

**Palmer Memorial Episcopal Church  
Vestry Meeting Minutes**

**Date: January 20, 2025**

**Meeting Format: Hybrid (In-person and Zoom)**

**Start Time: 5:30 PM**

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**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

**Assisting Clergy Present:**

Rev. Allen Junek, Associate Rector

Rev. Katherine Tuttle, Director of Parish Life and Membership

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**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).

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

The Vestry unanimously approved the minutes from the Special Vestry Meeting of December 16, 2025. The Vestry also received and approved the Financial Summary from Jessica Evans (Finance Manager), along with reports from the Worship Council, Pastoral Care Council, Outreach Council, Congregational and Community Engagement Council, Membership Council, Facilities and Grounds Council, Stewardship Council, Finance Council, Senior Warden, and Rector.

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### **3. Facilities and Grounds Report — Michael Massey**

Michael provided an update on ongoing and planned work focused on the following priorities:

1. Identifying, prioritizing, and completing improvements to Palmer's campus
2. Addressing deferred maintenance of sustainable elements
3. Exploring long-term solutions to meet the congregation's parking needs

He invited the Vestry to reflect on potential campus changes needed to support the next generation of Palmer parishioners. These considerations encompass all campus facilities, including Autry House, Farish Hall, the Nave, and the Bridge.

A comprehensive engineering assessment of the campus began in November 2025 and is expected to be completed in February 2026. Following completion, the scope of work will be developed into a master plan, with contracting and construction anticipated between 2027 and 2029. Identified priorities include improving accessibility to and from the Nave and ensuring adequate space for 21st-century parish operations.

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### **4. Stewardship Council Update — Ken Alexander**

- 32 new pledges have been submitted for 2026.
- A larger percentage of pledge dollars were received by Covenant Sunday compared with prior years, significantly assisting the Finance Council with budgeting.
- Long-term financial sustainability will require continued growth, particularly by increasing engagement among younger families.
- A proposal to conduct a series of donor appreciation events was presented and unanimously approved.
- A proposal for a member of the clergy to reach out to every active parishioner at least twice per year was also unanimously approved.

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## **5. Finance Council Report — Dick Viebig**

### **a. 2025 Budget**

Palmer concluded 2025 with a surplus of \$175,000 relative to budget. This surplus was primarily attributable to receipt of the second of 2 payroll tax refunds from federal COVID relief programs, and to reduced salary expenditures accounted for by the months of vacancy in the Associate Rector position. Surplus funds will be applied to January 2026 expenses, a period when revenue is typically lower.

### **b. 2026 Budget**

Rosine Hall will serve as Chair of the 2026 Finance Council.

The Vestry unanimously approved the proposed 2026 budget.

If additional pledges are received for 2026, the following potential allocations were discussed:

1. Increased funding for Outreach activities
2. Increased salary allocation for the Director of Communications position to align with market demands
3. Increased investment in Parish Life programming, particularly to support young families

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## **6. Senior Warden's Report — Tom Van Arsdel**

### **a. Capital Campaign**

Pam Lovett and Mike Soika will serve as Co-Chairs of the Capital Campaign.

### **b. Centennial Committee Update**

Vestry members are invited to suggest potential chairs and committee members to Rev. Katherine Tuttle.

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## **7. Gratitude**

The Vestry expressed gratitude for the service of Jeanine Baker, Kip Krause, David Madrigal Michael Massey, and Dick Viebig, who have completed their three-year terms. Thanksgiving was also offered for the highest Christmas and Christmas Eve attendance since the pandemic, as well as for the strong energy and participation at the Vestry and Lay Delegate Candidates Forum.

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**8. Benediction — Rev. Allen Junek**

**PALMER MEMORIAL EPISCOPAL CHURCH**  
**Analysis of Revenues & Expenses - Summary**  
**December 2025**

	MTD ACTUAL 2025	MTD BUDGET 2025	YTD ACTUAL 2025	YTD BUDGET 2025	2025 ANNUAL BUDGET	% of ANNUAL BUDGET USED
<b>Revenues</b>						
<b>BANK DEPOSITS</b>						
<b>OPERATING FUND</b>						
CONTRIBUTION REVENUE	\$243,790.81	\$151,556.74	\$1,863,730.06	\$1,818,680.00	\$1,818,680.00	102.48 %
OTHER OPERATING REVENUE	\$35,864.34	\$37,814.26	\$516,444.26	\$453,772.00	\$453,772.00	113.81 %
<b>Total OPERATING FUND</b>	<u>\$279,655.15</u>	<u>\$189,371.00</u>	<u>\$2,380,174.32</u>	<u>\$2,272,452.00</u>	<u>\$2,272,452.00</u>	<u>104.74 %</u>
<b>Total BANK DEPOSITS</b>	<u>\$279,655.15</u>	<u>\$189,371.00</u>	<u>\$2,380,174.32</u>	<u>\$2,272,452.00</u>	<u>\$2,272,452.00</u>	<u>104.74 %</u>
<b>Total Revenues</b>	<u>\$279,655.15</u>	<u>\$189,371.00</u>	<u>\$2,380,174.32</u>	<u>\$2,272,452.00</u>	<u>\$2,272,452.00</u>	<u>104.74 %</u>
<b>Expenses</b>						
<b>PERSONNEL</b>	\$86,273.37	\$86,527.27	\$958,693.12	\$1,038,329.00	\$1,038,329.00	92.33 %
<b>DIOCESE</b>	\$14,828.75	\$14,828.75	\$177,945.00	\$177,945.00	\$177,945.00	100.00 %
<b>RECTORY</b>	\$4,122.81	\$1,383.37	\$15,653.23	\$16,600.00	\$16,600.00	94.30 %
<b>CHURCH BUILDINGS</b>						
BUILDING and MAINTENANCE	\$55,385.30	\$46,957.14	\$563,824.28	\$563,487.00	\$563,487.00	100.06 %
DEBT SERVICE	\$4,218.21	\$5,085.75	\$56,825.26	\$61,029.00	\$61,029.00	93.11 %
UTILITIES	\$12,270.07	\$11,750.00	\$137,766.30	\$141,000.00	\$141,000.00	97.71 %
FELLOWSHIP KITCHEN	\$3,306.05	\$1,508.37	\$18,522.74	\$18,100.00	\$18,100.00	102.34 %
<b>Total CHURCH BUILDINGS</b>	<u>\$75,179.63</u>	<u>\$65,301.26</u>	<u>\$776,938.58</u>	<u>\$783,616.00</u>	<u>\$783,616.00</u>	<u>99.15 %</u>
<b>ADMINISTRATIVE SUPPORT</b>						
ADMINISTRATION	\$1,174.21	\$1,886.25	\$29,480.71	\$22,635.00	\$22,635.00	130.24 %
FINANCIAL OPERATIONS	\$1,199.92	\$2,679.24	\$33,676.29	\$32,150.00	\$32,150.00	104.75 %
<b>Total ADMINISTRATIVE SUPPORT</b>	<u>\$2,374.13</u>	<u>\$4,565.49</u>	<u>\$63,157.00</u>	<u>\$54,785.00</u>	<u>\$54,785.00</u>	<u>115.28 %</u>
<b>MINISTRIES</b>						
COMMUNICATIONS	\$5,592.87	\$3,633.37	\$52,121.90	\$43,600.00	\$43,600.00	119.55 %
OUTREACH	\$1,000.00	\$1,000.00	\$8,338.75	\$12,000.00	\$12,000.00	69.49 %
EVANGELISM	\$0.00	\$708.37	\$10,213.78	\$8,500.00	\$8,500.00	120.16 %
FELLOWSHIP	\$1,383.58	\$1,833.37	\$25,080.70	\$22,000.00	\$22,000.00	114.00 %
<b>MUSIC MINISTRY</b>						
MUSIC-ADULTS	\$2,249.53	\$1,020.76	\$10,810.95	\$12,250.00	\$12,250.00	88.25 %
MUSIC-CHILDREN	\$1,485.24	\$333.37	\$4,448.53	\$4,000.00	\$4,000.00	111.21 %
<b>Total MUSIC MINISTRY</b>	<u>\$3,734.77</u>	<u>\$1,354.13</u>	<u>\$15,259.48</u>	<u>\$16,250.00</u>	<u>\$16,250.00</u>	<u>93.90 %</u>
PASTORAL CARE	\$265.45	\$183.48	\$647.66	\$2,200.00	\$2,200.00	29.44 %
WORSHIP	\$478.43	\$404.13	\$4,745.47	\$4,850.00	\$4,850.00	97.84 %
PRAYER & SPIRITUALITY	\$0.00	\$31.25	\$0.00	\$375.00	\$375.00	0.00 %
INFORMATION TECHNOLOGY/MEDIA	\$4,236.72	\$3,333.26	\$38,830.07	\$40,000.00	\$40,000.00	97.08 %
<b>Total MINISTRIES</b>	<u>\$16,691.82</u>	<u>\$12,481.36</u>	<u>\$155,237.81</u>	<u>\$149,775.00</u>	<u>\$149,775.00</u>	<u>103.65 %</u>
<b>EDUCATION</b>						
ADULT EDUCATION	\$0.00	\$1,333.26	\$17,207.02	\$16,000.00	\$16,000.00	107.54 %
CHILDREN'S EDUCATION	\$862.05	\$916.63	\$11,651.98	\$11,000.00	\$11,000.00	105.93 %
YOUTH	\$82.77	\$1,083.37	\$14,852.28	\$13,000.00	\$13,000.00	114.25 %
PARISH RETREAT	\$1,947.40	\$416.63	\$6,947.40	\$5,000.00	\$5,000.00	138.95 %
<b>Total EDUCATION</b>	<u>\$2,892.22</u>	<u>\$3,749.89</u>	<u>\$50,658.68</u>	<u>\$45,000.00</u>	<u>\$45,000.00</u>	<u>112.57 %</u>
<b>OTHER EXPENSES</b>						
WEDDING MINISTRY	\$0.00	\$316.63	\$3,628.55	\$3,800.00	\$3,800.00	95.49 %
FUNERAL MINISTRY	\$300.00	\$216.87	\$2,380.78	\$2,602.00	\$2,602.00	91.50 %
<b>Total OTHER EXPENSES</b>	<u>\$300.00</u>	<u>\$533.50</u>	<u>\$6,009.33</u>	<u>\$6,402.00</u>	<u>\$6,402.00</u>	<u>93.87 %</u>
<b>Total Expenses</b>	<u>\$202,662.73</u>	<u>\$189,370.89</u>	<u>\$2,204,292.75</u>	<u>\$2,272,452.00</u>	<u>\$2,272,452.00</u>	<u>97.00 %</u>
<b>Net Total</b>	\$76,992.42		\$175,881.57			

