



The Episcopal Church of St Thomas the Apostle

Monthly Vestry Meeting - Minutes July 21, 2026

IN ATTENDANCE

Rector

Father Christopher Thomas **

Clergy, Staff/Guest

Ex-Officio Officers

Jerry Knight, Treasurer

Rusty Rippamonti, Chancellor **

Bob Stutz, Clerk

Vestry Members

Joe DeuPree - Senior Warden

Steve Sale – Junior Warden

Tom Files **

Jami Mifflin **

Jack Sartin **

Shelly Turner

Hampton Burwick **

Monica Sargent

Parishioners

Absent **

SUMMARY OF ACTIONS TAKEN AND SIGNIFICANT EVENTS

- Due to the lack of a quorum the meeting was postponed with a new date to be scheduled.

Special Vestry Meeting - Minutes July 26, 2026

IN ATTENDANCE

Rector

Father Christopher Thomas

Ex-Officio Officers

Jerry Knight, Treasurer

Rusty Rippamonti, Chancellor

Bob Stutz, Clerk

Vestry Members

Joe DeuPree - Senior Warden

Steve Sale – Junior Warden

Tom Files

Jami Mifflin

Jack Sartin

Shelly Turner

Hampton Burwick

Monica Sargent

Absent **

SUMMARY OF ACTIONS TAKEN AND SIGNIFICANT EVENTS

- **Approval of June 16, 2026 Minutes**
- **Amendment to Endowment Fund Resolution**
- **Amendment to the Bylaws**
- **Ratification and Reaffirmation of Housing Allowance Resolution**
- **Resolution of Acknowledgement of Dan Calhoun's Service**
- **Approval of Endowment Fund Expenditures**
- **Banking Resolution**

NARRATIVE

I. Call to Order

Joe DeuPree, Senior Warden

The Special Vestry meeting was called to order at 11:55 AM by Joe DeuPree, Senior Warden

II. Prior Meeting Minutes Approval

The meeting continued with a review of the previous month's minutes. Shelly Turner moved, and Jami Mifflin seconded the motion for approval of the June 16, 2026 meeting minutes. The minutes were approved by a unanimous vote.

III. Resolutions

Joe DeuPree, Senior Warden

Amendment to Endowment Fund Resolution, Amendment to the Bylaws and the Banking Resolution for the Rector Ministry Fund were presented and discussed. Hampton Burwick moved and Steve Sales seconded the motion. The three resolutions were approved as presented.

Ratification and Reaffirmation of Housing Allowance Resolution was presented and discussed. Steve Sale moved and Hampton Burwick seconded the motion which was passed unanimously.

Resolution of Acknowledgement of Dan Calhoun's Service was presented and discussed. Jack Sartin moved and Jami Mifflin seconded the motion which passed unanimously.

IV. Mission – Outreach Committee

Shelly Turner

Discussion of St Thomas partnership with Agapy Food Pharmacy. A request was made for \$3000 from the Endowment Fund and an additional \$3000 to be provided through St Thomas Fundraising. Shelly Turner motioned to accept the recommendation which was seconded by Jami Mifflin. The Motion passed unanimously.

V. Building & Grounds

Steve Sale, Junior Warden

Disposal of the old shed was discussed at a prior vestry meeting. Steve Sale requested up to \$1400 to be spent on the disposal. Jack Sartin moved and Jami Mifflin seconded the motion which passed unanimously.

VI. Dismissal

Joe DeuPree, Senior Warden

The meeting was closed at 12:06 PM

APPENDIX

- Vestry Meeting Minutes – June 16, 2026
- Amendment to Endowment Fund Resolution - attached
- Amendment to the Bylaws - attached
- Ratification and Reaffirmation of Housing Allowance - attached
- Resolution of Acknowledgement of Dan Calhoun's Service - attached
- Approval of Endowment Fund Expenditures
- Banking Resolution - attached
- The Baptismal Covenant

Meeting Minutes prepared by Bob Stutz, Clerk



The Episcopal Church of St Thomas the Apostle

Monthly Vestry Meeting - Minutes

June 16, 2026

IN ATTENDANCE

Rector

Father Christopher Thomas

Clergy, Staff/Guest

Ex-Officio Officers

Jerry Knight, Treasurer
Rusty Rippamonti, Chancellor
Bob Stutz, Clerk

Vestry Members

Joe DeuPree - Senior Warden
Steve Sale - Junior Warden
Tom Files **
Jami Mifflin
Jack Sartin
Shelly Turner
Hampton Burwick
Monica Sargent

