



# The Episcopal Church of St Thomas the Apostle

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## Monthly Vestry Meeting - Minutes November 18, 2025

### IN ATTENDANCE

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**Rector**

Father Christopher Thomas

**Ex-Officio Officers**

Bob Stutz, Clerk  
Rusty Rippamonti, Chancellor  
Joe DeuPree, Treasurer

**Clergy Staff/Guests**

Jerry Knight  
Alan Raines, Director of Music Ministries

**Vestry Members**

John Billingsley  
Janet Elsea – Senior Warden  
Steve Sale  
Jami Mifflin  
John Van Buskirk

### SUMMARY OF ACTIONS TAKEN AND SIGNIFICANT EVENTS

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- **October Vestry Minutes were approved as amended**
- **Financial Reports**
- **Mission Outreach**
- **Building and Grounds**
- **Guild Liaisons Reports**
- **Rector's Report**

### NARRATIVE

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

The meeting was called to order at 7:00 PM by Fr. Christopher Thomas, and began with an opening prayer led by Fr. Christopher.

**II. Resource Person for Meeting****Janet Elsea****III. Prior Meeting Minutes Approval****Fr Christopher Thomas**

The meeting continued with a review of the previous month's minutes. John VanBuskirk moved, and Jami Mifflin seconded, a motion to approve as amended the October 21, 2025 meeting minutes. The minutes were approved by a unanimous vote.

**IV. Update on Hauptwert Organ Project** **Alan Raines, Director of Music Ministries**

The organ upgrade essentially gives St Thomas a 'new organ' and the frequencies will react with the combination of the organ and the room. There are three issues: Electronic interference in the computer and surrounding electronics; Isolating the old organ and new organ technologies; and building vibrations/rattles. The Vestry moved to the Sanctuary where Alan Raines demonstrated the new organ software and illuminated the problems.

**V. Welcoming/Hospitality Ministries Update** **Fr. Christopher Thomas**

Page 5 charts of the Agenda outlines the visitor attendance as well as overall member and visitor attendance and the success of the Hospitality Ministry developed by Janes Elsea with visitors signing the red book and the importance of contact information. Also reviewed the follow up procedures of 1st contact an email; 2nd contact a letter; 3rd contact a call and the 4th contact an invitation to a welcome lunch. It was suggested training for greeters to help obtain the contact information as well as any changes.

**VI. Finance Committee** **Joe DeuPree**

The October 2025 Income Statement and Balance Sheet were presented. Pledged Income is approximately 6% below budgeted for the 10 months. Organist expense is about 28% below budgeted due to the temporary organist for most of the year. Maintenance is nearly 50% above budgeted however lower water expense will help offset that. Finance Committee Report is attached.

The Stewardship Campaign results to date are charted on pages 12-15. A draft budget was also shown on pages 16-18 of the agenda. A suggestion was made for Vestry Members to hand write thank you notes to those who made 2026 Pledges.

The 2026 Budget will be formally presented at the December Vestry Meeting.

**VII. Mission – Outreach Committee** **Janet Elsea**

The Angel Tree was delivered November 21<sup>st</sup> and the Angel Cards will be on it before the next Sunday service. Angel gifts should be brought to the church no later than Sunday December 7<sup>th</sup>. It was suggested to bring food for the food bank.

**VIII. Building and Grounds (B&G) Committee** **Dan Hall**

The water report is on 19-23 of the agenda. The church will get bids to replace the drinking fountains in the Fellowship Hall. The refurbishment of the monument sign is in progress. There was a suggestion to add 'wandering jew' plants to the landscaping as they require low/no maintenance. There was a suggestion to add donor signs to the stained glass windows with the rights to be 'auctioned' for the right to have a name on a plack.

## IX. Guild Liaisons Reports

- **Acolytes/Eucharistic Ministers** (John VanBuskirk) – No additional Eucharistic Ministers are needed at this time.
- **Eucharistic Visitors** (John Billingsley)
- **Altar Guild** (Rene Aguirre)
- **Greeters/Ushers** (Hampton Burwick)
- **Kitchen/Social:** (Jami Mifflin) – A celebration December 7<sup>th</sup> will be in the Fellowship Hall following the 10:30 service.
- **Lectors (Readers)** (Jack Sartin)

## VIII. Rector's Report

**Fr. Christopher Thomas**

- Interfaith Migration Alliance continues work with Sandra Avalos and a copy of the training guide is included in the Vestry agenda 24-38. Sandra will be conducting training sessions with Northaven UMC and CofH.
- Fr. Christopher Thomas is planning a sabbatical in 2026. Grant money may be available to cover the cost of a replacement during that time. Grant requests are due in December.

## IX. Resource Person for September 16, 2025 Meeting

**Hampton Burwick**

## X. Compline & Dismissal

**Fr. Christopher Thomas**

- The meeting was closed with Compline by Fr. Christopher at 8:58 pm.

## APPENDIX

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- Vestry Meeting Minutes – November 18, 2025
- Balance Sheet – October 31, 2025
- Income Statement – October 1 to October 31, 2025
- Finance Committee Report
- Saint Thomas the Apostle Attendance Report
- Church Visitor Tracking Guide
- 2026 St. Thomas Budget Draft
- Interfaith Migration Alliance Training Guide
- The Baptismal Covenant
- Vestry, Ex-Officio Officers, Clergy & Staff, Endowment Fund Committee

**Meeting Minutes prepared by Bob Stutz, Clerk**