## Palmer Worship Council Meeting Minutes (Revision) December 4, 2025

**Attendees:** Rev. Neil Willard, Rev. Allen Junek, Margie Dieter, Lesley Douthwaite, Victor Lamas, David Madrigal, Allen Nunley and Libby Spoede

**Prayer** – Victor opened the meeting with prayer.

### **Upcoming Activities –**

- Dec. 7 – Acolyte Training in the Nave after 10:00 am service
- Dec.13 and 16 – Assist with Decorating the Church from 9 to 12 on the 13<sup>th</sup>, 10 – 1 on the 16<sup>th</sup>
- Dec.14 – Advent Lessons & Carols at 4:00 pm in the Nave
- Dec.17 – Longest Night Service at 7:00 pm at St. Bedes
- Dec.24 – Christmas Eve Services at 3:00 pm, 5:30 Carols / 6:00 pm Choral Eucharist, Rite II, 8:30 Carols / 9:00 pm Choral Eucharist, Rite I w/Incense
- Dec.25 – Christmas Day, 10:00 am Holy Eucharist, Rite I
- Dec.28 – 8:00 am Holy Eucharist Rite I, 10:00 am Christmas Lessons & Carols w/Holy Communion Rite I (First Sunday after Christmas)
- Jan.6 – Epiphany 5:30 pm – Burning of the Greenery in the Courtyard

### **Clergy Updates –**

The acolyte training program for this Sunday, Dec.7 is good to go.

The Longest Night Service on Dec.17 will be a Taize type service with communion.

### **Music Updates –**

Lessons and Carols will be on December 14<sup>th</sup> at 4:00 pm in the Nave.

### **Service Updates –**

A change has been requested by clergy and it is for the server and thurifer to meet the priest closer to the middle of the altar, rather than on the side of the altar when washing hands and passing vessels.

The Ministry Scheduler Pro (system which schedules servers for Palmer services) will end at the end of this month and will be replaced by a new program. The new program/software is separate from ShelbyNext and is scheduled to start up in January. This will require much training around programming and set up. More details will follow.

### **Verger Updates –**

Nothing new to report. It was verified that there will only be gospel processions during special high holy services such as the 9:00 pm Christmas Eve service, Christmas Day service, Easter Vigil and the last service on Easter Day.

### **Acolyte Updates –**

The acolyte training program for this Sunday, Dec.7<sup>th</sup> is good to go.

### **Lectors Updates –**

Nothing new to report.

**Ushers / Bell Ringers Updates –**

Ushers will continue to work on their schedules with guidance from Danna and Lesley.

Lesley will check with Betty Key to see if she can graciously bake bread for the 3:00 pm and 6:00 pm Christmas Eve services.

Bell Ringers – On Christmas Eve, the bell ringers will ring the bells at 5:00 pm.

**Other Business –**

Next Worship Council Meeting date – January 8, 2026.

## Pastoral Care Council Meeting December 1, 2025

**Attendees:** Allen Junek, Ruth Davies, Katie Pannell, Laurie Rigby, Diane Quast, Don Quast, Laura Van Ness. Not attending: Jackie Campbell, Rivers Wallace

### Check-ins & Opening Prayer

**Designating a Notetaker** – Laura Van Ness

### Recap of Last Week

- I. 3 pillars of Pastoral Care:
  - a. Connection
  - b. Companionship
  - c. Communication
- II. We're a team of caregivers

### Goals for 2026

- I. Launch parish-wide communication initiative highlighting pastoral care ministries across various platforms (including announcements, God-moments, The Palmer, Adult Formation, updated web page, etc.)
- II. Streamline input by implementing a pastoral care visitation log to ensure efficient communication across ministries, while maintaining strict confidentiality when required, from the Council and/or Clergy.
- III. Allen's item: Clergy & staff actively pitching pastoral care ministries (AJ, NW, KT)

### Pastoral Updates

Identified, but purposely not identified in these notes.

### Action Item

Pastoral Care Council members are writing Christmas cards to parishioners who have recently experienced loss, etc. Some will mail directly; Allen will mail others.

### Closing Prayer

### Housekeeping + Scheduling Meetings

The Council decided to meet on First Mondays. Our next meeting will be on January 5th, at 6:00pm.

