

Palmer Memorial Episcopal Church

Vestry Meeting Minutes

Date: December 16, 2025

Meeting Format: Hybrid (In-person and Zoom)

Start Time: 5:30 PM

Attendees

Vestry Members Present:

Rev. Neil Willard, Rector

Tom Van Arsdel, Senior Warden

John Wallace, Junior Warden

Sheeba Thomas, Clerk

Ken Alexander

Jeanine Baker

Rosine Hall

Betty Key

Kip Krause

Pam Lovett

David Madrigal

Michael Massey

Sue Murphy

Shannon Wallace

Dick Viebig

Treasurer:

Pam Harvey

Assisting Clergy Present:

Rev. Katherine Tuttle, Director of Parish Life and Membership

Rev. Allen Junek, Associate Rector

1. Check-In and Opening Prayer — Rev. Neil Willard

Neil invited personal updates and opened the meeting with Evening Prayer (Book of Common Prayer, p. 109), including a reading from Matthew 5:14–16.

2. Review and Approval of Consensus Items — Rev. Neil Willard

The Vestry unanimously approved the minutes from the Vestry Meeting of November 18, 2025.

3. Capital Campaign / Centennial Committee Update — Tom Van Arsdel

Vestry members were invited to suggest potential committee members for the Capital and Centennial Campaigns to Rev. Katherine Tuttle.

4. Personnel / Church Staffing Update — Rev. Neil Willard

a. Dustin will be leaving his current role at Palmer to serve as Director of Communications for Episcopal Divinity School. Until a new staff member is hired in his place, he will continue to provide some interim support.

b. A Palmer member who wishes to make a difference in the life of the church has provided a donation that will allow Palmer to add a business administrator back to the church staff and maintain this position for the foreseeable future. This member wishes to remain anonymous but hopes their donation will inspire other Palmers to consider similar actions.

5. Stewardship Council Update — Ken Alexander

- 29 new pledges have been submitted.
 - 33 households provide 53% of total pledge dollars.
 - 48% of pledge dollars come from those in the 70–79 age bracket.
 - To maintain the budget long-term, Palmer must continue to grow, especially by increasing the proportion of younger families.
 - The Endowment Board will be increasing the visibility of the Palmer Endowment starting in January 2026 to make Palmers more aware of the opportunity to contribute.
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6. Budget — Dick Viebig and Pam Harvey

a. 2025 Budget

With pledge dollars received, the budget is expected to break even. Any surplus funds will be applied to January 2026 expenses, when revenue tends to be lighter.

b. 2026 Budget

Pledges to date are expected to cover the proposed budget. If additional pledges are received, “wish list” items may be funded.

- Pledges to date: \$1.742M
- Endowment contribution: \$275K
- Diocese assessment: Increased by \$18K for 2026
- Debt servicing expenses will be reduced due to the rectory being remortgaged at a lower rate.
- Earned interest revenue will increase as accounts have been consolidated into a higher-interest account.
- Personnel expenses will increase due to 2.5% cost-of-living adjustments and budgeting for the current market value of a new communications position to replace Dustin.
- Buildings and Maintenance costs will increase due to playground resurfacing needs, as well as higher security and custodial service salaries.
- Costs related to the ShelbyNext data management system, renegotiated photocopier services, and electricity will be slightly higher in 2026.

The Vestry will vote on the 2026 budget in January 2026, once all pledges have been received.

7. Benediction — Rev. Allen Junek