese before September 1. Alberto Galué will certify Audit Resolution to meet the September 1 deadline, and Rusty Rippamonti read the resolution for certification.

Upon a motion by Jerry Knight, seconded by John Van Buskirk, the Vestry unanimously approved a resolution suggested by Rusty Rippamonti approving the Audit Committee's 2023 Financial and Management Records Audit Report. There were no questions or objections, and the motion was carried unanimously.

Fr. Christopher concluded this segment of the meeting by acknowledging the importance of the audit report and expressing his appreciation to the members who contributed to its completion.

VI. Mission – Outreach Committee

Janet Elsea

There was little to report from the recent meeting, which included three participants. The group discussed the process of mailing checks to all grant recipients.

Mother Virginia proposed a fundraising event, which needed Vestry approval in advance. In the past, similar events, such as cake and dessert auctions, have received blanket approval. Steve Toon generously donated crystal sun catchers, which could be sold or auctioned, with proceeds going to the Mission and Outreach fund. The date being considered is September 8th, though Steve Toon will be undergoing surgery that week and may not be available to promote the sale. If necessary, the event could be postponed. Additionally, other craft sales could be organized, including items like crocheted goods, which typically sell well around Christmas.

A question was raised regarding whether crafters would donate their proceeds to Mission and Outreach, rather than keeping the funds for themselves. It was the sense of the vestry that all funds from the sales of times should be allocated for Mission and Outreach.

A motion to approve the plan to host a craft sales event with the goal of raising funds to support Mission and Outreach initiatives was made by Hampton Burwick and seconded by Jami Mifflin. All were in favor, with none opposed.

Finally, there was mention of a dessert auction on September 8th, which the committee needs to coordinate with the auctioneer, Randy Hering, as this presents an excellent opportunity to raise funds. Eight people have already committed to donating desserts.

VII. Building and Grounds (B&G) Committee

Dan Hall

Three bids were received for the air conditioning project. The first bid, from our current vendor Conover, was \$47,500 and included the replacement of three air conditioning units along with the necessary restructuring work. The second bid was \$39,673 but would require significant restructuring due to the building's design, adding complexity and cost to the project. The third bid, from Willard, was approximately \$42,273, but it did not include any restructuring of the attic, which would necessitate hiring an engineer separately—work that Conover had already planned for. During the discussion, Rusty Rippamonti pointed out that selecting the lowest bid is not mandatory. Dan Hall suggested accepting Conover's bid, noting the close pricing and the value of maintaining our existing relationship with Conover, who also handles our routine maintenance.

The motion to proceed with Conover's bid for replacing three air conditioning units was made by Hampton Burwick and seconded by John Van Buskirk. With no further discussion, the motion was unanimously approved.

Additionally, it was suggested that we prioritize addressing the internet situation at the north end of the building. Pricing will be gathered. Other projects, such as the drinking fountain installation, are also being lined up. There is confidence that the budget will cover these expenses.

Regarding the Building and Grounds Committee, the group expressed appreciation for the thoroughness of the process, acknowledging that while laborious, it was also very educational. The committee felt reassured that the fiduciary responsibility was fulfilled in making the best choices for the organization.

VIII. Guild Liaisons Reports

- **Acolytes/Eucharistic Ministers:** Jerry Knight – Nothing to report

- **Eucharistic Visitors:** John Billingsley – Nothing to report
- **Altar Guild:** Rene Aguirre – Nothing to report
- **Greeters/Ushers:** Hampton Burwick – A meeting was held as part of the "Invite, Welcome, and Connect" initiative, with other champions present. Linda led the session in the parish hall. It was decided that greeters would be assigned, with no additional needs identified at this time.

The group discussed the need for a tablet to facilitate the check-in process with the congregation, which would be finalized in coordination with Lee Swift, and how the Realm system would be integrated.

Visitor registration through a QR code was also discussed, particularly for those watching online. It was noted that, while the QR code is encouraged, there is uncertainty about how consistently it is being used each Sunday. Some attendees may attempt to register but fail to hit submit, highlighting the need for tools to improve direct communication.