### Closing Blessing

# Pastoral Care Council Meeting

## January 5, 2026

**Attendees:** Allen Junek, Jackie Campbell, Ruth Davies, Katie Pannell, Laurie Rigby, Diane Quast, Don Quast, Laura Van Ness, Rivers Wallace

### Welcome & check-in's

### Opening prayer

### Goals recap from last meeting

1. Launch parish-wide communication initiative highlighting pastoral care ministries across various platforms (including announcements, God-moments, Palmer L&F, OSL, Adult Formation, etc.)
2. Streamline input by implementing a pastoral care visitation log to ensure efficient communication across ministries, while maintaining strict confidentiality when required, from the Council/Clergy.
3. Clergy & staff actively pitching pastoral care ministries (AJ, NW, KT) (Allen's item)

### Parish-wide Pastoral Care Ministries Communications Initiative (#1, above)

1. Reviewed a list of Palmer's pastoral care ministries and discussed how parishioners would know about the ministry and how volunteers are solicited. (see next page)
2. What methods of communication get the most traction? (see next page)
  - Website, though we don't want to just tell someone, "just go to the website."
    - App should reflect website changes, and any graphics created should be included in monitor carousel and social media.
  - Inserts – activity insert, but also especially God Moments. Lauren Kirkwood was identified as someone who might coordinate God Moments.
  - Verbal at the microphone (if regulated) on a schedule (quarterly, Lent, etc.). Invite someone up for x minutes to describe what this ministry meant to me

### Also discussed

- What happened to the Wednesday night healing service? Switching it to Wednesday noon didn't work.
- Stephen Ministry had more than 30 trained volunteers, now down to five. Training is a full school year, 3 hours per week.

### Action item

- Laura, Katie and Allen to huddle, then Laura & Katie will reach out to pastoral care leaders for a description of their programs and how parishioners can access those programs.

**Pastoral updates** – Long-term, short-term, griefs, joys. Identified, but not listed in these notes.

### Next meeting

February 2, 6:00 p.m. (Our goal is the first Monday of the month.)

### Closing prayer

**Pastoral Care Ministries:**

- Clergy visits/calls (Neil, Allen, Katherine, Mary)
- Hospital Visitations (Sam Craven, Ruth Davies, Don Quast, Clergy)
- Prayer Requests – (DoK, Clergy)
- Community of Hope (Arlene Price)
- Eucharist Visitors (David Madrigal)
- Order of St. Luke (Jackie Campbell)
- Stephen Ministry (Laurie Rigby)
- Loaves and Fishes (Laura Van Ness)
- Caregiver Support Group (Rita Justice)
- Funeral Guild (Ann Pittman, Sue Howard)
- Wedding Guild (Ragna Case)
- Widow Support Group (Jackie Campbell)
- Walking the Mourner's Path (Linda Shelton, Jeanine Baker)
- Prayer Shawls + "Wrapped in Love" Fleece Blankets (Barbara Hass)

**Communication Channels:**

- Tuesday Newsletter
- Friday Email from Rector
- Palmer Church App
- Sunday Order of Worship/Bulletin
- Sunday Order of Worship/Bulletin Insert
- Sunday Spoken Announcements
- Printed Handouts
- Printed Items in Office and Common Spaces
- Video Monitors in Common Spaces
- Sunday Formation
- Midweek Formation
- Mailers
- Campus Signage (including bulletin boards)
- Sermon
- Digital and Print Advertisements
- Website
- Social Media (Facebook + Instagram)

# Outreach Council Minutes

January 10th, 2026

Members Present: Deacon Rev. Mary Reddick (chair), Linda Shelton, Dana Kurtin, Jeff Dieter, Sue Howard, Jennifer Macia; Denise Zwicker

- The minutes for the last meeting from October 9th were approved with one addendum from Linda Shelton: “ The 2025 budgeted refugee funds were donated to the Interfaith Ministries Refugees program with designation for emergency needs for refugees.”
- In order to achieve timely minutes for the vestry to review before their meetings, we agreed that minutes will be sent out via email with all members responding to amend or approve the minutes.
- Discussion was had around the use of AI to help capture the minutes with careful review to ensure the content, tone and language are authentic to the meeting.
- Discussion was had about the purpose of today’s meeting: to try to create an organization for the Outreach Council that will serve Palmer well for years to come, in keeping with our charge from the vestry.

## **Report of actions based on October meeting**

Deacon Reddick brought copies of the book Toxic Charity to share with committee members, to inform our thinking around outreach. She then gave a report of actions taken since the October meeting:

She has met with John Wallace about Angel Tree and Barbara Hass about our partnership with Yellowstone; both leaders are ready to hand over to new leadership. She met with the EAC (Emergency Aid Coalition) and LOTS (Lord of

the Streets)- two organizations that Palmer has historical ties to and serve the homeless and working poor and are in our neighborhood- to begin learning how we can strengthen our relationship and involvement with each. ( We will start with manning the pop-up market at the EAC on the 3rd Tuesday of March. And can also plan a food drive after which we stock the pantry at EAC. )

EAC is also developing food pantries with New Hope Housing complexes (which we also partner with ) and this may be an opportunity in the future.

LOTS has a \$4000 donation requirement to become a partner with.

She also investigated the finances of Outreach and found we had \$1000 in unspent money which was then donated to the EAC (\$500) and LOTS (\$500).

## **Organizational Structure**

We agreed that the actions and responsibilities of the Council and its members should include:

- 1) Oversight of Outreach ministries, including financial oversight and succession planning
- 2) Attending meetings
- 3) Promoting active communication about and advocacy for outreach ministries within the Parish
- 4) Assuring ministry and mission/values alignment
- 5). Acting as liaisons to designated outreach ministries. Council members will report on the actions of their designated ministries at each meeting.

The 6 members (not including the Deacon or staff liaison) will have 3 year terms, with 2 rotating off each year. By random paper ballot it was chosen that Jennifer Macia and Linda Shelton are serving 3 years, Dana Kurtin and Jeff Dieter 2 years, and Denise Zwicker 1 year (with the option to renew if so desired). Initially the intention was to have a Rice student on the council but there has not been interest; we will liase with Beth Ann to keep the students an active part of our Outreach ministries.

We will meet every other month on even months after church on the 3rd Sunday of the month, planning for a longer meeting in January to help plan the year.

We approved forms that Deacon Reddick had prepared to use for Outreach ministries, with the idea that they would be updated annually.

We agreed that new ministries must have a Palmer member as a leader.

## **Finances**

We discussed procedures for disbursement of Outreach funds. Ministries will be informed of their budget; receipts will be submitted and approved before disbursement of funds.

We discussed the money left in restricted funds; not sure why there is money from Alternate gift giving left as this should be disbursed each year and we did not have alternative gift drive this year. Deacon Reddick will investigate this further. We have money left for refugee resettlement but this is on pause; we may ask to use this money towards the new refugee ministry being developed to meet current needs.

We reviewed the Outreach financial report and 2026 budget. Based on what was spent in 2025 and in light of Palmer Place apartment ministry ending, the Finance

committee allocated \$7,624 to Outreach ministries. Deacon Reddick submitted an aspirational budget of \$20,000. Amounts allocated to various ministries will be adjusted after we have final budget numbers to work with.

We discussed overall theory of outreach funding, ie whether it is best to have a dedicated outreach bucket designated by the vestry (noting that some churches have a goal of tithing or more for their outreach budget) versus raising money for specific ministries ad hoc as need arises. We agreed that a dedicated outreach funding stream is preferable, allowing that emergencies or events may arise that require new fundraising.

### **Outreach Specifics**

We agreed we would like to engage with the Newcomer's class to find out what new members interests are and connect them with outreach opportunities; perhaps with a survey.

We will add a suggestion box to the Ministry Fair to further survey the Parish about outreach interests.

We agreed that mission trips have been well received in the past and should be under the purview of the Outreach committee, and plan to revisit this in the future. Jeff was asked to do some research about potential mission trips.

We are envisioning a large calendar with ongoing outreach opportunities for the Parish. We discussed spreading out the activities of Serve Sunday to more frequent year round opportunities (that would include the same partnership/ activities that parishioners are currently involved in with Serve Sunday, as well as expanding into new opportunities.). We also discussed renaming/rebranding; the title is under consideration. Jenn has been asked to begin to work on this with Mary and they will coordinate the calendar and develop new efforts to add to the existing list of opportunities. We discussed investigating options for signing up for events with our website.