Parishioners

Absent **

SUMMARY OF ACTIONS TAKEN AND SIGNIFICANT EVENTS

- Approval of June 16, 2026 Minutes
- Finance Committee Report
- Mission – Outreach Committee Report
- Building & Grounds Report
- Guild Liaisons Reports
- Rector's Report

NARRATIVE

I. Call to Order and Opening Prayer

Fr. Christopher Thomas

The meeting was called to order at 7:01 PM by Fr. Christopher Thomas, and the meeting began with an opening prayer led by Fr. Christopher.

II. Resource Person for Meeting

Jack Sartin

III. Spiritual Reflection

Rector

Revisit of Doubters of Great Faith and prayer. Every Person bears the image of God and sharing our personal experiences in "Close Enough to Care" and giving.

IV. Prior Meeting Minutes Approval

The meeting continued with a review of the previous month's minutes. Jack Sartin moved, and Hampton Burwick seconded the motion for approval of the May 19, 2026 meeting minutes. The minutes were approved by a unanimous vote.

V. Finance Committee

Jerry Knight, Treasurer

- a) The Financial Statements for the month ending May 31, 2026 were presented including a Financial Summary Report. In a discussion it was noted income was up about 18% and expenses down about 14% with a Net Surplus of \$ 9,847.94 for the month of May 2026.
- b) Columbarium Status Report: Discussion about expansion of the number of units. Discussion of the current units need for maintenance/repairs/upgrade. Replace old wood and new shelves. Estimate of \$4200 (labor only) using red oak, plywood and teak.
- c) Audit Committee: The Audit report is being finalized and will be presented to the Finance Committee and the Vestry.
- d) Proposed Amendment of Parish Bylaws and Endowment Fund for Removal of Verstryperson and Endowment Committee Member (attached). Joe DeuPree moved and Steve Sale seconded the motion. After discussion the motion passed with 6 yes and 1 no.
- e) Discussion on the need for St. Thomas having a notary on staff and \$150 for fees.

VI. Mission – Outreach Committee

Shelly Turner

Site visit to Agape Clinic and discussion. The clinic is funded from private sources and donations and no government funds so anyone may ask for assistance. Homecoming would be a good opportunity to implement St Thomas support of this noteworthy cause. July begins the Back to School Supply Drive.

VII. Building & Grounds

Steve Sale, Junior Warden

Kitchen AC and Air Handler quote provided on page 12 of agenda (copy attached) The \$12,000 needed would come from the Capital Improvement Fund. Jack Sartin moved St Thomas proceed with the quote and Hampton Burwick seconded the motion which passed unanimously.

Discussion on the need for roof replacement. Capital Campaign will be needed for the roof replacement.

Discussion of tree trimming needed by Oncor along the utility lines and reaching out to the Texas Public Utility Commission if Oncor does not do the tree work.

St. Thomas Tree Trimming: Pruning on area of central courtyard, reduction of canopy and trees around the buildings, etc. The funds to cover the cost of the work is being made by a private donor. Jack Sartin moved St Thomas proceed with the work and Joe DeuPree seconded the motion which passed.

Discussion of disposal of old assets/equipment Old tables, chairs, shed.

X. Guild Liaisons Reports

- **Acolytes/Eucharistic Ministers (Steve Sale)**

- **Altar Guild** (Joe DeuPree) Seven new volunteers are needed for the committee. Dan Calhoun will to step away by September 20th and revision/reboot the committee for what it can be at the July 18th service.
- **Greeters/Ushers** (Hampton Burwick) Need more members. Janet Elsea is scheduling the Welcome Table staffing.
- **Kitchen/Social:** (Jami Miffin) Homecoming is the second Sunday in September and help will be needed with setup and teardown.
- **Lectors (Readers)** (Jack Sartin) Schedule is set for the next 90 days.
- **Music** (Monica Sargent)

XI. Rector's Report

Fr. Christopher Thomas

- a) John Billingsley Vestry Resignation due to health reasons.
- b) Website Update: Estimate presented from the Web Developer (copy attached) with discussion. Hampton Burwick moved St Thomas approve the estimate and was seconded by Joe DeuPree. The motion passed.
- c) Rector Holiday – June 18 – July 2nd. A Vestry Member will be needed to open and close the church. Mother Virginia Holleman will open on 7/21 and Hampton Burwick will close. On 7/28 Monica Sargent will open and Hampton Burwick will close.
- d) Vestry Schedule for Building Open and Close – ongoing. Fr. Christopher will open but the Vestry will need to develop a schedule for which member will close the church on Sundays.

