



The Episcopal Church of St Thomas the Apostle

Monthly Vestry Meeting - Minutes
June 17, 2025

IN ATTENDANCE

Rector

On Vacation

Clergy, Staff/Guest

Fr. Andy McCarthy

Ex-Officio Officers

Joe DeuPree, Treasurer
Bob Stutz, Clerk

Vestry Members

Rene Aguirre
John Billingsley
Janet Elsea - Senior Warden
Daniel Hall – Junior Warden
Jami Mifflin
John Van Buskirk
Steve Sale
Jack Sartin

SUMMARY OF ACTIONS TAKEN AND SIGNIFICANT EVENTS

- June Vestry Minutes were approved
- Financial Report
- Cash Management Report Approved as amended
- Mission Outreach
- Building and Grounds
- Guild Liaisons Report

NARRATIVE

I. Call to Order and Opening Prayer

Janet Elsea

The meeting was called to order at 7:00 PM by Senior Warden, Janet Elsea, and the meeting began with an opening prayer.

II. Resource Person for Meeting

John Van Buskirk

III. Prior Meeting Minutes Approval

Janet Elsea

The meeting continued with a review of the previous month's minutes. John Van Buskirk moved, and Jami Mifflin seconded, a motion for approval of the June 17, 2025 meeting minutes. The minutes were approved by a unanimous vote.

IV. Finance Committee

Joe DeuPree

Review of the Financial Reports.

Jerry Knight presented The Cash Management Policy which were discussed with the suggest to add the Chancellor as a designated individual to deposit the collections in the drop-box-safe. John Van Buskirk moved the policy be approved as amended and John Billingsley seconded the motion and the policy was approved by unanimous vote.

V. Mission – Outreach Committee

Janet Elsea

The next Blessing Bag event with the Cathedral of Hope will be July 19th after the 10:30 service. Steve Sale arranged for DISD to provide meals Monday-Thursday for the Cara Misa School of YES. The annual school supply drive for KB Polk Elementary School is beginning and supplies may be dropped off any time in the Parish Hall. The Staff from the Community Center will pick up the donations on August 11th.

VI. Building and Grounds (B&G) Committee

Dan Hall

The Committee is waiting for the City and Atmos Energy to finish their line work before the parking lot is striped. We will also ask them to replace any sod and damage to plants and bushes when they finish.

VII. Guild Liaisons Reports

- **Acolytes/Eucharistic Ministers** (John Van Buskirk) – there is a shortage of Eucharistic Ministers and he will reach out to individuals.
- **Eucharistic Visitors** (John Billingsley).
- **Altar Guild** (Rene Aguirre) – More members of are needed for the Alter Guild.
- **Greeters/Ushers** (Hampton Burwick)
- **Kitchen/Social:** (Jami Mifflin) – Discussion of the Ice Cream Social. Jami asked if anyone had an ice cream maker and Dan Hall volunteered his.
- **Lectors (Readers)** (Jack Sartin)
- **Music** (Janet Elsea) – Dan Hall announced Alan Raines has been selected as the new Music Director and will begin his duties August 1st. A Vestry Resolution thanking Ellen Margaret Hart for her wonderful service as Interim Organist was presented and signed. The Parish will take up a Love Offering in appreciation of Ellen's services.

VIII. Rector's Report

Janet Elsea

- Joe DeuPree will Chair the Stewardship Committee for the fall campaign. The annual audit is chaired by Hampton Burwick and is due September 1st. Planning for the audit will need to start by mid-July. Pride Report: Participation in Pride Chaired by Linda Stack-Nelson at Fair Park went well and all the cards were distributed and people seemed receptive to the St Thomas message. On another note, Linda Stack-Nelson and Jack Sartin went through the Parish Photo Archive and there is discussion of digitalizing the archive.