The purpose of the check-in process is to stay connected with members, but concerns were raised about those who haven't attended in three weeks and haven't received follow-up calls.

The conversation also touched on past practices during COVID, where everyone signed in for safety reasons, and how those methods might still be relevant.

- **Kitchen/Social:** Jami Mifflin – The recent game night was reported as a success. It was suggested that alcohol could be included in future events. Additional ideas were discussed, including the usual Thanksgiving activities. There are plans to organize a chili cooking event, with details on how it will be executed to be determined.
- **Lectors (Readers):** Alyssa Abadinsky – She is trying to get readers together.
- **Music:** Janet Elsea – Joe Henry is planning a special event for the 8th. For Christmas Eve, if there is a need for people to be present at the same time as last year, the service will be held at 7:00 PM.

IX. Rector's Report

Fr. Christopher Thomas

- **Fall Kick-Off (September 8)** – Special planning is underway with many exciting activities planned for the day. Attendees are encouraged to prepare dishes for a lunch after the service. The event will also mark the first day of the Children's Chapel. Shelly Turner has been working on a transition program, which will integrate children into the service. The children will attend their own service with two adult leaders and then return to the main service. This format aims to offer a meaningful experience for the children while still involving them in the overall service. The impact on Sunday school will be significant, and Shelly was thanked for championing this initiative.
- **Fall Formation (Wednesday class & Children's Chapel)** – The Wednesday following the Fall Kick-Off, we will begin a 6-week fall formation class. The class aims to provide a deeper understanding of the Eucharist and its significance in worship. It will be an excellent opportunity to learn more about this important aspect of our faith and its role in the world. The classes will start on September 11 and run for six consecutive Wednesdays. This initiative is part of our broader effort to deepen spiritual learning and engagement within the community.

- **Bishop's Election – Diocesan Search Committee Gathering** – The search committee's efforts are commendable. St. Thomas received strong representation in the survey, with participation exceeding that of other churches. The responses have been recorded well, and many opted to include the church name, showing strong representation from St. Thomas.

A series of group sessions have been held to discuss and identify the church's needs. In reviewing the survey responses, it is clear that we must strive to support and love everyone equally. This principle of inclusivity and respect should guide our discussions and decisions. Meetings for lay people are being organized to ensure that everyone has an opportunity to contribute to this process.

- **75th Anniversary Celebration Planning** – Planning has begun for the upcoming 75th anniversary celebration, with the recognition that it will arrive quickly. Those interested in participating are encouraged to think about how they would like to contribute. The Senior Warden and Ruth Woodward will coordinate a group to organize the event, using the notebook from the 50th anniversary as a reference point. It's important to spread the word widely and gather a broad range of ideas, including the possibility of organizing a dinner and dance. Ruth Woodward, who played a key role in the 50th anniversary celebration and possesses extensive institutional knowledge, will be instrumental in this planning process.
- **Stewardship Committee Update** – The Stewardship Committee will meet two weeks from tonight. The stewardship cards have already been printed, and the letters are being processed and are ready to be sent. Please inform Fr. Christopher of the date when his letter needs to go out, and ensure Lee Swift is included in the distribution list.
- **Pastoral Care and Workload** – Last month, a question was raised about self-care and managing workload. This week has provided insights into the importance of addressing this concern. With the recent funerals and other significant events in the church, there has been a considerable amount of work involved in maintaining the spiritual life of the congregation. Historically, there was a Funeral Committee that managed the social aspects of these events, but this is no longer in place.

It is crucial to acknowledge the extensive preparation required, including setting up, air conditioning, preparing pastoral care, and managing maintenance materials. This work, which often goes unseen, can be overwhelming, and the need for transparency about these responsibilities is important.

As the workload intensifies, it's vital to address burnout and ensure adequate support. Fr. Christopher wants to be upfront about the current situation and the reality of managing a parish with limited help. If additional support or part-time assistance is needed, particularly during busy periods, it should be considered to prevent further stress and ensure effective pastoral care.