XII. Resource Person for June 16, 2026 Meeting

Jack Sartin

XII. Compline & Dismissal

Fr. Christopher Thomas

The meeting was closed with Compline by Fr. Christopher at 9:05 pm.

APPENDIX

- Vestry Meeting Minutes – June 16, 2026
- Financial Summary for the month of May 2026
- Balance Sheet – May 31, 2026
- Income Statement – May 1 2026 – May 31, 2026.
- May 2026 Attendance Report
- Vestry Bylaw proposal.
- Bid for Kitchen AC and Air Handler
- Bid for Web Site
- The Baptismal Covenant

Meeting Minutes prepared by Bob Stutz, Clerk

The Episcopal Church of St. Thomas the Apostle

Financial Summary Report - 2026

For the Month of June

*Revenue	Actual	Budget	% Change	Actual YTD
Pledge Income	\$30,978.92	\$32,871.17	-6%	
Non Pledged Donation	\$1,185.00	\$500.00	137%	
Total Revenue	\$33,343.72	\$34,129.50	-2%	\$209,256.90
*Expenses				
Total Office Expense	\$831.62	\$1,500.01	-45%	
Total Worship Expense	\$59.00	\$333.33	-82%	
Total Parish Life	\$390.00	\$891.66	-56%	
Total Buildings & Grounds	\$4,895.57	\$4,383.33	12%	
Total Utilities	\$3,983.41	\$3,740.00	7%	
Total Outreach	\$3,201.79	\$4,144.58	-23%	
Total Expenses	\$33,749.47	\$36,491.65	-8%	\$193,294.15
Net Total (Surplus/Loss)	-\$405.75			\$15,962.75

Noteworthy Items

- > Parish Life (Hospitality/Social 5136), Remaining balance for new tables purchased, not covered by donations.
- > Buildings & Grounds (Maint-Grounds 5148), Regular monthly maintenance *plus* flower beds (\$1,270) and Elm tree removal (\$450).
- > Utilities Expense (Safety, Security, & Fire Alarms 5158), annual Fire Extinguisher Inspections (\$358.35) and Smoke Detector alarm/repairs (\$918).

*Not an all inclusive list.

Amendment to the Endowment Fund Resolution Effective June 16, 2026

Add a new paragraph of text:

"6. Grounds for Removal of a Committee Member

In accordance with the provisions of paragraph 1 c., a member of the Endowment Committee may be removed for cause for at least any of the following reasons : 1) Missing two or more consecutive quarterly meetings of the Committee during their term on the Committee without a valid excuse; and/or (2) Failure to meet the requirements of being a member in good standing of the Parish that include: (a) Failure to contribute of record to the support of the Parish for a period of twelve (12) consecutive months during their term, and/or (b) Failure to receive Holy Communion at a service at the Parish at least three (3) times in a period of twelve (12) consecutive months during their term on the Committee."

**Amendment to Episcopal Church of St. Thomas the Apostle Bylaws
effective June 16, 2026**

4.05 Delete the current text "~~Any Vestryperson who is absent from regular meetings of the Vestry for a continuing period of three (3) months without a valid excuse is subject to removal by a majority vote of the remaining Vestrypersons, who may elect in his/her stead another eligible communicant to serve the unexpired balance of the three (3) year term of the removed Vestryperson.~~"

4.05 Replace with "In case the **continued absence of the Vestryperson from regular meetings of the Vestry for a period of three (3) months** without a valid excuse, that member is subject to removal by a majority vote of the Vestry; and the remaining members of the Vestry may elect another qualified communicant in his/her stead, who shall serve the remainder of the term of the removed member."