IX. Resource Person for July 15, 2025 Meeting

Hampton Burwick

X. Compline & Dismissal

Janet Elsea

The meeting was closed with Compline by Janet Elsea at 7:50 PM>

APPENDIX

- Vestry Meeting Agenda
- Vestry Meeting Minutes – June 17, 2025
- Balance Sheet – May 31, 2025
- Income Statement – May 1 – May 31, 2025
- The Episcopal Church of Saint Thomas The Apostle Cash Management Policy
- Vestry Resolution Acknowledging and Giving Thanks to Ellen Margaret Hart for Service as Interim Organist
- Resume if Alan Raines
- The Baptismal Covenant
- Vestry, Ex-Officio Officers, Clergy & Staff, Endowment Fund Committee

Meeting Minutes prepared by Bob Stutz, Clerk

THE EPISCOPAL CHURCH OF SAINT THOMAS THE APOSTLE

CASH MANAGEMENT POLICY

NEED FOR POLICY: To establish controls and define the limits of authority regarding funds collected and expended on behalf of and for the welfare of the St. Thomas The Apostle ("Parish") community, the following is set forth as the Cash Management Policy of the Vestry of this Parish.

INCOME

Collections: Money collected from a Parish worship service (any type), Parish event, or Parish function should be placed in an envelope, signed and dated by two Vestry members, then put in the drop-box safe located in the Sacristy immediately following the service/event. If two Vestry members are not available, then one designated individual can assist a Vestry member with securing the money. The Vestry has identified the following Vestry officers, Chancellor, Treasurer, Assistant Treasurer, and Clerk as designated individuals for this purpose.

Collections Processing: If possible, counting of funds and depositing should be completed each week, but no later than seven (7) days following receipt of funds. Funds processing is completed by two designated counters assigned by the Rector and approved by the Vestry. The two designated counters hold the keys to the drop-box safe, which takes two keys to open. Duplicate keys are kept in a secure location. If one of these designated counters is not available, then a Vestry member can be asked to step in and assist the designated counter that is available. If neither the two designated counters or one designated counter and a vestry person are available, the collected funds should be held until which time the two designated individuals can complete the count and have the funds deposited.

Securities: Donations of securities (stocks, bonds, mutual funds, etc.) should be sold under instructions from the Treasurer and proceeds deposited in the Parish's Fidelity brokerage account as soon as possible upon receipt, pursuant to the previously adopted Vestry policy on January 19, 2021, authorizing the Treasurer to sell gifts of securities.

EXPENDITURES

Checks: All checks must have two signatures. Authorized signers are the Senior Warden, Junior Warden, and one Vestry member previously designated as a signer by the Vestry.

Invoices and Receipts: All invoices are scanned and uploaded to the Google shared drive for processing. This function is managed by the Controller and Assistant Treasurer who ensure that all invoices are posted to the correct cost centers and booked each month. Receipts presented for payment must be attached to a Check Request form detailing what the expense was for and a reason for the purchase. These requests are submitted to the Assistant Treasurer for review and uploaded to the Google shared drive for processing. **Note:** Expense reimbursement by parishioners is subject to review and approval to ensure sufficient budgeted funds are available.

Receipts for Parish Events: All receipts for expenses related to a special event or function of the Parish should be approved and submitted for payment, using the Check Request form. Guild heads are responsible for submitting all expense requests related to an approved special event or function. Event expenses should NOT be paid on the spot from event proceeds. The guild head may request funds for expenses in advance using the Check Request form, up to the amount budgeted. Following the event, the guild head should make an accounting of any such advance, including receipts and any money left over.

Office and Liturgical Supplies: The Office Administrator and the Rector will have the sole authority to authorize expenditures of this type. Any expense over fifty (\$50) must have the approval of the Rector. In the absence of the Rector, in an emergency situation, expenses in this category may be approved by the Senior Warden.

THE EPISCOPAL CHURCH OF SAINT THOMAS THE APOSTLE CASH MANAGEMENT POLICY

Physical Plant: The Junior Warden may authorize maintenance and repairs up to and including one thousand dollars (\$1,000). The Vestry must authorize any expense greater than that amount. In an emergency, Rector and Wardens have discretion to authorize expenditures in excess of one thousand dollars (\$1,000), but a full and complete report of such action and cause, must be made at the next Vestry meeting.

Contracts: All contracts for continuing services must be reviewed by the Chancellor, approved by the Vestry, and signed by the Sr. Warden. Parish members should not be considered for contract employment. Parish members who are currently so employed are exempt from this restriction until such time their contract comes up for renewal.

REVIEW AND AMENDMENT

This policy will be reviewed on a three (3) year rotation, however, updates can be made as needed or required. Any change or amendment of this policy will require the approval of three fourths of the voting members of the Vestry. Upon approval of this policy, it will supersede and replace all previous versions of the Cash Management Policy or Cash Management Statements for the Parish.