We received report from Linda Shelton on the state of current refugee ministries. Interfaith ministries is still serving refugees that arrived prior to January. In light of the current refugee resettlement restrictions the Episcopal church has withdrawn from refugee resettlement. However congregations can still continue to provide assistance and support refugees who arrived prior to January 2025 and are eligible for services, and other migrants, asylum seekers and/or individuals who are detained, and become allies to those providing services to them. We can also focus on prayer, education and increased awareness, and advocacy in keeping with the Church's commitment to Migration with Dignity goals. A group with the church is called Migration with Dignity Caucus and they held three Advent prayer vigils; February 8th will be Migration with Dignity day and is to be a day of prayer. We discussed changing the name of our refugee resettlement ministry to Migration with Dignity ministry. Linda also suggested that we continue with some direct support of migrants through donation drives to Interfaith Ministry and Casa Mateo.

We agreed that this had been a useful and productive meeting but we still have more to discuss and scheduled a follow up meeting for after church on Sunday January 18th.

# Palmer Congregational and Community Engagement Council Report

December 2025 | Submitted by Lauren Kirkwood

**Present:** Katherine Tuttle, Joey Hunter, Jim Key, Lauren Kirkwood, Alex Doan

**Absent:** Roger Hutchison, Beth Anne Nelson, Franchesca Sentmanat, Judy Lufkus

## Opening

The meeting opened with prayer, followed by member check-ins.

## Vestry Reporting Process

Katherine Tuttle explained that Vestry members have access to reports from all parish councils, which are reviewed, edited, and eventually made public on the website as part of the Vestry minutes. This process helps keep the Vestry informed about parish focus areas, improves coordination between clergy and committees, and provides a comprehensive understanding of Palmer's pastoral needs and congregational health.

## Engagement

**Rice University students** continue to feel supported and well integrated into the life of Palmer.

The **Advent wreath-making event** produced 70 wreaths and had the largest turnout he can remember. New families attended. The event also brought in families who had been less connected, and they brought their out-of-town family members.

The **20s and 30s Group**, is well underway. Many participants are from the Newcomer Class (which concluded in September). Since the last council meeting, the 20s and 30s Group has held two gatherings:

- A "Bibles and Brunch" kickoff meeting
- A social hour at a local beer garden

Both events were well attended, with participants inviting friends and creating visibility for the group within the community. Several members volunteered to distribute invitations at the upcoming farmer's market and to gather for lunch afterward.

"Bibles and Brunch" has been advertised once or twice in *The Palmer*, and postcards were sent. Individuals in their 20s and 30s have been identified and added to an email list. To preserve the space for the intended age range, social outings have been advertised selectively. There may be a need for a 40s and 50s group in the future. It was suggested that such a group could model itself after the successful Dinner & Discussion group, which primarily serves those over 60.

## Adult Formation and Spirituality

It was requested that information about the **Adult Formation** class on Sunday mornings be publicized with scheduled speakers and topics in *The Palmer*. It can be difficult to locate specific information on the website due to the volume of content without direct links.

**God Moments** will be reintroduced, with the rollout targeted for Lent. The Palmer Writing Group will assist with editing and facilitation.

In-person **Meditation** has resumed on Wednesday evenings, with attendance of 6–8 people. Online meditation continues to thrive, with three new participants.

### **Outreach and Hospitality**

December events will be promoted at the farmer's market by members of the 20s and 30s Group. Invitations will also be delivered to The Villages at South Hampton senior living community. This outreach involves distributing approximately 300 invitations; even two or three meaningful connections would make it a worthwhile effort.

Wassail and cookies will be served at the **Longest Night** service and Katherine discussed asking Pam Longley whether volunteers from the Daughters of the King might attend to offer hospitality. Serving wassail and cookies is being considered.

### **Community Growth and Visibility**

Efforts continue to encourage the whole Palmer community to be more invitational and welcoming. Councils are encouraged to see themselves as ambassadors. At a recent clergy conference, it was reported that church attendance decline has stabilized nationally, with some churches experiencing growth.

At Palmer this year:

- 15 baptisms have taken place (2 adults and 13 children)
- Approximately 40 people participated in the Newcomer Class
- Received 27 confirmed members as well as 10 additional baptized members
- Giving, attendance, and programming have all increased

With neighborhoods surrounding the church changing and new high-rise developments emerging, opportunities for outreach are growing. Possible strategies include posting notices in high-rise buildings, leaving flyers at doorsteps, increasing outdoor signage. Palmer's web presence, live streaming of church services, and continued use of social media (Instagram and Facebook) are ongoing and effective. Personal invitation remains a key outreach tool.

### **Next Meeting**

The next meeting is scheduled for **February 3**.

Membership Council Report  
November 2025  
Submitted by Katherine Tuttle

**Date of meeting:** November 30, 2025, at 5:00pm via Zoom

**Present:** Katherine Tuttle, Stephanie Davidson, Joan Gallagher, Sue Howard, Rob Vines,

**Absent:** Kyle Raese, Rebecca Snyder, Cindy Wallace, David Wallace

**Agenda:** The agenda sent to the Council was as follows:

- Prayer
- Checking-in: Have you noticed any faces around Palmer?
- Review last two months of programs that are good for newcomers:
  - Oct. 5th Farmer's market walkthrough
  - Oct. 12th Blessing of the Animals
  - Oct. 18th Mental Health Workshop 9-11:30
- Discuss other events coming up this winter that are good for newcomers:
  - What can we do in December to be welcoming this month?
  - Lessons and Carols (need support at Welcome tent/table)
  - Longest Night (DoK provide hospitality? invite newcomers)
  - Potluck in January for Newcomer Class
  - Alternative gift giving
- Plans for 2026:
  - Ministry Fair: Feb. 8th
- Other Topics of Discussion:
  - Re-vamping Welcome Table
  - Schedule a Sunday to be at the Welcome Table
  - Working on being more invitational:
  - Are you involved in a ministry that you are excited about and can invite other people?
- Confirm our next meeting time:
  - January 11th, 11:30-12:30 with LUNCH. Planning meeting for 2026
- Closing

### **Summary of Meeting:**

Meeting convened with a prayer at 5:03 pm.

Katherine outlined the successful events held on October 5, 12, 18<sup>th</sup>. There was specific discussion regarding the positive feedback from participants at the Mental Health Workshop and the possibility of holding future such events. She also outlined that the 20's/30's group is gaining steam and there was discussion of the past success of the group (twenty or thirty years ago).

We discussed that the Women's Retreat is a great vehicle for building new friendships across all age groups. It would be beneficial to highlight it to newcomers including the upcoming Cookie Exchange.

Stephanie and Sue confirmed they would be at Lessons and Carols and will staff the welcome table prior to the event.

There was some brainstorming about how to keep momentum going for the most recent Newcomer's group including mention of a possible potluck in January; pending available dates as January is typically quite busy. We also discussed making note of the 1-year "anniversary" for the Newcomer's Class in October 2026.

Our next meeting is scheduled in person on Sunday January 4, from 11:30am – 1:00pm (over lunch) at Palmer. This will be a planning meeting to set the cadence for membership events in 2026.

The meeting adjourned at 5:55pm

Membership Council Report  
January 2026  
Submitted by Katherine Tuttle

**Date of meeting:** January 4, 2026, at 11:15am at Palmer

**Present:** Katherine Tuttle, Stephanie Davidson, Joan Gallagher, Sue Howard, Kyle Raese, Rob Vines, Cindy Wallace, David Wallace

### **Summary of Meeting:**

The group gathered informally for lunch at 11:15am and the meeting convened with a prayer at approximately 11:30am.

Katherine and Sue distributed the Spring 2026 Formation flyer to use as the basis for our planning discussion.