- **Gas Replacement Update** – There was a question about the status of the gas pipeline replacement project. The current status is that they are planning to tunnel. The lack of updates is generally considered a positive sign.
- **Gratitude and Community** – There was an expression of gratitude for the members of the congregation and the community's support. The aim is to foster a positive environment where everyone feels valued and to ensure that the clergy are supported and not driven away. The sense of mutual affection and support within the congregation is appreciated.

X. **Resource Person for September 17, 2024 Meeting**

Fr. Christopher Thomas

John Billingsley

XI. Compline & Dismissal

Fr. Christopher Thomas

The meeting was closed with Compline by Fr. Christopher at 8:30 PM.

APPENDIX

- Vestry Meeting Agenda
- Vestry Meeting Minutes – July 16, 2024
- Realm Connect
- Budget and Finance Committee Report – June 18, 2024
- Balance Sheet – July 31st 2024
- Income Statement – Jul 1st – Jul 31st 2024
- Special Funds – Jul 1st – July 31st 2024
- Episcopal Diocese of Dallas – Financial and Management Audit Report
- Conover Heating and Air Estimate
- Cody & Sons Estimate
- Willard Estimates
- Mission and Outreach Committee – August 13, 2024
- The Baptismal Covenant
- Vestry, Ex-Officio Officers, Clergy & Staff, Endowment Fund Committee

Meeting Minutes prepared by Alberto Galué, Clerk

Balance Sheet

As of: Aug 31st 2024 | Includes Open Transactions

Assets

Current Assets

Cash

1013 Inwood National Bank	135,048.38
1014 Inwood Bank-Operating	91,338.23
1015 Inwood Nat'l Bank-RMF	6,253.06

Total Cash 232,639.67

Total Current Assets 232,639.67

Investments

1045 Episcopal Foundation of Dallas	362,043.86
1050 Fidelity	117,167.50

Total Investments 479,211.36

Prepaid Expenses

1095 Prepaid Expenses	2,877.59
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Total Prepaid Expenses 2,877.59

Total Assets

\$ 714,728.62

Liabilities & Net Assets

Liabilities

Current Liabilities

Accounts Payable

2220 Employee Pension Deduction	172.80
2399 Income/Expense Clearing	736.85

Total Accounts Payable 909.65

Total Current Liabilities 909.65

Deferred Revenue

2405 Prepaid Pledges	9,000.00
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Total Deferred Revenue 9,000.00

Total Liabilities 9,909.65

Net Assets

Fund Balance

3000 General Fund	(21,968.49)
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Total Fund Balance (21,968.49)

Temp Restricted-Church Designated

3005 Flower Fund	2,394.78
3010 Reserve Fund	18,735.11
3020 Mission Outreach	6,543.39
3030 Rector's Speaker Fund	12,824.48
3040 Rector's Ministry Fund	7,584.66
3060 Memorial Fund	271,321.27

Total Temp Restricted-Church Designated 319,403.69

Perm Restricted

3050 Capital Improvement	(46,964.26)
3070 Columbarium Fund	3,653.72
3090 Endowment Fund	317,198.61
3091 Knight-Flake Organ/Garden Fund	59,877.82
3093 Ewing House	(1,657.05)
3094 Ron Wilkenson Garden Color	1,000.00

Total Perm Restricted 333,108.84

Temp Restricted-Accum Surplus	
8998 Investments Mark To Mkt	74,274.93
Total Temp Restricted-Accum Surplus	<u>74,274.93</u>
Total Net Assets	<u>704,818.97</u>
Total Liabilities & Net Assets	<u><u>\$ 714,728.62</u></u>