VESTRY RESOLUTION ACKNOWLEDGING AND GIVING THANKS TO

ELLEN MARGARET HART

FOR SERVICE AS INTERIM ORGANIST

WHEREAS, Ellen has faithfully and in an exemplary manner served the Episcopal Church of St. Thomas the Apostle ("St. Thomas") as the INTERIM ORGANIST from January 2025 to July 2025; and

WHEREAS, Ellen's dedication, musical talents, and unwavering commitment have greatly enriched the spiritual experiences of St. Thomas and enhanced the worship services of St. Thomas; and

WHEREAS, Ellen's exceptional musical skills, professionalism, and passion for sacred music have fostered an atmosphere of joy, inspiration, and reverence within our parish community; and

WHEREAS, Ellen's efforts in training and guiding the choir and collaborating with the clergy have consistently elevated the quality of worship and contributed to the spiritual growth of our parish; and

WHEREAS, The Vestry of the Episcopal Church of St. Thomas the Apostle, acting on behalf of the parish family, desires to express our heartfelt gratitude for these outstanding contributions.

NOW, THEREFORE, BE IT RESOLVED, that the Vestry hereby extends its deepest appreciation and profound gratitude to Ellen for her exemplary service as the Interim Organist.

Adopted by the Vestry on this 17th day of June 2025.

Rev. Christopher Thomas

Dan Hall, Jr Warden

Janet Elsea, Sr. Warden

Robert Stutz, Clerk of the Vestry



ALAN RAINES

PERSONAL PROFILE

Internationally acclaimed Music Director, Choral Conductor, and Organist, Alan Raines, DMA, brings over two decades of distinguished leadership in global performance, sacred music, and academia. With a Doctor of Musical Arts degree and a career shaped by international travel and cultural diplomacy, he is renowned for artistic excellence, dynamic programming, and immersive cross-cultural collaborations.

Raines has directed world-class choirs and worship ministries across leading U.S. institutions, including Highland Park United Methodist Church, Stetson University, and Baylor University, where he built nationally celebrated choral programs and transformative worship experiences. As a guest conductor and clinician, he has appeared in over 38 U.S. states and abroad in Europe, Canada, South Korea, and Russia, with performances at Carnegie Hall, Alice Tully Hall, and St. Étienne-du-Mont in Paris, where his choir became the first American ensemble to record Duruflé's Requiem in the composer's home church.

A passionate advocate for sacred music, vocal pedagogy, and intergenerational choir development, Raines builds thriving choral communities and curates spiritually resonant worship. His leadership unites academic rigor with pastoral sensitivity, collaborating closely with clergy and musicians to inspire vibrant, mission-driven music ministries.

A published arranger with Alliance Music Publications and Walton Music, Raines is also an active member of ACDA, NAFME, and other leading professional organizations.

CONTACT

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✉ alanraines66@gmail.com

🌐 sites.google.com/view/alanrainesdma

EDUCATION

BACHELOR OF MUSIC - Organ Performance
Valparaiso University
1990

MASTER OF MUSIC - Conducting
University of California, LA
1997

DOCTORATE OF MUSICAL ARTS
University of California, LA
1999

EC- 12 MUSIC
Alternative Certification ACT Dallas
2021

EXPERTISE

PERSONAL SKILLS

Teaching & Mentoring

Vision-Driven Execution

Choral Direction

Executive Communication

Score Preparation

Service Planning

Funeral & Wedding Oversight Expertise

Servant Leadership

Organ & Piano Improvisation Ability

Building Relationships

Strategic Planning

Arranging

Cantoring

Vocal Coaching

Coaching & Training

Strong attention to details

EXPERIENCE

ACTIVE GUEST CONDUCTOR AND CLINICIAN 2020 - present

ONE MAN'S TREASURE, EXECUTIVE DIRECTOR, DALLAS, TEXAS 2022 - 2025

Directed a nonprofit serving formerly incarcerated men, expanding its reach and capacity through strategic leadership, partnerships, and fundraising. Grew the operating budget from \$200K to \$650K and secured over \$2 million in in-kind support, ultimately serving 3,500+ men annually—over 25% of North Texas's reentry population. Led with a values-driven, compassionate approach grounded in equity and second chances.

