



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 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 Mifflin) Homecoming is the second Sunday in September and help will be needed with setup and teardown.
- **Lectors (Readers)** (Jack Sarlin) 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 Sarlin

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