Ratification and Reaffirmation of Housing Allowance Resolution

Whereas Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes) a church designated Housing Allowance paid to him as part of his compensation to the extent used by him for his actual expenses in owning or renting a home in lieu of a church provided residence; and

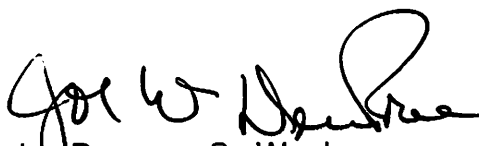
Whereas on or about February 8, 2020, a Housing Allowance Resolution (copy attached) authorizing \$32,450 in annual compensation for Housing Allowance was affirmatively approved by majority vote of 7 members of the then Vestry of St. Thomas the Apostle ("St. Thomas"). Said vote by email chain is documented in emails by the then Clerk of the Vestry Paul McCright; and

Whereas St. Thomas since February 2020 has compensated and continues to compensate Fr. Thomas in the amount of \$32,450 annually as Housing Allowance; and

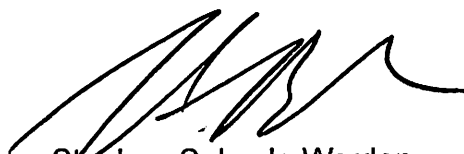
Whereas the above vote and Housing Allowance Resolution was not formally entered into the minutes of the Vestry due to oversight.

Whereas The current Vestry of St. Thomas desires to ratify past amounts of \$32,450 annually paid as Housing Allowance to Fr. Thomas and reaffirm going forward the amount of \$32,450 in Housing Allowance compensation annually for Father Thomas until said amount is changed by a future vote of the Vestry of St. Thomas; and

Now Therefore, after an affirmative vote on this Resolution by the Vestry at its regular monthly meeting on July 21, 2026 the Vestry directs the current Clerk of the Vestry to enter the vote and this Housing Allowance Resolution into the official minutes of St. Thomas.



Joe Deupree, Sr. Warden



Stephen Sale, Jr. Warden



Robert Stutz, Clerk of the Vestry

The following resolution was duly adopted by the vestry of The Episcopal Church of Saint Thomas the Apostle via e-mail vote sent to on Saturday, February 8, 2020:

Whereas, Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes) a church-designated allowance paid to him as part of his compensation to the extent used by him for actual expenses in owning or renting a home; and

Whereas, the Reverend Christopher Blake Thomas is compensated by The Episcopal Church of Saint Thomas the Apostle exclusively for these services as a minister of the gospel; and

Whereas, The Episcopal Church of Saint Thomas the Apostle does not provide Christopher Blake Thomas with a rectory, therefore, it is hereby

Resolved, that the total compensation paid to Christopher Blake Thomas for calendar year 2020 shall be \$93,200, of which \$32,450 is hereby designated to be a housing allowance; and it is further

Resolved, that the designation of \$32,450 as a housing allowance shall apply to calendar year 2020 and all future years unless otherwise provided.

Robert Stutz
Attested to by Clerk of the Vestry

7/26/26
Date

**VESTRY RESOLUTION ACKNOWLEDGING DAN CALHOUN'S EXEMPLARY
SERVICE AS LEADER AND MEMBER OF THE ALTAR GUILD**

WHEREAS, the Altar Guild serves a vital role in the life of the Episcopal Church of St. Thomas the Apostle ("St. Thomas"), ensuring that our sanctuary is reverently prepared for worship and our sacred vessels are handled with the utmost grace and care; and

WHEREAS, the dedicated members of the Altar Guild faithfully and quietly labor behind the scenes: polishing silver, washing linens, preparing for the Holy Eucharist and dressing the altar for every liturgical season; and

WHEREAS, through their meticulous attention to detail and steadfast devotion, they enhance the beauty of holiness and help draw our Parish closer to God;

WHEREAS, Dan Calhoun has faithfully and in an exemplary manner served St. Thomas as a member and leader of the Altar Guild for an exceptional period of many years; and

WHEREAS, Dan Calhoun's reverence, attention to detail, and unwavering commitment have greatly enriched the spiritual experiences of the Parish and enhanced the worship services of St. Thomas; and

WHEREAS, Dan Calhoun's tireless efforts in training and guiding other members of the Altar Guild team have consistently contributed to the holy services of our Parish; and

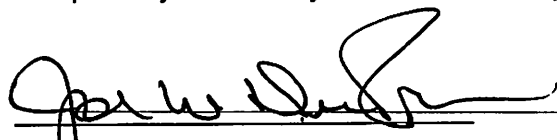
WHEREAS, Dan Calhoun has generously attended to preparations for numerous regular Sunday services, special services, weddings, funerals, and celebrations; and

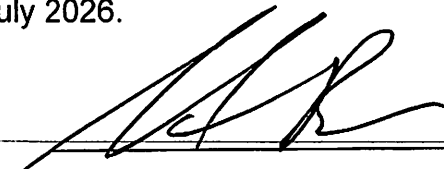
WHEREAS, The Vestry of the Episcopal Church of St. Thomas the Apostle acting on behalf of the Parish family desires to express our heartfelt gratitude for these outstanding contributions for many years.