MUSIC DIRECTOR, ROYCE CITY UNITED METHODIST CHURCH 2022 - 2025

Director of Music & Organist for the United Methodist Church, leading the music ministry in close collaboration with the Minister. Selected and prepared music appropriate to the liturgical calendar, directing both vocal and instrumental ensembles for regular Sunday worship and special services including Christmas, Holy Week, and Easter. Partnered with clergy and families to plan and execute music for weddings and funerals. Oversaw all aspects of music administration, including staff coordination, service planning, and communication with the Office Administrator. Maintained musical instruments, the music library, and rehearsal spaces, while developing and managing the annual music budget. Provided educational opportunities to deepen congregational understanding of the vital connection between music and liturgy.

DIRECTOR OF MUSIC, ARTISTIC DIRECTOR OF TOWER ARTS SERIES; HIGHLAND PARK UNITED METHODIST CHURCH, DALLAS, TEXAS 2014 - 2020 (retired)

Position Overview: Provided strategic and artistic leadership for a multifaceted music ministry, overseeing a diverse staff and ensuring cohesive, high-caliber musical programming across all services and events. Served as Conductor and Director of a 250+ member Chancel Choir, leading weekly rehearsals, Sunday worship, and major performances for a congregation of over 18,000. Collaborated closely with senior leadership to shape liturgical direction, coordinate worship logistics, and curate music selections that reflected the church's vision. Directed the Dallas Tower Arts Series, curating performances aligned with the organization's cultural and spiritual mission, while spearheading fundraising initiatives that generated \$1.5 million annually to sustain and expand artistic programming.

AWARDS & HONORS

International Performances
Sought-after National Lecturer
Nationally known clinician
Publication of 25+ arrangements
Celebrated Journal Articles
Vast works in Discography
Expert in Development
Notable forecasting and recruitment

DIRECTOR OF CHORAL ACTIVITIES, ASSOCIATE PROFESSOR OF ENSEMBLES, BAYLOR UNIVERSITY; WACO TEXAS

2009 - 2016; tenured 2010

Demonstrated dynamic leadership in overseeing choral/vocal studies and the ensemble division, guiding the artistic and academic direction of undergraduate and graduate programs. Built and directed nationally recognized A Cappella and Chamber Singers choirs, fostering a culture of excellence, professionalism, and creative growth. Taught a diverse array of performance and conducting courses, while mentoring students at all levels. Known for outstanding interpersonal communication, collaboration with regional educators, and relationship-building across faculty, students, and community stakeholders. Championed student recruitment and retention, led curriculum innovation, and expanded the program's national visibility through strategic touring initiatives and outreach. Proven ability to inspire teams and drive sustained institutional growth.

ASSOCIATE PROFESSOR & DIRECTOR OF CHORAL ACTIVITIES STETSON UNIVERSITY, DELAND FLORIDA

2006 - 2009; tenured 2009

ASSOCIATE PROFESSOR & DIRECTOR OF CHORAL ACTIVITIES GEORGIA STATE UNIVERSITY; ATLANTA, GEORGIA

1999 - 2006; tenured 2005

ASSOCIATE PROFESSOR & DIRECTOR OF CHORAL ACTIVITIES UNIVERSITY OF LA VERNE; LA VERNE, CALIFORNIA

1997 - 1999

Provided academic and artistic leadership in the Department of Choral/Vocal Studies, overseeing curriculum development, faculty collaboration, and student engagement at undergraduate and graduate levels. Taught a broad range of courses including choral conducting, vocal jazz, performance practice, and choral methods. Led national touring programs and drove recruitment and retention efforts for both music majors and non-majors. Maintained exceptional interpersonal communication with students, families, and colleagues to foster a collaborative and inspiring educational environment.

REFERENCES

PAUL HOFFMANN,
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EPISCOPAL CHURCH OF
ST. THOMAS THE APOSTLE

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VESTRY

Rene Aguirre
John Billingsley
Hampton Burwick
Janet Elsea
Dan Hall
Jami Mifflin
Steve Sale
Jack Sartin
John Van Buskirk

EX-OFFICIO OFFICERS

Joe DeuPree
Rusty Rippamonti
Bob Stutz

CLERGY & STAFF

Laura Giffin
Virginia Holleman
Jerry Knight
Andy McCarthy
Jennifer Smith
Steve Sprinkle
Lee Swift
Christopher Thomas

ENDOWMENT FUND COMMITTEE

Keith Carney
Ken Lee
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