Income Statement

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

Accounts	Actual Aug 01, 2024 - Aug 31, 2024	Actual This Year Year to Date	Budget This Year Year to Date	Annual Budget This Year Year
Revenues				
General Receipts				
4000 Pledge Income	19,744.00	206,038.15	214,529.36	321,794.00
4010 Plate Income	77.00	1,631.25	3,333.36	5,000.00
4012 Non pledged donations	925.00	5,264.97	3,333.36	5,000.00
4092 Easter	0.00	540.00	0.00	0.00
Total General Receipts	20,746.00	213,474.37	221,196.08	331,794.00
Other Income				
4030 Interest Income	36.52	272.03	1,333.36	2,000.00
4040 Other Income	0.00	77.22	333.36	500.00
4120 Budgeted trans-Special Outreach	0.00	0.00	0.00	4,654.14
Total Other Income	36.52	349.25	1,666.72	7,154.14
Misc Income				
4020 Building Use	308.57	1,968.74	1,000.00	1,500.00
Total Misc Income	308.57	1,968.74	1,000.00	1,500.00
Total Revenues	\$ 21,091.09	\$ 215,792.36	\$ 223,862.80	\$ 340,448.14
Expenses				
Personnel Expenses				
5000 Rector-Stipend & taxes	8,333.34	66,666.72	66,666.64	100,000.00
5002 Rector-Pension	1,500.00	12,000.00	12,000.00	18,000.00
5003 Rector- Benefits	2,456.96	9,827.84	10,000.00	15,000.00
5004 Rector- Travel & Telephone	75.00	179.10	2,666.64	4,000.00
5006 Rector-Continuing Ed	0.00	300.00	666.64	1,000.00
5009 Rector-Miscellaneous	0.00	159.06	666.64	1,000.00
5020 Supply Clergy	0.00	750.00	533.36	800.00
5030 Parish Admin	2,101.20	17,304.00	17,140.00	25,710.00
5035 Organist	2,083.33	16,666.64	16,666.64	25,000.00
5037 Supply Musician	400.00	1,575.00	1,333.36	2,000.00
5039 Payroll Taxes	335.42	2,751.81	2,586.64	3,880.00
5040 Lay Staff-Pension	189.11	1,557.36	1,542.64	2,314.00
5041 Lay Staff- Continuing Ed	0.00	0.00	1,000.00	1,500.00
5042 Audio Visual Svcs	200.00	2,000.00	2,000.00	3,000.00
5105 Managing Financial Reports	725.00	5,375.00	5,500.00	8,250.00
Total Personnel Expenses	18,399.36	137,112.53	140,969.20	211,454.00
Office Expense				
5100 Office Supplies & Paper	95.16	1,002.03	2,000.00	3,000.00
5102 Office Equipment Maint	214.71	2,786.85	2,333.36	3,500.00
5104 Technology	245.46	2,134.43	2,666.64	4,000.00
5106 Postage	219.00	748.14	1,000.00	1,500.00
5107 Bank & Paychex Charges	26.03	378.42	1,333.36	2,000.00
5108 Credit Card Donation fees	115.89	1,867.19	1,333.36	2,000.00
5109 Miscellaneous	129.00	284.07	200.00	300.00
Total Office Expense	1,045.25	9,201.13	10,866.72	16,300.00
Insurance				
5110 Property & Liability Ins	2,172.58	13,930.15	13,600.00	20,400.00