The conversation focused on various kinds of outreach activities particularly for parents and their young families; including suggestions for events could bring parents together to further community amongst them. This included possible Friday/Saturday night spaghetti dinners, group events at Hermann Park or bringing outside presenters that would be kid-friendly such as Houston Zoo staff (with animals). There was also discussion about creating a swap type event for toys, clothes, bicycles however it needs further discussion regarding logistics and practicality.

There was a discussion about creating Ambassadors in the Pews; highlighting to members that their friendliness and willingness to move over in the pews to make room for new faces can have a profound impact on how a potential new member feels about Palmer. We also discussed the possibility of asking each interest group at Palmer to informally designate someone to welcome new comers to their events and smooth their integration groups as new members.

The Council recommended that Katherine be part of the presentation at the Annual Meeting, to provide an update on membership and if available to share some survey data from new members regarding what inspired them to join Palmer (how did our community help them feel welcome).

We discussed the upcoming Houston Marathon and several council members volunteered to hold up Palmer signs to create awareness of our Church.

There were positive comments on past "Instructed Eucharist" held during Sunday Service and a suggestion that it be an annual event.

We discussion upcoming Adult Confirmation and Newcomer Classes on 2/22, 3/1, 4/12 and 4/19. Several council members volunteered to attend a class as extra support to class leaders Katherine and Sue.

This meeting was the first in-person meeting of the Council and we all agreed, this format is preferred to a Sunday evening Zoom. Our next meeting will be Sunday, March 8 following the 10am service.

The meeting adjourned at approximately 12:50pm.

# Palmer Building and Grounds Council Meeting

December 3, 2025 - 12 Noon

Invitee	Attendance
<i>Tom Van Arsdel – Sr. Warden</i>	<i>Unavailable</i>
<i>John Wallace – Jr. Warden</i>	<i>Unavailable</i>
Kip Krause – Vestry – Chair	Present
Gerry Sandoval	Present
Johnna Kincaid	Present
<i>Ric Tharpe</i>	<i>Unavailable</i>
Michael Massey – Vestry	Present
<i>Sue Murphy – Vestry</i>	<i>Unavailable</i>

## Discussion notes

### 1. South Parking Lot

- a. Work to repave and re-stripe the damaged section of the Lot has been completed as planned.

### 2. Rose Garden Clean-Up and Maintenance

- a. Gerry has a quote for trimming the branches invading the roofline and eaves, and the work will be completed this month, to be recorded in 2025 Budget.
- b. Bob Ittner and Nancy Tucker will provide expertise and guidance on plant selection and maintenance in the future.
- c. Will seek volunteers who can work with Bob and Nancy as needed.

### 3. Updates on Patio, handrails and outdoor furniture

- a. Holiday decorations are underway, and all other maintenance will be deferred until after the decorations are taken down.
- b. Handrail refurbishing might be included in the Engineering program of work (TBD), so no further action is planned until Study is completed, sometime in February. At most, we might plan for 'touch-up' work in 2026.
- c. Outdoor patio furniture power washing and re-oiling provides good opportunities for youth group volunteer work, and this is best timed in the spring; therefore, that work is also deferred until then, consistent with work on handrailing

### 4. Campus Engineering Assessment Work

- a. Due to limited attendance at this December meeting and availability of principals, discussion and status review of the Assessment work will be presented in January 2026 B&G Meeting.

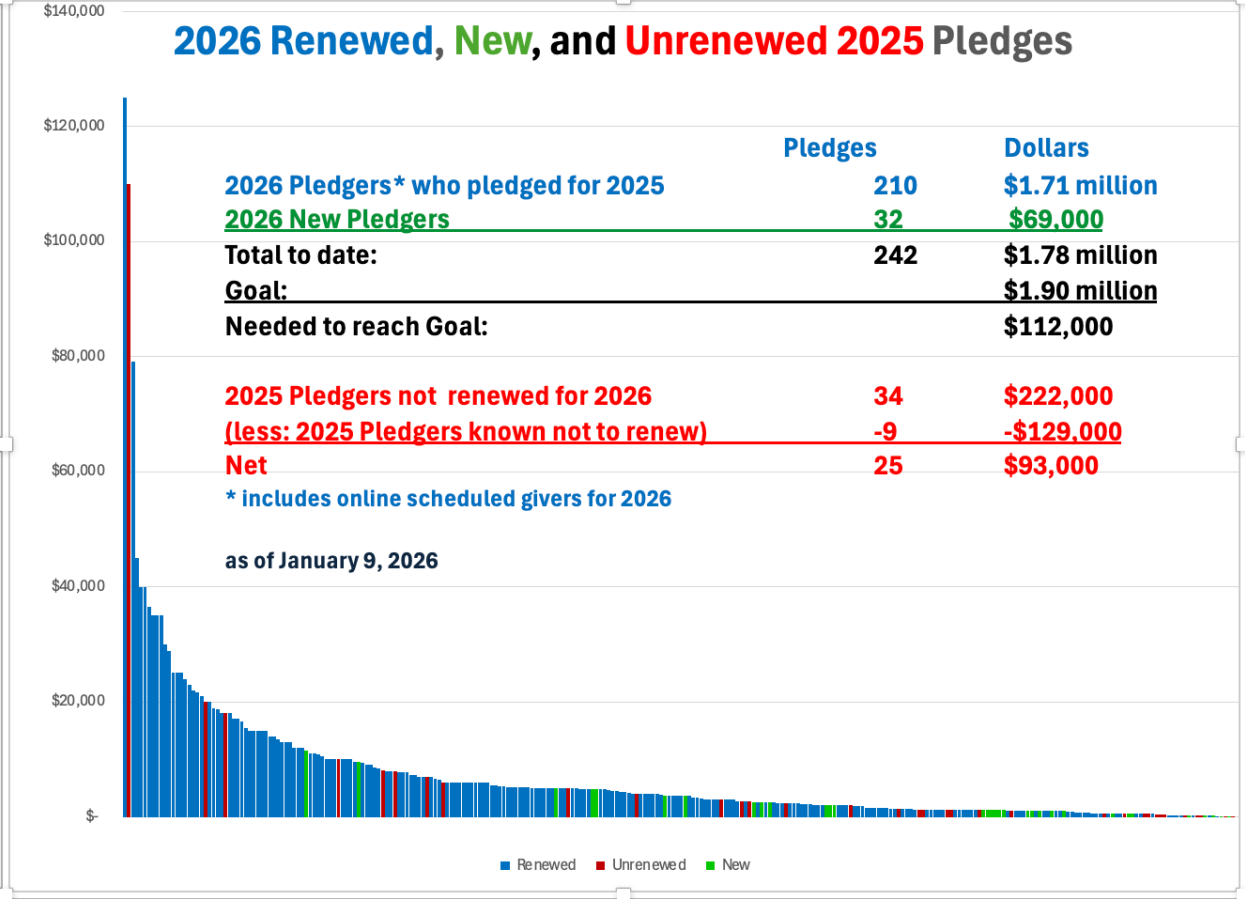
# Palmer Building and Grounds Council Meeting