NOW, THEREFORE, BE IT RESOLVED, that the Vestry hereby extends its deepest appreciation and profound gratitude to Dan Calhoun for his many years of exemplary selfless and invaluable ministry to our Parish as the leader and member of the Altar Guild; and

BE IT FURTHER RESOLVED, that we pray God's abundant blessings upon Dan Calhoun, and that a copy of this resolution be included in the minutes of this Parish and presented to Dan as a token of our love and esteem.

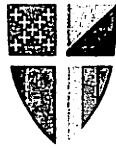
Adopted by the Vestry on this 26th day of July 2026.



Joe Deupree, Sr. Warden

Stephen Sale, Jr. Warden

Robert Stutz, Clerk of the Vestry



EPISCOPAL CHURCH OF
ST. THOMAS THE APOSTLE

BANKING RESOLUTION FOR Inwood National Bank CHECKING ACCOUNT (# 8038)

Be it Resolved by the Vestry (aka Board of Directors) of the Episcopal Church of St. Thomas the Apostle ("St. Thomas") at a special meeting held on July 26, 2026 that in accordance with current policies and procedures of St. Thomas that this Revised Banking Resolution shall replace and supersede any prior Banking Resolutions applicable to this subject account and that the following banking transactions are authorized for the St. Thomas account titled as: The Episcopal Church of St. Thomas the Apostle - Rectors Account (# 8038).

Be it resolved that The Parish Rector (Priest) Christopher B. Thomas and Sr. Warden (aka President) Joe DeuPree are hereby the principal authorized signers of checks drawn on this subject account. The Jr. Warden (Vice President) Stephen Sale and the Vestry Person (aka Director) Hampton Burwick are hereby **removed as authorized signers** on this subject account.

Be it further resolved that The Parish Rector (Priest) Christopher B. Thomas is hereby authorized individually as a user of a debit card attached to this subject account.

Be it further resolved that the St. Thomas Treasurer Jerry Knight and St. Thomas Controller Laura Giffin each individually acting in their capacity as Treasurer or Controller are authorized to receive any and all information about the subject Rectors Account of St. Thomas at Inwood National Bank and each individually may authorize intra bank transfers of funds via electronic means, between other St. Thomas accounts at Inwood National Bank; but the said Treasurer and Controller may not sign checks or make withdrawals of any funds from the Rectors Account except for intra Inwood National Bank transfers between accounts at the Inwood National Bank as specified herein.

Be it further resolved that- the Priest, The Reverend Christopher B. Thomas, Sr. Warden, Joe DeuPree, and Treasurer Jerry Knight may execute any signature cards and banking forms necessary to effect this Banking Resolution

Attestation:

As reflected in the official minutes of the subject Vestry meeting, a motion for the above recited Banking Resolution was made by a duly elected member of the Vestry . The motion was seconded by a duly elected member of the Vestry and passed unanimously by all duly elected and present members of the Vestry.

Attested to by Robert Stutz, the Clerk (aka Secretary) of the Vestry this 26th day of July 2026.

Robert Stutz, Clerk of the Vestry



The Episcopal Church of St Thomas the Apostle

The Doubters of Great Faith:

Bringing You Close Enough to Care

VESTRY

Hampton Burwick

Joe DeuPree

Tom Files

Jami Mifflin

Steve Sale

Monica Sargent

Jack Sartin

Shelley Turner

EX-OFFICIO OFFICERS

Jerry Knight

Rusty Rippamonti

Bob Stutz

CLERGY & STAFF

Laura Giffin

Virginia Holleman

Andy McCarthy

Alan Raines

Jennifer Smith

Steve Sprinkle

Lee Swift

Christopher Thomas

ENDOWMENT FUND COMMITTEE

Keith Carney

David Fuller

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.