Accounts	Actual Aug 01, 2024 - Aug 31, 2024	Actual This Year Year to Date	Budget This Year Year to Date	Annual Budget This Year Year
Total Insurance	2,172.58	13,930.15	13,600.00	20,400.00
Worship Expense				
5120 Altar Supplies	149.71	775.03	1,333.36	2,000.00
5125 Organ/Piano	0.00	0.00	666.64	1,000.00
5127 Choir Music Supplies	100.08	669.87	333.36	500.00
Total Worship Expense	249.79	1,444.90	2,333.36	3,500.00
Parish Life Exp				
5130 Convention	30.31	463.81	300.00	450.00
5131 Christian Education	108.79	234.30	333.36	500.00
5132 EPN Membership Dues	0.00	0.00	500.00	750.00
5133 Vestry Retreat/Other	0.00	1,029.56	800.00	1,200.00
5134 EPN Conference	0.00	2,356.21	2,000.00	3,000.00
5135 Social	0.00	180.69	1,333.36	2,000.00
5136 Coffee	130.37	413.68	533.36	800.00
5137 Parish Life Other Exp	86.85	922.40	666.64	1,000.00
5138 Choir Dinner	0.00	0.00	133.36	200.00
5139 Vestry	0.00	20.00	666.64	1,000.00
Total Parish Life Exp	356.32	5,620.65	7,266.72	10,900.00
Buildings & Grounds				
5140 Custodial Supplies	0.00	325.96	333.36	500.00
5144 Capital Improvement Exp	0.00	0.00	3,333.36	5,000.00
5145 Maint-Bldgs & Equipment	885.33	6,314.50	7,666.64	11,500.00
5147 Janitorial Service	824.00	6,592.00	8,533.36	12,800.00
5148 Maint-Grounds	1,250.00	13,845.00	10,000.00	15,000.00
5149 Pest Control	96.00	768.00	1,333.36	2,000.00
Total Buildings & Grounds	3,055.33	27,845.46	31,200.08	46,800.00
Utilities				
5150 Telephone & Internet	335.53	2,721.87	3,333.36	5,000.00
5152 Electricity	1,200.41	6,475.51	8,000.00	12,000.00
5154 Water & Sewer 6525	266.67	2,076.12	3,333.36	5,000.00
5155 Water- 6529	2,351.21	4,457.59	10,000.00	15,000.00
5156 Natural Gas	118.00	1,005.40	1,900.00	2,850.00
5158 Safety, Security, & Fire Alarms	191.75	4,853.08	4,666.64	7,000.00
5159 Waste services	316.08	2,457.04	2,666.64	4,000.00
Total Utilities	4,779.65	24,046.61	33,900.00	50,850.00
Outreach				
5160 Stewardship	0.00	0.00	333.36	500.00
5162 Advertising/Welcoming	0.00	508.55	1,333.36	2,000.00
5164 Social Media/Web	0.00	2,716.00	1,333.36	2,000.00
5165 Diocesan Assessment	2,555.34	20,442.72	20,442.64	30,664.00
5179 Outreach Expenses	1,500.00	1,500.00	1,800.00	2,700.00
5180 Outreach Grants	5,000.00	5,000.00	3,333.36	5,000.00
Total Outreach	9,055.34	30,167.27	28,576.08	42,864.00
Total Expenses	\$ 39,113.62	\$ 249,368.70	\$ 268,712.16	\$ 403,068.00
Net Total	(\$ 18,022.53)	(\$ 33,576.34)	(\$ 44,849.36)	(\$ 62,619.86)

Special Funds

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

Accounts	Beginning Balance	Income	Expense	Ending Balance
Restricted Net Assets				
Temp Restricted-Church Designated				
01-3005 Flower Fund	2,394.78	0.00	0.00	2,394.78
01-3010 Reserve Fund	18,735.11	0.00	0.00	18,735.11
01-3020 Mission Outreach	6,543.39	0.00	0.00	6,543.39
01-3030 Rector's Speaker Fund	13,295.81	0.00	471.33	12,824.48
01-3040 Rector's Ministry Fund	6,415.66	1,169.00	0.00	7,584.66
01-3060 Memorial Fund	271,221.27	100.00	0.00	271,321.27
Total Temp Restricted-Church Designated	318,606.02	1,269.00	471.33	319,403.69
Perm Restricted				
01-3050 Capital Improvement	535.74	0.00	47,500.00	(46,964.26)
01-3070 Columbarium Fund	3,653.72	0.00	0.00	3,653.72
01-3090 Endowment Fund	317,198.61	0.00	0.00	317,198.61
01-3091 Knight-Flake Organ/Garden Fund	59,877.82	0.00	0.00	59,877.82
01-3093 Ewing House	(1,112.62)	0.00	544.43	(1,657.05)
01-3094 Ron Wilkenson Garden Color	1,000.00	0.00	0.00	1,000.00
Total Perm Restricted	381,153.27	0.00	48,044.43	333,108.84
Temp Restricted-Accum Surplus				
01-8998 Investments Mark To Mkt	74,438.94	0.00	164.01	74,274.93
Total Temp Restricted-Accum Surplus	74,438.94	0.00	164.01	74,274.93
Total Restricted Net Assets	\$ 774,198.23	\$ 1,269.00	\$ 48,679.77	\$ 726,787.46



Quote #: 220901 -Q16

www.churchaudiovideo.com
 8060 Eagle Mountain Dr.
 Fort Worth, Texas 76135
 (817) 369-8993 • Fax: (888) 470-2807