December 3, 2025 - 12 Noon

## 5. Ongoing Campus/Rectory Work

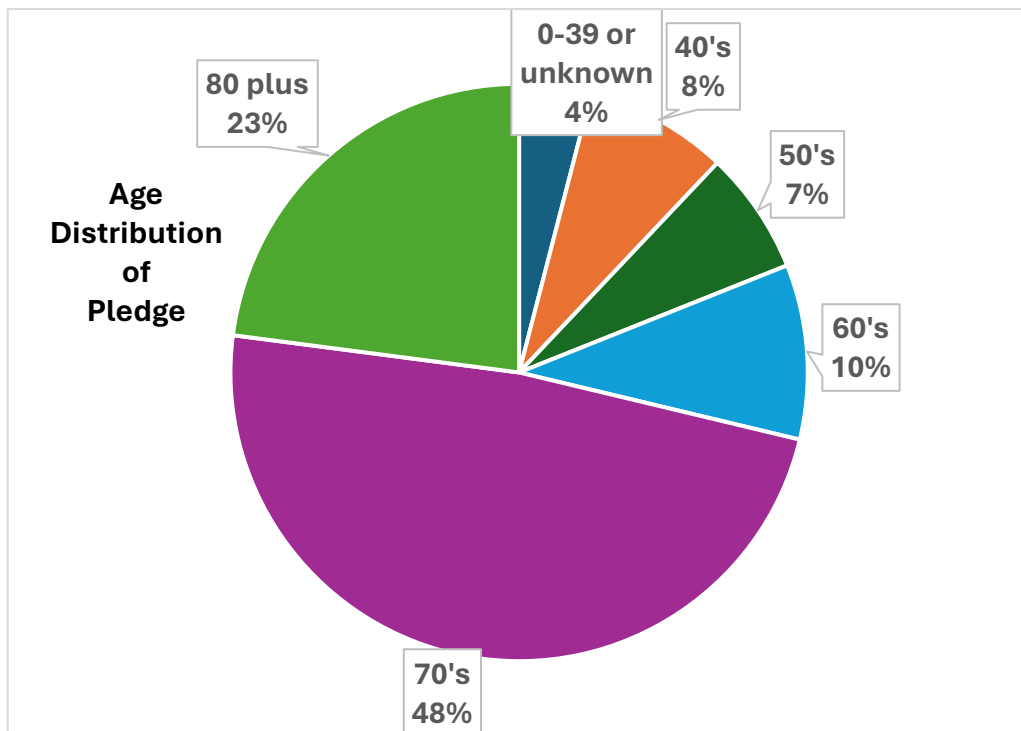
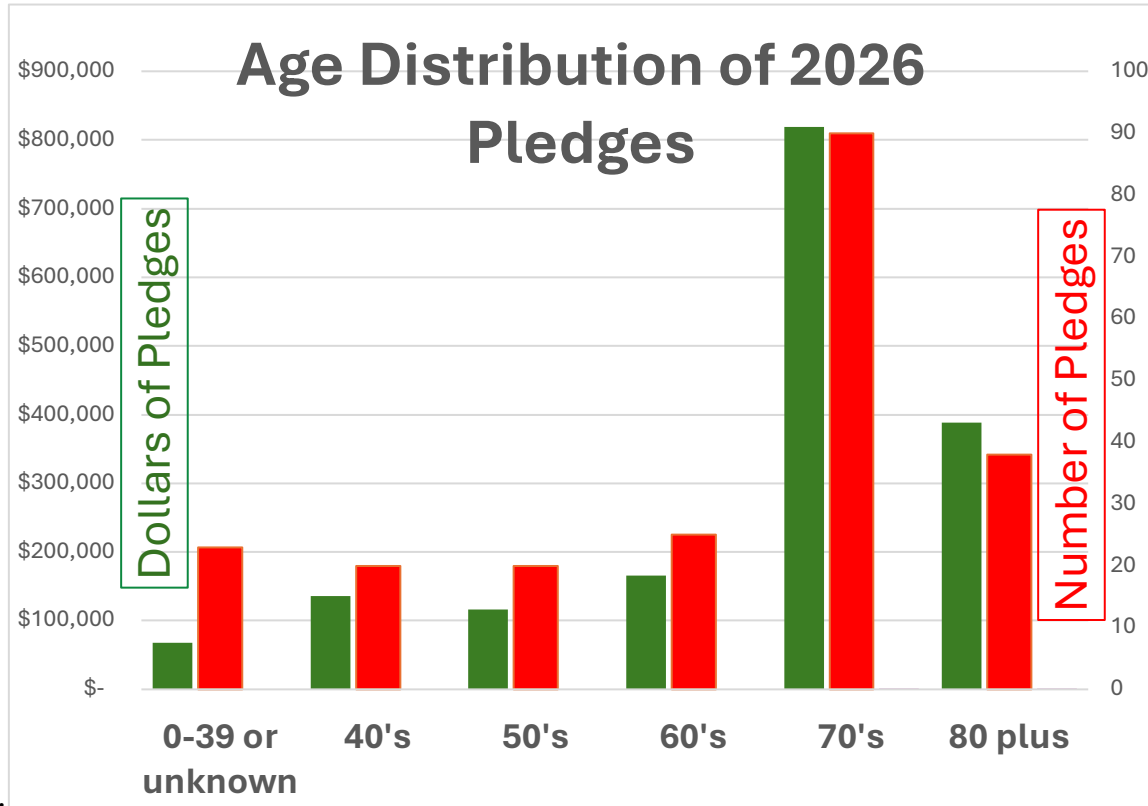
- a. Damper Inspection completed as planned.
- b. A/C Compressors inspected, cleaned and added freon as needed.
- c. Termite Treatment and Pest Control to be done during December

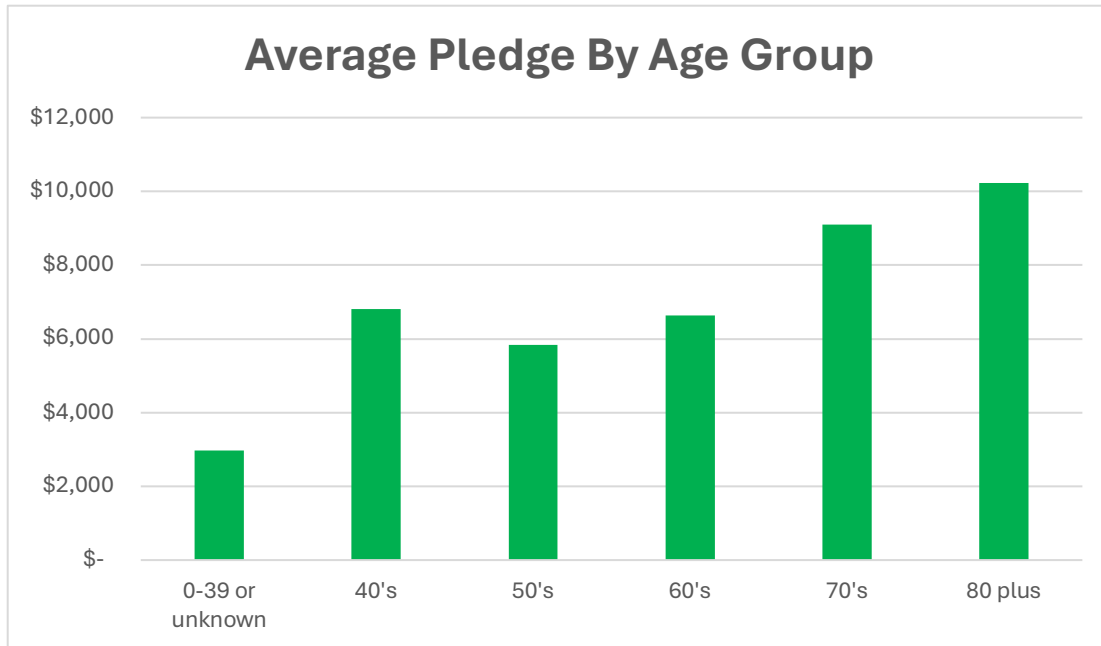
# Stewardship Council Report to the Vestry Jan. 13, 2026



1. As shown in the chart above, as of this writing, Palmer has received 242 pledges totaling \$1.78 million for 2026 (including 2026 scheduled online contributions without a pledge card). This compares to 247 pledges for 2025 pledges of \$1.745 million, an increase of 2%, but is short of the goal we set of \$1.9 million (about 9% over the 2025 pledge total). The nonrenewal of a single 2025 pledge for \$110,000 was a big hole to fill, which made it challenging to increase our pledge total over 2025.
2. There are 32 “new” 2026 pledges to-date that total \$69,000, or 63% of that one large “lost” pledge. This illustrates the general experience that new pledges rarely exceed “lost” old pledges, because they often come from younger parishioners, and pledges by individual households tend to grow over time.
3. As shown above, 34 pledgers for 2025 (14% of 2025 pledgers) have not pledged from 2026. At this point, it seems likely that a large majority of these 2025 pledgers will not be making a pledge for 2026.