● System Quote ●

Client	St. Thomas the Apostle Church, Dall:	Jeremiah Helms	Designer
Attention	Phill Scheldt	4/22/2024	Date
Phone #	214 734 7088	(817) 369-8993	Phone #
E-mail	phill@scheldt.us	jhelms@churchaudiovideo.com	E-mail

This Quote is Good for 30 Days

Equipment

● Small Outdoor speakers ●

QTY	Model	Description	Cost	Extended
2	BDOG-BD4KHDMI	BirdDog 4K HDMI 2.0 4Kp60 NDI Encoder/Decoder	\$1,015.29	\$2,031

General Costs

QTY	Model	Description	Price	Extended
1	*WCC	Various Installation Wires, Cables, and Connectors *where necessary	\$75	\$75
1	*Installation/Integration	System Integration, Installation, Tuning, and Programming *where necessary	\$600	\$600
1	*Installation Hardware	Nuts, Bolts, Labels, Rigging Hardware, Rack Accessories Ect... *where necessary	\$75	\$75
1	*Estimated Freight	Estimated Drop Ship Costs from Manufacturers	\$31	\$31

Total: \$2,811

Notes:

The camera equipment previously used as the video source for the stream is required for installation.
 A suitable computer for streaming in this new environment is required.

System Functionality:

This system is meant to establish a stream that utilizes all three cameras and will be now come from software on laptop rather than a single camera.

*30 day Quote expiration is based between the date noted at the top of this document to the time the System Contract based upon this quote is signed and sent with initial payment. (Quotes may be used as a reference base for a new quote after the initial 30 days)

*A contract may be formed and sent at any time after quote acceptance and will be sent to Client for an approval signature.

*Changes to this quote after the signature of the System contract is received will be made into a new quote and be subject to the standard quoting procedures where a change order document has not been signed by both parties.



Quote #: 220901 -Q15

www.churchaudiovideo.com
 8060 Eagle Mountain Dr.
 Fort Worth, Texas 76135
 (817) 369-8993 • Fax: (888) 470-2807

● System Quote ●

Client	St. Thomas the Apostle Church, Dall:	Jeremiah Helms	Designer
Attention	Phill Scheldt	4/22/2024	Date
Phone #	214 734 7088	(817) 369-8993	Phone #
E-mail	phill@scheldt.us	jhelms@churchaudiovideo.com	E-mail

This Quote is Good for 30 Days

Equipment

● Small Outdoor speakers ●

QTY	Model	Description	Cost	Extended
8	CDD5TX-WR	Martin Audio WHITE 5" Passive Coaxial Differential Dispersion Outdoor On-wall Loudspeaker with 70/100v	\$517.65	\$4,141
1	V600:2	Dynacord 2-channel power amplifier for commercial installations (2 x 300w 70v)	\$704.71	\$705
1	EC-4BV	BSS Audio Wall mounted 4 Button, 1 Knob Controller	\$188.24	\$188

General Costs

QTY	Model	Description	Price	Extended
1	*WCC	Various Installation Wires, Cables, and Connectors *where necessary	\$400	\$400
1	*Installation/Integration	System Integration, Installation, Tuning, and Programming *where necessary	\$1,500	\$1,500
1	*Installation Hardware	Nuts, Bolts, Labels, Rigging Hardware, Rack Accessories Ect... *where necessary	\$340	\$340
1	*Estimated Freight	Estimated Drop Ship Costs from Manufacturers	\$229	\$229

Total: \$7,503

Notes:

This area does not have any obvious locations for well positioned speakers. This is one of two methods for adding sound to this area while remaining aesthetically appealing.

It is possible to provide appropriate sound reinforcement in this area with some sacrifices to cost and aesthetics or by the use of a portable set up. Let us know if you would like more information.

While these speakers are rated for water spray and dust at any angle, any exterior located equipment has a higher failure rate than equipment located inside.

System Functionality:

Provided are eight small speakers that would be spaced apart and mounted just above the exterior of the Nave windows facing the Memorial Garden.

The audio would be provided by the Nave audio system with a separate control provided similar to the existing controller.



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 DeuFree
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.