4. Just 33 pledges, each of \$15,000 or more, provide 53% of total pledges. This is a slight improvement toward “flattening the curve” of our pledges, compared to 2025.





## Further Observations

1. The above charts show that about 70% of our pledge dollars come from pledgers who are over 70 years old. Moreover, the 70-79 age group represents about **90** pledging households, our largest “decade” by number of pledges. By contrast, the next younger “decade,” the 60-69 age group is just about **25** households, just 28% of the number in the 70-79 age group. Even if in the years ahead the Palmers presently age 50 – 69 were to give once in their 70’s as generously as those presently 70-79 now give, they would not come close to providing the stewardship dollars that those now in their 70’s provide.
2. These demographics have important implications for Palmer. Significant growth in our membership, most especially for those adults 20 to 60, will be essential for Palmer just to ***maintain*** its budget into the future, much less grow it. In the last 18 months, Palmer has markedly improved its efforts to attract and retain new and younger families. To change the demographic equation, however, we need to support and accelerate these improvements, including appropriate adjustments to the budget. The hiring of a business manager and the necessity of replacing Dustin Jesudasen are among the opportunities to expand our effectiveness in reaching new families.
3. The Vestry, in part through our individual stewardship communications, has made strides improving personal engagement and communication with Palmers. Nevertheless, the fact remains that even among pledgers, there are Palmers who

are not well-known to any Vestry member and even the clergy. There remains room for improvement in these efforts.

- 4.** Attracting new families to Palmer requires engagement of clergy, staff, and volunteers, supported by a budget that prioritizes these efforts. That likely includes expenditures above levels specifically devoted to these tasks in the past.

**Palmer Memorial Episcopal Church  
Finance Committee Minutes  
December, 2025**

Present: Dick Viebig, Pam Harvey, Pam Lovett, Richard Avant, Jessica Evans, Tom Van Arsdel, Kip Krause, Dave Maxey

Opening Prayer – Pamela Harvey

Action Items

- November 2025 minutes were approved as submitted Davis/Pam
- November 2025 financial reports were approved as submitted Pam/Davis

Discussion Items

- 2026 Budget discussions – upcoming Vestry presentation was discussed
- November pledges were lower than expected but at the time Jessica reported that December pledges were equal at that point in time to the whole month of December.
- Buildings and grounds reported that the comprehensive assessment was ongoing with the findings to be presented in January 2026.
- Discussion ensued about replacing the headcount vacated by Dustin and the impact on the budget.
- 

Budget overview to be presented to Vestry;

<b>2026 Budget</b>						
	<b>2024 Budget</b>	<b>2024 Actual 12.31.24</b>	<b>2025 Budget</b>	<b>2025 Actual 10.31.2025</b>	<b>2026 Budget</b>	<b>% Change vs 2025 Budget</b>
CONTRIBUTION REVENUE	1,711,313	1,727,572	1,818,680	1,495,217	1,892,000	4%
OTHER OPERATING REVENUE	369,204	473,506	453,772	448,716	508,130	11%
<b>Total Revenues</b>	<b>2,080,517</b>	<b>2,201,079</b>	<b>2,272,452</b>	<b>1,943,933</b>	<b>2,400,130</b>	<b>5%</b>
Total PERSONNEL	904,741	906,051	1,038,331	792,395	1,088,976	5%
Total DIOCESE	178,808	178,808	177,945	148,288	195,740	9%
Total RECTORY	16,600	10,922	16,600	10,873	22,000	25%
BUILDING and MAINTENANCE	499,489	541,319	563,487	471,367	615,800	8%
DEBT SERVICE	63,112	59,145	61,029	48,512	48,000	-27%
Other expenses	411,961	433,331	415,060	329,765	429,614	-14%
<b>Total expense</b>	<b>2,074,711</b>	<b>2,129,576</b>	<b>2,272,452</b>	<b>1,801,199</b>	<b>2,400,130</b>	<b>5%</b>
<b>(loss)/surplus</b>	<b>5,806</b>	<b>71,503</b>	<b>(0)</b>	<b>142,734</b>	<b>(0)</b>	



Know and share the love of Jesus Christ

**Palmer Memorial Episcopal Church  
Finance Committee Minutes  
January 15, 2026**

Present: Pam Harvey, Jessica Evans, Dick Viebig, Rosine Hall, Kip Krause, Tom Van Arsdel, Richard Avant, Bet Hunter, Dave Maxey

Opening Prayer – Rosine Hall

Action Items

- December 2025 minutes were approved as submitted Dick/Pam
- December 2025 financial reports were approved as submitted Dick/Kip
  - \$175k surplus due to no Associate Rector compensation until August, Employee Retention credit from the IRS

Discussion Items

- 2026 Budget discussions
  - Vestry to approve next week
  - Back date all raises for staff, custodial, security guards
  - Possible changes made later in 2026 if contributions are higher than expected
  - Pam/Jessica will work on budget summaries for staff
  - Jessica will update the prepaid pledges figures and 2025 final numbers and send updated version in the morning
- Discussion on Ken's stewardship report regarding demographics
- Buildings and grounds reported that there will be a presentation made to the Vestry next week with more details to be revealed soon
- Pam will reach out to Mimi Holt (auditor) regarding the unqualified opinion in the audit report
- Discussion about the finance committee's role in a capital campaign
- Annual report is due to Sue Howard next week
- The committee agreed that it is vital to review staff pay each year to maintain market rates

Closing Prayer – Rosine Hall

# Senior Warden Report

## For the January 20, 2026 Vestry Meeting

1. Special Committees for Capital Campaign and Centennial Celebration
  - a. Pam Lovett and Mike Soika have agreed to co-chair the Capital Campaign committee. The Wardens committee, along with Pam and Mike, are reviewing possible candidates for the Committee. We have a meeting scheduled with the Diocese, who has resources and counsel for parishes who are about to undertake a Capital Campaign.
  - b. An invitation has been extended to an individual to co-chair the Centennial Celebration Committee. That person is considering the request.
2. Human Resources and Staffing update
  - a. The Wardens Committee has reviewed the job description for the Communications Director position. Posting and review of possible candidates will begin shortly
  - b. Work has begun on drafting the job description for the Business Manager position.
  - c. Roger Hutchison will assume the title of Director of Family Ministries and Digital Storytelling, and will begin managing the church's social media.
3. Buildings and Grounds
  - a. The initial report of Walter P. Moore has been completed and submitted. Additional work on the cost estimates is underway. The work of the mechanical, electrical, and plumbing engineers is also underway. We're on track to get a better estimate for a full campus restoration in February, subject to contractor bids.
  - b. Facility Sharing Agreements – We reached an agreement with Archway to extend the Facility Use Agreement through summer 2027. We will be approaching GISH about an extension as well.
4. Nominations Committee – Thanks to the hard work of the Nominations Committee and its chair, John Wallace, we have 8 outstanding candidates for Vestry and 4 for Diocesan Council Representative. Preparations are underway for the Candidate Forum, early voting, and Annual Meeting planning.
5. Early preparations are being made for council appointments for 2026, pending the Vestry election
6. Strategic Plan Updates

The following are updates on our Strategic Plan initiatives, reflecting actions taken since the Vestry's special meeting in April:

- a. Working Groups statuses are noted below
  - i. People Strategy
    1. Processes for Personnel related Objectives were reviewed, and most objectives are already in place, or will happen later this calendar year.
    2. Hiring the Business Manager will fulfill a major part of the Strategic Plan for the staff and office functions in general.
    3. Membership of Parish Councils have been largely formed. See update above regarding the Pastoral Care council.
    4. We will be populating the Vestry page with photos and short bios. This work has been assigned to the Communications council.
    5. We will brainstorm ways to thank our volunteers in a more engaging and meaningful way

6. Along with the church staff, we will plan and execute events that serve as a “side door” introduction to Palmer
- ii. Place Strategy
    1. Campus Improvements and Maintenance (Master Plan)
      - a. See Buildings and Grounds update, above.
  - iii. Program Strategy
    1. Membership of Parish Councils has been reviewed, and new members have been identified and invited to join. These councils include Membership, Parish Life (aka Congressional / Community Engagement), Christian Formation and Outreach.
      - a. Strategic Plan initiatives with these groups are in process.
    2. These are related to the People strategies
  - iv. Pay Strategy
    1. The formal objectives of this strategy are to be launched with the Finance and Stewardship Councils
      - a. These objectives are a part of their regular discussion
    2. Earned Revenue
    3. Donated Revenue
      - Under the purview of the Stewardship Committee.
      - a. Many of the tactics noted are already in the prevue of this committee.
    4. Increase Operating Reserves
      - a. This Objective includes Year 2 tactics, so will not be addressed until Earned Revenue and Donated Revenue Objectives are established

## The Rector's Report for the Jan. 2026 Vestry Meeting from the Rev'd Neil Alan Willard

1. On Monday, December 1, I participated in an interview with Rice University's Boniuk Institute for the Study and Advancement of Religious Tolerance. This was at the invitation of Professor Elaine Howard Ecklund, Director of the Boniuk Institute, and the purpose was to learn how Houston's religious leaders address social problems, pursue common goods, and navigate a diverse religious landscape.
2. On Thursday, December 11, my wife Carrie and I hosted members of the church staff at the Rectory for our annual Christmas lunch.
3. I asked the Rev'd Allen Junek to take a look at some of the attendance figures related to Christmas Eve and thought they might be of interest to members of the Vestry. These numbers exclude Christmas Day attendance, and they exclude online attendance. And since we offered a three-service Christmas Eve schedule in 2019, it's a fairly accurate comparison of apples to apples (i.e., not having to factor in, say, counting members of the choir an extra time at a fourth Christmas Eve service).

Note that the percentages of the 2019 baseline have been rounded to the closest whole number for digestibility:

2019: 956 (100%, baseline)

2020: -----

2021: 535 (56%)

2022: 522 (55%)

2023: 692 (72%)

2024: 677 (71%)

2025: 814 (85%)

As Allen summarized: "So, taken as a whole: Our Christmas Eve services continue to show a promising (albeit, non-linear) return toward pre-pandemic engagement. In 2019, we welcomed 956 people across four services. This year, we hosted 814 people, across three services — reaching 85% of our baseline — the most we have hosted for Christmas Eve post-pandemic."

4. On Sunday, January 11, the Houston Marathon once again passed in front of our church doors. Many runners via Instagram said how much they loved the blessing.
5. Monday, January 19, is the Martin Luther King, Jr., federal holiday. One way to observe that day will be to go "On the Road with the Rector" to an event at Brazos Bookstore, 2421 Bissonnet Street, where Rice University's Caleb McDaniel and Alex Byrd will be in conversation about their book *Slavery, Segregation, and the Second Founding of Rice University*. As you may know, Rice is one of more than 100 institutions of higher learning in the United States that have undertaken projects to study and share their connections to slavery, segregation, and racial injustice. The changes required to desegregate Rice were so significant that it was as if the university underwent a second founding.



**Job Title:** Director of Communications  
**Department:** Parish Life  
**Reports to:** Director of Parish Life (clergy)  
**FLSA Status:** Exempt/Salaried (full-time position)  
**Schedule:** Five days per week, including most Sundays. Weekly staff meeting and other meetings as scheduled. This position may require occasional travel and work outside of regular business hours.  
**Date Updated:** January 2026

## SUMMARY

The Director of Communications provides strategic leadership for all internal and external communications at Palmer Memorial Episcopal Church. Working collaboratively across ministries, the Director of Communications ensures consistent, timely, and mission-aligned messaging in nearly every area of parish life. The position supports clergy, staff, and lay leaders in crafting clear communication materials and producing high-quality written and visual content. Additionally, the Director of Communications ensures that across all channels of communication, the mission of the congregation is communicated with clarity, creativity, and theological integrity.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Strategic Communications

- Develop and execute an integrated communications strategy for Palmer Memorial Episcopal Church, ensuring all appropriate communication vehicles are coordinated and used to effectively communicate the mission, vision, and values of the parish
- Working collaboratively with staff members to ensure that the strategic communications needs of the parish are being met and standards upheld in all published, printed, and distributed communications pieces
- Exercise ownership over parish database ShelbyNext and Palmer Church app
- Serve as a key advisor to clergy and senior staff on communications planning, messaging, and public presence
- Ensure consistent branding, tone, and theological integrity across all communications
- Lead and engage the Communications Council, comprised of parishioners with a passion and aptitude for various elements of Palmer communications
- Manage annual communications budget

### Content Creation & Storytelling

- Manage the creation, development, editing, and publication of all printed and digital materials.
- Write and edit high-quality content for newsletters, emails, website, bulletins, and other print and digital materials
- Tell compelling stories of worship, formation, outreach, and parish life
- Oversee visual branding, including graphics, photography, and video, while maintaining a cohesive and professional look
- Coordinate with vendors, freelancers, or volunteers as needed for design, photography, or videography
- Support clergy and ministry leaders with messaging for parish-wide announcements and special initiatives
- In consultation with the Associate Rector and lay volunteers, ensure the Parish Prayer List is kept up-to-date

## Digital & Social Media

- Manage and update the church website, ensuring accuracy, accessibility, and up-to-date content
- Coordinate with the Director of Family Ministries and Digital Storytelling in planning content for social media platforms in order to engage parishioners and reach new audiences
- Ensure all parish communication-related licenses are kept up-to-date, including copyright, music, streaming, and software permissions
- Manage and exercise oversight over Audio-Visual team comprised of two contract employees
- Collaborate with staff in monitoring analytics and, when necessary, adjust strategies to increase engagement and effectiveness

## Special Projects & Events

- Lead communications for major liturgical seasons, parish events, stewardship campaigns, and capital or fundraising initiatives
- Lead initiatives in developing outward-facing ads, welcome videos, and promotional materials
- Manage public communications and media contacts for holidays and special events
- Assist with crisis, or otherwise sensitive, communications

## QUALIFICATIONS

### Required

- Bachelor's degree in Communications, Marketing, or a related field
- 3–5 years of professional experience in communications, marketing, or a related experience
- Excellent writing, editing, and storytelling skills
- Strong understanding of digital communications and social media best practices
- Experience working in a church, nonprofit, or faith-based organization

### Preferred

- Familiarity with the Episcopal Church's structure, theology, and worship life
- Experience with content management systems, email marketing platforms, and basic analytics
- Basic graphic design skills and ability to work with tools such as Adobe Creative Suite, Canva, etc.

### Personal & Professional Qualities

- Appreciation for and alignment with the mission and values of the Episcopal Church
- Collaborative, pastoral, and service-oriented approach
- Strong organizational skills and attention to detail
- Ability to manage multiple projects and deadlines with grace and flexibility

## COMPENSATION

Competitive salary commensurate with experience and a comprehensive benefits package

## APPLICATION

Anyone not already active within Palmer Memorial Episcopal Church is invited to email a resume and cover letter to the Rev'd Neil Alan Willard at [employment@palmerchurch.org](mailto:employment@palmerchurch.org).